

SANTA FE
HIGH SCHOOL BAND



HANDBOOK
2023-2024

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HANDBOOK PURPOSE

The purpose of this document is to set uniform guidelines and policies that focus on the proper implementation of membership requirements, tryouts, performance expectations, attendance, fundraisers and general rules. The band student must abide by all guidelines and policies outlined in the Band Handbook and Santa Fe High School Student Handbook.

PHILOSOPHY /PURPOSE

Being a Santa Fe High School Band Member is an honor and a special privilege. The Santa Fe Indian Band exists to promote excellence in musicianship, good sportsmanship, good citizenship, and enthusiastic school spirit, and are first and foremost representatives of their school. SFHS Band students exemplify both individual and group behavior suitable to their position and in accordance with the rules as stated in the Santa Fe Student Code of Conduct. Members of this group have a fundamental responsibility to play a leadership role in building teamwork and helping the school achieve its goals and objectives. Because of these responsibilities, Santa Fe Band Members are expected to maintain a higher standard of behavior both on and off campus as well as higher academic achievement than that of their peers.

OBJECTIVES

Santa Fe Band members are expected to develop their individual music skills and participate enthusiastically on a daily basis. They are also expected to publicly demonstrate their skill through numerous group and individual performances. Most importantly, band students are expected to support their school by promoting school spirit and maintaining a safe environment for life-long learning.

MEMBERSHIP

- Membership consists of ninth through twelfth-grade students
- Members are expected to give their time to participate in required activities throughout the year. These activities range from performances, events, and all fundraiser activities. Parents are expected to support their members and the organization by participating in various functions whenever help is needed.
- Members must adhere to all guidelines and policies in this handbook. Parents are expected to support their members in complying with all expectations, guidelines, policies of the school, and of the band organization.
- Members must keep and maintain a natural hair color for all performances and events.
- Members are required to attend all practices and performances and stay until dismissed by the director. The director must be notified (via email – see Performance Requirements section) *prior* to the absence(s) from Band (class, practice, roll call, events, activities, etc.).
- Members must attend all SFHS Summer Band Camps. If there is an extenuating circumstance (to be determined by the Director prior to the summer camp), a member may be excused. *An excused absence from summer camp may result in the member sitting out the first two football halftime performances.*
- Members and their parents are responsible for the fees and expenses of the organization.

ORGANIZATION

Santa Fe High School Band

The band is a blend of students from the concert bands. Our marching band includes a color guard unit that consists of members who have attended special camps to perfect their flag, saber, and rifle skills. The marching band performs at all regular and play-off football games and participates in UIL marching contests and parades. Attendance at all of these events is mandatory. Other events may be added by the director as invitations are received.

Color Guard

Color Guard and Winter Guard are segments of the band program under the direction of the band directors and a guard director. These students audition and are selected for membership. Color Guard is part of the marching band that provides visual effect with dance, flags, sabers, rifles, and other props. Winter Guard performs at various indoor competitions in the spring. This group performs independently, and the practices are held both during class and after school.

PHILOSOPHY OF BAND LEADERS

It is the duty of all officers to be ambitious, determined and to maintain pride in one's self and in the organization. Each officer must at all times be a good representative of the organization and be the finest example of an ideal band student demonstrated by his/her attitude, ability,

scholarship, and citizenship. The student must set high standards and always work to perfect their level of performance and ability in whatever he/she does.

BAND LEADERSHIP POSITIONS

The number of leaders selected to serve the band are determined by the Directors. These positions may include, but are not limited to: **Drum Major(s), Section Leader(s), Officer(s), and Guard Captain(s)**. Band leaders must attend all SFHS Band functions. Failure to do so without director approval may result in dismissal from the position.

