

# GUYER HIGH SCHOOL BAND HANDBOOK 2013-2014



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**THE MISSION OF THE GUYER HIGH SCHOOL  
BAND IS TO PROVIDE A POSITIVE, ENJOYABLE,  
FAMILY ENVIRONMENT FOR EACH MEMBER AND  
DIRECTOR WHILE UPHOLDING HIGH STANDARDS  
OF PERFORMANCE AND MAINTAINING INTEGRITY  
TO ENRICH OUR LIVES AND THE LIVES OF THOSE  
AROUND US, UNITING A DIVERSE GROUP OF  
INDIVIDUALS FOR THE PURPOSE OF PURSUING  
OUR PASSION FOR MUSIC.**

## **MARCHING BAND PRACTICE SCHEDULE**

The Guyer High School Marching Band is comprised of all members of the Wind Ensemble, Symphonic Band, Concert Band, Percussion and Color Guard classes. Please post the following schedule at home and keep a copy for reference at school.

Please check the calendar on the band website for specific rehearsal information. Our typical marching band rehearsal schedule throughout football season will be:

<b>Mondays</b>	5:00-8:00 pm (Winds & Color Guard only)
<b>Tuesdays</b>	5:00-8:00pm (Percussion & Color Guard only)
<b>Wednesdays-Thursdays</b>	7:00-8:20 am (Winds & Percussion only)
<b>Thursdays or Friday</b>	4:30-6:30pm (Full Band)
<b>Game Days</b>	1 hour run through/drill team rehearsal (See band website for specifics)

These rehearsals are scheduled as a “Zero” Block class for which you will receive school credit and is required.

Make sure that you check the calendar on the website for the most up-to-date information regarding rehearsal location and time.

Games are scheduled every Thursday or Friday from August 29 through November 7 (with the possibility of playoff games beyond that date).



## **FIRST SEMESTER CONTEST AND EXHIBITION** **PERFORMANCE SCHEDULE**

Please make sure that these dates are clear on your calendars and check the GHS Band website for the most up to date information.

Saturday, October 5	Golden Triangle Marching Classic C. H. Collins Athletic Complex Denton, TX Time TBA
Saturday, October 12	Music for All/Bands of America Regional Championship Allen ISD Stadium Allen, TX Time TBA
Saturday, October 19	UIL Region Marching Contest C. H. Collins Athletic Complex Denton, TX Time TBA
Saturday, October 26	UIL Area Marching Contest Northwest ISD Stadium Justin, TX Time TBA
Tuesday, October 29	Sounds of the Stadium Concert UNT Coliseum Denton, TX Time TBA
Tuesday, November 5	UIL State Marching Contest Alamo Dome San Antonio, TX Time TBA

THE SCHEDULE ABOVE DOES NOT INCLUDE ALL PERFORMANCES AND IS TENTATIVE AT THE TIME OF THIS PRINTING. **ATTENDANCE AT ALL PERFORMANCES, INCLUDING FOOTBALL GAMES, IS MANDATORY.** CHANGES IN THESE DATES AS WELL AS OTHER CONTESTS AND OTHER CIVIC EVENTS WILL BE SCHEDULED AT A LATER TIME ON THE BAND WEBSITE. BE SURE TO CHECK IT ON A REGULAR BASIS. AN ABBREVIATED REHEARSAL SCHEDULE WILL BE FOLLOWED AT THE END OF THE REGULAR FOOTBALL SEASON.

CONTINUALLY UPDATED INFORMATION ABOUT BAND PERFORMANCES AND PRACTICES AS WELL AS OTHER IMPORTANT BAND ANNOUNCEMENTS ARE AVAILABLE ON THE BAND FACEBOOK PAGE AND AT THE BAND WEBSITE AT:

[www.dentonisd.org/wildcatband](http://www.dentonisd.org/wildcatband)

## **GENERAL BAND PROCEDURES**

This handbook will spell out several expectations that are necessary to have a successful band program. However, there are some general guidelines to follow in all situations.

