

# Cesar Chavez Middle School Eagle Band



## ***2022-2023 Handbook***

Matthew Vaadi, Director of Bands

Seth Aker, Assistant Band Director

Trent Curry, Assistant Band Director

Mr. Pedro Hernandez, Principal

***"Commitment usually means giving up convenience, going the extra mile, inviting personal discomfort, embracing confrontation, sacrificing instant gratification for the mission at hand. There are no miracle solutions. Excellence is achieved through commitment."***

***~Dr. Tim Lautzenheiser***

# Welcome!

Welcome to the Chavez Middle School Band Program! It is with great enthusiasm and excitement that we introduce our band program to you in a more detailed manner. The CCMS band program has established a wonderful tradition of excellence and we are glad you have chosen to be a part of it.

Your child's participation in our band program is beneficial in many ways. Band students are engaged daily in a highly creative performing art that stimulates growth in areas of the human brain that no other discipline can. This growth effortlessly transfers into your student's academic life. In addition, our band students will develop traits such as teamwork, responsibility, dedication, self-discipline, social skills, confidence, leadership, and dependability. Membership in our band program will give all a sense of accomplishment, pride, and respect as the students develop musical and personal skills that will enrich their lives.

The purpose of this handbook is to outline the guidelines and expectations for making this year a success for all involved, and to serve as a guide and resource for students and parents. **Both students and their parents should take the time to thoroughly read this handbook.** Upon completion, the contract that was distributed to your student during class (or downloaded from our web site) should be signed and returned to school, indicating your understanding of these guidelines and expectations.

**\*\*Enrolling in band is a full year course, and students who enroll are expected to commit for the full academic school year.\*\***

## Contact Information

The directors encourage positive communication and are willing to discuss any aspect of a student's progress in band with his/her parents. **The best and fastest way to communicate with a director is through email.**

**Matthew Vaadi**, Director of Bands  
[matt.vaadi@wacoisd.org](mailto:matt.vaadi@wacoisd.org)  
(254) 750-3736 ext. **5063**

**Trent Curry**, Assistant Director  
[andrew.curry@wacoisd.org](mailto:andrew.curry@wacoisd.org)  
(254) 750-3736 ext. **5053**

**Seth Aker**, Assistant Director  
[seth.aker@wacoisd.org](mailto:seth.aker@wacoisd.org)  
(254) 750-3736 ext. **6650**

## WRITE A NOTE

You may send a note with your child. Please include a phone number and/or e-mail address that you can be reached and the best time to reach you.

## CONFERENCE PERIODS

All of the director's main conference periods are from 1:03-1:48pm daily.

**Please schedule an appointment with a respective director if you would like to meet.**

**Please understand that our communication to you – the parents – is a very high priority for us.** We want to take care of concerns and make every situation the best for each student. Please contact us for clarification on any concerns before they become major issues.

**Due to sectionals and student help sessions, it is difficult to reach us before or after school. If we are working with students, please understand that they are our highest priority and deserve our complete attention.**

## E-MAIL POLICY

We will be sending home many updates and communications via email throughout the year. Due to the nature of e-mail, all major concerns will need to be addressed through conferences or phone communication. This is to avoid any misunderstandings or unclear intentions through e-mail communication. Parents are encouraged to use email to get more information or clarification regarding events, or to schedule a parent conference.

## STUDENT COMMUNICATION

**Students are also encouraged to communicate with the directors before concerns become issues.** They should do this in person at an appropriate time, one on one. Again, clarification and solid communication will keep everything running smoothly throughout the entire year.

Throughout the year, we will be sending quite a bit of information home in the form of letters. Please make every effort to read this information carefully, check calendars often and keep us informed of any conflicts. The sooner we know of a situation, the more options we have in solving problems.