The duties of the **Band Leader(s)** include but are not limited to:

1. Attend all band functions/meetings
2. To be responsible for the conduct and actions of the band at all times, and for the execution of all band duties assigned;
3. Lead the band as instructed by the Director;
4. Assist the Director in maintaining discipline and order;
5. Assist the Director with marching drills, inspection, planning, and special activities;
6. Promote band standards and pride;
7. Arrive 15 minutes early to all Band functions/activities/practices/etc.
8. Ensure that all rehearsals begin on time;
9. Ensure that at the end of an evening rehearsal the facility is clean and presentable;
10. Organize and maintain the music and drill books and insure they are ready for every rehearsal;
11. Play a Solo or Ensemble at S&E Contest;
12. Complete any additional duties assigned by the Director.

The duties of the **Drum Major(s)** are:

1. Perform all duties assigned as the top ranking leader(s) of the organization.
2. Assist the Director in maintaining discipline and order of the organization.
3. Assist in recruiting new members of the organization.

The duties of the **Section Leaders** are:

1. Assist the Drum Major(s) in duties assigned.
2. Assist the Directors and Drum Major(s) in maintaining discipline and order of the assigned Section.
3. Assist in recruiting new members of the organization.

The duties of the **Officer(s)** are:

1. Organize and maintain the music and drill books and ensure they are ready for every rehearsal.
2. Assist the Directors, Drum Major(s), and Section Leaders in any duties assigned.

I. Eligibility for Band Leadership Positions

- A. Exhibit high standards of leadership, character, responsibility, scholarship, advanced musical skills, teaching ability and the capability of working with others.
- B. Pledge to remain in attendance for the current school year.
- C. Be a current member of the SFHS Band Program.
- D. Maintain a “C” average or better in each class for the current school year.
- E. Must not have been on Scholastic Probation more than one time during the current school year.
- F. Must have their account balance paid up to last deadline in the organization.
- G. To be eligible for **drum major** a candidate **must be classified as a Junior/Senior**; to be eligible for **section leader**, a candidate **must be classified as a Sophomore/Junior/Senior**.

II. Selection Process

- A. Band Leaders are determined by a panel of judges and/or the directors.
- B. Band Leaders candidates must complete the tryout process as explained in the tryout packet.
- C. Criteria for tryouts may be judged by but not limited to:
 1. Marching routine established by director (s)
 2. Teaching session
 3. Interviews
 4. Conducting (drum majors only)
 5. Teacher/Peer evaluations
 6. Application

REMOVAL AND DEMOTION OF A BAND LEADER

- A. Members placed on Scholastic Probation automatically forfeit their position.
- B. Members who fail to maintain the duties of their office automatically forfeit their position.

PROMOTIONS

Vacancies are filled at the discretion of the director.

AUDITION PROCEDURES

- A. Students will audition a prepared piece of music for the Directors/panel of impartial judges.
- B. This audition is to decide the band placement of each candidate.
- C. Students will earn a spot in the marching show by demonstrating their marching ability, playing ability and dedication.
- D. The decision of the Directors/judges is final.

SCHOLASTIC REQUIREMENTS

- A. All grades are checked before designated activities. Members must be academically eligible to be able to participate in designated activities.
- B. Members who fail for the first six-weeks grade check (progress report 2) or any additional nine-week grade period (1st, 2nd, 3rd, and/or 4th nine-weeks' report card) are ineligible. Upon regaining eligibility, they may be selected as an alternate or a performer.
- C. Members who fail two grade check periods (progress report 2, 1st, 2nd, 3rd, and/or 4th nine-weeks' report card) automatically forfeit their membership in the band. Eligibility and membership for the 4th nine weeks is based on promotion to the next grade level for the following school year.
- D. An ineligible member must attend all practices.
- E. An ineligible member may not travel with the band or help the band during any portion of the contest or event.
- F. Eligibility requirements are mandated by TEA and can be found TEA/UIIL Side by Side manual. (www.UIIL.utexas.edu) All members are subject to these eligibility standards.

