

**MEMORIAL  
HIGH SCHOOL  
MUSTANG BAND**



**BAND HANDBOOK  
2024-2025**

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## **Welcome the 2024-2025 Memorial High School Mustang Band!**

We are very happy that you have chosen to be a member of this amazing organization. The Mustang Band Program consists of the Band Directors and Staff, the MHS Mustang Band Booster Club Inc., the Student Leadership Team, and the Student Members. The purpose of the Mustang Band is for each student to receive the highest quality music education possible. The purpose of the MHS Mustang Band Booster Club Inc. is to provide service and support to the Directors and to all Mustang Band student members. The purpose of the Student Leadership Team is to be an educational extension of the Band Directors and to provide service and support to all Mustang Band student members. Finally, the goal of the Student Members is to be the best students, musicians, and people they can possibly be. Together, we will create an efficient, cooperative team to provide the most meaningful experience possible for every student in the Mustang Band!

### **PURPOSE**

This handbook is designed to help you understand the policies, complexities, and concepts of a successful and proud organization. We hope that it can be used to answer questions and define the boundaries that are important in keeping the Memorial HS Mustang Band an efficient organization. Proper use of the handbook will enable students to develop responsibility, teamwork, and good citizenship.

Although every attempt has been made to keep this handbook accurate, changes and improvements will be made from time to time. Updates will be announced by the directors and may appear in handouts, on the web site, in e-mails, in phone calls, or announced at general band booster meetings, which all parents are encouraged to attend. If you need information that does not appear here, please contact the directors. We will try to assist you in whatever way possible.

### **PHILOSOPHY AND OBJECTIVES**

In our opinion, it is the responsibility of a good music education program to challenge every student to reach his or her fullest potential through self-expression, pride of accomplishment, teamwork, citizenship, tradition, morale, spirit, and loyalty. Our curriculum and efforts are designed with these goals in mind.

Today's pressure for scholastic excellence and individual accomplishment increases the need for music education in the curriculum. More than ever before, music education is very important to the mental and physical well-being of today's young people.

The prime objective of music in education is to develop musically intelligent, sensitive adults who fully appreciate the significant contribution that music makes to individuals, the community, and the quality of life in general. Other benefits include self-expression, time management skills, the importance of teamwork, and a sense of pride in achieving desired goals through hard work.

## **CONTACT INFORMATION**

### **Memorial High School**

935 Echo Lane  
Houston, Texas 77024  
713-251-2500 (School)  
713-251-2515 (Fax)

**Band Website:** <http://memorialband.com>

**MHS Mustang Band Booster Club Inc. E-mail Address:**

[mustangbandboosterclub@gmail.com](mailto:mustangbandboosterclub@gmail.com)

## **DIRECTORS**

Suzanne Scott, Director of Bands

[Suzanne.Scott@springbranchisd.com](mailto:Suzanne.Scott@springbranchisd.com)

Band Hall Office: 713-251-2522

Jeff Munger, Assistant Director of Bands

[Jeffrey.Munger@springbranchisd.com](mailto:Jeffrey.Munger@springbranchisd.com)

Band Hall Office: 713-251-2686

Devin Hightower, Color Guard Director

[Devin.Hightower@springbranchisd.com](mailto:Devin.Hightower@springbranchisd.com)

