
LEHMAN LOBO BAND STUDENT HANDBOOK



2018-2019

Joey Lucita, Christopher Lunsford, Jacob Gross, Matthew Garrison- Lehman High School

Nathan Smith, Rachel Janek, Kyle Manning – Chapa Middle School
James Malik, Paul Scheffel, Michael Haynes – Wallace Middle School
Marvin Housley, Lyle Perkins – Simon Middle School

Denisha Jackson-Presley
Principal

INTRODUCTION

Welcome to Lehman High School, and the Lehman Lobo Band! You are a privileged member of one of the newest and fastest growing bands in Central Texas. This handbook has been prepared to provide you with as much information as possible about membership in this program. This includes scheduling, activities and requirements, so that you fully understand your responsibilities and expectations, in order to receive the maximum enjoyment from your participation.

The mission of the Lehman Band Program is to cultivate in all of our students, a life-long interest in, and an appreciation of music while continually raising our standards of excellence through unified efforts, mutual respect, and common goals, building upon a new tradition of success.

To achieve this mission, both students and staff devote their energies to:

- Pursuing those endeavors that define excellence in a distinguished musical organization,
- Demonstrating musical knowledge and proficiency through performance in a variety of mediums including:
 - a) Concert Band.
 - b) Marching Band.
 - c) Jazz Ensemble.
 - d) Percussion.
 - e) Color Guard and Winter Guard.
 - f) Small and Medium Ensembles.
 - g) Individual Performance and Achievement.
- Giving and receiving instruction in those skills that will foster the desire to excel, and build team skills, self-esteem, and satisfaction in both individual and group performance.

Individual musicianship will be emphasized throughout the year and is the backbone of this organization. In general, the focus from June through early November is on the marching band. Early November through May focuses on the concert bands.

General Participation Statement

Performance of music is the standard by which learning and proficiency are measured. Therefore, **all band students are required to participate in EVERY performance** unless otherwise authorized by their director. These performances include football games, marching contests, pep rallies, parades, scheduled local concerts, concert contests, and any competitions required by a given performance group.

To eliminate scheduling conflicts, the **complete annual performance schedule** is:

- a) Given to students during the last part of the prior Spring semester.
- b) Mailed to each student in early July with the Summer Band packet.
- c) Included on the Lehman Band web site: www.loboband.org and www.charmsoffice.com
- d) Included on our Lehman Band **Fall Conflict Sheet** (handed out during Spring)
- e) Displayed in the Band Hall.
- f) Sent via REMIND Messaging Service

It may be necessary to make changes in the schedule after publication. Students and parents will be notified of these changes by sending a notice home with students and on the web page.

Communication

Good communication is the single most important means of informing members and parents and preventing problems. There are a number of ways that information is dispersed.

- Students are informed of all upcoming events, actions, etc., in class. Directors inform the students of information they need to relate to their parents, and students are responsible for taking that information home.
- Handouts are given to students, with instructions to take them home. This is recognized as a poor method of communication due to the few handouts that actually make it home!
- All information is posted on the Lobo Band website: www.loboband.org and at www.charmsoffice.com
- Follow us on Twitter at “lehmanband”
- REMIND Messaging Service. Please sign up for our multiple REMIND Accounts.

Band Website

The internet home of the Lehman Band is at www.loboband.org . Here you will find all of the information regarding the Lehman Band, including calendars and handouts. In addition, there will be links to band media such as pictures, audio recordings and videos!

Charms Website

The Charms website, much like our Band website offers a great deal of information including band calendar, and all handouts. In addition, the Charms website allows students to download the current marching band music and also allows parents to check on student accounts and to pay for band fees, etc.

How to access parent information

- Log on to www.charmsoffice.com
- Locate the “PARENT/STUDENT LOGIN” section of the web page.
- Log in to your child’s program account using the following login: **lehmanhsband**

This will bring up the main parent page. This will allow you to look at your child’s program’s **public calendar, event list, handouts and other files.**

Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities. Clicking on “event list” puts all of the calendar information in a list form for easy printing.

When you enter your child’s **ID NUMBER**, _____ another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, forms and inventory. Enter your child’s ID FIRST – then you may create your own, unique password by clicking on the “**keys icon**”

Two areas in which you can help the directors maintain their records:

Student information form – if the director has allowed it, you may help make changes to your child’s **student information page** (such as updating phone numbers and email addresses if they change) to help the director communicate with you more effectively.

Credit card payments for fees, trips and deposits to your student’s account can be made on our website and Charms through REVTRAK.

Most importantly, the parent page assists both you and the teacher to communicate with each other.

Color Guard

The Lehman Color Guard is the visual performance ensemble of the Lehman High School Band Program. In addition to the use of dance, drill, and theatrics, members of the Color Guard learn to perform with various pieces of equipment including flag, rifle, and sabre, as well as other miscellaneous props. During the fall semester, the Color Guard performs as part of the Lehman Band, performing at all Varsity football games, UIL contests, and Bands of America Regional Championships. Like Band, Color Guard Class meets daily and receives the same academic credit that other band members receive.

In the Spring the Lehman Color Guard competes in "Winter Guard" contests hosted by the Texas Color Guard Circuit, and Winter Guard International. The Lehman Color Guard is the 2011 TCGC Scholastic Regional A Bronze Medalist, the 2012 TCGC Scholastic Regional A STATE CHAMPION, a 2014 and 2015 State Finalist, and WGI Regional Finalist.

Participation in Ancillary Groups of the Lehman Band

The Lehman High School Band is comprised of several smaller, ancillary performing groups. Currently those groups are: Colorguard, Winterguard, Lobo Steel, Lehman Jazz, Mariachi Trumpets, Drumline, and Musical Pit. Students participating in these ensembles must maintain enrollment within Lehman High School Band. Any student who chooses to withdraw from the Lehman High School Band will also forfeit their membership in any ancillary groups.

GENERAL INFORMATION

Care of Facilities

Band Members will observe all policies set forth by the School District, in addition to the following, as they pertain to the instrumental music setting:

1. Students will bring **no food, drinks, candy or gum** in the Band Hall area without permission from a band director.
2. Students will not play on equipment they do not own or have permission from a director to use.
3. Students will not touch, handle, borrow, or use anyone else's instrument, uniform, or personal belongings.
4. When allowed in the band hall, either before or after school, students will not disturb any rehearsal in progress.
5. Students are permitted to use the music library telephone with director permission as long as it relates to school business.
6. Students will respect the property of others.
7. Students will not enter the directors' offices without permission. Students **should enter the band office through the main office door, not through the library.**
8. Students should **NOT** enter the band suite through Band Hall 2, unless given permission by a director.
9. The copy machine is off limits from all students except librarians and students given permission by a director.
10. Students will not deface or mark on music stands, walls, etc.
11. Practice rooms and auxiliary rooms are designated for practicing, not for social gatherings.
12. Students not currently enrolled in band should not be in the band hall area or in the band stands area during football games unless invited to do so by a director. If students who are not enrolled in band wander into the band area, please bring their presence to the attention of the band staff.
13. Students should keep their equipment in the designated storage area, and keep said storage area clean and neat in appearance. Students who demonstrate great difficulty with this may lose the privilege of having a storage area in the band hall. Your locker is not your personal property and a director at any time may remove anything undesirable from your locker with the repercussion of losing all locker privileges in general.
14. Students will utilize their assigned storage slot/locker for instrument cases during rehearsals. Cases & Backpacks/other bags **should not be brought into the rehearsal area or set up** unless requested by a director. In addition, all instrument cases should remain **closed** when stored in their lockers.

General Daily Supplies – The following list is a guide for what you need to be prepared for daily rehearsals.

- A. All issued music in a binder
- B. Pencil
- C. Instrument
- D. All supplies relative to their instrument (Breathing Tubes and BERPS)
- E. All marching related equipment (during marching season)
 - 1. Dot Book/Coordinate Sheet/Pencil
 - 2. Lyre / Flip Folder
 - 3. All issued music/Binder
 - 4. Camelback with Water
 - 5. Large Towel for Movement Warm Up
 - 6. White or Black Batting or Golf Gloves for ALL French Horns & Baritones
 - 7. Breathing Tubes for Wind Players
- F. Metronome/Tuner (for home use)

Flutes

- Tuning and cleaning rods
- Cleaning cloth
- Key oil
- Approved type instrument
- Screwdriver Set

Clarinets

- Four good playable reeds. Vandoren is the approved reed.
- Reed guard
- Ligature
- Proper mouthpiece with cap (Vandoren 5 RV Lyre)
- Cleaning swab
- Approved type instrument
- Cork grease

Saxes / Low Reeds as applicable

- Four good playable reeds. Vandoren is the approved reed.
- Reed guard
- Ligature
- Proper mouthpiece (Selmer C star)
- Pad and neck saver
- Approved type instrument

Trumpets

- Valve oil (Al Cass)
- Polishing cloth
- Mouthpiece (Bach 3C or other director approved mouthpiece)
- Approved type instrument
- BERP

French Horns

- Rotary / Valve oil (Al Cass - Marching Horn) (Holton Rotary - Concert Horn)
- Polishing cloth
- Approved mouthpiece (Holton Farkas MDC)
- Approved type instrument
- BERP

Trombones

- Slide cream
- Spray Water Bottle
- Polishing Cloth
- Mouthpiece (Schilke 51D or other director approved mouthpiece)
- Approved type instrument
- BERP

Baritones / Euphoniums

- Valve oil (Al Cass)
- Mouthpiece (Schilke 51D or other director approved mouthpiece)
- Polishing cloth
- Approved type instrument
- BERP

Tubas

- Rotator / Valve Oil (Al Cass -Valves / Holton - Rotors)
- Mouthpiece (Schilke Helleberg or other director approved mouthpiece)
- Polishing cloth
- Approved type instrument
- BERP

Percussion

- List of approved equipment provided by Mr. Lunsford

Color Guard

- List of approved equipment provided by Mr. Green

SUMMER ACTIVITIES

New Student Orientation Camp (Rookie Camp)

In May, a camp is held for all incoming freshmen or new students to the program. It is a time for these students to get to know the directors and student leaders, become familiar with the high school facilities, learn basic marching and playing fundamentals, and have a good time. They will receive the music played in the stands during football games, and will get an idea of how things work for summer band camp and the marching season. By the time this camp is concluded, these new students will feel like returning band members when summer band camp arrives in late July/early August.

