

## **PREFACE**

The purpose of this handbook is to provide information about the band program at Tyler Junior College. It will be of value to all members of the program if proper attention is given. The handbook contains a wealth of information to help you understand what it means to be a member of the “**Apache Band**”. It is designed to help you become more familiar with the program as it is today and as the directors want it to develop. The band program rules and regulations are also specified. **It is the student’s responsibility to read, comprehend, and abide by the rules contained within the 2006 Apache Band Handbook.**

## **CONGRATULATIONS!**

You are now a member of the Tyler Junior College Apache Band, a great college band with a long proud history. When the Apache Band takes the field this fall, you will be continuing a long tradition of excellence. Be proud of your band, your College, and your accomplishment. In order to receive a positive band experience, you must work hard, maintain enthusiasm, and fulfill your responsibilities.

## **WHAT IS THE APACHE MARCHING BAND?**

The Apache Marching Band is made up of several different sections, the Color Guard, Drum Line, Front Ensemble, Woodwind Section, and Brass Section. All of these sections, while they are important in and of themselves are nothing without each other. We support a healthy level of competition within and between sections of the band to constantly push each other to improve. Most of all, it is important to constantly build each other up and help each other as a family. Positive reinforcement should always be used to encourage all band members to strive for excellence!

## **CALENDAR**

Because the Apache Marching Band is a premier public relations outreach of the Tyler Junior College, it is important that every band member receives and understands the calendar. Every event that the band is involved with will be placed on a calendar and handed to every band member. It is that member’s responsibility to make sure that there are no conflicts with any performance or rehearsal. Events that are added to the calendar will be given to all members no later than two weeks prior to any event. Any conflict that arises must immediately be brought to the band director’s attention and will be handled on a case-by-case basis.

## **AUTHORIZATION FORMS**

Medical Authorization and Consent and Understanding forms must be filled out and returned to the band director immediately after the handbook is given to the student. These forms are included in the back of the handbook.

## **ATTITUDE AND DISCIPLINE**

Not all students are in band for the same reasons. Some are here for the pure joy of the musical experience, others must fulfill a course requirement, and many participate simply for the social activities. Poor attitudes, while evident in only a few students, can have a major detrimental impact on the entire organization. Regardless of motivation, each student is expected to participate wholly. All motivational types are welcome if the accompanying attitude allows the student to diligently strive to improve both individually and as a group member.

Because of the nature of all group activities, discipline must be strict. Our goal is to promote a positive learning environment for every member, regardless of ability level or experience. Band members must be willing to accept the ideals, principles, and rules of the organization. Because the band is constantly under public scrutiny, we must always be aware of the importance of proper behavior. The student must remember that he/she represents the organization, school, and community at every performance or public appearance. Any misconduct casts a negative reflection on our school and community and may well undo the good works of hundreds of loyal students.

## **CONFLICT RESOLUTIONS**

If you feel there is a conflict with an instructor, it is **YOUR** responsibility to resolve the issue. Since you are now an adult, you must handle your own problems. If you have an issue with an instructor, give the instructor the opportunity to discuss the situation with you. It is against state privacy laws for your

instructors to discuss a situation with your parents if you are 18 years or older. If you have any further questions concerning this policy please refer to the student grievance section of the student handbook

### **RULES OF CONDUCT**

As a member of the Apache Band, you are a part of one of the school's most important organizations. Therefore, the success of the band will depend on the **loyalty, cooperation, and dedication** of each and every member.

The guidelines outlined in the following pages are simple, sound, and easy to follow. In keeping these rules, you are meeting an obligation that will help make our band successful.

