

The Carroll Dragon Band Handbook

Policies and Traditions



“With Pride!”

Carroll Independent School District
Southlake, Texas

Band information and calendar is available at the band website: carrolldragonband.org

Carroll Dragon Band Staff

Mr. Ken Johnson, Carroll ISD Director of Bands

email: Ken.johnson@southlakecarroll.edu

Office: 817-949-5973

Mr. David Lown, Associate Band Director and Jazz Program Director

email: David.lown@southlakecarroll.edu

Office: 817-949-5912

Mr. Jon Maynard, Associate Band Director and Percussion Program Director

email: Jon.maynard@southlakecarroll.edu

Office: 817-949-5972

Mr. Philip Jones, Associate Band Director

email: Philip.jones@southlakecarroll.edu

Office: 817-949-5971

Mr. James Thomas, Color Guard Director

email: James.thomas@southlakecarroll.edu

Table of Contents

● Welcome/Philosophy	4
● Purpose and General Expectations	4
● Program Offerings and Responsibilities	7
● Eligibility	9
● Concert Participation and Etiquette	9
● Marching Band Expectations	9
● Marching Band Eligibility and Attendance Policy	10
● Assignment of Marching Positions	12
● Pep Rallies and Parades	12
● Marching Band Uniforms and Formal Wear	12
● Football Game Procedures	13
● Bus Travel	13
● Elected and Appointed Officers	14
● Care of Music Facilities and Equipment	15
● Spring Travel	17
● Private Lessons	17
● School-Owned Instruments	17
● School-Issued Music	18
● Personal Instruments and Insurance	18

Welcome to the Carroll Dragon Band program. The Carroll Dragon Band is one of the premier instrumental music organizations in Texas. We are excited that you have elected to be a member of this outstanding program.

Music is a subject that affects many aspects of the human personality. It can shape individuals on an intellectual, emotional, spiritual, physical, and social level.

Instrumental music can foster a lifelong appreciation of music as an art form. Instrumental music also fosters a sense of cultural awareness as well as an aesthetic appreciation for the arts. The Carroll Dragon Band program engages students in a group activity that can enrich their lives, personally and socially. It develops proper work habits through the successful implementation of a daily practice routine. It develops confidence and promotes students' abilities of self-expression, teamwork, and advanced listening skills that can embellish communication skills.

The purpose of the Carroll Dragon Band program is:

- To develop in every member an understanding and lifelong appreciation of music.
- To encourage students to a point where they may participate in the performance of great works and continue making and enjoying music beyond graduation.
- To provide an opportunity for each member to realize their maximum performance potential.
- To assist students in growing into responsible and successful members of society, by demonstrating integrity, dependability, and loyalty; consistently embracing the ideals of self-discipline, commitment, and teamwork.

General Expectations

Participation in the Dragon Band is an honor and a privilege. The standards are high and each student is expected to meet those standards. Therefore, all persons involved in the program are expected to give their best effort each day. Membership is based on a full-year commitment, from the beginning of summer band through the last day of school.

Band is a group activity and everyone has an important role within the group. Performances are a culmination of the classroom learning experience. Rehearsals and performances require maximum focus and attention in order to achieve the highest level of performance.

Our band rehearsals are different from other classroom settings. The student to teacher ratio is much larger and the time invested is often greater. Because of this, it is imperative that each student be **present, prepared, organized, and focused** for every rehearsal. When a student is not present or prepared for class or is unable to play his/her instrument during class, the whole ensemble is affected. This means instrument maintenance must be taken care of before rehearsals and all supplies must be brought every day. Students must bring music, pencils, reeds, mutes, drill books, etc. to each rehearsal.

Accountability as a mature young adult and musician will be stressed throughout the school year. A strong and successful band program depends on interested, motivated, courteous, patient students who are willing to sacrifice personal wants and preferences at times, in order to contribute to the goals and best interest of the entire group. Students are expected to be quiet, attentive, and courteous during all rehearsals, sectionals, and performances.

