2016-2017Tiger Band Handbook



2016 2017

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2016-2017 INTRODUCTION

Welcome to the Tiger band. You are joining one of the schools major organizations. It is our goal to ensure your experiences in our band holds a lasting memory in your heart. We will do our best to keep you focused, on task and help you to become a good musician. This handbook has been written to help students gain the most from their band experience as well as provide guidance to the practical everyday experiences of the band program.

The success of the band program centers on pride, commitment to task, and the willingness to work hard to achieve a common goal. We do however, expect every student to establish both short and long range goals for improvement on his/her instrument, to exhibit mature responsible attitudes and actions at all times, and to be willing to contribute lots of hard work for the benefit of all. The better musician you become helps to create an awesome band.

The band program exists to provide an excellent music education for the students. This is achieved through individual study and varied performances in many venues (both marching and concert) supporting a curriculum which places an emphasis on comprehensive musicianship. Participation in band enables the students to form close friendships within the school through their collaborative efforts. It also provides students the opportunity to work with their peers as part of a team. Members of the Marching Tigers make long-lasting friendships and develop a sense of camaraderie that is unique to our organization. There will be many opportunities for musical fellowship and fun through participation in band. Organizational goals are clearly established, and the students depend heavily on each other to achieve them. As a result, the concepts of responsibility, teamwork, and good citizenship will develop as each student experiences the world of music.

2016-2017 BAND STAFF

Mr. Stanley Norton, Director of Bands
Mr. Sanura Frazier, Auxiliary Coordinator

Auxiliary Coaches
Shanica Willams, Dance Coach
Mrs. Ashley Quintanilla, Majorette Coach
, Flag Corps Coach
Ms. Sanura Frazier, Pom, Pom Squad Coach

Instrumental Instructors
David Chambers Drum Line
Adrian Green, Brass
Mrs. Green, Woodwind

Making the Band

To be a member of the Shanks Marching Tiger Band Program, band students to include dancers, majorettes and flags must be able to successfully play a band instrument, pay band fees on time, attend after school band rehearsals from 2:45 to 6:00pm and take a band class. Students who are not able to take a band class due to FCAT scores must participate in the after school 21st Century TCC band and tutorial program.

Horn Rental or Purchase

All students are required to rent or purchase an instrument. Beginning band students will be able to use large school owned instruments for a one time yearly fee of \$50. Instruments can be rented or purchased from Music Masters (850.224.6158) in Tallahassee, Florida.

Band Instrument Supplies

All supplies for band instruments can be purchased at Music Masters in Tallahassee, Florida.

- Woodwind players will need at least 2 boxes of Rico 2.5 sized reeds or 2 plastic reeds. Emergency
 replacement reeds will be provided at a small fee.
- Brass players who are using school owned instruments will need to purchase their own mouthpiece.
- ullet DrumLine players will need to purchase their own straps, sticks, snare or tenor drum & drum heads

School Owned Instruments

School owned instruments are not to be treated as "free" instruments. Basic supplies must still be purchased and repairs must be made by parent when damaged is caused by student...

BAND MEMBERSHIP FEES.

Instrument player should mak<mark>e payments at the new TCC Gadsden Center</mark> on <mark>121 North. W</mark>rite checks out to: "Creativ<mark>e Ini</mark>tiativ<mark>e f</mark>or Students and Families or (CISF)"

Auxiliary members should make all uniform payments at the Shanks front office. .Cash or Money orders only written out to: "James A. Shanks Middle School".

New Band Student Membership Fee is \$150 PAYMENT DUE DATE: SEPTEMBER 157

Payment option: \$75 September 4, 2015

(Includes: band t-shirt, wind suit, uniform rental and shoe rental)

Returning Band Membership Fee is \$75 PAYMENT DUE DATE: SEPTEMBER 181

((Includes: band t-shirt, shorts, hat, uniform rental and shoe rental)

Note: Returning band students who are in need of a new warm-up will need to pay an additional \$75

Auxiliary Students Membership Fee is \$150

Payment 1: \$150 due by September 4, 2015 Payment 2: \$75 due by October 2, 2015

20162017

Drum Major:

