

# **Manzano High School Band Handbook**

**2019-2020**

The handbook has been developed to foster a sense of dedication, commitment and responsibility in each student; qualities that are essential to the success of the band program and the individual.



**Phil Perez**

Director of Bands 559-2200, ext. 23432

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## **Pride, Tradition, Excellence**

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## STAFF

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### DIRECTORS

<u>Name</u>	<u>Work #</u>	<u>Email</u>
Phil Perez	559-2200 ext 23432	<a href="mailto:Phillip.perez@aps.edu">Phillip.perez@aps.edu</a>
Derek Warren		Warren_de@aps.edu

### STAFF

Andrea Flores, Kailei Radtke, and Ryan McGuire	Color Guard
Justin Flynn	Visual Staff
Lee Ann Black	Visual Staff
Russel Berman, Corrina Klein, and Seferina Baca	Woodwinds
Dawn Perez	Color Guard/Visual
Luis Varona and Antonio Dailey	Brass
Adrian Gutierrez and Josh Johnson	Battery Staff
Cesar Santos	Front Ensemble Staff

## DRUM MAJORS

The most visible position in the marching band is that of a drum major. They exemplify the spirit, dignity and bearing of the entire band. They are the leaders on the field, conduct the band, assist in organizing and running rehearsals, assist in teaching drill as well as monitor and mentor underclassmen.

### 2019-2020 Drum Majors

Hannah Marsh  
Bailey Barrows

## SECTION LEADERS

They assist staff with drill, assist students with marching technique and improving their musical abilities, call and run extra sectionals when needed as well as monitor and mentor underclassmen.

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<u>Name</u>	<u>Instrument Section</u>
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Amelia Beggio	Flute
Clarissa Crawford	Clarinet
Colin Herring	Tenor/Bari Saxophone
Hailey Buffington and Adriana Vigil	Alto Saxophone
Gerald Klein	Mellophone
Zachary Shepherd and Jackson Del Castillo	Trumpet
Miranda Gomez Nelson and Kasey Forsythe	Trombones and Baritones
Anya Sokoloff	Tubas
Nikolas Castro and Ethan Moore	Percussion
Ashley Elkins and Odalis Villagomez	Color Guard Captains
Martha Patterson and Daniel Galloway	Band Managers

Tryouts for Section leaders and Drum Majors happen in the Spring (April-May). Tryouts will consist of an essay, a playing portion, and an interview with the band director and students chosen by the director (typically graduating senior drum majors). Drum Major Candidates will also be required Conduct as part of the interview. Section leaders and Drum Majors are expected to exemplify leadership, provide positive coaching and mentoring to their section. As such, student's behavior, attitude and work ethic is constantly being evaluated throughout the year and will become part of the interview assessment.

## **VOLUNTEER INFORMATION**

Parent volunteers are what really make the band run smoothly. The more people helping, the better off the band will be. We are requiring that at least one parent of each student sign up for a committee to volunteer for something over the course of the school year. Your help is greatly appreciated and will lead to the success of this band program and its students!

Please visit our website for descriptions of what we have coming up:

- Band Booths at Home Football Games
- Pageant of Bands
- Holiday Craft Fair
- WinterGuard and Drumline
- Applebees Breakfast
- Village Inn Dinner Night
- Mattress Sales
- Cookie Dough, Candy, Avon Sales
- Chaperones
- Band Camp
- Eighth Grade Night
- Concert Preparation
- Spring Trip
- Band Moms

- Web Master
- Photographer
- Uniforms
- End of Year Banquet
- Communications

## BAND BOOSTERS, 2019-2020

MANZANO BAND BOOSTERS			
Title	Name	Phone	Email
<b>ELECTED POSITIONS</b>			
Position	Name	Phone	Email
President	David Shepherd		dshepherd03@gmail.com
Vice President	Todd Herring		todd.herring69@gmail.com
	James Strickland		jstrickland@coke-bsna.com
Treasurer	Bonnie Stepleton		bonstepleton@gmail.com
Secretary	Danny Dunlavy		dannydunlavy@yahoo.com
<b>APPOINTED POSITIONS</b>			
Web Master			
Head Chaperones			
Uniform Coordinator	Katy Lawrence		<a href="mailto:leah.lawrence@aps.edu">leah.lawrence@aps.edu</a>
Pageant Of Band Rep	Jen Castro		<a href="mailto:castroextreme4@msn.com">castroextreme4@msn.com</a>
Director of Student Accounts	Rachel Debuck		racheldebuck@yahoo.com

