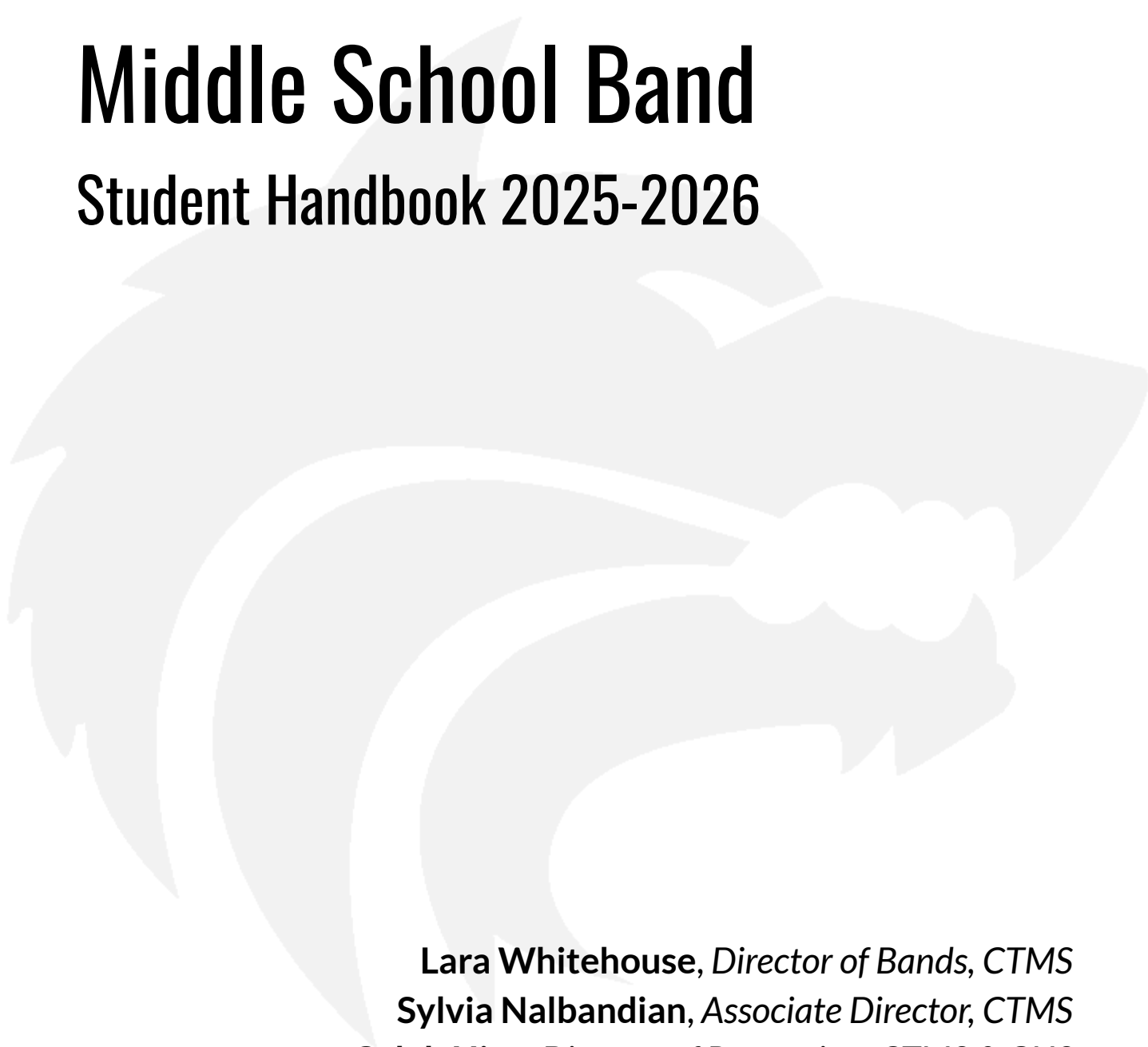


# **CROSS TIMBERS**

## **Middle School Band**

**Student Handbook 2025-2026**



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**James Rees, *Director of Bands, GHS***  
**Dr. Paul Sikes, *GCISD Director of Fine Arts***

# Table of Contents

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<b>Table of Contents</b>	<b>1</b>
<b>Welcome to the CTMS BAND Program!</b>	<b>3</b>
<b>Director Contact Information</b>	<b>4</b>
Write a Note	5
Conference Period	5
Website	5
<b>Conduct Expectations</b>	<b>6</b>
Digital Citizenship	7
Care of Facilities	7
Concert Behavior Expectations	8
<b>Finances</b>	<b>9</b>
Annual Band Fee	9
Fundraisers	10
Donations	10
<b>Privacy Notice</b>	<b>11</b>
<b>CTMS Bands</b>	<b>12</b>
Honors Band	12
Symphonic Band	12
Concert Band	13
Beginner Band	13
Band Placement	13
<b>Attendance Policy</b>	<b>14</b>
Excused Absence	14
Unexcused Absence	14
<b>Grading Policy</b>	<b>15</b>
Beginner Band Grading Guidelines	15
Honors/Symphonic Band Grading Guidelines	16
Academic Requirements (No Pass, No Play)	17
<b>Sectionals</b>	<b>18</b>
<b>Concerts/Performances</b>	<b>19</b>