Members of the Carroll Dragon Band are expected to:

- Adhere to the Carroll ISD Student Code of Conduct
- Adhere to Carroll ISD Guidelines for District Extracurricular Activities
- Participate in band activities with a supportive, positive, and cooperative attitude.
- Display respect towards self, fellow students, and staff members of the organization.
- Attend all rehearsals and performances.
- Represent the Carroll Dragon Band with class wherever you may be.

Behavioral Expectations

- Enter and exit rehearsal halls in a quiet and orderly manner.
- Be on time (early) with all required equipment and materials.
- Keep cell phones put away unless your director asks you to use them.
- Have the music for the day on your stand before beginning the warm-up.
- When the director steps in front of the group, all playing, talking, and movement should stop. Full attention to the director should be given at this time.
- ***Always*** read/listen to the announcements.
- Stop playing when a cut-off is given.
- When instructions are given during rehearsal, mark your music in pencil.
- Posture should be such that it enables your best tone production, technique, and playing efficiency.
- Exhibit pride in your performance and during rehearsals. Always give your best. Practice the way you expect to perform. Perform the way you've practiced.
- No food or drink (other than water), candy, or gum in rehearsal areas.
- Students are expected to help maintain a clean environment in our facilities and during travel. "We leave a place looking better than the way we found it."
- Students are expected to take proper care of all band equipment. This includes instruments, music, uniforms, and facilities.
- Support all groups affiliated with Carroll ISD. Show support to other bands, drill teams, cheerleaders, and spirit groups.
- Students will refrain from the use of degrading language, profanity, and/or obscene gestures. Harassment of any form will not be tolerated. This policy also applies to social media.
- Speak in a positive manner about your organization, fellow band members, and staff. If you have a concern, bring it to the band staff or the individual so that positive actions/outcomes can be achieved.

If you are ever in doubt about an action, simply don't do it. Your conduct should always reflect positively on yourself, your family, our band program, and the Southlake community.

Band Class Offerings

Members of the band program are assigned, by audition, to one of our ability-based concert bands that meet as academic classes. Auditions are held in the spring.

Wind Symphony

The Wind Symphony is the varsity level band. Membership is determined by audition, overall performance history, and director's discretion. Music performed will be of the highest level of difficulty. Performances will include UIL, invitational festivals/contests, first and second semester concerts, and special events. Before or after school rehearsals will be scheduled as necessary. Sectionals are a required component of this class. Members are required to participate in All-Region auditions and springtime solo and ensemble events.

**** Enrollment in the Instrumental Ensemble class is an expectation, schedule permitting.**

Wind Ensemble

The Wind Ensemble is the non-varsity level band. Performances will include UIL, invitational festivals/contests, first and second semester concerts, and special events. Before or after school rehearsals will be scheduled as necessary. Sectionals are a required component of this class. Members are required to participate in All-Region auditions and springtime solo and ensemble events.

**** Enrollment in the Instrumental Ensemble class is an expectation, schedule permitting.**

Symphonic Winds - Green

Symphonic Winds - Green is the sub non-varsity level band. Performances will include UIL, first and second semester concerts, and invitational festivals/contests and/or special events as determined by the directors. Before or after school rehearsals will be scheduled as necessary. Members are required to learn a portion of the all-region etudes, as determined by the director, and are encouraged to participate in All-Region auditions and springtime solo and ensemble events.

Symphonic Winds - White

Symphonic Winds - White is the second sub non-varsity level band. Performances will include UIL, first and second semester concerts, and invitational festivals/contests and/or special events as determined by the directors. Before or after school rehearsals will be scheduled as necessary. Members are required to learn a portion of the all-region etudes, as determined by the director, and are encouraged to participate in All-Region auditions and springtime solo and ensemble events.