“Spring Training” Camp

Spring Training occurs the first week following the end of the school year (end of May/Beginning of June) and is **MANDATORY** for all band and color guard students. Specific days and times are announced near the end of the school year. During Spring Training, students begin rehearsing next year’s marching band program, as well as work on basic movement and marching fundamentals.

Instruments

During Spring Training and the summer working days, marching instruments will be issued to all students who need to use school-owned instruments.

Required SLT Workdays

As part of their responsibilities, all student leaders agree to attend work sessions in the summer at the band hall. Time will be spent on instructing new band members, preparing music for the fall, facility preparation, readying of uniforms, music and marching instruments for issuance, general preparation for summer band camp, team building exercises, and goal setting for the year. Although there are some “impromptu” work days, all **REQUIRED** work days will be on the calendar that is distributed after SLT audition results are announced in the spring. **In addition, Librarians and Uniform Coordinators will be required to serve multiple prep days throughout the summer.**

Summer Band Camp

Summer Band Camp will start on Monday the first week of August. Attendance is **REQUIRED** of all band students unless the Head Director approves an absence. The dates are announced as much as a year in advance for returning band members, and at least 3-4 months for new students to give families an opportunity to plan vacations.

Camp begins promptly at a designated time every day (this means the student is in place, ready to go at appropriate time, not just arriving) and finishes in the afternoon. Teacher in-service dates may sometimes require some evening rehearsals. Students alternate practicing outside on the practice field (parking lot) and inside the band hall. Students **must bring a personal camelback for water.** Great care is taken to prevent heat-related problems. A detailed handout is sent to each student in early July outlining specific dates and times, what to bring, wear, eat, etc., but some general rules follow.

- a) Hats and sunscreen are **REQUIRED** outside during summer band. Save your skin!
- b) Wear light colored, athletic clothing (shorts, t-shirts). Jeans and pants are **NOT** acceptable.
- c) Wear socks and athletic shoes (cross trainers or running shoes are the best example of proper foot wear). **No** sandals, bare feet, high-tops, ill-fitting, or non-athletic shoes, including converse and slip on sneakers. Due to the physical nature of our activity, and that the majority of our movement will be done on a hard asphalt surface, proper foot wear is a necessity to reduce the risk of injury and strain on your body.
- d) Bring a good lunch, high in carbohydrates and fruit, low in fat. You will have the opportunity to leave campus for about an hour for lunch so long as you return on time.
- e) A camelbak is **REQUIRED** for outdoor rehearsals, **but don't let others use it.** Keep it only for yourself. Water should be the **ONLY** drink during rehearsals.

During summer band camp, students will work on marching fundamentals, marching drill and music for the fall field production. They will also learn playing fundamentals, practice stand tunes for football games, and still manage to have some fun! There will be at least one party held during summer band. During the camp, we work very hard, as there is a lot to get done before school starts, but there is also a time for fun, and we will work very hard at that as well!

Uniforms

Marching uniforms will be issued during the summer band camps. The marching uniform consists of a jacket, gloves, black socks (not ankle or short socks), one pair of black pants (bibbers), a shako, shako box, two plumes (one white, one dove gray), two sets of gauntlets (one white, one blue/dove gray), two baldrics (one mirror insert, one Lobo insert) and other uniform parts that are specific to the fall show, including additional uniform attachments, baldrics, etc. A sheet will be included in the summer band camp packet indicating the requirements and financial obligations regarding the uniform. Concert formals and tuxedos will be issued in November, for members of the Wind Ensemble, and will follow the same procedures as below.

Once checked out by the student, the uniform becomes the responsibility of that student. It must be hung and stored properly and kept clean at all times. When not being worn, the uniform should be stored in the uniform room at school. At no time should a uniform be left in a car, the student's band locker, or taken home, unless director approved.

Required Band Clothing

Orders and measurements are taken for those clothing accessories that are required for students throughout the year, including t-shirts, shoes, gloves, summer band uniforms, etc. Some of these items do not need to be purchased every year. Specific instructions will be provided in the summer band packet mailed in late June or early July.

FIELD SEASON (MARCHING BAND)

The Lehman Band aspires to be recognized among the top 6A bands in the state. This does not come automatically. It is the result of long hours of very hard work, at school, on the practice field, and at home. Each member of this organization is responsible for learning and memorizing an 8-minute marching show and a rigorous musical score. Students are responsible for performing all components by memory at all competitions and must be able to march each measure of music to its specific chart, i.e., chart #3 is for 16 steps/counts and includes measures 48-64. Each student will be responsible for his/her marching "spot", and will receive a set of printed music. Each student will receive a set of coordinate sheets that are specific to their charting number. It is the students' responsibility to retrieve and return their sheets to their squad leader on a daily basis.

Varsity (Competitive) Marching Band Positions

Primary Marchers ("A's")

Students who earn a position in the marching band will carry the designation of primary marcher. A primary marcher is evaluated on the following:

- a) Grade History (Eligibility)
- b) Playing Ability (Band Audition Placement)
- c) Marching Ability (Spring Training Visual Assessment)
- d) Attendance
- e) Attitude
- f) Previous history in all above listed areas.

Secondary (Alternates) Marchers ("B's")

Any student who is a secondary marcher will SHARE a position with a primary marcher. Secondary marchers will participate at all rehearsals, football games and public performances, and may be utilized in areas such as field preparation and clearance, percussion and electronic logistics, etc. The position of secondary marcher will be utilized for those students who display difficulty in meeting the criteria of a primary marcher including but not limited to attendance, preparation, attitude, playing, marching, and movement ability.

Junior Varsity Marching Band Positions

Students who have been assigned to the "JV" Marching Band participate in ALL Marching band performances, including football games and contests. However, JV students will have a reduced rehearsal schedule that will focus on music and marching fundamentals, as well as our "FUN" show, stands tunes, and dance team tunes for each football game. JV Students will have multiple opportunities to perform assessments to gain placement as an alternate in the Varsity Marching Band.

ATTENDANCE POLICY

In order to have and maintain a high quality band program, attendance from all members is essential. In addition to district and school policies, the following guidelines outline attendance procedures for the Lehman Band. These attendance guidelines also apply to activities held outside of the school day.

Band Calendar

To assist Band members in planning and scheduling, the monthly Band calendar will be posted in the Band Hall and will also be given to every band member. In addition, parents and students can go to the www.loboband.org or www.charmsoffice.com (see the CHARMS login information) to see the calendar at any time. Band members will be given advance notice of any changes in the monthly calendar. Band members are **solely responsible** for being familiar with the calendar and attending all scheduled Band functions.

Because the Lobo Band functions as a "team" and counts on every member, each member's prompt attendance at all Band functions is crucial to the success of the Band. Each Band member is responsible to be in the required location,

properly attired (in the full proper uniform as required), with his or her instrument and all necessary music, equipment, etc. at or before the appointed time and in sufficient time to answer

Conflict Sheet

Every Lehman Band Student will receive a "Band Conflict" Sheet at the end of the school year that identifies all of the major band dates and functions for the upcoming summer and fall marching band season. Students are expected to return their sheets signed by a parent by the August 1st. The conflict sheet assists students and parents in planning summer vacations, appointments during the fall, family events, etc.

Roll Call/Attendance Block

During Marching season, students are expected to be in attendance block with ALL necessary materials and equipment at the start of rehearsal. Any student NOT in block, or without all materials and equipment will be considered tardy. During concert season and class, students must be in assigned seat at the designated time. Students must be **IN the Band Hall** when the bell rings. Students who are in any other area of the 'Band Suite" (i.e. hallway, office, library, instrument room) when the bell rings will be considered tardy.

Tardy Policy

Students not in their designated area at the appropriate time will be marked tardy. A tardy will be converted to an unexcused absence 10 minutes after the rehearsal begins.

*During the Marching season, tardy students must sign in with a Drum Major or Director (on the designated Tardy Clipboard), and are then required to run one lap around the field. Requiring tardy students to run one lap is in support of our physical marching band requirement without impacting other students. Students who decide to walk instead of run will be asked to leave rehearsal, and will receive an unexcused absence.

Excused Tardiness

Tardiness may be excused at the discretion of the directors. Tutorials, meetings for other organizations, appointments etc. will **NOT** be an excuse for tardiness unless prior arrangements, with written documentation, are made and approved by a director.

Unexcused Tardiness

Students who have more than one unexcused tardy may be subject to one of the following consequences at the discretion of the band directors:

- Loss of spot as a primary marcher
- Loss of marching privilege (for one game) at a football game
- Requirement to stay after rehearsal or report early to next rehearsal to make up lost time
- Requirement to make up 15 minutes of fundamental marching with his/her section leader

Absence

Students not present at the appropriate time may be marked absent. Students are responsible for any new material learned or rehearsed while they were absent, and may need to spend additional time on their own before or after school in order to fulfill any learning objectives missed during the absence.

A member's work/ employment, club meetings, or other rehearsals are NOT an excuse for absence from or tardiness to a Band function. Elective doctor's appointments are to be scheduled at times other than when the band has rehearsal. In addition, family events and birthday celebrations of ANY KIND are NOT excused absences.

The nature of the activity is such that no amount of individual effort can substitute for group participation. Any absence, whether due to illness or other circumstance, is impossible to make up. Therefore, students who miss rehearsal repeatedly, regardless of the reason, compromise the progress of the group and cannot be allowed to continue to participate in a primary capacity.