#### **Each band member should carefully read and adhere to the following:**

- Any behavior that causes a disruption or interferes with the education process will not be tolerated.
- Possession, sale, or use of narcotics, drugs, alcohol, tobacco, or other controlled substances while involved in any band activities will be grounds for immediate disciplinary action, removal from the program and / or referral to the authorities if applicable.
- Possession of any weapon, dangerous instrument or object that could be reasonably considered a weapon will be grounds for immediate removal from the program and referral to the administration.
- Be prepared for rehearsal. Prepare your music ahead of time. Practice regularly. Have all necessary materials: instrument, music, reeds, mutes, **PENCIL**, valve oil, sticks, mallets, etc.
- Conduct which does not display respect for each other will not be tolerated.
- Any type of discrimination will not be tolerated.
- Rehearsal time is at a premium. Please, be ready to begin rehearsals at the appointed time. To be early is to be on time; to be on time is to be late.
- Each of us must be respectful of our facilities. Therefore, do not bring food, drink, candy or gum into the band hall.
- The band hall is open to students whenever a director is on campus. We want you to be at home in our facilities. The director's offices, however, are a place to conduct business. **Please, do not enter without permission.**
- Your instruments are very expensive. Do not touch instruments that are not assigned to you.
- The band hall and instruments are for your use only. **Ask all non-band members to remain outside.** We have many valuable instruments in the band hall. Your friends do not know the proper way to handle or care for musical instruments.
- Chronically poor attendance will be sufficient grounds to be removed from a specific performance. A part of your grade is based on daily work. If you are not here, you cannot receive a grade. Earning P.E. credit is contingent on successfully participating in marching band. Attendance is required.
- The band slots are for instruments and music only. Keep them clean. You may leave your books in the band hall during rehearsal, both in class and after school. No books, clothing or water bottles will be left in the band hall over night.
- Equipment that is removed from the band hall that has not been authorized for removal will be treated as stolen property and the proper action will be taken to report the theft.

### **CODE OF ETHICS REGARDING ALCOHOL/DRUG USE**

Apache Band members are expected to adhere to a set of standard that positively represents the Apache Band, Intercollegiate Athletics, and the College. The following code of ethics for alcohol and drug use has been developed by Intercollegiate Athletics to clearly define the university's position regarding these issues. Apache Band members are responsible for following all Federal and State laws, as well as University and Athletic Department guidelines pertaining to alcohol and drug use. This Code of Ethics for Alcohol Use is considered to be a minimum guideline.

### **UNACCEPTABLE:**

1. Drinking or use of non-prescription drugs and driving a motor vehicle.
2. Use of alcohol or use of non-prescription drugs before or during rehearsal/performances.
3. Use of alcohol or use of non-prescription drugs that interfere with scholastic success, band performance, personal relationships, finances, or leads to legal problems.
4. Drinking or use of non-prescription drugs in Apache Band gear (i.e. uniform, apparel with Apache Band/Punch name on it, etc.).

In order to develop a positive culture at Tyler Junior College regarding alcohol, be a leader in the fight against alcohol misuse. In the quest for excellence, both on and off the field, you need to make smart choices and realize the long-term career and health benefits of choosing **NOT** to drink alcohol and/or drink responsibly after age 21.

### **Additional Apache Band Guidelines:**

Use of alcohol and/or non-prescription drugs is prohibited during rehearsals and performances. Violators are subject to dismissal. Alcoholic beverages are prohibited in Rose Stadium according to College policy.