Jazz Orchestra

Jazz Orchestra is the top level jazz ensemble. Membership is by audition only and wind members must also be a part of a parent organization concert band. Music performed will be on an intermediate to advanced level for the duration of the school year. Performances will include invitational festivals/contests, first and second semester concerts, and special events. Additional rehearsals and clinics will be scheduled as necessary. In addition to learning big

band repertoire, students will work on small group music and improvisation concepts as part of student-led small groups within their jazz classes.

Jazz Ensemble

Jazz Ensemble is the second level jazz ensemble. Membership is by audition only and wind members must also be a part of a parent organization concert band. Performances will include invitational festivals/contests, first and second semester concerts, and special events as determined by the director. Additional rehearsals and clinics may be scheduled as necessary. In addition to learning big band repertoire, students will work on small group music and improvisation concepts as part of student-led small groups within their jazz classes.

Jazz Band

Jazz Band is the entry-level jazz ensemble, and is designed for younger students and students with less jazz background. Membership is by audition only and wind members must also be a part of a parent organization concert band. Performances will include invitational festivals/contests, first and second semester concerts, and special events as determined by the director. Additional rehearsals and clinics may be scheduled as necessary, however it should be noted that there are very few time commitments outside of the school day for this ensemble. In addition to learning big band repertoire, students will work on small group music and improvisation concepts as part of student-led small groups within their jazz classes.

Percussion

All percussionists will be in the Percussion class, where they will focus on marching percussion, All-Region repertoire, and developing individual technique. Additionally, students will enroll in either the Battery class or Front Ensemble class, depending on their drumline placement audition.

In the spring, the Battery and Front Ensemble classes become ability-based ensemble classes, where students will focus on concert band UIL literature, percussion ensembles and solos, and advanced individual techniques. Percussionists are required to attend outside of school rehearsals, as deemed necessary by the director, to rehearse with their respective concert band for fall/spring concerts.

Color Guard/Winter Guard

Color Guard works as a unit with the marching band to visually enhance field shows. Auditions are held each spring and are open to any current or incoming Carroll HS/Sr HS student. In addition to their color guard audition, all color guard members who play a wind instrument must also audition for placement in a concert band and are expected to maintain a high level of performance on their instrument throughout the year.

Following the competitive marching season, students shift to Winter Guard activities. Winter Guard participation includes additional costs for travel, competitions, and other associated items. Color Guard/Winter Guard members are responsible for all items found within the Dragon Band and Color Guard Handbooks.

Eligibility for Concert Season

Most of the work our students do outside of marching band is considered curricular and not subject to the no pass/no play rule. Free concerts, section rehearsals, and private lessons are all considered curricular. Events that are considered extra-curricular include any event with paid admission and/or any event that is inter-school competitive.

Should a student become ineligible for extra-curricular events, they will still be eligible for curricular events. UIL Concert and Sight-Reading is considered a curricular event and is not impacted by eligibility. Ineligible students must meet the requirements outlined in the CISD Student Handbook to regain eligibility.

Concert Participation and Etiquette

Concerts are a required component of the Band program, are used to meet the TEKS and our Fine Arts curriculum, and are considered major test grades. Please check our band calendar to ensure that there will not be any conflicts. No performance missed can be “made up” in the strictest sense of the phrase. Students with severe illness or family emergencies will be granted an alternative assignment. The illness/emergency must be communicated to the band director as soon as possible after it is known. The directors will determine the assignment.

All students are expected to stay the length of the entire concert as part of the major test grade and to fulfill TEKS requirements. Listen to and be supportive of all the groups in the band program. Do not walk around, talk, or be on cell phones during any performance. Enter or leave the auditorium only between pieces or after a group has finished. The only “come and go” concert is our Pre-UIL concert, due to the extended schedules of each band.

Marching Band

The Carroll Dragon Marching Band is the largest performing group as it combines band members from all concert bands. The Dragon Band performs at all Varsity football games (including playoffs), marching competitions, and occasional guest appearances.

