

**Instrumental Music Code and Band Handbook**  
**2010-11**  
*Naaman Forest High School*

**Preface**

This handbook has been written to help students gain the most from their band experience as well as provide guidance to the practical everyday experiences of the band program.

The success of the band program centers on pride, commitment to task, and the willingness to work hard to achieve a common goal. We do not expect every student in the band program to become a virtuoso musician. We do expect every student to establish both short and long range goals for improvement on his/her instrument, to exhibit mature responsible attitudes and actions at all times, and to be willing to contribute lots of hard work for the benefit of all.

The band program exists to provide an excellent music education for the students. This is achieved through individual study and varied performances in many venues (both marching and concert) supporting a curriculum which places an emphasis on comprehensive musicianship. Performance opportunities include large ensembles, chamber ensembles, and solos. The skills that band students acquire in these activities are directly related to skills necessary for auditions, presentations, and interviews in other career fields.

The band program also will develop a student's social skills. Participation in band enables the students to form close friendships within the school through their collaborative efforts. It also provides the opportunity to work with their peers as part of a team. As a member of the Naaman Forest Band, students make long-lasting friendships and develop a sense of camaraderie that is unique to our organization. There will be many opportunities for musical fellowship and fun through participation in band. Organizational goals are clearly established, and the students depend heavily on each other to achieve them. As a result, the concepts of responsibility, teamwork, and good citizenship will develop as each student experiences the world of music.

The ultimate goal of the program is to produce graduates who are knowledgeable about music, can perform successfully with confidence, can operate within a structured framework, and can work to develop the skills necessary to become a life long musician. In addition, the program also strives to produce informed adults of high integrity who understand and appreciate music and musicians, and who will foster the continuing developments of artistic endeavors in their community.

2010-11 Naaman Forest Band Staff:

Larry Schnitzer, Director of Bands, (972) 675-3090 ext. 62015, lschnitz@garlandisd.net  
Rumaldo Solis, Associate Director, rsolis@garlandisd.net  
Matt Rush, Percussion Director, merush@garlandisd.net

## Our Mission

The Naaman Forest High School Band will commit to excellence in everything we do.

### General Goals and Objectives

- I. Mental and physical discipline***
  - A. Develop concentration
  - B. Memorize music
  - C. Learn techniques of preparation as they relate to group and individual performances
  - D. Develop self and group discipline
  
- II. Citizenship through group endeavor***
  - A. Develop leadership abilities
  - B. Develop responsibility
  - C. Develop ability to cooperate with others and to work as a team member
  - D. Develop diligence
  - E. Develop mutual respect for each other
  
- III. Physical conditioning***

Develop strength, stamina, endurance and coordination
  
- IV. Value Judgments***

Obtain the ability to make musical value judgments through critical listening (as they pertain to a musical setting). The student will recognize quality of sound, pitch, style, tempo, rhythm, blend, balance, phrasing, dynamics, and articulation.
  
- V. Music theory***
  - A. Know and utilize note values and rests
  - B. Know and utilize keys, key signatures, and scales
  - C. Know and utilize musical terms, signs, and symbols
  - D. Recognize and tune intervals and harmony
  - E. Ear training/listening skills
  
- VI. Proper instrumental technique***
  - A. Care of the instrument
  - B. Assume correct posture and playing position
  - C. Develop the embouchure/stick grip/hand position
  - D. Develop characteristic instrumental tone
  - E. Develop proper breathing techniques
  - F. Develop technical instrumental proficiency (fingering, articulation, rudiments, scales, etc.)

## General Conduct/Expectations

Band members will observe all policies set forth by the Garland Independent School District, in addition to the following (as they pertain to the instrumental setting):