PERFORMANCE REQUIREMENTS

- A. Members *must be present* and actively participate at *all* events up to and including: after school rehearsals, practices, games, parades, concerts and contests.
- B. A doctor's note is required in order for an absence to be excused for illness.
- C. Missing any practices during the week of a performance (even if it's excused) will result in being pulled from the performance. Performance examples: halftime at football games, contests, etc. (One day exceptions: school field trips, religious holidays, funeral.)
- D. Members removed from any performance due to auditions, absences, illness or injury, must continue to attend practices and team performances.
- E. An accumulation of five demerits in one-week period may cause a member to lose performing privileges.
- F. Members may only perform in complete uniform.
- G. Members absent from school on a performance day for *more than half a day* are ineligible to perform. (Exceptions: school field trip, religious holidays, death in family/one-day funeral)
- H. Tutoring should take place during non-rehearsal time. Since tutoring is available after school, student's tardiness will not be excused without prior approval from the director. This is not limited to academic needs, but also includes meetings and events for other organizations.
- I. Members must have their account balance paid up at the end of every nine weeks or payment dates provided by the director. If balances are not cleared, members may lose performing privileges.
- J. Students must have a current physical on file with the athletic department in order to participate in any outdoor marching activities. This needs to be turned in before the beginning of summer band.
- K. Members with an unexcused and/or unapproved absence from a football game will lose performance privileges for two additional halftime performances.

GAME/ACTIVITY BEHAVIOR

- A. Members take their assigned seat in the stands and occupy only that seat during the entire activity. No one leaves without the permission of a Director.

- B. Members are not allowed to stand in the section dividers and talk to other students, parents, or other family members.
- C. While going to the restroom students are NOT allowed to visit the concession stand.
- D. No eating, drinking or gum-chewing, unless allowed by a Director.
- E. Members are considered “performing” while in uniform and must remember they are representing their school.
- F. Talking to outsiders is only allowed with the permission a Director. Unauthorized persons may not visit or sit in the SFHS Band section.
- G. Parents (other than chaperones), friends, and/or other relatives are not allowed to come into the band section without first gaining permission from a Director.
- H. Unsportsmanlike conduct is not allowed at any time.
- I. Gifts (flowers, balloons, etc.) may not be brought into stands other than the visiting team gift.

I. Travel Rules

- A. The buses will leave at the designated time. Late students will be left behind.
- B. Buses are to be treated with care. Place all trash in the proper receptacle. No one will be allowed to leave the bus until all trash has been picked up.
- C. Public displays of affection on a bus will not be tolerated.
- D. Students are to remain seated while the bus is in motion.
- E. The aisle of the bus must remain clear.
- F. Hands, feet, and other objects are to remain inside the bus.
- G. No eating, drinking, or gum chewing on the bus unless specifically approved by a director.
- H. Mp3 players, radios, CD players, etc. are allowed as long as they are not distracting to others. Students should have their own earbuds/headphones to listen to their own music.
- I. Extremely loud noises will not be tolerated. No shouting, screaming, loud chanting, loud singing or loud percussive noises are allowed.
- J. Electronics are the responsibility of the student.
- K. Members will ride their assigned bus and remain in their assigned seats for the duration of the trip.

UNIFORMS

- A. Members are expected to take pride in their uniform. It must be protected at all times, whether being worn, stored or carried.
- B. Uniforms of the band are provided by the school, and therefore, belong to the school.
- C. Appearances in uniform must be approved by the Director.
- D. Uniforms will be checked out before every performance and are to be returned immediately after.
- E. Uniforms are to be spotless at all times and ready for inspection before every performance.
- F. A cleaning fee may be charged to each student.
- G. While in uniform the following are prohibited:
 1. Jewelry
 2. Nail polish
 3. Eating or chewing gum
 4. Public Display of Affection
 5. Make up (exception: Color guard)

- H. The uniform must be worn in its entirety; the Directors may allow students to remove their jacket after halftime. It must be neatly folded and placed upon the shako box.
- I. Members may only drink water while in uniform.
- J. Uniforms are to be worn to, during, and after the performance, unless otherwise directed by a Director.