- 1) All rehearsals called by directors are mandatory.
- 2) To be early is to be on time, to be on time is to be late, to be late is to be very sorry.
- 3) Respect the property of the school and of others.
- 4) Respect other band members and directors.
- 5) Always project a positive attitude in your words and actions.
- 6) Be at the right place at the right time, and do your best.
- 7) For security reasons, only band students are allowed in the band hall.
- 8) Gum is not allowed at any band function.
- 9) **NO FOOD OR DRINK (OTHER THAN WATER) IN ANY PART OF THE BAND HALL AREA AT GUYER HIGH SCHOOL!!**

## **MARCHING BAND**

### **General Requirements and Expectations**

ALL PERFORMANCES ARE MANDATORY FOR STUDENTS THAT ARE ACADEMICALLY ELIGIBLE TO PARTICIPATE. All students who (1) play all music by memory for the directors, (2) attend all rehearsals, and (3) make a conscientious effort to improve will be considered to perform during the marching season. However, contest performances will be limited to those students who demonstrate the most advanced skills for performance.

Every academically eligible student will be assigned a marching spot in the 2013 show. All eligible students will perform at the weekly football games. In regards to marching contests, students who exhibit the highest proficiency and performance level will march a position in contest. Contest marching spots are highly competitive and will be assigned based on attendance, experience level, and proficiency in marching and playing. At any point in the season, students may be moved into these contest marching spots when circumstances change. If a student is removed from a contest marching spot, he or she may be worked back into the contest lineup as places open or as may be necessary to replace those who are not fulfilling requirements. In this way, it is hoped that everyone will have ample opportunities to gain experience.

If a student is in "In School Suspension" on the day of a football game and is to be in ISS on the following school day, he/she may not be allowed to be present at the stadium according to DISD rules. Therefore, he/she may not participate with the band at the game or the contest on the following Saturday. If a student's last day of ISS falls on the day of a football game, he/she may be an alternate for the game and contest.

Students who are not assigned to contest marching spots are an integral part of the performance and will assist the directors with field equipment and organizational needs provided they are academically eligible at contest.

If a student has an unexcused absence from a marching band rehearsal, he/she may be held out of the next show performance on the schedule. If a student has two or more unexcused absences during a week, he/she may not be allowed to travel/participate with the band at the next performance event. Two unexcused tardies to a rehearsal are the equivalent of one unexcused absence.

## **Eligibility**

Most of the activities associated with Marching Band are extra-curricular including football games and contests. In order to be eligible by TEA, UIL, and DISD requirements, students must pass ALL classes each six weeks. Students who fail any single class at the end of six weeks will become INELIGIBLE seven days after the last day of the six-weeks in which they failed. Students who fail at that time will be able to regain their eligibility by PASSING ALL CLASSES AT THE END OF THE 3RD WEEK OF THE NEXT GRADING PERIOD. If passing, students regain eligibility seven days after the last day of the three-week period. A STUDENT WHO DOES NOT REGAIN ELIGIBILITY AT THAT TIME WILL HAVE TO WAIT UNTIL THE FOLLOWING SIX WEEKS GRADING PERIOD.

If at the three week grading period a student has below an 80 in any class, he or she will be required to attend a study hall session in the band hall on Wednesdays, 4:15-5:00pm. This is mandatory until the grade is raised or the end of the six week period. If at the six week grading period a student is ineligible due to a failing grade in any class, he or she is required to attend Wednesday tutorials until the grade is raised as well. A participation grade will be taken for the study halls.



## **BAND CLASSES**

All the members of the Band Program are assigned by audition to one of three concert bands that meet as academic classes. Auditions are held twice each year at the end of each semester. In addition to music preparation, academic performance (in regards to eligibility) and attendance history are considered when determining ensemble placements for each semester. Please remember that band is a year-long commitment. Schedule changes may only occur within the various band classes offered. New students are auditioned and placed into the appropriate ensemble upon arrival.

### **Wind Ensemble (grades 9-12)**

The Wind Ensemble consists of 40-50 serious musicians who focus on some of the highest quality wind literature. Participation requires a high level of dedication and performance from each member. Enrollment in private lessons is expected, but not required. Performances will include UIL, one or more invitational festivals, a Holiday concert, two or more spring concerts, and special events. On "A" days, the Wind Ensemble will rehearse before school from 7:15am-8:20am after marching season. This is a "Zero" Block class for which students will receive a local school credit and is required. In addition, extra rehearsals and clinics are occasionally scheduled during competition time; however, students will be given a complete calendar in January for all spring rehearsals and events. Students in the Wind Ensemble will be required to audition for the All-Region Band in December and to perform an appropriate level **solo** at the Denton ISD Solo/Ensemble contest in May.