## Manzano Band Calendar 2019-2020

June 14 <sup>th</sup>	Instrument Checkout	MHS	8am to noon
July 19 <sup>th</sup>	SL/DM Leadership Day	MHS	TBA
July 22 <sup>nd</sup>	SL/DM Leadership Day	MHS	TBA
July 23 <sup>rd</sup>	Freshmen Day (SL/DM)	MHS	8am to noon
July 24 <sup>th</sup> -July 26 <sup>th</sup>	Band Camp (All Students)	MHS	8am-4pm
July 29 <sup>th</sup> -Aug 2 <sup>nd</sup>	Band Camp (All Students)	MHS	8am-8pm*
July 30 <sup>th</sup>	Parent Meeting	MHS	6pm
Aug 3 <sup>rd</sup>	Band Camp (All Students)	MHS	8am-11am
Aug 3 <sup>rd</sup>	Parent Performance/Potluck	MHS	12pm-???
Aug 12 <sup>th</sup>	First Day of School	MHS	ALL DAY
Aug 13 <sup>th</sup>	Tuesday Night Rehearsal	MHS	4:30p-6:30p
Aug 20 <sup>th</sup>	Tuesday Night Rehearsal	MHS	4:30p-6:30p
Aug 23 <sup>rd</sup>	Football vs Las Cruces	WS	Call 5pm
Aug 24 <sup>th</sup>	Saturday Rehearsal	MHS	8am-noon
Aug 27 <sup>th</sup>	Tuesday Night Rehearsal	MHS	4:30p-6:30p
Aug 30 <sup>th</sup>	Football vs RGHS	WS	Call 5pm
Sept 2 <sup>nd</sup>	Labor Day (No School)		
Sept 3 <sup>rd</sup>	Tuesday Night Rehearsal	MHS	4:30p-6:30p
Sept 7 <sup>th</sup>	State Fair Parade	TBD	TBD
Sept 10 <sup>th</sup>	Tuesday Night Rehearsal	MHS	4:30p-6:30p
Sept 17 <sup>th</sup>	Tuesday Night Rehearsal	MHS	4:30p-6:30p
Sept 19 <sup>th</sup>	Football vs WMHS (HC)	WS	Call 5pm
Sept 24 <sup>th</sup>	Tuesday Night Rehearsal	MHS	4:30p-6:30p
Sept 28 <sup>th</sup>	Saturday Rehearsal	MHS	8am-noon
Oct 1 <sup>st</sup>	Tuesday Night Rehearsal	MHS	4:30p-6:30p

Oct 4 <sup>th</sup>	Football vs LCHS	WS	Call 5pm
Oct 5 <sup>th</sup>	Valencia Classic	VHSL	ALL DAY
Oct 8 <sup>th</sup>	Tuesday Night Rehearsal	MHS	4:30p-6:30p
Oct 9 <sup>th</sup>	Fall Jazz Concert	PAC	7pm
Oct 10-11	Fall Break (No School)		
Oct 11 <sup>th</sup>	Marching Rehearsal	MHS	1pm-5pm
Oct 15 <sup>th</sup>	District Marching MPA	TBD	TBD
Oct 17 <sup>th</sup>	Football vs SHS	WS	Call 5pm
Oct 19 <sup>th</sup>	Zia Marching Fiesta	US	ALL DAY
Oct 22 <sup>nd</sup>	Tuesday Night Rehearsal	MHS	4:30p-6:30p
Oct 24 <sup>th</sup>	Football vs EHS	WS	Call 5pm
Oct 26 <sup>th</sup>	Pageant of Bands	WS	TBD
Nov 2 <sup>nd</sup>	Tournament of Bands	NMSU	ALL DAY
Nov 6-7	All State Auditions	AYS	TBD
Nov 22-24	District Honor Band*	CHS	TBD
Nov 27-29	Thanksgiving Break (No School)		
Dec 4 <sup>th</sup>	Winter Jazz Concert	PAC	7pm
Dec 6 <sup>th</sup>	Winter Band Concert	PAC	7pm
Dec 11 <sup>th</sup>	Winter Percussion Recital	MHS	7pm
Dec 23-Jan 3	Winter Break (No School)		
Jan 8-11	All State Music Conference*	UNM	TBD
Jan 20	MLK Day (No School)		
Jan 24-26	Jazz All State*	NMSU	TBD
Fb 1 <sup>st</sup>	Solo and Ensemble	RGHS	
Feb 29 <sup>th</sup>	Concert Band Clinic	PAC	ALL DAY

Feb 17	Presidents Day (No School)		
Feb 20-22 <sup>nd</sup>	Albuquerque Jazz Festival	EHS	TBD
March 4 <sup>th</sup>	Pre Festival Concert	PAC	6pm
Mar 12-13	Student Led Conferences	MHS	
Mar 24-26 <sup>th</sup>	District Concert MPA	AHA	TBD
Mar 30-Apr 3	Spring Break (No School)		
Mar 30-Apr 2	Spring Trip (Disneyland)	Cali	
April 10	Vernal Holiday (No School)		
April 10-11	State Band Contest^	Cle	TBD
April 25 <sup>th</sup>	Golf Tournament	Los Altos	
April 30 <sup>th</sup>	Spring Percussion Recital	MHS	7pm
May 6 <sup>th</sup>	Spring Band Concert	CAF	6pm
May 8 <sup>th</sup>	Band Banquet	TBD	TBD
May 22	Last Day of School		

TBD=To Be Determined

MHS=Manzano High School

WS=Wilson Stadium

CS=Community Stadium

VHSL=Valencia High School In Los Lunas

MS=Milne Stadium

PAC=Manzano Performing Arts Center

AYS=Albuquerque Youth Symphony Complex

US=University Stadium (UNM)

ENM=Eastern New Mexico University



NMSU=New Mexico State University

EHS=Eldorado High School

CHS=Cibola High School

HHS=Highland High School

UNM=University of New Mexico

Cle=Cleveland High School in Rio Rancho

CAF=Manzano cafeteria

\*=Depicts an event that is by audition or selection only. Only some students will participate in these events

=Depicts an event that is for the Wind Ensemble only

**Dates and times are subject to change. Some events will also be added throughout the school year. Please check website throughout the year for new and updated events.**

## **BAND CAMP**

The band camp is to help students strengthen a solid base of musical knowledge and emphasize ensemble and personal performance improvement. In addition, we will work on the aspects of teamwork and accomplishing and achieving a unified goal. We also create a positive environment that assists the students in meeting and making friends.