**Please visit our website at [sites.google.com/wacoisd.org/ccmsband](https://sites.google.com/wacoisd.org/ccmsband) for important information for students and parents.**

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# Goals and Objectives

- Organizational skills
- Practice techniques
- Mental and physical discipline
- Citizenship through group endeavors
- Cultural growth
- Value judgments
- Music theory
- Proper instrumental technique
- Life lessons
- Creative self-expression
- Aural skills
- Ethics
- Teamwork/social skills
- Performance skills
- Music appreciation
- Responsibility
- Accountability

# Conduct Expectations

Band members will observe all procedures set forth by Waco ISD, in addition to the following, as they pertain to the instrumental music setting:

- 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.
- Students will follow directors' instructions.
- Students will be in their assigned rehearsal area with all necessary equipment at the beginning of rehearsal time.
- Students will keep their hands and feet to themselves.
- Students will not use or play on equipment they do not own without permission from a director.
- Students will not touch, handle, borrow, or use anyone else's instrument or personal belongings.
- Students should request permission to speak by raising their hand and waiting to be acknowledged. All rehearsals are expected to be extremely quiet so that time will be utilized as wisely and efficiently as possible.
- When allowed in the band hall, either before or after school, students will not disturb any rehearsal in progress.
- Students will respect the property of others and return their equipment to its proper storage place when not in use. Students should keep their equipment in the designated storage area and keep said storage area clean and neat in appearance. Students who have difficulty with this may lose the privilege of having a storage area in the band hall.
- Students will not deface or mark on music stands, chairs, walls, etc.
- Students will not write on the dry-erase boards without permission from a director.
- Students will utilize their assigned storage slot/locker for instrument cases during rehearsals. Cases should not be brought into rehearsals unless requested by a director (exceptions: flute, clarinet, and oboe).

# Digital Citizenship

Maintaining a higher standard of conduct will also include ensuring that band member websites and communication on social media are appropriate. The internet is a worldwide, publicly accessible form of communication. Any communication appearing on the internet is public domain, even if it is marked private. Students are responsible for their personal websites and postings, as well as posting from or on other students' websites. Additionally, students may not create any website or social media group that implies a connection to or appears to represent an WISD organization. The areas of inappropriateness 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 WISD 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 designee) and may lead to probation or dismissal from band.

In addition to considerations listed above under Probation and Dismissal, band members that violate the above guidelines shall be subject to the following:

- Upon confirmation of a violation, the member will be directed to remove any offensive items from the website(s) and to collaborate with the director to provide an action plan to deter future instances of similar behavior, which will be presented to the principal, directors, and band members. Items in the action plan may include but are not limited to an apology to the band and directors, training in the proper use of social media, or other actions deemed appropriate by directors or campus administration. Parents/guardians will be contacted and made aware of the offensive behavior.
- If a violation occurs that is deemed to be of a more serious nature, including but not limited to a threat, bullying, inappropriate and/or foul language, or a series of violations, the student may be subject to a higher level of discipline as determined by the director and school administration, such as suspension, probation, or dismissal from the band.

# Financial Obligations

Waco Independent School District Fine Arts ask that each student provide a \$50 Course Cost to help cover the operating expenses of the band program. There are several options available for payment.

**Option 1** - Pay in Full: \$50 cash is preferred

**Option 2** - Monthly payments of \$10/payment: paid in full by February 2023.

**Option 3** - In cases of financial hardship, a student may complete nine (9) hours of volunteer service for the band program during the year.

It is the philosophy of the Cesar Chavez Middle School Band that no student should be denied the privilege of band membership due to financial hardship. For options in meeting financial obligations, parents should contact the director.

# Fundraising

We have several fundraisers planned for the school year. Participation in fundraisers is encouraged, but not required. Fundraisers will be used to defray the students' fees and trip expenses. Any other money raised will be used to purchase additional materials and equipment for the CCMS Band Program. Due to budget limitations, this has become a necessity. If the money is not fundraised, then any expenses will be paid to the band department from the family's own financial resources. Below are estimated events/costs of student activities:

- Band Course Cost (all members) - \$50
- Spring Band Trip (6th Grade) - approximately \$30 - \$50
- Spring Band Trip (7th/8th Grade) - approximately \$90 - \$110  
(*subject to change*)

Operating expenses are defined as expenditures not covered by the WISD budget. Our "wish-list" includes but is not limited to: extra music for concerts, funds to bring in guest clinicians, supplies, technology, sound equipment for the band department, commissioned music, instrument accessories, fees and/or deposits for honor band entries and other competitions.