ALTERATIONS AND CLEANING OF UNIFORMS

- A. There will be a group of parents responsible for cleaning the uniforms after every performance.
- B. No alterations may be made without the Director’s approval.
- C. Uniforms are not to be cut.
- D. Members are responsible to pay for any loss or damage of the uniform.
- E. Disrespect or misuse of the uniform may result in dismissal from the organization.

BAND LETTER JACKET POLICY

- A. Letter Jackets are awarded based on the following criteria:
 - 1. Members complete 4 semesters as a member of the SFHS Band organization.
 - 2. Members must be academically eligible while participating in band.
- B. Upon award, the member will purchase the jacket, letter, and patches.
- C. Members may only be awarded one jacket.
- D. Non-members may not wear the band letter jacket.

HONOR CORDS

- A. Must be an active member of SFHS band your Senior year.
- B. Must maintain a GPA of 3.0

PHYSICAL CONDITIONING

- A. Physical conditioning may consist of any of the following assignments:

<ul style="list-style-type: none"> ● 150 sit ups ● 50 pushups ● Run a side line 	<ul style="list-style-type: none"> ● 200 Jumping Jacks ● Laps around football field ● 50 up/downs
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- B. Physical conditioning may be assigned for minor offenses such as:

<ul style="list-style-type: none"> ● Tardy to roll call for any practice concert or marching (with phone call or email to director or officer) ● Missing correct clothing at practice ● Talking during practice/performances ● Not participating in activities 	<ul style="list-style-type: none"> ● Wearing jewelry ● Late forms/fees ● Failure to keep clean the following areas: band hall, lockers, bathrooms, and busses ● Failure to be in dress code at school ● Minor conduct problems at the Director’s discretion
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- C. Members that fail to take care of their conditioning after practice will work off double the amount the following day.

DISMISSAL FROM THE ORGANIZATION

These offenses result in dismissal from the organization by the director or a committee.

- A. Members who are suspended or **DAEP** assignment automatically forfeit their membership in the band for the remainder of the year. (Exception: a student may serve a one-day ISS assignment for dress code or tardies).
- B. Members who are on **academic probation** for **any** two grade check period (including 1st 6 weeks' grade check, 1st, 2nd, and/or 3rd nine-weeks) automatically forfeit their membership in the band.
- C. Members possessing, using, transmitting, or to appear under the influence of drugs, alcohol, etc. while in/out school, in uniform, or outside of the regular school day including summer vacation, weekends, holidays, etc., or while representing the organization automatically forfeit their position from the organization.
- D. Members who are convicted of a felony or any other drug or alcohol related offense automatically forfeit their membership. Members who are charged are temporarily suspended until the issue is resolved.
- E. Members who assault or harass directors or team members automatically forfeit their membership in the organization.
- F. Members who steal automatically forfeit their membership in the organization.
- G. Members involved in creating, leading, or participating in an initiation process automatically forfeit their membership in the band.

SFHS BAND INTERNET CODE OF CONDUCT

- 1. Do not post information or pictures online that would embarrass you, Santa Fe High School, or violate the handbook of the SFHS Band Organization. Examples include but are not limited to:
 - a. Foul Language or sexual innuendo(s)
 - b. Inappropriate behavior (alcohol related, public intoxication, drugs, underage drinking, personal pictures wearing suggestive clothing, nudity, inappropriate gestures, fighting, etc.)
 - c. An act that would constitute an offense under appropriate federal, state, or local criminal statute.
- 2. Do not allow friends to post inappropriate information or pictures of you on their websites/social media. It is your responsibility and right to prevent the postings and/or have them removed. All it takes is one person to take a screenshot and it is there forever.
- 3. You may not post information on your website/social media that ties you to Santa Fe High School or the SFHS Band Organization if you have anything that is listed in the above (1 or 2) on your website/social media.
- 4. Do not post information that refers to private situations within Santa Fe High School and/or the SFHS Band Organization. This includes posting negative comments towards or about other team members, director(s), coaches, or anything related to Santa Fe High School and/or the SFHS band.

