

Student Handbook

Mission Statement:

With Excellence we perform, for the sole love of music, a standard, a passion, a history.
This is our Pride, and we are the Legacy!

The following guidelines of the handbook have been set to provide clarity in our function and process. It is an honor and privilege to be part of The Pride of New Mexico Marching Band, and it is the responsibility of every member to uphold its ideals, traditions, and legacy. This handbook may be altered at the discretion of the director. Any changes will be communicated to members.

Membership:

Membership of the Pride of New Mexico ensemble is based on audition and by any eligible student in good standing within the New Mexico State University system taking at least six credit hours. Continued membership is considered in good standing as long as the student upholds the guidelines listed in the following sections. If the student is considered in bad standing with the University or the Pride, their membership can and will be revoked. All New Mexico State University rules and regulations will apply at all times. Final membership status is at the discretion of the director. **Please make sure to review those guidelines set forth by the University.**

- Successful participation in the group from previous seasons will factor into a member's current participation.
- Members must be enrolled in the course to participate in the ensemble (either MUSC 2740 or MUSC 372).
- For the 2024 season **all** members will need to pay a materials fee.
- If a member, who is on the roster, decides to leave the ensemble after August 1st there will be a \$200 fee charged to their student account. If the member leaves or is dismissed at any time after receiving their stipend, there will be an additional \$500 fee charged to their student account.
- Members who are found in violation of the guidelines will receive a strike in the Action Plan
 - One strike results from a single act of misconduct.
 - Two strikes will result in immediate dismissal from the organization.
 - Members can find the Action Plan on the PRIDE of New Mexico website under the "Current Members" tab.
- Dismissal from the PRIDE of New Mexico would result in the case of:
 - Two Strikes on the Action Plan (see above)
 - Being in bad standing with the University or the Pride of New Mexico.
 - Any behavior that reflects negatively on the individual, the University, or the Pride of New Mexico.

- Not abiding by the guidelines in the handbook regarding attendance at rehearsals, sectionals, and performances (games and events) and the guidelines about uniforms and equipment use.
- Misuse of social media
- Hazing
- Having drugs, alcohol, and/or weapons during PRIDE commitments or while representing the Pride of New Mexico.

Auditions for Student Staff, Drum Majors, Captains, and Squad Leaders occur after each season. Interested students must have participated during the fall semester prior to their audition. Candidates must be in satisfactory academic standing with the university.

Member Action Plan

The Pride of New Mexico (hereby referred to as “the organization”) is reliant upon student engagement and dedication. In many circumstances, however, a significant amount of time and energy is taken to restate previously discussed information. Thus, it is of utmost importance that our members always work in an efficient and positive manner. Members will have the resources and support necessary to ensure they have the opportunity to grow and succeed in their roles in the organization. On any occasion that a member (or members) may fall short of our expected standards, we will initiate corrective action and adhere to the Member Action Plan outlined below.

Strike 1: One act of misconduct

If a member is directly involved in an incident of misconduct, they will receive a written warning. This warning will clearly state the violation and whether further action is necessary. Additionally, the warning will clarify the organization’s policies and expectations.

Strike 2 Termination of Membership: Two acts of misconduct

If a member is directly involved in a total of two acts of misconduct, termination of membership is effective immediately. The member must meet with the director at their convenience to discuss further actions that may be necessary. Future membership in the organization is at the discretion of the director.

Examples of misconduct include, but are not limited to:

- One unexcused absence outside the allotted time after receiving a warning (see Pride of New Mexico handbook)
- One unexcused absence from blackout rehearsals
- Failure to submit one music pass off by assigned submission deadline.
- Failure to pass off one music assignment by resubmission deadline.
- Three days of not having all materials needed for rehearsal (consecutive or non-consecutive)
- Failure to fill out a FOF for a missed rehearsal

Other inappropriate occurrences are at the discretion of director

Some acts of misconduct will automatically lead to dismissal due to their severity.

Examples of misconduct resulting in automatic dismissal:

- Unexcused absence from a football game or performance
- Violation of guidelines outlined in the Pride of New Mexico handbook.
- Serious neglect of duty, insubordination, violation of safety rules, dishonesty, unauthorized removal, or destruction of property belonging to others
- Other misconduct at discretion of director

To prevent misconduct, it is essential for members to communicate conflicts they have to the leadership and staff prior to the appropriate deadlines.