Fundraising will belong to CCMS and WISD. If a student raises money and is unable to attend a trip for any reason, the money the student raised becomes property of the CCMS activity account. As per WISD policy, the funds are good only for the academic year, and are not transferable for students from year to year.

If a student leaves the CCMS Band program, all money remains in the general CCMS account. Funds are not reimbursed or distributed to students or their families. Fundraising money can only be applied to the student's expenses. A student cannot fundraise for another student or chaperone.

Donations are accepted to help the program. Any funds donated to the CCMS band program are for expenses other than student fees and trip expenses. These include, but are not limited to instrument repair, equipment replacement, helping families in need, and unforeseen expenses that might occur. All donations are greatly appreciated.

## The CCMS Bands

**Symphonic Band** – selection into this group is by audition, director recommendation, and demonstration of academic proficiency. Members in this ensemble will participate in the TMEA Region Band process, District Honor Band, Solo and Ensemble Contest, preparations for special possible honor concerts, and UIL Concert and Sight-reading Evaluation. Members of this group will have one section rehearsal outside of the school day each week either before or after school. These rehearsals are MANDATORY for Symphonic Band students (see calendar). The Symphonic Band will give numerous performances both on and off campus.

**Concert Band** – selection into this group is by audition. This group, at varying levels, will participate in District Honor Band, Solo and Ensemble Contest. Members of the Concert Band will participate in the TMEA Region Band process and UIL Concert and Sight-Reading Evaluation. Members of the Concert Band will have one section rehearsal/assigned hearing time each week outside of the school day either before or after school. These groups will give a variety of performances both on and off campus.

# Band Placement

Students in the band program will be placed in a concert ensemble by audition at the end of the school year, as well as observation throughout the year.

Yearly placement in each band and occasional changes are based on the following criteria:

- Instrumentation needs and limitations
- Eligibility status
- Overall performance and consistent progress throughout the entire year
- Attendance at ALL band functions
- Attitude and behavior
- Audition

Because the band is a team, and missing parts and imbalance of instrumentation compromises the entire group, participation in the CCMS Band program is at least a one-year commitment.

Special Note – A student must pass band and have a director's recommendation to be enrolled for the next year.

# Care of Facilities

- No gum, food, or drinks are allowed in the band hall except when authorized by the directors.
- All trash is to be deposited in the wastebaskets provided.
- Acts of vandalism or the willful misuse of school property will be dealt with severely and appropriately. Every band member is responsible to help the directors monitor the facility and control vandalism, which includes but is not limited to writing or carving on walls, destroying music, or breaking school property.
- Absolutely no student is allowed in the instrument room/library without permission.
- Practice and ensemble rooms are designed for practicing, not social gatherings. There should never be more than 1 student in a practice room at a time, unless otherwise specified by the directors.
- Please knock on office doors; and, if you are invited in, you may enter. Otherwise, offices are off-limits to students. Students may not use directors' phones without permission.
- The television in the band hall may not be used by students.
- Students must ask permission to use the phone and all calls will be limited to two minutes.
- Students should never sit at a teacher's desk.



# Attendance

In order to have and maintain a high-quality band program, each member's attendance is essential. While the CCMS band follows all school and district policies and procedures, the following additional guidelines outline the attendance procedures and policies for the CCMS band. These attendance guidelines also apply to activities held outside of the school day.

## Excused Absence

Absences during the school day will be excused according to district guidelines. Absences from activities held outside the school day will be excused at the discretion of the directors. Appointments, tutoring etc. are not excuses for absence. Absences 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. Absences should be discussed with a director to determine whether or not they will be excused. Some excused absences may still result in removal from a concert performance, contest or trip. An excused absence from a sectional may still require a make-up sectional at the discretion of the director.