All marching students will:

- Pass off marching fundamental basics
- Pass of warm up packet materials
- Pass off the UIL competition show music from memory (Varsity)
- Pass off the drill team and stand tune music

Band performances will be limited to those students who are fully prepared. Attending all rehearsals and making a conscientious effort to improve is the best way to be considered for a performance spot during the marching season.

In order for marching rehearsals to be successful, all students must be prepared. This means that you will need to bring all required items to the rehearsals each day, including:

- Music/flip books, pencil, instrument and all accessories
- 1 gallon water jug with the Dragon Band Juguzzi
- UDB Pro app (smart phone charged)
- Sunglasses, sunscreen, and hat
- Appropriate marching band attire

Marching Band Eligibility and Attendance Policy

Most of the activities associated with marching band are extracurricular, including football games, pep rallies, and marching competitions. Students must pass all classes each 9-weeks (and first 6-weeks of UIL calendar year) in order to be eligible by TEA, UIL, and Carroll ISD requirements. Students who are failing a single class at the end of a grading period will become ineligible seven days after the last day of the grading period in which they failed.

Attendance

Due to limited rehearsal time, it is imperative that we make the most of each rehearsal. Each member of the Dragon Band has an obligation to fellow band members to be at rehearsals on time, prepared, and with necessary equipment. The quality of our program is in direct proportion to your positive attitude and consistent daily attendance. You cannot learn if you are not present. Absences hurt not only the student but the group as well, and make the rehearsal less productive.

Due to the participatory nature of marching band, attendance is required at all rehearsals and performances. Excused absences will be granted only for significant illness, family emergencies, religious holidays/observances, and extenuating circumstances approved by the director. Non-school sponsored activities, teams, clubs, or jobs must not conflict in any way with the practice and performance schedule of the band program. Any student who misses a performance may have their role replaced by another band student.

Conflicts with school activities will occur and will be worked out, provided both sides are willing to proactively communicate and compromise to make the situation work. Please ask for an event calendar from all groups in which you are a member to allow the maximum amount of time to work out potential schedule conflicts. The band director will work with other teachers, coaches, and directors of various school activities to give each student every opportunity to be a part of both groups.

Absences must be approved in advance. A written request must be submitted and approved by the Band Director. Twenty four hours is the minimum approval time allowed for a rehearsal excused absence, and two weeks minimum for excused performance absences. **Please do not communicate absences through a peer or student leadership.**

Missing a marching rehearsal with an unexcused absence or missing a rehearsal with an excused absence but without advance notice may result in the student being reassigned to a different role in the rehearsal/competition show. Students who are frequently absent or late will be removed from competitive marching performances.

Marching Band Attendance Policy

Unexcused Absence 1 - Verbal warning/conversation

Unexcused Absence 2 - Removal from the next performance and parent contact

Unexcused Absence 3 - Removal from the next performance and a conference will be held to determine future performance participation.

Daily Marching Band Rehearsal Expectations

“To Be Early Is To Be On Time, To Be On Time Is To Be Late, To Be Late Is Unacceptable.”

Punctuality is essential for all rehearsals and performances. Dragon Band members are to be in the block (or designated location) for body warm up two minutes prior to call time. Students will have all necessary equipment at the call time.

Normal weekly rehearsal schedule:

Monday: 3:50-6:30 PM

Tuesday: 3:50-6:30 PM

Thursday: 3:50-6:30 PM

Friday: Game Day

Assignment of Marching Positions

Due to vacancies inevitably created by eligibility, injury, illness, and other reasons, the competition show will be purposely written for fewer members than the actual number

of students enrolled in the band. The directors will assign the best prepared marchers to perform in the “main picture” of the show. Selection will be based on the mastery of marching fundamentals, playing fundamentals, contest show pass offs, command of the show music with the marching drill, attitude, and attendance. All eligible varsity members will participate in the competition show in some capacity.

