

# *Dedicated*

# *Respectful*

# *Positive*

To insure the success of the band organization, certain expectations and areas of responsibility must be established. This handbook is created to assist with each student's participation in band. It is very important that each parent/guardian and student read every page of this handbook. After you have done so, please sign, date, and return the forms at the back of the book to Mr. Moffit immediately.

Welcome to the band program at McQueen High School. I am pleased that you have made the decision to be a part of this very special program. This band will offer you a wide variety of performance and personal growth opportunities. As you can imagine, an organization which deals with the number of students and logistics as the Lancer Band requires a great deal of structure and organization. This handbook will help to acquaint you with the operational guidelines, which will not only make the activity more enjoyable, but more educational as well. While this handbook is filled with many rules and regulations, they can be summed up with these thoughts:

*Integrity - Doing the right thing when no one is watching!*

*How have your actions affected others?*

*Are you giving the band, and thus each member of the band, your best?*

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*In the back of the handbook:*

McQueen Band Contract  
Health Form  
Consent Form  
Absence Request Form

## **COMMUNICATION IS THE KEY**

In any organization of this size and complexity, communication is critical to the success of this band. Whether it is the band parent newsletter, monthly booster meetings or a simple phone call, we strive to keep the lines of communication open. Please take advantage of the many forms of communication that exist for the students and parents involved with the band program. Listed are some of the key people and ways to reach them.

Mr. Moffit	Rmoffit@washoe.k12.nv.us
band room	746-5818
school main office	746-5880

At McQueen, the color guard is part of the band program. Just as the percussion and jazz band are part of the band program. Therefore, any time the handbook mentions “band members”, the handbook is referring to you along with all other members of the “band”.

### **3 ENSEMBLES**

The Robert McQueen High School Band is comprised of the following groups. We have included a brief description and pertinent information.

#### ***MARCHING BAND***

Members of the wind ensemble, concert band, percussion ensemble and color guard will combine to form the marching band. This organization will begin rehearsing in August prior to the start of school. They will perform at football games, several field competitions, parades and fund raising activities. When invited, they may participate in special events, both in and out of state. Marching band is a varsity co-curricular activity.

#### ***WIND ENSEMBLE***

A year long music course designed for group instruction of advanced band students who have previously been enrolled in an instrumental music program. This course will provide advanced instruction, theory, and practice in wind and percussion instruments. Instruction and performance during the first nine to 10 weeks of the school year will focus on Marching Band; during the rest of the year the focus will be on concert literature. Students are required to rehearse the marching program at scheduled rehearsals beyond the normal school day. Students enrolled in this course are required to participate in all performances and rehearsals which occur during the summer, after school, some week nights, and an occasional weekend rehearsal or performance. Students will also be required to attend band camp at the school prior to the beginning of the school year. One-half Physical Education (PE) credit requirement may be waived for successful completion of two years of this course. In addition, upon successful completion of the second year of this course, one-half of the Arts/Humanities graduation requirement will be met. This course may be repeated for elective credit. **Membership is by audition and instructor approval.**

Students must have their own instruments or use a school instrument upon payment of a \$50.00 nonrefundable instrument usage fee. Trip and uniform fees are required and vary from year to year. Concert dress is formal.

#### ***CONCERT BAND***

A year long music course designed for group instruction of band students who have previously been enrolled in an instrumental music program. This course will provide fundamental instruction, theory, and practice in wind and percussion

instruments. Instruction and performance during the first nine to 10 weeks of the school year will focus on Marching Band; during the rest of the year the focus will be on concert literature. Students are required to rehearse the marching program at scheduled rehearsals beyond the normal school day. Students enrolled in this course are required to participate in all performances and rehearsals which occur during the summer, after school, some week nights, and an occasional weekend rehearsal or performance. Students will also be required to attend band camp at the school prior to the beginning of the school year. There are a limited number of school-owned instruments available for student use. One-half Physical Education (PE) credit requirement may be waived for successful completion of two years of this course. In addition, upon successful completion of the second year of this course, one-half of the Arts/Humanities graduation requirement will be met. This course may be repeated for elective credit.

