



**JUAN SEGUIN**  
**COUGAR BAND**

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**HANDBOOK**  
**2022-2023**

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# INTRODUCTION

While continuing the rich traditions of American wind bands, the Cougar Band is proud of its commitment to excellence and leadership in the field of music education as it employs new techniques and concepts. Our dedication to innovative performances, high musical standards, and personal excellence makes our organization unique in its advancement of music education.

As you will learn throughout your four years in the Juan Seguin Band, being a member of such a large and successful program has many benefits. To have a program function successfully on so many levels, however, requires concrete administrative procedures and policies to ensure continued success and equity among its members. As a band member and parent, you are expected to be familiar with the program's overall structure and the policy materials presented in this document.

All band members, including those in leadership positions, share our goals and responsibilities: the pursuit of excellence in musical performance, the understanding and appreciation for a variety of musical styles, and the encouragement and development of a positive attitude for all our students. Within this pursuit, a successful band program utilizes competition as a means by which to achieve musical excellence. It is our philosophy that the competitive aspects of our program offer concrete goals for our students to achieve both individually and as a group and are a vital part of our initial successes. Music is a vehicle to help us better experience life to its fullest!

Band should be fun for everyone involved; students, staff, directors, and parents. Knowing and following policies and procedures will eliminate unwanted concerns and make band more enjoyable for all. More importantly, it is our intent to be specific in this manual so that you will know what is expected of you. A positive attitude is essential for motivating each other to perform to our fullest artistic potential. We assume you are in band to fulfill that potential, represent Juan Seguin High School, and have a good musical time. As Arlington ISD employees, it is our job and responsibility to adhere to AISD and JSHS policies. You are responsible for the policies regarding personal conduct in the Student Handbook and presented by the school district. All policies will be followed any time you are attending a band-related activity and representing Juan Seguin High School (on or off campus -- in or out of uniform.) With this in mind, please do not put your fellow students, directors, or staff in a situation that would compromise our professional positions or the pride of The Juan Seguin Cougar Band.

## CONTACT INFORMATION

JUAN SEGUIN HIGH SCHOOL BAND

7001 Silo Rd, Arlington, TX 76002

Band Office: (682) 867-6853

BAND WEBSITE - [www.seguinband.com](http://www.seguinband.com)

EMAIL - [pcadenh1@aisd.net](mailto:pcadenh1@aisd.net)

*Access the [band calendar](#) and other important documents/information at our Charms website*

**[www.charmsoffice.com](http://www.charmsoffice.com) • Parent/Student Login: JSeguinHSBand**

## DIRECTORS

Phillip Cadenhead,  
Director of Bands

Pedro Maldonado,  
Assistant Director of Bands

Angel Briseno,  
Percussion Director, Assistant Band Director

## STAFF

Dwayne Stokley - Colorguard Director  
Franklin Garza - Colorguard Technician

## GENERAL BAND HALL EXPECTATIONS AND RULES

- ◆ Always have a **pencil** during any rehearsal/sectional.
- ◆ Check the board for information and rehearsal agenda every time you enter.
- ◆ All cases too large to place under chairs during rehearsals must be stowed in slots at all times.
- ◆ No beverages, food, gum or candy in the band room (this includes all lunch periods). Only sealed water containers are acceptable.
- ◆ The directors' offices are private, please knock before entering. Use of a director's phone is by permission only.
- ◆ Battery percussion must practice individually outside or in a practice room.
- ◆ No hats or sunglasses in the building.
- ◆ Keep instruments in assigned instrument storage lockers. Books, clothes or other items will be removed if found in the instrument storage area.
- ◆ Keep the area clean. This includes the hallway, restrooms, storage rooms and practice rooms.
- ◆ Mobile phones are not permitted during any rehearsals or while inside the building during the school day. All school policies regarding such will be followed while school is in session or when deemed a distraction to the learning environment by the directors.
- ◆ Only members of the Juan Seguin Band program are allowed in the band hall.

## MEMBERSHIP POLICY

The following policies are designed to promote the ideals addressed in the Handbook introduction:

1. Students must be registered for the marching/concert band class as described in the Arlington ISD Course Catalog. Band is a year long course, not a semester course.
  - 1.1. Enrollment in the concert band class requires every member to participate and perform with the Juan Seguin marching band during the fall marching season.
  - 1.2. Enrollment in the marching band class requires every member to participate and perform with a concert band and/or Colorguard/Winterguard during the winter and spring concert season.
2. Music education is a long-term developmental process. Students are expected to commit to being enrolled in band their entire high school career.
3. If you choose not to continue as a member of the organization at any point during high school, at the directors' discretion, you may not be permitted to return to the band program. This policy includes students who chose not to continue band at the middle school level.
4. Students enrolled in band the previous year, whether at the middle school or high school level, must remain a member of the parent group (marching/concert band) to be in jazz band, colorguard, or percussion ensemble.
  - 4.1. Because the following instruments are not taught in the band curriculum, students not originally in band (including both their middle school and high school enrollment) may audition for guitar, bass, or piano in the jazz bands. Membership policy 3. applies to this group once accepted.
  - 4.2. Because colorguard is not taught as part of the middle school curriculum, students not previously enrolled in band (either in middle school or high school) may audition for placement into the colorguard. Membership policy 3. applies to these students once enrolled.
  - 4.3. Students who classify under 4.1. and 4.2. are full members of the band program and are required to participate in fundraising and encouraged travel on the spring trip.
5. Every band student benefits directly from the Juan Seguin Band Boosters. The funds raised by the boosters pay for, among other things: auxiliary staff members, private lesson scholarships, new instruments, electronics and equipment, guest clinicians, copier expenses, office supplies, equipment truck, and much more! Therefore, we ask that students participate with all fundraising opportunities offered throughout the year.
6. In the most severe cases, and at the directors' discretion, inability or failure to adhere to the above membership policies or any policy in this handbook may result in permanent removal from the program.

