

CUSHING BEARKAT BAND HANDBOOK



Band Handbook 2019-2020

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WELCOME TO THE CUSHING BEARKAT BAND

Welcome to the Cushing Bearkat Band. This organization, is part of Cushing ISD and serves the community of Cushing, Texas. The Bearkat Band has participated in UIL events since its founding and continues to try and represent the Cushing ISD family in the best way possible. We seek to create an environment that promotes young men and women to excel in their personal and professional lives. The Bearkat Band also serves to promote school spirit, pride and unity throughout the lives of all students. We do this by demanding the absolute best of our students and expecting them to cooperate towards the success of the band family.

Please note, that this handbook will serve to guide students and parents in all of our policies and procedures. Should you have any questions, please contact us at **(936) 326-4890 ext. 227**. If we do not answer your initial call, please leave your name and number so we may call you back as soon as we can.

OBJECTIVES OF THE BAND

The Objectives of this band, shall be:

1. To support the school and its endeavours in whatever way we can. This includes performances at pep rallies, athletic events, school functions and any other appropriate school related activity **given adequate time to prepare.**
 2. To support the community in its endeavours in whatever way we can. This includes community parades, community events, community organizations events, and any other appropriate community related activity **given adequate time to prepare.**
 3. **To work toward the goals set by the director(s).** This includes **being present for activities both physically and mentally.** Only by giving our best as an individual, do our goals become achievable.
 4. To promote the **friendly and professional interaction between different bands and schools.** This includes events such as football games, UIL competitions and other activities that includes interacting with other schools.
 5. To encourage a positive image and pride for students at CISD. Students will be an example for all students at CISD promoting exemplary behavior everywhere they go. **Demonstrate the discipline and responsibility you have learned in band.**
 6. To develop a love of music and its mediums in all students. Our chief goal as directors is to promote music not only in America but in the lives of all students; whether or not our students go on to continue music.
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CISD POLICY

Rain Policy

Students should not assume that any sign of rain is a precursor to cancellation. CISD Policy maintains that only in the event of lightning is an event considered for cancellation.

Please know that the directorate will be looking at weather patterns to maintain the safety of our students. Should an unexpected event occur rehearsal will continue in the band hall or promptly be cancelled.

Students will rehearse or perform unless otherwise instructed by directorate.

Letter Jackets/Letters

To earn a Cushing Band Letter Jacket, students must complete the following criteria:

- A. Earn a total of 600 points from the list of individual honors (chart provided below).
- B. Be a fourth year band student who has not accumulated 600 points (A “fourth year band student” is defined as: A student who has participated in the varsity band from 8th grade to 11th and currently enrolled in band).

Whichever criteria is met first, the student will be measured for their letter jacket. The jacket will be awarded in the Spring semester of that year. Students that have recently transferred to Cushing will be considered by the band directorate and principal(s).

POINTS AWARDED TOWARD LETTERMAN'S JACKET

Auditioning for All-Region Band	150 points
Placing at All-Region Band	200 points (additional)
All-Area Band	300 points
All-State Band	500 points
Division 1 UIL Solo/Ensemble at Region (class 3)	100 points
Division 1 UIL Solo/Ensemble at Region (class 2)	150 points
Division 1 UIL Solo/Ensemble at Region (class 1)	200 points
Division 1 UIL Solo/Ensemble at State	300 points

BAND POLICY

The following policies are those agreed upon by the directorate for the purpose of establishing a set of guidelines for themselves and the students. These policies consist of the management of the band and the requirements for the participating students.

Academic Requirements

In order to participate in all band activities, students must remain in “eligible” status. Eligible status is defined as:

A student whose grades in **core curriculum** classes is 70% or greater and has no disciplinary action either acting or pending (i.e. In School Suspension-I.S.S.; After School Detention-A.S.D.; etc.).

Please know that as directors we are allowed to view all band members’ grades. Our reasons for doing so are to promote academic excellence and to know with certainty the amount of members that can participate.

Band Grading Policy

As any other extracurricular activity, this organization implements a grading scale. The grades are as follows:

Attendance-Daily	Daily Grade
Participation-Daily	Daily Grade
Memorization/Playing Test	Test Grade
Attendance-Performance/Scheduled	Test Grade
Behavior and Conduct	Test Grade

Please know that these grades are not to be taken lightly. Test Grades **cannot be made up**. Exceptions are made only on a case by case basis where legitimate documentation and evidence has been presented to allow an exemption.