***These substances are not permitted for consumption on any band buses or vans.***

### **GENERAL RULES**

1. For performances, all hair must be underneath the band shako (hat); only natural hair color is allowed no green, blue or unnatural hair colors. While the band is performing in the stands, the only baseball cap that is allowed is an official TJC Apache Band Baseball Cap! A bandana may be worn as long as it is completely covered by either the shako or official band baseball cap.
2. You are responsible for having all music for performances in your flip folder. Wind players (except piccolos and flutes) should have a band music lyre for their instrument.
3. Music should be maintained for reuse. There will be a \$10.00 charge for lost flip folders. Band Librarians will assist with missing music parts 8am-5pm; prepare in advance for rehearsals (retrieving music and instruments is NOT an excuse for tardiness).
4. For game day rehearsals or when traveling, wear band t-shirts and shorts when the weather is warm.
5. Cooperate fully with teaching staff, officers and section leaders.
6. NEVER ASSUME a rehearsal or performance is canceled due to inclement weather. DO NOT CALL THE BAND OFFICE. Report to the Band Hall for posted notices when in doubt.
7. YOU are financially responsible for lost, damaged or stolen school equipment. Be especially careful on road trips. Please take care of all College property. All uniforms and school instruments should be returned within two weeks following the last performance of the season. Those who fail to do so will be encumbered.
8. Beach your instruments in an orderly fashion in sections, otherwise never leave instruments on the ground put them in cases with lids closed, except sousaphones and percussion.
9. Call the main office only in the event of an emergency or if you need to report an absence from a rehearsal or performance.
10. Only band members will sit in the stands designated as Band Area during games. Stand with your own section in your assigned area.
11. No one is to leave the stands during a game.
12. No smoking or eating is allowed in the Band Hall or within fifty feet of the building. Absolutely no smoking or chewing gum is allowed on the turf in the stadium. No smoking is allowed while in uniform.
13. Students are not excused from football games until after the director has dismissed the band.
14. Wear your uniform properly and with pride. Maintenance of your uniform includes taking care to having your pants hemmed and making sure your uniform is always well pressed.
15. If a student is dismissed from the Apache Band due to a rules violation on a road trip, alternate transportation back to campus must be arranged by the student and at the student's expense.
16. In keeping with Tyler Junior College and Division of Intercollegiate Athletics rules and policies, members of the Apache Band will not possess, consume, or act under the influence of alcohol, tobacco or illegal drugs at any Apache Band rehearsal, performance, or other official gathering, nor will members act under the after-effects of alcohol, tobacco or illegal drugs while wearing any

- part of the uniform of the Apache Band, nor while traveling with, or staying at accommodations provided by the Apache Band. It is understood that any violation of these rules will result in severe penalties. These penalties may include suspension from the band, being sent home at the student's expense, and expulsion from the Apache Band.
17. As a member of an organization that represents the Tyler Junior College Bands, Tyler Junior College, and the State of Texas, students are expected to be respectful of themselves and others at all times. This includes maintaining self-discipline during rehearsals and performances.
  18. Members of the Apache Band will adhere to all policies, procedures, and guidelines as stated by the Tyler Junior College. Any conduct, which is in violation of these policies, will be dealt with by the College in accordance with the current policies and could result in suspension or dismissal from the Apache Band.

## **IMPORTANT**

**If a director feels that a student's overall behavior is detrimental to the overall program, whether that behavior is listed above or not and the student has been warned verbally at least one time, the directors maintain the right to reassign or remove a student from the band program without further warning at the director's discretion!**

### **UNIFORM**

Uniforms should be carried in the garment bag issued. Don't drag it—carry it! Be sure that everything is clearly marked with your name. Wear the uniform with pride! When in uniform wear all parts all the time. There is to be no visible jewelry displayed while in full uniform except for very small studs to be worn in earring holes. There is a \$10.00 fee on the uniform. This fee must be paid before the uniform will be issued. Uniform parts (especially parkas) are not to be worn for non-band activities. Uniforms will be kept in the band hall until handed out for performances. Uniforms will be passed out in sections. To receive your uniform prior to performance you must present your shoes and flip folder for inspection, once these items have passed inspection you will receive your uniform. If you fail inspection, you must rectify the situation immediately before final inspection in order to participate. If you are unable to participate in an event because you fail inspection, it will be counted as an unexcused absence.

### **MUSIC**

Music, which is necessary for participation in class-related activities, will be provided for you. This includes music for marching season, concert season, Junior College All – State and your flip folder that will be provided to you. You are required to take care of this music and flip folder. The student must pay for lost or damaged music and flip folders up to \$10. You are responsible for private lesson music.

### **BAND TRIPS**

- The bus will leave on time unless unavoidably delayed. It is the responsibility of the student to be on time. The bus cannot wait for anyone.
- Buses are to be treated with care and all trash must be placed in the receptacle provided. Keep the bus clean.
- No one will leave the group without director approval.
- Drinking, drug use, or the possession of such material while involved in band activities will not be tolerated. Violators will be prosecuted under both college rules and criminal law.
- Public displays of affection are inappropriate. While everyone understands the desire for a sharing of affection, there are times where such behaviors could be offensive.
- When traveling on a bus do not apply any perfumed product. Some people are sensitive to strong aromas especially in closed spaces. Some perfumed products include: hair spray, hand lotion, cologne, after-shave, perfume, baby powder, etc.