<b>Daily Supplies</b>	<b>20</b>
Band Binder	20
Instrument Specific Band Supplies	20
Resources for Band Supplies	21
<b>Instruments</b>	<b>22</b>
District-owned Instruments	22
Step-Up Instruments	23
Instrument Storage and Identification	23
Instrument Maintenance and Repair	24
<b>Private Lesson Program</b>	<b>25</b>
Lesson Scheduling	25
Lesson Payment	25
Financial Assistance	25
Absences	26
<b>Uniform Guidelines</b>	<b>27</b>
<b>Braces and Dental Work</b>	<b>29</b>
<b>Travel Guidelines</b>	<b>30</b>
<b>Band Hall Hours</b>	<b>31</b>

## Welcome to the CTMS BAND Program!

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It is with great enthusiasm and excitement that we introduce our band program to you in a more detailed manner. This handbook is designed to outline the guidelines and expectations for making this year a success for all involved, and to serve as a guide and resource for both students and parents.

Every student is important to the band staff, and we strive to provide nothing less than an outstanding musical experience for each child. We believe in developing every student's character through hard work, goal-setting, risk-taking, dedication, cooperation, and responsibility. To accomplish this, it is important that every student understands and upholds his or her responsibilities as a member of the organization. **Enrolling in band is a full year course, and students are expected to commit for the full academic year.**

Please read through this handbook thoroughly, both student and parent. Upon completion, sign the attached or downloaded contract and return to the directors. We recommend that you save/print/store this handbook in a safe place where you can easily access it throughout the year.

We are looking forward to a fantastic year!

## Director Contact Information

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The directors encourage positive communication and are willing to discuss any aspect of a student's progress in band with their parents or guardians. **The best and fastest way to communicate with a director is through email.**

**Lara Whitehouse**, *Director of Bands, CTMS*

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**Sylvia Nalbandian**, *Associate Director, CTMS*

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Due to sectionals and student help sessions, **it is difficult to reach us before or after school.** If we are working with students, please understand that they are our highest priority and deserve our complete attention.

**Our communication to parents is a very high priority for us.** Please contact us for clarification on any concerns before they become major issues. Due to the nature of email, **all major concerns will need to be addressed through conference or phone communication.** This is to avoid any misunderstandings or unclear intentions through email communication.

**Students are also encouraged to communicate with the directors before concerns become bigger issues.** They should do this in person at an appropriate time, one on one. Clarification and clear communication will keep everything running smoothly throughout the school year.

Throughout the year, we will rely heavily on communication via email and Thrillshare. **Please make every effort to read this information carefully, check calendars often and keep us informed of any conflicts.** The sooner we know, the more options we have to resolve any conflicts.

## Write a Note

You may send a note with your child. Please include a phone number and/or email address that you can be reached and the best time to reach you.

## Conference Period

Please schedule an appointment with a respective director if you would like to meet. The director's conference periods for Mrs. Whitehouse and Ms. Nalbandian are as follows:

Tuesday - Friday: 9:55 AM - 10:35 AM

## Website

Please visit our website at [www.ctmsband.org](http://www.ctmsband.org) for important information for students and parents.

## Conduct Expectations

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A CTMS Band member should exhibit the highest standards of character, honesty, and integrity in everything that they do. Every CTMS Band member is expected to follow the guidelines outlined in the GCISD Student Code of Conduct and the guidelines of the CTMS campus.

- Any behavior which is not representative of good citizenship, as perceived by the band staff, may result in the student's dismissal from the activity at hand as well as the band program. This also applies to the actions of student leaders in both public and private events.
- Students will follow directors' instructions.
- Students will be in their assigned rehearsal area with all necessary equipment at the beginning of rehearsal time.
- Students will keep their hands and feet to themselves.
- Students will not use or play on equipment they do not own without permission from a director.
- Students will not touch, handle, borrow, or use anyone else's instrument, uniform, or personal belongings.
- Students should request permission to speak by raising their hand and waiting to be acknowledged. All rehearsals are expected to be extremely quiet so that time will be utilized as wisely and efficiently as possible.
- When allowed in the band hall, either before or after school, students will not disturb any rehearsal in progress.
- Students will respect the property of others and return their equipment to its proper storage place when not in use. Students should keep their equipment in the designated storage area and keep said storage area clean and neat in appearance. Students who have difficulty with this may lose the privilege of having a storage area in the band hall.
- Students will not deface or mark on music stands, chairs, walls, etc.
- Students will not write on the dry-erase boards without permission from a director.
- Students will not make contact with any dry-erase board or bulletin board
- Students will utilize their assigned storage locker for instrument cases during rehearsals. Cases should not be brought into rehearsals unless requested by a director.