# **MHS MUSTANG BAND LEADERSHIP TEAM**

## **2024-2025**

### **DRUM MAJORS**

Kayla Tran and Jonathan Andersen

### **OFFICERS**

**President** – Alyssa McDonald

**Vice President** – Ethan Kook

**Secretary** – James Simmons

**Historian** – Lucy Simmons

**Senior Representative** – Cara Ben-Yaacov

**Junior Representative** – Finley Reed

**Sophomore Representative** – Paulina Lucero

**Freshman Representative** – Alan Kim

**Librarians** – Jacob Cariveau, Lucas Bonnin, Avery Fang,  
Paulina Lucero, Andrew Ma, and Sam Markovich

**Uniform Managers** – Selina Zhai (Head), Kalei Adams, Daniela Reyes,  
Cayden Reed, and Yannes Xiong

**Equipment Manager** – Alyssa McDonald

### **CAPTAINS**

**Woodwind** – Alyssa McDonald

**Brass** – Jake Aurelio

**Drum** – William Marrs and Zach Zeigler

**Color Guard** – Reese Abke and Scarlett Elliott

### **SECTION LEADERS**

**Flute** – Emily Do, Elise Hui, and Ethan Long

**Clarinet** – Luke Lee, Ryan Scott, and James Simmons

**Saxophone / Low Reeds** – Ethan Arzymanow, Finley Reed, and Selina Zhai

**High Brass** – Sam Hail and Shuji Hosokawa

**Trombone** – Thomas Guilanshah and Andrew Miller

**Euphonium / Tuba** – Cayden Reed and Cameron Ziegenhorn

**Front Ensemble** – Dillon White

## MEMBER EXPECTATIONS & CODE OF CONDUCT

- Members will create a positive representation of Memorial High School, the Mustang Band, and the community at all times. They should be courteous in conduct and speech on all occasions, exhibiting good manners and proper respect to directors, staff, parents, and fellow students.
- Members will follow all Spring Branch ISD rules and guidelines as outlined in the SBISD Student/Parent Handbook and Code of Conduct during all Band activities.
- Members will follow all rules and guidelines specific to the Mustang Band, and any instructions given by the directors, staff, designated student leaders, or designated adult volunteers/chaperones.
- Members must be punctual when fulfilling requirements for your Band responsibilities. Be prepared with all necessary materials for every Band rehearsal/performance/function, as stated in the MHS Band Handbook and by the directors. Attendance policies and procedures must be adhered to for all scheduled Band functions.
- Members must be prepared to contribute your skills to the sectionals, rehearsals, and performances of the Memorial High School Mustang Band to the very best of your ability at all times. Do your best to improve as a student and musician, and better the Mustang Band family in any way you can.
- Members will be expected to have the proper frame of mind just prior to rehearsal and performances. Incorrect warm-ups, loud playing, or boisterous behavior is inappropriate.
- Members are not permitted to have food, gum, or drink in the Performing Arts Building or during any rehearsal or performance (unless approved by the directors). Only water is permitted in the Band Hall and on the MCOC parking lot.
- Any infraction of conduct, attitude, or responsibility will be dealt with in one or more of the following manners:
  1. Conference with directors
  2. Detention or conference with grade-level principal
  3. Conference with parents and grade-level principal
  4. Probationary Behavior Contract
- Members with repeated disciplinary infractions will receive a discipline referral to the grade-level principal. Members that receive one or more discipline referrals in Band will be placed on a Probationary Behavior Contract and extra-curricular privileges will be revoked for a minimum of six weeks up to a maximum of one year. Violations to the Behavior Contract will result in immediate removal from the Band program for the remainder of the student's high school years.
- Any inappropriate conduct, including sexual behaviors, fighting, bullying, horseplay, destroying property, insubordination, stealing, or any violation of the SBISD Student/Parent Handbook and Code of Conduct will be dealt with through administration, and the student is subject to **immediate** removal from the Mustang Band program.
- **Members whose attitude towards the Mustang Band program is a detriment to the success of the program and do not attempt to resolve this problem, ultimately will be removed from the Mustang Band program.**

## **MHS PERFORMING ARTS DRUG / ALCOHOL POLICY**

Participation in an extra-curricular activity is a privilege and not a right. Due to the high visibility of the Memorial High School performing arts programs within the school, the community, the state, and the nation, students that participate in the performing arts are upheld to a higher standard of behavior both in and out of school, especially regarding the possession and/or use of drugs, alcohol, or tobacco. Because of this, the Memorial High School performing arts programs enforce the following policy:

1. The possession and/or use of drugs, alcohol, or tobacco products is strictly forbidden.
2. A first offense for any student in a performing arts program at Memorial High School, while on any school sponsored activity, to include any use or possession of tobacco, drugs, or alcohol as defined by the SBISD Student/Parent Handbook and Code of Conduct will result in probation from the performing arts program for a minimum of six weeks up to a maximum of one year.
  - A. The probationary period will begin upon the student's return to campus after the completion of an assignment to the Disciplinary Alternative Education Program (DAEP), In-School Suspension (ISS), at home suspension, or any other school consequence.
  - B. During the probationary period, the member is not allowed to participate in any extra-curricular events or performances, but attendance for all rehearsals/sectionals is mandatory.
  - C. At the end of the probationary period, a contract for continued participation in the performing arts program must be signed by the student, the parent, the director, and the grade-level principal before the student will be re-instated in the performing arts program.
3. A second offense for any student in a performing arts program at Memorial High School, while on any school sponsored activity, to include any use or possession of tobacco, drugs, or alcohol as defined by the SBISD Student/Parent Handbook and Code of Conduct will result in the immediate removal from the performing arts program for a minimum of one year. The student may petition for re-instatement in the performing arts program at the discretion of the program director after one year.
4. Students with an officer position or leadership role who are placed on probation for alcohol/drug/tobacco related incidents will automatically be removed from their officer position or leadership role.
5. Incidents on Overnight Trips
  - A. Participation in an overnight trip is a privilege and not a right. Any alcohol/drug/tobacco related incidents while on an overnight trip will result in the following consequences in addition to the consequences described above:
  - B. Local police may be called to issue a citation for a minor in possession of alcohol and/or drugs/tobacco at the discretion of the program director and administration.
  - C. The student will be sent home as soon as possible at the parent's expense.
  - D. The student will be referred to the grade-level principal for discipline.
6. The final decision on punishment will be at the discretion of the program director and administration.

## **BAND HALL POLICIES**

All Mustang Band Members are required to follow and enforce these policies in the Band Hall:

- No student is allowed in the Band Hall without the presence of an adult. **Only Mustang Band students and parents are allowed in the Band Hall at any time.** Non-Band students are prohibited from entering the Band Hall (except office aides when delivering a pass).
- Food, gum, or drinks (except water) are PROHIBITED in all areas of the Performing Arts Building (including the Band Hall, hallways, and practice rooms) at ALL times.
- The floor must remain clear at all times of trash, clothing, music, schoolwork, or any other items. Items left on the floor at any time are subject to being thrown away or put in the Lost & Found on the front table. THIS INCLUDES INSIDE PRACTICE ROOMS & OUTSIDE YOUR PERSONAL LOCKER AREA. Lost & Found will be thrown away regularly.
- Your assigned locker is your place to keep music, band materials, and your instrument properly secured within the band hall. Keep your lockers LOCKED at all times and keep small items far away from the door to ensure security. Keep your locker clean at all times. Personal items are your own responsibility and Spring Branch ISD assumes no liability for lost or stolen personal items.
- Any student caught stealing items from another student's locker or personal belongings will be punished to the fullest extent possible, including being placed on probation for a minimum of six weeks to a maximum of one year.
- Practice rooms are accessible with permission from a band director, or if accompanied by a private lesson teacher or other MHS instructor/accompanist.
- The Band Library may only be accessed by the Band Librarians or Directors. Other students may enter accompanied by those personnel only.
- The Uniform Room may only be accessed by the Uniform Managers, Uniform Parents, or Directors. Other students may enter accompanied by those personnel only.
- Cell Phones and other personal communication devices may not be present during any rehearsal, class instructional time, or performance. These items should be turned off and put away or they may be confiscated by a director. Confiscated items will be turned in to the grade-level principal for disciplinary action.
- Members will not engage in any inappropriate or sexual behaviors while in the Band Hall, Percussion Room, Color Guard Room, Uniform Room, Ensemble Room PA112, Computer Lab, Practice Rooms, restrooms, or any other location at Memorial High School. This policy is in effect on all trips, and on the bus to and from all trips, including but not limited to football games, contests, spring trips, and any other Mustang Band event.



## ATTENDANCE POLICY

With our limited rehearsal time, it is imperative that we make the most of each rehearsal. As a member of the Mustang Band you have an obligation to your fellow band members to be at all rehearsals on time, prepared, and with the necessary equipment. **Band is a performing organization.** There are so many potential conflicts with rehearsals and sectionals that there will be little chance for success unless a strict attendance policy is enforced.

1. All band members must abide by the Memorial High School attendance policies.
2. Attendance is required at ALL rehearsals, sectionals, and performances.

### Absences and tardies will be excused in the following cases:

1. Medical emergency or personal illness
2. Dental or medical appointments \*\*
3. Death in the family
4. Religious holiday
5. Make-up test or quiz (only if the teacher does not offer before school or during lunch)
6. MHS athletic sports (students must communicate their schedule for the week with the directors and coach)

### Examples of unexcused absences and tardies include:

1. Work
2. Club meeting
3. Driving lesson
4. Volunteer hours
5. Homework or studying for a test
6. Private tutoring or test prep (outside of school)
7. Club sports (outside of school)
8. Transportation not arranged

\*\* Since rehearsal times are usually announced well in advanced, please schedule your doctor/dentist appointments so that you do not miss rehearsals or sectionals. If this is not possible, please communicate with a director well in advance (more than 48 hours if possible).

**Parents** must report all absences to the directors in writing **in advance**. In case of an emergency, an explanatory phone call or e-mail to the directors is appropriate – prior to the rehearsal or performance if possible. **An e-mail from the student is NOT an acceptable excuse note – all communications for absences must come from a parent or guardian.**

**Last-minute vacations, camping trips, college visits, etc. are not considered excused absences from a performance.** Please communicate all planned trips as soon as you know about the conflict, more than two weeks in advance of the missed performance. Special consideration for an absence due to a special family event (i.e. wedding, family reunion, etc.) will be made with advanced notice.

Note: Notifying the school's Attendance Office for an absence from school will not excuse an absence from band rehearsal. Please communicate directly with the directors for any medical appointment or illness-related absence from any Band rehearsal or performance.

## **GRADING PROCEDURES**

The following areas are taken into consideration when calculating grades:

### **PARTICIPATION (40%)**

Students will be given two participation grades each week, one for in-class participation and one for after-school participation. Students start with a grade of 100. Points will be deducted for the following reasons:

- Failure to attend rehearsal/sectional (25 points)
- Tardiness to a rehearsal/sectional (10 points)
- Not having necessary equipment (instrument, music, pencil, chips, coordinate sheet, etc.)

Points can also be deducted based on the **quality** of participation.

### **ASSIGNMENTS (40%)**

Students will have various in-class and homework assignments to complete throughout the school year. Examples of these assignments include:

1. Returning required forms by the deadline
2. Performance on memorization pass-offs, playing tests, Smart Music assignments, and video recording assignments
3. Performance on any written tests
4. Preparation and performance of music for sectionals/rehearsals

Points will be deducted for any late assignments (approx. 10-15 points per school day).

### **PERFORMANCES (20%)**

Each performance of the Mustang Band is considered a major grade with a score of 100 points. An unexcused absence will be given a grade of zero (0). Fifteen (15) points will be deducted for an unexcused tardy. Performances at major events, such as UIL contests, may be double or triple weighted.

### **CITIZENSHIP**

Conduct and cooperation are the main factors when determining the Citizenship grade. A positive attitude is necessary for each band member to perform up to his/her fullest potential. Students start each grading period with an "E" in conduct. Factors that may lower the Citizenship grade include:

- Excessive talking
- Inattention during class/rehearsals
- Repeated classroom disruptions
- Discipline referrals
- Student conduct
- Bad attitude

## **ELIGIBILITY – NO PASS, NO PLAY**

Students must be academically eligible to participate in any extra-curricular activity. Extra-curricular activities for Band include (but are not limited to) pep rallies, football games, marching festivals, UIL Contests (including Marching, Concert & Sight-reading, and Solo & Ensemble), region auditions, musical performances, trips, banquets, etc. Ineligible students are not allowed to travel or perform with the Band at any extra-curricular activity.