### **Symphonic Band (grades 9-12)**

The Symphonic Band is an ensemble consisting of musicians who perform quality wind literature. Participation requires a substantial amount of dedication on the part of its members. Enrollment in private lessons is strongly encouraged. Performances will include UIL, one or more invitational festivals, a Holiday concert, and one or two concerts in the spring. On "B" days, Symphonic Band will rehearse before school from 7:15am-8:20am after marching season. This is a "Zero" Block class for which students will receive a local school credit and is required. In addition, extra rehearsals and clinics are occasionally scheduled during competition time; however, students will be given a complete calendar in January for all spring rehearsals and events. Students in Symphonic Band are required to audition for the All-Region Band in December to participate in Denton ISD Solo/Ensemble contest in May with a solo or ensemble.

**Concert Band** (grades 9-12)

The Concert Band is an ensemble of musicians who perform quality wind literature designed to improve and enhance fundamental musical skills. Enrollment in private lessons is strongly encouraged. Performances will include UIL, one or more invitational festivals, a Holiday concert, and one or two concerts in the spring. Occasionally, extra rehearsals may be scheduled outside of the school day for clinics and concert preparation as needed.

**Jazz Band** (grades 9-12)

This is a small ensemble that meets on “A” days. According to DISD guidelines:

“Jazz Band membership is open to secondary students who are a part of a parent large ensemble band organization (marching and concert band). Jazz Band membership is open to students outside the band program only when there are no qualified band member candidates for keyboard, rhythm guitar, bass guitar, and/or drums.”

Jazz Band consists of playing many styles of jazz music, improvisation, and jazz theory. Please check the band website for Jazz Band performance information. Upperclassmen in the group are strongly encouraged to participate in the All-Region Jazz Ensemble auditions in September. Students must be enrolled in the Jazz Band class to audition for any region/state Jazz ensemble.

**Color Guard** (grades 9-12)

This is a year-long course open to any student interested in participating in the visual ensemble portion of the Marching Band and Winter Guard. Students enrolled in this class are considered a part of the Marching Band. Therefore, all Marching Band rehearsals and performances are MANDATORY.

**Percussion** (grades 9-12)

This class is a year-long course required for all percussion students. This serves as the “band class” for percussion students. Percussionists attend full band rehearsals before school in addition to this class during the school day.

**AP Music Theory** (grades 11-12)

This is a year-long advanced placement course that focuses on the in-depth construction of various types of music. The curriculum is created with the intent that every student will not only take, but succeed on the AP music theory exam.



## **ATTENDANCE**

Work schedules, family trips, and other activities must not interfere with the rehearsal and performance schedule that you are given at the beginning of the school year. Students who enroll in other school activities such as athletics, choir, drama, etc. need to plan ahead to avoid conflicts that cannot be resolved. Ask to receive a complete semester calendar from all your activities so that you can have the maximum amount of time to work out potential schedule conflicts. The band directors will work together with the other teachers, coaches, and directors of various activities to give each student every opportunity to be a part of other groups.

However, other groups, organizations, or businesses that may change schedules or make demands of students on short notice will not be allowed to interfere with long-scheduled rehearsals or performances of the Band. **NON-SCHOOL SPONSORED ACTIVITIES, TEAMS, ORGANIZATIONS, OR JOBS MUST NOT CONFLICT IN ANY WAY WITH THE PRACTICE/PERFORMANCE SCHEDULE OF THE BAND. THERE WILL BE NO EXCEPTIONS.**

The Band is dependent on ALL of its members. Unlike most other classes where individuals are accountable only for their own success or failure, band students' success is, in large part, dependent on the full participation of all the members. The following attendance policies will affect the students' grades and chance to participate. Unexcused absences include, but are not limited to doctor's appointments, organization meetings, work, family vacations, etc.

ABSENCES FOR THE FOLLOWING REASONS ARE NORMALLY CONSIDERED EXCUSED:

- SEVERE ILLNESS OR MEDICAL EMERGENCY (DOCTOR'S NOTE REQUIRED)
- DEATH IN THE FAMILY

IF YOU ARE WELL ENOUGH TO BE IN SCHOOL, YOU ARE WELL ENOUGH TO ATTEND REHEARSALS AND/OR PERFORMANCES.