The following are specific descriptions of the grading methods we will employ per grade type.

Attendance-Daily/Performance/Scheduled

Attendance is taken at each activity for the band. These include but are not limited to: Rehearsals, Sectionals, Performances, Daily In-School Rehearsals, etc. Students who are on time will receive a grade of 100 per day. Students who are not present at the assigned time will be marked **Band Tardy**. Each band tardy is worth 5 points off of the 100 they would make if on time. Therefore, a student who is tardy once, can only make a 95 for attendance until the next Six Weeks.

NOTE: Students with EXCUSED absences will not be penalized for tardiness or absence (This is subject to review by the directorate. Only legitimate excuses will be accepted.) Students will know the time they must be in their seats per their schedules. For any scheduled event, students will be given a calendar and a time schedule ahead of time. **There should be no reason, any student does not know the time they should be present. Absences are given the grade of: 0.**

Memorization/Playing Tests

Memorization and Playing tests are common in the professional world of music. We implement these examinations in our program to allow students to hold themselves responsible to the standard of performance they can and should be reaching. The goal is to individually check the effort and knowledge of our students by listening to their performance. Grading will be at the will of the directorate with the use of a grading rubric. We expect the performers to come prepared, and grading will be reflective of this quality. **Students who are struggling with memorization or a passage of music should see a member of the directorate before the test to discuss alternative methods of memorization or assistance on a specific passage.**

Behavior and Conduct

This band program is dedicated to being a respectful and responsible program, whether we are in our band hall or another. This program will not tolerate any behavior that is not respectful to itself or others. Therefore, Behavior and Conduct grades will be reflect what the directorate observe about the students. Please note that this does not mean that this grade will be opinion based but rather based on a predetermined rubric. Should the Behavior of any band member come into question, the directorate will first talk to the student in question before action is taken. If there are any questions concerning a reduced grade, please ask for the documentation associated with the case. **These grades are usually indicated by disciplinary actions taken by the directorate based on student actions.**

Attendance Policy

The success of this or any organization is due to the effort put forth by its members. Constant neglect and lack of attendance negatively impact this organization. Attendance to this organizations' functions are essential and therefore, **member attendance is mandatory**.

Students are given a calendar containing the majority of all known scheduled events at the beginning of the year. Also, prior to any scheduled event, on the calendar or not, the directorate will hand out schedules for the event ahead of time. The directorate suggest that all students carefully review and know the calendar to avoid any unnecessary cross scheduling with but not limited to: employers, other organizations, family functions, etc. Please be advised that we would prefer all appointments of a medical nature to be scheduled as to not conflict with the band. **Exceptions will be made on a case by case basis with legitimate paperwork and reasonable notification ahead of time.**

Any known absence should be communicated to the directorate in a WRITTEN NOTE from a parent or guardian at LEAST 3 days prior to the date the students will be absent/tardy.

In the case of an emergency, a phone call to the band director from the parent/guardian will be sufficient (See front cover for Office Number). Please note, that even in the case of an emergency, parents should call as soon as possible to inform the band director of their child's absence (Please note that this constitutes EMERGENCY situations. This does not include: family functions, personal days, or other activities that CAN be rescheduled to another time).

Examples of Excused Absences (These will be verified by the directorate):

Personal Illness (With Doctor's Note. Home Notes must be verified by the directorate), death in the immediate family, family emergency (Please refer to the above statement).

Examples of Unexcused Absences:

No transportation, lessons for other or personal activities, studying (exception granted if teacher led. Ex. SAT Study session with Mr. Escalante).

Students are responsible for notifying their employers of the Bearkat Band schedule.

NOTE: Other Non-UIL activities must not conflict with previously scheduled band commitments.

