

# GOLDEN REGIMENT

2023-2024

## BAND HANDBOOK

### **Mission Statement**

The mission of the Golden Regiment is to strive for excellence through performance. By combining this effort with our all-inclusive mindset, we aspire to cultivate a true family within our program to facilitate lasting relationships, memories, and a passion for the arts.

[www.OakleafBands.com](http://www.OakleafBands.com)

[www.Facebook.com/OakleafGoldenRegiment](https://www.Facebook.com/OakleafGoldenRegiment)

Instagram: @OakleafGoldenRegiment & @OakleafGuard

Facebook Private Group: Oakleaf Golden Regiment Members

Band App *search* "Golden Regiment"

## **“Trust the Process”**

# Oakleaf High School Band Handbook

## Dear Band Members and Parents:

We would like to take this opportunity to welcome you to the 2023-2024 edition of the Golden Regiment. We are looking forward to an exciting year that is transitioning the band into a new era and we are glad you are with us for the journey! This handbook outlines schedules, policies and responsibilities of the OHS Band members. Read it carefully and completely, because all of it will apply to every member in the program. Please keep it in a place where you can refer to it easily.

**Chad Robbins**  
**Director of Bands**

**Kevin Clasen-LeBlanc**  
**Associate Director**

### **STAFF INCLUDE**

Steve Barengo  
Rachel Barengo  
Evan Black  
Brandon Brown  
Gena Cain-Green  
Alexis Cordeiro  
Alyssa Cordeiro  
Anna Druhan  
Marshall Lane  
Tamara-Lee Morris  
William Mullen-Martinez  
Aleksso Rojas  
Lisa Smith  
Kasey Strand  
Christian Torres  
Lacey White

*All staff, guests, clinicians that assist in class, rehearsals, or performances are vetted through CCSD policy.*

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## Performance Ensembles

The band is constantly performing all throughout the year in a variety of settings and ensembles. The expected ensembles for the 2023-2024 school year are as follows:

**The Golden Regiment** – The Golden Regiment is the most active and competitive ensemble in our program and features all students in the Band program including all woodwinds, brass, percussion, and color guard. This ensemble performs at all football games, marching competitions, parades, and community events. There is no audition process in order to join the Golden Regiment but only a placement performance to determine what concert ensemble each student will be a part of. Students will perform and explore all elements of the “Marching Arts” during the Summer and Fall when the Golden Regiment is active.

*All students in the program are required to participate in the Golden Regiment. Once the marching has finished students will transition into their concert ensemble (which meets during their specific class period) and will be one of the following below:*

**Concert Band** – The Concert Band is the entry level concert ensemble open to students with previous instruction in wind and percussion instruments and have participated with the Golden Regiment. The instrumentation may vary for this ensemble, which will determine the selected literature for performances. This ensemble puts a strong focus on fundamentals including: Tone, Technique, and Reading. This ensemble is particularly beneficial for students who need more one on one attention, or a student who may have limited playing experience. Private study is highly encouraged for members of this ensemble. The Concert Band is a class that meets (for credit) throughout the entire year and performs at events such as: Winter Concert, Oakleaf Concert Night, Concert MPA (Spring), Round Table, Spring Concert (May).

**Symphonic Band** – The Symphonic Band is a select group of individuals with specific instrumentation that have participated with the Golden Regiment or were chosen based on their audition performance. Membership is by audition only. It consists of modern wind band instrumentation and provides instruction in common-practice period and 20<sup>th</sup> century wind literature. Private study is highly encouraged for members of this ensemble. The Symphonic Band is a class that meets (for credit) throughout the entire year and performs at events such as: Winter Concert, Concert MPA (Spring), Round Table, Spring Concert (May)

**Wind Ensemble** – The Wind Ensemble is the premier ensemble and made up of individuals that have participated with the Golden Regiment and were chosen based on audition performance. Membership is by audition only. The repertoire of the ensemble is extensive and private study is highly encouraged for members of the ensemble. The Wind Ensemble is a class that meets (for credit) throughout the entire year and will have several performances including: Winter Concert, Concert MPA (Spring), Film Music Concert, Round Table, Spring Concert (May). Members of Wind Ensemble must participate in 1 event for Solo & Ensemble or participate in Recital Night during the Spring.

**Jazz Ensemble** – The Jazz Ensemble is a select group of students with specific instrumentation. Membership is by audition only and is dependent upon active participation with the Golden Regiment and Concert Ensembles. Students involved with the Jazz Ensemble should be in good standing within the band program. The Jazz ensemble will meet during 7<sup>th</sup> period throughout the year after auditions take place on Wednesdays only. The ensemble will perform for special events within the school and community as well as along with the rest of the program at the Winter and Spring Concerts. *Students who join Jazz Ensemble will be expected to complete the entirety of that school year.* This will apply to any student regardless of if their schedule specifies Instrumental Techniques or Jazz Ensemble, if they’ve joined.

