



**The Taft Independent School District
Department of Instrumental Music**

**Student Handbook and Program Guide
(High School and Junior High)
2017-2018**

Parent(s) and student initial each page, acknowledging both parties have read and understand the information provided.

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I. PURPOSE/GOALS/OBJECTIVES

The Department of Instrumental Music in the Taft I.S.D. forms a vital and important part of the total educational experience. This program represents a large, colorful, visible, successful, and highly disciplined segment of the school. Appearances at sporting events, concerts, parades, contests, and civic events, provide a great deal of vitality and pride to the school system and community.

The main emphasis of the program is on musicianship and pride of accomplishment, followed by citizenship, tradition, morale, spirit, and loyalty. It is the pride of a job well done and the accomplishment achieved that make the sacrifices worthwhile. Everyone associated with the program will have the opportunity to receive a uniquely outstanding artistic, social, and educational experience that is second to none.

It is possible by setting your schedule in a reasonable manner to have a successful educational Performing Arts experience and still maintain a high scholastic standing. The success of the organization will lead to the success of the individuals and vice versa.

Sincerely,

Felix Hernandez
Director Instrumental Music
Taft Independent School District

The purpose of this program guide is to introduce to all members and parents the rules and policies set forth. These rules and policies are designed to help each individual develop self-respect, teamwork, coordination, character, and to continue making strides of excellence in the Taft Independent School District.

II. GENERAL POLICIES

- A. Be on your best behavior at all times. Remember.... you represent this program.
- B. Don't get behind in your classes. It is your responsibility to maintain eligibility to participate in this extracurricular activity.
- C. Ten Minute Rule – Always be ten minutes early for any activity or practice. Tardiness will not be tolerated.
- D. Only students involved in the program are allowed to enter the music facilities.
- E. During rehearsal or travel outside of school time, school dress code applies.

- F. If you are a student involved in multiple extracurricular programs, it is understood that you accept the responsibility set forth by each organization including attendance, performances, and contests.
- G. If a student decides to withdraw from the program, they may or may not be permitted to rejoin. The decision is at the discretion of the Director of Bands. All personal belongings and instruments owned by the student must be picked up at the time of withdrawal.
- H. There will be no refund for supplies/uniforms if you are deemed ineligible, removed from the band program because of disciplinary problems or you move/relocate at a date after these items have already been purchased and received.
- I. If a student is chronically ineligible, they may be removed from the program
- J. Any student wishing to audition to become a member of the program or any of its components must have cleared all school related debts before they are awarded acceptance to the program.
- K. All students are required to provide a combination lock for on their assigned instrument lockers.
- L. No electronic devices are allowed out during rehearsals.
- M. Do your best 100% of the time.

III. BEHAVIOR AND ETIQUETTE

- A. Respect your elders and address them with the appropriate courtesy title (Mr. Ms. Mrs...)
 - B. Always say "Thank You" when appropriate.
 - C. No horseplay is allowed in the music facilities.
 - D. Profanity is unacceptable.
 - E. Remember that people remember you not only by the way you perform, but also by the way you act.
 - F. Always show respect to other schools while they visit our campus.
 - G. Concert Etiquette – Applaud by clapping only. Whistling and yelling are not appropriate ways of congratulating indoor concert hall performances.
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IV. ATTENDANCE

- A. Attendance at all rehearsals and performances is mandatory (UIL related or not). Do not ask to be released from program responsibilities for work schedules, etc. Schedule non-emergency doctor and dentist appointments at some time other than rehearsal time. An excused absence would be a verifiable illness (doctor's excuse) or a death in the family.
- B. Missing rehearsals due to inappropriate behavior in other classes is unacceptable. This will not be tolerated.
- C. If there is an emergency and you will be absent, have your parents call the High School Band Hall at (361)528-2636 ext. 3444.
- D. All attempts must be made to tutor or make-up tests outside of rehearsal time.
- E. Excessive absences (even medical) may result in the loss of your performance position.
- F. If a student is absent from marching rehearsal on the day of the performance, they will not be allowed to travel and/or participate in the performance that same day unless the student has a verifiable excused absence and cleared by school administration.
- G. If a student does not attend a UIL Contest, they may be removed from the Taft Independent School District Department of Instrumental Music program. This is under the discretion of the Director of Instrumental Music.