## Unexcused Absence

Students with an unexcused absence from any required band activity will receive a zero in the grade book. In some cases, students may be required to attend a like-instrument sectional before their next scheduled sectional, or the zero stays. Rehearsals, concerts, contests, and competitions cannot be made up. Students with an unexcused absence to a sectional rehearsal may be required to schedule a make-up time with their band director within one week. Absences should be discussed with a director to determine whether or not they will be excused or unexcused. (See Sectional Policy for Unexcused Absences)

## Concerts/Performances

Concerts and performances are an integral component of the band curriculum. Students should consult their band calendars for dates and times. Each of the concert ensembles will perform at various times throughout the school year and are mandatory. Periodically, the schedule may change, and updates will be communicated. Concerts are considered to have three parts: warm-up, performance, and listening. For the student, the concert begins at the warm-up. Punctuality is essential. A concert concludes after the last group has performed and directors give permission for students to be dismissed. A general report time will be given for all students. If a performance causes a student to miss another class, the student is responsible to make-up all missed work.

Performances of the ensembles will include but are not limited to the following in 7/8th Grade:

- Winter concert
- Recording sessions
- Band festivals
- District Evaluation
- UIL contest
- Spring Trip Festival
- Spring concert
- Region 8 All District/Region Band Tryouts - All-District and All-Region Band Auditions are a requirement for all Symphonic Band students. For students in the Concert Band, this event is **STRONGLY** encouraged. This is a large portion of the preparation in the Fall, as this helps to develop a player's individual performance abilities.

- Solo and Ensemble contest (February)
- Other events as scheduled

Performances of the ensembles will include but are not limited to the following in 6th Grade:

- Fall Recital
- Winter concert
- Spring concert
- Solo and Ensemble Contest (May)
- Other events as scheduled

Special Note – Students absent from school for any reason or students who are in alternative placement on the day of a concert, contest, or competition may not participate.

## Daily Supplies

Each student should plan to bring the following items to rehearsals and/or performances. Other items may be added at the discretion of the directors.

- Black 3-ring binder
- 20 Clear Page Protectors
- 3-ring Pencil Pouch
- All issued music (inside their organized band binder)
- Foundations for Superior Performance Book – 7/8th Grade Band Members Only
- Essential Elements for Band - 6th Grade Band Members Only
- At least 10 Pencils (mechanical preferable)
- Instrument (with case name tag)
- All supplies relative to their instrument
- Korg CA-2 tuner
- Korg Contact Microphone Pickup
- Spiral Notebook
- Other equipment as needed

For supplies ***specific to your instrument***, refer to

<https://sites.google.com/wacoisd.org/ccmsband/for-you/supplies>

# Grading Guidelines

WISD band programs have instructional objectives that relate to the mandated Texas Essential Knowledge and Skills (TEKS) for grade level subjects or courses. These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses. Assignments, tests, projects, classroom activities, and other instructional activities are designed so that the student's performance indicates the level of mastery of the instructional objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course.

Students will be expected to meet the responsibilities for each band class as determined by the director. Since band is an academic music class with some extra-curricular activities attached, the band student's grade will reflect achievement in both curricular and extra-curricular areas.

## General Grading Guidelines

Students will be graded on the following:

- Daily Grades 50%
  - Includes: Instrument, Music, Supplies, Class Work, Assignment Sheets, Sectionals, Attitude, and
  - To earn (or keep) their two listening points, your students must listen quietly when you talk and follow all directions given. If they fail to do this one time, then they lose a single point. If it happens again at any time during the rest of the period, then they lose their second point.
  - To earn their two participation points, they must be involved in whatever independent or group work you assign them. If you notice a student off task, then they would lose a point. If it happens again, then they lose their final participation point.
- Major Grades (Tests) 50%
  - Includes: Written and Playing Tests, Recordings, Objective Sheets, Concert Attendance, and Contests.

The following list is provided to give students and parents examples of items that may be subject to grading. Additional assignments may be given at the discretion of the director.

