



# **Eldorado High School Golden Eagle Marching Band Band Handbook 2018-2019**

BRAD DUBBS – DIRECTOR  
STEVE SNOWDEN – ASSISTANT DIRECTOR

# 2018-2019 EHS Band Handbook

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# WELCOME TO THE EHS BAND PROGRAM

## FROM THE DIRECTOR

Dear Parents and Students,

Welcome to the Eldorado Band! I hope everyone had a great summer and ready to start another school year. For those who do not know me, I am beginning my 21<sup>st</sup> year of teaching and my 6<sup>th</sup> year at Eldorado. In addition to being a clinician and adjudicator for band programs across the state, I also play trumpet professionally in and around the Albuquerque area. I have been a member of the Albuquerque Jazz Orchestra for 25 years, performed with the NM Philharmonic, and continue to play for world renowned artists at venues in the area.

Every single person in this program plays an important role to the success of our group. We are excited to have all of our new students and families in our program this year and look forward to having you be a part of a tradition of excellence. Welcome back to all of our returning students and families as well.

Mr. Snowden and I are excited about our marching show this year! It is called A. I. and is sure to be a lot of fun for students and audiences.

Several keys to our success at Eldorado are individual responsibility with musicianship and academics, maintaining a positive attitude, and helping one another. Many students also take private lessons and audition for All-State. We highly encourage everyone to try to do these types of things. Please ask for assistance if you need help with any music or help in any of your classes. Many people will be there to help you.

Communication is also very important. Make sure that everyone understands and has read our handbook and calendar. Performances are required, and everyone must know the start and end times of all events.

I look forward to working with all of you this year and I'm confident that we will have another successful year with the Eldorado band.  
See you soon!

Mr. Dubbs



## FROM THE ASSISTANT DIRECTOR

Dear Students and Parents,

Welcome, or welcome back as the case may be, to another exciting year in the Eldorado Band Program! Marching band is unlike anything that any of the 8th graders have ever experienced before. You may feel overwhelmed at first. Don't worry! It is normal and completely expected for you to have those feelings. Remember that everyone, including your fellow section members, section leaders, staff, and even your directors were once in your position and that we are all here to help you and the entire band improve and succeed!

I have had many performance and teaching experiences directly related to marching groups outside of the public-school setting: including marching with the Blue Knights Drum and Bugle Corps and being on staff with the UNM Spirit Marching Band. I look forward to sharing those experiences with the group. While earning my undergraduate degree at UNM, I performed in the Wind Symphony, Symphonic Band, Jazz band 1 and Jazz band 2. With the Spirit Marching Band, I served as section leader for 4 years and also as a drill writer and staff member for one. In addition to those duties, I ran the Soundpack Basketball Band for the Lady Lobo Basketball games. I earned my Master's degree in music with an emphasis in education in December of 2008 from the University of New Mexico.

We will gauge success of the marching band by looking for improvement with every performance. This goal can be achieved by carefully evaluating each performance and having focused rehearsals to address concerns.

I am excited for another year at EHS! I am starting my sixteenth-year teaching here at Eldorado High School, and my seventeenth year of teaching overall. In addition to my duties as the assistant band director at EHS I am also the band director at Jackson Middle School.

Remember to bring the following very important things to band camp: Water, sunscreen, good athletic shoes, an open mind, energy, and most importantly, A POSITIVE ATTITUDE.

See you at Band Camp!

Mr. Snowden



## FROM THE BOOSTER PRESIDENT

Welcome new band students and families! Get ready for a fun-filled, busy, and very exciting year with the Eldorado Golden Eagle Band. I am so glad you are joining our band program. Welcome back to our wonderful returning band students and boosters. I hope you had a great summer and are excited to be back for another year of music, friendship, and fun! A special welcome back to Mr. Dubbs, Mr. Snowden, and the rest of our amazing staff! They have some great ideas for our band this year, and we look forward to helping to make them possible.

Finally, welcome back to our fantastic returning Eldorado Band Booster Board Members. Returning members include JP Bowdoin as a vice-president, David Griswold as treasurer, Melissa Flynn as fundraising chair, and Erica Manteufel as uniforms chair. Robby Claspell has agreed to shadow Erica this year on uniforms to take over in the 2019-20 season. This year we welcome Crystal Jackson as a new vice-president, and Amy Allen as our new secretary. I am Richard Garcia and I am your new president. We are lucky to have such a great team of dedicated parents on the board who are always thinking about our students and the best ways to help our organization.

Parents, we are looking forward to meeting you and getting to know the new band families through the many volunteering opportunities that occur during the year. Please feel free to jump in and sign up to volunteer whenever you can. It is very rewarding to work with this brilliant group of kids, parents, directors, and staff. Chaperoning, serving meals, working on the pit crew, helping with festivals, selling spirit wear, helping with uniforms, helping with fundraising, and serving on the board are just a few of the ways you can help out your student and our organization at the same time. Throughout the year, we will have many chances for you to sign up. Even if you only volunteer once a year, every little bit helps us in our mission to support our kids and the Eldorado band program. We truly believe that many hands make light work, so please volunteer as often you can. It really is a lot of fun!

Please keep this handbook in a safe place. It holds the answers to many frequently asked questions along with numbers and e-mail addresses of those who can help with situations that come up throughout the year.

Staying informed is the key to making a good year great. Be sure to reference our website, our Charms program, and the calendar at the back of this handbook often. Also, be aware that e-mails will be frequent. This is a very dynamic program and things can change quickly. We want to make sure everyone stays informed.

Here's to another successful and memorable year for the Eldorado Band!

Richard Garcia  
[ehsbandboosterpresident@gmail.com](mailto:ehsbandboosterpresident@gmail.com)  
235-2255

The Amazon Smile logo features the word "amazon" in black and "smile" in orange, with a curved orange arrow underneath "amazon". To the right, it says "You Shop. Amazon Gives." in a smaller font.

Did you know you can support our General EHS Band Fund while shopping with Amazon?

General funds benefit all students, and make it possible for us to have the best staff, clinicians, music, and equipment.

Start at **smile.amazon.com** and select the Eldorado Band Booster Club as the charity you'd like to support. Your order is processed the same way it always is, but .5% of your Amazon Smile purchases comes back to the Band Program.

## 2018-2019 BAND CALENDAR

Additions, corrections and changes to this calendar will be distributed through weekly emails sent by the Band Booster President. Please make sure to sign up on the EHS Band website: <http://www.nmeldoradoeaglesband.com>

**Important Dates: Zia Marching Fiesta is on October 13, Pageant of Bands is on October 20 and Tournament of Bands is October 27-28.**

**Please do not schedule an ACT test on these dates.**

DM-Drum Major  
SL-Section Leader

June 25-28	Color Guard Spin Camp	9:00am-4:00pm
July 14	Marching Field Clean-Up Day	7:30am
July 20	Drum Major and Section Leadership Camp Band Potluck Picnic, EHS Courtyard	9:00am to 1:00pm 6:00pm
July 23	Band Camp FRESHMEN, SL, DM	7:30am-11:30am-1pm-4:30pm
July 24-27	Marching Band Camp for All Members	7:30am-11:30am/1pm-4:30pm
July 30	Marching Band Camp for All Members	7:30am-11:30am/1pm-4:30pm
July 31	Marching Band Camp for All Members	7:30am-11:30am/1pm-4pm
July 31	Pep Band Rehearsal (no guard)	6:30pm-9pm
Aug. 1	Marching Band Camp for All Members	8:30am-11:30am 1pm-4:30pm
Aug. 2 and 3	Marching Band Camp for All Members	8:30am-11:30am 1pm-4:30pm
Aug. 4	Final Rehearsal/ Parent Meeting-Student Performance	9:00am-11:00am
Aug. 6-7	Registration	
Aug. 8	SOAR DAY	
Aug. 13	First Day of School	
Aug. 14	Marching Practice-Marching Field	3:00pm-5:30pm
Aug. 15	Drumline/Pit/Color Guard Practice	5:30pm-7:30pm
Aug. 21	Marching Practice-Marching Field	3:00pm-5:30pm
Aug. 22	Drumline/Pit/Color Guard Practice	5:30pm-7:30pm
Aug. 24	First Football Game (visitor at West Mesa) Community Stadium	7:00pm
Aug. 25	March a Thon/Flea Market	8:00am-1:00pm
Aug. 28	Marching Practice-Marching Field	3:00pm-5:30pm
Aug. 29	Drumline/Pit/Color Guard Practice	5:30pm-7:30pm
Aug. 29	Open House	6:00pm
Sept. 3	Labor Day (NO SCHOOL)	
Sept. 4	Marching Practice-Marching Field	3:00pm-5:30pm
Sept. 5	Dr. Tim Leadership Workshop (SL/DM)	4:00pm-7:00pm
Sept. 5	Drumline/Pit/Color Guard Practice (SL will be at clinic)	5:30pm-7:30pm
Sept. 6	Football Game – Wilson Stadium (Home) *	7:00pm
Sept. 8	ACT	
Sept. 11	Marching Practice-Marching Field	3:00pm-5:30pm

Sept. 12	Drumline/Pit/Color Guard Practice	5:30pm-7:30pm
Sept. 14	Football Game – Community Stadium (Visitor)***	7:00pm
Sept. 15	SATURDAY MARCHING PRACTICE- Marching Field	8:00am-4:00pm
Sept. 18	Marching Practice-Marching Field	3:00pm-5:30pm
Sept. 19	Drumline/Pit/Color Guard Practice	5:30pm-7:30pm
Sept. 20	Football Game – Homecoming (Home) *	7:00pm
Sept. 22	Homecoming Dance	
Sept. 25	Marching Practice-Marching Field	3:00pm-5:30pm
Sept. 26	Drumline/Pit/Color Guard Practice	5:30pm-7:30pm
Sept. 28	Marching Practice –WILSON STADIUM (Have a ride)	3:00pm-5:00pm
Sept. 28	Football Game – Wilson Stadium (Home)	7:00pm
Oct. 2	Marching Practice-Marching Field	3:00pm-7:30pm
Oct. 3	Battery/Pit/Color Guard Practice	5:30pm-7:30pm
Oct. 9	Marching Practice-Marching Field	
Oct. 10	Battery/Pit/Color Guard Practice	5:30pm-7:30pm
Oct. 11	Football Game – Wilson Stadium (Home) * LC	7:00pm
Oct. 11	Marching Practice-WILSON STADIUM	
Oct. 12	NO SCHOOL OR PRACTICE!!!	
Oct. 13	Zia Marching Band Fiesta – University Stadium	All day
Oct. 15	Academic Letter Ceremony in PAC	6:30pm
Oct. 16	LAST TUESDAY PRACTICE	3:00pm-5:30pm
Oct. 17	Battery/Pit/Color Guard Practice	3:00pm-5:30pm
Oct. 18	Jazz Concert in PAC – Jazz 1 and 2	6:30pm
Oct. 20	Pageant of Bands – Wilson Stadium	All Day
Oct. 23	Final Tuesday Practice!!!!	3:00pm-5:30pm
Oct. 24	No Practice!	
Oct. 25	Football Game – Wilson Stadium (Visitor) *	7:00pm
Oct. 27-28	Tournament of Bands – NMSU (Las Cruces)	All Day
Nov. 2	Football Game – Wilson (Home)	7:00pm
Nov. 6-7	All-State/Jazz All-State Auditions at AYS Building	Times/TBA
Nov. 12	Veteran's Day – NO SCHOOL	
Nov. 16-18	District VII Honor Band (select students)	
Nov. 21-23	Thanksgiving Break (NO SCHOOL)	
Dec. 6	Winter Jazz Band Concert (w/special guest UNM Jazz 1)	6:30pm
Dec. 8	ACT Test Band Booster Holiday Party	TBD
Dec. 11	Winter Concert Band Concert	6:30pm
Dec. 19-21	Final Exams	
Dec. 21-Jan. 4	Winter Break (NO SCHOOL)	
Jan. 7	First Day Semester 2	

Jan. 9-12	NM All-State Music Conference	
Jan. 21	Martin Luther King Jr. (NO SCHOOL)	
Jan. 25-27	Jazz All-State at ENMU (Portales) – Select Students	
Jan. 28	8 <sup>th</sup> Grade Night at EHS	
Feb. 9	ACT Test	
Feb. 14-16	Albuquerque/UNM Jazz Festival	
Feb. 18	President's Day (NO SCHOOL)	
Feb. 20	Pre-Festival Concert	6:00pm
Feb. 26-28	District 7 Concert Festival (MPAF) Concert, Symphonic, Wind Ens.	Time/Day TBA
March 7-8	Parent conferences (NO REGULAR SCHOOL SCHEDULE)	
March 11-15	Spring Break (NO SCHOOL)	
April 6	Prom	
April 11-15	Spring Trip to Dallas, TX	
April 19	Vernal Holiday (NO SCHOOL)	
April 26-28	UNC Greeley Jazz Festival, Greeley, CO (Jazz 1 and 2)	
April 30	Jazz Concert in PAC	TBD
May 2	Spring Band Concert in PAC	6:30pm
May 5	Band Banquet	1:00pm
May 9	Band 8 <sup>th</sup> Grade Night in Band Room	6:30pm
May 13	Graduation at Tingley	TBD
May 22	Last Day of School	





## CONTACT INFORMATION & ROSTERS

### EHS BAND STAFF

#### DIRECTOR:

Brad Dubbs

296-4871 (ext.35066)

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

**Education:** Bachelor of Music Education, University of New Mexico

**Years of Experience:** 20 years of teaching middle and high school students in Las Vegas, NV and various New Mexico schools, including: Jackson Middle School; Rio Rancho High School; Manzano High School; and Eldorado High School (for the past 5 years)

#### ASSISTANT DIRECTOR:

Steve Snowden

[scsjrtuba@msn.com](mailto:scsjrtuba@msn.com)

**Education:** Bachelor of Music Education, University of New Mexico; Master of Music Education, University of New Mexico

**Years of Experience:** Music clinician and drill instructor at area schools for more than 23 years; member of the Blue Knights Drum and Bugle Corps; teacher at Cibola HS, Polk Middle School; Band Director at Jackson Middle School and Assistant Band Director at EHS for 15 years.