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**Band Honors (Band V/VII):** Students who are in their Junior and/or Senior year may opt into the Band Honors course which is weighted as a 4.5 class, instead of 4.0. This is not an additional class period - this is their current band class, but coded and weighted as an Honors Course. The additional requirements are that students must either:

- *Participate in Recital Night and **one** of the following:*
  - *All State auditions (September)*
  - *Additional Solo & Ensemble Event*
  - *Private Lessons from an approved instructor (1 full semester minimum - can start in Summer)*

**Instruments:** Unless otherwise noted, students are expected to provide their own instruments for personal use. These instruments must be in good playing condition at all times. All members using school-owned equipment will complete and sign an Instrumental Check-Out Form. Students are expected to return equipment in the same condition in which it was issued. Damage or loss of equipment is the responsibility of the student to which the equipment was issued. Students who do not have their instrument because of ongoing repairs must bring a slip from the repair shop to confirm it is being fixed in order for that student to not lose points under the 'materials' and 'participation' categories in the gradebook.

**Challenges:** After students have been seated in their sections they can challenge to ascend within their section. A student may only challenge the next highest player in their section, and where possible, between bands. The challenges will include both students playing the prepared music, scales, and sight-reading. The challenger must inform the person challenged and the Director(s) with 2 days' notice. All expectations and materials of each challenge will be delivered to both students on the same day in an effort to make the process as fair and even as possible for both students. Deadlines for challenges are determined by the Directors.

**Color Guard/Winterguard** – The Guard is included within the Marching band during the fall and will perform separately at Guard specified competitions in the Spring (Winterguard). Members of the Fall Guard are expected to participate in Winterguard if they wish to be eligible the following Fall. Guard Instructors *may* hold auditions for the Winterguard for both membership and/or placement/role and is at the discretion of the Staff. The season typically begins at the end of October and concludes at the beginning of April. Winterguard members are expected to continue their enrollment in the Eurhythmics class throughout the year. The unit will typically rehearse 2-3 days per week – these rehearsals are required. Wind players who do make this ensemble will be expected to continue their instrumental students in a regular Band class in addition to their added responsibilities within the guard. Students in Winterguard will have an additional financial obligation for each student above and beyond the standard band fee – fees are determined and set at the beginning of each Winter season (after auditions) and will be based on show design, performances, and membership. No exceptions will be made for individuals to participate in any outside ensembles (Independent groups) while OHS has an active Marching/Concert group. All students must have Oakleaf HS and it's Band program as their number one priority above all other unaffiliated organizations and ensembles. **No waivers will be signed by Administration or Directors once a student has auditioned for/participated in one rehearsal or more for any season.** Students may be 'sidelined' for any performance if their financial status is not satisfactory.

**Indoor Percussion Ensemble** – The Indoor Percussion Ensemble is a unit that participates in the FFCC Circuit alongside Winterguard groups with a season that operates from the end of October until April. This ensemble is meant for percussion students but non-percussionist may audition. Wind players who show satisfactory progress on their primary instrument will be eligible to

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audition for this ensemble. Wind players who do make this ensemble will be expected to continue their instrumental studies in a regular Band class in addition to their added responsibilities within the percussion ensemble. Like Winterguard, there is a separate financial obligation for students who participate in this ensemble that is above and beyond the standard band fee. Fees are determined and set at the beginning of the season (after auditions) and will be based on show design, performances, and membership. Students may only participate in Independent ensembles when/if Oakleaf HS does not have a competitive unit – this determination will not be made each year until October/November. No exceptions will be made for individuals to participate in any outside ensembles (Independent groups) while OHS has an active Marching/Concert group. All students must have Oakleaf HS and it's Band program as their number one priority above all other unaffiliated organizations and ensembles. **No waivers will be signed by Administration or Directors once a student has auditioned for/participated in one rehearsal or more for any season (marching, concert, indoor, winterguard, etc).** Students may be 'sidelined' for any performance if their financial status is not satisfactory.

## OTHER PERFORMANCE ENSEMBLES AND OPPORTUNITIES

**All County Band** – (Spring) Students audition for an opportunity to perform a joint concert with other students from all schools within the school district.

**University Honor Bands** – (Fall & Spring) Individual standout students are nominated to participate in special performances at various Universities to expand their individual musicianship.

**Solo & Ensemble** – (Spring) Both individual and smaller ensembles (duets, trios, quartets, percussion ensembles, color guard etc) can perform before an adjudicator and receive a rating on their performance. All members of Wind Ensemble must participate in Solo and Ensemble.

*\*\*Students who are entered into S/E and do not follow through will their performance (DNA) will have the S/E fee added to their My School Bucks account as a Fine*

## **Materials:**

Required materials for the Golden Regiment, Wind Ensemble, Symphonic Band, Concert Band, Percussion, and Color Guard may include:

### **Brass**

- |                           |  |
|---------------------------|--|
| o Appropriate Mouthpieces | o 3-Ring Binder                          |
| o Valve Oil               | o Sheet Protectors                       |
| o Slide Grease            | o Pencils                                |
| o Instrument Polish       | o Spiral Bound Index Cards for Dot Books |
| o Tuner & Metronome       |  |

### **Woodwinds**

- |  |  |
|--|--|
| o Appropriate Mouthpiece(s),<br>Ligatures, and Reeds | o Metronome                              |
| o Cork Grease  | o 3-Ring Binder                          |
| o Cleaning Swab                                      | o Sheet Protectors                       |
| o Instrument Polish                                  | o Pencils                                |
| o Tuner  | o Spiral Bound Index Cards for Dot Books |