1. All students are expected to conduct themselves properly at all times. Display of profanity, temper, flagrant violation of rules, etc., will not be tolerated. Individual behavior during a band function is a reflection of the group.
2. Students will follow any director's instructions.
3. Students will be in their assigned rehearsal area ready to work at the set rehearsal time.
4. Students will bring all equipment including music, pencil, instrument, and all supplies to rehearsals daily.
5. Students will keep hands, feet, and other objects to themselves.
6. Students will maintain a high level of good and acceptable behavior.
7. Students will bring no food, drinks, candy or gum in the band hall. Water in a sealed container is acceptable.
8. Students will not play on equipment they do not own or do not have permission from a director to use. Students will not touch, handle, borrow, or use anyone else's instrument, uniform, or personal belongings.
9. Students should ask for permission to speak by raising your hand and waiting to be acknowledged. All rehearsals are expected to be extremely quiet so that our time will be utilized wisely.
10. When allowed in the band hall, either before or after school, students will not disturb any rehearsal in progress.
11. Students will respect the property of others, and return their equipment to its proper storage place when not in use. Each student is responsible for keeping their storage area clean.
12. Students will not enter the director's offices without permission.
13. Students will not deface or mark on music stands, walls, doors, equipment, etc.
14. Students should keep their equipment in the designated storage area, and keep their 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.
15. Students will utilize their assigned storage slot for instrument cases during rehearsals.
- 16. Any behavior, which is not representative of good citizenship, as perceived by the band staff, may result in the student's dismissal from the activity at hand as well as the band program. This also applies to the actions of student leaders in both public and private events.**

## **School Owned/Issued Instruments**

The Garland ISD 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, various marching horns, 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 an instrument for home use and one for school use.
2. Garland ISD does not provide insurance for individually or school owned equipment. ***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 Garland ISD will assess a fee for routine cleaning and maintenance of school district owned instruments.

### **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.

## **Individual Band Responsibilities**

Students are placed by audition into one of three classes at Naaman Forest High School: Honors Band, Symphonic Band, and Concert Band. Our curriculum is designed to improve individual performing skills throughout the year. Performances of the concert ensembles will include but are not limited to the following: Winter Concert, Spring Concert, Band Festivals/Pre-UIL contests, UIL Contests, Final Concert, Graduation (Honors Band only). Please check the band calendar for all concert dates and times. Students in all aspects of the program are expected to maintain passing grades and earn satisfactory conduct marks. The responsibilities for students in each group are outlined below:

### **Marching Band**

*Larry Schnitzer, Rumaldo Solis, Matt Rush*

The Marching Band is made up of students from the Honors and Symphonic Bands. Concert Band members who qualify will also be part of this organization. Rehearsals will be daily from 3:30-5:15 during football season (except for Mondays). Stadium rehearsals will be held on Monday nights from 5:15-7:15 P.M. The band will perform at all varsity football games, the Labor Day Parade, and several contests during the fall.

### **Honors Band**

*Larry Schnitzer, Director*

The Honors Band is our top performing and competing ensemble. Membership is by audition. Students in this organization are highly encouraged to audition for the All-Region Band and all non seniors are required to participate in the in U.I.L. Solo and Ensemble Contest. Honors Band members are expected to be exemplary students in all aspects of their high school career. Failure to maintain a passing grade in all subject areas, failure to earn satisfactory conduct marks, and failure to positively contribute to the overall band program are means for dismissal from this band. Students must be enrolled in band both the fall and spring semesters in order to be considered for placement in this ensemble.

### **Symphonic Band**

*Rumaldo Solis, Director*

The Symphonic Band is the second performing and competing ensemble. Membership is by audition. Students in this organization are expected to maintain a passing grade in all classes and earn satisfactory conduct marks. Participation in the All-Region Band auditions is encouraged. Symphonic Band non senior members are required to participate in the U.I.L. Solo and Ensemble Contest.

***Special Note: All Honors and Symphonic Band students must participate in UIL Concert and Sight-reading Contest in order to participate in the Spring Trip.***

### **Concert Band**

*Larry Schnitzer, Director*

The Concert Band is our third band. The focus of this class is to work on fundamental playing skills so that the students have the opportunity to move into a competing ensemble at a later date. Students in this organization are expected to maintain a passing grade in all classes and earn satisfactory conduct marks. Solo and Ensemble participation is highly encouraged.

### **Jazz Band**

*Rumaldo Solis, Director*

The Jazz Band is a public relations arm of the band program. Membership is open to all Honors and Symphonic Band members. Placement will be at the director's discretion, with auditions being utilized when necessary. Students in this organization are expected to maintain a passing grade in all classes and earn satisfactory conduct marks. Rehearsals

for the Jazz Band are during school. Some rehearsals and performances are outside of the school day.

### **Travel Guidelines**

The band will frequently travel on both school and commercial busses. Student conduct is expected to be at the highest level on any 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 the bus chaperone 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 in order to travel on any trip with the band.
3. While on the bus, students will:
  - A. Remain seated at all times
  - B. Sit properly in a forward position
  - C. Keep the bus clean of food, drinks, and debris
  - D. Keep all body parts inside the bus
  - E. Only use a headset when listening to music
  - F. Remain silent when addressed by person in charge on the bus
  - G. Refrain from loud, boisterous talking, screaming, whistling, etc.
  - H. No public displays of affection.