## ATTENDANCE POLICY

Being present at **ALL** rehearsals is the most minimal of requirements for learning to occur. You must do everything possible (by planning ahead) to be in attendance. Remember, in a band your performance is directly related to that of others. No matter what your role is within the band, you are an active participant and when you are absent you let the whole team down. The following policies are designed with that team concept in mind:

1. Being on time is being in your “correct rehearsal venue” with all necessary materials *prior* to the official start time.
  - 1.1. Therefore, to be on time, you must be early. This would include any preparation time you need for your instrument and music, changing clothes, filling water, getting a pencil, travel time to and from outside or another predetermined rehearsal venue, etc...
  - 1.2. Students entering the band hall at or after the tardy bell will be marked tardy as per school policy.
2. Attendance at all before and after-school rehearsals is mandatory and part of the curriculum for all band classes.
3. Attendance at all performances is mandatory and a requirement of the course.
  - 3.1. Eligibility may affect attendance requirements.
4. All required-attendance events are listed in the band calendar and updated on the Charms website when changed.
5. All absences and tardies will be evaluated on a case-by-case basis by Mr. Cadenhead.
  - 5.1. Please notify Mr. Cadenhead first of any upcoming absence or tardy.
  - 5.2. Out of courtesy to our entire staff, also notify any appropriate staff members of an impending absence. Staff notification will not substitute for notifying Mr. Cadenhead.
6. Absences or tardies from performances or rehearsals will be excused in only the following cases:
  - 6.1. When submitted in writing to Mr. Cadenhead **at least two weeks in advance**:
    - 6.1.1. Religious Holidays (when notified in advance).
    - 6.1.2. “Once-in-a-lifetime” family event. (ex.: Sister’s wedding, Grandparents’ 50<sup>th</sup> Anniversary).
  - 6.2. Last minute emergencies - when notified as soon as they occur and followed up in writing:
    - 6.2.1. Student illness.
      - 6.2.1.1. Email Mr. Cadenhead immediately at [pcadenh1@aisd.net](mailto:pcadenh1@aisd.net).
      - 6.2.1.2. For excusing a performance, it should be a “bed-ridden” illness (requires Dr.’s notice).
    - 6.2.2. Severe personal injury or medical condition (requires Dr.’s notice).
    - 6.2.3. Death in the family.
  - 6.3. Students may be required to make up the absence through an additional assignment.
7. School athletes must be proactive about handling absences or tardies due to conflicts.
  - 7.1. Students must notify Mr. Cadenhead in writing of any rehearsal conflicts at the beginning of the year for fall sports and prior to the start of the season for any other sports. Submitting game and practice schedules is a must.
  - 7.2. With band students involved in different sports, the band directors depend on students to communicate openly and in advance to both coaches and directors concerning conflicts.
  - 7.3. With the comparatively small amount of contest performances we have each year, these are rarely excused for athletics practices or games but are handled on a case-by-case basis.
  - 7.4. After-school concert band sectionals may require you to leave athletics early or miss one day a week during the spring semester. Make sure you notify your coaches prior to the start of the spring seasons.
8. If an absence or tardy does not meet the above conditions, prior notification will not result in the absence being excused.
  - 8.1. Examples include but are not limited to: work, transportation concerns not worked out in advance, non-school sports practice or games, church related activities or trips, your friend’s birthday party, babysitting your little sibling, etc....
  - 8.2. It is vitally important that parents and students actively schedule any doctor, dentist, or orthodontic appointments around our calendar of events.
    - 8.2.1. The directors will not excuse absences for appointments except in the case of a medical emergency.
    - 8.2.2. One of the main reasons for having no full band rehearsals on Wednesdays is to encourage all students to schedule any doctor, dental, or orthodontic appointments on days that do not conflict with rehearsals.
    - 8.2.3. During concert season, an appointment during your once-a-week sectional will not be excused. You have four other days to schedule appointments.
  - 8.3. It is vitally important students do not miss rehearsals for tutorials.
    - 8.3.1. The after-school marching band schedule is designed to allow students to take advantage of the days not in sectionals or rehearsals for tutorials. Do not be late to rehearsal.
    - 8.3.2. During concert season, tutorials during your once-a-week sectional will not be excused. You have four other days to go to tutorials.
    - 8.3.3. Test make-ups that are going to interfere with rehearsals must be communicated to Mr. Cadenhead by the teacher (email or call) at least one day before the scheduled rehearsal or it will not be excused.
9. An approved **excused** absence will constitute a NO GRADE for the performance assignment or rehearsal grade.
10. An **unexcused** absence will result in a ZERO grade for the performance assignment or rehearsal grade and can cause loss of chair in concert band and loss of contest spot in marching band.
11. An unexcused tardy will affect your participation grade, and may result in other disciplinary actions as deemed appropriate by the directors.

12. Excessive tardies, whether excused or not, may result in loss of chair or contest spot.
13. Missing rehearsal (excused or unexcused) may result in losing your spot in the contest show or chair in concert band. A student who has overall inconsistent attendance may also lose their spot or chair. *This is not to punish you (as you may have a valid excuse, i.e.: funeral, illness) but it is to help the band prepare for your absence.*

## **DISCIPLINARY POLICY**

“Group discipline is everyone in the group being *self-disciplined* at the same time.” With this ideal in mind, students in the Cougar Band strive to learn self-discipline as a method for efficient rehearsing, a path to adulthood, a way of life. In fact, as a member of the Seguin Band you must understand that we pride ourselves in promoting the most disciplined atmosphere of any organization at Juan Seguin High School. The following policies are designed to ensure development of a strong self-discipline for each and every student in band. Discipline is not a punitive measure. Discipline is how we behave and act in accordance with the Pride of the Cougar Band.