Any member who may have a problem attending a Band function must contact a Band director IN ADVANCE to satisfactorily resolve the problem or to arrange for an expected absence or tardy to be excused. If your absence is unexcused it will affect your participation grade and may result in the loss of your marching spot/concert chair. If you are absent from two rehearsals consecutively, and alternate will be placed in your marching spot. In either case you may have the opportunity to challenge back into your marching spot or concert chair.

Excused Absence

Absences will be excused at the discretion of the directors. Appointments, tutorials, other club meetings, etc. will NOT be an excuse for an absence. Absence due to personal illness requiring medical attention, death in the family, or other extenuating circumstances (approved by director) may be considered for excused status. Students who are continually ill may be required to provide a doctor's note releasing them from participation in order to ensure the well-being of the child and to reduce concerns of the band directors. If in doubt, an absence should be checked with a director.

Special note: *During marching band season, morning rehearsals will end at 8am, giving students ample time to attend tutorials from 8:20am-8:40am every day. Students have most afternoons free during the marching band season. These afternoons should be used for appointments and routine professional visits. In addition, during the concert season, students will generally be responsible for a weekly section rehearsal and a full ensemble rehearsal. Thus, students will have ample days available for tutorials and appointments.*

Unexcused Absence

Students who have an unexcused absence will receive a "0" participation grade for the rehearsal and may be subject to one or more of the following consequences at the discretion of the directors:

- Loss of spot as a primary marcher, or moved to JV Band.
- Loss of marching privilege for one game.
- Loss of attendance privilege at one game.
- Removal from marching band participation

Students who have been absent for two rehearsals (or more) in any week, or missed a long evening rehearsal, will be expected to participate at that week's game, but will not be allowed to perform at the next performance. **Students must be at the final run-thru before a performance in order to participate in that performance.*

Weather

Marching band is an outdoor sport. Half-time shows and marching competitions are held regardless of the weather, as are rehearsals. If one must perform in inclement weather, one must learn how to do so. The one exception to this rule is violent weather, which includes lightning, hail, and violent wind. In the event of violent weather, rehearsals, sporting events and competitions are first halted and everyone brought inside of the building (Hays CISD provides a "Weather Alert" system to all District Band Directors and Coaches that will automatically notify us via cell phone when a lightning strike has occurred. This alert system allows us to ensure the safety of the students at all times). If the storm passes in a reasonable amount of time, the rehearsal or event continues after danger has passed. In very rare instances, an event may be canceled, but that is an extremely rare occurrence due to the impossibility of rescheduling.

Students should always be prepared for rehearsal in inclement weather. If it is extremely hot, cold, windy, raining, snowing, or any combination of the above, rehearsals, half-time shows and competitions will be held, and students should have the necessary clothing available. Being aware of weather forecasts during marching season is an excellent idea. Band staff will make every effort to see that all required precautions are taken to insure student health and safety.

Since a large part of the marching season occurs typically in summer-like weather, the dress and student responsibility for rehearsals is similar to summer band. As for summer band:

- a) put your name in or on all your gear
- b) wear light colored clothing
- c) wear athletic shoes and socks - no sandals, bare feet , high-tops, or other inappropriate footwear (i.e. converse , slip-on shoes, etc.)

- d) bring camelbaks, hats, and sunscreen to the practice field, and along with sunglasses that won't obstruct your peripheral vision

Obviously, the weather can change rapidly, so an awareness of the temperature and the immediate weather forecast is advised. Having a jacket or rain gear available is a good idea, since rehearsals are held regardless of weather with the exception of violent weather.

Marching Rehearsal Schedule

****Although there are some differences week to week in our rehearsal schedule. (i.e. first two weeks of school, and the week of UIL contest), this is our NORMAL weekly rehearsal schedule**

Monday	Varsity & JV	5:30 – 8:30 P.M. (JV 5:30-6:30pm)
No rehearsal on Monday mornings, this is the time for appointments that conflict with all other rehearsals.		
Tuesday	Color Guard & JV	7:00 – 8:00 A.M. (Varsity Winds/Perc. Academic Tutorials)
Wednesday	Varsity Winds/Percussion Only	6:45 – 8:00 A.M. (Color Guard/JV Acad.Tutorials)
Thursday	Varsity Band	4:30-7:30 P.M.
Friday	Varsity & JV	7:00 – 8:00 A.M. (Run Thru!)
Saturday	Decision based on contest schedules and football games. CHECK YOUR CALENDAR!	

Football Game Procedures

The football game is viewed as a performance of the band program. Such performance includes all aspects of the game from arrival to departure.

1. Students will load instrument in the appropriate manner onto the truck or a cart during the assigned time.
2. Students will arrive in INSPECTION BLOCK at the set time. Students will load and be prepared to travel at the set load time. An inspection will be held prior to departure from LHS to insure all equipment and materials are accounted for. Students who are missing materials are expected to resolve these issues BEFORE INSPECTION. Students who are not fully prepared at the time of inspection may lose the opportunity to perform, or suffer other consequences at the discretion of the director.
3. Students will load the buses with their uniform and equipment needed for the performance.
4. Upon arrival at the performance area, students will wear all uniform components and prepare equipment for unloading. Students will unload busses and retrieve their instruments when instructed by a director. *ALL CELL PHONES AND ELECTRONICS SHOULD BE TURNED OFF AND PUT AWAY AT THIS POINT. ANY ELECTRONICS FOUND WILL BE CONFISCATED IMMEDIATELY.
5. Students will report to the staging area for final inspection and warm-up.
6. Students will report to the seating area and will remain standing (at Ready) until all band members have arrived and are prepared to be seated, at which point a Drum Major or Director will instruct the band to sit. Although each stadium is different, the seating order will remain the same for EVERY Game. Once seated, students are to remain in their respective sections.
7. Students will remain in the band seating section at all times during the game. Water will be provided by the band booster organization. Students will refrain from accepting food or drinks from parents, relatives, or friends.

8. Students needing a restroom break must get permission from a director, and will be escorted to the restrooms in groups by Band Booster Volunteers. Restroom breaks will not be granted in the second quarter of a football game.
9. Students will be given water after the half time performance. No other food or drinks are acceptable during the game.
10. Students will be expected to listen for and watch the directors and drum majors during the game to ensure readiness to perform at all times.
11. Students will refrain from playing their instruments on an individual basis. The band will perform as a group or with approved small ensembles.
12. At the appropriate time, the band will be dismissed from the stands for the half-time performance. At this time, the band must move quickly, quietly, and efficiently to section prep areas and await instructions from Directors or SLT's.
13. At the conclusion of the half-time performance, students will return to the stands and continue in the stand performance throughout the remainder of the game.
14. Prior to the end of the game, the appropriate loading crew will begin loading truck in preparation for departure.
15. At the conclusion of the game, students will load their instrument and bus quickly and efficiently.
16. Upon return to the band hall, students will insure that all personal items, uniforms and instruments are placed in the proper storage areas.

Marching Band Performances

The primary performances of the marching band will be at the football games. The marching band will also perform at various competitive marching festivals, including the U.I.L. Marching Contest, Bands of America Regionals, as well as other local and possible national parades. ALL performances are mandatory, and are an extension of our classroom.

General Performance Procedures

1. **Report Time:** this will be the designated time at which all members should be at the high school or set location. Students should have all attire and necessary items for the designated performance prior to the report time.
2. **Load Time:** this will be the designated time at which all members should be on the appropriate bus with all equipment loaded. (ALL EQUIPMENT WILL BE CHECKED BY THEIR SECTION LEADERS. STUDENTS WITHOUT APPROPRIATE EQUIPMENT WILL BE SENT HOME AT THE DIRECTOR'S DISCRETION, AND AN UNEXCUSED ABSENCE RECORDED.)
3. **Return Time:** this will be the time of return to the band hall. It is very important that your parents or guardians are located at the High School when we arrive so that all students and directors may leave the campus within a reasonable amount of time. **Do not wait until we arrive at the school to call your parents.**

Travel Guidelines/Bus Behavior

This program spends a fair amount of time on busses; therefore, the behavior of all participants should be such that it ensures that everyone will have a safe, comfortable, and enjoyable trip.

1. Students must travel to events and return from events on the bus. Any student wishing to arrive or leave with his / her parent, must notify a director in writing prior to the event. A decision will be rendered based on the circumstances provided.
2. Students must have all necessary forms completed and returned, to travel on any trip with the band.
3. Students must follow the appropriate bus behavior as listed below:

Appropriate bus behavior includes the following.

- a) There should be no shouting or singing that may distract the driver.
- b) Music is to be played through headphones only.
- c) Stay seated at all times. Do not move about the bus while in the bus is in motion.
- d) Do not distract the driver. If the driver asks that something change, change it.
- e) Always be attentive, quiet, and seated when a director or chaperone is calling roll or giving instructions.
- f) NO GUM on the bus, ever.
- g) Place all trash in trash bags.
- h) Leave nothing on the bus following the end of a trip, including trash, leftover food, clothes, etc. If you took it on the bus, you take it off.
- i) No inappropriate language, including, but not limited to swearing, profanity, cursing, cat calls, or rude/offensive behavior.
- j) Keep everything inside the bus. There will be no throwing of anything out the windows.
- k) Public display of affection (PDA) has no place, either on buses or during any band or school-related function. The freedom to travel with a specific individual is a privilege, not a right. Inappropriate behavior can lead to the loss of that privilege.
- l) No signs are allowed on the buses at any time, inside or out. No exceptions.
- m) Keep your entire body on the bus – Never put any part of your body out of a window.

Chaperones know what appropriate behavior is. They are there to help students have a safe and enjoyable trip. Respect and compliance with the chaperones will ensure that directors do not have to become involved.

Students are responsible for keeping their bus clean. A director or chaperone will pass trash bags out prior to arrival. A student will be selected to inspect each seat after arrival.