### **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.

### **Marching Band**

The Naaman Forest High School marching Band is the most visible organization of the band program. All band students in grades 9-12 are expected to participate in the marching band.

### **Marching Band Rehearsal Schedule**

Monday	Stadium Rehearsal (Williams Stadium)	5:15 – 7:15 P.M.
Tuesday	Full Band	3:30 – 5:15 P.M.
Wednesday	Full Band	3:30 – 5:15 P.M.
Thursday	Full Band	3:10 – 5:15 P.M.
Friday	Full Band	Run-through and performance times TBA

In the case of a Thursday game, the Thursday and Friday schedules will be swapped.

**Special Note: Students are NEVER allowed to talk on the football field. This includes before or after rehearsal.**

## **Marching Band Positions**

### *Primary Marchers*

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

1. Successfully completes the memorization requirement for music by the appropriate time.
2. Demonstrates high quality marching skills.
3. Is punctual in report times.
4. Is present at all rehearsals and performances.
5. Maintains academic eligibility.

### *Alternates*

Alternates are students who learn marching skills in the alternate block. Alternates will meet the same requirements of primary marchers. Alternates will be given various opportunities to march in both rehearsals and performances. A minimum number of alternates are preferred. The position of alternate will be utilized for those students who display difficulty in meeting the criteria of a primary marcher.

## **Marching Band Student Leadership Positions**

### *Squad Leaders*

Squad leaders will be responsible for efficient operations of their sections. They will help with field discipline, provide instruction, serve as a positive role model, and assist the directors as needed.

### *Drum Majors*

Drum Majors will be selected by the Drum Major audition process. Drum Majors will be used in the instruction of marching skills as well as the general marching drill. The Drum Major will be the field commander and conductor for the marching ensemble. Drum Majors will be selected by an audition process. Drum Majors will serve the marching season for which they are selected. Any Drum Major who is not a senior must re-enter the audition process the next school year.

## **General Attendance**

In order to have and maintain a high quality marching band, attendance from all members is essential. The following guidelines outline the attendance procedures and policies for the marching band:

## **Roll Check**

Roll check will be completed promptly at the start of rehearsal in the attendance block.

## **Tardiness**

Students not in the attendance block at the appropriate time will be marked tardy.

## **Excused Tardiness**

Tardiness will be excused at the discretion of the directors. Tutorials, appointments, etc., will not be an excuse for tardiness unless prior arrangements are made **and** approved. Students have all afternoon on Monday and 2:30 –3:25 on Tuesday through Thursday to attend to tutorials. Most teachers offer morning tutorials as well.

## **Unexcused Tardiness**

Students who have more than one unexcused tardy will be subject to one of the following consequences:

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

\*Consequences will be issued at the discretion of the band directors.

## **Absence**

A tardy will be converted to an absence 15 minutes after the rehearsal begins.

## **Excused Absence**

Absences will be excused at the discretion of the directors. Appointments, tutorials, etc. will not be an excuse for absence. Personal illness requiring medical attention, death in the family, and serious problems will be considered as an excused absence. Students who are continually ill, may need to provide a doctor's note releasing them for participation in order to insure the well being of the child and to reduce band director concerns. If in doubt, an absence should be checked with the head director.

## **Unexcused Absence**

Students who have an unexcused absence will be subject to one of the following consequences:

1. Loss of spot as a primary marcher.
2. Loss of marching privilege for one game.
3. Loss of attendance privilege at one game.
4. Removal from the marching band and loss of P.E. credit.

## **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, the UIL Marching Contest, as well as local parades.

## **Inspection**

Inspection is a vital process of the marching band “pregame” to determine who is prepared for a successful performance. All students will be called to attention in their attendance block and will remain in that position until inspection is completed. The inspections will take place at the announced location for either Williams or HBJ stadium. In the case of away games or contests, inspections will take place in the band hall before boarding the busses. Inspections will be completed by the Drum Majors and band directors.

## **Music Inspection**

Music inspection will occur before all football games and marching band performances. Music inspection will not be utilized at marching contests. Students will be asked to display music, lyre (if appropriate), and flip folder. Students who do not pass music inspection will be disciplined.