## Digital Citizenship

A higher standard of conduct must be maintained by band members websites and communication on social media. Any communication appearing on the internet is public domain, even if it is marked private. The areas of inappropriateness include, but are not limited to, profane, foul, or disrespectful language (abbreviated or alluded to), pictures, suggestive poses, clothing, references to alcohol, drugs, and/or tobacco, and postings (whether verbal or photos) that could be interpreted as being negative or threatening towards other GCISD teaching staff or band members, or that demonstrate poor sportsmanship or a disrespectful attitude towards other bands and band members. Any such incident will result in review by the principal (or designee) and may lead to probation or dismissal from the band program.

## Care of Facilities

- No gum, food, or drinks are allowed in the band hall except when authorized by the directors.
- All trash is to be deposited in the wastebaskets provided.
- Acts of vandalism or the willful misuse of school property will be dealt with severely and appropriately. Every band member is responsible to help the directors monitor the facility and control vandalism, which includes but is not limited to writing or carving on walls, destroying music, or breaking school property.
- Absolutely no student is allowed in the music library, percussion storage room or uniform storage room without permission.
- Practice and ensemble rooms are designed for practicing, not social gatherings. There should never be more than 2 students in a practice room at a time.
- Please knock on office doors; and, if you are invited in, you may enter. Otherwise, offices are off-limits to students. Students may not use directors' phones without permission.
- The telephone in the band hall may not be used by non-band members. This phone is not to be used for personal calls, but may be used to call parents for rides, etc.
- Students should never sit at a teacher's desk.



## Concert Behavior Expectations

Band students will exhibit proper concert behavior during all performances, in either their own band or as an audience member. Students will be graded on their behavior. Concert etiquette is an integral part of music education. Appropriate conduct in formal and informal concert settings is included in the TEKS.

The following rules must be followed by parents and students at all times:

- Talking is not permitted on stage or in the audience. It is disrespectful to the performers on stage and audience members.
- Do not distract the performing band in any way.
- Do not leave your seat for any reason during a performance. You will be given ample time to use the restroom and drinking fountain before a concert begins. If you must leave, do so as quietly and inconspicuously as possible (make sure the doors do not slam shut). Leave between songs only.
- No food or drink is allowed on stage, backstage, or in the seating area. This includes water bottles and gum.
- Cell phones must be turned off (not on vibrate or silent) and stowed away. Any student using a cell phone during a performance may have consequences.
- Move between the seating area and stage in quiet, single-file lines. Sit in your assigned seat/row. Do not talk as you enter or exit.
- Support your fellow band members with appropriate applause. Yelling, whistling, shouting names, etc. is not acceptable.
- Set a good example for the audience and other students. Other people may not know how to behave in a concert setting.
- We hope all parents and guests will stay for the concert when bringing a student to a concert. If a student needs to be picked up, please do so in a timely manner.
- Students are expected to stay for the entire concert.

## Finances

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It is the philosophy of the Cross Timbers Middle School Band that no student should be denied the privilege of band membership due to financial hardship. For options in meeting financial obligations, parents should contact the director or band booster treasurer.

### Annual Band Fee

The CTMS Band charges a one-time annual fee in order to collect the student fees that would otherwise be collected throughout the year. The collection of this fee at the beginning of the year is done strictly as a convenience to both parents and teachers. Payment plans are available upon request. Band fees are non-refundable.

The annual CTMS band fee for the 2025-2026 year is as follows:

- Honor Band Member: \$175.00
- Symphonic Band Member: \$150.00
- Concert Band Member: \$135.00
- Beginner Band Member: \$125.00

Our hope is that by paying this fee up front, parents will not be asked to pay additional fees throughout the year. The only exception may come in the form of optional social events or events that serve as fundraisers to provide additional support for the Cross Timbers Band.

The annual band fee includes contest entries for various events such as All-District, All-Region, Solo Contest, Ensemble Contest, and various performance festivals and contests. In addition to the contest entries, the annual fee also covers fees for clinicians, consultants, piano accompanists, and master class instructors used throughout the year to support the Cross Timbers Band students. Other costs covered by the fee are band t-shirts (used as performance wear), band binders and supplies, truck rentals, some social events, administrative expenses and other miscellaneous costs not covered by GCISD.

## **Fundraisers**

The CTMS Bands will participate in one fundraiser at the beginning of the year. Due to budget limitations, this has become a necessity and will defray the costs of running the band program and help with trip and activity costs during the school year. If the money is not fundraised, then another fundraiser will be needed, or the expenses will be paid to the band department from the family's own financial resources.