Special Note:

As a member of the band, you are a representative of your school. Always be on your best behavior. If you are in doubt about an action, DO NOT DO IT! Your conduct must be such that at no time could it be considered a bad reflection on the school, the band, your home, yourself or the community. Always represent: **"The Lehman Way"**

Chaperones

Parent chaperones are a crucial part of this band program. These parents volunteer their time to travel with the band and insure that everyone gets to their destination safely. While every effort is made to have a director on each bus, there may also be parents on each bus. Chaperones are to be treated with the same respect and authority as a director. Chaperones also should understand that they are responsible for ALL students, not just their own child.

Instrument Loading / Unloading

Students playing clarinet or flute will transport their instruments on the bus. All others will keep their equipment on the band trailer/instrument truck. Students will be responsible for seeing that their instrument or empty case is in the proper location. Students will also be responsible to see that their instrument is picked up and stored correctly upon the unloading of the instrument truck. Students who display difficulty in following the loading and unloading procedures may lose the privilege of utilizing the instrument truck and may share their seat on the bus with their instrument.

Loading Procedures

The Logistics Coordinator will designate the appropriate area for all instruments. Students should insure that their instrument is in the proper place at the proper time. Cases should be closed and secure. Instruments in the wrong area may be overlooked and not loaded.

Unloading Procedures

The Logistics Coordinator will designate the unloading area. Students should uncase their instrument and place the empty case back on the cart. Unloading should be done in a timely efficient manner.

Marching Band Uniform Guidelines

Students are expected to follow the listed uniform guidelines. No variations will be allowed.

General

1. Band uniforms will be issued during summer band camp.
2. Band uniforms will be stored at school in the uniform storage area.
3. Students will be held financially responsible for the uniform and its' components
4. Wind Ensemble students will receive formalwear during the fall semester.

Issue and Return

1. Students will pick up uniforms from the storage area at least 30 minutes prior to report time for any event. The uniform storage room will close 15 minutes prior to the scheduled time to be seated, or in Inspection.
2. Students should follow the posted pick up/return guidelines. Students who do not arrive to pick up their uniform during the allotted time will be the last student to turn their uniform in after the performance
3. Students will be issued a uniform number. This number should be memorized or recorded in a readily accessible location. Students will use this number to pick up their uniform from the storage area..

Students not properly hanging the uniform will be asked to re-hang their uniform and return to the back of the line.

Wearing the Uniform

1. Always wear and treat your uniform with pride. The uniform should be worn as a complete unit at all times when in public (ALL or NONE!). The ONLY exception to this will be when a director instructs you that you may remove your shako or jacket. When jackets are removed, bibs are to remain ALL of the way on, NEVER rolled down. The band t-shirt is to be worn under your uniform. The band shirt will be part of pre-performance inspections.
2. You must wear approved black band shoes and black socks (student purchases).
3. Jewelry, hair ribbons, colored nail polish, visible tattoos of any kind, etc. are unacceptable while in uniform. These items hinder the uniform appearance of the band. (Students may need to wear spacers should they have piercings.) Also, upon the Director's consent, ladies may wear a blue ribbon in their hair as part of the summer uniform.

4. Band students with long hair will need to put it up in a neat bun under their shako during performances. The entire band will be preparing their hair the SAME way. Instructions will be given early in the year to address how hair will be done for performances.
5. Natural occurring hair colors will be the only style of color accepted. Hair with any “un-natural” or multiple colors will not be acceptable while in uniform.
6. No consumption of food and drinks (except water) while in full uniform without permission.
7. Running is prohibited while in uniform.
8. Wearing the Lehman Band Uniform is a PRIVLEDGE and should be treated as such. Never leave ANY uniform part unattended or lying around. ALL behavior and language while in uniform is a DIRECT REFLECTION OF OUR COMMUNITY, HAYS CISD, LEHMAN HIGH SCHOOL, ADMINISTRATORS, DIRECTORS, YOUR PARENTS AND YOUR PEERS! Please be respectful while in uniform and keep up that GREAT LOBO BAND IMAGE!

Uniform Costs

If a uniform part is lost or damaged beyond repair, the student will be responsible for the replacement costs.

DAILY INSTRUCTION OF BANDS AND INDIVIDUAL COMPETITION

All band members are expected to:

- Maintain eligibility at all times, keeping grades in all subjects at 70 or better.
- Maintain a grade of 90 in band in all 9-week periods.
- Be prepared to practice and perform given literature in a professional manner.
- Serve as tutors and peer supporters to help other band members maintain their eligibility and deal with any problems they may encounter.
- Uphold the principles, policies and procedures of the band, school and community.
- Acknowledge and respect the leadership structure of the band program.
- Act as role models for other band students
- Encourage and provide assistance and support for all bands.
- Maintain the highest possible positive attitude toward this program and our school.

Wind Ensemble

This performing group serves as Lehman High School’s premier performance ensemble (Varsity group) and can be entered by audition only. The size of the ensemble is determined by prescribed wind ensemble instrumentation with one player on a part on most instruments. Membership in this group has stiff requirements and considerable expectations. These students must:

- a) Wind Ensemble members are required to prepare the TMEA All-State audition music and perform to the highest level attainable
- b) Prepare and perform a solo at UIL contest - A student may elect to perform a solo from memory to qualify for State Solo contest.
- c) Understand that the demands on their time will be significantly higher due to increased individual practice time, difficulty of literature and expected participation in band functions. Most students can expect to practice at least 45 minutes per day outside of class or rehearsal time.

- d) Step forward into the leadership roles for the band, including drum majors, section leaders, squad leaders and band officers.
- e) **Wind Ensemble students are strongly encouraged to be involved in private lessons.**
- f) Outside of school sectionals and rehearsals to prepare for UIL contest and concerts.
- g) Students must remain academically eligible to participate in the Wind Ensemble.

Wind Symphony

This performing group serves as Lehman High School's Non-Varsity group and can be entered by audition only. The size of the ensemble is determined by prescribed wind ensemble instrumentation with one player on a part on most instruments. Membership in this group has stiff requirements and considerable expectations. These students must:

- a) Wind Symphony members are required to prepare the TMEA All-State audition music and perform to the highest level attainable
- b) Require to prepare a solo for class performance, and encouraged to attend UIL Solo contest. A student may elect to perform a solo from memory to qualify for State Solo contest. Students are
- c) Understand that the demands on their time will be significantly higher due to increased individual practice time, difficulty of literature and expected participation in band functions. Most students can expect to practice at least 45 minutes per day outside of class or rehearsal time.
- d) Step forward into the leadership roles for the band, including drum majors, section leaders, squad leaders and band officers.
- e) **Wind Symphony students are strongly encouraged to be involved in private lessons.**
- f) Outside of school sectionals and rehearsals to prepare for UIL contest and concerts.
- g) Students must remain academically eligible to participate in the Wind Symphony.

Symphonic Winds

This performing group serves as Lehman High School's Sub Non-Varsity group and can be entered by audition only. The size of the ensemble is determined by prescribed symphonic band instrumentation. Membership in this group has stiff requirements and considerable expectations. These students must:

- a) Symphonic Winds members are encouraged to prepare the TMEA All-State audition music and perform to the highest level attainable
- b) Encouraged to prepare and perform appropriate Solo literature as indicated by the director.
- c) Encouraged to have individual practice time outside of the school day.
- d) Encouraged to step forward into the leadership roles for the band, including drum majors, section leaders, squad leaders and band officers.
- e) **Symphonic Winds students are strongly encouraged to be involved in private lessons.**
- f) Outside of school sectionals and rehearsals to prepare for UIL contest and concerts.
- g) Students must remain academically eligible to participate in Symphonic Winds.

Concert Winds & Concert Band

This performing group serves as Lehman High School's Sub Non-Varsity B and C group and can be entered by audition only. Students are admitted to this group either by audition or by director's approval, which is based on the student's ability and/or the need for a particular instrument to complete a balance of instrumentation. Students in this group have the following requirements:

- a) Students will attend a 60 minute sectional outside of school each week to prepare for UIL contest and concerts
- b) Students are encouraged to prepare the TMEA All-State audition music, with specific cuts and compete to the highest level attainable or be prepared to play this music for their director as their semester exam.
- c) Students are encouraged to prepare and perform Class I or II solo or an ensemble for UIL contest.
- d) Understand that they will have demands on their time due to practice time (30 min. per day) and expected participation in band functions.

Concert Dress

Wind Ensemble

- School Owned Tuxedos and Dresses, Black socks/dress shoes.
- Black Dress Shoes, or Marching Shoes w/long black socks. Ladies, flats are acceptable, however, please do not wear open toe shoes or heels.
- No colored nail polish.
- Only jewelry should be stud type earrings and school owned necklaces.

Wind Symphony, Symphonic Winds, Concert Winds, and Concert Band (Concert Black)

- Solid Black, full length dress pants or slacks (please no leggings or denim)
- Solid Black, long sleeve dress shirt or solid black, long sleeve, "opaque" blouse.
- Black Dress Shoes, or Marching Shoes w/long black socks. Ladies, flats are acceptable, however, please do not wear open toe shoes or heels.
- No colored nail polish.
- Only jewelry should be stud type earrings.
-

General Grading Policy

Students will be graded on the following scale:

- | | | |
|---|--|------------|
| * | Daily / Participation | 60% |
| | Includes: Instrument, Music Supplies, Concentration, Class Work, Weekly Pass Offs, Hearings etc... | |
| * | Extension of Class | 40% |
| | Includes: Co-curricular events such as concerts and rehearsals. | |

Individual Competition

Individual competition at the district level is encouraged of all Lehman band students. Competition for individual students is provided by the Texas Music Educators Association (TMEA). Each summer, three etudes are selected for each concert instrument. An etude is a technical study designed to teach the techniques, dynamics, rhythm, and interpretation contained within a short, well-defined piece of music. There are typically two fast, technical pieces, and one slow, interpretive piece. Intense preparation of this music accomplishes two things:

- a) It provides instruction on the capability of the instrument, the technique and interpretation of that instrument's music, some music history, and to further the playing ability of the student.
- b) It serves as audition music for a series of competitive events used to select the top musicians in the district, region, area and state. Students receive tremendous self-satisfaction and acclamation for progressing through these auditions, being selected for the All-District, Region and Area Bands, and culminating with being named to an All-State group.