5. Violation of the SFHS Band Organization Internet Code of Conduct will be grounds for removal from leadership position (if you hold a leadership position) and/or membership revoked (depending on the severity of the violation). The decision will be at the discretion of the SFHS Band Director(s) and the administrator over the SFHS Band Organization.

BOOSTER CLUB

Booster clubs are allowed at the discretion of the principal and director.

Booster clubs are subject to the Santa Fe ISD Booster Club Manual.

The purpose of a booster club is to support the efforts of the organization. Support is shown in many ways, including volunteering time and contributing funds to better enhance the organization and its performance.

GENERAL

- From time to time issues may arise that are not covered in this handbook. When such issues are behavioral and conduct based in nature, the director, the principal and the fine arts director may exercise disciplinary action in accordance with school district policies. Such behavioral and conduct offenses may lead to dismissal from the organization.
- Discretion of the Band director/administration may be exercised in any situation that may/may not have been covered in this document. These decisions are final.

Each member and parent or guardian must sign the last page of this document in order to participate in summer camp and any other activities.

Parent and Member Signature Page

I have read the document in full and understand the duties and responsibilities that being a member that the band requires. I agree to follow this document to my fullest capability and if I am not successful I take the consequences that follow.

Student Signature

Date

I, the parent or guardian of said band member, have read the document and understand its contents. I also understand the time commitment and discipline

involved in such an organization. My child has my full support during his/her time as a member of the band.

Parent or Guardian Signature

Date

Contact Information

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SFHS Band Internet Code of Conduct Acknowledgement

Please remember that you are an ambassador of Santa Fe High School and the SFHS Band organization. As such, you are always in the public eye. Twitter, Facebook, Instagram, Snapchat, TikTok, Vine, and other similar websites/social media are open windows into your life. What you say (or post) online could come back to haunt you. In most cases, words and pictures are reaching way beyond the peers of whom they were intended. Ultimately, students are naively putting their reputation and futures at risk. The following guidelines must be followed if posts are made:

6. Do not post information or pictures online that would embarrass you, Santa Fe High School, or violate the handbook of the SFHS Band Organization. Examples include but are not limited to:
 - a. Foul Language or sexual innuendo(s)
 - b. Inappropriate behavior (alcohol related, public intoxication, drugs, underage drinking, personal pictures wearing suggestive clothing, nudity, inappropriate gestures, fighting, etc.)
 - c. An act that would constitute an offense under appropriate federal, state, or local criminal statute.

7. Do not allow friends to post inappropriate information or pictures of you on their websites/social media. It is your responsibility and right to prevent the postings and/or have them removed. All it takes is one person to take a screen shot and it is there forever.
8. You may not post information on your website/social media that ties you to Santa Fe High School or the SFHS Band Organization if you have anything that is listed in the above (1 or 2) on your website/social media.
9. Do not post information that refers to private situations within Santa Fe High School and/or the SFHS Band Organization. This includes posting negative comments towards or about other team members, director(s), coaches, or anything related to Santa Fe High School and/or the SFHS band.
10. Violation of the SFHS Band Organization Internet Code of Conduct will be grounds for removal from leadership position (if you hold a leadership position) and/or membership revoked (depending on the severity of the violation). The decision will be at the discretion of the SFHS Band Director(s) and the administrator over the SFHS Band Organization.

I have read and understand the SFHS Band Handbook and all that is required of me. I have also read the SFHS Band Internet Code of Conduct and agree to follow the guidelines that are listed. I am aware that my postings on Twitter, Facebook, Instagram, Snapchat, Vine, and other similar websites/social media are public domain and could be monitored by SFHS and/or the SFHS Band Organization.

Finally, I agree to follow all these rules and understand that violation of any of the rules may result in automatic dismissal or reprimand from the SFHS Band Organization. I understand that the SFHS Band Director(s) have full discretion of determining which members may participate in SFHS Band activities and performances and have full discretion over probation and dismissals. My signature indicates that I will comply with said rules.

Signature of Band Member

Date

Signature of Parent/Guardian

Date