V. GRADING POLICY

Students will be graded on the following:

- A. Musical development tests (written or instrumental)
- Tone
 - Articulations
 - Correct notes
 - Correct rhythms
 - Style
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- Memorization

B. Instrument Sectional Evaluation

C. Preparedness

- Complete uniform (hat, polished band shoes, long socks, gloves, gauntlets, etc.)
- Black socks with black shoes
- Instrument
- Music
- Lyre
- Flip folder
- Fundamentals book
- Reed
- Drum Sticks/Mallets
- Mouthpiece
- Valve oil
- Cork grease
- Music pass offs

D. Football game performances – individual marching, playing and guard routine evaluation.

E. Marching Contests – individual marching, playing and guard routine evaluation.

F. Concerts – individual performance evaluation

G. Concert Contests – individual performance evaluation

H. Music pass-offs

VI. SCHOOL EQUIPMENT & FACILITIES

A. Everyone must take the responsibility of preserving them. They are property of T.I.S.D. and should be treated with respect.

B. No food, drinks or candy will be allowed in the music facilities.

C. Instrument storage is for instruments, music and marching band water bottles only.

D. School-owned instruments will be issued at the discretion of the Director of Instrumental Music. Parents and students will be responsible for repair and/or replacement costs due to

damage from negligence or loss. The Taft Independent School District is not responsible for any instruments that you own. Storage is provided for safe keeping of instruments.

- E. Take care of your music folder. They are a tremendous expense to the program. Students will be held financially responsible for damages beyond normal wear and tear. This is at the discretion of the Director of Instrumental Music.

VII. MARCHING BAND

- A. Summer rehearsals are crucial in preparation for the first football game. These rehearsals are mandatory. Students who miss these rehearsals for any reason will be placed in an alternate position at the discretion of the Director of Instrumental Music. Please do your best to schedule your vacations and summer jobs around these rehearsals.
- B. Color Guard members will be students auditioned from the student body as well as instrumentalists from the band. Approval by the Director of Instrumental Music is required for any instrumentalist wanting to audition for the Color Guard.
- C. Frontal Ensemble percussionists will need to report to rehearsals early enough to have their equipment ready to begin on time.
- D. Monday night and/or Tuesday night rehearsals may be scheduled if necessary. Night Rehearsals are mandatory and will last two to three hours. Students will be notified of the rehearsal times ahead of time. Eat dinner before you arrive, not when you arrive.
- E. Rehearsals at 7:30 AM are mandatory when school begins.
- F. Sectionals are required weekly.
- G. There will be graded uniform inspection on all performance days. It is your responsibility to turn in your uniform after every performance. **No uniform will be taken home unless it is a uniform wash weekend.** Students will be held financially responsible for missing parts of uniform. Students involved in other activities must bring a change of clothes.
- H. High School Football Games:
- Report times will be announced.
 - Home Games – Dinner is the student's responsibility.
 - Away Games – Dinner may be provided by the program.
 - No food, drinks, or candy will be allowed in the stands.
 - No electronic devices are allowed out during the football game.
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- **Third Quarter Break** –Students may be awarded to go to the concession stand after the halftime performance. All breaks are awarded at the discretion of the Director of Instrumental Music. If third quarter break is awarded, you remain in your uniform and return to your proper seat ready to play **before fourth quarter begins.**
 - Non-program members are not allowed to sit within the sections.
 - You must ask permission to leave your seat in the stands.
 - No individual playing will be permitted during the game. **Every instrumentalist must play his/her assigned instrument in the stands. Trading instruments will not be allowed. Disciplinary action will follow any infractions of this rule.**
 - Always be supportive of the football team, win or lose.
 - Be ready to play at any time in an orderly fashion.
 - Percussionists will play cadences while the band marches into the stadium. Everyone will remain at attention in the stands until the director signals for everyone to be seated.
- I. Every student will take his/her hatbox into the stands.
- J. Drum Major auditions will be held in the spring. Student and parents will be required to sign the **Drum Major Audition Contract** prior to the audition. Two years of high school competitive marching experience is required. A director or directors from another school district will come to judge. Once the scores are tabulated, the results are final. Results will be announced at a time given by the Director of Instrumental Music.
- K. Guard auditions will be held in the spring. Student and parents will be required to sign the **Guard Audition Contract** prior to the audition. A director or directors from another school district will come to judge. Once the scores are tabulated, the results are final. Results will be announced at a time given by the Director of Instrumental Music.
- L. Drumline and Frontal Ensemble auditions will be held in the spring. The percussion specialist and/or Director of Instrumental Music for the TISD will be responsible for selecting these students.
- M. Any students in Drill Team, Cheerleading, Athletics, or any other school sponsored club will perform with the band when necessary.