All-Region Jazz Band. This audition occurs in late September. This music is available to any student who wishes to make this effort. There are several jazz pieces, plus the student is required to improvise. This competition is open to saxophone, trumpet, trombone, percussion, and rhythm section.

All-Region Orchestra. This competition is set up like the band auditions, except that some instruments are not represented in an orchestra. Students selected to the All-Region Orchestra attend a clinic and perform a concert in mid-November. Students receive a patch, and automatically progress to the All-Area auditions, which is for both band and orchestra students.

All-District/Region Band. Students participating in these auditions are scored by a panel of five judges, who are screened off from view. A group of students, all playing the same instrument, are allocated to a room, and

each of the three etudes are played. Of the five scores, the highest and lowest scores are thrown out, and the three remaining scores are averaged for that student's score. Roughly the top 25% scoring students from these auditions are named All-Region and/or All-District musicians. All-District students receive a patch. The district band does not perform as a group.

All-Area Band. This is the last of the competitive auditions in the selection of All-State musicians. This competition is held in early January, and includes 4A students from Area D. It also includes those students who were named to the All-Region Orchestra. Based on this competition, the top scoring students in each instrument group are named to All-State.

All-State Band. This is the highest individual accomplishment for a student musician in the state of Texas. The All-State musicians attend the TMEA State Convention in San Antonio in early February for a three-day clinic followed by a concert that is attended by top music educators from throughout the state and around the world. Upon arrival in San Antonio, All-State students have one last audition, during which they are ranked by score. This serves not only as their state ranking, but determines which all-state group they will work with and perform during the next three days. There are four performing groups for band students, the All-State Concert Band, the All-State Philharmonic Orchestra, the All-State Symphonic Band, and the All-State Symphonic Orchestra.

UIL Region Solo and Ensemble Competition

Competition for solo and ensemble, both regional and state, is sponsored by UIL. **This event is required for all Wind Ensemble members** and encouraged for all band students. Students may perform in up to two events, either two solos on different instruments, two ensembles, or one of each. The regional competition is held in February. Each student receives a handout prior to registering that outlines the responsibilities of the student. Upon signing this, the student agrees to uphold these responsibilities.

Failure to perform after being registered will result in a grade penalty as well as financial compensation for your entry fee. Once the deadline is passed for selecting a piece, the piece cannot be changed for any reason. Additionally, if an accompanist has already been engaged and has prepared the music, the student will have to pay the entire accompanist fee, whether the piece is performed or not.

Solos

Students may select a solo for their instrument from a short list chosen by a director or their private lesson teacher. These pieces must be on the UIL Prescribed Music List (located in the Band Office). Most solos require an accompanist, which the student pays for half of the cost. The Band Office assists in locating accompanists and in scheduling rehearsal and contest times. For the fee paid to the accompanist, the student should receive at least two 15 minute rehearsals and the contest time. Students should refer to the requirements of the band in which they play to determine what options they have for this contest.

Students may not play a solo or ensemble they have already played before.

In order to qualify for State Solo and Ensemble competition, a student must receive a Division I on a Class I solo played from memory at the regional level. Students who play a Class I solo with the music can compete at region; however, they will not qualify for state competition.

Ensembles

There are many combinations of ensembles that students may elect to perform, from trios, quartets, quintets, and choirs of the same instrument, to a variety of ensembles of mixed instruments. Ensembles do not have to be memorized, either at the region or state level.

To qualify for State Solo and Ensemble competition, the ensemble must receive a Division I on a Class I ensemble.

If a soloist or ensemble is unable to attend the official UIL competition date, the soloist or ensemble must perform for judges at Lehman High School on the date specified.

Texas State Solo and Ensemble Competition (TSSEC)

The state competition is held on Memorial Day weekend, usually after the last day of school and graduation.

Students may, but do not have to play the same solo or ensemble for both regional and state competition. However, the type of ensemble must remain the same, i.e., a saxophone quartet playing at region cannot change and become a saxophone trio at state. It must remain a quartet. Additionally, at the time of state competition, an ensemble may replace up to 50% of the original members, but at least 50% of the original members must remain, i.e. a trio may replace one member, a quartet may replace 2 members, etc.

Each student receives a handout prior to registering that outlines the responsibilities of both the student and the Band Office. Upon signing this, the student agrees to uphold these responsibilities.

The Band Office will complete the paperwork for entering students in TSSEC, but students must pay all fees to register for this contest. Once the deadline is passed for selecting a piece, the piece cannot be changed for any reason. Additionally, if an accompanist has already been engaged and has prepared the music, the student will have to pay the accompanist fee, whether the piece is performed or not.

All solos must be memorized for the state competition.

CONCERT SEASON

Performance / Rehearsal Requirements for the Concert Ensembles

The concert program is the heart of any successful band program. During this time, the focus is on the musical enrichment of the students on a variety of styles of music. This creates a platform for music making to occur through the fundamental development of tone, technique, reading and listening skills. Although concert season and marching season form two distinct parts of our year, both work hand in hand to develop a holistic approach to music education.

Each of the concert ensembles will perform at various times throughout the school year. Students are expected to participate in the performances of their assigned ensemble. Failure to participate in either rehearsals or performances will result in student removal from the organization at the discretion of the band directors. (See general attendance policies.)

Performances of the concert ensembles will include but are not limited to the following:

- Holiday Concert, December
- Pre U.I.L Festivals, March
- U.I.L. Concert, April
- Spring Concert, May

Concerts are considered to have three parts: warm-up, performance, and listening. The concert begins for the student at the warm-up. Punctuality is essential. A concert concludes when the last group performs and directors have given permission for students to be dismissed. A general report time will be given for all students.

1. All concerts are a group effort, thus, attendance is required.
2. All concerts are an extension of the classroom and will be graded accordingly.
3. Students should be punctual and prepared for each performance / concert.
4. In the event a performance causes a student to miss another class, the student is responsible to make up all missed work!
5. The appropriate dress for all concerts will be a dress uniform.
6. Students are expected to stay the ENTIRE concert. Students who are not present for an entire concert may not receive full credit for the audience portion of their performance grade.

Sectionals and Outside Rehearsals

Students will have a weekly section rehearsal for the fundamentals of instrument technique, region music preparation, solo and ensemble preparation, and UIL concert and sight-reading. These are separate from all other rehearsals.

Students are expected to be punctual and prepared on a week by week basis. Absence from section rehearsals must be in accordance with the attendance policy. Students must make every effort to attend. Section rehearsals are an extension of the classroom and are graded accordingly. Again, attendance is MANDATORY not only to be successful, but to also participate in performance opportunities.

UIL Concert and Sight-Reading Contest

All bands participate in at least one concert competition during the spring semester. The primary contest is the UIL Concert and Sight-reading Contest, held at one of the schools in our region. This contest is the essential barometer by which music programs are measured. The contest occurs in April or early May, and students may be required to miss some part of the school day. This will be considered an excused absence and students are responsible for all work missed.

There is a concert portion and a sight-reading portion to this annual contest. Each portion is judged separately, but equally. Each band's concert program consists of three prescribed pieces, one of which is a march, and the other two are selected by the director from the UIL Prescribed Music List. Music is performed for three adjudicators for a rating.

The sight-reading portion demonstrates the student's basic fundamentals of music knowledge. Students apply all their skills as they learn and perform a piece of music they have never seen before for three judges.

Parents, family and friends are encouraged to attend the concert portion of the contest. This provides a positive audience for our students, which is very important. There is no admission fee.

This contest is mandatory for all eligible students. A major grade will be given to these students for this performance.

Eligibility

1. Many band activities are designated by the state as extra-curricular. These activities are therefore governed by the state laws regarding participation. The state law is such that a student shall be suspended from participation in all extra-curricular activities sponsored or sanctioned by the school district during the grading period following a grade reporting period in which the student received a grade lower than seventy in any one class. However, the student may not be suspended from participation during the period in which school is recessed for the summer. Also, students are not suspended for practice or rehearsal of extra-curricular activities. ALL students who become Academically Ineligible are **REQUIRED** to attend tutoring. Academic Progress Sheets and Tutoring Logs will be distributed to those students who are REQUIRED to attend tutoring.
2. Students may regain eligibility under certain circumstances. If a student has been suspended as a result of failing, he / she may regain eligibility by passing ALL courses in the third week of the affected grading period. Thus, he may regain eligibility at the conclusion of the suspension period. The students may also regain eligibility through the process of getting a waiver. There are special circumstances – see a director for more information. Regaining eligibility does NOT guarantee regaining a performance spot or opportunity.
3. Band activities are designated by the state as co-curricular. These activities are those which occur on campus, and are a natural extension of the learning taken place in the classroom. Examples of this type of activity are the public concerts which are presented at the Hays CISD Performing Arts Center. These activities are not governed by the state eligibility law.

DO NOT WAIT UNTIL THE END OF THE GRADING PERIOD TO TRY AND DO SOMETHING THAT WILL CHANGE YOUR GRADE! It is too late. Do not expect teachers to “give” you an extra point or two so that you can continue your extracurricular activities. This will not happen. Each teacher is charged with ensuring that you know the material in which you are being instructed. It serves neither you nor the teacher to “pass” you when you have not successfully completed the material.

Typically, the Number 1 reason for failing classes is not turning in work.

Eligibility during the fall and spring semester WILL affect band placement and marching band positions for the next year.

LEHMAN LOBO BAND STANDARD OPERATING PROCEDURES

Financial Obligations

The district budget does not fully cover many of the band program’s needs. There are some costs that must be borne by students. Please pay strict attention to deadlines. These will be posted in the calendar.