Students must have their own instruments or use a school instrument upon payment of a \$50.00 nonrefundable instrument usage fee. Trip and uniform fees are required and vary from year to year. Concert dress is formal.

### ***JAZZ BAND***

A year long music course designed for group instruction in jazz techniques. This course will provide instruction, theory, and practice in the various jazz genres. Students enrolled in this course are required to participate in all performances and rehearsals that occur during or after the normal school day. This course may be repeated for elective credit.

**Membership is by audition and instructor approval.** Students auditioning for this course MUST be a member of a McQueen Concert Band. The only exception to this guideline would be if, after auditions, specific instrumentation is required and no qualified member is available. In this instance, a student who is not concurrently enrolled in another McQueen music performance group may fill the vacancy.

Students must have their own instruments or use a school instrument upon payment of a \$50.00 nonrefundable instrument usage fee. Trip and uniform fees are required and vary from year to year. Concert dress is formal.

### ***COLOR GUARD***

This year long course is designed to introduce and extend the student's knowledge and skills in basic and advanced dance and flag techniques and performance. During the first 9-12 weeks students will participate in shows, contests and football games with the McQueen Marching Band. Students are required to rehearse the marching program at scheduled rehearsals beyond the normal school day. Students enrolled in this course are required to participate in all performances and rehearsals which occur during the summer, after school, some week nights, and an occasional weekend rehearsal or performance.

Students will also be required to attend a guard/marching band camp at the school prior to the beginning of the school year.

In addition, after marching season, color guard members will participate in additional contests and performances during the winter and spring.

Students may pre register for this course, but before being enrolled they must audition and be approved by the band instructor and/or course instructor to be accepted into this course. One-half PE requirement may be waived for successful completion of each semester of this class. It may also fulfill the Arts/Humanities requirement for graduation if the PE requirement has already been met. The course may not count for a PE waiver and an Arts credit in the same semester. This course may be repeated for credit. Trip and costume fees are required and vary from year to year.

### ***PERCUSSION ENSEMBLE***

A year long music course designed for students who wish to develop individual skills in the performance and study of percussion instruments. The instructor with individual, small and large group instruction will teach techniques in percussion and marching. Both marching percussion and concert percussion idioms will be addressed. Students will be expected to participate in rehearsals and performances outside of school time. Students will participate in a winter drum line which performs in the winter and spring months.

**Membership is by audition and instructor approval.** Students auditioning for this course MUST be a member of a McQueen performance music ensemble. The only exception to this guideline would be if, after auditions, specific instrumentation is required and no qualified member is available. In this instance, a student who is not concurrently enrolled in another McQueen music performance group may fill the vacancy. All students will pay a mallet and stick fee. Trip and costume fees are required.

### ***Pep Band***

Pep Band is a very critical part of the music experience at McQueen High School. More people will view our Band during performances at home sporting events than nearly any other activity. These spectators are a crucial part of our community support network thus, it is vital that we put on a good showing at these games. Come out and support the Lancers. Have some fun!

In addition, McQueen High School has course offerings in the following music areas:

Music Theory  
Music Appreciation/History  
Concert Choir

Advanced Choir  
Women's Choir  
Jazz Choir  
Intermediate String Orchestra  
Advanced String Orchestra

## **4 McQUEEN BAND PARENTS ASSOCIATION**

The McQueen Band Parents Association is an organization composed of parents of band and color guard students, along with other individuals, whose goal is to support all the band activities at McQueen High School. Activities include marching, concert, jazz and pep bands, color guard, winter guard, winter drumline, and brass and woodwind ensembles.