VIII. CONCERT SEASON

- A. During concert season, the band may be divided into two ensembles with placement at the discretion of the Director of Instrumental Music.
By doing so, band members are given the opportunity to participate at their own unique level. **Students will have the opportunity to challenge up in chair order at a time designated by the Director of Instrumental Music.**
- B. Seating within each band will be determined by the following factors:
- _____

- Student performance during marching season
 - Student sectional attendance
 - Student rehearsal attendance
 - Student discipline
- C. Sectionals are mandatory. Students will have one instrumental sectional and one full band sectional per week either before or after school.
- D. There will be a uniform inspection on each performance day for a grade.

IX. TRAVEL

- A. Before departure, students will place their instruments in the proper location for loading.
- B. When arriving at the performance site the Loading Crew, percussionists and tuba players, will exit the buses first to unload the large instruments.
- C. After the performance, **all** students will load the equipment trailer. When the band returns home or to our final destination, all students will unload the equipment trailer.
- D. No public displays of affection (ex. Kissing).
- E. There will be a bus sign-up sheet before each **Out of Town** travel event.
- F. Students will ride the same bus to and from all performances.
- G. Once it gets dark, boys to a seat and a girls to seat. Couples must be separated. Students in violation will be assigned seats for the remaining school year.
- H. Bus Behavior and Rules
- No screaming, drumming, singing, clapping, or other disruptive noises.
 - You are allowed to bring electronic music devises, but must use headsets. TISD is not responsible for loss of these items.
 - Show respect to all chaperones.
 - Nothing exits the windows including hands, arms, and objects foreign to the body.
 - No talking or gesturing out of the windows.
 - All students must remain in their seats for the duration of the ride.
 - The entire uniform must be worn before boarding.
 - Students will not board or de-board until instructed to do so.
- I. Students will not be allowed to leave with parents/guardians from any travel performance without a letter of reason, including a principal's signature and approval.
- J. For the safety of all students, stay in groups at all times. Do not go anywhere alone.
- K. Any students engaging in inappropriate behavior and/or illegal activity during travel will be sent home at their parent's expense. Further appropriate disciplinary action will follow.
- L. Overnight trips
- ___ ___ ___

- Curfews and lights out will be enforced. Students do not leave rooms after curfew for any reason. Parents will be contacted immediately if curfew is violated.
- No girls are allowed in boys rooms. No boys are allowed in girls rooms. Violators will be assigned hotel rooms for the remaining school year.

X. UNIFORM GENERAL RULES

- A. Uniforms will be distributed and checked out by the Uniform Staff.
- B. All uniforms must be returned and checked in to the uniform room after each performance and hung properly.
- C. There will be no **“body contact”** at any time while in uniform. **If you have a boyfriend/girlfriend in the program, it should not be evident to the public.**
- D. No flirting, cursing or displays of affection while in uniform.
- E. Only the Director of Instrumental Music will give permission when to open or take off the uniform jacket.
- F. No food, candy, or personal belongings are to be stored in the uniform bags or hat boxes.
- G. **All competitive events and performances – black pant uniform, black shoes and black socks.**
- H. **Please do not confront the band directors before, during, or following a contest or practice. These may be busy and emotional times for both the parent and the directors, and this period does not promote objective analysis of the situation. Conferences with the directors can be done during their conference periods or a mutually agreed upon time.**
- I. The uniform
 - A show shirt and/or solid black t-shirt, along with black/dark gray shorts, must be worn under the uniform. Students are responsible for purchasing these items.
 - Bib pants must be adjusted in length to never touch the ground.
 - All students must wear solid long black socks.
 - **Each student is responsible for purchasing his/her own pair of Marching Band Shoes.** Shoes will be made available to each student at the beginning of each marching season.
 - Hair longer than collar length must be tucked into your hat and is subject to inspection from a staff member.
 - Students who do not wear the required attire will not be allowed to perform and their grade will be adjusted accordingly.
 - No jewelry of any kind is allowed while in uniform. The guard will be allowed to have jewelry, only when it is part of their costume uniform.