All students are eligible during the first six weeks of school provided they have been promoted to the ninth grade or earned a specific number of high school credits during the previous school year. If a student fails one or more subjects (a grade below 70) on the first six-week progress report or any subsequent grading period report card, he/she becomes ineligible seven (7) calendar days after the grading period ends for a minimum of three weeks.

**Students who fail a class on the UIL Exempt Course List will not lose eligibility for this class, but are highly encouraged to improve their grades regardless.** Exempt classes generally include Pre-AP and AP level courses in addition to a few select non-AP courses. The UIL Exempt Course List is updated annually and submitted to the School Board for approval.

To regain eligibility, students must be passing all classes on the next progress report, (issued approximately 3 weeks later) and may participate after the seven-day waiting period. If a student does not regain eligibility on the next progress report, he/she will remain ineligible until grades are checked on the next progress report or grading period report card. Note: After the first six-week progress report, students cannot lose eligibility due to failing grades on the progress report.

**Please do not assume you are academically ineligible! If you believe you are ineligible, please ask a director to check your eligibility status. If you miss a performance because you mistakenly believe you are ineligible, your absence will be UNEXCUSED.**

Activities not affected by the eligibility rule include sectionals, rehearsals, curricular performances held on campus, and non-competitive events. **Attendance at these activities is mandatory for all students, regardless of academic standing. “No Pass, No Play” does NOT apply to the UIL Concert & Sight-Reading Evaluation!**

Please keep a close check on all grades and strive to maintain good academic progress in all subject areas at all times. It will prevent much frustration and stress throughout the school year, and allow you to make the most of your time in Band and other activities. **Students are required to request a re-test for a failing test grade in any class.** Students are expected to attend tutorials if their grade drops below an 80 in any class. Tutorials must be scheduled before school, during lunch, or after school at times that do not conflict with scheduled band rehearsals.

The timeline for NO PASS, NO PLAY can be very confusing to understand. Please talk to a director for additional information. In the event you become ineligible, a director will explain the policy in further detail.

For more information regarding Academic Eligibility, please visit the UIL website:  
<http://www.uil texas.org/academics/resources/eligibility>

## REHEARSAL POLICIES

Band members are to be in their assigned place with instrument, music, pencil, and necessary supplies (coordinates, reeds, oil, mutes, sticks, etc.) at the start of the rehearsal or class time. Failure to meet all of these requirements will affect the student's weekly participation grade.

- Follow instructions the **FIRST** time they are given.
- There will be no discussion/conversation among Band members while the director is giving information or instructions. Do not distract other members from learning in any way during rehearsal.
- Students are to use proper body posture and instrument/equipment positions at all times.
- Restroom breaks will be determined at the discretion of the director running rehearsal or during designated breaks. Do not interrupt rehearsal to ask.
- A water jug filled with ice water is required for all outdoor marching rehearsals. Bottled water is allowed in inside rehearsals at the discretion of the directors.
- Respect the rights and property of others. Be courteous and speak kindly to others at all times.
- Cell phones are not permitted in rehearsal or at performances at any time. If a student has their cell phone on their person, it must be turned completely off. Students may check for messages after rehearsal. Cell phones in use during rehearsals or performances may be confiscated and turned in to the appropriate grade-level principal.
- If a student must leave rehearsal early, prior approval must be given by a director. Students should leave at a time when the ensemble is not actively engaged in a performance rep and should do so quietly. Be conscientious of rehearsals taking place in other areas of the Performing Arts Building and do not be a distraction.

**Severe Infractions:** Fighting, horseplay, destroying property, insubordination, stealing, or any violation of the SBISD Student/Parent Handbook and Code of Conduct will be dealt with through administration, and the student is subject to immediate removal from the Band program.

## **UNIFORM POLICIES**

The Mustang Band uniform is something that you should always wear with pride. Participation in the program including the wearing of the uniform is a privilege. Students without the required parts of the uniform will not be allowed to perform and may be sent home.

### **Casual Uniform**

The Mustang Band will wear the casual uniform for various performances throughout the year, including all of this year's football games. The casual uniform consists of:

1. Red dri-fit Band shirt – the first shirt is provided, replacement shirt is \$15
2. Black Mustang athletic shorts – 2 pairs recommended, 1 pair required – \$14 per pair
3. Red Memorial Band baseball cap – worn with the casual and marching uniform – \$16
4. Athletic tennis shoes with short ankle socks

Students should have all parts of the casual uniform ready before our first performances for the “Meet the Mustang” pep rally and the “Freshmen Stampede.”