1. All discipline policies outlined in the Arlington ISD and JSJS Student Code of Conduct apply to all band students.
2. To facilitate an efficient and respectful rehearsal environment, the following are general rules that apply to many different band situations and are strictly adhered to at all times:
  - 2.1. Follow all attendance policies.
  - 2.2. Talking and extraneous noise is unacceptable during rehearsal inside or outside; whether at attention, parade rest, check, or at ease.
  - 2.3. No playing of instruments when no one else is, and at an inappropriate time and/or place. This would include before and after rehearsal and during breaks; anywhere outside, in hallways, or non-music rooms. We usually warm-up together. Use extra time instead to prepare your materials for rehearsal inside a music rehearsal room.
  - 2.4. Respond respectfully to all student leaders and adults.
    - 2.4.1. Handle constructive criticism with maturity and grace along with a deeper understanding that it is offered only for your benefit and to help make you grow as a musician and human being.
    - 2.4.2. No matter what group an instructor or student leader is usually in charge of, they will commonly assist with other groups. All students must be flexible to instruction and criticism from a variety of directors.
3. We utilize student leaders to help maintain discipline.
4. There are typically two ways for a student to falter in following all discipline policies:
  - 4.1. A “Responsibility Issue” - known as being forgetful of specific policies such as missing an item at Inspection, a one-time tardy, leaving your instrument out, etc.
  - 4.2. A “Respectful Issue” - or lack of; the more severe of the two ways, such as talking in rehearsal, talking back, inappropriate language, insubordination, etc..., can result in an elevated consequence as outlined below.
5. Failure to adhere to any rules outlined throughout the entire handbook will, at the directors’ final discretion, result in the following progressive consequences:
  - 5.1. A verbal warning for incorrect conduct or procedure.
  - 5.2. If a discipline infraction by the student is so severe as to elevate itself to “conduct unbecoming of a Juan Seguin Band member,” the student, at the directors’ discretion, may be immediately removed from the ensemble or program and may not be allowed to return.
    - 5.2.1. Consumption of alcoholic beverages, the use of illegal drugs, or “conduct unbecoming of a Juan Seguin Band member” while with the band at any performance, rehearsal, or Juan Seguin High School sponsored/related activity will not be allowed. Individuals in violation of this policy may be sent home immediately from events or trips at the individual’s (or parents’) own expense and may be permanently removed from the ensemble or program.
6. If a student is caught outside of band involved in illegal activities or an act considered to be “conduct unbecoming of a Juan Seguin Band member,” the student at the directors’ discretion, may be removed from the program.

## GRADING POLICY

1. Band is established as a curricular course and therefore may have additional grade requirements in addition to or separate from school grading procedures.
2. Our grading system for band is based on 40% daily grades and 60% performance/test grades:
  - 2.1. **Daily Grades - 40% of your grade**
    - 2.1.1. Are based on the following:
      - 2.1.1.1. Attendance at all before and after school or weekend rehearsals.
      - 2.1.1.2. Daily rehearsal participation.
      - 2.1.1.3. Daily practice (taking instruments home).
      - 2.1.1.4. Overall contribution to rehearsal.
    - 2.1.2. Specifically, participation grades are taken weekly and are determined as follows:
      - 2.1.2.1. Each student starts with a perfect weekly grade of 100.
      - 2.1.2.2. This grade is maintained with good effort, attendance, and being on time with the proper materials.
      - 2.1.2.3. Proper attitude and effort is more important than ability or talent in participation grading.
    - 2.1.3. Any deviation from policies, procedures, or rehearsal expectations will result in the lowering of the weekly grade.
    - 2.1.4. Behavior in all groups will be graded.
    - 2.1.5. Unexcused absences from rehearsals outside of the school day will result in a permanent grade of zero for that day and will severely affect your participation grade. (see Attendance Policy).
  - 2.2. **Performance/Test Grades - 60% of your grade**
    - 2.2.1. Are based on every performance as a group and as an individual.
    - 2.2.2. Those include but are not limited to:
      - 2.2.2.1. Attendance at each performance.
      - 2.2.2.2. Weekly playing tests or chair tests.
      - 2.2.2.3. Six Weeks Objective Sheets.
      - 2.2.2.4. Counting tests.
      - 2.2.2.5. Written tests.
      - 2.2.2.6. Projects.
  - 2.3. **Conduct** as outlined by the Arlington ISD grading policies.  
All students in band should get satisfactory or excellent comments for conduct. Anything less indicates a serious problem and a need for improvement (see Discipline Policy).

## ACADEMIC ELIGIBILITY POLICY

1. As we participate actively in UIL Competition, we must adhere to TEA/UIL policies regarding student eligibility. Though the directors monitor student eligibility and inform students of any problems, it is helpful to be familiar with the most basic policies outlined by UIL:
  - 1.1. Any student who fails a class at **any 6 weeks** grading period becomes ineligible for the following grading period. (*Pre-AP, AP, IB, Pre-Calculus, Calculus and some honors courses may be exempt – See Directors.*)
  - 1.2. Students may regain eligibility every 3 weeks grading period by passing **all** courses on their progress report.
  - 1.3. Ineligible students may not participate in or travel with the group to any activity where admission is charged or a competition is held. This includes football games, band contests, pep rallies, parades, individual instrumental competitions, winterguard contests, and the spring trip.
  - 1.4. Per UIL/TEA rules, losing or regaining eligibility is always delayed one calendar week from the end of the grading period in question (called the “grace period” rule).
  - 1.5. **After school rehearsals and concerts are an exception** since they are *curricular* and admission is not charged. Therefore, any ineligible students who cannot perform at contests are still expected to attend rehearsals and perform at the concert.

The directors will be happy to discuss or help you with any aspects of these policies. Having to perform without any member of the band is a disappointment for all involved. The best way to avoid any complications is to take care of your academic responsibilities and pass your classes!

## TRAVEL POLICY

Traveling to an event is a privilege provided by the band. The following policies are designed to make our travel as efficient and enjoyable as possible while representing our school and community with the best intentions.