### MARCHING STAFF:

Jason Owen

John Sanks

Michael Christmas

Alli Moore

### PERCUSSION INSTRUCTORS:

Eddie Canales

Chris Bouchard

Shane Corwin

Aaron Kaspi

### COLOR GUARD STAFF:

Chris Garcia

Paul Avalos

## EHS DRUM MAJORS AND SECTION LEADERS

<b>Drum Majors</b>	Paris Eisenman Abbie Galetti Jed Perea
<b>Flute</b>	Michaela McNabb Julia Brown
<b>Clarinet</b>	Travis Johns Maddie McInturff
<b>Saxophone</b>	Zach Wenner Alex Prothero Kate Spalding
<b>Mellophone</b>	Brandon Brane
<b>Trumpet</b>	Gavin Connell Justin Trussell
<b>Trombone</b>	Aaron Greenwood Jason Jackson
<b>Baritone</b>	Jennifer Manteufel
<b>Sousaphone</b>	Larson Genne
<b>Battery</b>	Emily Sims
<b>Pit</b>	Ophelia Dimkoff Sydney Manginell
<b>Color Guard</b>	Ashlyn Johnson Molly Russell Sierra Genne

### Drum Major Responsibilities

- Conduct the band
- Assist in organizing and running rehearsals
- Assist in teaching drills
- Monitor and mentor underclassmen



## STUDENT OFFICERS

OFFICE	OFFICER(S)	DUTIES
<b>Presidents</b> <i>(Only Juniors &amp; Seniors are eligible for this position)</i>	Zach Wenner Jennifer Manteufel	<ul style="list-style-type: none"> <li>• Conduct meetings to plan student activities, team building, and fundraising</li> <li>• Prepare and maintain student board calendar for the school year</li> <li>• Communicate with the Director, Assistant Director, and Booster Board</li> <li>• Communicate with band students (dates, times of rehearsals and special events)</li> </ul>
<b>Vice-Presidents</b> <i>(Only Juniors &amp; Seniors are eligible for this position)</i>	Emily Sims Elora O'Neil	<ul style="list-style-type: none"> <li>• Participate in all student activities</li> <li>• Complete delegated assignments</li> <li>• Assist the President as needed</li> </ul>
<b>Secretary</b>	Doreen Fidel	<ul style="list-style-type: none"> <li>• Record minutes of all meetings.</li> <li>• Maintain a binder for all minutes and reports</li> <li>• Prepare and distribute activity and event information and other communications</li> <li>• Take roll during marching season</li> </ul>
<b>Senior Rep</b>	Cody Matthew	<ul style="list-style-type: none"> <li>• Attends all activities</li> <li>• Encourages students to attend and participate in activities</li> </ul>
<b>Junior Rep</b>	Abbie Galetti	
<b>Sophomore Rep</b>	William Bridges	
<b>Historians</b>	Lili Mauldin	<ul style="list-style-type: none"> <li>• Makes sure that all band events are photographed</li> </ul>
<b>Librarians</b>	Duncan Kincaid Srirekha Nallandighal	<ul style="list-style-type: none"> <li>• Passes out and collects concert band music</li> <li>• Keeps music library in order</li> </ul>
<b>Social Events Coordinators</b>	Tatum Heller	<ul style="list-style-type: none"> <li>• Suggests and arranges social events throughout the year</li> </ul>



**GO EAGLES!**

## BOOSTER BOARD MEMBERS & COMMITTEE CHAIRS

Board Members	Name	Phone	Email
President	Richard Garcia	(505) 235-2255	ehsbandboosterpresident@gmail.com
Vice President	JP Bowdoin Crystal Jackson	(505) 331-2535 (505) 859-0482	ehsbandboostervicepresident@gmail.com ehsbandboostervp@gmail.com
Treasurer	David Griswold	(505) 235-0180	ehsbandtreasurer@gmail.com
Secretary	Amy Allen	(505) 414-0500	ehsbandboostersecretary@gmail.com
Fundraising	Melissa Flynn	(505) 918-7039	ehsbandboosterfundraising@gmail.com
Uniforms	Erica Manteufel Robby Claspell	(505) 550-2619 (505) 280-2573	ehsbandboosteruniforms@gmail.com

Committee Chairs	Name	Phone	Email
Color Guard	Ellen Genné	(505) 280-1115	ellengenne@gmail.com
Band Year Book	Steve Allen	(505) 206-6200	stevenallenphoto@gmail.com
Concert Programs	Georgia Montoya	(505) 681-1030	gmm@onesolutiongroup.com
Drinks	Melissa Flynn	(505) 918-7039	ehsbandboosterfundraising@gmail.com
Flea Market	Cheri & Andy Greenwood	(505) 293-9146	chergreenwood@msn.com
Food and Fun	Rocquel Bogue	(505) 440-7957	rockybogue@gmail.com
Hydro Man	Robby Claspell	(505) 280-2573	rclaspell@gmail.com
Jazz Festival	Christy Trussell	(505) 453-3501	Christyanddanny@msn.com
March-A-Thon	Andy Drexler	(505) 553-2230	drexlera@unm.edu
Pit Crew	Doug Johns Ron Manginell	(505) 934-1528 (505) 235-0784	douglasjohns98@gmail.com Manginell@gmail.com
Pageant of Bands	Patty Dixon Tracy Dowding	(505) 298-2107 (505) 550-7925	pldixon@outlook.com tdowding001@yahoo.com
Popsicles	Melissa Flynn	(505) 918-7039	ehsbandboosterfundraising@gmail.com
Spirit Wear	Marti Johns	(505) 401-8101	johnsdm619@gmail.com
Squirt Bottles	Nicole Kelley	(505) 710-6204	pnkelley5@msn.com
Webmaster	Georgia Montoya	(505) 681-1030	gmm@onesolutiongroup.com
Winter Guard Invitational	TBD		

## MARCHING BAND CAMP

Students will need to bring the following items to band camp each day:

1. A good attitude, a willingness to learn and an expectation of fun
2. Band instrument in excellent playing condition
3. Tennis (athletic) shoes (**NO** flip flops or sandals)
4. Sunscreen and hat
5. **LOTS** of water (with student's last name marked on container)
6. Black pep band flip folder (sold at Band Camp) and a pencil.
7. Reeds, mouthpieces, sticks, and mallets as required by Director
8. Color Guard: flags & rifles as required by Director (flags and rifles are provided)
9. Sack lunch or money to buy lunch at nearby restaurants

*Note: Students will be **on their own** for lunch from 11:30am-1:00 pm each day of band camp.*

Students will be practicing outside on the marching field, which is located east of student parking and the baseball fields. They should wear cool, light-colored clothing. Note: The APS dress code will be enforced.

Evening social activities, sponsored by the EHS Band Boosters, are an important part of band camp. These events are chaperoned and designed for band sections get to know one another and begin to bond. A schedule of these events will be available from section leaders at band camp.

**ALL FAMILIES AND MEMBERS OF THE EHS BAND PROGRAM!!!**

### Please join us for a **BAND POTLUCK PICNIC**

**Friday, July 20 6:00 pm**  
**Eldorado High School Courtyard**



Freshmen bring a **salad** or **side dish**.  
Sophomores and Juniors bring a **main dish**.  
Seniors bring **individually packaged** cold drinks

Everyone, please bring your own plates and utensils!



**Bring your Forms Packet to turn in and bring  
your checkbook because our Spirit Wear will be  
on sale!**



## BAND CAMP CALENDAR

DATE	TIME	EVENT and WHO IS INVOLVED	LOCATION
Saturday, July 14	7:00 am until finished	Marching Field Cleanup (Band Members, Families & Friends)	Marching Field & Storage Shed
Friday, July 20	9:00 am – 1 pm	Section Leader Day (Drum Majors & Section Leaders)	Band Camp Prep
Monday, July 23	7:00 am - 11:00 am	Freshmen, Section Leaders, Drum Majors	EHS Marching Field and Band Room
	11:30 until complete	Uniform Measuring for <b>ALL FRESHMEN</b> and <b>FIRST TIME MARCHERS</b>	EHS Music Building
Tuesday, July 24	7:00 am - 4:30 pm	Band Camp - All Band and Color Guard	EHS Marching Field & Band Room
	During Lunch Break	Shoe Fitting for <b>FRESHMEN &amp; First Time Marchers</b> and those who new shoes Uniform Issue for <b>SENIORS A - Ma</b> , and <b>DRUM MAJORS</b>	EHS Music Building
Wednesday, July 25	7:00 am - 4:30 pm	Band Camp - All Band and Color Guard	EHS Marching Field and Band Room
	During Lunch Break	Uniform Issue for <b>SENIORS Mc - Z</b>	EHS Music Building
Thursday, July 26	7:00 am - 4:30 pm	Band Camp - All Band and Color Guard	EHS Marching Field and Band Room
	During Lunch Break	Uniform Issue for <b>JUNIORS</b> last name <b>A - I</b>	EHS Music Building
Friday, July 27	7:00 am – 4:30 pm	Band Camp - All Band and Color Guard	EHS Marching Field and Band Room
	During Lunch Break	Uniform Issue for <b>JUNIORS</b> last name <b>J- Z</b>	EHS Music Building
Monday July 30	7:00 am - 4:30 pm	Band Camp - All Band and Color Guard	EHS Marching Field and Band Room
	During Lunch Break	Uniform Issue for <b>SOPHOMORES A - J</b>	EHS Music Building
Tuesday, July 31	7:00 am – 11:00 pm	Band Camp - All Band and Color Guard	EHS Marching Field and Band Room
	11:00 EARLY RELEASE	Uniform Issue for <b>SOPHOMORES K- Z</b>	EHS Music Building
Wednesday, August 1	7:00 am - 4:30 pm	Band Camp - All Band and Color Guard	EHS Marching Field and Band Room
	During Lunch Break	Uniform Issue for <b>FRESHMEN</b> last name <b>A - J</b>	EHS Music Building
Thursday, August 2	7:00 am - 4:30 pm	Band Camp - All Band and Color Guard	EHS Marching Field and Band Room
		Uniform Issue for <b>FRESHMEN</b> last name <b>K - Z</b>	EHS Music Building
Friday, August 3	7:00 am - 11:00 am	Band Camp - All Band and Color Guard	EHS Marching Field and Band Room
	11:00 am - 1:30 pm	<b>ALL STUDENTS:</b> pick up show shirts and pep band shirts, & marching uniforms, if needed	EHS Courtyard
Saturday, August 4	9:00 am – 11:00 am	Student rehearsal, form turn in and parent meeting with parent performance following	EHS PAC and Marching Field

## **MARCHING SEASON (July-November)**

Marching Band provides a fun and exciting opportunity for students to perform at football games and compete against marching bands from across New Mexico and neighboring states. Pageant of Bands (POB), Zia Marching Fiesta, and Tournament of Bands (TOB) will be the three competitions that the Eldorado band participates in. The highest quality band is comprised of all the students working together as a well-trained team. Students are encouraged to keep their grades up, so they can play and make the team look and sound its absolute best. All band members are expected to participate in all football games and competitions. Participating in marching band is a big commitment and is hard work, but more than that, it is rewarding and fun.