The primary goal of the Association is to foster good fellowship and communication among parents, students, and faculty at Robert McQueen High School. The second goal is to see that all band and color guard students will have an opportunity to participate in activities regardless of family financial situations. A third goal is to help provide equipment and funds to allow the band to operate in a positive, educational and efficient manner.

Band functions require a number of volunteers involved in a variety of functions to be successful. These include chaperones; people helping with loading and unloading of props, instruments and other paraphernalia; uniform fitting; and volunteers to help with the care and feeding of the students. This organization over the years has provided many instruments to the band for use by their members. Thus fund raising is a constant activity.

The Association holds regular meetings the first Tuesday of every month at 7:00 p.m. in the band room at Robert McQueen High School. It also publishes a monthly newsletter that contains information concerning the band, Association activities and a calendar of events. Membership currently stands at more than 100. The basic voting membership cost is \$10.00 per individual or \$15 per family per school year, effective 8/1 to 7/31.

For information regarding the many committees of the Band Parent Organization, see the monthly newsletter.

## **5 WHAT CAN PARENTS DO TO HELP**

Notify the Director if your child is to be absent or tardy. The Excused Absence Form, found at the back of the Handbook, needs to be filled out completely in the appropriate time as designated on the form. **This needs to be done before** the missed rehearsal or performance, except in case of emergency.

Attend Band Parents Association meetings whenever possible and volunteer for parent committees.

Assist in whatever way suitable to have your child prepared and on time for each rehearsal or performance.

Encourage your child to practice at home and assist in finding a quiet place for him or her to do so.

Show interest and support in your child's music study by attending performances whenever possible.

Discuss with the Director anything that will help him to better understand your child.

## **6 ATTENDANCE**

**Membership in the Robert McQueen High School Band carries with it the responsibility of attendance at ALL rehearsals and performances.**

It is important that students and parents recognize the direct relationship that exists between academic achievement and school attendance. Attendance is ultimately the responsibility of the student and his/her parent(s) or guardian(s). If you know your child is to be absent, you must fill out the Excused Absence Form found at the back of this Handbook and return it to the band office in the appropriate time. Additional forms may be picked up outside of the band room office door. A large portion of a students' grade in Band is earned through their participation, positive progress at rehearsals, and complete participation at all performances, thus, the requirement for attendance. Failure to comply with this policy may result in being placed in alternate status, a failing grade in the course, or in extreme instance, removal from the program.

If your son/daughter participates in another school activity with possible conflicts with band, please discuss this with Mr. Moffit as soon as possible. The coaches and teachers of McQueen tend to work very well together. Consequently, conflicts can be minimized or worked out, if enough prior notification has been given. In any case, Mr. Moffit shall be informed not less than two weeks in advance of any conflict with another school function. Failure to comply will result in the students' grade being lowered.

**7 BAND HOTLINE      775/746-5818**

A direct phone line is available for the McQueen Band Office. If you need to get in touch with the Director or any staff member, this phone number will get you directly to the Band Office, bypassing the school's office phones. There is also an answering machine at this number that will update you to all upcoming rehearsals and performances for the immediate future, so excuses of "I didn't know" are not valid. If no one answers at this number, leave a message. This will be invaluable in cases of emergency in which a student cannot attend a practice or performance.

## **8 ALTERNATES**

Students who display poor attendance at rehearsals and/or performances, do not show a sincere effort of practicing, or do not attempt to achieve the highest performance level possible will be put into an alternate status.

These students will still have to abide by all attendance policies, but will not have a spot in the field show or next performance until they demonstrate their true desire to be a part of the tradition of excellence that is held by the Robert McQueen High School Band. This is not to be viewed as a demotion or a degrading experience. Those students who work hard to better themselves will be rewarded by being a part of the activities that make the program such a rewarding experience.

There is a possibility that students who did not turn in their trip deposits on time may be an alternate. This is because the flute or trumpet positions etc., built into the show, was based on who signed up for band along with trip deposits. The paying of a deposit demonstrates a solid commitment to the band. If a person does not have a permanent spot at the beginning of the field show, and continues to work hard, a major effort will be made to get them into the show for the 2nd and/or 3rd tune.