Fundraising will belong to CTMS Band Boosters. If a student raises money and is unable to attend a trip for any reason, the money the student raised becomes the property of the CTMS Band Boosters general account. The funds are good only for the academic year and are not transferable for students from year to year. If a student leaves the CTMS Band program, all money remains in the CTMS Band Booster general account. Funds are not reimbursed or distributed to students or their families. A student cannot fundraise for another student.

## **Donations**

Donations are accepted to help the program. Any funds donated to the CTMS Band program are for expenses other than student fees and trip expenses. These include, but are not limited to: instrument repair, equipment replacement, helping families in need, and unforeseen expenses that might occur. All donations are greatly appreciated.

## Privacy Notice

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The CTMS Band directors use online data information and communication websites (e.g., Presto Assistant, SMORE, Google Forms, etc.) to keep members informed about events, practices, and other important updates. Depending on the level of access set by the director or teacher, the website may contain contact information for students and parents, directory information for students, and confidential information such as payments made, account balances, uniforms, grades, practice logs, etc. Users and administrators of the website agree to protect the privacy of the information and agree not to use any information for non-program related purposes.

## CTMS Bands

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### Honors Band

Selection into Honors Band is by audition, director recommendation, and demonstration of academic proficiency. Members of this group will have one sectional rehearsal outside of the school day each week. Members in this ensemble are required to participate in the following events over the course of the entire school year:

- GCISD All-District Band audition process
- GCISD All-District Band Clinic and Concert (if made)
- All-Region Masterclasses (one at CTMS, one at GMS)
- TMEA All-Region Band audition process
- TMEA All-Region Band Clinic and Concert (if made)
- GCISD Solo Contest
- Pre-UIL Concert and Evaluation
- UIL Concert and Sight Reading Evaluation
- North Texas Festival of Distinction
- CTMS Band Fall Concert
- CTMS Band Winter Concert
- CTMS Band Spring Concert
- Honor Band Clinics
- Future Mustang Night (8th grade only)
- Band 101
- 5th Grade Elementary Tours
- Pep Rallies

**Because the CTMS Band is a team, and missing parts and imbalance of instrumentation compromises the entire group, participation in the CTMS Band program is a commitment for the entire school year.**

### Symphonic Band

Selection into Symphonic Band is by audition. Members of this group will have one sectional rehearsal outside of the school day each week. Members in this ensemble are required to participate in the following events over the course of the entire school year:

- GCISD Solo and Ensemble Contests
- Pre-UIL Concert and Evaluation
- UIL Concert and Sight Reading Evaluation
- Spring Band Festival in April/May
- CTMS Band Fall Concert
- CTMS Band Winter Concert
- CTMS Band Spring Concert
- Symphonic Band Clinics
- Future Mustang Night (8th grade only)
- Pep Rallies

Members in this ensemble are highly encouraged to participate in the following events over the course of the entire school year, especially if they would like to advance to Honors Band the following year:

- GCISD All-District Band audition process
- GCISD All-District Band Clinic and Concert (if made)
- All-Region Masterclasses (one at CTMS, one at GMS)
- TMEA All-Region Band audition process
- TMEA All-Region Band Clinic and Concert (if made)

## **Concert Band**

Selection into Concert Band is by audition. Members in this ensemble are required to participate in the following events over the course of the entire school year:

- GCISD Solo Contest
- Spring Band Festival in April/May
- CTMS Band Fall Concert
- Future Mustang Night (8th grade only)
- CTMS Band Winter Concert
- CTMS Band Spring Concert
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## **Beginner Band**

All 6th Grade band members are in the Beginning Band. Each individual instrument group meets in their own class during the school week. Members in this ensemble are required to participate in the following events over the course of the entire school year

- GCISD Solo Contest
- UIL Simulation Concert and Celebration
- CTMS Beginner Band Demo Concert
- CTMS Band Winter Concert
- CTMS Band Spring Concert
- Band 101

## **Band Placement**

Yearly placement in each band and occasional changes are based on the following criteria:

- Instrumentation needs and limitations
- Eligibility status
- Overall performance and consistent progress
- Attendance at all band functions
- Attitude and behavior
- Audition

**Because the CTMS Band is a team, and missing parts and imbalance of instrumentation compromises the entire group, participation in the CTMS Band program is a commitment for the entire school year.**

Special Note – A student must pass band and have a director's recommendation to be enrolled for the next semester.

## Attendance Policy

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In order to have and maintain a high-quality band program, each member's attendance is essential. While the CTMS Band follows all school and district policies and procedures, the following additional guidelines outline the attendance procedures and policies for the CTMS Band. These attendance guidelines also apply to activities held outside of the school day.