Students will be practicing outside on the marching field (Wilson Stadium or parking lot), which is located just east of the band room. Wear appropriate clothing for outdoor activity. Do not wear clothing that is too revealing or has inappropriate messages on it.

During the course of the two weeks a balance of music and other activities is created. There is so much more to camp than music! Arrive at band camp with a good positive attitude, a willingness to learn and an expectation of fun.

Students will need the following each day:

- **Band instrument** in excellent playing condition
- **Tennis** (athletic) shoes (NO flip flops or sandals)
- **Sunscreen and hat**
- LOTS of **water**
- Black pep band **flip folder** with at least 15 sleeves (can be purchased at Baum's Music Store)
- **Instrument lyre** (except for percussion, flute, and some trumpet players).
- **Reeds, mouthpieces, sticks, and mallets** as required by Director.
- Colorguard: **Flags and rifles** as required by Director (both are provided).
- **A positive attitude and willingness to learn**

## EXPECTATIONS OF STUDENTS

### DISCIPLINE

Students must be on their best behavior at all times. It is imperative that students come into rehearsals and sectionals with a positive attitude and a willingness to learn and improve. Misbehavior will not be tolerated and will be dealt with according to the severity! We are very proud to have our students' behavior complimented and we strive to be not only great musicians, but more importantly better people. All APS and Manzano rules (including dress code) apply during band camp. Any violators of these rules are subject to disciplinary actions.

### ATTITUDE

The greatest single factor that determines the success of our band program is attitude, which is a powerful tool in dealing with others. Attitude is critical to the successful transformation of a group of musicians in a band. Make the most of every rehearsal and performance. Work to solve any problems you encounter; merely complaining won't change anything. Share positive suggestions with someone in charge. We each have the power to make the band better. That should be our primary goal.

### GENERAL BAND RULES

- Be early to all rehearsals and performances (*To be early is to be on time, to be on time is to be late*)
- Have all materials needed for rehearsals and performances
- Come to rehearsals and performances prepared.
- Practice on your own. Rehearsal time is a time to make the music better, not to learn it
- Treat teachers, staff, parents, fellow students, and our facilities with respect
- ALWAYS MAINTAIN A POSITIVE ATTITUDE AND STRIVE TO DO YOUR BEST. ALWAYS AIM TO BE BETTER THAN YOU WERE YESTERDAY!

## MARCHING BAND

Marching Season begins with band camp in late July and ends with the last football game or

competition in late October or early November. Band students and color guard students comprise the Marching Band and participate in Marching Season. All Marching Band members are required to attend Zero Hour.

### **ELIGIBILITY FOR A MARCHING SPOT**

Having a spot in the marching show is a privilege and is granted to those students who show a commitment to the music program at Manzano. Thus, if a student is not in a band class the full year, they will not get their own spot for the following years marching show. Students who were academically ineligible in the Spring semester prior to the beginning of marching band will not be eligible for their own spot. Percussion students who were ineligible the previous year will not be eligible for a battery spot. Students who have a class, such as a CEC course, that conflicts with zero hour will not receive their own spot.

### **AFTER-SCHOOL REHEARSALS**

Marching Band rehearsals (please see calendar) are mandatory for all band students. Additional rehearsals are required as we approach competitions. These are required and are very important as we put the “final touches” on the show. Rehearsals will take place on Tuesdays from 4:30PM to 6:30PM. Colorguard will rehearse an additional evening each week as well. Some Saturday rehearsals may be scheduled as well.

Band students who are involved in other school activities such as sports, drama, or school clubs may show up late for these rehearsals. Please check the calendar for specific mandatory rehearsal dates, times and locations. All scheduling conflicts must be discussed with Mr. Perez at least two weeks prior to a mandatory rehearsal. If there are any emergencies, contact Mr. Perez immediately. Excessive absences and tardies from after school rehearsals may result in the loss of your spot on the field.

### **SECTIONALS:**

During marching season, each section is required to have 1 half hour sectional a week after school. Students will determine what day works best for everyone. The sectionals will be run by Mr. Perez and/or the section leader. If a student has an athletic activity after school, they must arrange a time to make up practice during lunch or another time. These sectionals count towards students’ overall participation grade.

### **CHECK-OFFS**

During the marching season, students will be asked to play the show music from memory for a grade. These will be announced by Mr. Perez during the marching season.

### **FOOTBALL GAMES**

The Marching Band performs in uniform at all Manzano High School football games held in Albuquerque and some outside of the area if requested by the administration.

If Manzano is the home team, the show will be performed at halftime. If Manzano is the visiting team, a portion of the show will be performed before the game begins. At home games in Wilson Stadium, the band will be seated in the west stadium stands. When Manzano is the visiting team at Wilson Stadium, the band will be seated in the east stadium stands. At away games at Milne Stadium, the

band will sit on the north side stands. At away games at Community Stadium, the band will sit on the east side stands. While seated in the stands, the band will play pep music selections as directed by Mr. Perez and the Drum Majors.

Band and Colorguard students are expected to be at the band room 1 ½ hours prior to game time for games at Wilson Stadium. Please refer to the calendar for report times for games that are not at Wilson Stadium. Students are expected to stay for the entire game and are expected to ride the bus to and from games that are not held at Wilson Stadium.

**Band members will sit in sections of like instruments at all times. Only current band members are allowed in the band section of the stands when the band is seated in the stands.**

Students are expected to pay attention to the Director(s) and Drum Majors for instructions, and play only as full band when in the stands. Students are also expected to have flip folders with them at all football games.