Rookie Fee: \$75

Any new member to the Lehman Marching band will pay the rookie fee to cover their band shoes, shorts and other various new items that they will need. This fee does not include a flip folder or lyre as most students purchased one in middle school. Any student who needs these items must purchase them separately.

General Band Fee: \$75

Every band student will pay this fee which will include gloves, yearly t-shirt, marching and field techs, props, and various other items not covered by a normal budget.

School Instrument Fee: \$50

Each band student that performs on a school owned instrument will pay this fee. The exception is for any student that has already purchased an instrument and has been asked to perform on an additional instrument that is owned by the school. *Ex. Tenor or Bari Sax: a student would have already purchased an Alto Saxophone then have been requested to play an additional Tenor or Bari Saxophone. The financial obligation has already been met through the purchase of the personal instrument.* Instruments needing to pay the fee are: Baritone, French Horn, Oboe, Bassoon and Tuba.

Color Guard: TBD

Each Color Guard Member will receive a payment plan for each season (Fall/Spring) that covers uniform parts, equipment, travel and additional program costs not covered by the budget. Students must have balances in good standing to continue participation in the Color Guard program.

Financial Obligations must be taken care of by posted deadlines, or students may not be eligible to participate in band functions and activities. Every effort should be made to pay by the deadlines. Communication to the Head Director is crucial in matters of finances.

Students and parents may access their account information through the program charms. A link is found on www.loboband.org. Please go to the calendar section, enter a valid student ID number, and all account information pertaining to that student will appear.

Fund-Raising

Each student can participate in multiple fund-raisers as a member of the band. They are highly encouraged to take advantage of the fund-raisers as it can take financial burden off of each family. All fund raising profits will be placed into their own Individual Student Account. Student information may be accessed through www.loboband.org in the chams section under the calendar section.

The Lehman High School Band Booster Club engages in several fund raising activities each year. The monies raised from fundraising activities will be credited to an account held by the Booster Club. This money will be used solely for the direct benefit of the students. Money in fund raising accounts is subject to state law regarding the collection of sales tax, and cannot be transferred to another student unless it is a sibling within the band program. A student may use the money in his/her account for the following band expenses:

1. Band/Color Guard fees
2. Travel or trips with the band
3. Private Lessons

Because the above constitutes the vast majority of costs associated with the Band, these are the only expenses to which fund-raising profits can be applied. Money from fund raising is by law the property of the school district, and cannot be transferred from one student to another. A student who ends the school year with an account balance may carry that balance over to the next year. Upon graduation, if a student still carries a balance in his or her account it will be transferred into the band general activity fund.

It is the policy of the Lehman High School Band that no student should be denied the privilege of band membership due to financial hardship. Arrangements can be made with the director for those students and parents who can verify the need.

Lehman Band Code of Conduct

As a member of the Lehman Band, individuals will represent the entire band program, the school, the community and each of our families. The appearance and behavior of each band member should reflect pride in the fine reputation that is growing in this organization and the start of a tradition of excellence in this program.

Band members must first abide by all rules and regulations set out for Lehman High School and Hays CISD. These rules, together with all laws set out by the state and federal governments supersede any rules and regulations set out by this program. Violations of district, county, state and federal rules and laws will be handled by appropriate persons outside the band program, beginning with the student's Assistant Principal.

Hays CISD has a zero-tolerance policy for tobacco, alcohol, controlled substances, weapons of any kind, gang-related activities, and violation of state and federal laws. In keeping with district policies, the Lehman Band also maintains a zero-tolerance for any and all of these activities. This program takes great pride in the quality of students involved, and for our students, we demand that the environment in which they spend a great deal of their time must be one that is safe and in their best interest.

The Lehman Band expects that all of its students will exhibit those behaviors that are most conducive to a pleasant and productive working environment. These behaviors include:

- Demonstrating courtesy and respect for others.
- Show proper conduct at all times. Displays of profanity, temper, flagrant violation of rules, etc., will not be tolerated. Individual behavior during a band function is a reflection of the group.
- Attend all classes and rehearsals regularly and on time.
- Public Display of Affection.
- Prepare for each class and take appropriate materials and assignments to class.
- Students should be well-groomed and dressed appropriately.
- Obey all district, campus and classroom rules and directives.

- Respect the rights and privileges of other students, directors and staff.
- Respecting the property of others, including fellow students, the band hall, the campus and all district property and facilities defined in the handbook.
- Avoid violations of the Student Code of Conduct.
- Follow all director instructions from any director or staff member.
- Do not touch, handle, borrow or play on equipment you do not own or have permission from a director to use.
- Rehearsals are expected to be extremely quiet so that our time will be utilized wisely – raise your hand before asking questions.

Misconduct includes, but is not limited to, the following violations:

- Failing to comply with directives issued by the Directors
- Leaving school grounds or school-sponsored events without permission
- Directing profanity, vulgar language, or obscene gestures toward other students, directors, staff, visitors, teachers, etc.
- Theft
- Damaging or vandalizing property owned by others
- Engaging in behavior that gives directors reasonable cause to believe that such conduct will be disruptive to the band program
- Behaving in any way that disrupts the school environment
- Being tardy, failing to attend, being truant, or having unexcused absences
- Violating any communicated district, campus or classroom standards of behavior
- Inappropriate use of e-mail, text , or other electronic forms of communication.

Students who have witnessed misconduct or have knowledge of acts of misconduct are required to report the infraction to directors immediately or they may suffer the same consequences as the person performing the misconduct. Failure to come forward with this information is the same as acting as an accomplice.

Misconduct violations may result in, but are not limited to, one or more of these penalties:

- Verbal reprimand
- Progress report to parents
- Grade reduction
- Assigned service to the program
- Denial of participation
- Denial of privileges
- Discipline report to Assistant Principal
- Removal from class
- Removal from leadership position
- **Placed on Behavioral Contract**
- **Removal from the Lehman Band program at the discretion of the Directors.**

Any student who is sent to IMPACT will be removed from the entire band program at the head band director's discretion.

Internet & Social Media

Maintaining a higher standard of conduct will also include ensuring that band member websites are appropriate. The internet is a worldwide, publicly accessible form of communication. Any communication such as MySpace, Facebook, photo sharing, emailing, or texting, etc., appearing on the internet is public domain, even if it is marked private. Members are responsible for their personal websites and postings, as well as posting from or on other students' websites. The areas of appropriateness will include but are not limited to profane, foul, or disrespectful language (abbreviated or alluding to), pictures, suggestive poses, clothing, references to alcohol, drugs, and/or tobacco, and postings (either verbal or photos) that could be interpreted as being negative or threatening towards other Hays CISD

teaching staff or band members, or that demonstrate poor sportsmanship or a disrespectful attitude towards other bands. Any such incident will result in review by the principal (or administrator) and may lead to probation or dismissal from the band at the discretion of the director.

Band members that violate the above internet guidelines shall be subject to the following:

- Upon confirmation of a first violation, the member will be asked to remove any offensive items from the website(s) and will be asked to give an apology and plan of action to deter this behavior to the principal, directors, and band members. Parents/guardians will be contacted and made aware of the offensive behavior.
- Upon confirmation of a second offense, the member will be asked to remove any offensive items from the website(s) and will be asked to give an apology and plan of action to deter this behavior to the principal, directors, and band members. Parents/guardians will be contacted and made aware of the offensive behavior. In addition, the student will be suspended from all Band activities.
- Upon confirmation of a third offense, the member will be removed from band.

PERFORMANCE GUIDELINES AND EXPECTED BEHAVIOR

Performance Attendance

Band & Color Guard are PERFORMANCE based classes. Performances are an extension of our classroom and are graded activities. All students are required to participate in all performances, including all Football Games, Contests, Concerts, Pre-UIL/UIL events, as well as clinics and festival performances during and after school hours. Failure to attend may result in removal from the program at the discretion of the band directors (see general attendance policies above).

Performance Behavior

After arriving at the performance site, members should:

- a) Listen carefully for instructions as to getting dressed, unloading, etc.
- b) Depart the buses in a mature fashion.
- c) Do not run, sit on the ground or curbs, engage in horseplay, shouting, lean against walls or vehicles, etc. in order to protect your uniform.
- d) Remain focused, quiet, and always listen for instructions.
- e) Unload your instrument from your cart quickly and in an organized fashion. Return your case to the appropriate cart neatly.
- f) Move to final inspection site.

Behavior Around Other Bands

It should always be remembered that every band with whom we compete has also put in hundreds of hours of rehearsal and preparation time, and whereas we compete with these other schools on a regular basis, we also have much in common. There are a few rules to remember when in association with other performing bands.

- a) When outside of the performance area, show politeness and respect for all other band members, regardless of where they are from. Over time, you will come to know students from other schools, and it is nice to be able to visit with them.
- b) In the pre-performance area, there is no opportunity for socializing. When approaching or leaving the gate, marching to and from the stadium, going into the stands area or warm-up area, members should avoid visual or verbal contact.
- c) Members should remain silent and attentive when other groups are performing, and should avoid visual or verbal criticism of any sort in public.
- d) When a band finishes a performance, enthusiastic applause and acknowledgement is always appropriate, no matter the level of performance.
- e) Parents, friends, and alumnus of the band should stay out of the band area in the stands and should stay out of the preparation area for shows and competitions. This must be enforced by band members. Band members need no distraction from their focus on the job at hand. Members should not accept food, drink, candy, etc.,

from parents or friends in the stands or in performance situations.

Behave like a world champion, with dignity, class, professionalism, focus and pride. People around you will know who you are by the way you behave, both before, during and after a performance.

GRADING POLICY

It is important to remember the mission statement of the Lehman Band and the requirement of each student to participate in every performance of the band. Failure to meet the performance schedule will result in a serious grade reduction.