Please remember: no student “owns” a position in the competition show. The directors may change personnel in the show at any time. The best way of securing a marching position is to always be present, prepare your music, exhibit a positive attitude, and participate fully in each rehearsal and performance.

Pep Rallies and Parades

Pep rallies and parades are required performances. All marching band students must participate in pep rallies unless the head director has given permission to miss. Your behavior at a pep rally or parade is the same behavior as a football game - exemplary of what the Dragon Band stands for, Excellence and Class.

Marching Band Uniforms and Formal Wear

Each student will be issued a uniform for marching season and formal wear for concert season. The uniform is to be returned in the condition that it was issued. Students will be charged a replacement cost of uniforms that are damaged beyond repair or lost.

The marching uniform must be hung up neatly following each performance. Formal concert wear will be kept at home and returned following the Spring Concert. Cleaning instructions will be provided. **Do not launder them at home or alter them in any way.**

As members of the Dragon Band, students are regarded as a representative of the entire band program, school, and community. When wearing identifiable Dragon Band attire, members are ambassadors for the organization. Members should always exhibit the utmost presentation “with pride”.

The uniform should be worn as a complete unit at all times when in public, unless otherwise directed by the staff. The “Friday t-shirt” is to be worn under the uniform. There is no gum chewing or eating, including candy or soft drinks, while in uniform.

The attire for our “summer uniform” is the Dragon Band polo, band ball cap, black pocketed shorts, and tennis shoes (or marching shoes if directed).

An inspection will be held prior to each performance. Students who are out of uniform at call time will not perform.

Hair should be put up properly before call time. Members should refrain from wearing noticeable makeup, and/or individualized accessories. This includes fingernail polish,

jewelry, watches, hair ornaments, etc. Hair must be secured in such a way that it does not obscure the uniform or the performer's face. Long hair should be secured in a bun, or as directed, so that it fits into the shako hat. Stray hair should be secured with hairpins.

Football Game Procedures

The marching band attends all football games. We are there to support our football team and community, and to provide a quality performance in the stands and at halftime. It is important for us to:

- Always be musically prepared
- Display a professional and dignified appearance at all times
- Provide a positive support base for the team and all other performing groups
- Entertain the crowd

The band is expected to attend games unless there is inclement weather or if there is a conflict (such as BOA Super Regional/travel). Please do not ask to miss a game or to leave early. The football team, drill team, and cheerleaders remain until the end of the game. The band is expected to do the same. (Exemptions will occur for ACT/SAT testers, etc.)

- Appropriate behavior in the stands is paramount
- Remain standing as directed. There will be designated times when we sit
- Remain at your assigned seat during the game
- Remain in uniform the duration of the game, or as directed
- Be prepared to play a stand tune, cadence, etc. as soon as it is called up
- Pay attention to directors and drum majors for visual cues throughout the game
- The marching band will present only organized musical efforts. Play what is on the page. There will be no improv or "hacking" by individuals or by sections
- You may only drink water while in uniform
- Cell phone use is prohibited at any time while the band is in performance.
- Students will be formally dismissed as a group following a game. Load the trailers and buses quickly and efficiently.

Bus Travel

The band travels to and from performances together. Student conduct is expected at the highest level on all trips. Any student wishing to leave with a parent must complete an alternative travel form and have prior permission from a director.

Elected Student Officers

Election Criteria

1. Candidates must meet eligibility requirements (*refer to Carroll Senior High School & Carroll High School Handbooks*).
2. Officer candidates must demonstrate that they are avid supporters of the Band Program by exhibiting a positive attitude, faithful cooperation, eagerness, promptness, etc.
3. Candidates must complete the appropriate application.

Band Council

Elected officers will serve as the Band Council and will have input in planning the non-musical aspects of band activities.