1. As a student at Juan Seguin High School, you are subject to school rules governing student conduct; including but not limited to:
  - 1.1. Juan Seguin Student Handbook / Arlington ISD Code of Conduct
  - 1.2. School dress code (some exceptions may be made and announced by the directors prior to the event)
  - 1.3. UIL eligibility requirements
  - 1.4. JSHS Cougar Band Handbook policies
2. Be respectful of others in the group and all persons not connected with the group.
3. All travel will require complete medical/travel release forms.
4. In addition to regular school policies, there are several rules that are specific to our program that help us function better and travel faster:
  - 4.1. No talking on buses when in parking lots.
    - 4.1.1. Drum majors, section leaders, or staff will tell you when talking is appropriate.
    - 4.1.2. This tradition should carry into concert season regardless of the type of group traveling.
    - 4.1.3. In marching season, all talking should cease when you can see the stadium.
    - 4.1.4. No talking on cell phones in parking lots.
    - 4.1.5. At the staff or drum majors' discretion, talking may be permitted when remaining in a parking lot for a prolonged period of time.
      - 4.1.5.1. In this case, talking must stop the instant a director or staff member stands to address the students.
  - 4.2. Singing, yelling, gestures, or body parts out the window are inappropriate at anytime as we are representing a professional and successful organization everywhere we go.
  - 4.3. Remain on the bus until you have been instructed to leave.
  - 4.4. Students are responsible for knowing/following the itinerary at all times and for being punctual (always be early, not just on time). In addition, chaperones may not change the itinerary or the rules for this activity.
5. Any student who is disrespectful to a chaperone or who does not follow a chaperone's instructions will be disciplined and lose privileges. *If the discipline problem is severe enough, the student could be sent back immediately at the parents' expense.*
6. There will be no public displays of affection.
7. When traveling, the directors are responsible for your safety and location at all times.
8. Observe the "buddy system" at all times. This means that at no point is any student alone. There will always be at least two members together at a time. This is to ensure your safety.
9. If you have a legitimate conflict with our transportation schedule and intend on meeting us or leaving us from a performance, we require that *your parents notify us in writing at least one week in advance* of the event.
  - 9.1. Do not ask in person at an event.
  - 9.2. "One week in advance" on this policy assumes you will arrive or depart on time, but not be late or miss part of the warm-up and performance.
  - 9.3. This will be approved or denied by the directors on a case by case basis.
  - 9.4. Otherwise, any students traveling with us must also return with us.
10. When bus lists are used, sign only *your* name to the list for the bus you wish to ride.
  - 10.1. Once bus assignments are finalized and/or posted, you may not ride on or change to a different vehicle without director approval.
  - 10.2. At the directors' discretion, some factors such as eligibility or balancing bus capacity may cause individual bus assignments to be changed prior to departure.
  - 10.3. Directors, chaperones, drum majors, reserve the right to modify seating assignments at any time.
11. Choosing not to adhere to these policies will have severe consequences which may include the inability to travel/perform with the band in the future.
12. At the directors' discretion, severe disregard for any Travel Policy may result in permanent removal from the program.

Remember...people will judge our band and school by your actions, both on and off the field or concert stage. Your behavior must be exemplary and well beyond what is expected of you as a private individual.

## UNIFORM POLICY

1. While in any JSHS Band uniform, represent our band with the utmost air of respect and pride.
2. **The marching band uniform consists of:** coat, pants/bibbers, shako, hat box, gloves, t-shirt/show shirt, black shoes, black socks, hanger, garment bag.
  - 2.1. Uniforms will be assigned and students are responsible for taking care of uniforms throughout the season. Uniforms are to be dry-cleaned on an as-needed basis. It is the responsibility of the student to ensure proper care and maintenance of the uniforms.
  - 2.2. Know your uniform numbers; they all look the same!
  - 2.3. Plumes will be issued on a function-to-function basis.
  - 2.4. Pant lengths are adjustable. They will be set at registration/uniform assignment (no break, ¾" from floor with shoes on), and checked weekly at inspection.
  - 2.5. **Marching Shoes:**
    - 2.5.1. One pair of shoes will be purchased for the marching uniform.
    - 2.5.2. With **black shoes**, crew or over the calf (OTC) black socks must be provided by student and worn with the uniform.
  - 2.6. **Marching Uniform Care:** When in the possession of students (games, parades, band contests, etc.).
    - 2.6.1. Uniform must be transported in a band garment bag. When you are not wearing the uniform, it should be hanging on a hanger at all times.
    - 2.6.2. Students are to keep track of removable uniform items in garment bags or shako boxes when not being worn. This will be checked.
    - 2.6.3. When removed *during* an event (i.e. contest down times, etc.) students are to fold and hang properly, or lay flat on bus seats.
    - 2.6.4. Shakos are to be worn in the prescribed way at all times.
    - 2.6.5. Shakos must not be left on ground, in bleachers, etc. Keep shako in boxes when not in use. (Hat boxes are brought to all performances and can also be used for small equipment items such as ponchos & flip folders.)
    - 2.6.6. No food, candy or snacks of any kind are allowed in hat boxes.
  - 2.7. **Marching Uniform Undergarments:**
    - 2.7.1. Students are only to wear the official "JSHS Band Uniform T-Shirt" underneath the jacket of the uniform. It is made of active care/moisture wicking material.
  - 2.8. **Marching Uniform Inspection:** The following items will be assessed prior to every performance:
    - 2.8.1. Shoes must be cleaned before each inspection!
    - 2.8.2. Proper pant length.
    - 2.8.3. Black socks
    - 2.8.4. Hair must be worn up under hat (this **MUST** be done at inspection and kept up until out of uniform).
    - 2.8.5. No earrings or other pierced areas/objects while in uniform. Visible tattoos must be covered.
    - 2.8.6. No make-up (except Colorguard and/or Drum Majors) or sunglasses in performance.
    - 2.8.7. Black gloves must be cleaned before each performance.
    - 2.8.8. Instruments must be cleaned and polished prior to all performances.
    - 2.8.9. Woodwinds must have a "quality" reed plus 4 backups.
    - 2.8.10. Brass valves and slides must be working smoothly.
    - 2.8.11. You must have your flip folder/lyre with all your music.
  - 2.9. **General Marching Uniform Policies:**
    - 2.9.1. As stated above, uniforms will be stored and maintained by students throughout the season. Wear the complete uniform at all times when in public unless otherwise instructed by a director.
    - 2.9.2. DO NOT change in public (including the band hall, practice rooms, buses, drum or colorguard closets).
3. **Concert Uniforms consist of the following:**
  - 3.1. For men: Tux pants and jacket, tux shirt, bowtie, and cummerbund.
    - 3.1.1. **Black shoes and crew or over-the-calf socks** must be brought by student.
    - 3.1.2. Bowties and cummerbunds will be issued at each performance.
  - 3.2. For ladies: Black dress and Black Jacket.
    - 3.2.1. **Black closed-toe shoes and stockings** (of at least knee-high length) must be provided.
    - 3.2.2. Flip-flops or flip-flop looking shoes are not formal and therefore not permitted.
    - 3.2.3. *Open toe shoes may be permitted but must be approved by a director prior to the day of the concert.*
  - 3.3. **General Concert Uniform Policies:**
    - 3.3.1. You will be billed for any lost or damaged uniform parts up to the full uniform cost of \$400.00.
    - 3.3.2. Jewelry, sunglasses, excessive make-up, facial hair, or any attire or apparel that detracts from the overall appearance or image of the band may not be worn at performances.
    - 3.3.3. Wear the complete uniform at all times when in public unless otherwise instructed by a director.  
*The only exception to this policy is Equipment Crew at designated times and at the directors' discretion.*
      - 3.3.3.1. This includes arrival to school and even when going home.
      - 3.3.3.2. DO NOT change in public (including the band hall, practice rooms, drum or colorguard closets).