At the beginning of each semester, each director will hand out guidelines that will tell the students how grades will be determined. Any student may check on their grade at any time during the grading period simply by arranging a meeting with their director and asking about their grades. Students are encouraged to take responsibility for understanding how they are graded and the status of their grade at any given point in time. While grading parameters will change from the fall semester to the spring semester, some of the major grading categories may include:

Music Proficiencies/Passoffs

Each student is required to perform their music using smart music in a designated music computer lab. This will be true of all marching music; some stand tunes, and all concert music, whether for local performance or concert competition. Students may be required to pass-off other technical exercises from time to time, such as scales, warm-ups, etc. Students will be assessed and graded based on the following:

- a) Articulations, dynamics, style and phrasing.
- b) Characteristic tone quality and breath support.
- c) Proficiency of correct notes and rhythms.
- d) Ability to play in pulse with a metronome.

Some music plays offs will be graded by a highly innovate music program called SmartMusic. The program will record the student playing, give a grade based off of accuracy, make a recording and send the recording and the grade to their band director. Each student will have a one week time frame to pass off their music and can re-play their music for a higher grade before or after school.

*** Marching Band: Any student who does not complete music pass offs may not be allowed to perform, or may be asked to march without their instrument. .*

Sectionals

Attendance is **REQUIRED** at all sectionals. Sectionals are held one morning or after school each week after marching season and during the Spring for each instrument group, i.e., clarinets together, trumpets together, etc. Grades are given for attendance, preparation of the music, and class participation, including attitude.

Students are graded at these sectionals on attendance and preparation.

Class Participation

The grade assigned to class participation includes preparation of music (indicated by outside practice), presence of all class materials, positive attitude, attendance, and improvement as a result of instruction.

Other parameters may affect a student's grade, but these will be outlined each semester in class, either by handout or posted on the board in the Band Hall.

There have been some misconceptions that a grade of 100 is given in band if one shows up. This is not true. Grades, like everything else of merit, are earned, not given, and the means to receive good grades in band is well defined.

INSTRUMENTS

The School District will provide a limited number of instruments for student use. These instruments include such highly expensive instruments as the Bassoon, Oboe, Tenor Saxophone, Baritone Saxophone, French Horn, Euphonium, Tuba, and general Percussion equipment. This equipment is generally purchased by the school district for student use because of its extremely high value. **Thus, all school owned equipment must be handled with optimum care.** Students failing to care for, or take care of their school issued instrument will lose the privilege to use such instruments. The following is a list of general procedures for school owned instruments:

1. If at all possible, students will be issued one instrument for home use and one for school use. Order of distribution will be done based on chair order.
2. The School District does not provide insurance for individually or school owned equipment. It is required of all students utilizing school owned instruments to provide insurance coverage for the said instrument. **Students will be held responsible for school owned instruments issued to them. This responsibility will include fire, theft, accidental damage, abuse and general maintenance not incurred through normal use.**
3. Students and parents must sign an instrument check-out form before the instrument can be used by the student.
4. Each instrument will be issued in good playing condition. Each issued instrument will be checked and cleaned prior to issue. Students are expected to maintain their issued instruments accordingly.
5. The band member is financially responsible for all equipment and/or materials checked out to him or her.
6. All equipment and materials must be kept in their proper storage location when not in use.
7. The School District will assess a fee for routine cleaning and maintenance of school district owned instruments, generally \$50 per year.
8. NEVER ALLOW ANOTHER PERSON TO PLAY YOUR INSTRUMENT. YOU ARE STILL RESPONSIBLE FOR ANY DAMAGE!

Special Note

School owned instruments are not to be treated as "free" instruments. Basic supplies must still be purchased and repairs must still be made just like personally owned instruments. Please strive to treat these instruments as if they were your own. Most school owned instruments exceed a \$2,000.00 value. **Since the expense of purchasing, leasing or renting is deterred, students using school owned instruments are strongly encouraged to participate in the private lesson program.**

COLOR GUARD

Auditions

Auditions for the Lehman Color Guard will be held in April and May of each year. Auditions are open to any student that will be attending Lehman High School the next school year. In order to audition, students must; a) turn in an application signed by a parent or guardian (including a copy of their current grade check), b) attend all scheduled clinics prior to the audition. Former members of the Lehman Color Guard that have left the organization are not eligible to audition.

***Current color guard members must have ALL financial obligations paid in order to audition for the next season!**

Members are selected based on several factors, including, but not limited to;

Academic standing (eligibility)
Professional appearance (dress code)
Attitude
Work ethic
Self Discipline
Audition performance
Physical/Medical Condition

The above criteria will also be used to determine each member's placement for the winter guard season.

Member's Roles and Responsibilities

All members must adhere to the following guidelines:

Commitment: Membership to the Lehman Color Guard is a **YEAR** long commitment. Students must participate in both fall and spring semesters in order to join the Color Guard.

Class Enrollment: All members must be enrolled in Color Guard Class. Students who are not able to enroll in Color Guard may be considered as an alternate. Any students who are unable to enroll due to a scheduling conflict must notify the director **in writing** prior to the end of the school year.

Academic Eligibility: Any student who becomes academically ineligible at ANY TIME may be removed from the organization, or considered as an alternate (at the discretion of the director).

Ineligible students will be required to do written work in order to make up for missed performances.

Attendance: Color Guard members are subject to the Attendance and Band Calendar guidelines outlined in the band handbook. The following guidelines apply to ALL absences.

Schedule Conflicts: Schedule conflicts **may** be worked out if the student submits the conflict IN WRITING before the date of the conflict (at the discretion of the director). Again, students are always responsible for communicating conflicts to the director. As indicated earlier in the Attendance Policy, meetings and events for other organizations are NOT considered excused absences. Students who are absent due to obligations with another organization/event may risk the loss of performance opportunities with the Color Guard (i.e. loss of spot, or inclusion in a specific part of the show)

Illness, Family Emergency, Etc: In the case of illness or sudden family emergencies, students are required to call the director immediately to notify them of their absence. Students are required to verify the absence in writing on the day of their return to school (or the next rehearsal, whichever occurs first).

Also, students missing rehearsal are responsible for any material covered during that rehearsal. An absence may also result in a student not being included in the portion of the show learned that day. Students must be at the final run-thru before a performance in order to participate in that performance.

Due to the amount of time needed to prepare and set up for rehearsal, members are expected to be at rehearsal at least 10-15 minutes prior to the beginning of rehearsal. Students who are tardy or not prepared for rehearsal on more than one occasion may be denied performance opportunities.

Grade Check Policy

In an attempt to assist students track their academic progress, all Color Guard students will be required to turn in a grade check form each week. Students will be provided with an official grade check form to use. Students must use the form supplied during class, and it must be completed and signed by EVERY teacher. Incomplete or "self created" grade

checks will not be accepted. Students must turn in a grade check in order to perform each week. Students who have failing grades between eligibility checks may lose their performance spot as well.

Dress Code

Rehearsal attire: Black (or dark colored) dance attire and tennis shoes must be worn to every rehearsal (unless otherwise specified). We strongly suggest that you have a number of leotards or unitards to wear during the week. Hair must always be pulled back, and out of the face (NO bangs). No jewelry may be worn at any rehearsal, including stud earrings, or ANY visible piercings or visible tattoos of any kind. We strongly recommend that students do not receive new piercings during the school year. Students who decide to receive new piercings must wear spacers. Band-Aids over the piercing are **not** acceptable. ***In addition, students should keep their fingernails short in order to prevent injury and damage to expensive flag material.***

***During the fall season, students should wear black shorts and either a white or light gray t-shirt over a sports bra for rehearsals.*

Game Day Dress Code: Blue Jeans, Color Guard or Band Shirt, Black Belt, Tennis Shoes. The only jewelry to be worn on game days will be a watch, class ring, and stud earrings. Shirts must not be rolled up or tied. Please see the Color Guard Captain with any questions regarding Game Day Dress.

Performance Uniform: Our performance uniforms are custom designed each season. It is of great importance that special attention be taken in how the uniforms are stored and cared for. Instructions on care will be given before the first dress rehearsal. Performance uniforms will always be stored in the uniform room. *****Nail polish and jewelry are never allowed while in uniform. Also, water is the only liquid to be consumed while in uniform. We will never eat while in uniform.***

Hair: Due to the nature of our activity, it is vital that students maintain a “natural” look to their hair. This includes color and style (no braids of any kind). Students who wish to color or cut their hair during the year should consult the director in advance, as to avoid any “surprises” before a performance. Students who do not consult the director and choose to make drastic changes to their hair may not perform until they are able to blend in with the entire unit.

Make Up: Students will be required to purchase specific make up for each season as part of the uniform. Due to hygienic reasons, students will not be allowed to share make up or applicators at any time. Students will be given a class each season to learn how to apply make up properly.

Equipment

All members of the color guard are required to purchase a rifle, and equipment bag as part of their fees. Orders for these items are taken at the beginning of each season for new members. Flag poles and silks will remain property of the Lehman Band. All equipment must be taped properly and marked with the student’s initials and/or drill number (as instructed by staff). Equipment bags should not be decorated or marked on other than on the ID tag. Members are responsible for their equipment at all times. No one other than a member of the Lehman Color Guard, or the staff may hold, spin, or use a member’s equipment at any time. ***Any equipment left out unattended will be confiscated!***

***Upon termination of student participation in color guard for ANY reason, students will have **30 calendar days** from the last rehearsal/class that they have actively participated in to collect ANY items, materials, uniforms, equipment, or accessories that they have paid for through costs associated with membership. After 30 calendar days, all items will become property of the Lehman Band. Students who have not collected their personal items as indicated above will still owe the full amount for the cost of these items as indicated in the membership permission slip/contract signed by the student and their parent/guardian at the time of auditioning.*

Additional Items

Other items that students are responsible for having for class and rehearsals include (but are not limited to) the following:

- A roll of white and a roll of black electrical tape.
- Black “Sharpie” marker to mark equipment and personal items.