1. President

- Must be a Senior
- Calls and presides over Council meetings
- Supervises the functions of other officers
- Represents the Band by presenting awards given by the Council
- Takes an active part in planning the Spring Band Banquet
- Assists the Directors whenever needed and meets with Director of Bands frequently
- Supervises and coordinates welcoming activities for incoming band students

2. Vice-President

- Must be a Junior or Senior
- Assists President in preparing the meeting agenda
- Serves as presiding officer at meeting(s) in the absence of the President
- Assists Directors whenever needed

3. Secretary

- Must be a Sophomore, Junior, or Senior
- Keeps minutes of all Council meetings
- Assists with Band correspondence and other clerical duties
- Assists Directors whenever needed

4. Class Representative

- Elected by majority vote by each class
- Represents his/her class in Council meetings

Appointed Leadership

Drum Majors/Section Leaders/Squad Leaders

- Audition Criteria -- a Drum Major/Section Leader must:
- Meet eligibility requirements (*refer to Carroll Senior High School & Carroll High School Handbooks*)
- Complete leadership application
- Be willing to attend pre-audition training sessions as well as a summer Drum Major Camp
- Be willing to work outside of normal band class
- Be a proficient musician, marcher, teacher (per auditions)

2. Responsibilities

- Be a member of the Band Council (Drum Majors only)
- Serve as Conductor during field performances (Drum Majors only)
- Assist the Directors in conducting during games, pep rallies, and on-field rehearsals (Drum Majors only)
- Assist the Directors in teaching and refining the drill
- Assist the Directors in preparing charts and the field outside of band class
- Be a role model in every aspect of band participation

Other Appointed Positions – (as designated by the Directors)

Loading Crew
Music Librarians
Field Crew
Uniform Crew

Care of Music Facilities and Equipment

1. **NO FOOD, GUM OR DRINK (except water) IS ALLOWED IN REHEARSAL HALLS.**
These items need to be discarded in the trash before entering.
2. Practice rooms are for practice, recording assignments, playoffs, or private lessons **only**.
3. Keep instruments in cases with latches closed in assigned lockers when not in use. Instrument cases are to be kept in assigned lockers during rehearsal.
4. Instrument lockers must be kept clean. Items not properly stored may be discarded at the Director's discretion.
5. Clean daily marching attire and a water jug may be kept there during the marching season, but these items should go home each night.
6. Nothing is to be stored on top of the lockers.
7. All concert and marching folders should be kept neatly organized in assigned lockers.
8. Personal items are not to be stored in the music library, offices, practice rooms, or instrument storage areas. The Band Department assumes no responsibility for personal items not securely stored in lockers.
9. Band Hall chairs and stands are not to be removed from the room unless directed by a director.
10. No one is to use the audio/visual equipment without permission.
11. Any damage to school property/instruments must be repaired, the item replaced, or a reimbursement made immediately.
12. School-owned instruments are available for use by members who either play those specific instruments or are asked by the Director to change instruments due to instrumentation problems. A **\$150.00** usage fee **per instrument** will be assessed. A **\$200.00** usage fee will be assessed for combination instruments (concert/marching). The following instruments are available:

Piccolo English Horn Bass Trombone
Bass Clarinet ContraBass Clarinet
Tenor saxophone Baritone Saxophone
Soprano Saxophone Oboe Bassoon
Euphonium/Marching Baritone
Tuba/Sousaphone
French Horn/Mellophones

In addition, quality percussion equipment, as well as electronic equipment used by the Jazz Band, is provided by the school. A **\$150** usage fee applies to all percussion students.

Periodic inspections will be made of school-owned instruments. **Each student is financially responsible for any damage that occurs to a school-owned instrument beyond normal "wear and tear" during the time it has been issued to him/her.**

Band Directors' Offices

Although the band offices are business areas, directors do keep an "open door" policy. When the door is open, students are welcome to enter with director approval. Do not enter an office if no director is present. If the door is closed, students should knock briefly and wait for a response. Consider the office "off limits" at the time, if you do not get a response. Students should use common sense in regards to the timing and/or pertinence of their questions or concerns. If it is obvious that a meeting or conference is taking place, students are asked to either refer their questions to student leaders, or wait and come back at another time.