Marching Season begins with band camp, two weeks before school starts, and ends with the last football game or competition in late October or early November. Marching band includes all instrumentalists (woodwind, brass, and percussion) and Color Guard students. All marching band members are required to attend zero hour.

### **REQUIRED AFTER-SCHOOL REHEARSALS & SECTIONALS**

The complete marching band rehearses after school on the marching field on Tuesdays from 3:00 pm to 5:30 pm. The EHS practice field is located at the very northeastern edge of the campus – east of the baseball and soccer fields. These rehearsals are **REQUIRED** for all band students and will be graded. Students with conflicts due to Career Enrichment Center (CEC) classes or athletics must communicate with Mr. Dubbs. All other students must attend.

All band program students are required to participate in sectional rehearsals. Each section leader will ensure their section members are aware of date/times of rehearsal. Generally, sectionals will be held:

**Mondays from 2:30 pm - 3:20 pm: Woodwind and Brass**

**Wednesdays from 5:30 pm - 7:30 pm: Percussion and Color Guard**

### **ADDITIONAL REQUIRED REHEARSALS**

Additional required rehearsals will be held throughout Marching Season. These rehearsals are usually held shortly before a scheduled competition. Students who participate in sports, drama or any school clubs, should speak with Mr. Dubbs if there is any conflict with these rehearsals. CEC students should communicate with Mr. Dubbs about their schedules. Students who are involved in other school activities such as sports, drama, or school clubs are required to inform their coach, director or sponsor that they **MUST** attend these marching rehearsals. All scheduling conflicts must be discussed with the Director at least two weeks prior to a mandatory rehearsal.

Required rehearsals this year include an all-day rehearsal on Saturday, **September 15** from 8:00 am – 4:00 pm and an after-school rehearsal on **September 28, October 11 and 19** from 3:00 to 5:00 pm at Wilson Stadium (directly east of Manzano High School). There are football games immediately following these rehearsals. Band Boosters will provide dinner and then the band will participate in the game. Students are responsible for their own transportation to and from Wilson Stadium.

### **FOOTBALL GAMES**

The Marching Band performs in uniform at all Eldorado High School football games held in Albuquerque. If Eldorado is the home team, the show will be performed at halftime. If Eldorado is the visiting team, the show will be performed before the game begins.

Band and Color Guard students will report to the EHS band room approximately 1-½ hours before game time, based on the location of the game. Report time is announced to students during zero hour. Prior to departure for the game, the band will form up in the EHS courtyard, attendance will be taken, and a uniform inspection will be conducted. All students are expected to help load the equipment truck before each performance and unload the equipment truck upon returning from a performance.

All students are expected to ride the bus to and from each performance. No band member may leave a performance early unless excused by the Director prior to the performance. The proper APS form must be filled out and signed in advance by the Director and an Eldorado Administrator. Forms are available in the main office.

Band members will sit with their sections at all times. Only current band members are allowed in the band section of the stands when the band is seated in the stands. Chaperones are spread throughout either side (not the front) of the Band to provide water and help with any other needs during the game. Students are expected to pay attention to the Director(s) and Drum Majors for instructions and play only as a full band when in the stands; no solos or ensembles are allowed. Students and parents are expected to stand during the National Anthem and school song to help encourage school spirit.

### **COLOR GUARD**

The EHS Color Guard is a very important part of the EHS Marching Band. They offer an important ingredient to the overall “General Effect” of our show by providing a visual interpretation of the music with dynamic choreography and the use of flags, rifles, sabers and other props. Color Guard members do not need to play a band instrument to be a member of the marching band. Members will be registered in “Wind/Marching Band” first semester and “Wind Ensemble” for the 2<sup>nd</sup> semester. This class is for ½ credit per semester, attendance will be taken daily, and performance tests will be given throughout each semester. Color Guard members have uniform fees that are charged to their Charms accounts. They are also individually responsible for purchasing undergarments, makeup and hair accessories, as decided by the instructor. The cost for this is approximately \$50.00 for the year.

### **TRANSPORTATION**

School buses or coaches with chaperones will be used to transport students to all performances and football games during Marching Season and Concert Season. While on the bus, students are always expected to remain seated, keep instruments stored in cases, and keep everything inside the bus. When leaving the bus, all students should remove all trash and exit only through the front door unless told otherwise.

### **COMPETITIONS**

Marching Band will be entering its show in three fall competitions. This year’s competitions include:

- ZIA Marching Band Competition at UNM University Stadium on October 13, 2018
- Pageant of Bands at Wilson Stadium on October 20, 2018
- Tournament of Bands at NMSU Aggie Memorial Stadium in Las Cruces on October 27, 2018





## **JAZZ BANDS (All Year)**

The Eldorado Jazz Bands have been some of the best jazz bands in the state and the southwest for many years. The jazz program consists of three performing groups. Both Screamin' Eagles (Jazz Band 1) and Golden Image (Jazz Band 2) are audition-based groups. Jazz Band 3 is an after-school group that does not require an audition and is open to any student whether they play a traditional jazz band instrument or not. Students who do not play a traditional jazz band instrument are strongly encouraged to try out for this group. Students who are in jazz band must be enrolled in a concert band and the marching band. The only exceptions to this rule are for students who play piano, bass and guitar. Jazz Band is a yearlong class. All band members are expected to participate and attend all practices and performances.

### **SCREAMIN' EAGLES (Advanced Jazz Band)**

The Screamin' Eagles Jazz Band is the top jazz ensemble at Eldorado High School. This group has received many awards over the years, including being selected as the New Mexico All-State Honor Jazz Band more than any other school in the state. Enrollment is by audition only and is open to all band students in Grades 9 – 12. Audition music is available every April and auditions are held in May for those positions being vacated the next school year. This jazz band meets during 2nd period throughout the school year.

### **GOLDEN IMAGE (Intermediate Jazz Band)**

Enrollment is by audition only and is open to all band students in Grades 9-12. Audition music is available every April and auditions are held in May for those positions being vacated the next school year. This jazz band meets during 3rd period throughout the school year.

### **JAZZ III**

This band changes from year to year and is open to all students in Grades 9-12. This volunteer group begins after Marching Season concludes. It is 2 days a week for 40 minutes after school. Jazz Band 3 is open for all students in the band program, whether they play a traditional jazz instrument or not.

*Please refer to Expectations of Students section, beginning on page 38, for information regarding expectations, student conduct, report times, uniforms, transportation, grading, etc. related to the Jazz Program.*

## **CONCERT SEASON (November-May)**

Concert Season begins after Marching Season. During Concert Season, wind, brass and percussion students perform in the Concert Band, Symphonic Band, or Wind Ensemble. Color Guard students transition into Winter Guard season. All groups participate in musical festivals, invitational events and trips that contribute to the continued growth and benefit of each individual player, as well as the entire EHS Band Program. All students are expected to participate in and attend all competitions and performances.

All band students audition for chair placement in early November following Marching Season. Each student's audition determines placement in Symphonic Band or Wind Ensemble. Auditions will be held during the zero hour, after the last marching competition of the year. Students will perform music selected for All-State auditions. This can be obtained at Baum's Music on Eubank & Candelaria (for audition selections refer to <http://www.nmmea.com/audition.htm>). This material will also be posted on the bulletin board, outside the band room, within the first few weeks of school.

**NOTE FOR FRESHMEN:** 9th grade wind, brass and percussion students are in first period "Concert Band" for the year. Some ninth graders may be placed in either "Symphonic Band" or "Wind Ensemble", both of which meet during zero hour. In other words, a 9th grader WILL BE in first period band, but based on auditions **MAY BE** in zero **AND** first period bands.

**IMPORTANT NOTE FOR ALL WIND, BRASS AND PERCUSSION STUDENTS:** Participation in the District VII Music Performance Assessment & Festival is mandatory to attend the Spring Trip.

### **WIND ENSEMBLE (Grades 9-12, depending on audition)**

Wind Ensemble is directed by the Band Director, Brad Dubbs. Students in this ensemble are highly encouraged to take private lessons. Great discipline, attitude, musicianship, and attendance are required of all Wind Ensemble members. Freshmen who are selected for this ensemble will continue to be in Concert Band as well. This band meets daily during Zero Hour after Marching Season concludes.

### **SYMPHONIC BAND (Grades 9-12, depending on audition)**

This band is comprised of students who have passed an audition process. Symphonic Band is directed by the Assistant Band Director, Steve Snowden, and meets daily during zero hour after Marching Season concludes. Attitude, discipline, dedication, and attendance are a must in this group. Freshmen who are selected for this ensemble will continue to be in Concert Band as well. Private lessons are strongly encouraged.

### **CONCERT BAND (All freshmen and students who have not tested into Symphonic Band or Wind Ensemble.)**

This band is required for all freshmen. In addition, freshmen students may audition to be a member of Symphonic Band or Wind Ensemble. Students in this band develop the discipline, maturity, instrument technique, and musical ability necessary to become a performer in either Symphonic Band or Wind Ensemble. This band meets during 1st period.

### **PEP BAND**

All wind, brass and percussion players and percussionists will be assigned to one of two pep bands. These pep bands will perform at EHS girls' or boys' basketball games played at the school during second semester. The Director will determine the schedule and pep band assignments. Each pep band will perform at an equal number of basketball games as determined by the basketball schedule. These are graded performances for the six-week period. Winter Guard members are welcome but not

required to attend pep band events.

### **WINTER PERCUSSION ENSEMBLE**

All percussionists participate in the Winter Percussion Ensemble during spring semester. These students continue to meet most Wednesday evenings during the Concert Season. Attendance at rehearsals is required. This group may participate in Solo and Ensemble in the spring.

### **WINTER GUARD (Grades 9-12)**

Winter Guard is the Concert Season version of Color Guard. They perform indoors to prerecorded music and compete in multiple Winter Guard competitions. During Concert Season (usually in March) Eldorado hosts the annual Eldorado Winter Guard Invitational (WGI) as one of the general fund fundraisers.

Winter Guard meets during Zero Hour and students earn one-half credit for this class. A positive attitude, commitment, teamwork, and discipline are expected. Attendance is required during class time and at all after-school practices.



## **BAND BOOSTERS**

A Band Booster is any parent or guardian of a student in the Eldorado Band Program. **YOU** are a Band Booster. Because of the support of the Band Boosters, the band program is one of the most extensive in the state of New Mexico. The Boosters supplement the limited APS budget to cover our marching band, color guard, three concert bands, and three jazz bands. Our annual budget covers trips, lodging, transportation, food, competitions, instrument and equipment purchase and repair, show design, additional instructors for sections, and an annual college scholarship.

The Boosters also support the Eldorado Band staff by assisting with tasks not directly related to the curriculum or the teaching day. Boosters work with staff to determine immediate and long-term equipment and supply needs not covered by the APS budget.

The Eldorado Band Booster Executive Board is the official decision-making body of the Boosters. Executive Officers include: President, Vice President, Secretary, Treasurer, Fundraising, and Uniform Committee Chair. The Board is responsible for an annual operating budget in excess of \$150,000. Open monthly meetings are held on typically the second Tuesday of each month to continue the regular work of the Boosters. Any parent or guardian of a band member is welcome and encouraged to attend.

The most important thing you can do as a Booster is to volunteer your time, your skill, and your effort. There are many opportunities. Whether you have just a little time, or a lot; have a skill or not; all that's required is the desire to support our kids. Check out the volunteer information below and the volunteer signups in the forms packet to see where you can help. The rewards are endless. Best of all, you will be involved in your student's life and the futures of many young musicians. That's an investment worth making.

Examples of Booster activities include:

- Cleaning up the marching field & storage shed every year before band camp
- Distribution and collection of marching and concert uniforms
- Fundraising for the general fund, as well as the individual student accounts
- Providing chaperones for all events that require bus transportation
- Reviewing equipment and instrument needs
- Organizing and maintaining marching band and concert uniforms
- Managing the student accounts
- Providing and serving drinks and snacks for competitions and games
- Designing and procuring any sets, props or costumes required for the marching band and/or winter guard shows
- Loading and moving all pit and drum line equipment and instruments by truck and setting it up at all competitions and games
- Hosting the Albuquerque Jazz Festival every February
- Organizing all out-of-town competitions and performance trips
- Maintaining the band web page
- Publishing the band newsletter
- Publishing the band year book
- Sponsoring and organizing the awards banquet at the end of the year

## VOLUNTEER OPPORTUNITIES

We need your help! This band program operates on talent, energy, enthusiasm, and volunteer power. Below are some areas in which volunteers are needed. Refer to the volunteer form in your packet to sign up. If your particular skill or area of interest is not listed, please feel free to contact a Booster Board member or committee chair to offer your services.