Students are expected to play their instruments and march with the band if they are at school, even if sick. This does not include those who have specific instructions from their doctor to not perform. (NOTE: All student conditions are CONFIDENTIAL INFORMATION)

Performance Policy

All band members will be given the opportunity to perform with the band. However, there will be circumstances under which a student will not be allowed to perform due to personal effort or the Directorate's discretion:

- 1. Failure to perform music or marching fundamentals at acceptable levels (Usually involves lack of individual effort)**
- 2. Students with excessive absences or tardies (Usually demonstrates lack of interest)**
- 3. Directorate Discretion (Usually involves cases of student misconduct)**
- 4. Ineligibility (Usually involves grades in core classes)**

Please know that all performance details will be given to students prior to the event. Students will know all timeframes before the event unless otherwise stated. Please make sure that **students are picked up from the band hall after all performances in a timely manner**. We will be using Remind101 to update our travel progress should we be returning from a performance away from the school.

Please note that the directorate is tired after events as well. Please be considerate and pick up your child in a timely manner.

Should you need to conference with the directorate on this matter, refer to the contact information on the front cover.

BAND ETIQUETTE AND GUIDELINES

Band Etiquette: The Responsible Individual

There is a famous quote concerning the drill and practice of a soldier concerning their gear. *“This is my rifle. There are many like it, but this one is mine.”* Likewise, the directorate knows that while many programs such as this exist, there is only one Cushing ISD Marching Band. Therefore, we must be identified not only by our ability, but by how we conduct ourselves in public and in private. However, the quote given does not only speak about how the soldier carries themselves, but also about the pride and responsibility they give in each task. It is important to note that I am not saying that a Band Program is a military association; however, the responsibility and dedication of one is inherit in the other. The following policies have been included in this handbook to help guide the student to the level of responsibility that will not only serve them well in this organization, but in their future.

Band Etiquette: The Member

All member of the band will strive to be a productive individual within the organization. As a band member, do your best to be at peace with all other individuals both within and outside of the school. You should always try to follow these 5 tenets:

- 1. I am a person who is respectful of others at home and abroad**
- 2. I am a person who is responsible with my duties**
- 3. I am a person of integrity even when no one is looking**
- 4. I am a person who follows instruction**
- 5. I am a person who is dedicated until the work is done**

Band Etiquette: Caring for Your Instrument and Storage Unit

Please note that unless you own your own instrument, you are handling school property. School horns should be taken care of as if they were your own. Instruments are not readily replaceable and so must be well cared for. Keep these things in mind when handling your instrument:

- 1. When finished with rehearsal carefully put your instrument back in its case CORRECTLY and stow it in YOUR storage unit**
 - 2. Keep your storage unit clean to avoid foreign material and objects from hurting or contaminating your instrument or instrument case**
 - 3. Report any and all damages to your horn to the directorate after or before rehearsal (Within reason and not disrupting class)**
 - 4. Avoid eating before use of instrument, this can compromise your instrument**
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Band Etiquette: Marching Uniform Rules

Our uniforms are what make the Bearkat Marching Band unique. Therefore, we should take care of these uniforms with the care they deserve. These are the responsibilities and rules pertaining to your marching uniform.

1. Each student is responsible for purchasing a band t-shirt to wear beneath their uniform. These t-shirts **MUST** be worn at every football game. Failure to do so does not allow the student to remove their marching jacket at any point of the game. T-shirts will **NOT** be loaned to students; if the t-shirt is lost the student must purchase a replacement.
2. A pair of white marching shoes will be assigned to each student (You may purchase these shoes if you would prefer to have your own. Recommended Action). These are school shoes and must be returned to Cushing ISD at the end of the season. Losing school shoes will require a payment of **\$25** to purchase a replacement. These shoes must be worn to every event requiring them (You will be informed). If a student forgets their shoes they will not be allowed to march and **their participation grade will be affected as a result.** Shoes will be polished with white shoe shine prior to a game (unless otherwise informed).
3. You must wear **LONG WHITE SOCKS** (Crew socks preferred. No ankle socks) with your uniform. These socks will be required for use with your marching shoes. These socks will not be provided by Cushing ISD. If a student forgets their socks, they may purchase a pair from the band director at the starting price of **\$5.**
4. Long hair must be tucked inside the band shako for each performance. Each student is responsible for bringing the appropriate accessories, such as ponytail holders and bobby pins to achieve this look. No hair may touch the collar of the uniform. No hair should be seen between the brim and eyebrow.
5. No jewelry will be worn with the uniform. The only exception is small studs that are not removable due to a recent ear piercing. For security purposes, it is best to leave your jewelry at home.
6. Jeans or bulky pants may **NOT** be worn under the band uniform. Athletic shorts or capris are recommended.
7. Students will not remove any part of the uniform or unzip the uniform without permission from the directorate. This is to maintain a uniform look, even in the stands.
8. Unless required or asked to do so by the directorate, avoid running in the uniform. Running can lead to serious accidents that may harm a student and in consequence the school uniform.
9. Do **NOT** eat in uniform. This eliminates the possibility of spills on the uniform and will keep foreign materials from being blown into your instruments.