ABSENCES OTHER THAN THOSE LISTED ABOVE NEED TO BE ADDRESSED WITH THE DIRECTORS IN ADVANCE AS SOON AS POSSIBLE.

ALL ABSENCES – INCLUDING MORNING MARCHING REHEARSALS – WILL BE TURNED IN TO THE ATTENDANCE OFFICE!

## Tardiness

It is imperative that every student be at rehearsal on time. Tardies will be turned in to the attendance office. Please see the Guyer HS/Denton ISD Code of Conduct for the official tardy policy.

## TUTORIALS

If it becomes necessary for a student to get extra academic help or make up work, the following options are available for students to attend tutorials:

### FOOTBALL SEASON

- Any day after school (except Thursdays)
- Before school Monday and Tuesday
- Before school 8:20-8:50 Wednesday-Friday

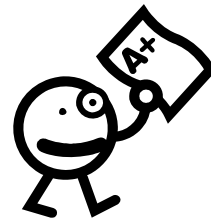
### AFTER FOOTBALL SEASON

- Any morning they DO NOT have band class
- Any day after school

## GRADES

In determining the band grade each six weeks, three areas comprise the average:

- 1) **Performance/Product Grades (30%)**
- 2) **Processes/Participation Grades (50%)**
- 3) **Skill Demonstration (20%)**



## **ELIGIBILITY FOR CONCERT SEASON**

Most of the work that our students do outside of marching is considered curricular and NOT SUBJECT TO ELIGIBILITY. Free concerts, section rehearsals, concert rehearsals, and private lessons are all considered curricular. Events that are considered extra-curricular include:

- 1) Any event with paid admission.
- 2) Any event that is inter-school competitive.
- 3) Any event that takes place off of the GHS campus.

Should a band student become ineligible for extra-curricular functions, he/she will still be eligible for curricular functions. Ineligible students will be given alternate assignments during contest preparation time.

## **DISCIPLINE**

Discipline is a quality that must come from within the individual. Because of this fact, each student is responsible for his or her own actions as a member of the GHS Band. Any student who shows an inability to work effectively in class may be re-assigned to another class at the discretion of the Band Directors.

As a school group, the band is governed by School and School Board policies anytime the band is together for any band function whether it involves all students or only one. ***The General Release form you sign at the end of this Handbook will be in effect throughout the year for trips related to the Band.***

Any student who violates school rules while with the GHS Band will be subject to all usual school disciplinary procedures. In addition, those students will be subject to dismissal and will not continue to perform or travel with the band.

## **CONCERT BEHAVIOR/ETIQUETTE**

At concerts, students are expected to conduct themselves in a mature manner and act as professionals would on and off the stage. Concerts are serious events. Audience members are expected to follow basic rules of etiquette, i.e. clapping at the appropriate time, not whistling, screaming, etc., not taking flash pictures during the performance, removing crying babies/children, not leaving or entering during a piece of music, etc. At times, band students will be in the audience listening to each other. You are expected to lead the audience by exhibiting proper behavior.

## **INDIVIDUAL COMPETITIONS**

The ultimate goal of our program is the development of the individual musician to the limits of his/her potential. To assist in reaching this goal, we strongly recommend participation in the individual competitions and festivals offered during the year.

All-Region tryouts involve the finest students from schools in our region and are the first step in advancement toward All-State. All students in grades 9-12 may participate if academically eligible. All students in the Wind Ensemble & Symphonic Band are required to audition. The music is announced in August, and the tryouts are in December. Students must check their calendars carefully and make a complete commitment to all of the auditions and the performances before entering.

Denton ISD Solo/Ensemble competition takes place in May and results in non-competitive ratings and medals. All students in grades 9-12 may participate if academically eligible. Students are responsible for their own accompanists, if needed.

## **STUDENT LEADERSHIP**

Band Leadership Team members and Drum Majors are selected by tryout in the spring and must meet the following requirements to tryout:

Drum Majors and Band Leadership Team Members:

- 1) Must be academically eligible at the time of tryouts.
- 2) Must complete an application that will be available during the spring semester.

**ALL STUDENT LEADERS, INCLUDING DIRECTOR SELECTED OFFICERS, MUST FULFILL THE FOLLOWING REQUIREMENTS OR THEY COULD BE REMOVED FROM OFFICE:**

- 1) Participate at the Denton ISD Solo/Ensemble contest. (winds and percussion only)
- 2) Tryout for All-Region Band. (winds and percussion only)
- 3) Attend ALL summer practices and meetings and have ZERO unexcused absences from band activities during the year.
- 4) Provide leadership through example; promote the highest expectations for band members; and show a zero tolerance for negative behavior. Band officers with a disciplinary referral in any class may be removed from office.
- 5) Remain academically eligible throughout the year.