Drum Majors will be selected by the Drum Major audition process. Drum Majors will be used in the instruction of marching skills and drills. The Drum Majors will be the field commander and conductor for the marching band during rehearsals of show music, while in the stands and at parades. Drum majors must have at least 2 years of successfully playing a band or percussion instrument, have demonstrated leadership ability throughout the school. Students without musical ability must learn to play an instrument, be highly recommended by the principal and recognized by their teachers as someone who has great leadership potential. However, in special cases where there is more of one gender, the director will open up opportunities for those who have shown leadership potential. In cases where there are only senior members, future potential leaders will be selected

if needed. Additionally, in very rare cases we will select top brass and or top snare drum players to try-out for drum major. Dur top players are already considered leaders in their section as well as the band and are needed to lead their section. But if top players are selected they will give first priority to their section and will lead the band or perform with section when needed. Drum Majors will be required to be in a band class, have passed the FCAT, have passed academic classes with at least a **2.5 G.P.A. average** and must have demonstrated leadership ability. Drum Majors will serve the marching season for which they are selected. Any Drum Major who has shown poor leadership throughout the year, will be dismissed from the position and returned to their section.

Section Leaders:

Section leaders will be selected on their ability to read and play their music proficiently as well as their potential to lead. Section leaders will be responsible for efficient operations of their sections. They will be responsible for training new members in the section, help with discipline, provide instruction to entire section, serve as a positive role model by attending all rehearsals and assist the directors as needed.

Assistant Section Leaders:

Assistant section leaders will be selected on their ability to read and play their music accurately as well as their potential to lead. Assistants will be responsible for-in the absence of section leader- efficient operations of their sections. They will be responsible for training new members in the section, help with discipline, provide instruction to entire section, serve as a positive role model and assist the directors as needed.

Band Secretary:

Band secretaries will be responsible for passing out music, organizing sheet music areas and updating the weekly Tiger Band News Gazette.

Band president:

Band will be responsible for leading the band student council meetings to discuss issues relating to the band. Help to encourage and maintain discipline within the band.

Student photographer:

Will be responsible for taking picture of events and uploading with approval from director to the bans Facebook page and or web page. This student will also be responsible for keeping up with the history of the band.

Band members will observe all policies set forth by the Gadsden County School District, in addition to the following (as they pertain to the band setting):

- All students are expected to conduct themselves properly at all times. Any display of profanity, bad temper, flagrant violation of rules, etc., will not be tolerated. Poor individual behavior during a band function is a reflection of the entire group.
- Students will follow all of the director's instructions.
- 3. Students will be in their assigned rehearsal area ready at the set rehearsal time.
- 4. Students will keep hands, feet, and other objects to themselves at all times.
- 5. Students will bring no food, drinks, candy or gum in the band room and or practice area.
- 6. Students will not play on equipment they do not own or do not have permission from a director to use.
- 7. Students will not touch, handle, borrow, or use anyone else's instrument, uniform, or personal belongings. "No Exceptions"
- 8. Students should ask for permission to speak by raising their hand and waiting to be acknowledged. .
- 9. Students will respect the property of others, and return all equipment to its proper storage place when not in use. Each student is responsible for keeping their storage area clean.
- 10. Students will not enter the director's offices or any room without permission.
- 11. Students will not deface or mark on music stands, walls, doors, equipment, etc.
- 12. Students will not horse around in band room. The only thing we play with or on is our instruments.

Note: As a membe<mark>r of the b</mark>and it is your duty to report any behavior that threatens the future of the band and or its reputation.

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Students will receive a demerit conduct and grade tracker at the beginning of each performance week. This form will help us to identify students who are not performing to their highest potential in the classroom. Only eligible students will be able to participate in the performance that week. Students will be able to get their Demerit sheet from their homeroom teacher. Once received, the demerit form must be signed by core classes such as reading, language arts, science, math, civics etc. Your final steps to performance eligibility will be to turn your form into the band director.



20166500pm 1 7 2:45pm to 6:00pm

NOTE: REHEARSALS WILL END PROMPTLY AT 5:45PM. PARENTS MUST PICK UP STUDENTS ON TIME IF THEY ARE NOT RIDING ON THE TCC AFTER SCHOOL BUS!!! ADDTITIONALLY, ANY STUDENT THAT IS CONSISTENTLY PICKED UP LATE WILL BE ESCORTED TO THE POLICE DEPARTMENT FOR A PARENT TO PICK THEM UP. THIS WILL INCLUDE AFTER PERFORMANCES AS WELL.