Band Etiquette: Marching Uniform Guidelines (CONT.)

A uniform inspection is held before each performance. Failure to pass an inspection will result in a lowered participation grade and/or forfeiture of public performance.

Home Games-Students will report for inspection in full uniform, unless told otherwise by the directorate.

Away Games-Students will be told the proper attire for away games on the week the game takes place.

How to Pass Inspection:

1. **Have clean and polished shoes**
2. **Wear appropriate attire as instructed by the directorate beforehand**
3. **Brass instruments are polished and presentable**
4. **All personal equipment for performance are ready (Lyre, Flip Folder, extra reeds, ETC.)**

How to Care for your Marching Uniform:

1. **After a performance, place your uniform over YOUR chair and allow it to ventilate. This means you leave your full uniform kit NEATLY ORGANIZED SO IT DOES NOT GET MIXED WITH OTHER UNIFORMS.**
2. **Neatly fold your pants and evenly hang them on the hanger. Drape the jacket over on the hanger and then button the jacket.**
3. **Place the uniform in the uniform bag and make sure to not snag the uniform while zipping the bag up.**
4. **Make sure all accoutrements are neatly placed in the convenient back pocket of the uniform bag (Belts, Cords, Buckles, Gloves).**
5. **While not in use, please make sure your bag and marching shako are in their designated area in the Uniform Room.**
6. **Keep all foreign objects away from your uniform to increase shelf life**

Band Etiquette: Summer Uniforms

The Directorate will be reviewing temperature readings and conditions prior to any event to determine whether students will be in full marching regalia or in Summer Uniforms. Summer Uniforms will consist of whatever the Directorate agree upon. Usually this will consist of: **band t-shirt, tennis shoes, and blue jeans**. Typically this should include a belt as the shirt will be tucked in and pants will be worn up to the waist. **Jeans must be to the ankle and have NO holes or patches.**

Band Etiquette: Band Hall Care

The Bearkat Marching Band has a home in the recent construction that is our band hall. This band hall was added in to give the band not only a place to store equipment, but a home. Therefore, it is the responsibility of the band to keep it a clean environment for both instrument and performer. It is important that you observe these rules when in the Band Hall:

- 1. All CISD Disciplinary and Ethical Rules Apply**
 - 2. No horseplay or running of any kind**
 - 3. The offices, Music Library, and all electronic equipment are off limits to students without the expressed permission of the directorate**
 - 4. ABSOLUTELY NO FOOD OR DRINK IN THE BAND HALL. Exception: Bottled water with a lid or cap.**
 - 5. If a member of the directorate is NOT present, no student can be in the band hall**
 - 6. The Band Hall is not open during lunch to any student**
 - 7. The Band Hall must be kept clean, keep all personal and unnecessary items out of the band hall**
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Band Etiquette: Bus Rules

Being on a CISD bus is a privilege not a right. As the band is an upstanding organization, we must strive to be the example of behavior both in school, out of school, and while traveling. The following are the rules for all travel in CISD busses. This applies to “Yellow Dogs” or the “BK Bus”:

- 1. All possessions and items of value are not the responsibility of the bus driver but of the individual student.**
 - 2. All Band students must ride the bus when enroute to the games/performance. Should parents or guardians wish to take their child afterwards, they must sign a Alternate Means of Travel Form that will be with the directorate. Please have this decision and paperwork ready by the Thursday prior to the game.**
 - 3. Roll calls will be performed before leaving any location. When the order for Roll Call is given, silence is expected. Students will answer clearly that they are present and will show their faces.**
 - 4. While in motion, all students must be seated in their seats. Absolutely no moving around the cabin will be allowed unless a student is disposing of trash in the front.**
 - 5. All body parts must stay inside the bus at all times.**
 - 6. Electronics will be permitted ONLY with headphones and a respectable volume. Personal Speakers will be confiscated.**
 - 7. Eating and or drinking will be to the discretion of the bus driver. IF the driver allows this, it is the students' responsibility to maintain the bus clean.**
 - 8. When leaving the bus, all windows must be closed for safety unless otherwise instructed.**
 - 9. When returning to school, make sure all personal belonging are with you. This includes your instrument, uniform, shoes, etc.**
 - 10. Be considerate of other passengers on the bus.**
 - 11. Parent chaperones have the equivalent rank of the directorate. Unless otherwise stated by the directorate, students will follow instructions given by chaperones concerning behavior.**
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Band Etiquette: Stadium and Football Game Rules