**FAILURE TO FOLLOW THROUGH WITH THE OUTLINED **BLT** JOB DESCRIPTION COULD RESULT IN A STUDENT BEING REMOVED FROM THE LEADERSHIP TEAM FOR THE CURRENT SCHOOL YEAR.**



## **SUPPLIES**

You will need the following supplies/accessories for your instrument:

### **Brass:**

- Straight mute (Tom Crown)
- Cleaning cloth
- Cleaning snake
- Mouthpiece brush
- valve (rotor) oil
- Slide cream
- BERP
- KORGE Tuner
- Peterson Clip

### **Woodwinds:**

- Cleaning cloth
- Appropriate swab
- 5 or more good reeds (Vandoren)
- 1 Legere reed (for marching band only)
- cork grease
- KORGE Tuner
- Peterson Clip

### **Percussion (minimum requirements):**

- Snare sticks: IP CL-1L
- Timpani mallets: IP GT3
- Xylophone mallets: IP 904
- Stick bag: MB1
- Marimba mallets (set of 4): IP 240
- Black hand towel
- Pitch Pipe
- Metronome
- Practice Pad

*Students that wish to purchase sticks/mallets other than what is listed above, please check with Mr. Hampton for approval.*

## **MARCHING UNIFORMS**

The marching uniforms of the GHS Band are worn at most outdoor functions unless weather prohibits. These are issued to all marching band students. In addition, each student needs the following items to complete the uniform:

- 1) Black MTX Marching Shoes - ordered through the band in the summer
- 2) All black socks (no markings)- your choice, ankles completely covered
- 3) Black marching gloves - ordered through the band in the summer
- 4) Band Adidas Shirt - ***Worn under uniform at all times***
- 5) Band Adidas Shorts – ***Worn under uniform at all times***
- 6) No visible jewelry or accessories can be worn at any time while in marching uniform.
- 7) Hair must be pulled up and secured (pony tails, pinned, etc.) prior to inspection and for the duration of wearing the uniform. Bows and extra hair pieces are not allowed while in uniform.

Uniforms will be checked in and out every game day. After every football game students will check their uniforms in to the band parent in charge of uniforms. They will be dry-cleaned several times during the marching season. The money for dry-cleaning will come from the \$380 that students fundraise or pay at the beginning of the year for the **Band Fee/Dues**. (See fundraising section.)

**Alteration of the uniform is to be accomplished without cutting off any material.** Please check at the time of fitting to see if all buttons, zippers, etc. are present and workable.

If you lose a piece of your uniform you must be prepared to pay:

Uniform bag	\$25
Pants with suspenders	\$125
Jacket	\$250
Hat	\$75
Hat box	\$15
Raincoat	\$30
Plume	\$25
Gauntlets (pair)	\$40
Breastplate	\$80

## **CONCERT UNIFORMS**

Students in all bands will perform in formal concert clothes at all concerts, contests and festivals in the spring. Boys in all bands will be issued a school-owned tuxedo and will need to furnish:

- 1) A white tux shirt with wing collar (must be approved by a director)
- 2) Medium (2") black bow-tie
- 3) Black dress shoes and all black dress socks
- 4) Jewelry and hair styles are subject to director approval.

Girls will be issued a school-owned black formal dress and will need to furnish:

- 1) Closed toed, black dress shoes, heel of your choice (must be approved by a director)
- 2) Jewelry and hair styles are subject to director approval.

**ANY TUXEDO OR CONCERT DRESS NOT RETURNED WILL RESULT IN A \$100 REPLACEMENT FEE.**

## **APPLIED PRIVATE INSTRUCTION**

This program is supported by the individual parents who cover the cost of the program. Lessons may be taken before or after school or during the student's daily band class. The DISD approves certain private instructors through auditions and interviews. Lesson money is paid directly to the private instructors (\$17 per half hour).