## **9 GRADING PROCEDURES**

Grades are given in Band by using a system for participation, playing tests and assignments. Participation grades are administered at the end of each nine-week grading period. Points will be deducted from the student's inappropriate behavior, poor conduct or tardiness.

Because this is a performance-based class, **absence from a performance is unacceptable!** An **unexcused** absence from a rehearsal will result in the student's grade being lowered one-half letter grade for that quarters grading period. An **unexcused** absence from a performance will result in the student's grade being lowered two letter grades for that quarter's grading period. Furthermore, an unexcused absence from a field show competition will result in alternate status for the student. All performances and rehearsals will be

distributed to the students on a calendar months in advance, so students and parents may make plans. Of course, extenuating circumstances will always exist.

#### Grading Policy

Class Participation	60%
Performance/Written Evaluations	40%

#### Extra Credit:

Students may receive "extra credit" by:

Taking private lessons on their instrument (must get approval from Director).

Attend a concert outside of school. Bring the signed program to the Director.

Write certain written reports.

Doing certain "odd jobs" for the betterment of the program. Credit to be determined by the director.

## **10 MARCHING UNIFORM INFORMATION**

When you are in uniform, you are no longer an individual, but a representative of our Band, School, and Community.

Your uniform is to be complete and worn properly at all times. For marching season, the uniform includes black shoes and black gloves (both purchased through the Band), black socks, shako, plume, pants, vest, and jacket. Under the uniform jacket, everyone is to wear a band shirt. This shirt should be purchased through the Uniform Committee or the Director.

Students will check out their uniform prior to each performance. Each student shall return his/her uniform after attendance has been taken and upon completion of the performance. The uniform should be hung properly on its hanger ready to be inspected.

All students are to be dressed and ready to warm up at the call time as designated by the Director.

Nail polish and jewelry are not to be worn with the uniform. Never wear baseball caps, hats, etc. at the same time as you are wearing your uniform. Band members do not eat in uniform, unless given permission by Mr. Moffit .

**Anyone who draws inappropriate attention to themselves and distracts from the group (excessive piercing, dyed hair, etc.) will be asked to remove or change these distractions.**

**During marching season the uniform is to be worn all on or all off (exception at times is the shako.) Look sharp!**

Every Band member is responsible for the cleaning and maintenance of his/her own personal uniform parts. This would include, but is not limited to, socks, shoes, undershirts, etc.

Any wind or percussion player with hair that is longer than the back rim of the shako is to have it put up in either hairpins or a hair net. Color Guard members will wear their hair in the style that is decided by the Director and staff for that particular performance.

We are lucky to have dedicated parents who give long hours in the upkeep of our uniforms. Do everything you can to assist these parents in their work. Be cooperative. A simple "thank you" does wonders!

## **1 1 CONCERT UNIFORM INFORMATION**

Every wind and percussion member in the Wind Ensemble or Concert Band will arrive in the band room fully dressed for any concert performance. This would entail a black tuxedo for the men and full length black dress for the ladies.

**Appropriate shoes are to be worn.**

## **1 2 INSTRUMENT INFORMATION**

Members of the McQueen Band take great pride in their instrument and equipment. **Anyone** found to have mistreated equipment will be dealt with appropriately. The McQueen High School Administration will handle any case of destruction of Band equipment by McQueen students.

**You are not to handle other Band members' instruments or equipment.** A general rule is "you break it, you buy it." If it is not yours, don't touch it! Many "everyday" supplies need to be purchased through local music merchants. These supplies include reeds, valve oil, cork grease, etc. Some items, such as mallets, drum sticks, or items similar in nature will be purchased through the Director.

School owned instruments become the responsibility of the students to whom they are issued. A rental fee will be assessed to those who use school instruments. Privately owned instruments are the responsibility of their owners.