### **TRANSPORTATION**

School buses or coaches will be used to transport students to all performances and football games during Marching Season and Concert Season. While on the bus, students are expected to remain seated at all times, keep instruments stored in cases and keep everything inside the bus (hands, arms, trash, and your seat partner). When leaving the bus, use only the front door unless told otherwise. It is each student's responsibility to keep the bus clean. Only under extreme circumstances will a student be allowed to ride home with someone and with proper paperwork filled out from the office.

### **FALL TRIP**

Some years the Marching Band will compete at an out of town competition. It is the students' responsibility to be on your best behavior everywhere that we go. You are representatives of Manzano and APS and should act accordingly. All adults, including the bus driver and any others that we encounter during our trip, should be treated with respect. Misbehavior of any sort will not be tolerated! All Manzano and APS rules still apply while we travel (including dress code). In extreme cases, students may be sent home at their own expense if misbehavior is severe.

### **UNIFORM**

During the marching band season, a marching band uniform will be issued to you. Uniforms will be dispersed before each performance. These uniforms need to be kept in the best condition the entire marching season. A clean, nice looking uniform will go far in terms of appearance in performances and competitions. **Treat your uniform with respect!** Not everyone has the privilege of wearing a Manzano Royal Guard Uniform. When you bring your uniform back, please make sure it is hung up correctly.

Earrings, gauges, piercings, excessive make-up, and excessive hair products are not allowed while you are in uniform. You are required to wear black shorts underneath your uniform pants and you must wear the current year's show shirt as well. Long black socks and black marching shoes must be worn in uniform as well. You will not be allowed to perform with us in any aspect if these uniform rules are not followed. No exceptions!

## **ALTERNATES**

There will be some students that share a spot on the field with another student. Students who share a spot will alternate football game performances. If one student marches noticeably better than the other, the better marching student will get the spot during competitions. If the students are similar in ability and knowledge of the drill and music, they will alternate competitions. This will be up to the section leaders and Mr. Perez. Students who were ineligible during the last school year will automatically be put as an alternate. Likewise, if a student has made no effort of paying for band fees (such as setting up a payment plan or applying for a scholarship) those students will automatically be put as alternates as well.

## **JAZZ BANDS**

### **MANZANO JAZZ BAND 1 (ADVANCED JAZZ BAND)**

This is our top jazz band. Jazz Band has received top honors at numerous competitions, including being selected as the Outstanding Band at the UNM Jazz Festival, selected as the Honor Jazz Band at the New Mexico All-State Convention, and placed first in numerous out of state festivals. Enrollment is by audition only and is open to all band students in grades 9-12. Audition music is provided at the end of the school year and students are placed. Should someone wish to join at the beginning of the year, the Director will listen to them on specific music and place them in the appropriate group. It is a year-long class and students receive a credit. Standard jazz band instrumentation is used for this group.

### **MANZANO JAZZ BAND 2 (INTERMEDIATE JAZZ BAND)**

No audition is required from this ensemble and it is open to all band students in grades 9-12. Audition music is provided at the end of the school year and students are placed. It is a year-long class and students receive a credit. Standard jazz band instrumentation is used for this group.

## **CONCERT BANDS**

Concert Season begins at the conclusion of Marching Season. During Concert Season, band students participate and perform in the Symphonic Band or Wind Ensemble. Colorguard students have the option of participating in Winterguard where they prepare for spring competitions. All 9<sup>th</sup> grade wind instrument students will be placed in the Symphonic Band. 10<sup>th</sup>-12<sup>th</sup> grade students will be placed in the appropriate group for the following year as determined by the progress they made throughout the previous year and an audition. All percussionists will be placed in the percussion class.

### **CONCERT BAND**

This band is the 3rd concert group at Manzano and is offered to all 9th – 12th grade students. All 9<sup>th</sup> grade and new students must be enrolled in this ensemble. Students will work on developing characteristic tone, technique, and other basics as it applies to their instrument. Students work on scales, etudes, and other technical exercises. Students also prepare for concerts and festivals with music that is appropriate for the level of the group. There are also music and written tests administered in the class. All Concert Band students may audition for the Symphonic Band or Wind Ensemble at the conclusion of marching season. These students will continue to perform in the Concert Band should they make the Symphonic Band or Wind Ensemble. In addition, these students are eligible to audition for all all-state and honor groups. It is also highly recommended that 10<sup>th</sup>-12<sup>th</sup> grade students who have not made Wind Ensemble stay in this class to further develop their skills.

## **Symphonic Band**

This is the 2<sup>nd</sup> concert group here at Manzano and is offered to all 9th-12<sup>th</sup> grade students. This group meets during zero hour and is under the direction of Mr. Warren. No audition is required for this group. However, students who audition for Wind Ensemble but don't make it will be placed in the Symphonic Band.

## **WIND ENSEMBLE**

The Wind Ensemble is the top concert band at Manzano. Students audition for the band director to earn a spot in the Wind Ensemble. Students in this ensemble are expected to audition for All-State, demonstrate the highest level of musicianship, attitude, and self-discipline. Students in the Wind Ensemble are strongly encouraged to take private lessons. Emphasis is on reading a high level of music, memorization of scales and sight-reading. **Students must be signed up for the Zero hour Wind Ensemble class to participate!** If you are not signed up, you will not be part of the ensemble. This is your responsibility!