- To protect the lives of the students it is necessary that the bus drivers be able to concentrate on their driving. Therefore, there shall be no shouting, singing, clapping, or any other loud noises that might distract the driver.
- If you wish to listen to pre-recorded music, please bring headphones. Everyone does not have the same taste in music. You will not be allowed to listen to music without headphones.
- Profanity is offensive and will not be tolerated. It is imperative that we be respectful of each other. Any jokes, comments or observations with sexual overtones will be interpreted as sexual harassment and dealt with accordingly.
- Movies must be approved by a director or staff member and will be played at the director or staff member's discretion

These guidelines are not meant to prevent students from having fun. They are designed to allow everyone the same opportunity to have a good time. If everyone adheres to these basic guidelines, no one will have a negative experience as we travel. These rules give everyone the freedom to enjoy the experience without others infringing on your rights.

### **FOOTBALL GAMES**

A detailed itinerary will be made available prior to all performances. For all games, the band will meet in block formation in the Band Hall at the time specified for away games. Attendance will be taken at the time indicated on the itinerary. Anyone that is late will lose third quarter privileges and receive a lower grade for the performance. At that time, the section leaders will conduct a brief uniform inspection to insure proper care, maintenance, fit and wear of the uniform. If we are not traveling in uniform, a brief inventory inspection will be held to insure that no parts are forgotten. All uniform parts must be present at inspection. If a student has discrepancies, their grade for the performance will suffer and they may not be allowed to perform. Following inspection, the students will load the bus by seniority, if bus transportation is needed, sophomores first. Students will ride on the assigned bus only.

The uniform coat may only be removed if placed on a hanger if we are traveling in uniform. If we are not traveling or performing in uniform you must wear the band polo shirt and knee length (as close as possible) khaki shorts that and the uniform will be neatly placed in the garment bag provided.

Upon arriving at our destination, all students must remain in their seats until directed to do otherwise. After leaving the bus, students must get their instruments, and immediately seek the drum major (s) and line up in block formation. Percussion will meet with the section leader and begin warming up. **NO ONE WILL PLAY WITHOUT EXPRESSED INSTRUCTIONS FROM A BAND DIRECTOR.** The band will meet by the fire tower at Rose Stadium to warm up and march the Rim. As soon as the Rim March is complete, the band will proceed to the field to prepare for pre - game in an orderly fashion.

After the completion of pre - game, the band will proceed immediately into the stands. If we are playing at an away game, we will meet in a spot designated by the director to warm up and if there is a track around the field, we will march around the track but will not perform pre – game. After the pre – game activities, we will sit in the stands in the same block order as used for inspection. At no time before, during or after the game will any individual or section play without director approval. There are no soloists. The percussion section will be allowed to play cadences and street beats throughout the game, with director approval. In order to assist the football team, we will not play while our team has the ball. The sounds distract the players. We will play while on defense.

Students must be prepared at all times to play the *Fight Song* and all stand songs should be memorized. In order to assure this, everyone must remain in their assigned place. Football games are fun, but we must always remember that the band is constantly in the public eye. Your behavior in the stands can never reflect negatively on the program, college, or yourselves. Approximately halfway through the second quarter, we will move out of the stands to complete warm-ups and focus for the performance. Percussion and color guard will be allowed separate warm-up areas. Immediately following the performance everyone must return to their place in the stands.

When all students are back in place, you will be dismissed for the third quarter. All students will have the third quarter off unless directed by the band staff. No one will play or perform in any way during the third quarter without the express permission of the band directors. When the clock reaches "0:00" you must be in place prepared to play. If you are late in returning, you will lose future third quarter privileges. At no time will food or drink (other than water provided) be brought to the stands. We must keep all food and drink out of the stands in order to protect the instruments and uniforms.