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## Color Guard

- o Spiral Bound Index Cards for Dot Books
- o Pencils
- o Gloves (for weapons)
- o Equipment (school provided)

## Percussion

- o Metronome
- o 3-Ring Binder
- o Sheet Protectors
- o Pencils
- o Percussion Mallets including:
  - o 1 pair of Concert Snare Sticks and Pad
  - o 1 pair General Purpose Timpani mallets
  - o 1 Pair Soft Mallets (Marimba/Vibraphone)
  - o 1 stick bag

\*\*\*Purchasing an Innovative Percussion SB-3 Intermediate Mallet includes all the above items\*\*\*

# Grades

Band is a **co-curricular** activity, which means that it is an academic subject with an extra-curricular component. The Florida Department of Education specifies: *"This course can require students to participate in extra rehearsals and performances beyond the school day."* As such, a student's grade is directly linked to attendance at these functions. Parents and students must realize that when they join a performing group, they are making a commitment to all of the other members to be there and do their part.

### Grades are determined as follows:

**40% Participation/Attendance** (9 weeks) Students are expected to be in the designated areas by the specified time for the entirety of the event. Students must have all appropriate materials, attire, and equipment.

**50% Performances/Playing Tests/Smart Music** (9 weeks) Students are expected to play/perform assigned material in class and at school events, appropriate class and scheduled event participation, having appropriate rehearsal and performance materials, and returning any school owned items at designated times and in appropriate condition.

**Smart Music** is an online subscription that is used for all musicians (WWs, Brass, and Percussion) and used to give virtual assignments such as Sight Reading, Scales, Music, and Exercises. Students who have a Computer or iPad with internet access can use SM at home at any time during the 9-week period the assignments are given. Students without the necessary resources at home will have access to computers in the Band room to complete these assignments when they are given. (Students must coordinate with Directors to work on SM, but generally, students can do this before school, during enrichment, during lunch, or between school and rehearsals)

**10% Materials** (9 weeks) Students are expected to be in every class meeting with appropriate materials including equipment, instrument, music, pencil, reeds, oils, tuner, etc.

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**Tardies:** Students are expected to be in the designated areas by the time specified. A student's grade in this area can be reduced 1-10% points per occurrence, depending upon the degree to which the student was tardy.

**Unexcused Absences:** an unexcused absence from a performance may result in a failing grade for the 9 weeks. An unexcused absence from a rehearsal can result in the lowering of the 9 weeks grade by 50 points (make up time allowed for partial grade recovery from **rehearsals** only). An unexcused absence may also have an effect on a student's performance status or participation in the program. Notice of absence must be given verbally to the Director(s) and in writing (absence form). A few examples of unexcused absences include, but are not limited to: Jobs, No Ride, Community Events (Concerts, Fair, etc), Birthdays, etc. Please note that providing "Family Emergency" without giving *some* detail (from parents) will result in an unexcused absence.

**Excused Absences:** Director approval is required for excused absences. Advanced notice is expected from the parents/guardian via Absence Form as well as appropriate documentation (Doctors Note, etc). Appropriate extenuating circumstances will be excused if contact is not made before the rehearsal or performance. A doctor's note or more detailed information pertaining to the absence will be required in order to validate the reason for the absence. Without this additional information, Directors may not excuse the absence. Makeup time is in effect for excused rehearsals as well for full grade recovery. Notice of absence must be given verbally to the Director(s) and in writing (absence form). A few examples of excused absences include: Death in the Family, Weddings\*, Family Reunions\*

*\*with the appropriate notice as listed in the **Attendance** section*

**Makeup Time: Regardless** of the type of absence (excused/unexcused), students must makeup for time lost from any rehearsal throughout each quarter. Depending on the type of absence students can makeup for time missed for partial or full grade recovery. Students have the entire duration of the 9 week period in which the absence occurred to makeup for this time.

## Makeup Time Procedure

- Students must sign in/out on the clipboard in the Band office for each session of makeup time for it to count. (Name, date, time in, time out) A Director **must be present** to verify times. *Times can be scheduled before school, during the day (depending on Directors schedule) or after school (before/after rehearsals).*
- Students must be playing their horn, drum, or spinning their flag/rifle during this entire time. Students found not actively practicing will result in that time not counting towards their time owed.
- Students must submit any documentation with their absence form (which should be turned in prior to any planned absence (2 weeks). If the student does not have their documentation at the time of turning in their absence form they can attach it later on once they receive it. *Documentation could be: Doctor's note, practice schedule of school activity, email or statement from club/activity sponsor for conflicting activity, etc.*
- Students can makeup time in increments or all at once, depending on how much time and Director availability. *(ex: Student misses 1 hour of rehearsal time - student can do this all at once or do 2 30-minute sessions, 3 20-minute sessions, etc until all time has been accounted for before the end of that quarter.)*
- This policy is in place for the entire school year, for all ensembles.