- The student will receive a grade for each before or after school section or full rehearsal during a grading period.
- The student will be on task and focused during rehearsals.
- The student will have their instrument, music, pencil, and supplies in rehearsals.
- The student will be prepared to play his/her part successfully.
- The student will mark music and take notes as needed.
- The student will be expected to improve individual music skills.
- The student's individual skill development will be evaluated through recorded music tests, individual playing tests, scale tests, and/or written tests.
- The student will be evaluated on improvement of ensemble skills during daily rehearsals.
- The student will be expected to improve his/her performance fundamentals.
- The student will be evaluated for improvement of his/her music fundamentals through daily observation during the "basics" part of each rehearsal and during sectionals.
- The student will be expected to demonstrate correct posture, hand position, embouchure, air production, and articulation as monitored during rehearsals.

- The student will be expected to develop a historical knowledge of the literature relative to their respective instrument.
- The student will receive a grade for each performance during a grading period.

## Eligibility

All WISD Bands adhere to the eligibility rules and regulations as stated by TEA and WISD. Some band activities are designated as extra-curricular. Students participating in these activities are governed by eligibility requirements. A student shall be suspended from participation in all extra-curricular activities sponsored or sanctioned by the school district during the six-week period following a grade reporting period in which the student received a grade lower than seventy in any class. Loss of eligibility does not take effect until seven days after the end of the reporting period. Ineligible students are not suspended from practice or rehearsal for extra-curricular activities. The student is not suspended from participation during the period in which school is recessed for the summer or any other vacation time. 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 by the third week of the following grading period. Reinstatement of eligibility would occur seven days after the three-week progress report period (see TEA/UIIL Side by Side).

The eligibility law does not affect activities that are considered curricular components of any course. Examples of these activities are all rehearsals and performances that take place as a regular extension of classroom instruction. Any performance that is competitive in nature or for which admission is charged is deemed extra-curricular.

In addition to the eligibility rules and regulations as stated by TEA and LISD above, students are required to pass the 5th six-weeks and must not receive an in-school suspension placement during the spring semester in order to attend the spring trip.

## District-Owned Instruments

WISD provides a number of instruments for student use. These instruments include the flute, clarinet, bassoon, oboe (7/8th grade only), alto sax, tenor saxophone, baritone saxophone, trumpet/cornet, horn, euphonium, tuba, and general percussion equipment. This equipment is generally purchased by the school district for student use because of its expense. Thus, all district-owned equipment must be handled with care. Students failing to take proper care of their district-owned instruments may lose the privilege of using such instruments. The following is a list of general procedures for district-owned instruments:

- WISD does not provide insurance for individually owned or district-owned equipment. Students will be held responsible for damage caused to all district-owned instruments issued to them. Students and parents must sign an instrument checkout form before the student can use an instrument.
- Each instrument will be issued in good playing condition. Students are expected to maintain their issued instruments accordingly.
- The band member is financially responsible for all equipment and/or materials checked out to him or her.
- All equipment and materials must be kept in their proper storage location when not in use.
- WISD will assess a fee for routine summer cleaning and maintenance of district-owned instruments.
- District-Owned Instruments should not be taken outside of the United States.

Special Note – District-owned instruments are not to be treated as "free" instruments. Basic supplies must still be purchased, and repairs must still be made. Please treat these instruments as if they were your own. Most district-owned instruments exceed \$2,000 in value. Insurance on school owned instruments is strongly encouraged. Please see a director for insurance information if needed.

## Instrument Storage and Identification

Instrument lockers are to be used for instrumental storage ONLY!! Each student is assigned a specific locker, which is to be kept clean. Instruments are to be put in their cases, and the cases kept closed and latched while in the storage area. Beginning Band students will begin to consistently bring their instruments home as soon as their band director instructs them.

**All instruments MUST have a name tag. This is for the safety of your child's instrument. CCMS and WISD are not responsible for identified or unidentified instruments that are stolen due to lockers being unlocked or name tags missing.**

Band students will take home their instruments and band binders **every evening**. Students are expected to practice regularly outside of band class and private lessons.

Students are **not** allowed to leave their instrument unattended at any time. **There will be consequences for any student whose instrument is brought to us by another student, teacher, etc. -- whether it is found on or off school property.**

## Section Rehearsals

All 7/8th grade students (with the exception of Sub Non-Varsity Band) will have at least one weekly section rehearsal with their band's section. Students are expected to be punctual and prepared. 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. Section rehearsal schedules may be found on the band website or by contacting the student's director.