As a member of the CISD Band Program, how you conduct yourself at any location while in school colors or uniform will reflect on CISD. Therefore, it is important to remember that you must be on your best behavior while at a foreign stadium or game where CISD is associated. Here are the band rules for performances at football games or a stadium:

1. **The performance begins when you step onto the track. You will be being watched by everyone who has something to say about CISD; leave a good impression.**
2. **You will be assigned a section in the stadium seating. This is your area until the end of the game. YOU WILL REMAIN THERE.**
3. **When the band plays, in the stands or on the field, everyone is expected to play. Be ready to play and do your duty. Be watching to stop when the conductor instructs it.**
4. **You are responsible for your music. Do not delegate your possessions to someone else. BE RESPONSIBLE.**
5. **When or if the team scores, the band may celebrate AFTER we have played the fight song.**
6. **Visitors are NOT allowed in the band seating area. You may NOT receive anything while in this area. You are professionals doing your job. STAY FOCUSED.**
7. **Do NOT play without permission. You must be a unison group not a ragtag band.**
8. **Do not leave after halftime to any other location. You MUST wait for the directorate to dismiss you.**
9. **Water will be provided. Do not bring other food or drinks into the set.**
10. **We will not leave until ALL trash is cleaned up in our area.**

Band Etiquette: Third Quarter

“Third Quarter”, refers to allowing the band to rest and eat during the third quarter of a football game. Third Quarter is a **privilege not a right**. In order to enjoy this privilege students must have no unexcused absences from any rehearsal for the week and have completed all performance exams. Students who meet these requirements but have a pending or active disciplinary action against them can lose their third quarter privilege entirely (Pending the directorate’s decision).

Students must be in their seat with their horn and music ready at the 2 minute mark of the third quarter. Those who are tardy run the risk of losing third quarter entirely for the remainder of the year.

Drumline is expected to hurry back and begin their 3rd quarter performance.

Band Etiquette: Rehearsal Rules

Rehearsal is an important part of any music program. It is important to note that without rehearsal, the program will not grow to its full potential. Therefore, there are certain standards and rules that the directorate must enforce to ensure the most productivity from the program:

MARCHING REHEARSAL RULES

1. Wear appropriate clothing for the rehearsal. Marching is best done in tennis shoes. **The following are NOT allowed: Flip Flops, boots, high heels, sandals, dress shoes, etc.**
2. Be attentive to instructions. Your sections leaders have been chosen to represent the directorate among the students. **Therefore you must listen to your leadership as if they were directors.**
3. Pay attention to the directorate's instruction. The more repetition the band must make for an individual the less time it will have to move on. **PAY ATTENTION.**
4. Do not leave your spot for any reason after the rehearsal begins. **Unless it is an emergency and you have asked for and have been given permission by the directorate.**
5. **Talking will be kept to a minimum. After halting, students will listen for instructions.**
6. Cellphones are not allowed during rehearsal. **Any cellular device spotted will be confiscated and returned as per CISD cell phone policy.**
7. If your instrument will not work during rehearsal, wait until after rehearsal to get it fixed. Seek help from the directorate before or after rehearsal. **A faulty instrument does not impede you from fingering your music and paying attention.**
8. Do not leave music, folders, instruments, or any other items after rehearsal. **All items must be returned to their assigned place.**