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**Conflicting Rehearsals/Practice/Performances (within OHS Sanctioned activities):** Students participating in school activities during the year are expected to split their practice/rehearsal time  $\frac{1}{2}$  and  $\frac{1}{2}$  or as determined by a Director. Students in these situations are expected to attend at least half of each band rehearsal each day of the conflict. The game or performance will take precedence over the conflicting practice/rehearsal. In the event of an activity conflicting with a performance/games, students should speak with a Director with a **minimum** of 2 weeks prior for a decision to be determined. Makeup time is still required but will be discussed on a case by case basis as to not punish students who have gotten Director permission to participate in other activities.

**DISMISSAL/QUITTING:** Those who do not follow the rules and policies of the band are subject to dismissal. It is the Directors' decision as to which class or group a student is enrolled in and what part they play. **A student who quits during the grading period will remain scheduled in the class, and will fail the semester if they cannot be moved.** They will be removed from the class at the first opportunity, and only in very *rare* instances will they be allowed to rejoin the program. The Director will assign a **failing grade** for the term to any student whose behavior is inappropriate, quits, or who is not contributing to the overall effort of the program – the Directors decide who is allowed to stay. Students who are removed from the program, by a Director or Parent, will not receive a refund on Fees paid. **Students may be dismissed and/or not allowed to register for band for inappropriate conduct, missing a performance, excessive (3+) absences (excused or unexcused) regardless of the letter grade they are earning. Students who leave the program before completing the entirety of that year will not be allowed to return without Director permission.**

## Attendance/Alternates/Suspension

During the school year, the OHS Band will rehearse **Monday/Tuesday 2:30-5 & Thursdays 5-8** (*changes to 4-7 in October and 3-6 in November*) and some Fridays during football season. These rehearsals involve ALL band members – Winds, Percussion, and Color Guard. Please note the following policies:

- **REHEARSALS:** All rehearsals and performances are mandatory and are part of each student's grade. The band will rehearse on days with rain or bad weather unless otherwise dictated by the Directors, Principal, or District.

*\*Announcements, changes, and cancellations will be announced via the BAND app!*

*Please note that the ending time for rehearsals will be when we finish rehearsing, not when students will be ready to walk out of the building. We work hard to ensure that students pack up quickly and efficiently but they must take care of all responsibilities before leaving each day - it is best to plan to arrive shortly after the ending time to avoid any extended wait times (usually students are walking out of the band room 5-15 minutes after the ending time for rehearsals). Students should not regularly be later than this - if they are, please reach out to a Director so that we can find a solution.*

- **ABSENCE PROTOCOL:** If you are absent or check out due to illness, call the band office, or email and inform the Directors - This must be followed up by an absence form, but

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the phone call allows us to plan for the absence. Do not be offended when we call to find out why you are not at rehearsal.

- **ATTENDANCE:** Absences are excused or unexcused. The only way to have an absence excused is to complete an absence form, present appropriate documentation (ex. Doctors note, **school** club/organization schedule, pass from supervising teacher of the school event, etc.) and provide **prior** verbal notice to the Directors.

**MISSING REHEARSAL/PERFORMANCE PROTOCOL:** Absences *may* be excused for (a) personal illness (b) death in the family or (c) an emergency (enough details must be provided in order for Directors to determine if it is excused - simply stating 'family emergency' will not be enough). Special Permission of the Directors for specific planned absences must be obtained **two weeks in advance** in writing by the parent or guardian for a *rehearsal*. Special Permission of Directors for specific planned absences for a *performance* must be obtained **eight weeks in advance - this must be an extreme circumstance and notice does not guarantee excusal**, and may place your student on alternate status. All other absences are unexcused – yes, even birthdays.

**\*\*Students who miss the final rehearsal prior to a performance, or 50% of the rehearsals that week can be suspended from that performance. Suspended students must still attend the event.**

- **PUNCTUALITY:** Leaving early/being tardy will also result in a grade deduction and after 3 in any combination, it will be the equivalent to 1 unexcused absence.
- **EXCESSIVE ABSENCES:** An unexcused absence from rehearsal is a zero in the Participation/Attendance grade, and you will be placed on alternate status, if possible. After **three** absences, you can be removed from the program. An unexcused absence from any performance will result in a failing grade for that event (which will be at *least* a letter grade deduction from the current grading period), and you will be placed on alternate status, if possible. An unexcused absence from a Competition or MPA will result in an automatic 0 for that performance, and possible removal from the program.
- **STUDENTS UNABLE TO PERFORM:** Alternates, students with injuries (knee, ankle, wrist, etc), and those prohibited from performing (suspension, part change, or other) **must still attend all events** in uniform. They are still a member of the organization, and will usually be needed in other capacities - equipment setup, etc when physically capable.
- **MISSING REHEARSALS "AS PUNISHMENT":** When you join the band, you are making a commitment to the entire group. Parents, please do not pull your child out of practice, performances or the program to discipline them for problems you are experiencing at home – **this will not be an excused absence**. *It is unfair to all of those depending on that student and can result in suspension/removal from the program!*
- **STUDENTS RELEASE TO PARENTS:** All members will stay to the conclusion of all concerts and events. Exceptions must be coordinated *in advance* and are at the directors' discretion. Please note that not staying for the duration of an event may impact a student's grade for that event. Parents who wish to take their student at the conclusion of an event must have submitted this request in writing (or email) and must be present to retrieve their student (not other family members, family friends, siblings, etc)