## **WINTERGUARD**

Winterguard is the second semester activity open for all students whether they participated in Colorguard or not. A positive attitude, commitment, teamwork, and discipline, are expected. The group will meet 2 evenings a week. See the WinterGuard Handbook for more information.

## **PEP BANDS**

Students have the opportunity to play in the basketball pep band in the spring. They will earn lettering points for every game they participate as part of this group. The band usually performs at 3 boys games and 3 girls games as well as playoff games. Students are not required to attend all basketball games. The current years show shirt must be worn by all members at all games. No exceptions!

## **CONCERT UNIFORMS**

(See marching band uniform guidelines)

## **END OF YEAR MATTERS**

Seniors who are not in band the full year will not be given free admission to the end of the year Band Banquet that is provided to 'full year' seniors. They will not be celebrated as a senior at the banquet either. This is to show fairness to seniors who were a part of the band program for both semesters of their senior year. Seniors who are in **marching band only** will be celebrated as seniors at the senior dinner in the fall as well as at the Zia pinning ceremony only. Seniors with excessive tardies and absences (as determined by Mr. Perez) will not be celebrated as a senior in either case.

## **ABSENCES**

Here are just some examples of unexcused absences:

- -Had to work
- -Forgot
- -Couldn't find a ride
- -Overslept
- -Had another activity/engagement

Here are some examples of excusable absences:

- -Family emergency
- -Death in the family
- -Illness

**Any absence is unexcused unless Mr. Perez has been notified. Absences are only excused by a note, email, or call from the parents. Absences recorded through Synergy will also be excused.**

*Marching season:* After the third unexcused absence, a student will not march the next football game but will still attend. After the fourth unexcused absence, a student will lose their spot in the show and may only earn it back should another student drop out.

*Concert Season:* After the fourth unexcused absence, a student in the Symphonic Band or Wind Ensemble will be written up or on probation. After the fifth absence, he/she will be removed from the group. After the fifth unexcused absence, a student in the Concert Band will not be able to play at the next performance

Unexcused absences will take points out of the students' weekly participation grade in Marching Band as well as both Concert Bands.

## **TARDIES**

*Marching Band:* After the 3rd unexcused tardy, marching students will not march the next rehearsal. After the 4th unexcused tardy, they will be put on probation. After the 5<sup>th</sup> unexcused tardy, Mr. Perez will determine whether or not they will lose their spot in the show.

*Concert Bands:* After the 4th unexcused tardy, the student will be put on probation. After the 5<sup>th</sup> unexcused tardy, Mr. Perez will determine to whether or not let them play in the next performance.

Unexcused tardies will take points out of the students' weekly participation grade in Marching Band as well as both Concert Bands.

## **ATTENDANCE**

*Marching Band:* The band managers will take daily attendance. Students who are not in line with their instrument, drill, and music by **6:25am** are considered tardy. If a student shows up past **7:00am** they will be considered absent. **Class begins at 6:25am!**

*Concert Band:* Mr. Perez will take daily attendance. Students who are not seated with their instrument, stand, and music by **7:26am** are considered tardy. This includes the percussion section!

*Symphonic Band and Wind Ensemble:* Mr. Perez will take daily attendance. Students who are not seated with their instrument, stand, and music by **6:25am** are considered tardy. This includes the percussion section! **Class begins at 6:25am!**

## **BAND ELIGIBILITY REQUIREMENTS**

Every student who participates in the MHS Band or MHS Colorguard program must keep his/her GPA above a 2.0. **Each member is essential to achieving the best possible performance.** Any student who must miss a band performance because of ineligibility will not receive a band letter. The director will and parents are encouraged to check grades through Synergy, calling teachers and/or counselors. They should be proactive in students' progress.

In order for students to be eligible to participate in competitions, trips and other extracurricular activities, the New Mexico Activities Association requires:

- No "F"'s on most recent semester report card
- Above a 2.0 GPA on most recent semester report card

Students wishing to hold a Manzano High School Band Office, including Drum Major, must have and maintain a 2.5 GPA.

**GRADING GUIDELINES**

The MHS Band Program is high energy, sometimes requiring many hours outside of the school day. Much of the grading is based on attendance, especially during Marching Season. It is very important that every student attend all performances. It is virtually impossible to adequately make up a performance; any student's absence puts added pressure on other students. All grading is done on the same scale. Performances, rehearsals, homework, and tests are weighed as such:

- Performances 30%,
- Tests 10%,
- Participation 60%

All Ensembles are graded on the same scale.

A+ = 100-97	A =96-93	A- =92-90
B+ = 89-87	B =86-83	B- =82-80
C+ = 79-77	C =76-73	C- =72-70
D+ = 69-67	D = 66-63	D- = 62-60
F = 59 and Below		

Attendance at rehearsals is mandatory; only the Director can excuse absences. Extra rehearsals may be called by the Director. Section Leaders, with the Director's approval, may also call extra rehearsals.

- Each playing test will be one grade.
- There may be some written tests.
- Concerts and other performances will include being on time, set-up, tear down, behavior and of course the performance itself.
- District Festival will include performance, sight-reading, behavior, watching other groups, etc.
- Band members who are not graduating are required to participate in graduation if you are selected by Mr. Perez.