- 3.3.4. Concert uniforms must be transported in a band garment bag. When you are not wearing the uniform, it should be hanging properly on a hanger at all times.
4. Most importantly, as a band member, when you are in uniform you are in your ENTIRE uniform... not part of it!

## INTERNET/SOCIAL-NETWORKING ETIQUETTE

By accepting membership into the JSHS Band Organization, students must understand that everything they say or do is a reflection of the organization and their peers. Similar to being in uniform, or as reflected in the Cougar Band Travel Policy, if online, you are identified as a member of the JSHS Cougar Band, you should refrain from saying anything that will negatively affect the reputation of this fine organization. The reputation of a band program can take years to build, and can be destroyed by one student making one disparaging comment or poor decision.

1. Any social networking or online conduct that is deemed "conduct unbecoming of a Juan Seguin Band member," can be grounds for disciplinary action.
  - 1.1. Conduct that is identified as *cyber-bullying* will be subject to policies outlined by Arlington ISD and could, at the director's discretion, be grounds for dismissal from the program.
2. Student Leaders are held to a higher standard of etiquette when using internet forums like Twitter, Facebook, etc. Leaders are to refrain from posting comments that impede their ability to perform assigned duties or speech that will undermine supervisory authority, disrupt the band, destroy close working relationships or that are considered cyber-bullying.
  - 2.1. Doing so may, at the director's discretion, be grounds for disciplinary action as outlined in the JSHS Cougar Band Discipline Policy, including but not limited to, setting up a behavioral contract, probation of leadership position, removal of leadership position or dismissal from the band program.
  - 2.2. This kind of behavior, in many cases, could also be considered "conduct unbecoming of a Juan Seguin Band member."

## GENERAL MARCHING BAND PROCEDURES: DRESS CODE FOR MARCHING BAND

1. Students must wear tennis shoes with socks. No other shoe is acceptable for marching band. Any other shoe (sandals, flip-flops, boots, high-heels) constitutes a health hazard.
2. Bring a hat with you, but do not wear it at any time while inside the building. (Seguin HS and Cougar Band Policy)
3. Sunglasses are a necessity when outside but are to be taken off when inside the building.
4. Wear loose-fitting light-colored shirts to summer band due to the heat factor.
5. Rehearsal should fit the school dress code.
6. Clothing should not bear any inappropriate language or slogans at any time.
7. Appropriateness of attire is at the directors' discretion.
8. The application of sunscreen is strongly encouraged.

## MARCHING BAND AUDITIONS

1. Wind players and colorguard members will audition for marching spots in the contest show during the first week of summer band practices. Percussion auditions are held in the spring semester prior to marching season.
  - 1.1. The audition consists of fundamentals and playing of the show music for winds and choreography for guard.
  - 1.2. This audition only serves as an initial placement to start the season.
2. Those not receiving a spot in the contest show will be placed as an alternate.
  - 2.1. Definition: "Alternates" are members of the band that do not have a permanent spot in the contest show. They are still **vital** members of the band and are responsible for attending and participating in all rehearsals and performances.
  - 2.2. Alternates may regain a contest spot through several ways:
    - 2.2.1. Academic ineligibility of another player.
    - 2.2.2. At the directors' discretion by replacing another player who is either:
      - 2.2.2.1. Not performing or rehearsing up to the level expected.
      - 2.2.2.2. Absent or tardy, or perhaps injured or sick.
3. At contests, alternates will not perform but will accompany us and will assist with equipment and show presentation as needed.
4. Individuals with documented medical limitations for marching may be invited to perform in the front ensemble provided they are willing to work to learn a new instrument in addition to their regular concert instrument.
5. Students will receive initial music part assignments based on last spring's chair placement along with some consideration for previous experience.