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- **SUMMER CAMPS: All Summer Camps are mandatory.** Students missing camp days, including leaving early/showing up late without special permission from the Directors can result in alternate status, not performing in the entire show, or not being eligible to participate in the program. Examples of unexcused absences from camp (trips within several months of notice, work, other camps, DCI Open Class, family in town, etc)
- **STUDENT SUSPENSION:** Students can be suspended from performing for a number of reasons (inability to perform the required material to a satisfactory level, attendance, punctuality, inappropriate behavior, attitude, etc). Students who are suspended for any part of a performance must still dress out and attend the event. Suspensions can include: Stands, Field, Concert or any other public performance
- **INJURIES:** It is typical that some students may encounter injuries (knees, ankles, etc) due to the intensity of our activity. Students will be responsible for bringing and wearing any protective equipment such as braces, compression socks, etc so that they can participate to the fullest extent. If an injury prohibits a student from performing they must ***still*** attend the rehearsal to be present for any information given. Doctor notes with any restrictions etc must be provided for students with injuries and limitations.

Students must turn in a Band Absence form to the Directors with any accompanying paperwork (Doctors Note, etc). Forms are available in the Band Office.

## **ALTERNATES:**

Each year we lose members during the fall due to moving, quitting, injuries, and academic ineligibility. We make an effort to design the show for fewer people than we have on the roll to anticipate this. This means that two members can share one marching spot. **The student who marches and/or plays the show the best will get to perform.** We will **typically** have students perform every other game in the show and then select the best performer for the competitions (Guard process differs and is addressed below). Every student will perform in at least one competition/Saturday event during the season. Alternates are *usually* the newer first/second year members, members who struggle with the musical/visual demand or members who miss days during band camp. As spots come available, alternates will move into them at the discretion of the Directors. A member may be placed on alternate status for the following reasons:

- Missing any Camp Days
- Unexcused or excessive (3+) excused absences or tardies (class or rehearsal).
- Inability to perform the show/music (not passing off at sectionals or class)
- Illness or injury that prevents performance.
- Missing a key rehearsal causing incomplete knowledge of the show.
- **Missing the last rehearsal before a performance, regardless of the reason.**
- Poor attitude

It is inevitable that we lose members due to ineligibility, injury, illness, etc. Marching a “hole” is detrimental to the band’s ability to perform, and for this reason, we have alternates. They fill in when an opening develops if they are capable of learning the music and the spots. Students who are not performing on the field for a game will still perform in the stands during all games and will help move equipment, props, and other tasks during the show performance.

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**Guard Alternates:** The process for Guard alternates is as follows:

Guard alternates will “challenge” a current marching member for their spot. The “challenger” will give notice on the Monday *prior* to the week of the performance and will shadow the “challengee” all of that week. The following Monday the students will be evaluated during rehearsal and the student who performs best will now be the marcher for that spot. Members of the guard who are alternates will be *guaranteed* at least 2 game show performances as well as at least 1 Saturday performance - *all* Guard members will perform in the stands during games, for parades, and any other performances regardless of alternate status!

*\*It is the student's responsibility to see and hear all announcements, and keep their calendar up to date. There are **always** changes, and ignorance of a report time is not an excuse. “To be early is to be on time - to be on time is to be late!”*

## Conduct, Uniforms, & Performance Procedures

The official **School Code of Conduct** is in effect at all times during Golden Regiment events.

**Food & Drink** – Students are not allowed to have food or drink (other than water) in the band room or the stands unless allowed by the Directors. Students are never allowed to chew gum or eat candy while in uniform

**Clothing** – Students are to wear designated clothes and/or uniform parts as specified by the Directors. (Ex. Band shirt, black socks, band shoes, bibbers). Students not wearing the correct attire may not be able to participate in that day's event.

**Call Time** - Call time is the time for each event in which students have already arrived, in the appropriate attire/uniform, with all performance materials, seated/staged where specified by the Directors. Call time is not an arrival time, it is a start time.

**Rehearsal Attire/Materials**– Students are expected to wear appropriate clothing at all Golden Regiment rehearsals. Athletic shoes (tennis shoes, running shoes, etc), athletic pants or shorts, and comfortable shirts are required at all rehearsals. Jeans, boots, flat soled shoes, etc are **not** permitted. Students must have a large water jug (not a water bottle) for every rehearsal! Students must also have all items needed to perform their part at every rehearsal and event.

**Tattoos** – Tattoos will be covered at all times when in public and representing Oakleaf High School and the Golden Regiment. “Covered” may be done by clothing, makeup, or wrap (bandage). In performances, exposed tattoos should be appropriately covered.

**Instrument Cleaning** – Students are expected to clean and polish their instruments before arriving at a performance event (football game, competition, etc).

**Instrument/Equipment Storage** – Instruments/Equipment is to be stored in proper condition in the proper designated area. Equipment and instruments should only be touched by the owner/user of the equipment or instrument.

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**Cell Phones** – School rules regarding cell phones will be enforced. Students are not allowed to use cell phones during class, games, or any other band function including rehearsals. Cell phones must be kept out of sight at all times when in class or a performance situation. If necessary, the cell phone will be taken and held by a chaperone or Directors.