- Only your band hat is to be stored in your hatbox. Gloves and gauntlets are to be stored in your uniform bag side pocket.
- J. Students will be held financially responsible for cleaning expenses outside normal wear at the discretion of the Director of Instrumental Music.

XI. STUDENT OFFICERS

Band officers will assist in developing, enforcing and applying policies in this Program Guide. Student officers will be chosen using a vote from the band student body.

- A. President – responsible for organizing band projects.
- B. Uniform Captain – he/she organizes the uniforms, distributes and collects them, keeps the uniform room organized at all times, and will load, distribute, and collect plumes from all performances. At away performances, plumes will be distributed upon arrival and collected prior to departure. At home performances, plumes will be distributed from the band hall, collected during fourth quarter and then placed in the plume boxes. He/she will pick his/her uniform support staff.
- C. Loading Crew Captain – manages the crew and the loading and unloading of all equipment. This officer will pick their support crew.
- D. Drum Captain – manages the Percussion Section and is chosen by Director of Instrumental Music.
- E. Guard Captain – manages the Guard Section and is chosen by Color Guard Director and/or Director of Instrumental Music.
- F. Section Leaders – Section Leaders are selected by the Director of Instrumental Music. Individuals must exhibit good character, integrity, leadership, ability to work and teach others, and be proficient with marching and/or instrumental playing. Section leaders are responsible for providing leadership on and off the field, in the concert hall, and for setting a high standard for others to follow. In addition, they must assume responsibility for their section, related assignments, and maintain rehearsal discipline, spirit, and morale within the band. They are also responsible for being the librarian for their section during marching season.

XIII. INDIVIDUAL TRYOUTS (All Region, All-State Process and Solo/Ensemble)

- A. These tryouts are optional.
- B. Students will audition for their Director of Instrumental Music Specialist before entering.
- C. Ensemble members who do not prepare their music or do not cooperate in scheduling rehearsals will be replaced by other deserving students. This is under the discretion of the Specialist.
- D. Any student who auditions for a TMEA /ATSSB All-Region Band and awarded a chair in that organization is required to attend the clinic and concert, as per guidelines set forth by the Region 14 Band Division By-Laws. If a student does not attend the clinic and/or concert, they will forfeit his/her placement and patch, will be replaced by another deserving student and will not be permitted to audition for the All-Region Band the following school year, forfeiting their opportunity to compete in the All-State audition process.

XIV. LETTERMAN JACKETS

- A. A student must have participated in the program for four years or eight (8) traditional semesters to be issued a letterman jacket. The equivalence will be accepted from students transferring from another school district. Exceptions will be considered due to extenuating circumstances. (Ex. School scheduling conflict)
- B. A student may be issued a letterman jacket who will be graduating before the traditional eight (8) semesters. It will be the responsibility of that student to provide documentation of pending early graduation.
- C. A student must have participated in all scheduled performances, rehearsals, and music commensurate with level of assignment.
- D. A student must be passing the class of which the letterman jacket was earned with a current minimum grade average of a ninety (90). He/she must be currently eligible at the time the jacket is issued.
- E. A student must have maintained exemplary conduct of the organization, school, and community, and exhibited a positive attitude towards the band and band staff.
- F. A student, grades 9-12, will be issued a letterman jacket if they become a member of the Texas All-State Band or make a 1st Division at State Solo & Ensemble.
- G. If a student has already been issued a letterman jacket from another organization and meets the requirements to be issued one in this program, they may purchase an organization "letter" to place on their current letterman jacket.
- H. A student must have no outstanding financial responsibilities to the Department of Instrumental Music or Taft High School.