The Applied Instructors will assist students with the preparation of music for All-Region, Area, and State tryouts; for participation in Solo/Ensemble; and with occasional parts of the band performance music. Teachers will include an organized lesson plan of fundamentals that will need to be practiced consistently in order to receive the greatest benefits from private instruction. Parents should become informed about the lesson content, expectations of the instructor, and their student's rate of progress. Parents should contact their own campus band director with questions about lessons or private instructors.

Private instruction has been approved to take place during the school day and is offered as enrichment, NOT remedial instruction. It is encouraged for the complete development of each student's potential as a performing musician.



## **USE OF SCHOOL OWNED INSTRUMENTS/EQUIPMENT**

A limited number of the more expensive instruments are owned by the DISD for the purpose of balancing the instrumentation district-wide and maintaining performing bands at every level. There is a DISD imposed instrument maintenance fee of \$100 per year for wind players and \$50 per year for percussionists.

It is the responsibility of the student/parent to check over the instrument when the student receives it and understand that the instrument must be returned in the same condition at the end of the year. If, in the opinion of a DISD director, a school-owned instrument is not being properly maintained or cared for at any time of the school year, it is the director's prerogative to remove the instrument from the student's care.

### **RECOMMENDED INSTRUMENT LIST**

We recommend that students not continue to use their "beginner" instruments past the 8<sup>th</sup> grade, unless an advanced model was purchased initially. Better quality instruments enable all students to learn more quickly and with greater ease. The instruments listed below are recommended by the DISD staff as the best quality:

**Flute** - Yamaha models 500/600, or Miyazawa model 95SR

**Clarinet** - Buffet R-13 (the "Festival" model is not recommended)

**Alto Sax** - Selmer SA-80 or Yamaha Custom

**Trumpet** - Bach Stradivarius Model 37 ML (Medium large) bore

**Trombone** - Bach 42-BO

These can be purchased at many retail stores. These "pro-model" instruments are often heavily discounted for cash purchases. Parents are encouraged to seek the help of a private instructor or director before purchasing one of these instruments.



## **STUDENT FUNDRAISING**

There are two types of fundraisers that the GHS band will participate in:  
**Booster Club fundraisers** and **optional individual fundraisers**.

**Booster Club fundraisers** such as the dinner concert and silent auction are fundraisers in which the proceeds go to the band's activity account to cover operating expenses for the ENTIRE program.

**Optional individual fundraisers** such as brochure sales are fundraisers that give students opportunities to raise money for individual fee obligations to the band program and spring band trips.

It is expensive to run a competitive 4A band program in the state of Texas. There are many additional costs that are not budgeted for through the district, such as music arranging, drill, uniform cleaning, etc. Therefore, it is imperative that we fundraise to cover these expenses. Instead of relying on a few students to bear the financial burden of the entire band program, we require that EVERY STUDENT provide membership dues of \$380 for the band program. If you would prefer your child NOT participate in band fundraisers, you may simply write a check for the \$380 membership dues. Families may also submit partial payments combined with **optional individual fundraisers** to cover the \$380 requirement. This requirement must be met by October 1<sup>st</sup>.

Students who do not pay the required \$380 membership dues will not be eligible to attend the spring band trip. Extenuating circumstances or problems should be discussed with the directors immediately so that specific situations can be dealt with on a case-by-case basis. Any money in excess of \$380 raised through **optional individual fundraisers** will go towards the cost of the spring band trip. More information regarding these and other fundraisers will be sent home throughout the year and posted on the website.

**Color guard members** are responsible for the \$380 membership dues in addition to other costs for uniform and equipment that will be outlined in a separate packet each year.

**As you sign the commitment form, understand that participation in the Guyer High School Band Program is a FULL YEAR commitment and that our expectations for each other and ourselves are very high.**

**PLEASE READ THE HANDBOOK CAREFULLY BEFORE SIGNING BELOW**

"I have read the GHS Band Handbook and our student has our permission to participate in the Band activities stated in this handbook within the guidelines described. We understand that Band is a full-year commitment for the 2013-2014 school year."

Parent/Guardian Signature \_\_\_\_\_

"I have read the GHS Band Handbook and agree to abide by the policies stated. I realize that failure to follow policies or directions will result in disciplinary action that could lead to dismissal from the Band and Band classes."

Student Name (PRINTED) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date of both signatures \_\_\_\_\_

**PLEASE RETURN THIS FORM BY **August 28th**. KEEP ALL OTHER PARTS OF THE HANDBOOK FOR REFERENCE.**