## BACKGROUND CHECKS

Please know that in to volunteer you must have a valid, current and approved Albuquerque Public Schools (APS) volunteer background clearance in place. To obtain one:

1. Go to the APS website at <http://www.aps.edu/volunteer-with-aps> and select the 'Volunteer Now' button to begin this process. The cost is \$12 payable with a credit or debit card.
2. Once you receive an email indicating that your background check has been approved, please email a copy of this information to:  
**Band Booster Vice President at [EHSBandBoosterVicePresident@gmail.com](mailto:EHSBandBoosterVicePresident@gmail.com)**
3. APS requires that you keep a printed copy of the document in your possession so that you are able to present it with picture ID each time you volunteer at the school. You should also keep a copy for yourself. The background check is valid for 2 years from date of issue.

There are many ways to volunteer to support the EHS Band Program. Many of those are listed below. Be sure to review this list before the Booster Meeting on August 6 so you're ready to sign up! Lists will be available at the Parent meeting at the end of Band Camp. Opportunities to volunteer will also be published in our weekly Sunday night email communications.

<b>STUDENT SUPPORT</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Chaperone for Football Games</li><li><input type="checkbox"/> Chaperone for Competitions</li><li><input type="checkbox"/> Chaperone for Trips</li><li><input type="checkbox"/> Parent Escort – March-a-thon</li><li><input type="checkbox"/> Uniform Committee – Distribution</li><li><input type="checkbox"/> Uniform Committee - Check-in</li><li><input type="checkbox"/> Uniform Committee - Inspection</li><li><input type="checkbox"/> Pit Crew – Football Games</li><li><input type="checkbox"/> Pit Crew – Competitions</li><li><input type="checkbox"/> Pit Crew – Truck Driver (<i>Must be APS employee</i>)</li><li><input type="checkbox"/> Drinks Committee</li><li><input type="checkbox"/> Popsicles</li><li><input type="checkbox"/> Food and Fun</li><li><input type="checkbox"/> All-State Recording</li></ul>	<b>FUNDRAISING</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Flea Market</li><li><input type="checkbox"/> Pageant of Bands event workers</li><li><input type="checkbox"/> Poinsettia Sales</li><li><input type="checkbox"/> Food Sales @ Festivals, etc.</li><li><input type="checkbox"/> Jazz Festival</li></ul>
<b>COMMUNICATIONS &amp; MEDIA TECHNOLOGY</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Newsletter</li><li><input type="checkbox"/> Website</li><li><input type="checkbox"/> Programs – Concerts</li><li><input type="checkbox"/> Photography &amp; Video</li><li><input type="checkbox"/> Band Yearbook</li></ul>	<b>CRAFTSPERSON SKILLS</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Carpentry</li><li><input type="checkbox"/> Electrical Work</li><li><input type="checkbox"/> Sewing</li><li><input type="checkbox"/> Set Design</li><li><input type="checkbox"/> Painting</li><li><input type="checkbox"/> Art Work</li></ul>
<b>MISCELLANEOUS</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Band Banquet Setup and Decorating</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> I have a truck and can help with moving things</li></ul>

## **CHAPERONES**

Are you proactive and positive? Can you exhibit a balance of patience and authority and are you enthusiastic about the EHS Band Program and the students who participate in it? If you answered “yes” to these questions, you’re a great candidate to be a chaperone!

Chaperoning is a fun and rewarding way for you to be involved in supporting the EHS Band Program. Chaperones are needed for all organized activities that students participate in, including football games, competitions, fall and spring trips, and graduation. They provide adult supervision and help carry out the details that make trips and competitions run smoothly. They work in partnership with the Directors and APS staff and are expected to follow the same rules that students are required to follow according to APS guidelines and Band Directors’ expectations.

Chaperone responsibilities may include staying with a sick student, running errands, helping with instruments and uniforms, serving dinner or any other necessary task that keeps the band focused on its performance or practice.

## **EXPECTATIONS OF CHAPERONES**

The Band Booster Vice President serves as the Chaperone Chairperson and will coordinate rosters, schedules and expectations for chaperones. Most of the chaperone opportunities will be published in the weekly band email that is sent on Sunday evening. Chaperone rosters are managed through Signup Genius, an online signup system.

It’s important that chaperones for any overnight/out-of-town trips know the band students and understand the work required. Additionally, chaperones will know and support the expectations of the EHS band program and enforce published APS behavior and discipline standards. Only experienced chaperones will be selected for any overnight/out-of-town trips. If you would like to chaperone for overnight/out-of-town trips, please get involved in chaperoning early in the year.

As a chaperone, you will be asked to be a role model and set expectations for students. Please note the following items. Contact the Vice President or Head Chaperone if you have questions.

- Follow the direction of the Head Chaperone for the event.
- Be aware that you are volunteering as a representative of the Eldorado Band Program and APS. Use discretion and sensitivity with respect to students’ privacy and safety. Disciplinary conversation should be conducted with respect, and all discipline matters should be brought to the attention of the Band Directors. The laws and rules of APS regarding discipline as well as the rules of this handbook will be strictly enforced.
- Report 15 minutes prior to the Band’s report time and check in with the Head Chaperone for the event.
- After receiving your bus assignment, pick up the bus backpack and bus sign. The bus backpack should stay with you at the event. The bus sign stays in the front window of the bus so that it can be easily identified by students and chaperones.
- Introduce yourself to the bus driver and oversee the loading process of large instruments, uniforms, snacks, and coolers.
- Assist with uniform check as requested by Uniform Chair.
- Ride the bus to and from the event, maintaining order and making announcements as requested by the Head Chaperone.

## FOOTBALL GAME CHAPERONE RESPONSIBILITIES

- Accompany the band to the bleachers. Spread out on either side of the band but not across the front of the band.
- While in the stands:
  - Maintain order. Escalate any issues to the Vice President, Head Chaperone or Band Directors
  - Ensure only band students sit in the band section of the bleachers
  - Assist with refilling water bottles
  - Stand and clap during the school song
  - Stay with instruments during breaks
  - Assist band students as needed
  - Clap and cheer during performances
- Check the buses for lost items or trash at the end of the evening
- Inform the Vice President if bus bag supplies need replenishing

## COMPETITION AND TRIP CHAPERONE RESPONSIBILITIES

- Remind students to sit in their assigned seat until the buses are out of town
- Before releasing students from the bus, remind them of their bus number and check to see that the Eldorado Band bus number placards are in place at the front of the bus
- Keep bus backpack with you throughout the day
- Actively monitor students while on the bus
- Coordinate with Student Bus Captains to make sure announcements are made, bus is kept clean, and the bus driver's tip is collected
- Remind students to refrain from leaning over the backs of the seats, sitting on arm rest, or sitting backwards in the seats
- Monitor personal electronic devices used - only headphones are allowed; no music through speakers
- Show chaperone and APS approved movies (PG-13 or lower rating)

## TIPS FOR CHAPERONES:

### When in a restaurant:

- Remind students, to be respectful of other restaurant patrons
- Prompt students to clean up after themselves
- Assist students in proper tipping procedures

### When in a hotel:

- Complete room checks in two-person chaperone teams, assigned by the Head Chaperone
- Check rooms for damage upon arrival and departure
- Walk hallways and/or hotel perimeter as directed by Head Chaperone
- Be available and visible to students during free time
- Report questionable behavior to the Head Chaperone or Directors
- Ensure students who are assigned to you are awake and ready to leave on time

### **Student Bus Captain Duties**

Take roll  
(chaperones should  
check their  
accuracy.)

Collect \$1 tip  
from each student  
for the drivers (for  
out of town trips  
only.)

Load and unload  
coolers from the bus.

Take trash bags  
down the aisle  
before **all** bus stops.

**When at a competition:**

- Encourage students to do their best
- Carry your assigned bus backpack with you always
- Help Uniform Chair with uniform/shoe checks immediately before students go onto the marching field to compete.
  - Check to see that all students are in complete band uniform
  - Pin hair and spray loose hair
  - Help adjust pant lengths
  - Check for surface dirt on uniforms
  - Help with hat plumes
- Maintain silence in line
- Provide water as needed and remind students to stay hydrated
- When observing other bands, make sure students stay seated together in a group, clap when appropriate and remain quiet during other performances





## FINANCIAL INFORMATION

The Eldorado Band Boosters collect different types of fees from band students throughout the school year, beginning with band camp in August. Every member of the EHS Band Program is required to pay band fees to participate in the program. In addition to academic eligibility, financial eligibility is also important. We want all our band members to participate, so the booster president is willing to discuss possible payment options if anyone needs some help.

### STUDENT ACCOUNTS

Students are assigned individual accounts in our online financial system, **Charms**. All payments will be first applied to outstanding balances from the previous year before being applied to current year expenses. The accounts are used to bill and collect for anticipated student expenses for the school year. **Each student's account must be paid in full by March 15, 2019 for the student to be eligible to attend the spring trip.**

### Anticipated Student Expenses

Below are the anticipated expenses for the 2018-19 school year. While we have done our best to estimate the expenses, *they are subject to change.*

Expense Items	Student Participation Groups				Billed to Your Charms Acct
	Band and Jazz Band	Band Only	Color Guard	Jazz Band Only	
Class Fee*	\$60	\$60	\$60	\$20	
Performance Fee	\$155	\$135	\$105	\$85	X
Tournament of Bands Fee (Required)	\$85	\$85	\$85	\$0	X
Uniform Charges	\$70	\$70	\$350	\$70	X
Spring Trip Deposit	\$100	\$100	\$100	\$100	X
Spring Trip Fee	\$550	\$550	\$0	\$550	X
UNC Jazz Festival, Greeley CO (Required)	\$400	\$0	\$0	\$400	X
CG/WG Spring Trip	\$0	\$0	\$550	\$0	X
<b>Total with Spring Trip</b>	<b>\$1,420</b>	<b>\$1,000</b>	<b>\$1,250</b>	<b>\$1,265</b>	
<b>Total without Spring Trip</b>	<b>\$770</b>	<b>\$350</b>	<b>\$600</b>	<b>\$615</b>	

Class fee is paid separately to APS and you will need to bring a separate check for this on August 4, 2018 at the end of band camp. There will be registration tables set up in the PAC to collect the payments and to assign you to a payment schedule for the 18-19 school year.

### ADDITIONAL EXPENSES

Note: These are **estimated** costs and may change.

All-State Audition Fee	\$12.00
Jazz All-State Audition Fee	\$20.00
Instrumental Solo & Ensemble Charge	\$5.00 per event
Winter Guard Solo & Ensemble (per person, per event)	\$15.00 per event
Uniform fees (including uniform cleaning costs)	Cost varies.
Spirit Wear	Cost varies. Cash or card only for these purchases, NO charges to student

### **Account Payment Arrangements**

You will be assigned a payment schedule based on your student's participation group shown above. The payment schedules are calculated for those opting to go on the spring trip and for those that are not going on the spring trip. The monthly payments will be billed monthly to your Charms account by the 1<sup>st</sup> of each month and are due on the 15<sup>th</sup> of the month. See [Payment Schedules](#) at the end of this section for the details.

If you are experiencing a hardship and need to make arrangements for making payments to your account, please contact the Eldorado Band Booster Treasurer by emailing your message to [EHSBandTreasurer@gmail.com](mailto:EHSBandTreasurer@gmail.com) (no text messages please). Briefly explain your situation and the Treasurer will contact you.

### **Payment Methods (NO CASH PAYMENTS PLEASE)**

**Charms**-The preferred method of payment to your student's account is by debit or credit card to your student's **Charms** account. This is the most secure way to pay and helps to ensure that amounts are credited properly to your student's account.

Login to Charms using the following link: <https://www.charmsoffice.com/charms/parents.asp> and then enter the school code **Eldoradoboosters** and then enter your password. The first time you login to charms the initial password is your student's id number. You will be prompted to change your password at that time. If you need your password reset, please email your request to [EHSBandTreasurer@gmail.com](mailto:EHSBandTreasurer@gmail.com) or [EHSBandBoosterSecretary@gmail.com](mailto:EHSBandBoosterSecretary@gmail.com). They will notify you when it has been reset.

**Check or Money Orders**- If you want to pay by check or money order do the following:

1. Write your student's name and account number in the memo field
2. Tell us what you are paying for (if not indicated payments will be applied as outlined below)
3. Make the check or money order **payable to Eldorado Band Boosters**
4. Mail the check to: **Eldorado Band Boosters, P.O. Box 14424, Albuquerque, NM 87191-4424**
5. **OR** put your check or money order in the Treasurer's deposit box in the band room with the information indicated in steps 1-3 above for proper credit (allow 10-15 days for processing the credit to your student's account).