INDOOR REHEARSAL RULES

1. Pay attention to the directorate's instruction. The more repetition the band must make for an individual or a section, the less time it will have to move on. **PAY ATTENTION.**
 2. You must be in your chair with your instrument and all supplies five minutes before the bell rings. **This includes your: music, pencil(s), reeds, valve oil, etc. If you are sitting as the bell rings, you are tardy.**
 3. Do not leave your seat for any reason after the rehearsal begins. **Unless it is an emergency and you have asked for and have been given permission by the directorate.**
 4. As per Band Hall rules, there will be no gum, candy, food, or drink allowed during rehearsal. **Exception: Bottled water with a lid or cap.**
 5. As per Band hall rules, there will no fighting, horseplay, or disruptive behavior. **This will be an immediate trip to the principal's office.**
 6. Talking will be kept to a minimum. **After cutoff, students will listen for instruction.**
 7. If your instrument will not work during rehearsal, wait until after rehearsal to get it fixed. Seek director help before or after rehearsal. **A faulty instrument does not impede you from fingering your music or paying attention.**
 8. Do not leave music, folders, instruments or any other items out after rehearsal. **All items must be returned to their assigned place.**
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BAND DISCIPLINE: POLICY AND CONSEQUENCES

The following is a compendium of the disciplinary actions that the directorate will take should any student choose to infract any of the etiquette or rules mentioned. Note that these infractions are classified into tiers that reflect the level of disrespect. Also, these consequences can and may be applied to any number of students on the directorate's authority.

Tier I-Basic Infractions

Tier I infractions consist of minor issues. Tier 1 can be considered the most common reason why a student would receive disciplinary action. This includes but is not limited to:

Not being prepared for rehearsal; Not being prepared for a performance; Excessive talking after warning; Leaving the rehearsal area without warning; General rude comments about another member; General rude comments about a director; General disobedience after orders were given by Leadership; General disobedience after orders were given by the directorate; Leaving trash in the Band Hall; Bringing unauthorized food or drink products in the Band Hall; Disregard for instrument care; ETC.

Tier I-Basic Disciplinary Action

Tier I Infractions will be resolved by basic disciplinary action. Most of these disciplinary actions will be dispensed after a warning and will be completed during or after school. These are but are not limited to:

Push-ups; Group push-ups; Running to a set location; Running to a set location as a group; Cleaning the band hall; Cleaning the band hall as a group; Organization of a set room or compartment; Writing a "Discipline Essay"; A written apology; Shoe shine duty; Section shoe shine duty; Instrument shine duty; Section instrument shine duty; ETC.

Tier II-Advanced Infractions

Tier II infractions begin to have serious repercussions. Tier II infractions are classified as: actions taken by the student in a deliberate and disruptive manner. Tier II infractions can be but are not limited to:

Purposefully ignoring orders by Leadership; Purposefully ignoring orders by the directorate; Deliberate verbal attacks against another band member; Failure to bring materials to rehearsal consistently; Deliberate disruption during rehearsal; Purposefully damaging the Band Hall (Ceiling Tiles included); Damaging an instrument due to actions taken prior to damage; ETC.

Tier II-Advanced Disciplinary Action

Tier II Infractions may involve school administration and or paperwork to document. Actions requiring Tier II discipline include:

ASD (After School Detention); LD (Lunch Detention); Removal of third quarter privilege; Removal from position (If Leadership); Clean entire Band Hall; Clean and polish all shoes; Receive a write up; Documented behavior; Consideration for removal from Band Program (Pending Disciplinary Meeting with the Directorate); Community Service; ETC.

Tier III-Highest Level Infractions

Tier III represents a clear and present danger to the Band Program. Actions taken to receive Tier III status are immediately reported to administration and documented. Actions in this category include but are not limited to:

Direct assault of a particular band member; Direct assault against a director; Intentional unwanted action against another student; Intentional unwanted action against a director; Intentional damage to school property; Misuse of school property; Intentional abandonment of duty to Band Program; Inappropriate materials of any kind; Illegal activities; Larceny; Fighting; Threatening self harm; Vandalism; ETC.

Tier III-Highest Disciplinary Action

Tier III will involve school administration and will include documentation. Tier III Disciplinary Action represents the last option the directorate will apply towards a student who has proven with their actions that they do not want to be a part of this program. Actions in this category include but are not limited to:

Immediate removal from the Band Program; ISS (In School Suspension); Suspension from school (Determined by the school administration); ETC.

--All Tiers are subject to interpretation by the directorate--

--Rulings on disciplinary actions are made by the directorate reviewing the evidence case by case--

--Any objections can be discussed in conference with the directorate. Please call to schedule an appointment or to conference via call (contact information located on the front cover)--