**McQueen High School and the Washoe County School District are not responsible for lost or stolen items.**

All students are expected to have their instruments and appropriate equipment at all rehearsals unless instructed otherwise by the Director.

## **13 BEHAVIOR EXPECTATIONS**

All students are to abide by the conduct guidelines as established in the Washoe County School District Handbook, the Robert McQueen High School 2005-2006 Student-Parent Handbook, the McQueen Activities Handbook, and this Handbook.

### **Band Class Rules**

The class rules are fairly simple.

- 1 - Be at class, be at rehearsals, be on time. (To be early is to be on time, to be on time is to be late, to be late is unacceptable.)
- 2 - Be prepared and on time with all necessary materials and instruments.
- 3 - Play and talk in turn.
- 4 - Be courteous to each other, to the directors and staff and yourself.
- 5 - Keep all rehearsal and performance areas clean and in good condition.
- 6 - No Gum

## **14 MARCHING PERFORMANCE CONDUCT EXPECTATIONS**

For football games and contests, band members are to be in the Band Room in uniform, ready to play at the call time as designated by the Director.

Non-Band members are not permitted to sit with the Band unless invited by the director or staff. Once the performance is complete, put away all equipment properly. All students should stay to help unload the equipment truck if it is being used. Attendance will be taken when all equipment is properly stored, then you may turn in your uniform.

Non-Band members are asked to remain outside of the Band Room when we are preparing for a performance. Please remember that there are nearly 140 of us. We need all of the room we can get.

While in the performance venue, be considerate of other groups or ensembles that may be performing. Be attentive.

## **15 CONCERT PERFORMANCE CONDUCT**

In addition to the above guidelines, all band members are to be quiet and respectful during all concert performances. Talking during a performance is unacceptable.

Once, you are seated you are to remain there. If you must use the restroom, you are to ask for permission from the Director. Do not ask to go to the restroom while a group is performing!

## **16 TRAVEL GUIDELINES**

All students are to abide by the travel guidelines as established in the Washoe County School District Handbook, the Robert McQueen High School Student-Parent Handbook, the McQueen Activities Handbook, and this Handbook. Failure to comply with these guidelines could result in the student being reprimanded, sent home at the parent's expense or in extreme cases the student could be handed over to the local law enforcement authorities.

## **17 BUS RULES**

Remain in your assigned seat as much as possible while the bus is moving.

When attendance is being taken on your bus, keep quiet to make the process as quick and accurate as possible.

No coolers or glass beverage containers allowed without specific permission of the Mr. Moffit or assigned chaperone. Our band parents do a super job of providing water and snacks for long bus trips. Students are responsible for the cleaning of all buses during and at the end of trips. Leave it cleaner than when we got it.

No loud talking. No profanity. No horseplay.

Do not switch busses without permission from the head chaperone and your bus chaperone.

If you bring a cassette or compact disc player on the bus, you must wear headphones. **NO "BOOM BOXES."**

After a performance at an away site, no one may be released without the proper paper work, per school policy.

Be considerate of those around you.

As a general rule, students should remember that if something is in bad taste or could cause harm or embarrassment, they should not be doing it.

**FINAL RULE -- THE DIRECTORS DO RIGHT RULE** (as per football Coach Lou Holtz). If a student brings discredit, embarrassment or harm to someone, the "Lancer Band," the school or community, the director reserves the right to take corrective or disciplinary action, even if incident did not involve a specific district, school or band policies or rule. **DO THE RIGHT THING WHEN GIVEN A CHOICE!**

## **18 STUDENTS RELATING TO STAFF AND CHAPERONES**

The staff is an extension of the Director. *Anyone asked to step in front of the Robert McQueen High School Band is to be treated with the utmost courtesy and respect.* Many of our dedicated staff members do so for little or no financial compensation. Treat them as you would want to be treated if you were in their position.