### Excused Absence

Absences during the school day will be excused according to district guidelines. **Absences from activities held outside the school day will be excused at the discretion of the directors.** Appointments, tutorials etc. are not excuses for absence. Absences due to personal illness requiring medical attention, death in the family, religious holiday or other extenuating circumstances (approved by director) may be considered for excused status. Students who are continually ill may be required to provide a doctor's note releasing them from participation. Absences should be discussed with a director to determine whether or not they will be excused. **Some excused absences may still result in removal from a concert performance, contest or trip. An excused absence from a sectional may still require a make-up sectional at the discretion of the director.**

### Unexcused Absence

**Students with an unexcused absence from any required band activity will receive a zero in the grade book.** Rehearsals, concerts, contests, and competitions cannot be made up. Students with an unexcused absence to a sectional rehearsal may be required to schedule a make-up time with their band director within one week. Absences should be discussed with a director to determine whether or not they will be excused or unexcused. (See Sectional Policy for Unexcused Absences)

## Grading Policy

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The CTMS Band program has instructional objectives that relate to the mandated Texas Essential Knowledge and Skills (TEKS) for grade level subjects or courses. These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses. Assignments, tests, projects, classroom activities, and other instructional activities are designed so that the student's performance indicates the level of mastery of the instructional objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course.

Students will be expected to meet the responsibilities for each band class as determined by the director. Since band is an academic co-curricular class, the band student's grade will reflect achievement in both curricular and extra-curricular areas.

### Beginner Band Grading Guidelines

- 1. Daily Participation (50%):** This grade is a reflection of each individual's effort, including full participation in class, having all equipment necessary (instrument, binder, pencils, reeds, sticks, mallets, etc.) and being cooperative in attempting techniques as instructed by a director
- 2. Performances (20%):** Performances occur mostly before and after school. These are culminating events built through weeks and months of preparation and reflect the efforts of the entire band.
- 3. Tests (20%):** Tests include in-class individual performances, recording assignments and pass-offs.
- 4. Written Work (10%):** This includes music theory sheets, in-class worksheets and written homework.



## Honors/Symphonic Band Grading Guidelines

1. **Daily Participation (40%):** This grade is a reflection of each individual's effort, including full participation in class, having all equipment necessary (instrument, binder, pencils, reeds, sticks, mallets, etc.) and being cooperative in attempting techniques as instructed by a director
2. **Performances (20%):** Performances occur mostly before and after school. These are culminating events built through weeks and months of preparation and reflect the efforts of the entire band.
3. **Formative (Instructional Extension of Class) (20%):** This includes sectionals, extra rehearsals, and clinics.
4. **Tests (20%):** Tests included in-class individual performances, recording assignments and pass-offs.

The following list is provided to give students and parents examples of items that may be subject to grading. Additional assignments may be given at the discretion of the director.

- The student will receive a grade for each before or after school section or full rehearsal during a grading period.
- The student will be on task and focused during rehearsals.
- The student will have an instrument, music, pencil, and supplies in rehearsals.
- The student will be prepared to play his/her part successfully.
- The student will mark music and take notes as needed.
- The student will be expected to improve individual music skills.
- The student's individual skill development will be evaluated through recorded music tests, individual playing tests, scale tests, and/or written tests.
- The student will be evaluated on improvement of ensemble skills during daily rehearsals.
- The student will be expected to improve his/her performance fundamentals.
- The student will be evaluated for improvement of his/her music fundamentals through daily observation during the "daily drill" part of each rehearsal and during sectionals.

- The student will be expected to demonstrate correct posture, hand position, embouchure, air production, and articulation as monitored during rehearsals.
- The student will receive a grade for each performance during a grading period.

## **Academic Requirements (No Pass, No Play)**

*Excerpted from TEA-UIL Eligibility for Extracurricular Activities Handbook*

“A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified class eligible for exemption) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility after the seven calendar day waiting period has ended following a grading period or the three school week evaluation period when the principal and teachers determine that he or she has earned a passing grade (70 or above) in all classes, other than those that are exempted.

All schools must check grades for all participants at the end of the first nine weeks of the school year. From that point, grades are checked at the end of the grading period whether it is six, nine, or twelve weeks in length. Students who pass remain eligible until the end of the next grading period. All activity coaches and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the student represents the school. This provision applies to all grading periods. It also applies to all three-school week evaluation periods for ineligible students.”

## Sectionals

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**All Honors Band and Symphonic Band members will have at least one weekly section rehearsal with their band's section.**

On the first week of school, directors will pass out weekly schedule forms for students to fill out. Students will be asked to write in their before and after-school activities. It is imperative that students fill in this information accurately. The directors will then collect these schedules and make a master sectional schedule. The directors will do their best to accommodate everyone's schedule, but there will be some conflicts. **Student athletes are allowed to miss one before/after school athletic practice to attend sectionals.** The directors will work closely with the coaches and game schedules to avoid sectionals on games or the practice day before games.