## PERFORMANCE PROCEDURES FOR MARCHING BAND

### During the Game:

1. You must remain at your assigned seat in formation at all times.
2. Non-band members (including parents and siblings) are not allowed in our section. This includes alumni.
3. Be visually alert to the conductor and audibly alert to the directors.
4. No food or drinks from the concession stands are allowed.
5. Accurate, quality performance of music in stands is most important. All Band Students stand when playing. Be alert and ready to play on a moment's notice.
6. Be respectful and attentive to the visiting or host band.
7. We will stand at parade rest during the other band's performance.
8. As you leave the field following a performance, be ready to play the team back on to the field.
9. Turn in your plume to the parents assisting at the gate.
10. Cell phone use is prohibited at all times during the game. Cell phones should not be visible at any time during the game. They may be left in instrument cases on the bus. Failing to follow these rules may result in phone being taken up by director for the remainder of the event.
11. No throwing of any objects or jumping to catch objects (footballs).
12. No public displays of affection.
13. We are "performing" the entire time we are there and must maintain an air of professionalism at all times, including the third quarter.
14. Students will only play their instruments when called upon to do so.

### After the Game:

1. We will load the buses and depart for school.
  - 1.1. Students will not be allowed to remove their uniform jackets for travel without express permission by the directors.
  - 1.2. Students must be IN FULL UNIFORM when loading and unloading the buses.
2. *Students must remain IN FULL UNIFORM until dismissed from the band.*
3. Upon dismissal, students will leave the band hall in full uniform. It is the student's responsibility to ensure proper storage, care of maintenance of the uniform while at home.
4. Students are responsible for transportation home.
  - 4.1. Do not allow your ride to be late.
5. You are also responsible for having all things necessary to rehearse back at school the next class day.
6. During contest season, you are also responsible for having all things necessary to perform back at school at the designated report time.

**Contest Procedures** will be similar to those described above, but will depend upon existing circumstances and will be determined and communicated as details of performance and warm-up times are made available.

Careful attention to all aspects of the performance will increase the pride in the organization and will be recognized by the thousands of fans that observe your activities. It is very important that the students act as mature adults at all performances as they are representing Juan Seguin High School. All students are to be graceful winners or losers whatever the case may be.

While in the stands at a marching contest, the Juan Seguin Cougar Band is to sit together and be the "Class of the Contest." This means students are to be attentive and respectful of all performing groups. Students should not be on cell phones while a band is performing. Nor should they engage in any behavior that could bring negative attention to our program or our school. This could include, but is not limited to, laying down, PDA, talking loudly, negative comments towards performing group or groups near us.

## GENERAL CONCERT BAND PROCEDURES: AUDITIONS FOR CONCERT BANDS

The concert bands are performing arts groups that require mandatory practices and performances after school and on some weekends. The bands use concert literature to develop the individual student and develop the art of performance as a group. The bands perform at concerts, contests, festivals, etc. There are two concert band groups; the Wind Ensemble and the Symphonic Winds. Auditions take place in the previous spring by the director(s) to determine placement in one of the groups. All of the Wind Ensemble and Symphonic Winds members must be enrolled for the spring semester of band. Percussion will be scheduled WITH their respective concert bands in the spring semester.

### **CONCERT BAND PLACEMENT REQUIREMENTS AND EXPECTATIONS**

By auditioning for one of the ensembles below, you have selected your level of commitment to that group. Please be familiar with the requirements and expectations of your ensemble and understand that they are a year-long commitment.

#### **Wind Ensemble members are REQUIRED to:**

- Audition for All-City and All-Region Band (and perform with if you make it).
- Perform a solo at UIL Solo and Ensemble Contest.
- Travel with the Wind Ensemble on any performance trips.
- Perform with the Wind Ensemble at all concerts and contests.
- Perform at graduation and any other school requested functions.
- Perform with the Full Orchestra, (depending on needs of instrumentation)
- Attend regularly scheduled rehearsals/sectionals during the year.

...and are **EXPECTED** to:

- Be enrolled in private lessons.

...and are **ENCOURAGED** to:

- Perform with an ensemble at UIL Solo and Ensemble Contest.

#### **Symphonic Winds members are REQUIRED to:**

- Perform a solo at UIL Solo and Ensemble Contest.
- Travel with the Symphonic Winds on any performance trips.
- Perform with the Symphonic Winds at all concerts and contests.
- Perform at graduation and any other school requested functions.
- Attend regularly scheduled rehearsals/sectionals during the spring semester.

...and are **EXPECTED** to:

- Audition for All-City and All-Region Band.
- Be enrolled in private lessons.

...and are **ENCOURAGED** to:

- Perform with an ensemble at UIL Solo and Ensemble Contest.

### **CONCERT BAND SECTIONALS**

1. Attendance at all sectionals is mandatory and serves as a weekly participation grade for each student.
2. Band sectionals will be held weekly. Percussion Ensemble sectionals are scheduled two times a week.
3. Weekly playing test grades or chair tests will be taken in sectionals.
4. Each student is responsible for being on time, having music practiced and prepared, and having the necessary materials (pencils, mutes, reeds, etc.) at all rehearsals.
5. Any student who is either late or misses a sectional/rehearsal unexcused may forfeit his/her chair and may be moved to another band.
6. All missed sectional time will be made up. It is the student's responsibility to schedule the make up time with a director.

## AUXILLIARY GROUP PROCEDURES: JAZZ BAND

The Jazz Band studies and performs the various styles of modern "big-band" jazz music: swing, ballad, Latin, funk, and rock.

1. Jazz Band is an additional extra-curricular ensemble of marching/concert band.
2. It utilizes trumpets, trombones, saxes, and a rhythm section.
3. Students who play piano, bass, or guitar are encouraged to audition for placement in the rhythm section.
  - 3.1. Wind or percussionists are welcome to audition for piano, bass, or guitar but must maintain their playing on their original instrument in their concert band.