### **Issuing Uniforms**

1. Marching uniforms will be issued in the fall semester. Concert uniforms will be issued in the spring semester. Any uniform part that is lost or damaged is your responsibility to replace. Each Band member will be issued the following:
  - A. A marching vest, dress shirt, lycra shirt, hip skirt, and bibbers (pants)
  - B. A marching hat (shako) and hat wrap – plumes will be handed out at games and contests
  - C. Two pairs of gauntlets (white / black) and at least two pairs of gloves
  - D. A tuxedo including pants, jacket, bow tie and cummerbund (Men)
  - E. A black concert dress (Women)
  - F. Color guard costumes and accessories (Color Guard students only)
2. It is the responsibility of each Band member to purchase the following:
  - A. One or two pairs of black Mustang Band uniform shorts to wear with the casual uniform and underneath the marching uniform. These will be sold at the Uniform Fitting and Registration Day.
  - B. One red Memorial Band baseball cap to wear with the casual uniform and in the stands at all football games. Students may purchase a cap at the Uniform Fitting and Registration Day.
  - C. A pair of black marching shoes and tall black socks to wear with the marching uniform. The uniform managers will fit students that need marching shoes at the Uniform Fitting and Registration Day.
  - D. A pair of solid black dress shoes and black socks (Men) or black stockings (Women) to wear with the concert uniform. Sandals, boots, or marching shoes are not appropriate.
  - E. A white tuxedo shirt with pleats and a wing collar to wear with the concert uniform (Men only). A plain white dress shirt is not appropriate.
  - F. Color Guard students will be given a list of items to purchase and will have the opportunity to order these items directly from the vendor at the beginning of the summer.

## Uniform Decorum

1. All marching uniforms are to remain at school.
2. Hair should be neat, clean, and well-groomed while wearing any of the band uniforms. A natural hair color is preferred while wearing the marching uniform or concert uniform.
3. Gentlemen must be clean-shaven (no facial hair).
4. Students must wear all parts of the uniform correctly at all times. Never wear your uniform parts any other way than is specified by the directors. Never be seen in public without proper dress.
5. Sunglasses, other hats, etc. are not appropriate unless otherwise specified by the directors.
6. No running, eating, or drinking anything other than water while in uniform unless otherwise specified by the directors.
7. Hang up the uniform properly after returning from a performance.
8. Memorize your uniform numbers. Do not exchange uniform parts with another Band member.
9. Do not wear bracelets, necklaces, or other unnecessary jewelry. No dangling or hoop earrings; wear stud-type earrings only. Jewelry should not be visible when you are in full uniform (except for stud-type earrings). Remove facial piercings when in uniform.
10. If you lose, damage, or have any problem with your uniform, see a director or uniform parent as soon as possible. Students will be required to replace any missing or damaged uniform parts.

## STADIUM POLICIES

While at a football game, all Mustang Band students must adhere to the following stadium policies:

1. Only current Mustang Band members may enter the Band setup during the game (we occasionally allow former band students who have graduated to visit).
2. Students must stay in their sections and be prepared to play at all times (we play mainly when the team is on defense). Make sure that you have your own music.
3. Only personal water jugs, provided water bottles and halftime drinks are permitted in the band setup. No outside food or drink is allowed. Students, please remind your parents.
4. Students may not visit the concession stands during the game.
5. Please plan on using the restroom during 1st or 3rd quarters only. Students may not leave for the restrooms until after the kick-off. Sign out with a chaperone and make sure that you go in groups of two or more. Section Leaders will keep track of how many students are missing from their section.
6. There is no individual playing in the stands. We only play as a group.

Thank you for following these rules. They are for your safety and to help keep instruments and uniforms undamaged.

## TRAVEL POLICIES

### BUS RULES

For each performance, the Memorial High School Mustang Band moves over 130 students, their instruments, and equipment. It is necessary that each student understands and abides by the rules to facilitate this enormous task.

- Each member **must** ride on the transportation provided by SBISD to all off-campus activities. A student may ride home with his/her parent/guardian provided that the parent/guardian notifies the directors **in writing at least 24 hours prior to departure**. The parent/guardian must also sign-out their child with the directors (or designee) prior to leaving the venue.
- Members will only ride on their assigned bus.
- Members will follow all SBISD bus rules posted at the front of each bus.
- The back door of the bus is not to be used except in case of emergency or as instructed by the director or driver.
- Upon arrival at the destination, remain seated until a director or chaperone has given instructions.
- Directors, drivers, and chaperones have the authority to assign seating to any member at any time.
- Leave all buses clean of trash and personal belongings upon return.
- All windows are to be returned to their closed position upon return.
- Members will treat all chaperones, drivers, and directors with the utmost respect and courtesy.
- Chaperones will be utilized in enforcing the above rules, and will report all problems to a director as soon as possible.

### HAVE A RIDE WAITING

All students should arrange transportation so that they may be picked up from school within 30 minutes after the designated end time for all practices, games, and trips. We generally end practices and arrive from trips on schedule; and even after storing uniforms, instruments, equipment, etc...students should usually be ready to leave campus within 15 minutes following these activities. **Students who consistently violate this policy may be restricted from attending any off-campus activities that occur outside the regular school day.**

# **PERFORMING ENSEMBLES**

## **MARCHING BAND**

The Memorial High School Mustang Band consists of all students enrolled in a Band or Color Guard class. All Mustang Band members participate in the marching band and are required to attend all rehearsals, sectionals, and performances. This includes all pep rallies, football games, marching contests, and any other performances scheduled by the directors. Our full rehearsal and performance schedules are listed and updated regularly on our Cut Time calendar of events.

The directors will assign specific duties and leadership positions within the Marching Band. Competitive marching positions will be awarded to members who best fulfill all necessary requirements to perform competitively throughout the season. The factors that determine who is awarded a “drill spot” are: Attendance, Grades, Ability (Marching and Music), Preparedness (Marching and Music), Attitude and Behavior.