## **BAND LOCKERS**

Each band student can be issued a band locker. Some students with bigger lockers will have to share with other students. Students may decide whom they will share with. They will need to bring in a combination lock and give the information to Mr. Perez. **ONLY STUDENTS WHO HAVE GIVEN MR. PEREZ THIS INFORMATION WILL BE ALLOWED TO HAVE A LOCKER.** Students may keep instruments and books in their locker only. **PLEASE NOTE THAT THERE ARE TIMES WHEN MR. PEREZ IS ABSENT, RUNNING ERRANDS, ETC. THE LOCKER ROOM MAY NOT BE OPEN AT TIMES WHEN HE IS GONE.** Misuse of the lockers or lockers that turn into trash bins will be taken away from students. We will hold random inspections to ensure that lockers and the locker room are in good condition. Only band students are allowed in the locker room.

## **UNIFORM INFORMATION**

### **Marching Band uniforms consist of:**

- Black marching shoes
- black mid-calf length sock
- Black Shorts
- band T-Shirt
- jacket
- bibber
- hat
- plume
- garment bag
- gauntlets
- gloves

Cost: Rental fee is included in your band fees. If there are any issues with the sizing of the marching uniform, please contact Uniform Coordinator immediately.

Earrings, gauges, piercings, excessive make-up, and excessive hair products are not allowed while you are in uniform.

### **Color Guard:**

Uniform will vary from year to year.

### **Concert Band, Symphonic Band and Wind Ensemble uniforms consist of:**

- Black shoes

- Black mid calf socks
- Black Shorts
- Band shirt
- Concert jacket
- Bibbers
- Garment bag
- Bow tie
- Shorts

Cost: Rental fee is included in your band fees.

**Pep Band uniforms consist of:**

- Clean nice (no holes) blue jeans & band t-shirt

**REPLACEMENT COST FOR UNIFORM PARTS:**

All uniform pieces issued to band students are the property of Albuquerque Public Schools and may be worn only for band performances. You are responsible for any lost or damaged parts.

**NOTE:** The uniform committee may adjust fines as necessary for unusual or excessive damage to uniforms. Students are responsible for returning the numbered parts assigned to them.

Part	Cost
Marching Jacket	\$360.00
Pants	\$170.00
Gauntlets (1 pair)	\$65.00
Bow Tie	\$12.00
Collar Liner	\$20.00
Missing Buttons each	\$2.00
Hat	\$90.00
Hat Box	\$40.00
Plume	\$40.00
Black Garment Bag	\$40.00
Marching/Concert Coat Hanger	\$10.00
Concert Jacket	\$250.00
Gloves (1 pair)	\$15.00
<b>TOTAL</b>	<b>\$1,114.00</b>

Students must be in full uniform at all times while at performances. Students may be instructed at times to leave hats in hatboxes in a designated area. No students are to be in partial uniform at anytime unless instructed by the director. Remember, we are representing our school, district, city, and state. Students are visible to many and should always wear the uniform with pride.

**CLEANING**

Uniforms are to be kept clean. They are dry cleaned twice a year. No make-up is to be worn while in uniform. No temporary hair color is to be worn because it stains the uniform. If it is found that the

uniform is dirty beyond normal wear, make-up or hair color, it will be the responsibility of the student to have the uniform dry cleaned before the next performance. Receipt of the cleaning will have to be turned in to the uniform coordinator. If the uniform is not cleaned the cost will be taken out of the students account.

### **APPROPRIATE DRESS**

All band students will wear their current year band t-shirts when participating in an organized fundraiser to ensure the public's understanding that this is a legitimate non-profit fundraiser. Unacceptable behavior, as determined by the Director's standards, may result in the student being barred from participating in certain future fundraising events. APS dress code rules always apply.

### **PARENT CHAPERONE RESPONSIBILITIES**

Chaperones provide adult supervision in addition to that of the Directors and APS staff. Chaperones are expected to observe all the rules of behavior required of the students, and to lead by example, in support of the Directors' policies and APS expectations. Duties may include staying with a sick child, running errands, helping with instruments and uniforms, staying up nights on hall duty during overnight trips, serving dinner or any other necessary task that keeps the band focused on its primary musical work.

You need to be proactive, love kids, enjoy long and sometimes all-night bus rides, exhibit a balance of patience and authority, and demonstrate support and enthusiasm! Chaperones are needed for football games, competitions, fall and spring trips, and other in town performances. Chaperone rosters for football games are organized from volunteer lists early in the fall. Chaperones for competitions and the fall and spring trips are chosen by the Director with input from the Booster President and Chaperone Coordinator based upon experience, availability, and activity.

The Director will make the final decision on the chaperone roster. It's important that chaperones for these events know the band students and understand the work that is required. Only experienced chaperones will be allowed for any out-of-town trips. If you would like to chaperone for out-of-town trips, please get involved in chaperoning early in the year.

**IMPORTANT:** While chaperoning, parents need to be aware that they are volunteering as representatives of the Manzano Band Program and APS. Parents are expected to use discretion and sensitivity with respect to students' personal safety as well as their own. Disciplinary conversation should be conducted with respect and all discipline matters should be brought to the attention of the Band Director. The laws and rules of APS regarding discipline as well as the rules of this handbook will be strictly enforced. **ALL CHAPERONES WILL NEED TO GO THROUGH AN APS BACKGROUND CHECK THROUGH THE APS WEBSITE. THE FEE IS \$12.**

### **FOOTBALL GAME CHAPERONES**

- Report time is same as the band.
- Check in with the Chaperone Chairperson for bus assignment.
- Assume responsibility for first aid bag for that bus.
- Assist with uniform check.
- Ride the bus to and from the game; maintain order on the bus.
- Show school spirit throughout the game.