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- Percussion should load all percussion instruments first
- Band instrument in cases will load second
- Then the auxiliary(All equipment should be in appropriate bags)
- Once buses have reached their destination, unload quietly.



Travel Guidelines

The band will frequently travel on both school and commercial busses. Student conduct is expected to be at the highest level on any trip.

- 1. 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 the director in writing prior to the event. A decision will be rendered based on the circumstances provided.
- **2.** Students must have all necessary forms completed and returned in order to travel on any trip with the band.
- 3. While on the bus, students will:
 - Remain seated at all times
 - Sit properly in a forward position
 - Keep the bus clean of food, drinks, and debris
 - Keep all body parts inside the bus
 - Only use a headset when listening to music
 - Remain silent when addressed by person in charge on the bus
 - Refrain from loud, boisterous talking, screaming, whistling, etc.
 - No public displays of affection.
- 4. Seating arrangements: Boys and girls will ride on separate busses.

 However, in certain situations where students have to be mixed, genders will be separated with parent chaperones in the front middle and back with all of one gender in the back or front.

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, **JUST DON'T DO IT!** Your conduct must be such that at no time could it be considered a bad reflection on the school, the band, your home, yourself or the community.

Note: Parents must be a member of the band parent club and have filled out the appropriate volunteer forms in order to ride buses with students.



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- Drum majors will call band to attention to prepare to march into the stands. (Once at attention you must remain silent)
- 7. Once the band is in the stands, we will organize into columns, warm up, and sit on command. Students will then be allowed to socialize within their section.
- Remain seated in section during the game. Stand only during performance of stand music.
- Spirit is great, but cheering should be done with the cheerleaders or as a group.
- Be ready to play at all times. Absolutely no individual playing or dancing will be allowed. WATCH the director and drum majors at all times when they are standing in front of the band!
- **Note:** Do not allow anyone to play your assigned instrument without the directors' permission. (Violators will have their instrument taken away.)
- 7. Concessions break will be offered after half time only by sections.
- Greasy foods and colored drinks will not be permitted while in uniform.
- Chewing gum and or eating food is **NEVER** permitted while playing instrument.
- NO ONE but band staff personnel and band chaperones are allowed in the band section. Visitors are allowed in the band playing section only with the director's approval.
- No one will be dismissed early, un-chaperoned, released to someone other than parent without prior written notification. We arrive and depart together. Parents must pick up students from the Shanks Middle School parking lot. Parents who are extremely late will prevent student from attending our next performance.
- **REMEMBER**, everything you do is a direct reflection on the band. In this setting, you are not acting as an individual. When you are in uniform, you are part of the band and cannot be separated from it. Don't let carelessness, restlessness, or irresponsibility ruin things for everyone else.
- Behave at all times as a PROUD Tiger Band Member.
- At the end of the game the band will line up and march back to buses or school. Once we return to the school everyone will go to their assigned sections and remain standing until dismissed. Upon dismissal put up instruments, put uniforms into garment bags, clean up band room and leave in an orderly manner.

FOOTBALL GAME PROCEDURES



- 1. Drum majors call the band to attention in the band room at reporting time.
- 2. While at attention, uniform inspection will take place in the band room by section leaders.
- 3. We will then sit on director's command and practice performance music. At the completion of practice we will stand and hum the school song, recite the band and school motto. We will then exit the band room in line walk to stadium or to load buses. Once at the stadium we follow the stadium procedures on page 16 of the band handbook.

Note: Wear the full uniform correctly or don't perform. **NEVER PARTIALLY**. Jackets should remain closed and Hats are to be worn straight. In the event the weather is too hot, the director will give permission for the aroup to remove iackets.



20,1,6,12017

The School Song

In the heart of Gadsden County

Where the Tigers roam

Proudly stands the great and mighty

James A. Shanks our home

Tigers! Tigers!

We love you!

Orange and black forever rule

Hail to thee our Alma Mater

James A. Shanks Middle School

2016-2017 Tiger Pride Pledge

| will be respectful! I will be responsible! I will be a problem solver! | will he an achiever | I will be peaceful! I will prepare myself for the future because... l'am a Proud Tiger!!!!