Students are expected to be punctual and prepared. Absence from section rehearsals must be in accordance with the attendance policy. Students must make every effort to attend. Section rehearsals are an extension of the classroom and are graded accordingly. Section rehearsal schedules will be sent through weekly emails.

**It is imperative that each sectional begin on time with everyone in attendance.** Students who miss a sectional will not receive credit for participation. Please be aware of your child's sectional day/time and make every effort to assure that he/she is on time and ready to learn! **Please do not schedule a dentist, doctor, or other appointment during your child's sectional.** It will cause him/her to fall behind the rest of the group.

An **excused absence** can be made up by individual practice for one hour or attending a similar instrument sectional (with director approval).

An **unexcused absence** can be made up by individual practice in a practice room for **two** hours. In some cases, students may be required to attend a like-instrument sectional before their next scheduled sectional, or the zero stays.

Students who miss a sectional (excused or unexcused) have one week after they return to school to make up the missed sectional. After a week, the absence will be considered unexcused and a grade of zero will be recorded.

## Concerts/Performances

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Concerts and performances are frequent with all bands. Students should consult their calendars for dates and times. Periodically, the schedule will change, and updates will be communicated via email, Remind, and updates to the CTMS Band Google Calendar.

- Concerts are considered to have three parts: warm-up, performance, and listening.
- The concert begins for the student at the warm-up. **Punctuality is essential.** A concert concludes when the last group is finished performing and directors have given permission for students to be dismissed. A general report time will be given for all students.
- All concerts are a group effort; thus, **ATTENDANCE IS REQUIRED.**
- All concerts are an extension of the classroom and will be graded accordingly.
- In the event a performance causes a student to miss another class, the student is responsible to make up for all missed work.
- The appropriate dress for all concerts will be a dress uniform (see Uniform Guidelines), unless otherwise indicated by a director.

## Daily Supplies

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### Band Binder

The Band Binder is supplied by the band and paid for through band fees. Students must have their Band Binder at all rehearsals and performances. The Band Binder will be maintained and organized at all times. This will protect the music and allow for efficiency in rehearsals. If a student loses their binder, or it becomes damaged beyond the point of functioning properly, students will be expected to replace the binder and contents. The Band Binder will have the following:

1. A hard-sided, view front, 1 inch three ring binder (1st one provided by CTMS Band)
2. A cover sheet provided by the band directors with band logo and student name
3. Three ring pencil bag
4. Two functional pencils
5. 5 dividers (1st set provided by CTMS Band)
6. Name Tag to be placed on stand
7. Fingering Chart
8. Notes Page
9. Foundations for Superior Performance Book (7th/8th only)
10. Other curricular materials

### Instrument Specific Band Supplies

All woodwinds and brass players must have their instrument at school every day. Every case should be labeled with the student's name. Percussion players must always have their sticks and stick bag.

#### Woodwind students should have:

1. Reed guard that holds three to four reeds
2. At least four working reeds (clarinet and saxophone)
3. Cork grease
4. Proper swab designed for instrument
5. Metronome, tuner and pick-up cord
6. A container to soak reeds in (double reeds)
7. Tuning/cleaning rod along with cloth swab (flutes)

#### Brass students should have:

1. Valve Oil
2. Slide lubricant and spray bottle (trombones)
3. Tuning slide grease
4. Mouthpiece brush and snake to clean instrument (to be kept at home)
5. Metronome, tuner, and pick-up cord
6. Soft cloth to wipe away any grease and grime

**Percussion students should have:**

1. Stick bag
2. Mallets for keyboard instruments
3. Sticks for snare
4. Drum pad and stand
5. Practice marimba (left at home)

## Instruments

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## District-Owned Instruments

GCISD provides a limited number of instruments for student use. These instruments include the oboe, bassoon, bass clarinet, tenor saxophone, baritone saxophone, horn, euphonium, tuba, and general percussion equipment. This equipment is generally purchased by the school district for student use because of its expense. **Thus, all district-owned equipment must be handled with care.** Students failing to take proper care of their district-owned instruments may lose the privilege of using such instruments.

The following is a list of general procedures for district-owned instruments:

- If possible, students who play large instruments and are dependent upon GCISD buses may be issued one instrument for home use and one for school use. This will be at the discretion of the directors and will be based on instrument availability and transportation needs.
- Students and parents must sign an instrument checkout form before the student can use an instrument.
- Each instrument will be issued in good playing condition. Students are expected to maintain their issued instruments accordingly.
- All equipment and materials must be kept in their proper storage location when not in use.
- Families will pay a district-owned instrument usage fee of \$100 per semester for each instrument issued. This fee will be charged by GCISD and paid through Skyward. This covers general maintenance and repair for the instrument. Major repair due to improper use or care by the student is not covered by this fee. In such a case, the family is responsible for paying the repair fees.
- District-owned Instruments should not be taken outside of the United States.
- District-owned instruments are not to be treated as "free" instruments. Basic supplies must still be purchased, and repairs must still be made. Please treat these instruments as if they were your own. Most district-owned instruments exceed \$3,000 in value.