### **STUDENT ADMINISTRATION**

Each office is absolutely critical to the success of the organization and is responsible in assisting the band directors with the implementation of band policies. The following positions are responsible for the social and political workings of the band program. Each office will be filled with one person with the exception of Secretary, Quartermaster, and Librarian.

#### **Secretaries:**

Selected by the Band Directors each spring for the following year, the Secretaries are responsible for maintaining accurate records, assist in recruitment efforts, help the directors in organizing all aspects of the band program, coordinating quartermasters and librarians, and represent the band at school community functions as needed. Those selected for this position will receive a stipend for their work. There will be two positions to fill.

#### **Quartermasters:**

Selected by the Band Directors each spring for the following year, Quartermasters will assist in distributing uniforms and instruments at Band Registration and as needed throughout the year. The Quartermaster must maintain accurate records of all uniform parts and instruments. There will be four positions to fill.

#### **Librarians:**

Selected by the Band Directors each spring for the following year, Librarians will assist with the issue of all-necessary music and the organization and upkeep of the library. Positions as needed.

#### **Historian:**

Appointed by the directors each spring for the following year. The Historian will maintain a photographic record of all band activities for the year.

#### **Chaplain:**

Appointed by the band director, the Chaplain will provide the necessary spiritual leadership for the students. Any interested student should see Mr. Mensch

The following positions are responsible for assisting the band directors in rehearsing the band.

#### **Drum Majors:**

Selected by the Band Directors during a try-out each spring for the following year, these individuals assume a leadership role in all marching performances and rehearsals of the band. Information concerning qualifications and try-outs may be obtained from the band director.

#### **Section Leaders:**

Selected by the directors based on degree plan, ability, experience, interpersonal skills as well as teaching skills. Section Leader Responsibilities include but are not limited to the following:

##### **Music Aspects**

- A. Accuracy of rhythm
- B. A section sound with a matched tone and pitch
- C. Proper interpretation and style of all music
- D. Consistency and uniformity of playing style
- E. Instruments kept in good playing condition
- F. Maintaining the discipline on and off the field

##### **Marching Aspects**

- A. Uniformity and style of all marching posture
- B. Proper care and maintenance of instruments and uniforms
- C. Attend drill planning sessions
- D. Supervise squad leaders

- E. Proper care of uniform/wearing all uniform parts
- F. Maintaining discipline on and off the field

To be considered for any of these positions, interested students should visit with Mr. Mensch and be ready to discuss their qualifications for section leader.

### **ATTENDANCE**

**Attendance: Perfect attendance is the norm.** Band demands on your time will be announced in advance and band members should make the necessary arrangements to be at all required functions. If for any reason you are unable to attend a band function (rehearsal, performance, sectional etc.) you must contact the Band Office at 510-2242. It is also suggested that you contact your section leader when possible. A secretary will take attendance.

**Class Conflicts:** On occasion, a student's academic schedule may create a conflict with a portion of regular marching band rehearsals. Any conflict of this nature must be cleared by the directors prior to the fall semester. It is the student's responsibility to report any recurring class conflicts to the secretary in charge of attendance prior to the first day of class.

**Late arrivals:** Any student arriving late (tardy) to a rehearsal should report to their section leader. **Failure to do so will result in an unexcused absence.**

**Regular rehearsals:** Drill rehearsals are held on Monday, Wednesday, and Friday from 7:50-8:50 a.m. and Tuesday and Thursday from 7:50 to 9:40 a.m. at the Apache Band parking lot practice field. **All regular rehearsals are required.** Anyone missing more than half of one rehearsal in a given week will be placed on alternate status for the next performance. This includes class conflicts. Refer to the individual class syllabus for more details on attendance and how it affects your grade.

**Sectionals:** Any sectional that is called by either a director or section leader is mandatory and will be graded equally. All sectionals will be called at least three days in advance. If there are any conflicts due to prior commitments, you must clear the absence **with the section leader** prior to the sectional.

**Game day rehearsals:** Game day rehearsals are held at Rose Stadium and rehearsal times are determined once the kick-off time for a game is announced. **Game day rehearsals are required.** Students arriving more than fifteen minutes late for a game day rehearsal will be suspended from performing pre-game and halftime on that day's performance. This will be considered an unexcused absence. Arriving late, but prior to 15 minutes late will be considered a tardy.