2016-2017 Tiger Pride Band Motto

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How's your feet....(TDGETHER!)
          Stomach...(IN!)
          Chest....(UUT!)
       Shoulders.... (BACK!)
            Chin... (UP!)
       Eye's....(WITH PRIDE!)
       Eye's....(WITH PRIDE!)
       Eye's....(WITH PRIDE!)
YOU ARE....(TIGERS!)
      YOU ARE....(TIGERS!)
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2016-2017 ATTENDANCE

General Attendance

In order to have and maintain a high quality marching band, attendance from all members is essential. The following guidelines outline the attendance procedures and policies for the marching band:

Roll Check

Roll check will be completed promptly at the start of rehearsals, trips and performances.

Tardiness

Students must be in the attendance area at the appropriate time.

Excused Tardiness

Tardiness will be excused at the discretion of the directors. Tutorials, appointments, etc., will not be an excuse for tardiness unless prior arrangements are made **and** approved.

Unexcused Tardiness

Students who have more than one unexcused tardy will be subject to the following consequences:

- 1. Loss of concession privilege at a football game.
- 2. Cleanup duty.
- 3. Make up 15 minutes of fundamental marching with his/her section leader.
- 4.10 push-ups for every minute you are late
- *Consequences will be issued at the discretion of the band directors.

Absence

A tardy will be converted to an absence 15 minutes after the rehearsal begins.

Excused Absence

Absences will be excused at the discretion of the directors. Appointments should be set around the band schedule in order to prevent conflicts. Therefore appointments will not be an excuse for absence. Personal illness requiring medical attention, death in the family and serious problems will be considered as an excused absence. Students, who are continually ill, may need to provide a doctor's note releasing them for participation in order to ensure the well-being of the child and to reduce band director concerns. If in doubt, an absence should be checked with the head director.

Unexcused Absence

Students who have an unexcused absence will be subject to one of the following consequences:

- Loss of position.
- Loss of marching privilege for one game.
- Loss of concession privilege at one game.
- Removal from the marching band.

SHANKS FOOTBALL SCHEDULE

ALL HOME GAMES WILL BE PLAYED AT CORRY FIELD

DATE SCHOOL LOCATION TIME SEPTEMBER 1 st RIVERSRINGS AWAY 6:00pm SEPTEMBER 8 th WAKULLA SPRINGS AWAY 6:00pm
SEPTEMBER 8 th WAKUU A SPRINGS AWAY <i>G-1111nm</i>
SEPTEMBER 15 th JEFFERSON CO. MIDDLE HOME <i>6:00pm</i>
SEPTEMBER 22 th Havana Middle Away <i>6:00pm</i>
SEPTEMBER 29 th Madison Middle Home <i>6:00pm</i>
OCTOBER 6 th MARIANNA AWAY <i>6:00pm</i>
OCTOBER 13 th GOVERNORS CHARTER AWAY <i>6:00pm</i>
**OCTOBER 20 th HAVANA MIDDLE Home <i>6:30PM</i>
TOULIUBER ZU" HAVANA MIDDLE HUME 6:30PM

When to wear the uniform: **Marching Band Uniform *Warm-up

2016-2017 PARADE SCHEDULE

**October 7 th	EG Homecoming ParadeHavana, Florida
**OCTOBER 22 nd	FAMU Homecoming ParadeHavana, Florida
*NOVEMBER 4 th	WG Homecoming ParadeGreensboro, Florida
**DECEMBER 3 rd	Tallahassee Winter ParadeTallahassee, Florida (Shanks Marching Tiger Band 2013 Winners of the Best in Show)
**DECEMBER TBA	Gadsden County Winter ParadeQuincy, Florida
*FEBRUARY 25 th	Black History ParadeQuincy, Florida
*APRIL 1 st	Spring Time Tallahassee ParadeTallahassee, Florida (Shanks Marching Tiger Band 2014 Winners of the Best in Show)
*APRIL 27 th	Rose Bud ParadeThomasville, Georgia

BAND CONCERT SCHEDULE

When to wear the uniform: **Marching Band Uniform *Warm-up

DATE	SCHOOL	LOCATION	TIME
*TBA	FAMU Band Clinic	Tallahassee, Florida	TBA
			4
TBA	Rattler Strike	Tallahassee, Florida	1:00pm
TBA	Winter Concert	Shanks Middle	7:00pm
TBA	FBA Music Festival Concert Band Performance	Tallahassee, Florida	TBA
TBA	FBA Solo &Ensembles Individual Performances	Tallahassee, Florida	TBA
*MAY (TBA)	Elementary Recruit Tour	Quincy, Florida	TBA