**Branding** – All band apparel and designs, including but not limited to section shirts, chaperone clothing, online logos, etc must be approved by the Directors before placing an order/wearing.

**Medication** – Students are not allowed to handle/possess their own medications during events or on trips. All medications must be turned in to one of the chaperones in charge of medications prior to that specific event. Medication, of any type or quantity, must be maintained and administered by a nurse/designated chaperone.

**Accountability** – Students are accountable for their personal and school property at all times. This includes, but is not limited to, the student's uniform, personal/school-owned instrument, instrument case, music, luggage, clothing, money, bus seat/area, hotel room & supplies, etc

**Professionalism** – Students will always be courteous, kind, and respectful of other students, staff, adult chaperones/volunteers, bus drivers, parents, fans, and other bands.

**Social Media** – Students will refrain from engaging in confrontational, degrading, argumentative, or questionable activity available for display through social media or any other public presentation. Students will be held responsible and can be subject to disciplinary action, including dismissal, for violating the social media guidelines of the Golden Regiment. Any social media accounts operating in the name of the Oakleaf High School Band or any extension of the program (percussion, guard, section leaders, etc) must have approval from the Directors. Directors must have administrative abilities and access to any and all accounts.

**Conduct** - Students are expected to demonstrate appropriate behavior both in and out of Band while at OHS. Students who are subject to disciplinary action at OHS can be removed from the program temporarily or permanently depending on the circumstances of that situation and is at the discretion of the Director.

## **UNIFORMS**

***The uniform represents the entire band and school; thus, while in uniform there are no individuals. We want to represent professionalism & demonstrate First Class behavior always.***

- Pants must be zipped and both straps worn.
- All males must have compression shorts under uniform bibbers. Body tights must be worn under all guard uniforms.
- A band T-shirt must be worn when uniform tops are not on.
- No personal hats, kerchiefs, bandannas or other non-uniform headgear is allowed, ever.
- No jewelry, watches, bracelets, or earrings - posts or studs only. No necklaces other than the Band Charm given out by the Directors.

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- Natural makeup and clear polish on fingers - no colored polish (exception for Guard).
- Hair worn in such a way to keep it off the collar – Males & Females (high ponytail). Hair must be a **natural** color. All members with short hair must have it gelled straight back.
- Black socks (crew socks - mid-calf or *higher*) and shiny black patent leather **band specified** shoes are required - Guard must wear specified guard/dance shoes.
- No PDA (Public Display of Affection) – including but not limited to: hugging, kissing, hand holding, etc.
- No running in uniform unless told to do so or as required in the show performance.
- No lewd behavior: Profanity, inappropriate gestures, snide remarks, disrespect towards authority figures, parents, or other bands
- Stay in FULL uniform until in the band room, on the bus, or otherwise instructed.
- No gum, candy, or food while in uniform

*Students who damage their uniform with reckless behavior will be responsible for the financial cost of repair/replacement!*

## **BEFORE A PERFORMANCE**

- All members should be seated and ready by the designated Call Time in the Band Room.
- Each member, upon arrival, should immediately retrieve his or her uniform and equipment needed for the performance.
- Once each member is dressed and has been inspected by their Section Leader the band will warm-up together prior to marching out (Color Guard will have a separate procedure for warm-ups)
- Arrive early enough to be dressed and seated by the given time. Plan accordingly!

## **IN THE STANDS AT FOOTBALL GAMES**

- **No cell phones** or other electronic devices are allowed to be used in the stands. Students may have their cell phone with them to call for rides after the event, but they must be turned off and they may not use them in the stands to text, call, or take photos.
- Band members must stay in the band section unless given permission to leave (for instance, a restroom break). Students must be accompanied by a chaperone if leaving the band section. Students must check with the Director prior to leaving, or the Lead Chaperone if the Directors are not available.
- **Non-members** are **not** allowed in the Band Section - including parents who are not chaperoning that event. Only chaperones on duty for that event should be in the band area, others must stay outside the band area. (Which will be roped off when possible)
- When marching in and out of the stands the band will always march single file, at attention.

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- Students must stay in assigned sections and be ready to play at any given moment.
- Students are not allowed to talk “over the fence” (roped off area) to parents, friends, etc. If a parent needs to communicate with a student, they must get permission from a chaperone. If a parent has an emergency they should communicate with a Director directly before attempting to reach their student, who is actively performing with the rest of the band.
- No food or drink is allowed in the band section except that which is provided for the students by the staff. Parents or friends are **not** allowed to give a member food or drink. *NO GUM OR CANDY IN UNIFORM.*
- Students are to obey all instructions from chaperones. If there is a question, follow the instructions anyway, then check with the band staff later.
- Medication: Only those items approved by the parent on the medical authorization forms will be allowed. These will be given only by chaperones.
- Asthma inhalers should be clearly labeled, and kept with the students at all times in case of emergency. Students **MUST** notify the head chaperone of the inhaler.
- Do not make requests in the stands for what the band should play. The staff has a plan and only the songs that are prepared will be played.
- No special treatment towards a student from any chaperone (food, drink, leaving the area, etc).