## **Shadow System**

Some marching positions will have two students assigned and these students will “shadow” each other during rehearsals. During rehearsals, “shadows” will constantly alternate marching the position so that both students have the opportunity to learn the demands of the drill position. As the season progresses, one student will be selected to perform the position at competitive events, otherwise the two students will continue to alternate on non-competitive performances. Students who are not awarded a competitive marching position must still attend all rehearsals, performances, and fulfill grade requirements expected of all members. Non-competitive marchers will perform in the stands and assist at every competitive event.

## **Summer Band**

Summer Band rehearsals begin approximately three weeks before school starts. Attendance is mandatory for ALL Mustang Band members and is a major factor when determining drill position assignments. Please schedule all vacations prior to the first day of Summer Band.

What to Bring: instrument / equipment, flip folder and music, half-gallon or larger Igloo-style water jug filled with ice water (required at all marching rehearsals)

What to Wear: light-colored clothing (t-shirt and shorts), athletic tennis shoes (running or cross training shoes are required), sunscreen, sunglasses, and hat

## **Percussion Camp**

Percussion Camp is usually held one week before Summer Band rehearsals begin. Staff instructors will focus on individual playing technique, ensemble performance skills, and the marching show music. The cost for Percussion Camp is \$150 and is due on the first day of camp (checks made payable to MHS Mustang Band Booster Club, Inc.).



### **Color Guard Camp**

Color Guard Camp is usually held one week before Summer Band rehearsals begin. The Color Guard instructor will teach equipment fundamentals, dance technique, and choreography for the upcoming performances. **Attendance at Color Guard Camp is mandatory for all color guard students.** There is no cost associated with this camp.

### **CONCERT BANDS**

Membership in each band is determined by a formal audition and by overall performance history. Auditions for band placement are held in December and May for the following semester. The audition material in December will include memorized scales and two selections from the All-State audition music (Freshman cuts). The audition material in May will include memorized scales, provided audition music, and sight-reading. Other factors affecting band placement are grades, attendance, behavior, and overall attitude.

All Band members are expected to participate in the following regardless of band placement:

- Prepare selections from the All-State Audition Music (Freshman Cuts)
- Perform a solo and/or ensemble on their primary instrument for the UIL Solo & Ensemble Contest (see the requirements for each band)
- UIL Concert & Sight-Reading Evaluation (Honors and Symphonic Bands)
- Concerts and Performances
- Any other required Band performances or specific band class activities as listed in Cut Time or Canvas or as determined by the directors

Students will be assigned to a concert band class with peers who demonstrate comparable performance ability. Students are required to attend all rehearsals and performances for their assigned band class.

**HONORS BAND** – This band is made up of students who demonstrate the utmost proficiency on their instrument and typically performs music from the Level 4 and 5 UIL concert band list. All students in Honors Band are expected to participate in the TMEA Region Band auditions. Honors Band members are also required to perform a solo at the UIL Solo & Ensemble Contest (performance of small ensembles such as trios, quartets, quintets, etc. is strongly encouraged).

**SYMPHONIC BAND** – This band is made up of students who demonstrate moderate to high levels of proficiency on their instrument and typically performs music from the Level 3 UIL concert band list. All students in Symphonic Band are highly encouraged to participate in the TMEA Region Band auditions. Symphonic Band members are required to perform either a solo or a small ensemble at the UIL Solo & Ensemble Contest.

**CONCERT BAND** – This band is made up of students who demonstrate developing levels of proficiency on their instrument and typically performs music from the Level 2 UIL concert band list. Students in Concert Band are encouraged to participate in the TMEA Region Band auditions. Concert Band members are required to perform either a solo or a small ensemble at the UIL Solo & Ensemble Contest.

### **JAZZ ENSEMBLE – *Extra-curricular Ensemble***

- **Membership in the Band program is required** for anyone interested in participating in the Jazz Ensemble, with the possible exceptions of piano, bass, and guitar.
- Standard instrumentation includes alto sax, tenor sax, baritone sax, trumpet, trombone, drum set, piano/keyboard, guitar, bass, and auxiliary percussion.
- The Jazz Ensemble performs two to three concerts per year.
- Students that perform in the Jazz Ensemble are highly encouraged to participate in the All-Region Jazz auditions in September. Audition music will be available in May.
- The Jazz Ensemble will rehearse after school and during period 5A lunch (as needed). All rehearsals will be communicated in advance.

### **SYMPHONY ORCHESTRA – *Extra-curricular Ensemble***

- The wind and percussion sections of the Symphony Orchestra are composed of the top players in the Honors Band.
- Instrumentation is based on the repertoire to be performed.
- The Symphony Orchestra usually performs a concert in the spring semester.
- The Symphony Orchestra usually meets for Big MO (Big Memorial Orchestra) on Monday evenings in the Orchestra Hall. Additional rehearsals may be scheduled due to Monday holidays and dress rehearsals for performances. Sectionals will be scheduled on an as-needed basis.