### **Order of Payment Application**

Funds we receive from you will be applied in the following order:

1. Payment of outstanding fixed charges if any
2. Payment of any miscellaneous charges to your account
3. Payment of trip balances if applicable, however initial trip deposits will be credited directly to the applicable trip if received on or before the trip commitment date deadline

### **Transfer of Funds between Student Accounts**

Transfer of funds between student accounts will not be permitted. It is important for us to keep an accurate record of your specific student's account and transfers can result in an incorrect application of funds to your student's account. If you have multiple students in the program you will need to remit separate payments for each.

### **Payments from Third Parties**

If you have the opportunity to obtain funds from third parties to help fund your student's account, you will need to collect those funds directly from them and then remit one payment from you to us for credit to your student's account.

If a payment is remitted through Charms by a third party to your student's account, we will deem the payment as coming from the parent or guardian and we are not responsible for keeping track of who

remitted the payment on your student's behalf. ***Do not share your login information with unrelated third parties as this is a security risk to your privacy and your student's privacy.***

### **Student Credit Balances and Refunds**

If your student has a credit balance in their account at the end of the school year you will have the following options to clear the balance:

1. Receive a refund of the credit balance
2. Donate the credit balance to the EHS Band Boosters
3. Rollover the balance to the next school year

You will receive a notification asking you to make an election for 1, 2, or 3 above. No response to the notification will result in a refund to you for the credit balance. We encourage you to pay the exact amounts owed at the time of billing and to not generate a credit balance.

### **Charges for Optional Trips**

The Eldorado Band Boosters in conjunction with the Director will arrange for and determine the costs associated with optional trips. You must complete a trip intent form and remit the deposit by the stated deadline to reserve a spot for the trip. Trip deposits are not refundable. The Eldorado Band Boosters assumes the risk associated with the actual trip costs. If the actual trip costs exceed the original stated costs you will not be billed additionally for those costs. Conversely, if actual trip costs are less than the original stated costs you will not be refunded those amounts and they will revert to the Eldorado Band Booster general fund.

### **Unpaid Charges and Optional Trip Eligibility**

Students will not be eligible to attend optional trips if any account balances are outstanding by the stated deadlines, even if amounts have been paid towards the trip. You will be refunded amounts if available less the amounts required to secure fixed cost events, hotels, and other charges necessary to secure trip arrangements for your student. If we have expended amounts on your student's behalf to secure trip arrangements and your account balance is insufficient to cover those amounts you will be billed for them. If you commit to a trip be sure to follow through on your account obligations on or before the designated deadlines for all payment types.



### **Uniform Charges for Replacement and Fines**

Uniform charges have been included in your fixed monthly payments; however, the following fees and fines will apply to uniforms for replacement and cleaning.

<b>UNIFORM REPLACEMENT CHARGES AND FINES</b>	
Black Socks	\$5.00
No Cleaning Receipt (per due date)	\$2500
Replacement or Extra Pep Band T-shirt	\$15.00
Replacement Shoes (including shipping) *	\$50.00
Replacement or Extra Tuxedo Shirt	\$24.00
<b>ESTIMATED FINES FOR UNIFORM PARTS NOT RETURNED</b>	
Marching Jacket	\$450.00
Gauntlet Set	\$80.00
Breastplate	\$175.00
Collar Liner	\$35.00
Hat	\$80.00
Hat Box	\$30.00
Beret	\$15.00
Black Garment Bag	\$40.00
Concert Jacket	\$250.00
Pants	\$170.00
Bow Tie	\$10.00
Cummerbund	\$20.00

All marching band uniform pieces issued to band students are the property of Albuquerque Public Schools and may be worn only for band performances.

### **YOU ARE RESPONSIBLE FOR ANY LOST OR DAMAGED PARTS.**

The Uniform Committee may adjust fines as necessary for unusual or excessive damage to uniforms. Students are responsible for returning ALL the numbered parts of the uniform.

**NOTE:** In addition to the expenses listed above, all wind, brass and percussion students are responsible for having their uniforms cleaned during both Marching and Concert Seasons. A cleaning schedule can be found in the Uniforms section of this handbook. These cleaning costs, approximately \$10.00, are the responsibility of each student and are not charged to the student account. A \$25 fine will be charged to any student that does not turn in a cleaning receipt on or before each due date. Refer to the Uniforms section of this handbook for more information.

\*The purchase of marching shoes is mandatory for first year and new band students. Replacement marching shoes should be purchased when the old ones are worn out or no longer fit, if marching shoes are ordered after band camp, shipping costs will apply.

## **Payment Schedules**

Based on your student's level of participation, you will be assigned a payment schedule. Payments are due by the 15<sup>th</sup> of each month and are billed to your Charms account, monthly, by the 1<sup>st</sup> of each month. Below is a table that shows the 2018-19 payment schedules.

### **For students going on the Spring Trip:**

Payment Number	Due Dates	Student is going on Spring Trip			
		Band and Jazz Band	Band Only	Color Guard	Jazz Band Only
1a*	Payment due on 8/4/2018	\$60.00	\$60.00	\$60.00	\$20.00
1	Payment due on 8/15/2018	\$88.75	\$36.25	\$67.50	\$69.38
2	Payment due on 9/15/2018	\$267.32	\$214.82	\$246.07	\$247.95
3	Payment due on 10/15/2018	\$167.32	\$114.82	\$146.07	\$147.95
4	Payment due on 11/15/2018	\$167.32	\$114.82	\$146.07	\$147.95
5	Payment due on 12/15/2018	\$167.32	\$114.82	\$146.07	\$147.95
6	Payment due on 1/15/2019	\$167.32	\$114.82	\$146.07	\$147.95
7	Payment due on 2/15/2019	\$167.32	\$114.82	\$146.07	\$147.95
8	Payment due on 3/15/2019	\$167.32	\$114.82	\$146.07	\$147.95
	<b>Total Payments</b>	<b>\$1,420.00</b>	<b>\$1,000.00</b>	<b>\$1,250.00</b>	<b>\$1,265.00</b>

In Payment Number(s)	Items Included in Payments	Student is going on Spring Trip			
		Band and Jazz Band	Band Only	Color Guard	Jazz Band Only
1a	Class Fee*	\$60	\$60	\$60	\$20
1-8	Performance Fee	\$155	\$135	\$105	\$85
1-8	Tournament of Bands Fee (Required)	\$85	\$85	\$85	\$0
1-8	Uniform Charges	\$70	\$70	\$350	\$70
2	Spring Trip Commitment Fee	\$100	\$100	\$100	\$100
2-8	Spring Trip Fee (Optional)	\$550	\$550	\$0	\$550
1-8	UNC Jazz Festival, Greeley CO (Required)	\$400	\$0	\$0	\$400
2-8	CG/WG Spring Trip	\$0	\$0	\$550	\$0
	<b>Total of Items</b>	<b>\$1,420</b>	<b>\$1,000</b>	<b>\$1,250</b>	<b>\$1,225</b>

\* Payment 1a-Make a separate check payable to APS. This is the classroom fee. This fee is not billed to your Charms account as it needs to be paid separately to APS.

### **ESTIMATED TRAVEL EXPENSES (OPTIONAL SPRING TRIP)**

This year's Spring Trip will be to Dallas, Texas. The estimated cost for this trip is \$650.00.

The payments for the Spring Trip are conveniently spread out over the school year and will show up on your student's Charms statement.

**For students NOT going on the Spring Trip:**

Payment Number	Due Dates	Student is not going on Spring Trip			
		Band and Jazz Band	Band Only	Color Guard	Jazz Band Only
1a*	Payment due on 8/4/2018	\$60.00	\$60.00	\$60.00	\$20.00
1	Payment due on 8/15/2018	\$88.75	\$36.25	\$67.50	\$69.38
2	Payment due on 9/15/2018	\$88.75	\$36.25	\$67.50	\$69.38
3	Payment due on 10/15/2018	\$88.75	\$36.25	\$67.50	\$69.38
4	Payment due on 11/15/2018	\$88.75	\$36.25	\$67.50	\$69.38
5	Payment due on 12/15/2018	\$88.75	\$36.25	\$67.50	\$69.38
6	Payment due on 1/15/2019	\$88.75	\$36.25	\$67.50	\$69.38
7	Payment due on 2/15/2019	\$88.75	\$36.25	\$67.50	\$69.38
8	Payment due on 3/15/2019	\$88.75	\$36.25	\$67.50	\$69.38
	<b>Total Payments</b>	<b>\$770.00</b>	<b>\$350.00</b>	<b>\$600.00</b>	<b>\$615.00</b>

In Payment Number(s)	Items Included in Payments	Student is not going on Spring Trip			
		Band and Jazz Band	Band Only	Color Guard	Jazz Band Only
1a	Class Fee*	\$60	\$60	\$60	\$20
1-8	Performance Fee	\$155	\$135	\$105	\$85
1-8	Tournament of Bands Fee (Required)	\$85	\$85	\$85	\$0
1-8	Uniform Charges	\$70	\$70	\$350	\$70
2	Spring Trip Commitment Fee	\$0	\$0	\$0	\$0
2-8	Spring Trip Fee (Optional)	\$0	\$0	\$0	\$0
1-8	UNC Jazz Festival, Greeley CO (Required)	\$400	\$0	\$0	\$400
2-8	CG/WG Spring Trip	\$0	\$0	\$0	\$0
	<b>Total of Items</b>	<b>\$770</b>	<b>\$350</b>	<b>\$600</b>	<b>\$575</b>

**\* Payment 1a-Make a separate check payable to APS. This is the classroom fee. This fee is not billed to your Charms account as it needs to be paid separately to APS.**

**Logging into Charms**

Login to Charms using the following link: <https://www.charmsoffice.com/charms/parents.asp> .

Enter the school code: Eldoradoboosters, then enter your password.

The first time you login to Charms, the initial password is your student's id number. You will be prompted to change your password at that time.

If you need your password reset, please email your request to [EHSBandTreasurer@gmail.com](mailto:EHSBandTreasurer@gmail.com) or [EHSBandBoosterSecretary@gmail.com](mailto:EHSBandBoosterSecretary@gmail.com). They will notify you when it has been reset. Click on the \$ icon or the Finances icon to pay your bill.

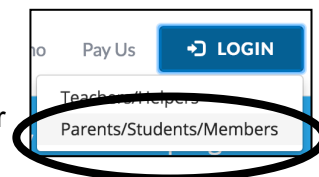
The next few pages give an example in Charms on how to pay your monthly payment.

## CHARMS

Charms Office Assistant (Charms) is our financial management system. This web-based system is used across the country by bands to coordinate all financial, fundraising, and trip expenses, as well as acting as a portal to a wealth of other band information. Approximately once a month you will receive a statement from Charms that will list the costs that your student has incurred to date. You can access Charms online via your personal computer or through the downloadable Charms Parent/Student Portal app for your Apple or Android device.

### Login to Charms:

1. Navigate to <https://www.Charmsoffice.com/>
2. Select Parent/Student/Member from the LOGIN button in the upper right-hand corner. Enter the school code: **Eldoradoboosters**
3. Enter your Student Area Password and click **Enter**.



*Note: If this is the first time you have logged in to Charms, your password is your Charms ID number. You should have received this from the Band Booster Secretary OR you can find it on your student's Charms statement. If you have not received a statement or do not know your student's Charm's ID, please contact the Band Booster Secretary at [ehsbandboostersecretary@gmail.com](mailto:ehsbandboostersecretary@gmail.com).*

A screenshot of the 'Student Area Password' entry form. The title is 'Student Area Password: (Case Sensitive!)'. Below the title is a password input field with a masked password '\*\*\*\*\*'. To the right of the field is a blue 'Enter' button. Below the field is a blue 'Show Hint' button. At the bottom, there is a note: 'If this is the first time you have logged in to Charms, your password is your ID number.'

4. If prompted, change your password. Note that:
  - The new password you create is CaSe sEnSiTiVe.
  - The Band Booster Secretary can reset your password back to your student's Student ID if you lose it or forget it.
  - Neither we, nor employees of Charms, can access your new password or hint.

A screenshot of the 'Change Student Password' form. At the top, there is a grey box with a warning message: 'PLEASE CHANGE YOUR CHARMS PASSWORD TO SOMETHING OTHER THAN YOUR ID NUMBER.' Below this, there are four input fields: 'Current Password/ID:', 'New Password:', 'Confirm New Password:', and 'New Password Hint:'. At the bottom of the form is a grey button labeled 'Change Password'.

5. Use the icons within your Home screen to access different facets of your student's account.





## SPIRIT WEAR

Our Band Boosters sell EHS Spirit Items as a general fundraiser for our group. We have everything to complete your EHS spirit look from hats, shirts & hoodies to pajama bottoms, comfy stadium seats and smaller spirit items such as pompoms, lanyards and bumper stickers.