## Step-Up Instruments

In many cases, students are ready for a step-up (professional) model instrument after the first or second year of band. A well-cared-for professional instrument is far superior to a brand new beginning or intermediate line of instrument. As a general rule, if your child is placed in either the Honors Band or Symphonic Band, then they are ready for a step-up instrument.

The following instruments require a step-up model for advanced students: flute, clarinet, saxophone, trumpet, and trombone. Please do not buy any step-up model off the shelf. Please contact your child's band director and check the band website for a list of district-approved step-up models. More often than not, used models of the district-approved instruments can be found for a reasonable price.

## **Instrument Storage and Identification**

**Instrument lockers are to be used for instrumental storage only.** Each student is assigned a specific locker, which is to be kept clean. **Instruments are to be put in their cases, and the cases kept closed and latched while in the storage area.**

**NO INSTRUMENTS ARE TO BE KEPT IN LOCKERS OVERNIGHT OR OVER THE WEEKENDS.** The only exception is a student who has a second instrument at home due to size and transportation issues. Beginning Band students will begin to consistently bring their instruments home as soon as their band director instructs them.

**All instruments must have a name tag.** This is for the safety of your child's instrument. CTMS and GCISD are not responsible for identified or unidentified instruments that are lost or stolen. It is suggested that all personal instruments have the proper insurance coverage. Instruments ARE NOT insured by CTMS or GCISD.

Band students will take home their instruments and band binders every evening. Students are expected to practice regularly outside of band class and private lessons. Students are not allowed to leave their instrument unattended at any time. There will be consequences for any student whose instrument is brought to us by another student, teacher, etc. -- whether it is found on or off school property.

## **Instrument Maintenance and Repair**

Regular cleaning and maintenance of the instrument by the student will prevent many common problems and repairs. However, in the event that a repair must be done, do not



attempt to fix the instrument on your own! Contact the band director immediately. If your child's band director cannot fix the problem, then he or she will send it to Bell's Music Shop for repair. Instruments are usually sent-in and returned once per week.

## Private Lesson Program

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This is a district wide program that provides a high-quality enhancement to classroom instruction. Most of our teachers are professional musicians and have advanced degrees in the performance of their instruments.

**ALL students are STRONGLY ENCOURAGED to take individualized private instruction.**

Private lessons offer your child a unique experience they cannot receive in a regular classroom setting. Your child will meet once a week at an arranged time with one of our fantastic private lesson instructors. During that time, our private instructors will focus solely on your child's musical development, offer specialized information geared towards their particular instrument, guide them through practice techniques, and organize their weekly practice time to grow into a truly great musician.

### Lesson Scheduling

**Lessons are generally half an hour long once per week.** After enrolling in lessons, a private lesson instructor will contact the family to schedule a weekly lesson. Scheduling of lessons (in class, before school, after school) are based on the private lesson instructor's availability and the student's schedule. **It is the responsibility of the families to record the contact information of the private lesson instructor and communicate any absences or rescheduling needed.**

### Lesson Payment

**The lesson fee is \$25 per half hour lesson.** This fee is set by GCISD and is based on comparable fees for the DFW area. Payments are to be made on the due date set by the private lesson instructor. **Checks are made payable to the individual private lesson instructor and given directly to them.**

### Financial Assistance

We understand that there may be a need for financial assistance for your child to participate in private lessons. Financial assistance is reserved for the families/students with extenuating circumstances (personal/financial) that participating in private lessons would cause undue hardship. We do not provide free lessons, but share costs with the family. Please contact Ms. Whitehouse for more information.

## Absences

**If, for any reason, the necessity for an absence occurs, the private lesson instructor must be notified at least 24 hours prior to the time of the lesson.** This is so the private lesson instructor has an opportunity to adjust his/her schedule.

**This is the private lesson instructor's livelihood.** Every effort should be made to respect their time and to provide communication of expected or unexpected absences (emergency) as early as possible. **Failure to notify the private lesson instructor promptly may result in failure to rearrange the schedule and full payment for the lesson may be due.** This is a good reason to record the private lesson instructor's phone number and contact information. Please do not call the band/choir directors to leave messages for the instructors. It is the student or parent's responsibility to make direct contact with the instructor 24 hours in advance in order to avoid being charged. Emergency excuses are at the discretion of the private lesson instructor. Students who are late to the scheduled lesson will only receive the remaining time allotted and will be charged for the full scheduled lesson.