2016 T 2017

(TBA) Band Football Concession

(August) School T-Shirt Sale

(TBA) An Officer & a Gentlemen Ball

(February 14th) *Valentine's Day Ball & Gr<mark>am sale</mark>*

(MARCH TBA) PROM

(APRIL 1st) Band Applebee Pancake Breakfast

(MAY TBA) Band Banquet

Shanks Middle School Band

1400 West King Street Quincy, Florida 32351 (850) 875-8737ext. 3153



21st Century CCLC Band Boosters

216 North Adams Street Quincy, FL 32351 (850) 558-3620

BEING A BOOSTER

When you become a booster you are committing yourself to a group whose sole purpose is to make sure the band students have what they need to be successful musicians. You help organize trips, pass out uniforms, pass out drinks, and come up with creative ways to raise money to support the program. However to sustain the group, your participation is vital. Usually when people see a group that is active and organized, this makes them want to be a part of it. Also, it is because of your child's love for band that you are reading this letter. For this reason alone, we encourage you to show your support for their interest by becoming a member of the Band Booster Parent Club. When you become a Booster you can participate at the following levels.

Booster levels: You can always move up in levels

- Orange Ambassador Membership: \$30 includes a t-shirt free entrance to 2 game
- Black Ambassador Membership: \$60 includes a t-shirt, free entrance to all home games and band lanyard
- Silver Ambassador Membership: \$120 includes a t-shirt, wind suit, free admission to home games, band lanyard and free admission to all band events.
- Please note all boosters must complete the district volunteer application before you will be allowed to
 interact with students during rehearsals, special events and or performances. Please see booster
 president for volunteer information.

PLEASE PRINT Parent Name: **Band Student** Student section Grade Address: Zip Code: Home #: Cell #: Work # Facebook name E-Mail Address: **QUESTIONAIRE** Have you ever held office before?____ If yes, what leadership position were you in last? Would you like to be an officer on the Boosters?_____ Yes or _____No What special skills are you willing to share with us? I would like to sponsor another child in the band to help with their band expenses. Donation amount: If you are not able to participate but would like to donate or sponsor a child how much would you like to contribute? **T-Shirt Size:** □XS □SM □M □L $\square XXXXL$ Wind Suit top: $\square XS \square SM \square M \square L \square XL \square XXL \square XXXL$ $\square XXXXL$ Wind Suit Bottom SS SM M L XXXL XXXL XXXXL Note: (add \$10 to total) for XXXL (add \$15 to total) XXXXL (add\$20 to total)

WEARING THE UNIFORM



- 1. Always wear and treat your uniform with pride. The uniform should be worn
- as a complete unit at all times when in public. The only exception to this will be when a director instructs you to remove your coat. The band t-shirt is to be worn under your uniform.
- 2. You must wear approved black band shoes and black socks (to be purchased by student).
- 3. Jewelry, hair ribbons, fake eyeglass wear, bright colored nail polish, etc. is unacceptable.
- 4. All students with long hair will need to put it up in a ponytail under their hat during performances. Students with braid extensions will have to reduce the amount of extensions in their hair in order to fit the band hat.

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Music Inspection

Music inspection will occur before all football games and marching band performances
days before the event. Beginning students will be inspected on their level of musicianship. Intermediate and
advance students must know performance music in order to remain eligible to perform.

•

Uniform Inspection

- Students must pass a uniform inspection every week. Students must have a complete
- Uniform to include band shoes, band t-shirt, band shorts and hat.

•

- Band Uniform Guidelines: Students are expected to follow the above listed uniform guidelines. NO VARIATIONS
- WILL BE ALLOWED.

•

- I. Under uniform accessory items will be issued during the summer band camp or during the school term.
- 2. Students will be held financially responsible for the uniform and its
- components if damaged lost or stolen.
- 3. Band uniforms will be issued before all events and returned after performances.

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HANGGING UP UNIFORM

Pants should be hung by their crease and jacket should be hung over pants and then zipped up.