## PERCUSSION ENSEMBLE

The Percussion ensemble is a musical ensemble consisting of purely percussion instruments. The Juan Seguin High School Percussion Ensemble is a performance-oriented ensemble designed to provide students with varying levels of playing experience, quality literature of varying styles as well as a solid foundation in the world of percussion. Students who comprise the ensemble also serve the Wind Ensemble and Symphonic Winds, and participate in all aspects of those ensembles.

## COLORGUARD

The colorguard is a choreography and equipment-work group designed to significantly augment the visual caption of our marching show. Colorguard is a scheduled class, in addition to band class, which will meet every other day. The spring semester focuses on competitive winterguard and has additional requirements from marching band.

1. Auditions for colorguard are held the previous spring, and those desiring to audition must meet the following membership requirements to be eligible to audition:
  - 1.1. Must be a Juan Seguin student the upcoming fall.
  - 1.2. Does not need to have been a member of the band previously or have had previous musical experience.
2. Once accepted into the colorguard by audition, members are required to:
  - 2.1. Pay any additional expenses associated with colorguard.
  - 2.2. Participate in any additional performance or rehearsal requirements.
3. Auditions for winterguard will be held at the conclusion of marching season for the following semester.
4. All audition eligibility and membership requirements for colorguard outlined above also apply to winterguard.
  - 4.1. There are two specifications with winterguard membership policy:
    - 4.1.1. Juan Seguin students not previously in colorguard or new to the colorguard may also audition for winterguard (i.e.: join in December for the 2<sup>nd</sup> semester).
  - 4.2. Wind and percussion players are eligible to participate in winterguard at the directors' discretion, but will be limited to after-school practices. *Extra fees will apply.*
  - 4.3. Winterguard members must also be willing to travel with the group to performances.
5. All other handbook polices apply to the colorguard/winterguard.

## GENERAL BAND INFORMATION:

### PRIVATE LESSONS

With a 100+ member band program, it is impossible to create a student-to-teacher ratio that is conducive to the individual attention necessary to help all students excel as musicians. The single most important factor in the development of a championship band program is the development of the individual player. We utilize professional private instructors on every instrument to further our students' musical development:

1. All students regardless of playing ability are encouraged to take private lessons.
2. As mentioned above, those taking lessons will be most likely to progress faster and therefore have the best chance at advancement through chairs and bands.
3. Lessons occur once a week and the AISD approved rate for private lessons is \$18 a half-hour. Our rate is extremely inexpensive when you considered the cost of other private lessons such as piano, dance, karate, etc....
4. Financial assistance with private lessons is available through the Juan Seguin Band Boosters.
  - 4.1. Incentives are awarded on a first-come-first-served basis.
  - 4.2. Students or parents must complete the private lesson scholarship application form and return to Mr. Cadenhead for consideration for a scholarship.
  - 4.3. Students or parents must in some cases be willing to show proof of the financial need.
  - 4.4. The student must participate in all fundraisers to "do their part" to help out.
  - 4.5. The student must maintain regular attendance at lessons and regular practice habits in preparation for the lesson to warrant continuation of the scholarship.
  - 4.6. The scholarship may be revoked if the student does not meet the above conditions.
5. Our private teachers are interviewed by the directors and approved by the district. We do not recommend using non-approved teachers for the following reasons:
  - 5.1. We cannot control the hourly rate.
  - 5.2. We have no idea of their teaching capabilities, strengths or weaknesses.
  - 5.3. They may be wonderful teachers but may teach something pedagogically different than what we recommend teaching.
  - 5.4. Scholarships are only available for Juan Seguin approved teachers.
6. Our most advanced students often take hour lessons to be able to cover more material with their instructor.
7. If you are **going to miss a lesson for any reason, you must call the instructor to reschedule at least one day in advance.** Failing to do so will result in still paying for that missed lesson. Many of our teachers drive great distances to teach here, and it is an unprofessional discourtesy to not show for a lesson.

8. Repeated absences from lessons may result in being dropped from that teacher's schedule.

## INSTRUMENT GUIDELINES

1. All instruments must have a luggage tag with your name, address, phone and JSHS Band on them.
2. Proper storage - all instruments must be stored in cases with *latches closed*.
3. Proper transportation - all instruments are always in instrument cases except as designated for marching band.
4. Damage control - take care to avoid dents, scratches, bent keys, broken valves, etc. You will be held responsible for any damage.
5. We encourage all parents to purchase insurance for their instruments.
6. We encourage all parents to consider purchasing a "step-up" model instrument for their students. Many instruments that functioned great for middle school level playing will not be able to handle the technical and tonal demands of high school level music. If you are considering this, please consult the directors and your private lesson instructor on the appropriate brands and models to pursue.

## SCHOOL-OWNED INSTRUMENT GUIDELINES

These instruments are a privilege, not a right; therefore they carry with them certain responsibilities:

1. Upon receiving a school-owned instrument, you accept responsibility for its proper care and maintenance.
  - 1.1. Any damage must be reported immediately to Mr. Cadenhead, Mr. Maldonado, and Mr. Briseno.
  - 1.2. Instrument insurance information is available at [www.musicagencyinc.com](http://www.musicagencyinc.com). Home owner's or renter's insurance will often cover school-owned instruments for a very small fee.
2. Improper care or misuse will result in loss of instrument privileges.
3. School owned instruments are for school related use and are not issued or intended for community bands, churches or other personal uses.

## LOCKERS, INSTRUMENTS AND LYRES

We provide you with an instrument locker in the band room and it is your responsibility to **keep it clean.**

1. Keep instruments in assigned instrument storage lockers.
2. Excessive paper, trash, clothes/shoes, odor, or other items in your instrument slot will result in immediate disposal of such items by the staff.
3. Instrument storage lockers are not to be used for school books or non-band instrument related items (this will be checked).
4. Personal items not taken home when requested will be thrown in the trash.
5. Instrument storage lockers are to be latched gently, NEVER slammed.

## LETTER JACKETS

Specific information regarding letter jacket awards is being explored and will be delivered at a later date.