*Parents who are not chaperoning the event are NOT permitted to sit with the band and will remain in general admission unless special permission is given by the directors.*

## **AFTER PERFORMANCES**

- Once the band has marched back to the band room, and has filed in, everyone is to remain at attention until receiving final comments and dismissal (Home Game).
- Everyone is to help contribute to the cleanliness of the band room after all performances – put equipment and uniforms away properly, pick up all garbage and personal belongings, straighten chairs and stands, etc

## **Travel**

When the OHS Band travels to performances, everyone rides the bus together. No student is allowed to meet the band at a location or be picked up early unless it has been cleared in advance **in writing** by the parent, and the reason is **absolutely unavoidable** (e.g., ACT/SAT tests which cannot

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be rescheduled. When at all possible, please avoid scheduling any ACT/SAT tests in October – please select the testing options in September or December to avoid competition days. If this is unavoidable, please give notification to the Directors **immediately** after you have scheduled this so they can plan appropriately). Upon return, students will be dismissed after all equipment is properly stored. When the Golden Regiment travels we use the CCSO guidelines of 1 chaperone per 10 students.

## **Students riding home with parents instead of riding the bus**

If a student has approval to be picked up, it must be by a parent. **Under no circumstances will we release a student to any other person – boyfriend/girlfriend, sibling, etc, regardless of the band member's age.** This is for the protection of the students.

The process for picking up a student at the **conclusion** of an event is as follows:

1. Notify Directors in writing (email/hard copy) **at least 24 hours** prior to the event
2. Be seen in person the day of the event prior to taking your student
  - a. We do **not** send students with other student's parents!
3. Students are responsible for ensuring any equipment, props, instruments, and/or uniforms are put away appropriately.

## **ON THE BUS**

- Only two persons per seat.
- No standing or walking while the bus is in motion.
- No sitting or blocking the aisles.
- Personal electronics are allowed, but **the band and/or school will not take responsibility if valuables are stolen** – you should secure these items in your case when we unload.
- No instrument playing on the bus - drummers may *only* practice on the soft side of a practice pad.
- No hair sprays, spray deodorants, perfumes or lotions. These should be applied before getting on the bus. (This is to prevent asthma attacks).
- Noise levels are at the discretion of the chaperones and driver – keep conversations close.
- **No foul language, alcohol, smoking or drugs by ANYONE at any time.**
- Students and chaperones will not switch buses and will ride to and from the event on the bus. No one will be allowed to leave the group when we are at an away location to visit family or friends.
- Students will sit boy/boy and girl/girl on the bus – same gender couples will be split up on the bus.
- No blankets are allowed on the bus – bring a jacket or hoodie.
- No Public Display of Affection (as per District School Policy).
- If on a charter bus with a DVD Player, only movies with less than an R rating may be shown – at the discretion of the chaperones.



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## UPON ARRIVAL

- Stay on the bus until given permission to unload by chaperones or staff
- Loading Crew gets off the bus first. When called for, students with equipment on the truck unload, then everyone else.
- Only stand in the designated areas while waiting for fellow members to unload the truck.
- Back at the school: do not leave until your uniform and gear is properly stored.
- Make sure all belongings and trash are picked up, and check the bus before leaving.

## Fees

Band Fees are in place so that the program can operate and continue to expand and increase the quality of equipment, productions, and opportunities for all students involved. Unfortunately, there is **no** allotted money for music programs in Clay County at this time, therefore, all Band programs must have a Fee in order to operate. We do offer many fundraising opportunities (specified below) for all families to minimize or completely avoid out of pocket expenses. If fees ever become an issue, please do your part to communicate and we will work with you as best we can on an individual basis.

### Band Fees are \$600.00

\*Fundraising opportunities may be available for any students/families who want to avoid paying out of pocket expenses. Band Fees are **non-refundable** and must be zeroed out (paid in full) by the designated deadline. Students who are removed/quits the program will not receive a refund as funds are spent upfront for purchases/repairs/deposits/etc. Students may be 'sidelined' for any performance if their financial status is not satisfactory - this can begin as soon as the first football game or first competition and is at the description of the Directors.

### **2023-2024 Payment Schedule**

**5/22/23 - \$150 Deposit**

**6/10/23 - \$250**

**8/1/23 - \$200 (or remaining balance)**

### **Fees for the year help cover (*but are not limited to*) the following:**

Uniform Rental (and cleaning)

Uniform Repair/Replacement

Transportation (Buses/Equipment Trailers)

Marching Drill

Music – Marching, Wind Ensemble, Symphonic Band, Concert Band, Jazz 1 & 2, Solo & Ensemble, Method Books, etc  
Band Shirt

Assessment Fees (Marching & Concert MPA, S/E, etc)

Show Design

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Summer Camps  
Classroom Supplies  
Guard Equipment: Flags, Poles, Bolts, Tips, Sabres, Rifles, Tape  
Props  
Instructor salaries: (Percussion, Guard, Visual, etc)  
Instrument repairs  
Equipment/Instrument purchases  
Competition and Assessment Fees (Fall & Spring)  
Band Banquet Awards

## **OTHER EXPENSES:**

- \$35 - Band shoes paid for when you order
- Color guard shoes, hair pieces, etc
- \$60 Ladies Concert Dress (required)
- Black Suit Jacket, White Dress Shirt, Black Bow Tie (all Males)
- Instrument Usage (percussion, tuba, french horn, mellophone, baritone/euphonium, bass clarinet, bassoon, bari sax, etc) - \$80 per semester or \$100 for the year) ***Money must be paid upon checkout of instrument***
- **Trips are paid for above and beyond the Band Fee**
- **Indoor Percussion fees are above and beyond the Band Fee**
- **Winterguard fees are above and beyond the Band Fee**

## **STUDENT ACCOUNTS:**

The Band Fees, all fundraised money, and all trip payments go into the Band general operating fund.