Photographs of items for sale are available on Charms. If you have an idea for something new you'd like to see us sell, please contact Marti Johns at [johnsdm619@gmail.com](mailto:johnsdm619@gmail.com). Spirit items are for sale at all band concerts/performances at EHS, as well as any football game or basketball game where the band is playing.

**Spirit wear, sold by Band Boosters, may be purchased using cash or credit card only. NO checks or charges against student accounts**

**IMPORTANT:** Brass, Wind and Percussionists **MUST** participate in the District VII Music Performance Assessment & Festival to qualify to participate in the Spring Trip. The payments for the Spring Trip are conveniently spread out over the school year and are detailed in the payment schedule.

The Eldorado Band Program has no hidden expenses. When your student boards the bus for a football game or a trip out of town, all expenses such as meals, lodging and transportation are covered. Students must provide personal spending money for snacks or souvenirs and are asked to provide **\$1.00** to tip bus drivers on overnight trips.



## BAND UNIFORM INFORMATION

Students are fitted for **Marching Band** uniforms on assigned days during band camp in July/August. If students cannot make their scheduled day, arrangements for uniform fitting and checkout can be made with the Uniform Chair **PRIOR** to their assigned day.

The full marching band uniform includes the following:

- Garment bag (issued)
- Marching jacket with collar liner (issued)
- Bibs/Uniform Pants (issued)
- Gauntlets (issued)
- Hat/hat box/berets for tuba players (issued)
- Breastplate (issued)
- Black band show shirt (provided by Mr. Dubbs)
- Black mid-calf length socks (provided by students)
- Marching shoes\*
- White gloves\*
- Black pep flip folder\*

*\*Items to be purchased and charged to student's Charms account*

### Helpful Information

All new band members must purchase marching shoes. These shoes are fitted and ordered during band camp (date and time to be announced). Marching shoes cost \$40.00. Returning members, check your shoes to be certain they still fit and do not show excessive wear.

**Buy black socks** (HINT: acrylic holds the color longer than cotton) Forgot your socks? See a band parent in the uniform cage. Socks cost \$5.00 and can be charged to your student account.

The Uniform Chair and chaperones are in the "cage" before every performance and can help with uniform problems

Students are fitted for **Concert Band** in October, at the end of Marching Season.

The full concert band uniform includes the following:

- Garment Bag
- Tuxedo jacket (dry clean only)
- Pants (dry clean only)
- Bow tie (dry clean only)
- Cummerbund (dry clean only)
- Tuxedo shirt\*
- Black mid-calf socks (no black tights or nylons), provided by students
- Black marching band shoes, provided by students

*\*Items to be purchased & charged to student's Charms account*

## PREPARING FOR A PERFORMANCE

During **Marching Season** students will most often be asked to arrive at school in uniform. They should be sure to zip, snap, and button jackets and always wear the collar liner. They should bring their marching hats in the hatbox (remember, no chocolate in the hat boxes!!!) and wear their band show shirt under the marching jacket. It is best to wear fitted leggings or bike shorts under the marching pants. Suspenders should always be worn, and students should avoid wearing bulky pants or shorts. They should be in mid-calf length black socks, have no jewelry on (including ear and body piercings), although a small wristwatch is acceptable. Excessive makeup, perfume and nail polish should not be worn, and shoes should be shined before each performance.

There are times that students will be asked to wear gauntlets and/or breast plates. These are stored in the outside pocket of the garment bag. Velcro attaches the sides of the gauntlets together and they then fit over the jacket sleeves and gloves. Chaperones are available before performances to help with gauntlets. Plumes are installed in marching hats by chaperones right before a performance and are collected right after the band exits the performance area.

During **Concert Season** students will most often be asked to arrive at school in uniform. They should be sure to button their tux shirts to the top, have threaded the band of the bow tie through the loop on

the back of the shirt collar and adjusted the band if necessary. White shirt points are worn over the band of the tie, but behind the bow. The cummerbund should be worn with the folds pointing **UP**. Mid-calf length black socks and marching shoes complete the uniform. Excessive makeup, perfume and nail polish should not be worn, and shoes should be shined before each performance.

### **HEMMING MARCHING AND CONCERT PANTS**

Students should have someone help check their pant length. The bottom of the pant leg should touch the top of the shoe and the front crease should be straight. Pants length should always be adjusted first by adjusting the suspenders. If that doesn't work, the pants can be hemmed by hand sewing only.

**DO NOT CUT THE PANTS TO SHORTEN THEM!** Contact the Uniform Chair if assistance is needed.

### **UNIFORM RETURN**

Marching uniforms are returned at the end of Marching Season, typically immediately after the parent performance at Eldorado. At that time students will turn in **ALL** of the numbered items that were issued. This includes: garment bag and hangers, jacket with collar liner, pants, gauntlets, hats/boxes, berets and breastplates. Uniforms will be collected by the uniform committee and professionally cleaned. The fee for this cleaning is included in the student's class fee cost. Students keep gloves and shoes. Remember that lost, excessively soiled or damaged items will result in uniform fines. A list of these is available on page 32 of this handbook.

Concert uniforms are returned at the end of Concert Season, typically immediately after the last concert in late April or May. At that time students will turn in **ALL** of the numbered items that were issued. This includes: garment bag and hangers, tuxedo jacket, pants, bow tie and cummerbund. Students keep the tux shirt. Uniforms will be collected by the uniform committee and professionally cleaned. The fee for this cleaning is included in the student's class fee cost. Remember that lost, excessively soiled or damaged items will result in uniform fines.

**UNIFORMS NOT RETURNED ON TIME WILL RESULT IN A \$25 FINE, WHICH WILL BE CHARGED TO THE STUDENT'S ACCOUNT.**

### **PEP BAND UNIFORM**

The Pep Band uniform is worn when the band performs at March-a-Thon, UNM volleyball games and Eldorado basketball games. The pep band uniform consists of the official white band T-shirt, blue jeans (without holes) and gym shoes. The shirt must be clean, in good condition and **tucked into** the blue jeans at all times.

## **COLOR GUARD/WINTER GUARD UNIFORM INFORMATION**

The Marching Season Color Guard uniform is specific to the marching show each year. It is worn for all performances, unless students are instructed otherwise. Winter Guard takes place at the end of Marching Season. It is a distinct show and competition season and a separate uniform will be ordered for each guard member. Payment for both the Marching Season and Winter Guard Season uniforms is through Charms.

Color Guard uniforms are not just the clothing that is selected by the Color Guard instructor. They also include other items that help form the visual effect our Color Guard conveys on the marching field or in the performance space. This includes undergarments, hair accessories, and makeup. The Color Guard uniform, shoes, gloves and Winter Guard Show Shirt are paid through Charms because they are ordered for the entire ensemble. Individual Color Guard members are responsible for the out of pocket expenses for the purchase of undergarments, hair accessories, and makeup.

## UNIFORM CARE

### MARCHING UNIFORM

- Always hang up your uniform when not wearing
- Keep gauntlets flat and in back zippered pocket
- Always remove the collar liner before cleaning
- Always point out spots or stains to the dry cleaners
- Always check your uniform to be sure that you have all the pieces
- Clean and polish shoes for each performance
- Clean hat using a soft cloth and rubbing alcohol
- Keep hat and hatbox clean
- **Hand-wash and air-dry collar liners** and gloves at home after every performance



### CONCERT UNIFORM

- Follow the care instructions on the tuxedo shirt for cleaning.
- Always hang up your uniform when not wearing it
- Store cummerbund and bow tie in your garment bag to keep from losing
- Clean and polish your shoes before every performance

### MARCHING UNIFORM DRY CLEANING

To keep your uniform in top condition you must have your jacket and pants professionally dry-cleaned according to the schedule on the calendar. Uniforms will be cleaned according to the schedule printed below.

Receipt must be dated AFTER this date.	Receipt must be turned in to Uniform Chair NO LATER THAN this date.
September 20	September 28
October 13	October 19

**IMPORTANT: The student's first and last name must be written on the dry-cleaning receipt!!!**

Turn receipts in to Mrs. Manteufel by:

- Depositing them in the **black receipt box** in the band room.
- Emailing them to her at [ehsbandboosteruniforms@gmail.com](mailto:ehsbandboosteruniforms@gmail.com).
- Texting them to her at (505) 550-2619.

**A cleaning fine of \$25.00** will be charged to the accounts of those students who do not turn in a receipt for each cleaning. American Pride Cleaners (\$7.00), Suzie N Cleaners (\$9.00) and Whiting Cleaners (\$10.00) are where most students have their uniforms cleaned.

All damages to the uniforms will result in fines. This policy will be strictly enforced. When the uniform is turned in at the end of the season, it will be inspected for damage. See page 34 for uniform replacement costs and fines.

### COLOR GUARD/WINTER GUARD UNIFORM CLEANING

Cleaning instructions are determined by the costume care tags and will be given by the Color Guard instructor.

## FUNDRAISING

Band fundraisers serve to both defray student costs and provide the band with the money it needs to keep the program running. All band fund-raisers are coordinated through Melissa Flinn, the Band Booster Fundraising Chair.

### INDIVIDUAL STUDENT ACCOUNT FUNDRAISERS

Individual fundraisers apply directly to an individual student's costs for trips, uniform items, etc. Per APS policy, a fundraiser must earn at least 40% for the student. Some individual fundraisers earn 50%. Fundraisers are scheduled throughout the year, and materials will be available in the band room. Examples of individual fundraisers include:

- **Gold Canyon Candles** (November)
- **Pastry Puffins** (August)
- **Sponsorship letter** (all year)
- **Mattress Sales** (March)
- **Chocolate Candy** (January)

Please turn in all Fundraising materials and money annotated with your student's name to the **BLACK** fundraising padlocked box located on the wall just inside the band room door. **\*NO CASH PLEASE\*** We are unable to give receipts for cash money placed in the lockbox. PLEASE **DO NOT USE** the gray treasurer's lock box.

You can use your student's individual account on Charms to pay for your fundraising sales. You will still need to turn in the appropriate order form to the black fundraising box, so your order can be filled, but you can make the payment on Charms. Please note on the order form that payment has been made through Charms.

### GENERAL FUND FUNDRAISERS

General fund fundraisers are intended to defray the costs incurred by the whole band. Monies earned in these events apply to expenses such as bus transportation, lunches during competitions, and water, Gatorade and refreshments during band camp and performances. Examples of general fundraisers include:

- **Flea Market/ March a Thon** (August) - Clean out your garage and bring your sellable items to help the band offset general expenses.
- **Restaurant Night** (Third Wednesday of every month)
- **United Way** - Designate "Eldorado Band Boosters" as the 501(c) (3) recipient of your United Way donation. Designations must be renewed every year. (Renewal typically occurs in October.)
- **Poinsettias** (orders due late October for delivery the week after Thanksgiving)
- **Luminaria Sales** (November-December)
- **Smith's** (all-year) - Use your grocery store card to trigger a store donation of a portion of your purchase to the band. Smith's requires a separate card. If you already have a Smith's card, please sign up to benefit the band. Smith's requires that you renew your designation every year.
- **Coffee** (January)
- **Albuquerque Jazz Festival** (February)
- **Eldorado Winter Guard Invitational** (March or April)
- **Mattress Sales** (March)
- **Golden Booster memberships** (all year)
- **Restaurant nights** (all year)
- **Amazon Smile** (All Year Long)- Simply start out at **smile.amazon.com** and select the Eldorado Band Booster Club as the charity you'd like to support. Your order is processed the same way it always is, but .5% of your Amazon Smile purchases comes back to the Band Program.
- **Firestone car wash and cookout** (August/September)

### SAMPLE SPONSORSHIP LETTER

Sponsorships are an effective way for individual students to raise money to help pay for band expenses throughout the year. This sample letter is available on the EHS Band website. Band members may download it and personalize it for their own use. Go to: [http://nmeldoradoeaglesband.com/wp-content/uploads/2017/10/band\\_donation\\_letter.pdf](http://nmeldoradoeaglesband.com/wp-content/uploads/2017/10/band_donation_letter.pdf)

## **EAGLE PRIDE**

The Eldorado Band Program prides itself on always presenting ourselves in the most professional way possible. This includes everyone associated with the band, not just our students. Please remember that we all are responsible for leaving areas in as good or better condition than we found them, monitoring our language when with the band or representing the band, not participating in PDA (Public Displays of affection), and ALWAYS being respectful of other bands and band programs. Our motto is, *"If you don't have something nice to say, don't say it at all."* This applies not only to verbal comments but also to text messages, social media postings, etc.

## **EXPECTATIONS OF STUDENTS**

### **DISCIPLINE**

Band discipline must, of necessity, be strict. We are very proud of the fact that our band is complimented on the behavior of our students and asked by restaurants and hotels to return "at any time". Parents and students alike must continue to exhibit good sportsmanship and considerate behavior at all times, as they are a direct reflection of Eldorado High School and the Band.