Requesting an excused absence:

1. Rehearsals and sectionals:
 - Submit the online Canvas form (FOF) for absence approval before the requested date of excused absence. You will receive feedback on Canvas if your FOF request was approved.
2. Games and Performances:
 - Submit the online form (FOF) for absence approval at least 2 weeks before the requested date of excused absence. You will receive an email before the excused date stating whether your request has been approved.

General Rules and Procedures:

Pride Registration/Emergency Medical Forms

Everyone in the organization **MUST** have a medical form on file with the Band Office. Make certain you have filled one out during Band Camp registration. If your information changes at any time, it is imperative that you update your health information with the student coordinators.

- All students who use University instruments or equipment must fill out a rental form with the Band Office.

Students are expected to check the BAND App for weekly schedules and any announcements towards rehearsals or performances. NEVER ASSUME a rehearsal is indoors.

Weather related changes to the schedule will appear on the BAND App. Not checking the posted schedule or misunderstanding the schedule will not be considered an excused absence or tardy. This is the responsibility of the student.

All cell phones must be on and connected to the internet during rehearsals and performances. You should only use your phone with the associated applications for the ensemble (e.g. - OneDrive, The Band App, etc.). If there is an immediate reason that you may need to use your cell phone for non-band purposes, the student must inform their section leader(s) before rehearsal begins. Any unauthorized use will lead to a dismissal from the rehearsal, performance and an unexcused absence granted for the event.

Daily Operations

- Rehearsals are Monday, Wednesday, Friday 4:30-6:30pm and select dates and times as indicated on the calendar.
- Times indicated are rehearsal START time. Please arrive with ample time beforehand in order to warm up (both physically and with your instrument) and be prepared prior to rehearsal.

Come prepared to brave the weather (sunscreen, water, raincoat, jacket, etc.)

- Proper preparation for rehearsal includes having a charged phone, necessary applications installed, music and drill downloaded, and your instrument with lyre and e-flip or equivalent devices at EVERY REHEARSAL.
 - Have everything you need AT ALL TIMES
- Please keep the Pride field and any/all rooms we use clean and neat – we are not the only ones using these facilities. Show your Pride!
- Proper rehearsal attire is a must.
 - Proper marching shoes and socks (NO FLIPFLOPS or SANDALS or CROCS or COWBOY BOOTS)
- If you need music or drill, please access the OneDrive account through the website or band app and download what you need.
- Smoking, drinking, firearms, or any type of behavior that would bring negative comments on the University or The Pride of New Mexico are expressly forbidden during Pride commitments and will result in immediate dismissal from Pride.

Arriving under the influence of substances will also result in immediate dismissal from Pride.

Game Day

The Pride of New Mexico Marching Band performs for all home football games, scheduled away games, and community events (see Performance Schedule).

- Special concerns for each performance, such as report times and schedule for the day, will be addressed in the daily rehearsals the week of the performances and posted on the BAND app.
- Several factors can affect the starting time of games, so be prepared for potential changes as the season progresses.

The normal game day routine consists of the following:

- Game day morning warm-up rehearsal. Pride is allotted 2 hours in the stadium (8:00am-10:00am). It is crucial for us to accomplish as much as possible during this time. Attendance is required at this rehearsal to participate in the events later in the day.
- At the end of this rehearsal, the stands will be set up including percussion hardware. Pride will break, allowing members to eat on their own and change into their full uniform.
- Following the break, specified members will meet and block up at the Northeast corner of the Pan American Center for the Aggie Walk.
- Power Hour Performance. One hour before kick-off, members will meet at the east side of the Pan American center for the Power Hour Performance
- Pride will then march into the stadium and wait for the Pregame performance.
- Pregame performance. Teams will leave with ~18 minutes left on the clock. Pride will enter and perform, then will move to stands.
- Halftime performance
- During the game, the band will remain in uniforms in the stands according to instrument areas unless instructed otherwise.

Grading and Attendance Policy:

Attendance, attitude, and performance are the determining factors towards earning a grade for the Pride of New Mexico. Attendance at all marching band rehearsals, sectionals, and performances is expected and mandatory of every member. All members share equal responsibility for the success of the organization, and we need participation from everyone to accomplish our goals.

Attendance Policy

- In the case of a tardy or an absence, regardless of the situation, members are required to fill out the form (FOF) found within the Canvas Course.
- Drum Majors, and Students Coordinators will be notified if the member fills out a form (FOF). Members are also **required** to notify their section leader(s) and responsible Pro-Staff.