- Maintain order in the stands.
- Assist with refilling water bottles.
- Stay with instruments during breaks.
- Serve band students as needed.
- Clap and cheer during performances.
- Check the buses for lost items or trash at the end of the evening.
- Inform Chaperone Chairperson if bus bag supplies need replenishing.

#### **COMPETITIONS, FALL AND SPRING TRIP CHAPERONES**

- Load the buses with the large instruments, uniforms, sodas, and coolers.
- Remind everyone to sit in their assigned seat until the buses are out of town.
- Alert students to their bus number, check to see that Manzano bus number placards are in place.
- Keep first-aid bag handy.
- Check on any student(s) who is/are getting “too close” and remind them to act appropriately.
- Please inform director if any couple(s) are not complying with this rule.
- Monitor personal CD player use-only headphones are allowed; no music through speakers.
- Play APS approved movies (PG-13 or lower). Only chaperones may operate the DVD player and all movies must be approved by the director.
- While on trips, monitor and check in with students on a regular basis
- Trip itineraries, activities, and meeting/departing times can only be changed **by the director**.
- Inform director of any misbehavior

#### **IN A HOTEL**

- Check rooms for damage when we arrive and before we depart; report anything that could not be charged for to the front desk.
- Complete room checks making sure you physically see everyone in the room.
- Walk hallways and/or hotel perimeter for a determined amount of time every night. On multiple night stays, alternate night duty with your roommate.
- Manage by walking – during free time, remain available and visible to students. If you have concerns about questionable behavior, follow your instincts and keep the Directors in the loop.
- Follow-up wake up calls for your assigned rooms by knocking on the door and waiting for a response.
- Tape doors after nightly room checks
- **Make sure there are no boys in girls rooms and no girls in boys rooms**

#### **IN A RESTAURANT**

- Monitor students
- Remind students, if necessary, to be respectful of other restaurant patrons.
- Prompt students to clean up after themselves.

#### **PRIOR TO A COMPETITION**

- Check to see that all students are in complete band uniform.
- Carry your assigned bus bag (first aid bag) with you at all times.
- Shine all students’ shoes immediately before they compete.
- Pin hair and spray loose hair, adjust pants, check for surface dirt on uniforms.

- Help maintain silence at Director's request.
- Provide small amounts of water if needed; remind students to stay hydrated.
- Quietly assure students of their ability to compete well.
- When observing other bands, stay seated together, clap when appropriate, remain quiet during other performances, and keep roaming to a minimum.

## **BAND FEE INFORMATION FOR 2019-2020**

Band fees for this year are \$300 payable to the Manzano Band Boosters. This money helps pay for music, clinicians, equipment, some transportation and other general needs for the program. This fee also covers the expenses for the fall marching band trip. Students who are in the Symphonic Band or Wind Ensemble band only will pay a fee of \$35, payable to the Manzano High School. Payments may be made to band moms on Monday, Wednesday and Friday mornings, that Zero Hour is being held, between 6:15am and 7:30am. Other arrangements may be made as well. If you need to make arrangements, please talk to band moms and/or Mr. Perez. **Band fees are very important to help the band run the best that it can. Here are a few easy ways to pay for band fees.**

## **FUNDRAISING**

See the MHS Band Website for current fundraising opportunities. All fees can be raised through our fund raising programs. Getting involved in fundraisers is easy and can help tremendously with band fees. There are several different fundraiser types:

**Student Account** -Profits go directly to student accounts.

**General Fundraising** – Profits go to benefit the MHS Band Booster Club to help pay for operating expenses.

## **SCHOLARSHIPS**

Several scholarships are available to those who are in need of assistance paying band fees. Students who apply must participate in all fundraising activities. In addition, the student and/or students' parents must volunteer to help with various events throughout the year that the band participates in. These scholarships are not available for assistance with fees for spring trips. Those interested should contact Mr. Perez to apply.

## **PAYMENT PLANS**

We understand that paying up to \$300 at once can be difficult. Monthly payment plans can be set up with the booster parents to ease any financial stress.

## **BAND TRIP and GENERAL PAYMENT POLICIES**

No student may sign up for any trip unless their band fees are up-to-date or they have a payment arrangement with the Band Director. Students will not go on the Spring Trip if they have not paid for the Fall Trip or paid for fees.

Student must have a current payment plan or have paid their Band fees in full in order to secure a spot in the Fall Marching Show. If there is no payment plan, or fees have not been paid in full, students will not march. As Marching Band is a graded class, those who have not paid will be required to attend class for a grade, but will not march in the Fall show. In addition, if a returning student has outstanding fees from the previous year(s), they will not march until all fee obligations have been met.

**Refunds.** If a student cannot attend a trip they have paid for, the following rules apply:

- If a student has a legitimate emergency (e.g. severe illness) and cannot attend the trip, they must inform the Band Director as soon as possible. Any student who raises funds through any MHS Band Booster fundraising activity for the trip and then does not go on the trip will have those funds remain in the student account.
- Refunded money is only paid for funds that were made directly to the account from either a cash or check payment, and not via fundraising. Monies will not be refunded until the check and/or credit card has cleared the bank.
- If a student cannot attend the trip because of academic probation, school suspension, or missing the bus, no refund will be provided.

**Any returning band members that have not made an effort to pay past band fees (fundraisers, scholarships, payment plans) will automatically be given an alternate spot for marching band.**

## **TRIP GUIDELINES AND RULES**

### **General Trip Rules**

- -Be on time to all meetings.
- -Be respectful to others, especially chaperones and other adults
- -Be respectful to property
- -Follow all Manzano and APS rules
- -Follow any directions given by the director, chaperones, or bus driver
- -Absolutely no weapons, drugs, alcohol, or inappropriate media
- -If you think Mr. Perez will be upset if you did it, **don't do it!**
- -Represent Manzano, Albuquerque, and New Mexico positively!