Band students are subject to APS policy regarding the behavior of students who participate in extra-curricular activities (see EHS Student Handbook). Be aware that guilt by association is the rule in use of prohibited substances. If a student finds that alcohol is available at a party, for example, the only choice is to leave immediately. **Just being present is grounds for disciplinary punishment under APS rules.**

### **PUBLIC DISPLAY OF AFFECTION**

The band recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at school related events and trips. Students are expected to behave in an appropriate manner. Kissing, excessive hugging, hanging on each other, sitting on laps, etc. (as determined by chaperones and or directors) are not acceptable behaviors. Holding hands is considered an appropriate public display of affection. Repeated or especially inappropriate behavior in this regard may result in disciplinary consequences such as students being separated, parental contact, or possibly being sent home at parental expense.

### **ATTITUDE**

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

### **APPROPRIATE DRESS**

All band students will wear their band T-shirts when participating in an organized fundraiser to ensure the public's understanding that this is legitimate non-profit fundraising. Unacceptable behavior, as determined by the Director's standards, may result in the student being barred from participating in certain future fundraising events. APS dress code rules always apply. Uniform standards of dress and care are explained on the following pages.



## MEDICATIONS

The Eldorado High School band program strictly follows the APS published medication policy. Please refer to the Eldorado High School handbook for further details.

## ABSENCES

### SCHEDULED ABSENCES

The student and his/her parents must **notify the Director of any conflicts at least 2 WEEKS prior to any band engagement. The Director will determine whether or not the absence will be considered excused.** An excused Absence form can be found on the band website, or a copy can be obtained from the Director. The link to the form is: [http://nmeldoradoeaglesband.com/wp-content/uploads/2017/10/excused\\_absence\\_form.pdf](http://nmeldoradoeaglesband.com/wp-content/uploads/2017/10/excused_absence_form.pdf)

Any unexcused absence will impact the student's chances to letter in band for the year, and it will affect the student's 6-week grade. If the student does not notify the director two weeks prior to the engagement, he/she will lose the opportunity to complete any makeup assignments given and will receive a failing grade for the engagement.

### EMERGENCY AND ILLNESS ABSENCES

The Director will consider emergencies and special circumstances. If you are sick and cannot attend a performance, you **MUST** notify the director by placing a call to his office (296-4871 Ext. 35066) or sending an email before the performance. **Students who miss a performance are responsible for requesting make-up assignments from the Director.**

## BAND ELIGIBILITY

### GRADING PROCEDURES & BREAKDOWN

- 30% TESTS AND QUIZZES** – 30% of the six-week grade will be based on tests and quizzes
- 40% PARTICIPATION AND DAILY GRADES** – 40% of the six-week grade will be based on daily grades including being on time to events, class work, sectionals, **preparedness for class**, having necessary supplies, and being an active participant in rehearsal.
- 30% PERFORMANCES**– 30% of the six-week grade will be based on concert attendance and concert participation. (being on time, being helpful with set-up / tear-down, **being a good audience member**, etc....)

### CONCERT / PERFORMANCE ATTENDANCE

-  **Each student is a valuable member of his/her band and will be expected to attend and participate at every public appearance of that ensemble.**
-  **Band is a performing arts course.**
-  **Concert attendance and participation is REQUIRED!**

The final product of band class is the performance. It is **critical** to the entire band that **every** member attends **every** performance. Read the performance calendar for this school year carefully and keep these dates clear! Unexcused absences are treated very seriously and will result in the following grade deduction.

**An UNEXCUSED absence from a performance will result in your overall grade for the current grading period being lowered two full letter grades.**

The EHS Band Program is high energy, sometimes requiring many hours of time outside of the school day. Much of the grading is based on attendance, especially during Marching Season. It is very important that every student attend all performances. It is virtually impossible to adequately make up a performance; any student's absence puts added pressure on other students.

Attendance at rehearsals is **mandatory**; only Mr. Dubbs can excuse absences.

- Extra rehearsals may be called by the Director or Section Leaders with the Director's approval.
- All members of Symphonic Band and Wind Ensemble (who are not graduating) will be required to play for graduation.

Students who participate in sports, drama or any school clubs, should speak with Mr. Dubbs if there is any conflict with these rehearsals. If these issues are communicated to Mr. Dubbs at least two weeks in advance arrangements can be made for that student to report late and show up to the concert just before their band is to play and / or depart as soon as they are finished playing. **We will support your student to do as much as they want to do during this important time of exploration in their lives.**

#### **EXCUSED ABSENCES FROM A CONCERT**

- Serious Illness (with doctor's note)
- Death in the family
- Eldorado High School sports competition/meet that is pre-arranged with the Band Director.
- Pre-arranged conflict (basically a "once-in-a-lifetime"). **Must be CLEARED/APPROVED at least two weeks in advance with Mr. Dubbs**

#### **UNEXCUSED ABSENCES FROM A CONCERT**

- Forgetting that there was a concert
- Not securing a ride to the concert
- Trips made in total disregard to band commitment
- Any other conflict not **CLEARED/APPROVED** at least two weeks ahead with Mr. Dubbs.

#### **MAKE-UP ASSIGNMENTS**

The Make-up assignment for an EXCUSED absence from a concert is for the student to personally plan and record all the music from the concert on their own. This can be done on an iPod, phone, or via email. All recordings must be done with a metronome. **This is due the Monday following the missed performance.** The calendar of events for the entire school year is at the front of the Band Handbook. Using it can help you to plan ahead and avoid conflicts.

Make-up work is not available for **UNEXCUSED** absences.

#### **WEEKLY PARTICIPATION GRADE**

**Students are expected to be on time, on task, prepared, and have all supplies with them in class.** These include but are not limited to: instrument, music, pencil, coordinate sheet for marching band, and accessories, (reeds, valve oil, mouthpiece, etc.) Students will also be observed to ensure that they are treating equipment with respect.

#### **Reeds, Valve Oil, Sticks, Mallets, and Other Supplies**

These accessories are important parts of each instrument and should be stored in the student's instrument case or locked band locker. **Clarinet and Saxophone players are expected to have 4 working reeds with them in their case always. Oboes and Bassoons are expected to have 2 working reeds with them in their case always.** Metronomes, cleaning supplies, and wire stands should be left at home for home practice. All accessories can be purchased at any local music store such as Baum's, Music Go Round or via on-line music sites.



## PLAYING TESTS

Playing tests consist of a section of music that we are preparing for performance or over a scale or technical study. **It is the student's responsibility to make up test (IN A TIMELY FASHION) if they happen to be absent during the administration of a playing test.**

## EXTRA CREDIT OPTIONS

1. Attend a concert and write a critique of the performance (Suggestions: New Mexico Philharmonic, University of New Mexico Ensembles, Concert Band, etc.).
2. Listen to a classical or jazz concert on the radio and write a brief summary of what you heard including titles and composers.
3. Attend a musical and write a brief summary of what you heard.
4. Write a short report on a music-related topic.
5. Suggest an alternative idea.

Note: The amount of credit gained for each activity will vary depending on the amount of time and effort that it requires. See Mr. Dubbs for more specific information.

## PERFORMANCES (Both on and off campus)

Band members should behave in a manner that reflects positively upon the school. In uniform band members are easily identified and stereotyped. An individual's actions, whether good or bad, speak for the entire band. **(CELL PHONES AND OTHER ELECTRONIC DEVICES SHOULD BE TURNED OFF) If we see or hear one of these devices it will be confiscated and turned into the school's office the following day!**

When we have an **on-campus concert** the format will be as follows:

1. The student will report to the band room in full uniform to pick up their instrument, music, and any supplies that they may need for the concert.
2. The students will either take a seat in the PAC or warm-up in the band room, depending on which ensemble they are a member.
3. At the completion of the performance of the final band of the evening, students will first put the instruments back in their cases and return them to the band room. **(ALL STUDENTS ARE EXPECTED TO STAY AND SUPPORT THEIR PEERS UNTIL THE CONCERT IS COMPLETE!)**
4. After the student has put up their instrument they have a job to do in assisting the tear down of the remaining equipment. (These jobs are listed on signs in the band room and the performance space)
5. Once the job is complete for that student's section they return to the PAC stage to sign out with the designated band officer(s). To earn credit for tear-down, a student **MUST SIGN OUT!**

## **LETTERING REQUIREMENTS**

The EHS Band Program Letter encourages and acknowledges the “above and beyond” accomplishments of Band, Jazz Band and Color Guard students. Students should take the EHS Band Program seriously and try to make it the best it can be. Applications for letters are due in April each year and letters are awarded at the annual Band Banquet in May. Letters are awarded for the current school year only, not previous years. For more specific information, see the sample letter forms below. See Mr. Dubbs at the beginning of the year if you have any questions about events that may earn lettering points.

### **EHS BAND LETTERING FORM LINK**

[http://nmeldoradoeaglesband.com/wp-content/uploads/2017/10/ehs\\_band\\_lettering\\_requirements\\_1.pdf](http://nmeldoradoeaglesband.com/wp-content/uploads/2017/10/ehs_band_lettering_requirements_1.pdf)

### **EHS COLOR GUARD LETTERING FORM LINK**

[http://nmeldoradoeaglesband.com/wp-content/uploads/2017/10/ehs\\_color\\_guard\\_lettering\\_requirements.pdf](http://nmeldoradoeaglesband.com/wp-content/uploads/2017/10/ehs_color_guard_lettering_requirements.pdf)

## BAND BOOSTER ANNUAL SCHOLARSHIP

### WHO MAY APPLY

The Eldorado Band Board offers an annual \$500 scholarship toward the continuation of a student's musical performance education. The award is offered each year to graduating seniors who have participated in the EHS Band program as a woodwind, brass, or percussion player. It is based upon availability of funding. Students wishing to apply must play an instrument, must have been accepted to a college or university and must be committed to furthering their musical performance education. The student must write a one-page essay (see below for specific instructions.)

Scholarship winners will be notified in the Spring; however, funds will not be released to the student until he/she has successfully completed the first music performance course in the student's college education. Students are required to present the Board with proof of completion such as a transcript or grade report on appropriate college/university letterhead.

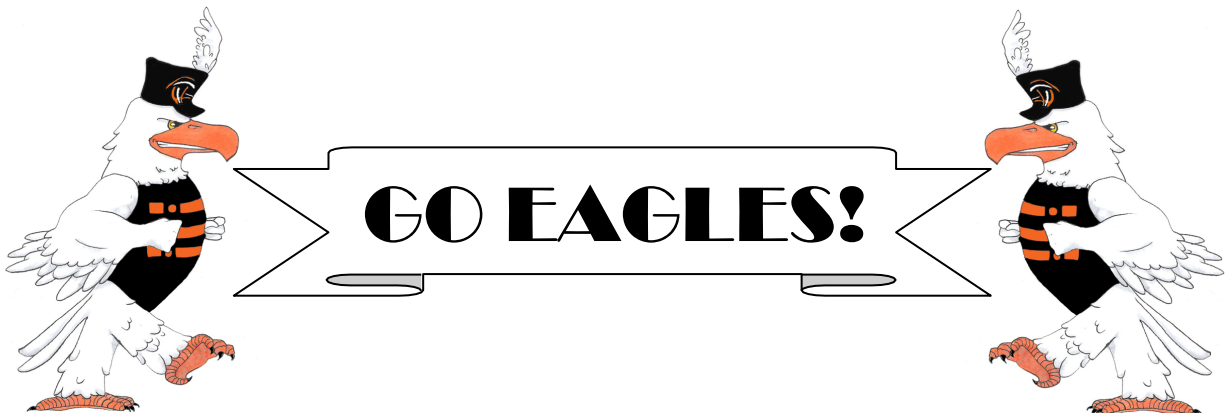
**Note: A music appreciation course does not qualify the awarded student for a release of funds.**

### DEADLINE FOR SUBMISSION

Eligible students may present a scholarship application electronically or in hard copy to the Booster Board President. The submission deadline will be in April of 2019. Watch the weekly band program email for more information. The selection committee will be chosen by the Band Booster Executive Board.

### APPLICATION INSTRUCTIONS

1. Include a cover page with **name** and **contact information** and **college or university you'll be attending**
2. Write a **one-page essay** that addresses the below main topics:
  - a. Describe your plans to keep music an active part of your future, whether as a hobby or a career.
  - b. Write a concise narrative statement expressing your educational and career goals.
  - c. How has your experience in Eldorado's band program influenced your high school career AND how do you feel it will affect your future? (What instrument did you play; who mentored you as a musician; what life lessons have you learned that you take with you as you move forward in your career plans?)
  - d. What was your contribution to the band? Were you a role model, section leader or mentor?