Restrooms

Students are asked to take care of personal needs before class begins in order to minimize classroom disruptions. Students should only use the restrooms located outside of the rehearsal halls, located behind the auditorium. Should a student need to use the restroom during instruction, they should leave and return to the rehearsal in a non-disruptive fashion. Faculty restrooms are for the directors and private staff only.

Music Library/Uniform Room

The music library is off limits except to music librarians and staff. All students will be given one copy of music. If you lose your music, you are responsible for printing/obtaining a new copy.

The uniform room is to be used for uniform storage only and is off limits except to uniform crew and staff.

Auditorium

Students should enter/exit the auditorium at the side doors designated by the directors. Remain on the ground level unless otherwise directed by staff. **No food or beverage of any sort is allowed in the auditorium.** Maintain a sense of decorum and reverence when in the performance hall. Talking should be held to a minimum and at an appropriate level. Sit in the auditorium seats the proper way. Students should only be in the auditorium in the presence and with the permission of a director.

Visitors

Visitors are not allowed in the rehearsal spaces or auditorium without director permission. This policy helps with the security and care of our instruments and equipment. Visit with non-band friends outside of the rehearsal and performance areas. No exceptions.

Travel - Spring Band Trip

The Carroll Dragon Band travels every spring. The trip is an optional part of the band program. Students are allowed to participate in the trip if they meet the following criteria:

- Viable playing/performing member of the band and/or color guard
- ** Must be passing all classes
- Have no unexcused absences from rehearsals/performances
- Must have attended all required marching and concert band performances
- Displayed zero negative behavior in the band program or in school
- Meet the trip financial obligations as outlined by Carroll Band Boosters

**** Ineligibility that occurs after the final payment deadline will result in forfeiture of trip funds.**

Private Lesson Enrichment Program

It is the goal of the Carroll Independent School District Fine Arts Department to provide the very best learning experiences for each band student. One of these learning experiences is the opportunity for a student to study privately with a professional instrumentalist.

1. Private teachers are selected by the Carroll ISD Director of Bands.
2. Private lessons are optional, but are strongly encouraged.
3. Students electing to study privately are taught once per week during their band period, or before or after school.
4. The cost of district lessons is determined each year by the Director of Bands. The lesson fee is \$25.00 per half hour lesson. Carroll ISD policy expects families to pay for lessons one month in advance, unless other arrangements have been made between the family and teacher.
5. If a student is absent from school or in school but cannot attend the lesson, prior notification must be given in order for fees to be adjusted or a make-up lesson to be scheduled.
6. If the student is in school and misses a lesson without prior notification to the teacher, the student will be charged for that lesson.
7. Students will be excused from lessons for band trips, concerts, etc., if the teacher is notified in advance. These lessons should be made-up if at all possible.

School Owned Instruments

Each student will be expected to have their own instrument. Students who play school owned instruments are expected to care for them as if they owned that instrument. No student is allowed to play another student's instrument unless given permission by a director and only for extenuating circumstances. Only percussionists are allowed to play on the percussion instruments. No exceptions.

Dragon Band members are expected to keep their instrument in prime working condition for rehearsals and performances. Please check with a director before taking

any school owned instrument in for repairs. These repairs **must** be approved before the district will pay for the repair.

School Issued Music

School owned music will be issued to each student. Students should write their name in pencil in the top corner of every page of music. All music is to be kept in a school issued flip folder (marching) or binder. All original music will be returned to the band library. Any music that is lost or damaged will be replaced at the student's expense.

Personal Instruments

Dragon Band members not using school owned instruments are expected to rent or purchase instruments of a high quality. Directors are happy to assist with this. These instruments should be locked every day in assigned lockers and taken home each night. Please ensure that your instrument is covered under a homeowner's insurance policy or a Personal Articles Floater policy. CISD is not liable for damage to privately owned instruments.