After a member has missed more than the allotted time (see below) the Action Plan will be enforced.

- Each member is allotted 2 total unexcused absences for rehearsals.
- 3 tardies equal 1 full rehearsal – 6 tardies equal 2 full rehearsals.
- 3 missed sectionals equal 1 full rehearsal – 6 missed sectionals equal 2 full rehearsals
- When members fill out the form (FOF) they will be informed, via Canvas, of how many more rehearsals and/or tardies they have available.
- Each additional tardy, absence, or missed sectional will bring your grade down by one letter grade each time.
- After the next tardy, absence, or missed sectional outside of the allotted time, members will be issued a warning.
- When members miss the equivalent of 5 unexcused rehearsals, the member will be dismissed from the ensemble and receive a failing grade for the class.
- If members fail to fill out the form (FOF) they will be issued an automatic action plan strike.
- If a FOF is not approved as excused, this will count against the members four allotted hours.
- Absences will be excused at the discretion of the Director and Executive Staff
- It is important to remember that members of The Pride of New Mexico are student musicians. When members have an academic conflict and FOF, it will be excused at the discretion of the director.
- Pending invitation to a bowl game. If NMSU is extended an invitation to a bowl game, it thereby extends the policies in this handbook through the bowl game participation.
- **In the case of any unexcused absence from a game or performance, the student will receive a failing grade and further participation in the group will be at the discretion of the director.**

ONLY Executive Staff and the Director can excuse an absence or tardy.

Class/Lab Conflict Forms

You can submit the Class Conflict Form for the director's approval and filing. This **MUST** be done within the first 2 weeks of classes.

Music Pass-off

Members of the Pride of New Mexico are held to a high musical standard. Members will be informed throughout the season of when pass-offs for specific sections of music are due. Pass-offs are graded by section leaders on a Pass/Fail basis. If the member does not receive a passing grade for their submission, they have one week to re-attempt to pass off their submission. Members will have unlimited resubmissions before the deadline. A complete failure to submit one pass-off by the deadline will result in a strike on the Action Plan and will affect the member's grade.

Marching Band Scholarships:

Each new member of the Pride of New Mexico will receive a \$500 grant usable at the NMSU Bookstore. Failure to meet the requirements of the organization will result in the remission of the scholarship and a bill placed on the student's account to retrieve the scholarship funds awarded.

- Members must be enrolled in the course to receive the scholarship funds

UNIFORMS, EQUIPMENT, AND MUSIC:

The uniform is the emblem of the Pride of New Mexico Marching Band and immediately identifies you as a member of New Mexico State University.

- Certain standards of dress and conduct must be maintained while in uniform.
- The uniform must always be worn with the care and pride that is expected of members of the organization that it represents.
- If you decide to no longer be part of the Pride of New Mexico by August 1st you will not receive any of your swag.
 - (Crimson shirt, compression shirt, Pride shorts, water bottle, backpack, hat, shoes, etc.)

A complete discussion of the uniform including expected personal appearance concerns and uniform inspections are listed below. All Pride members are expected to be familiar with all uniform policies and to be dressed in the best "inspection-ready" condition every time the uniform is worn.

- A Pride member should never be seen in public wearing the uniform incorrectly.
- Students should treat uniforms with proper care. Students will be held responsible for any damage or loss of the uniform and billed for the cost of any repair or replacement parts.
- Smoking, drinking, or any type of negative behavior while wearing the uniform are forbidden and will cause immediate dismissal from the Pride.
- Keep the uniforms clean and pressed to look professional at all performances. This is a matter of pride and respect.
- Students are NOT to tailor their uniform on their own. All alterations and hemming will be coordinated by the Uniform Manager.

Inspection

The goal for any organization of this kind is uniformity in style and appearance. The policies that have been established are in place to ensure that all students do their part to meet this goal.

- All leadership will be inspected by Uniform Managers.
- Leadership will then inspect their sections and report to the Uniform Managers.
- If a uniform infraction is not resolved before the game, the student will NOT perform that day and therefore will be marked as an unexcused absence from a performance.