- Chalk for marking drill during marching band rehearsals.
- Pencil!
- 3-Ring Binder to hold important Color Guard information and notes.
- Sunscreen
- Water Bottle/Camel Back (must have at every marching band rehearsal)
- Head wear (hat/visor/bandana), also must have at every marching band rehearsal.
- Portable MP3 player and headphones to listen to on bus before performances.

Cell Phone Policy

Students are not allowed to use cell phones until they have been released from rehearsal, or a performance. Students are allowed to have their cell phones on out of town trips, but may only use them when given permission by the director or a chaperone! Cell phones will be confiscated from students if they are being used at inappropriate times.

Color Guard Letter Jacket Policy

Receiving a letter jacket is a visible indication of dedication to personal achievement and loyalty to the goals of the entire band program. Jackets will be ordered for and presented to **all Seniors who have participated in color guard for two years of marching band and two years of winter guard prior to their Senior year, have not previously been awarded a jacket and meet the Director's requirements and approval. Students must also be registered and participate in color guard for their entire senior year in order to be eligible for a jacket, as well as have cleared all of their financial obligations to the band.**

All color guard members may be eligible to earn an award jacket before their senior year if they meet all of the following requirements:

1. Have cleared all of their financial obligations to the band.
2. Participate in **all** marching band contests for **two** fall seasons.
3. Participate in **all** TCGC and WGI contests during **two** winter seasons.
3. Earn 3 volunteer credits at designated volunteer band functions each year for two consecutive school years. *1 credit =1 event working 4 hours or more.*
4. Participate in a summer color guard or leadership camp approved by the director. See the director for information on these events.

LEHMAN BAND STUDENT LEADERSHIP TEAM

Section Leaders and Officers, together with the Drum Majors, Percussion and Color Guard Captain, comprise the Lehman Band Student Leadership Team. This group of individuals form the pinnacle of student leadership, and will play a large role in the positive functioning and high morale of this group. The Student Leadership Team is guided by the Band Directors, Band President, and Drum Majors.

SLT's will devote a great deal of time outside of rehearsals, sectionals and class time, in order to plan, prepare, organize and facilitate projects to benefit the band and the band students and to assist the directors and staff. Do not plan on being an SLT if you are heavily committed with outside involvements, such as a heavy work schedule. If you fill an SLT position now, your term will serve through the 2013-2014 school year.

SLT's will work closely with the directors and staff, and will serve as the liaison between directors and students for many things. SLT's are expected to watch for problem areas, suggest and implement solutions, and to generally be a source of creative ideas for improving the program and the band experience. In addition to the specific office duties

detailed below, SLT's are required to attend an SLT work days during the summer and attend our Leadership Camps in July.

Drum Majors

Drum majors are the conductors of the band while on the field, assistants to the directors at all times, and provide the pinnacle of leadership and role models to all band members.

Section Leaders, Drum Captain & Color Guard Captain

Section Leaders and Captains are responsible for their sections both on and off of the field. Brass and Woodwind Section Leaders will serve the as leaders for ALL students, not just students who play their same instrument. Percussion and Color Guard Captains are responsible for their sections specifically.

ALL SLT's are the role models for all other band members.

Band Officers (Band Council)

The following Offices will be determined using the following percentages.

70% student 30% director

President

- Calls and posts meeting times and locations at least one week prior to date of meeting
- Presides over meetings.
- Forms committees to accomplish tasks and projects.
- Serves as a member ex-officio of all committees and communicates regularly with committee chairpersons.
- Is ultimately responsible for projects and actions of band officers.
- Liaison between band and directors — communication regarding events, projects (requesting permission, reminding, asking for help, offering help).

Vice-President

- Elected through the Presidential Election process
- Assists the Band President
- Assists the other band council officers as needed.
- Assists the Band Directors as needed.

Secretary

- Takes minutes of all meetings, types them in a professional manner, provides a copy to the Director of Bands, and posts them in a public place within 3 days of meetings.
- Takes attendance at all band officer meetings and turn into the director present.
- Responsible for thank you notes, notes of congratulations to other organizations at Lehman, other schools during football season, contest hosts, business for contributions, Band Boosters, and anyone else who contributes to the function or success of the band.
- Responsible for getting officer signatures on letters (listed above) and giving them to directors to mail.
- Ensure that all outbound correspondence is approved by a director prior to mailing, and that a copy of correspondence is kept on file in the band office.

Historian

- Is responsible for any and all archiving of Lehman Band events.
- This may include a scrap book and/or a slide show to be presented sometime during the year.
- Keep an album of news clippings, photographs of band events/people, documentation of events.
- Coordinate a "Photography Team" to take pictures and videos of all Band events.

----The following offices are director appointed----

Logistics Coordinator

The Logistics coordinator is responsible for all the "behind the scene" work that allows the band to move/rehearse quickly and efficiently. This includes all performances. This position requires some administrative effort and a great

deal of physical effort. Duties include, but are not limited to:

- Arranging for and getting all equipment loaded, unloaded, and stored properly in the truck.
- Learning about ALL of the equipment, how and how not to move it, how to secure the load to prevent damage, how to pack for maximum load and minimum shift, etc.
- If sound systems/amplifiers are involved in any performance (marching band, etc...), learning to cable the systems and ensure maximum performance.
- Setting up for concerts and performances, including chairs and stands in concert order (get from directors) and podiums, then returning facilities to original condition following the performances. This also includes assistance with Middle School concerts.
- Select and train a loading crew to assist in the logistics of the requirements.
- Responsible for assisting the band booster parents in coordinating efforts for all events incorporating refreshments and food, including but not limited to football games, social events, clinics, etc...

Librarians (Multiple Positions Available)

The Librarians will work with the substantial amount of musical literature belonging to the band. This is a significant administrative function, with little physical effort. Duties include, but are not limited to:

- Help to maintain the accuracy of the music library database, both on computer and in printed form.
- Ensuring that all parts plus the score is available for each piece of literature on file.
- Ensuring that all pieces are in order and can be found easily.
- Making working copies of all music being performed, including solos/ensembles.
- Preparing new music for the library.
- Help to maintain a video and audio library of the band's performances.
- Maintain all band hall bulletin boards.
- Responsible for the copying needs of all students in the band.
- SCHEDULING ADDITIONAL SUMMER WORK DAYS!!

NOTE: There will be one librarian who may function as the "head" librarian. With this title comes:

- Delegation of tasks to the other librarians.
- Clear communication with each band director of their needs and expectations of the library and how it functions.
- Oversees and ensures that all tasks from a director are completed correctly and in a timely manner.

Uniform Coordinator

The Uniform coordinator is responsible for all of the bands marching and concert uniforms, knowing who has what, the condition of the uniforms, and keeping track of this substantial band asset. This job requires a significant amount of administrative effort, and some physical effort. Duties include, but are not limited to:

- Working during the summer to sort out all uniforms, put together by number, and determine if any repairs need to be made. This should be done in May and June to allow time for any repairs or special cleaning to be done before reissue.
- SCHEDULING ADDITIONAL SUMMER WORK DAYS!!
- Work with Band Office to update the uniform database, prepare forms for use during reissue, and organize the effort for issuing uniforms during summer band camp.
- Keeping the uniform storage room clean with everything in place.
- Assist Band Booster Uniform Coordinator in issuing and collecting uniforms before and after each performance.
- Keeping track of uniform changes during the year and updating the uniform database in the Band Office.
- Demonstrate and ensure proper uniform appearance at all performances.

BAND LETTER JACKETS AND LETTERS

Letter Jacket Award System

Receiving a letter jacket is a visible indication of dedication to personal achievement and loyalty to the goals of the entire band program. Jackets will be ordered for and presented to Seniors who participate in band (or color guard) for their full four years (eight semesters). Students who do not participate in band or color guard for their entire Senior year must return their letter jackets before being cleared of obligations.

In order to receive their letter jacket before their Senior year, students must earn a grand total of 50 points in one school year to qualify for a letter jacket from the High School Band. Points may be earned in the following manner:

15 Points (THIS SECTION IS CUMMULATIVE–15 points/year of participation.)

One complete year of successful participation in both concert and marching band.
(Loss of eligibility may remove point credit for this portion at the head directors discretion.)

25 Points (Non-cumulative)

Selection into and performance with the TMEA All Region Band.
Selection into and performance with the TMEA All Region Orchestra
Selection into the TMEA AREA Band or Orchestra.
Performance of a Class ONE solo at the UIL State Solo Contest and earning a Superior (First Division) rating.

10 Points (Non-Cumulative)

Performance of a Class ONE or TWO solo at the UIL Solo Contest earning a Superior (First Division) rating.
Performance of a Class One or Two ensemble at the UIL ensemble contest and earning a Superior (First Division) rating.
Performance of a Class ONE ensemble at the UIL State ensemble contest and earning a Superior (First Division) rating.
Maintaining a band officer position for an entire year.

5 Points (Non-Cumulative)

Performance of a Class ONE or TWO solo at the UIL Solo Contest earning an Excellent (Second Division) rating.

1 Point (Non-Cumulative)

Participation in events approved by the band director such as special fundraising events or performances.

Recognition points for SLT's are at the discretion of the band director.

ACKNOWLEDGEMENT & AGREEMENT FORM

This handbook has been designed to provide you with the rules and requirements for participation in the Lehman High School Band. Its purpose is to give parents and students a clear and concise understanding of the workings of our band program and to provide a guide which covers most aspects of the function and requirements of participation.

We, the undersigned:

1. Understand that the handbook is available on Charms and the Lobo Band web site.
2. Have read and thoroughly understand and agree to comply with the contents of this handbook.
3. Understand that this manual is to serve as a reference for student participation, and will be checked periodically as a required part of the band curriculum for this course.
4. Understand that this document must be returned within one week of receipt.
5. Understand that no student will be allowed to participate in any band function who has not returned this document.
6. Understand that sanctions will be given by the teacher or administration for any infraction after considerations have been given to all extenuating circumstances.

Student's Name (printed)

Student's Signature

Parent/Guardian's Signature

Date