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DEMERIT SYSTEM AGREEMENT

RETURN CONTRACT WITH MEMBERSHIP FEE

Grade	Group	1 11 -	Date	
Print Stud	lent Name			
	f the James S. Sha	anks Band. I hereb <mark>y</mark> agr <mark>ee to</mark> Id responsible for my actions	have read and agree to the about the comply with the rules as stated in the demerit system. In second or bad.	
Print Pare	ent Name			
the Jame Demerit (iliary. I hereby agree to sup tion, I understand that my	have read and agree to the above Demerit pport the policies and disciplinary consequences set fo child will be held responsible for complying with the	orth in this
Parent Si	gnature		COLUMN TO A LAND	
Band Men	ıber's Signature_	4	G-41)=4	
Parent ce		Student cell		
		James	A. Shanks	

BAND TRIP PERMISSION SLIP

RETURN CONTRACT WITH MEMBERSHIP FEE

Dear Parents/Guardians.

By signing this form you are giving your child permission to attend band events where transportation is being provided on the district school buses and or charter buses during the 2015-2016 school term. Once this form is signed, please PUT THE PERFORMANCE DATES ON YOUR FAMILY CALENDAR and commit to your child performing at each event. Additionally, we will send home an itinerary in advance of all events and will give early notification of any date cancelation or changes in advance of the event.

Note: This form must be signed and returned immediately in order to ride on the district school buses to and from band events. Additionally, if this form is not signed and re-turned before an event, it will be the responsibility of the parent to chaperone and to provide transportation for their child to and from band events. To remain eligible for trips and band participation, students must attend the 21st Century afterschool tutorial program daily.

ACADEMIC and BEHAVIOR EXPECTATIONS:

Students who are not meeting academic and conduct standards of the school will not be able to attend performances and or trips. The director will determine student eligibility prior to all trips and performances.

Student Name	Student Cell Grade
Instrument Section	Auxiliary Squad
I, (Ms. Mrs. Mr.)	, give permission for my child to participate in all band events.
Parent's Name (print)	
Parent's Signature	
Parent's Cell	
Student Emergency Medical Needs_	
Note: STUDENTS WITH ASTHMA M	ST CARRY THEIR PUMP AT ALL TIMES.
Secondary contact person of	ner than parent?
Call or home phone	



Parents,

Please start planning early for this one of a kind music camp. We ask that you consider planning all family summer trips a week before camp June 5th or a week afterward the end of camp July 27th. Camp usually runs for 8 weeks and every day is important to the continuity of the group and the development of each student's musicianship. At the end of camp we feature our students in a grand finale performance that will include your child performing in the concert band.

All 6-8 grade band and auxiliary students will be required to attend the 2016 GMAC Summer Music Camp. Band camp is where we help to catch students up musically and to prepare them for music competition for the next school term. Future high school students (rising 9th graders) should use camp to develop skills needed for the rigors of the high school music program. See the attached camp application to enroll your future camper in Gadsden County's elite Music camp, GMAC.



BAND HANDBOOK CONTRACT

RETURN CONTRACT WITH MEMBERSHIP FEE



By signing this document, I certify that I have received and read a copy of the James A. Shanks Middle School Band Handbook and do hereby acknowledge that I understand and agree to abide by all the rules and regulations in this document. I also understand that in order to receive awards, Musicianship Requirements must be met. MUSICIANSHIP Award forms will be passed out each grading period. This will insure your child earns more than just a participation certificate during our annual banquet. I assume all consequences by not doing so.

Band Director's Signature	Date
Student's Signature	//
Parent's Signature	Date Date
Parent Cell	Please notify and update us if or when your number has changes.)
PLEASE PRINT	
	, also, understand that in order to be a member of the James A. Shanks Tige after school tutoring program before all rehearsals. Additionally, by signing this form,
-	the <mark>after school band activities, Monday through Thursday with the James A. Shank Mr. Stanley T. Norton, Director of Bands and The TCC 21st Century Program Director for th</mark>

Note: Make all band fee payments at the 2ft Century Quincy House. Students should not bring payments to school. Fees should be paid in cash and or money order. Money orders should be written out to "Creative Initiative for Students and Families (CISF)". You will have the option of paying in full or in payments. Auxiliary members should make all payments at the schools front office in cash or money order written out to James A. Shanks Middle school