### **PIT ORCHESTRA – *Extra-curricular Ensemble***

- The Pit Orchestra is composed of the top players in the Honors Band and string players from the orchestra. Students must be available for all scheduled rehearsals and performances to participate.
- The Pit Orchestra performs for the all-school musical in the spring semester. Instrumentation is based on the repertoire to be performed. All parts are to be performed by one player on a part. Individual preparation of the music is required prior to ALL scheduled rehearsals.
- The Pit Orchestra for “Chicago” will include almost all members of the Honors Band

### **COLOR GUARD / WINTER GUARD**

- The Color Guard is the auxiliary performing unit for the Mustang Band. Members perform using dance/body movement, colorful flags, rifles, sabres, and other props/equipment.
- Auditions for membership will be held in April/May for the following school year and are open to all students that will attend Memorial High School.
- In the Fall semester, the Color Guard participates in all rehearsals and performances for the Marching Band.
- In the Spring semester, the Color Guard participates in the Texas Color Guard Circuit series of competitions as the Memorial Winter Guard.
- Winter Guard rehearsals are scheduled after school two or three days per week beginning in November. A detailed schedule will be available in the fall semester.

# **ADDITIONAL POLICIES AND INFORMATION**

## **SECURITY**

The Band Hall is a very active place with many students present at any given time. Members should remain vigilant about security and safety at all times. Your assigned locker is your place to keep music, band materials, and your instrument properly secured within the Band Hall. Keep your lockers LOCKED at all times and keep small items far away from the door to ensure security. Personal items including cell phones are your own responsibility and Spring Branch ISD assumes no liability for lost or stolen items. In the event of a loss/theft, please notify a director IMMEDIATELY so that campus administration may be alerted and steps taken to identify the cause of the issue and recovery of the lost/stolen items. **Only Mustang Band students are allowed in the Band Hall during the day, including before and after school.**

## **SCHEDULE/CALENDAR**

The official Mustang Band schedule is the Cut Time calendar (also available on the Band Website). This is always the most up-to-date schedule available and updates are made constantly by directors. As events draw near, additional details will be available by clicking on the event in the Cut Time calendar. Final itineraries for all off-campus events are sent out several days in advance through e-mail.

## **CUT TIME**

Cut Time is the official student data management system used by the Memorial High School Mustang Band program for everything other than grades. Students and parents are required to keep all personal information (including cell phones and e-mail addresses) updated in Cut Time to remain current on all communications from the Directors and the Band Booster Club. Students and parents have access to the following information and services by logging into the student's profile in Cut Time:

- Personal Contact Information
- Band Finances (including all Band fees, payment information, and student trips)
- Band Calendar & Event Information
- Instrument Assignments
- Uniform Part Assignments

## **INSTRUMENT INFORMATION**

**Personal Instruments:** Regular personal instrument care is vital to maintaining the quality of your instrument and largely determines your success as a musician. Regular cleaning, oiling, greasing, and polishing is highly recommended. If you have questions on how to maintain your instrument correctly, please ask a band director. If you are having issues with your instrument, please speak to a director to determine if your instrument needs to be sent in for repair, and when the best time is to do so (that least affects the student's participation). You are responsible for bringing your personal instrument in for repair.

**School Owned Instruments:** All students using instruments provided by Spring Branch ISD must return the require Instrument Check-out Form each year. This includes: piccolo, oboe, bassoon, bass clarinet, contralto clarinet, soprano sax, tenor sax, baritone sax, French horn, bass trombone, baritone/euphonium, tuba, and Sousaphone. Students that use a school-owned instrument are required to provide proof of insurance coverage or pay the annual SBISD Instrument Insurance Fee (see below).

**Instrument Insurance:** All parents are encouraged to insure their child's musical instrument(s). Students that use a school-owned instrument are required to provide proof of insurance coverage or pay the annual SBISD Instrument Insurance Fee. SBISD Instrument Insurance is only available for SBISD owned instruments. Please see a director for more information.

## **LETTER JACKET AWARDS**

The following will be used in awarding music jackets:

Letter jacket awards are awarded to students who earn 12 points in a single music organization (band, choir, or orchestra). All points are cumulative from year to year and are not transferable between organizations.

- a. 5 points for earning a place in a High School Region TMEA organization
- b. 3 points for earning a place in a High School Area TMEA organization
- c. 1 point for earning a place in a High School State TMEA organization
- d. 2 points for earning a place in a High School Freshman TMEA organization
- e. 2 points for earning a 1<sup>st</sup> division rating on a Class One solo or ensemble at a SBISD or UIL solo and ensemble contest
- f. 5 points for being in the top HS performing concert group (Honors Band)
- g. 4 points for being in the second HS performing concert group (Symphonic Band)
- h. 3 points for being in the third HS performing concert group (Concert Band)

Additional points may be earned in the following way:

- i. 4 points for non-instrumental band member in Color Guard for the fall semester
- j. 2 points for instrumental band member also in Color Guard for the fall semester
- k. 2 points for all competing in Color Guard for the spring semester (Winter Guard)

A student will automatically qualify for a jacket at the end of 3 years of participation.

Each student who receives an award must read and sign the **Student Award Acceptance Agreement** prior to receiving the award. The agreement forms will be available in the spring semester only. Only one jacket or blanket may be awarded to each student during his or her term at Memorial High School. Students who have already received a jacket or blanket from another organization may receive only a letter in Band. It is the responsibility of the student to notify the directors when the requirement of 12 points has been satisfied.

## **REQUIRED EXPENSES**

- 1) **\$325.00 Band and Color Guard Fee**
  - a) For ALL students enrolled in Band and Color Guard classes at MHS
  - b) Due at the beginning of the school year
  - c) This fee is used primarily to help with expenses incurred during marching season: marching show design (drill and music), sheet music, consultants, equipment, show t-shirts, uniform gloves, halftime drinks, water, snacks, section of the week parties, etc.
  