## GLOSSARY

**All-State and Southwest Honor Bands:** Bands representing the best musicians in the state. Participants are chosen by individual try-outs, which are typically held at the end of November. Students are responsible for their own transportation to the tryouts. The music is usually available in the summer from Baum's and will be posted outside the band room during the first weeks of school. Audition music is also distributed at band camp. All-State music is usually also the basis for the Concert Season chair placement auditions, which are held at the conclusion of Marching Season. Students need to listen for details from the Directors for these auditions. For audition information and selections refer to [www.nmmea.com/audition.htm](http://www.nmmea.com/audition.htm).

**Auditions:** Individual performances to determine band and chair placement. Held after Marching Season. Typically, All-State music and scales are the basis of the auditions.

**Band Banquet:** An afternoon semi-formal dinner near the end of the school year that is held to recognize the accomplishments of the band and individual students. This typically includes a lunch, a media presentation summarizing the year, serious and humorous awards and the announcement of the Marching Show and new drum majors for the upcoming season.

**Band Boosters:** Parent organization that supports the band by volunteering and supplementing the limited APS funding. The quality of the band and the amount of activities the students can be involved with are dependent on strong booster support.

**Band Camp:** A period of time in late July or early August where band students report for all day rehearsals that provide an opportunity for intensive learning and practicing of the marching show and team building for new and returning band members, it begins roughly two weeks before school starts. Practices are typically at the EHS Practice field in the mornings and musical rehearsals inside in the afternoons. Social activities for the entire band or for sections are typically held most evenings after band camp.

**Band Handbook:** A quick reference booklet that includes pertinent information all band members and parents need to know about EHS band including an extensive calendar, student information, parent information, rules and guidelines. Section leaders deliver the notebooks to each student in the late summer.

**Band Picnic:** Casual kick-off and year-end events for the band year. Usually includes a potluck at a local park for all band members, parents and siblings.

**Band Staff:** Musicians from around the city who participate on a part-time basis with the band all year long. There are 5 to 10 different additional professionals who help the EHS band achieve the highest levels of quality in marching and performance by running sectionals and working with specific marching groups.

**Booster Meeting:** The monthly meeting of the Band Boosters. They are typically held the second Tuesday of the month in the band or orchestra room and are open to all parents.

**Breast Plate:** Part of the marching uniform that is decorative and square in shape and attaches to the chest of the uniform by buttons.

**Charms:** Our booster club's web-based management system. This system is used across the country by bands to coordinate all financial, fundraising, and trip expenses as well as acting as a portal to a wealth of other band information.

**Cleaning Receipt:** The cash register receipt from the cleaners showing that the student's uniform has been cleaned. Students and parents are responsible to have the uniforms cleaned according to the schedule in the band calendar. These receipts are turned in at regular intervals and before major competitions. Those who do not turn in receipts at publicized intervals are fined \$10.00 per missing receipt. The cleaning receipt must have student's name on it.

**Color Guard:** The group of students who provide a visual interpretation of the marching music with dynamic choreography using flags, rifles, sabers and other props. These students do not play instruments, but are a critical part of the overall quality of the show.

**Community Stadium:** Newest member to the APS Athletics family of District Facilities. Located at I-40 & 98th St., with a physical address of 1601 Arroyo Vista Blvd. NW. APS Football games noted at Community Stadium will be held at this location.

**Competitions:** Events where the band and color guard compete against other schools. There are two marching competitions that our band will participate in: Pageant of Bands at Wilson Stadium and Zia Marching Festival at UNM's University Stadium. ***HOMEWORK NOTE: October is a heavy competition month and puts the single highest time demand on band students. It is a good idea to put extra effort in other classes prior to October to accommodate the time-crunch associated with competition month.***

**Concert Band:** First-period band requirement for all 9th Graders and other some other students. After Marching Season concludes, students who are not selected for Symphonic Band or Wind Ensemble still play in this first-period class. Concert Band performs during Concert Season and attends Spring Trip.

**Concert Season:** November through May. Several concerts are performed during Concert Season, including district festival and Spring Trip.

**Costs:** A general term for the expenses that are accrued over the course of the year for band students. Things that cost the student money include things like T-shirts, trip expenses (meals are included) and other activities. The costs are highest during Marching Season and at spring trip. Accounts are set up in each student's name (via Charms), and many fundraising activities credit directly to the participating student's account. Many parents cover all of the costs for their students from fundraising activities.

**Drum Majors:** Students who conduct the band during the marching shows and when the band plays from the stands. Drum Majors compete for and are voted into this position by members of the band.

**Drum Line:** Drum section that marches on the field as a group during marching shows and use the following instruments; snares, tenors, bass drums, and sometimes cymbals.

**Eagle Absence:** An excused absence for school related activities. An Eagle Absence is used any time that a band function takes students out of class. Eagle Absences must be approved by the teachers, who may choose not to sign them if the student has missed 8 or more non-Eagle absences.

**Eligibility (Academic):** Scholastic eligibility will be determined by semester grades. A student must have a minimum GPA of 2.0 and NO F's in the prior semester, in order to be eligible to participate in activities/athletics. Summer courses are a possible way to regain fall eligibility.

**First Time Marcher:** A student who has never been part of a marching band program.

**Flea Market:** Fundraiser for the General Fund. Band families and the community donate items to be sold at the Flea Market. Band parents organize and run this event. This event coincides with March-A-Thon.

**Football Games:** The band attends all local football games. The games are on either Thursday, Friday, or Saturday in September and October. Students report in uniform to EHS and ride buses with chaperones to and from the game. The band marches during halftime if EHS is the home team and before the game begins if we are the visitors. The band also plays pep band music in the stands during the game. Band parents usually congregate in the stands next to the band. If the football team makes state playoffs, then the band will typically be there for the football games to support them. These games work just like regular season games, with the band meeting at EHS and taking buses to the game.

**Fundraising:** There are many opportunities to raise funds for the band general fund, and for each student's account. Some students are able to completely pay the year's costs with fundraising.

**Gauntlet:** Part of the marching uniform that is a flat, flared cuff secured with Velcro around each wrist on top of gloves and sleeves.

**Golden Image:** The intermediate jazz band class that meets during the school day. Selection is by audition in May. Additional auditions may be held at the beginning of the year for 9<sup>th</sup> graders.

**Hat Box:** Black box that holds the marching hat and it goes with the students to the football games.

**Jazz III:** An After-School Jazz group that is open to all students. Jazz III meets second semester during 8th period (after school.)

**Letter:** Band and Guard students may earn a letter if they meet the requirements based on participation in performances, activities and academics. It is possible for students to earn a letter as a freshman.

**March-A-Thon:** A marching event that coincides with the Flea Market. The band marches through the neighborhood surrounding Eldorado, with police escort, and collects donations from the community. This fundraiser benefits the General Fund.

**Marching Season:** Late July through early November. It also includes additional rehearsals and at least two marching competitions.

**Milne Stadium:** Football stadium located at 1200 Hazeldine Ave SE, near the University of New Mexico.

**Music Performance Assessment (MPA):** All Concert Season instrumental groups participate in this event that takes place in the spring each year. Groups assemble at a local high school and perform for adjudicators. After the groups perform the directors are given ratings and comments to acknowledge the bands' strengths and help them improve.

**Pageant of Bands (POB):** "New Mexico Pageant of Bands" (AKA "Pageant") is a marching competition planned, organized and presented by volunteers representing the Albuquerque area band booster organizations.

**Parent Performance:** This is the culmination of band camp, usually on a Saturday early evening. Students march on the practice field. The first parent meeting of the year typically occurs immediately before the parent performance.

**Pep Band:** The general term for bands that play in support of school functions. Most often pep bands play for home basketball games and UNM volleyball games. The band is divided into two "bands" that alternate playing at games.

**Pit:** The pit is incredibly important as they enhance the music performance by playing auxiliary percussion parts like cymbals, mallets, timpani, gong, bass drum, chimes, keyboard, etc.

**Pit Crew:** An extremely fun group of parents who load and unload instruments (not just the pit) and build awesome props for our marching show. They help set up the Pit and Drum Major stands, and make sure props do not blow off the field.

**Practice Field:** A paved and lined lot behind the baseball field on the eastern most edge of the Eldorado complex.

**Required Event:** An event that all band members are required to attend. These include Tuesday afternoon practices, Pep Band events and other activities. Students with conflicts due to sports or CEC enrollment should communicate with Mr. Dubbs.

**Screamin' Eagles:** The top-level jazz band class that meets during the regular school day. Selection is by audition in May. Additional auditions may be held at the beginning of the year for 9<sup>th</sup> graders.

**Section Leaders:** The student leadership for each section. Selection is typically based on leadership qualities and musical ability. Most sections have 2 or 3 section leaders. Section leaders are selected by the student officers.

**Sectionals:** Rehearsal among sections of students who play the same instrument (all flutes, all trumpets, all Color Guard, etc.). Sectionals may be led by a student section leader, or a staff member.

**Shadows:** Marching band members who alternate with other students for the show. Marching shows are designed for a specific instrumentation and number of students. Some students in a section that have more instruments than the show design will be "shadows" for one another and take turns marching. Shadows are determined during band camp.

**Show:** The complex interaction of music and marching around a central theme. The show consists of an Opener (Movement I), Ballad (Movement II) and Closer (Movement III). EHS performs one marching show per year. Typically, a show will be tweaked and fine-tuned throughout Marching Season, with additional moves and/or props inserted as the band becomes more skilled at executing the show.

**Show Shirts:** T shirts that are worn underneath the Marching uniform. The design on the shirt represents the theme of the marching show each year. Shirts are purchased for the students, but parents are welcome to order one as well. The Pep Band T-shirt is a part of the Pep Band Uniform. This is the "casual uniform" or "pep band uniform" for the band.

**Solo and Ensemble:** Spring playing events for individual and small group Woodwind, Brass and Winter Guard performers. Solo and Ensemble provides an opportunity for students to be evaluated by judges on solo or ensemble pieces of the student's choosing; however students may be assigned to a piece at the director's discretion.

**Student Officers:** The student leadership organization within the band that provides input to the Booster Board and Directors about student activities.

**Symphonic Band:** A Concert Season ensemble with members selected through an audition at the end of marching season. Symphonic Band meets Zero Hour during Concert Season.

**Tournament of Bands:** A marching competition sponsored by New Mexico State University, in Las Cruces, NM. All bands march in the preliminary competition, and the top bands march again at finals for final placement.

**Wilson Stadium:** Eldorado High School's "home" stadium, on Lomas east of Manzano HS. This is also the site for many football games, Pageant, and several after-school rehearsals during Marching Season. Transportation to and from Wilson for after-school rehearsals is not provided.



**Wind Ensemble:** A Concert Season ensemble selected with members selected through an audition at the end of marching season. Wind Ensemble defines a specific selection of instruments. The most select group of musicians at Eldorado. Symphonic Band meets Zero Hour during Concert Season.

**Winter Guard:** Winter Guard is the Concert Season version of Color Guard. They perform indoors to prerecorded music and compete in multiple Winter Guard competitions.

**Winter Guard Invitational:** Indoor competitions where guards from multiple schools perform, are adjudicated by experts in guard skills, choreography and showmanship. Most invitationals also include a distinct solo & ensemble event category where guard members can perform a routine of their choice individually or in small groups.

**Zero Hour:** The period before school starts. Zero hour begins at 6:28 AM. Be there, set up and in your spot no later than 6:28. To be early is to be on time, to be on time is to be late, to be late is not acceptable.

**Zia Marching Band Fiesta:** A marching competition sponsored by the University of New Mexico and held at University Stadium in Albuquerque. All bands march in the preliminary competition, and the top 10 bands march again at finals for final placement. <http://www.unm.edu/~bands/Zia.html>

## **BEHAVIOR CONTRACT**

The following language is included in the behavior contract that you will receive in your forms packet. You will sign and turn these in at the Band Picnic or the end of band camp performance and meeting.

“While on tour, be it in town or out of town, a student may be sent home, in accordance with APS and EHS policies, for any of the following areas of misconduct. Please refer to the Band Handbook for more detailed information and descriptions.

- Possession or under the influence of alcohol or drugs, including cigarettes.
- Drugs, drug paraphernalia, or alcohol found in the room (all room members will be sent home at parent's expense and at the director's discretion).
- Abusive, inappropriate behavior that reflects negatively on the EHS community.
- Presence in the incorrect hotel room at inappropriate times (boys in girl's rooms or vice versa).
- Repeated or especially inappropriate intimate behaviors/displays of affection (ie. kissing, excessive hugging, etc.)
- Any other severe circumstance/behavior as determined by the director.

Students who do not follow APS/EHS extra-curricular trip guidelines and rules will be sent home at the parent's expense. Administrative action will be pursued.”