## FUNDRAISING

The band booster organization plans fundraisers throughout the summer and school year. To be able to meet the needs of such a successful program, a lot of money needs to be raised and this requires the team effort of ALL parents and ALL students working together to achieve one common goal.

Juan Seguin Band students and families have the opportunity to raise money to offset the costs of band fees, trip fees, or other band expenses throughout the year. Through fundraising, band students will support themselves and the Juan Seguin Band Boosters general fund to help pay the extra costs of equipment, instruments, props, flags, clinicians, scholarships and many other budgeted items for the band not completely covered by the Arlington ISD music program or band fees.

## GENERAL BAND FEES

Being a part of any great organization requires a financial commitment. Our band fees are consistent with many other successful band programs across the state and country. The fees listed below help to cover our expenditures. To understand the expenses on the fee schedule, know that your student will fit into one of three categories: winds, percussion, or colorguard.

It is our philosophy that every student who wants to be in band should have the opportunity regardless of their family's personal financial situation. **We want every student to have a chance to participate.**

**Additionally, there are daily classroom supplies necessary for every student that plays woodwind, brass or percussion.**

*Those include a pencil, their Foundations for Superior Performance book, reeds (including spares), valve oil, tuner & clip, and other regular instrument maintenance supplies. All wind students must also have a flip folder and music lyre. All Percussionists will be responsible for providing supplies as indicated by the Instrument Supplies list. This includes, but is not limited to sticks, mallets, and drum pad.*

*All fees should be paid according to the payment schedule by check payable to Juan Seguin HS Band.*

## **PROCEDURES FOR PAYMENT**

Our organization prides itself in our financial record keeping. To help maintain our records and prevent loss of money, please adhere to the following procedures regarding payment of fees and fundraising listed above:

1. Make all checks payable to Juan Seguin Band.
2. Online payments can be made on the Seguin HS website through the *PAYK12 Payment Portal*.
3. Turn in all money inside an envelope labeled with your first and last name, the amount, the date, and the purpose of the payment. Be sure to hand the payment envelope to Mr. Cadenhead, or another director if he is unavailable. If paying for more than one item/fee at the same time, please indicate a breakdown of the deposit on the envelope as well.
4. **Do not give money to any one else to turn in for you.**
5. Receipts will be issued for transactions by request. Maintain your receipts in case a question arises.
6. If there is a question, please contact Mr. Cadenhead as soon as possible.

## **TRIP FEES**

When the band takes a trip, the student is responsible for paying for his or her own trip fees. There will be a payment schedule, and the information will be given out as soon as it is known. All outstanding band fees will be paid before money is credited to a student's trip account. Trip fees are non-refundable and **if a student cannot attend the trip for any reason (ineligibility, etc.) after a commitment form is signed, they forfeit all money paid or committed to pay.** Each student going on the trip will sign a document agreeing to follow trip guidelines. If a student breaks this agreement, they may be sent home at their own expense or parents' expense. Also see Travel Policies 11 & 12 on page 11.

## **JUAN SEGUIN BAND BOOSTERS**

The Juan Seguin High School Band Boosters want to welcome you to a new, fun, exciting year, and encourage you to become a part of a wonderful parent organization. Our volunteer base comprises almost half of the volunteers at Juan Seguin with many members logging 100 hours or more of volunteer service! The one thing we can assure you that other organizations might not be able to – you'll always have a great time!!

So what do Band Boosters do? The following is a short list of examples:

1. We provide fundraisers for the general needs of the band program. This money goes toward clinicians, private lesson scholarships, instructors, instruments, instrument repairs, colorguard/percussion equipment, spring trip, social activities, and much more!
2. Band Boosters work alongside the band directors during games – transporting equipment, serving water and drinks during breaks, moving equipment on and off the performance field, and being an extra set of hands and eyes at all times!
3. We provide safe, chaperoned activities and parties throughout the school year. We also sponsor a great Band Banquet in the spring, complete with awards, great food, and an awesome slide show.
4. And last, but certainly not least, we pride ourselves on building the Cougar Band into a family unit. School Spirit ranks high on our list of important things we “boost.”

The Executive Board consists of the Band Booster President, Vice-President, Treasurer, and Secretary.

Our Executive Board meets once a month. All Booster members are invited to attend the Executive Board Meeting. Contact information for Juan Seguin board members and committee heads is also available at our website. We are already planning and scheduling activities for fun and fundraising. Please get your family involved with the band - together we make it a great experience for our kids!!!

***Best wishes and good luck in all your musical endeavors!***

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STUDENT'S LAST NAME

*Please Print*

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FIRST NAME

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STUDENT ID

## MEMBERSHIP CONTRACT JSHS COUGAR BAND PROGRAM

*This form must be returned to the band directors and placed on file for participation with the JSJS Cougar Band.*

**STUDENT AGREEMENT:** I have read and understand the Juan Seguin HS Cougar Band Handbook and agree to accept responsibility for following the stated policies. I realize that it takes cooperation from 100% of the students and parents to make our band a success. I further realize that failure to follow the stated policies in this book or failure to follow directions from the band directors or other appointed authorities and staff members will result in disciplinary action that could lead to dismissal from the band program. I accept my responsibility to cooperate and to represent the Juan Seguin Cougar Band with integrity at all times.

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STUDENT SIGNATURE

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DATE

**PARENT/GUARDIAN AGREEMENT:** I acknowledge receiving and reading the JSJS Cougar Band Handbook and agree to accept responsibility for my child and his/her actions. I realize that it takes cooperation from 100% of the students and parents to make our band a success. I further realize that failure to follow the stated policies in this book or failure to follow directions from the band directors or other appointed authorities and staff members will result in disciplinary action which could lead to my child's dismissal from the band program. I accept my responsibility in supporting and assisting my child in living up to the responsibilities and obligations as outlined in this document.

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PARENT/GUARDIAN *PRINTED* NAME

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PARENT/GUARDIAN SIGNATURE

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DATE