- 2) **\$175.00 Winter Guard Fee**
  - a) For students that participate in the winter color guard competition season (TCGC)
  - b) Due by November 15th
  - c) This fee is used to help with the expenses incurred during competition season: membership and entry fees, costumes, equipment, bus transportation, water, snacks, etc.
  
- 3) **\$45.00 Black Marching Band Shoes**
  - a) For new marchers and returning students that need replacement shoes
  - b) We will measure students and order shoes at Registration Day
  
- 4) **Casual Uniform Pieces**
  - a) Red Dri-Fit Band Shirt – \$15 (free for new members)
  - b) Red Dri-Fit Color Guard Shirt – \$20 (free for new members)
  - c) Black Mustang Uniform Shorts – 2 pairs recommended
  - d) Red Memorial Band Baseball Cap – \$16
  
- 5) **Instrument Insurance** for SBISD-owned instruments
  - a) \$20.00 – \$40.00, depending on the replacement value of the instrument
  - b) An additional \$5.00 fee is added for new students that check out an instrument at the beginning of the summer for coverage beginning June 1st
  - c) To be paid when the instrument is checked out
  
- 6) **Additional Supplies**
  - a) Flip Folder and Lyre
  - b) Combination Lock – students are required to provide the combination to the directors
  - c) Personal Igloo-style Water Jug (1/2 gallon or larger) – students are required to bring a water jug filled with ice water to all outdoor marching rehearsals
  - d) Athletic Tennis Shoes – running or cross-training shoes required for marching rehearsals
  
- 7) **Color Guard Clothing and Accessories**
  - a) Color Guard students will order required clothing and accessories from Leapin' Leotards
  - b) Prices vary; payment is due at the time of the order
  - c) Clothing and accessories include: personalized warm-up jacket, warm-up pants, personalized tote bag, color guard marching shoes (white, black, or nude based on the costume), color guard gloves, body tights, black leggings, and other items as needed

## OPTIONAL EXPENSES

- 1) **Band Meals** – highly encouraged for all Mustang Band students
  - a) Prices vary each year, depending on the number of meals provided.
  - b) The Band Booster Club arranges meals for students on days when we have a football game or marching performance on a school day.
  - c) Payment will be collected at Registration Day, at the Meet the Band Picnic, or on the Band Webstore.
  - d) Students will complete meal selections using the online Google form.
  - e) Checks made payable to MHS Band Booster Club, Inc.
  - f) Full and partial scholarships are available for families with financial need (provided by the Band Booster Club) – see a director for more information.
  
- 2) **Private Lessons** – highly encouraged for all Band students
  - a) The private lesson fee is paid directly to the private lesson teacher.
  - b) Applications are available from the Band Directors.
  - c) Full and partial scholarships are available for families with financial need (provided by the Band Booster Club) – see a director for more information.
  
- 3) **Region Entry Fees**
  - a) \$20.00 – Region Jazz entry fee due by September 1st
  - b) \$15.00 – Region Orchestra entry fee due by October 15th
  - c) \$15.00 – Region Band entry fee due by November 1st
  - d) Payment by cash or check only – checks made payable to MHS Band
  
- 4) **UIL Solo and Ensemble Contest Fees**
  - a) Entry fees for the Region 27 UIL Solo & Ensemble Contest are paid by the Band
  - b) \$45.00 – Piano Accompanist Fee (for students that use a school-arranged accompanist)
  - c) Students must provide the original sheet music for their solo (including the piano accompaniment part) or their ensemble (score and parts) – prices vary
  - d) Texas State Solo-Ensemble Contest – \$20 solo fee, \$10 ensemble fee per member
  - e) TSSEC Piano Accompanist Fee – the price of the fee will be determined by the accompanist traveling to Austin or Pflugerville.
  
- 5) **Spring Trip** – available for all Band and Color Guard students
  - a) This year’s Spring Trip will be to Orlando on March 6-10, 2025 to participate in the Disney Performance Workshops. The anticipated cost for this trip is \$1,850.
  - b) Spring Trips are optional. Space is limited and offered on a first come, first served basis.
  - c) The “No Pass, No Play” eligibility policy will be in effect for all trips.
  - d) A Spring Trip Commitment Form with more information and a payment schedule will be distributed at the beginning of the school year.
  
- 6) **Band, Choir, and Orchestra Banquet and Dance** – End-of-the-Year Celebration
  - a) The anticipated date for the Band, Choir, and Orchestra Banquet is Friday, May 1.
  - b) Ticket prices vary each year, ranging from \$60-\$75 per ticket.
  - c) More information will be released in the spring semester.

**MEMORIAL HS MUSTANG BAND  
HANDBOOK ACKNOWLEDGMENT FORM  
2024-2025**

**By signing this form, I acknowledge that I have received and read a copy of the 2024-2025 Memorial High School Mustang Band Handbook and agree to abide by all policies contained in the handbook. I can find a copy of the current Band Handbook on the “Documents” of the the Band Website.**

\_\_\_\_\_  
Student’s Name (printed)

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Parent’s/Guardian’s Name (printed)

\_\_\_\_\_  
Parent’s/Guardian’s Signature

\_\_\_\_\_  
Date Signed