Chaperones are an extension of the Director. We could not travel without our dedicated chaperones. These people work very hard to make your trips as enjoyable and rewarding as possible. Their only pay is when you give them a polite "thank you."

If you disagree with anything that a chaperone or staff member asks of you, **do not argue.** You are to do as instructed and then inform Mr. Moffit of ANY problem. If a staff member or chaperone finds it necessary to report a student to the Director with due cause, that particular student risks disciplinary action.

## **19 FUND RAISING REQUIREMENTS**

All Robert McQueen Band members and their parents are crucial elements in the raising of funds for travel, supplies, equipment, etc. for the program. Every student is expected to make an effort to contribute to the success of any fund raising effort that is undertaken by the program. In some instances, requirements will be set on the quantity of items sold or time spent working towards the successful completion of a fund raising project.

## **20 FEES**

For all ensembles that exist within the band program at McQueen High School, fees will be collected from students when necessary. Such fees include, but are not limited to:

- \* buses
- \* room & board
- \* costumes
- \* mallets & sticks
- \* instrument rental
- \* festival entry
- \* food
- \* clinicians
- \* other

Ample time will be given for installment payments. *A student will never be left out of an ensemble for financial reasons.* We do have the ability to award "scholarships" to students who demonstrate a financial need. However, it is expected that the student & parent(s) will take advantage of the numerous fund raising opportunities offered to students.

**Student grades will be held for any fees not paid in full beyond the due date.**

## **21 REMITTANCE OF FEES**

Any moneys that are earned through Band fund raising projects or are necessary for fees should be turned in to the Band Office through the mail slot in the door or handed **directly** to the Director. Do not leave money lying around the Band Room or on the Director's desk. The Band Director and members of the Band Parents Association are not responsible for money that is not handled by students in the proper fashion.

## **22 AWARDS**

The following awards are presented at the end of each year at the annual Band Banquet:

***Participation Certificates*** will be awarded to all members of the Wind Ensemble, Concert Band, Color Guard, Winter Guard, Jazz Band I, Jazz Band II, Winter Guard, and Winter Drumline.

***Those students who successfully achieve the following criteria*** for two consecutive years *will earn letters.*

a set of points (the exact numbers will be announced in the fall-this will be discussed with the students and administration)

a student must have been a member of the program for the entire school year  
the student must not have **any** unexcused absences from a public performance

Students who successfully complete their **third year** will receive a special band pin.

***Senior Band Letters*** will be awarded to those seniors who have been in the McQueen Band for four years and have met the above criteria for that period.

Any student who transfers from another band program is eligible for a *Senior Letter* if they have met the above requirements for a total of four years.

Special note for color guard members - Color guard is a one year course. Thus if students are members for BOTH the marching band and winter guard, they will receive the awards listed above. If someone is only in one semester of guard, the marching band or winter guard, they will receive a certificate.

In addition, individual awards are given to members who display excellent musicianship, character, leadership, and attitude throughout the year. Some of these include, but are not limited to:

John Philip Sousa Band Award  
The Director's Award  
Outstanding Brass, Woodwind, Percussion, and Color Guard  
Most Improved Brass, Woodwind, Percussion, and Color Guard  
Louis Armstrong Jazz Award  
Outstanding Upperclassman & Underclassman Boy & Girl  
Section Leader Award(s)  
Drum Major Award(s)  
Color Guard Captain Award(s)  
Honor Band & All State Awards

#### ONE FINAL WORD

Practice does not make perfect.  
Practice makes permanent.  
Thus - Only perfect practice make perfect.

Perfection means practice and practice means work; both in marching and your musical accomplishments. Don't worry if your progress in either area comes slowly at first. Daily practice upon each fundamental in front of a mirror will eventually enable you to achieve their complete mastery, and make your marching band an organization of which you, your school and your community will be justly proud.

TO MARCH IT RIGHT you must PLAY IT RIGHT