### **On The Bus**

- -Stay seated in assigned seat
- -Keep voices to a reasonable volume
- -Headphones must be used for portable devices
- -No "inappropriate activities"
- -Do not leave trash on bus.
- -Only PG-13 or lower movies with no cussing or inappropriateness are allowed

### **In The Hotel**

- -Please respect hotel property
- -Respect other hotel guests and hotel staff
- -**Absolutely no girls in boys rooms and boys in girls rooms**
- -Keep voices to a reasonable volume
- -Be in rooms when room checks happen
- -No leaving room once room checks have happen. Your door will be taped

### **In Public Places**

- -Respect others
- -Respect property
- -Behave appropriately

- -Check in on time with chaperones

**If these rules are guidelines are not meant consequences may include:**

- -Lowering of grade
- -Phone call home
- -Exemption from performance
- -Dismissal from the program
- -Being sent home at own expense
- -Detention/suspension
- -Expulsion

**Trips are meant to broaden the students' musical horizons and expose them to what music is like outside of Albuquerque. Trips are meant to be a fun and enjoyable experience and can be, if the rules and guidelines are followed.**

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## LETTERING INFORMATION

This is an example of our yearly lettering sheet. The content changes slightly from year to year, but most requirements stay the same. You must earn all 650 Performance Points and at least 100 combined ACTIVITY and SERVICE POINTS for a total of 750. The lettering sheet each year will be made available in the spring semester. Any questions about lettering can be directed to Mr. Perez.

ACTIVITY	POINTS	DATE (s) COMPLETED	PTS EARNED
<b>PERFORMANCE POINTS:</b>	Points	Date completed	Points Earned
Marching Competitions 4@100 = 400 pts total	400	Valencia, POB, District, Zia	
Concerts (Dec. and Pre-Fest) 2@50 = 100 pts total	100	12/6/16 Holiday, 3/6/17 Pre-Fest	
District Band Festival = 100 pts total	100	3/14-16/17	
An "A" in band every grading period = 50 pts total	50	1st & 2nd Semester	
<b>ACTIVITY POINTS:</b>	Points	Date(s) completed	Points Earned
Section Leader/Drum Major (List Section) 10pts	10	2016-2017	
Member of Youth Symphony or Youth Orchestra 10pts	10		
Perform in District 7 Honor Band 20pts	20	11/19/16 (Cibola HS)	
Attend MHS Band Camp 30pts	30	7/18-30/16	
Audition for All State 10pts	10	11/3/2016	
Selected for All State 25pts	25	11/16/2016	
Audition for Southwest Honor Band 10pts	10		
Selected for Southwest Honor Band 25pts	25	2/3-5/17 (Las Cruces)	
Take private lessons (half a year or more-up to 50 pts) 50pts	50		
(Write teacher's name and phone #: _____)		Date/Time of Lessons: _____	
Member of Wind Ensemble	20		
Attended Spring Trip	15		
Participate in Solo and Ensemble 25pts	25	4/8/2017 (Highland HS)	
<b>SERVICE POINTS:</b>	Points	Date(s) completed	Points Earned
Extra Concerts attended this year 5pts each (Must write paragraph for each concert)	5		
Other Extra Events: 5 pts each (Describe)	5		
Winterguard Festival 10 pts	10	3/11/17 - Manzano Gym	
Fund Raiser: Balloon Fiesta 10pts	10		
Distributed flyers for rummage sale and/or Neighborhood March 10pts	10		
<b>ADDITIONAL ACTIVITIES</b>	Points	Date(s) completed	Points Earned
Fund Raiser: Craft Fair Set up and/or work 10pts	10	11/13-14/15	
Fund Raiser: Good Will Fund Raiser Work event 10pts	10	11/20/16 Donation Truck	
Fund Raiser: Pageant of the Bands (worked event) 10pts	10	10/22/2016	
Band Spirit: Play at MHS Basketball games 5 pts per game	5 ea		
Other Additoinal Activity 5pts each (Describe)	5		
<b>TOTAL (Must earn 650 performance points &amp; at least 100 combined activity/service points to letter = 750 Total)</b>			

**ALSO, YOU MUST HAVE HAD GOOD ATTENDANCE THIS YEAR TO BE ELIGIBLE FOR A LETTER! NO MORE THAN 5 UNEXCUSED ABSENCES AND/OR 5 UNEXCUSED TARDIES.**

**JAZZ BAND LETTER:** In order to be eligible for a jazz letter, you must have been in the MHS Jazz Bands for 2 or more pts years or be selected for jazz all state. Also, YOU MUST TURN IN THIS FORM.

**COLORGUARD LETTER:** Eligibility for color guard letters is determined by the color guard staff.



**PARENT/STUDENT ACKNOWLEDGEMENT FORM**  
**Manzano Band Handbook**

I have read the Band Handbook and understand all the policies and responsibilities that are involved with the Manzano High School Band Program.

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STUDENT's Last Name, First Name, MI (Print)

Date

2019-2020 CLASSIFICATION Circle One: -FRESHMAN SOPHOMORE JUNIOR SENIOR

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Parent Name (Print)

Parent Signature

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Address

---

Home Phone Number

Alternate Phone Number - cell/work

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Emergency Contact and Number

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Email Address