2024 Uniform

Jacket

Bibbers

- Long Black Socks
- Black Under Armor Shoes
- Pride T-Shirt
- White Compression Shirt
- Pride Shorts
- Pride Baseball Cap
- Long hair NEATLY braided and tucked into uniform. Secured with black or neutral colored hair ties.
- All facial hair must be well kept and groomed.
- Jewelry conflicting with the uniform appearance or performance ability is not allowed (This applies to EVERYONE)
- Earrings - Studs or small <1" in diameter are allowed. No hoops, dangles, bright colors or anything that can get caught in hair, instruments, or uniform is allowed.
- No face decoration (make up, ostentatious piercings, etc.), unless discussed.
- No Sunglasses allowed
- No unapproved buttons, pins, or other attachments on the uniform

Equipment

University-owned instruments are available for use with a rental fee. Equipment is generally limited to larger brass and percussion instruments, while other instruments are issued on a first-come first-serve basis. Please note that the individual student is responsible for any damage that may occur to college-owned equipment while the instrument is assigned to them. All students using university instruments must sign an agreement concerning the care and maintenance of the instrument. All instruments must be checked back in during Drum Major auditions at the end of the season. Instruments to be used for Roadrunner Revue or Desert Winds must be re-checked out by the end of the Fall semester. **Instruments not returned or re-checked out by the Monday after graduation in December will be considered lost. The full replacement cost of the instrument will be charged to the student's university account.**

- You must report any damage, no matter how minor, IMMEDIATELY to staff, who will then proceed to handle any necessary repairs from there.
 - Leadership DOES NOT have the authority to excuse you from this responsibility.

- Instruments will be inspected upon their return, and students will be given the option to pay or have their account charged for any damage. As with the uniforms, do not attempt to make repairs on your own.

You are responsible to ensure that all parts of instrument are functional including:

- Valves, keys, and slides lubricated and smoothly working
- Instruments polished and shined
- Mouthpiece clean, reeds in good working condition
- Drums and cymbals polished and sticks in good condition
- Guard equipment taped appropriately

Addendums

Social Media Policy:

Members of the Pride of New Mexico must serve as representatives of Pride and of NMSU in and out of rehearsals and performances. There are no restrictions on social media sites. However, members must understand that any content they make public, (regardless of privacy settings) through social media websites must use acceptable social behaviors. Content must comply with federal, state, NCAA, and NMSU rules and regulations.

- Do not post any private, confidential, or sensitive information.
- Do not make posts that attack another member, student, coach, or administrator of NMSU or any other institution.
- Do not post information, photos, or other representations of sexual content, harassing language, inappropriate behavior, or items that could be considered as demeaning or inflammatory.

Post suggestions:

- Think twice before posting. If you do not want your parents, director, or boss to see your post, do not post it!
- Remember many different audiences will see your posts, including fans, alumni, children, students, parents, staff, faculty, etc.
- Be honest, respectful, and positive always.
- Be professional and polite.
- Do not post anything that you would not speak about openly in a workplace or public setting. These topics include but are not limited to drug use, sexual humor, skin color, or ethnic slurs.

Violation of the social media policy may result in one or more of the following disciplinary actions:

- Meeting with the Associate Director and/or the Director of Bands.
- Removal of the unacceptable content.
- Dismissal from the ensemble.

Anti-Hazing Policy:

Hazing means forcing or requiring another person, regardless of that person's consent, to perform an act that:

- Creates a substantial risk of physical or mental harm.
- Substantially or seriously demeans or degrades any person; or
- Interferes with a person's scholastic activities.

Any hazing allegation against a student within the organization will be investigated by the university. If found guilty in a disciplinary action, the student organization may incur a penalty. University action occurs whether or not civil or criminal actions take place. In addition to action taken against a student organization, the university may take action against students for hazing in congruence with NMSU policy.

- Inappropriate behavior will not be tolerated by Pride or the university. It is the responsibility and expectation that all band students intercede, within reason, if hazing is suspected and report the incident to a faculty or staff member immediately.
- This policy covers activities which might involve band students both on and off campus.
- The consequences for the violation of hazing policies may be severe. Incidents will be reported immediately to NMSU police and the Dean of Students Office for investigation and action. Sanctions on behalf of the band department will result in removal from the Pride of New Mexico.
- Students with knowledge of hazing who choose not to report the incident will also be subject to NMSU discipline.
- All Pride members, directors, and staff have a responsibility to act as role models for the greater NMSU community. Language, behavior, and actions of band students, directors, and staff must reflect a strong commitment to the mission of the university and the Pride of New Mexico.

Agreements

To be part of the Pride of New Mexico, you must sign the following agreements during registration at the summer band camp:

- Media Release
- Drug and Alcohol
- Handbook Contract
- Financial Agreement