It is imperative that each sectional begin on time with everyone in attendance. Students who miss a sectional will not receive credit for participation. Please be aware of your child's sectional day/time and make every effort to assure that he/she is on time and ready to learn! **Please do not schedule dentist, doctor, or any other appointments during your child's sectional.** It will cause him/her to fall behind the rest of the group.

An **excused absence** can be made up by individual practice for forty five minutes or attending a similar instrument sectional (with director approval).

An **unexcused absence** can be made up by individual practice in the band hall for one hour and thirty minutes. In some cases, students may be required to attend a like-instrument sectional before their next scheduled sectional, or the zero stays.

Students who miss a sectional (excused or unexcused) have one week after they return to school to make up the missed sectional. After a week, the absence will be considered unexcused and a grade of zero will be recorded.

Unexcused absences will result in student and parent notification. Three unexcused absences (regardless of whether the time is made up) will result in removal from the competition group until all competitions are finished.

Students will be on task and focused during section rehearsals. Students are expected to come prepared. Coming unprepared to sectionals could result in removal from the sectional and a zero.

## Private Lessons

This is a district wide program that provides a high-quality enhancement to classroom instruction. Lessons are extremely valuable to the individual student. Taking private lessons is NOT a sign that your student is struggling; students who consistently take private lessons usually become the best players in the program.

- ALL students are *STRONGLY ENCOURAGED* to take individualized private instruction.
- Teachers are screened and interviewed by the district.
- Lessons will be given weekly during the band classes, before, and after school.
- If there is a need for before/after school lessons, every effort will be made to schedule private lessons at times that do not conflict with sectionals or other activities.
- Detailed information on the private lesson program will be distributed to the band students.

## Braces and Dental Work

Due to the nature of performance, your child's participation (or lack thereof) can have a significant impact on the overall success of the other students in their band or ensemble. When it comes to braces and dental work, we ask that you please contact a director in advance and take into account the band calendar and performance obligations, especially those in the spring (i.e. UIL Contest, Solo and Ensemble Contest, and Festival performances). The band calendar can be found with this handbook and on the band website.

**Optimal times for braces and dental work would be the beginning of summer.**

## Uniform Guidelines

### Beginner Band

- 2021-2022 CCMS Band t-shirt
  - Each student will be given a CCMS Band t-shirt, this shirt serves as a part of the CONCERT uniform.
- Dark denim jeans
  - Jeans with NO holes
- Tennis Shoes

### Concert Band

- CCMS Purple Band Polo
  - Will be checked out to each student
- Black Slacks - Student
- Black Dress Shoes or Flats (must cover toes and heels) - Students need to own

## Varsity Band

- CCMS Black Band Polo
  - Will be checked out to each student
- Black Slacks - Students need to own
- Black Dress Shoes or Flats (must cover toes and heels) - Students need to own

## Concerts and Performances

Concerts and performances are frequent with all bands. Students should consult their calendars for dates and times. Periodically, the schedule will change, and updates will be sent home and posted on the CCMS Band website. **It is not possible to make up a performance.**

- 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 is finished performing and directors have given permission for students to be dismissed. A general report time will be given for all students.
- All concerts are a group effort; thus, ATTENDANCE IS REQUIRED!!!
- All concerts are an extension of the classroom and will be graded accordingly.
- Students should be punctual and prepared for each performance/concert.
- In the event a performance causes a student to miss another class, the student is responsible to make up all missed work!
- The appropriate dress for all concerts will be a dress uniform (see Uniform Guidelines).

If your child has to miss due to illness or a family emergency, contact their director at least 24 hours PRIOR to the missed event. It is imperative that students learn personal accountability. **Students will never just not show up.**

## Concert Behavior and Expectations

Band students will exhibit proper concert behavior during all performances, in either their own band or as an audience member. Students will be graded on their behavior. Concert etiquette is an integral part of music education. Appropriate conduct in formal and informal concert settings is included in the TEKS.