**Performances: All performances are required.** The penalty for anyone with an unexcused absence from a performance is complete suspension from all game related performances for the next scheduled major performance. In addition, the offending student will receive a two-letter grade deduction in their final grade. A suspended student is not eligible for admission to any Apache Band performances, including football games, as a member of the Apache Band. However, the suspended student **MUST** attend all rehearsals, including the game day rehearsal. A student suspended after or during the last regular performance is ineligible for any post-season trip or performance. If there is a second unexcused absence from a performance, that student will be removed from the program.

### **EXCUSED/UNEXCUSED ABSENCES**

**Illness/Emergency:** If you become ill or experience an emergency, contact the Band Office (510-2242) and your section leader prior to the rehearsal or performance you will miss. Before returning to the next rehearsal or performance, report to the band director and fill out an ABSENCE REQUEST FORM for the day that was missed you should include a written explanation for the absence. When possible, excuses for illness should be accompanied by a doctor's note.

**Unexcused Absences:** *Missing a rehearsal or performance for any reason other than those listed previously will be considered unexcused. In addition, attending a rehearsal without your instrument will also be considered an unexcused absence. Do not schedule any doctor appointments during a rehearsal or performance, as this will be deemed an unexcused absence.*

## **GRADING**

1. All members of the Apache Band should register for MUEN 1127 for freshman, MUEN 2127 for sophomores and KINE 1102 for freshman and 2101 for sophomores if necessary in the fall semester. No one will be permitted to participate without registering for these classes.
2. Grading is based on attendance.
3. Two unexcused absences from rehearsals will result in the lowering of one letter grade (B).
4. Three unexcused absences from rehearsals will result in the lowering of two letter grades (C).
5. Four unexcused absences from rehearsals will be considered a lack of interest in the band and result in dismissal from the organization and a failing grade (F).
6. An unexcused absence from a performance will lower your grade two letters and may result in dismissal from the band pending a decision by the directors and staff.
7. Two unexcused absences from performances will result in immediate dismissal from the band and a failing grade (F).
8. Three tardies from regular rehearsals are equal to one unexcused absence. Two additional tardies are equal to another unexcused absence, and each additional tardy is another unexcused absence.
9. Game day rehearsal tardies are added to regular tardies and will affect the grade and marching status of an individual (see "Game Day Rehearsals").
10. Missing more than half of any regular rehearsals will change a tardy to an unexcused absence and result in "alternate status" for the next performance.

## **OTHER ENSEMBLES**

Ensembles such as Wind Ensemble, Symphonic Band, Jazz Band 1, Jazz Band 2, Woodwind Ensemble, Brass Ensemble, Percussion Ensemble, Apache Spirit, Winter Drum Line and Winter Guard will follow all of the policies listed in this handbook. Any item that is not addressed in this handbook will be dealt with in a course syllabus, such as grade requirements for a specific course other than marching band.

***Failure to abide by any of the policies outlined in this handbook will lead to suspension from performances or removal from the program and loss of scholarship. The Tyler Junior College scholarship policy states that if a student is dismissed from an organization, drops out of the organization or drops out of school after the first two weeks of the semester, that student must pay the total amount of scholarship issued, back to Tyler Junior College prior to re-enrollment! The directors retain the right to reassign or remove any individual from the Apache Band at the director's discretion.***

## **SUMMARY**

It is the wish of the band staff at Tyler Junior College for every student to have the opportunity to participate in band if they so desire. We will teach those wanting to learn. Our band can only grow and improve if we work together, helping each other overcome difficulties and sharing the joy of our successes. The only way a student can fail band, is to fail to try. The only way band can fail a student is if we all fail to accept our differences, strengths and weaknesses. It is our goal that each student enrolled in one of the band classes will have a rewarding and worthwhile musical experience. When there are questions or concerns, please do not hesitate to call and discuss them with your band directors. The telephone number in the band hall is 510-2242 / 510-2375.