XV. BOOSTER ORGANIZATION

- A. Taft High School has a very active Greyhound Booster Organization. Meetings will be TBA and will be held at the high school music facility. The Band Staff encourages you and your parents to attend these meetings, help with activities, and become involved with this organization. Help is always welcomed. It is also reasonable to expect each member to participate in several fundraising activities. Parents participating in the Booster Organization will have the opportunity to chaperone program trips based on the amount of total hours volunteered throughout the school year. Those members with the most hours, confirmed by the Booster President, will be assigned as chaperones. The final decision is at the discretion of the Booster President.
- B. The Booster Organization Officers consists of the following:
 - 1. President
 - 2. Vice-President
 - 3. Treasurer
 - 4. Secretary
- C. The Booster Officer elections will be held at the end of a finished school year and before a new school year begins.
- D. The Booster Organization will follow all Rules and Regulations set forth by the UIL By-Laws concerning Booster Clubs. These can be found online at:

<http://www.uiltexas.org/policy/booster-club-guidelines>

XVI. FUNDRAISING

- A. Fundraising projects will be made available to help raise money for trips or to purchase necessary items needed for the success of the program.
 - B. Students will be responsible for turning in all money generated through fundraising.
 - C. Fundraising must be done as a group, be organized by the Director of Instrumental Music and approved by Taft Independent School District.
 - D. Every student will participate and sell the minimum items required.
 - E. A student will receive a receipt for any funds turned in. **Do not lose this receipt.**
 - F. If a student leaves the program, or does not attend the trip for which the money was raised, the money will remain in the program activity account and will distributed equally among all attending the trip to provide either more meals or to cover any necessary expenses. This money will **not** be carried over to the next year as a credit to the student.
 - G. If a student raises money through fundraising, exceeding the amount needed for their individual trip account, this extra money will be distributed among all attending the trip to provide either more meals or to cover any necessary expenses.
- — —

- H. If fundraising money is not turned in by the assigned deadline, the student may have to forfeit all of the earned credit and may lose privileges of attending the trip. Please do not forget that deadlines are set by trip companies.
- I. A late fee will be applied to a student's account if all money is not turned in by the assigned deadlines, pending trip company rules and policies. This applies only if trip companies will extend the assigned deadline.
- J. Students will not be refunded any money generated through fundraising.
- K. Students may pay into their trip accounts. Be advised that once a trip payment deadline is not met by the student, all monies may be forfeited and/or only a percentage paid into the student's trip account may be refunded, depending on trip companies' policies regarding trip withdrawals.
- L. If a student wishes not to participate in a Booster Club fundraiser, his/her trip cost will require a higher overall balance to attend the trip. The adjusted balance will be announced ahead of time.
- M. Any debts by students who fundraised must be cleared with the program in order for promotion to the next grade level or graduation.
- N. A student will not be allowed to participate in any other fundraiser until all previous fundraiser debts have been cleared.

XVII. STUDENT CODE OF CONDUCT

Taft Independent School District (TISD) has a Student Code of Conduct. This Code, which is adopted by the board, provides information and direction to students and parents regarding standards of behavior as well as consequences of misconduct. All extra /cocurricular students will adhere to the same requirements set forth by the TISD Student Code of Conduct. In addition, participating in extra/cocurricular programs is a privilege, not a right. Therefore, these students will be subject to more stringent disciplinary procedures. The intent is to positively promote the student's health and welfare, create a safe learning environment, and provide for the safety of each individual student. The Student Code of Conduct can be found at www.taftisd.net.

Offenses

Students participating in extracurricular activities may also be subject to a one (1) year suspension for engaging in conduct that contains the elements of offenses listed in §37.006 of the Texas Education Code on or off school property. This includes but is not limited to any conduct punishable as a felony including offenses such as weapons possession, assaultive offenses, false alarms or terroristic threats, public lewdness, retaliation and any offense related to possession of, or distribution of illegal drugs and/or alcohol. The student's re-enrollment in the extra-

curricular/co-curricular program is at the sole discretion of the director or sponsor with administrator approval.

The Texas Education Code can be found online at:

<http://portals.tea.state.tx.us/page.aspx?id=920&bc=506>

XVIII. EXTRA THOUGHT TO ENSURE SUCCESS IN BAND

RESPONSIBILITY TO OURSELVES

We owe ourselves the benefit of proper equipment and the responsibility of doing our best. Our program will be as effective as the individuals in it desire to be.