## **Uniform Inspection**

Students must pass a uniform inspection every week. Students must have complete uniform, poncho (even if it isn't going to rain), and hat box complete with hat.

***Special Note: Please see band uniform guidelines in a later part of this handbook.***

## **General Football Game Procedures**

1. Students will arrive at the proper time in full uniform for inspection.
2. Students will report to seating area when directed to do so. Students will remain standing until all band members have arrived and are prepared to be seated. Students will sit when instructed by a Drum Major or director.
3. **Students will remain in their assigned spot in the band seating section at all times during the game.** Drinks will be provided by the band booster organization. Students will refrain from accepting food or drinks from parents, relatives, or friends.
4. Students **ARE NOT ALLOWED** to buy food from the concession stand.
5. Students will stand at attention during the National Anthem and while the school song of the opposing team is being played (both at the beginning and end of the game).
6. Students needing a restroom break must be accompanied by another member of the band. Students will be given water after the halftime performance. No other food or drinks are acceptable during the game.
7. Students will be expected to listen for and watch the directors and Drum Majors during the game. Students will need to be prepared to perform at all times.

8. Students will refrain from playing their instruments on an individual basis. The band will perform as a group or with approved small ensembles.
9. At the appropriate time, the band will be dismissed from the stands for the halftime performance. At this time, the band must move quickly, quietly, and efficiently to the appropriate area.
10. At the end of our performance (if we perform first) the band will go to the back of the appropriate end zone and stand at attention while the other band finishes their performance.
11. At the conclusion of the halftime performance of all groups, students will be dismissed to the Band Booster coolers to get a drink. **THIS IS NOT PLAY TIME—YOU STILL NEED TO REPRESENT YOURSELVES IN A POSITIVE MANNER.** Students will be seated in their assigned spot by the time the game clock reads 5:00 in the 3<sup>rd</sup> quarter.

### **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 the summer band camp.
2. Students will be held financially responsible for the uniform and its components.

#### *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. The hat is for on the field performances only. The only exception to this will be when a director instructs you that you may remove your coat. 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, baseball caps, bright colored nail polish, etc. is unacceptable.
4. All students with long hair will need to put it up under their hat during performances.
5. Natural hair colors will be the only style of color accepted.
6. **No consumption of food and drinks while in uniform without permission.**

### **Alterations and Care**

1. Never cut any material from the band uniform. Never alter the uniform unless the alteration has been approved by a director.
2. Keep the collar hooked while hanging to retain the shape of the coat.
3. Always hang pants by the crease.
4. Label your uniform bag.

## **ADDITIONAL INFORMATION**

### **TESTS AND GRADES**

Students will be assigned grades each six weeks based on in class testing, concert performance attendance, and sectional/outside rehearsal attendance. Since students enrolled in band receive a P.E. waiver, marching rehearsal attendance can count as part of the student's daily grade. Students who fail BAND may be removed from the program.

### **MUSIC ENRICHMENT PROGRAM**

We are fortunate to be able to offer our students a fully staffed faculty from which private lessons are available. Each faculty member is approved by the GISD and is an authority on his or her instrument. The private lesson program is an integral part of the success of each student and our band program. Although not required, it is highly recommended that each student enrolls and participates in the music enrichment program.

The Naaman Forest Band Handbook may be printed from this link:

[www.NaamanForestBand.com](http://www.NaamanForestBand.com)

**NAAMAN FOREST HIGH SCHOOL BAND CONTRACT**

The purpose of this contract is to insure that every student and parent is aware of the rules and expectations of the band program. This contract serves as an extension of the information given out in our information handbook which can be found online.

**EXPECTATIONS**

- Students are expected to be courteous and respectful of directors, officers, teachers, administrators, parents and each other at all times.
- Students will take pride in the band uniform, facilities and equipment by keeping them clean, neat and in good condition.
- Students will be present and on time to all rehearsals, concerts, and other performances.
- Students are expected to attend classes regularly and do their best to maintain a passing grade in all classes.
- A job will NEVER interfere with a rehearsal or performance.
- Any UNEXCUSED ABSENCE from a rehearsal or performance will result in the suspension from the next performance. Two unexcused tardies equals one unexcused absence.

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This is to certify that I have received and read a copy of the Naaman Forest High School Band Handbook and do hereby acknowledge that I understand and agree to abide by all the rules and regulations covered. I assume all consequences by not doing so.

\_\_\_\_\_  
Student signature                      date

\_\_\_\_\_  
Parent signature                      date