## Uniform Guidelines

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### Formal Concert Attire - Honors, Symphonic, & Concert Band

Honors and Symphonic Band members are required to wear the **Black Dress Shirt, Black Vest, Black Dress Pants** purchased by the parents/guardians at registration for formal concerts. Tuxedo Connect will supply the shirts and pants. A representative from Tuxedo Connect will come out to Cross Timbers Middle School early in the school year to size all members appropriately. Pants and shirts will need to be hemmed once they are received.

Other formal concert attire required include a Black Leather Belt (no patterns, logos, or colors other than black), **Black Calf- or Knee-High Socks or Black Hose** (not white, navy or gray socks, not ankle-cut socks, no markings or logos of any kind), **BLACK DRESS SHOES** (no boots, combat boots or tennis shoes even if they are all black). Belts, socks, and shoes will be the responsibility of the parent/guardian to purchase

Jewelry needs to be discreet and not cover any part of the concert dress. No looped earrings. Proper jewelry allowed is at the director's discretion.

Hair accessories should not be distracting from the uniform or performance and must be the same color as their hair.

### Business Casual - ALL Bands

For Solo & Ensemble Contest, students will need to wear nice dress shirts/polos, dress pants (no shorts or sweats), belts, dress shoes and/or dress/skirt. Honors/Symphonic Band members may wear their Concert Uniform. Gentlemen may wear suits and ties. No tuxes.

### Spirit Wear - ALL Bands

For some events and performances, students will wear their 2025-2026 CTMS Band T-Shirt (purchased through band fee), BLUE jeans (no other color allowed) and tennis shoes of your choice. For Beginner Band, this serves as part of the Concert Uniform.

## **Hairstyle - ALL Bands**

For purposes of uniformity in appearance at performances and competitions, members must have a well-groomed hairstyle that is a natural color. Hair should not cover the eyes. A member may not participate in any school or public performance with any part of his or her hair dyed to any unnatural color (i.e. fluorescent or psychedelic colors). Members can have their head shaved if it is their entire head.

## Braces and Dental Work

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Due to the nature of performance, your child's participation (or lack thereof) can have a significant impact on the overall success of the other students in their band or ensemble. When it comes to braces and dental work, we ask that you **please contact a director in advance and take into account the band calendar and performance obligations, especially those in the spring** (i.e. UIL Contest, Solo and Ensemble Contest, and Festival performances). The band calendar can be found on the band website ([www.ctmsband.org](http://www.ctmsband.org)).

**The optimal time for braces and major dental work would be the beginning of summer.**

## Travel Guidelines

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The band will frequently travel on either school buses or commercial buses. Students are expected to conduct themselves at the highest level on any trip. Students who have been subject to school-level discipline in the course of the school year may be deemed ineligible to participate in non-UIL field trips, at the discretion of the director and/or campus administration.

**Students must travel to events and return from events on the bus. Any student wishing to arrive or leave with his/her parent must notify a director in writing with parent signature, prior to the event.** Permission will be granted or denied based on the circumstances of the occasion.

Students must have all necessary forms completed and on file with the band office to travel on any trip with the band.

While on the bus students will:

- Remain seated at all times.
- Sit properly in a forward position.
- Keep the bus clear of food, drinks, and debris.
- Keep all body parts inside the bus.
- Use only approved type/headset radios (no audible speakers).
- Remain silent when addressed by an adult on the bus.
- Refrain from loud talking, singing, screaming, whistling, inappropriate jokes, etc.
- No public displays of affection.

Special Note: As a member of the band, you are a representative of your school. Always be on your best behavior. If you are in doubt about an action, do not do it! Your conduct at all times should be considered a good reflection on the school, the band, your home, yourself, and the community.

Adult chaperones are a great asset to the band program. Students will treat them as an extension of the band staff. Proper respect will be shown to all adults at all times.

## Band Hall Hours

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The band hall normally opens for section rehearsals at 6:45 am, and closes at 4:30 pm, except on Fridays or the day before a holiday – in which case the band hall will close at 3:45pm.

The band hall may be open for private lessons, as needed by the private lesson teachers. Sectionals will be held from 7:00 am – 7:55 am before school, and from 3:40 pm – 4:25 pm after school for Honors and Symphonic students.

Sectional times may be adjusted when and if needed, depending on upcoming contests. On days when no sectionals are being held, the band hall will open at 7:45 am, and will close at 3:50 pm.

Parents must make arrangements for transportation of their children to and from section rehearsals, and to and from the band hall during trips and special events. Lack of transportation will not be an accepted excuse for missing a band function. To ensure the safety of their children, parents are encouraged to have a plan for drop-off and pick-up of students in a timely manner for band events. For the safety of all involved, students must go home after the band hall closes. Parents, please be aware that the main office will be closed before sectionals end. Family transportation and car pools are ways to help your child get home safely and in a timely manner.