RESPONSIBILITY TO OUR SCHOOL

The Taft Independent School District provides the necessary equipment and facilities for us to be successful. This includes the Booster Organization and the Board of Trustees, both of whom provide much in the form of moral and financial support. We then have the obligation to provide the best possible performances for the school and community. This means that we agree to give up some free time on holidays and vacations for the entertainment of others. Of course, this also means that in order to provide top-flight performances, we must be willing to prepare by having productive rehearsals. **Perfect Practice equals a Perfect Performance.**

RESPONSIBILITY TO EACH OTHER

Getting along with each other in our daily lives at school can sometime be challenging. With a large program such as ours, it is even more of a task when rehearsing, performing, traveling, or just socializing. You have the obligation and responsibility to respect the rights of others. Anti-social behavior will only breed and lead to problems. We must strive to form a relationship of mutual respect and continue to work towards a singular goal.

CITIZENSHIP

Learn to work with your classmates. The success of the program is dependent on 100% cooperation. Remember, everywhere we go we are judged as a group, not as individuals. People form an opinion of our town, school, parents, and you from your behavior.

MUSICIANSHIP

Strive to be your best. We can learn about finer things and enjoy all types of music. Music is sharing and learning. Practice, listen, and learn!!

IXX. COMMENTS

1. We make the impossible possible.
 2. Always have a positive attitude.
 3. We are an emotional group as well as a physical group. Expect some ups and downs throughout the season.
 4. There is always room for improvement. Constructive criticism should always be welcomed, even when it hurts a little.
 5. More drive and spirit in rehearsals means a better performance with fewer mistakes and a better crowd response.
 6. Look for opportunities to compliment one another. Don't just tear down, but try to build up.
 7. Work with and for each other. We are a team!
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XXII.
DEPARTMENT OF INSTRUMENTAL MUSIC
PROGRAM GUIDE
ACKNOWLEDGEMENT FORM

Name of Student
(Please Print)

Dear Student:

Please sign this document and initial on each previous page to acknowledge that you have read and fully understand the Taft Independent School District Department of Instrumental Music Program Guide. By signing, you agree to complete one school year as a member of this program. You acknowledge being a responsible member and citizen of the school when representing this program and our community to others.

Student signature

Dear Parents:

Please sign this document and initial on each previous page to acknowledge that you and your son/daughter have read and understand the information provided in the Taft Independent School District Department of Instrumental Music Program Guide.

— — —

Parent(s) Signature

Date

XX. STUDENT MEDICAL RELEASE

Student Name: _____

Telephone Number: _____

Father's (or guardian) Name: _____

Father's work Number: _____

Mother's (or guardian) Name: _____

Does the student have any medical condition(s)? _____

Is the student allergic to any medications? _____

Insurance Company: _____

Policy Number: _____

Emergency Contact #1:

Name: _____

Relationship:

Telephone Number: _____

Emergency Contact #2:

Name: _____

Relationship:

Telephone Number: _____

XXI. PARENT/STUDENT UIL MARCHING BAND ACKNOWLEDGEMENT FORM

No student may be required to attend practice for marching band for more than eight hours of rehearsal outside the academic school day per calendar week (Sunday through Saturday). This provision applies to students in all components of the marching band.

On performance days (football games, competitions and other public performances) bands may hold up to one additional hour of warm-up and practice beyond the scheduled warm-up time at the performance site. Multiple performances on the same day do not allow for additional practice and/or warm-up time.

Examples of Activities Subject to the UIL Marching Band Eight-Hour Rule

- Marching Band Rehearsal (Both-Full Band and Components)
- Any Marching Band Group Instructional Activity
- Breaks
- Announcements
- Debriefing and Viewing Marching Band Videos
- Play off Marching Band Music
- Marching Band Sectionals (Both Directors and Student Led)
- Clinics for the marching band or any of its components

The following activities are not included in the Eight hour time allotment:

- Travel time to and from rehearsals and/or performances
- Rehearsal set-up time
- Pep Rallies, Parades and other public performances
- Instruction and practice for music activities other than marching band and its components.

NOTE: An extensive Q & A for Eight Hour Rule for Marching Band can be found on the Music page of the UIL web site at:

“We have read and understand the Eight-Hour Rule for Marching Band as stated above and agree to abide by these regulations”

Parent signature _____ Date _____

Student signature _____ Date _____

____ _