The following rules will be followed by parents and students at all times:

- Talking is not permitted on stage or in the audience. It is disrespectful to the performers on stage and audience members.
- Do not distract the performing band in any way.
- Do not leave your seat for any reason during a performance. You will be given ample time to use the restroom and drinking fountain before a concert begins. If you must leave, do so as quietly and inconspicuously as possible (make sure the doors do not slam shut). Leave between songs only.
- No food or drink is allowed on stage, backstage, or in the seating area. This includes water bottles and gum.
- Cell phones must be turned off (not on vibrate or silent) and stowed away. Any student using a cell phone during a performance may have consequences.
- Move between the seating area and stage in quiet, single-file lines. Sit in your assigned seat/row. Do not talk as you enter or exit.
- Support your fellow band members with appropriate applause. Yelling, whistling, shouting names, etc. is not acceptable.

- Set a good example for the audience and other students. Other people may not know how to behave in a concert setting.
- We hope all parents and guests will stay for the concert when bringing a student to a concert. If a student needs to be picked up, please do so in a timely manner. Any student not picked up on time may not be allowed to participate in future CCMS activities.
- **Students are expected to stay for the entire concert.**

## UIL and Competitions

Participation in UIL Concert and Sight-Reading Evaluation is mandatory for all 7th and 8th grade band students, with the exception of students in the Sub Non-varsity Band. Students must perform all competition music at designated metronome marking to a director at or above 90%. This includes correct notes, rhythms, intonation, and dynamics. Students may be required to perform music more than once. All music must be performed to a director by a scheduled date. Failure to do so could result in becoming ineligible for UIL Concert and Sight-reading Evaluation.

Students participating in Solo and Ensemble, All-Region Band Auditions, any music festival/contest, and the spring trip must follow all of the eligibility requirements under the Texas Education Agency, University Interscholastic League and WISD eligibility rules. For the most updated eligibility requirements, please consult the UIL website ([www.uil.utexas.edu](http://www.uil.utexas.edu)).

## Travel Guidelines

The band will frequently travel on either school buses or commercial buses. Students are expected to conduct themselves at the highest level on any trip. Students who have been subject to school-level discipline in the course of the school year may be deemed ineligible to participate in non-UIL field trips, at the discretion of the director and/or campus administration.

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 with parent signature, prior to the event. Permission will be granted or denied based on the circumstances of the occasion.

Students must have all necessary forms (Medical/Travel Release) completed and on file with the band office to travel on any trip with the band.

While on the bus students will:

- Remain seated at all times.
- Sit properly in a forward position.
- Keep the bus clear of food, drinks, and debris.
- Keep all body parts inside the bus.
- Use only approved type/headset radios (no audible speakers).
- Remain silent when addressed by an adult on the bus.
- Refrain from loud, boisterous talking, singing, screaming, whistling, inappropriate jokes, etc.
- 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 at all times should be considered a good reflection on the school, the band, your home, yourself, and the community.

## Chaperones

Adult chaperones must be WISD Approved Volunteers and are a great asset to the band program. Students will treat them as an extension of the band staff. Proper respect will be shown to all adults at all times. If your



parent is interested in serving as a chaperone, please go to the following website:  
<https://www.wacoisd.org/Page/4126>

## Trip Criteria

Every year the band takes a trip in April/May. This trip rewards the students for all of their hard work throughout the school year. In order to participate in these trips, the students must do the following:

- Students must pass the 4th and 5th six weeks with a 70 or higher in every class.
- Turn in their medical release forms and permission slips (Turned in at the beginning of the school year).
- Must attend UIL Contest (7th & 8th grade – exception: Sub Non-Varsity Band).
- Must attend scheduled sectionals/practices.
- Must attend WISD solo/ensemble contest.
- Perform all competition music at designated metronome marking to a director at or above 90%. This includes correct notes, rhythms, intonation, and dynamics. Students may be required to perform music more than once. All music must be performed to a director by a scheduled date.
- Cannot have been sent to SRO at any time during the school year.
- Cannot have received an office referral at any time from a band director during the semester in which the trip occurs.
- Cannot have received more than two office referrals from any teacher or administrator during the semester in which the trip occurs.
- Any serious discipline offense may be cause for exclusion from the trip (including, but not limited to ISS/Suspension).

## Student Leadership

The middle school band programs in WISD provide many opportunities for students to develop their leadership skills. Students may audition and/or apply for both selected officer positions and elected officer positions. In this manner, students can serve their band program and refine skills which they will be able to use in other school organizations, as well as in their future careers. Audition criterion is selected at the discretion of the directors and is communicated to the students. The directors evaluate all selected officer candidates based on their performance both during the audition and throughout the school year. At all times, student leaders are expected to be positive role models for all band members. Please see Conduct Expectation #1 (page 4) pertaining to general conduct of students as well as student leadership positions.

## Region Band/Orchestra Guidelines

- All Varsity Band and Non-Varsity students will audition for All-Region Band. Sub Non-varsity will be HIGHLY ENCOURAGED to audition.
- All other band students are encouraged to audition if the preparation of their music is at a high-performance level. Decisions to audition by these students will be on a case-by-case basis.
- Students will be graded on their preparation for this event, regardless of whether or not they audition.
- Any person who is selected will attend all rehearsals and the performance of the All-Region Band. Check your calendar for dates.

It is quite an honor to be selected to the All-Region Band. Thousands of students throughout the region will audition. Even if you are not selected, the experience you receive by preparing will enhance your musical ability and education!

# Solo and Ensemble

All band members will prepare and perform a solo and an ensemble unless other permission is granted.

Grades will be issued for preparation and participation in the solo and ensemble process. Students may use an approved accompanist.

Please remember that participation in the WISD Solo and Ensemble Contest does affect trip eligibility.

# Safety

Due to the heavy student traffic going in and out of the band hall, as well as the possibility of theft of instruments, students not enrolled in the CCMS band are not allowed in the band hall at any time. Friends of the CCMS band members may wait outside the band hall to accompany their band friend to another location.

# Parent Drop-off/Pick-up

Parents must make arrangements for transportation of their children to and from section rehearsals, and to and from the band hall during trips and special events. Lack of transportation will not be an accepted excuse for missing a band function. To ensure the safety of their children, parents are encouraged to have a plan for drop-off and pick-up of students in a timely manner for band events.

For the safety of all involved, students must go home after the band hall closes. Parents, please be aware that the main office will be closed before sectionals end. Family transportation and car pools are ways to help your child get home safely and in a timely manner.

# Covid-19 Addendum

The information contained in this handbook will be invaluable to students and parents as you participate in one of our outstanding WISD Fine Arts programs. Much of the information you will read and to which you will acknowledge an understanding of is based on a normal academic year.

However, the COVID-19 pandemic has created a situation that makes it difficult for teachers to prepare for and communicate precisely how certain aspects of the program will operate. Flexibility will be a key component to the success of our students during the 2021-22 school year. As a result, it may be necessary for adjustments and updates to be made to the information in this handbook, at which time our teachers/directors will do their utmost to communicate these adjustments as quickly and clearly as possible. Should you have a question or concern about the changes to the enclosed guidelines, we encourage you to contact the appropriate director at your earliest opportunity.

# Consent Form

## Course Cost Consent

“We, the undersigned student and parent/guardian, understand and agree to the terms listed in the information above. We are aware that the Course Cost must be paid in the manner that we have chosen from the options above.”

## Handbook Consent

“We have read the CCMS Band Handbook and our student has our permission to participate in the activities stated in this handbook within the guidelines described and agree to abide by the policies stated. We realize that failure to follow policies or directions will result in disciplinary action that could lead to dismissal from the Band and band classes.”

## Beginner Book Consent:

“We, the undersigned, are aware that for our beginning band students to be successful, they **MUST** have an Essential Elements Book 1 (The yellow book) by Tim Lautzenheiser. The Essential Elements Beginner Book will be used for daily assignments and weekly evaluation. The book is readily available for purchase online or at our preferred local vendor and we commit to purchasing one for our students.”

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_