When any trip is planned, a per-person cost is arrived at which covers all expenses for the trip. That charge is placed on each participating student's account. This is the amount each student must have in their trip account prior to the deadline set for that trip. Chaperones also pay their share, based on the total cost of the trip. Those who do not have their account paid up will not be allowed to go.

Money generated by fundraisers may only be used for band fees, Indoor Percussion, Winterguard or trips. Any additional money raised beyond fees, trip, etc will be put into the Band General Fund.

A strong band is made that way only through strong parental support, and your assistance to your child's education is key in their success. There are many ways you can support the band, without actually having to be at every single event, and all these functions are vital. If everyone does their fair share, no one small group of folks will get burned out!

The OHS Band Parent Organization exists for the support of the Oakleaf High School Band. They provide a number of other vital functions - chaperones, equipment maintenance, public relations, and support of the students. The band would be unable to exist in its present form without the efforts of the Band Parent Organization. All members of the band and their parents are members, and expected to do their share in whatever capacity they are best able to serve. Please make every effort to attend meetings and help support your child when called upon.

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All payments must be made via Cash, Money Order, or My School Bucks ([www.MySchoolBucks.com](http://www.MySchoolBucks.com)). **No Personal Checks!**

## Fundraisers

Throughout the year the Band will offer fundraisers to help raise money for the program as well as provide opportunities for students to raise money towards their fees or band trip (all fees must be paid before a member can make payments or fundraise towards a trip). Fundraisers will be classified as *student* fundraisers, or *band general* fundraisers to distinguish where the funds are going (please note that all money, regardless of if it is going towards a student's fees or in the general account will all be in the school's internal BAND account). Any overages or "credits" earned by a student's fundraising will never be paid out to the student and will be absorbed by the 'general funds account' when that student leaves the program. Students **are** allowed to use 'credit' in their account for future expenses such as additional ensembles, trips, or future years dues. Students/families cannot and will not receive any 'refund' or reimbursement from fundraised monies.

Expected fundraisers for this year include, but are not limited to, the following:

- o Cheesecake Sales
- o Cookie Dough Sales
- o TNT Fireworks (Summer & Winter)
- o Chocolate Bar sales (Mid-August)
- o Concessions at home games (Fall)
- o Car Washes (TBD)
- o Spirit Nights (Locations/Dates TBD)
- o Can Shakes

## Section Leaders

All successful band programs have a strong core of student leaders assisting the staff to ensure the program runs smoothly and efficiently. Leadership positions are yearlong and any interested student must fulfill the requirements to be considered. In general, any members selected are to uphold the highest standard as musicians, performers, students, and well-rounded young adults.

### **DRUM MAJOR(s)**

The Drum Major is responsible for conducting the band at football games, competitions, and parades as well as monitoring sectionals, and ensuring that the highest standards are upheld by all Band Members at all times.

### **BAND CAPTAIN**

The Band Captain is responsible for assisting and supervising all Section Leaders to ensure all students are fulfilling their roles as a student leader. This includes calling leadership meetings

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during the fall and spring, providing feedback to section leaders, and working closely with the Drum Major(s) and Directors to achieve designated goals throughout the year.

## SECTION LEADERS

**Flute, Clarinet, Alto Sax, Low Reeds, French Horn, Low Brass, Tuba, Percussion, Guard**

Section Leaders are responsible for making sure all section members know all music and marching maneuvers, have all materials, and are informed at all times for upcoming events, rehearsals, and performances. Section Leaders will call and run sectionals to work on isolated areas. Section Leaders are responsible for knowing where each member is and reporting attendance to the Drum Major. Being a Section Leader is a full year commitment and is not only limited to the time frame of marching season.

Anyone interested in becoming a student leader within the band must:

- Audition for All County Honor Band or Perform at Solo & Ensemble
- Complete application
- Write a Leadership Essay
- Be interviewed by the Directors/Staff
  - Anyone auditioning for Drum Major will do their interview during the DM audition and will not have to do additional interviews for any other position they may be interested in
- Perform specified Scales/Rudiments/Guard Routines - as directed by Directors/Staff
- Attend Leadership Classes after school with Directors (typically April, after school)

\*Drum Major Candidates have a separate audition at the end of the school year. Requirements will be released well before the audition. The Selected Drum Major must attend Drum Major camp at a major university.

## LOADING CREW

Loading crew will be responsible for ensuring all props, instruments, and other needed items are loaded and unloaded for each performance. Loading crew will also ensure the rehearsal speaker is setup and ready each day including: operation, charging, transportation and storage

## TRI-M NATIONAL MUSIC HONOR SOCIETY

The Tri-M National Music Honor Society is designated for students who demonstrate outstanding musicianship, leadership, and an eagerness to serve the OHS Music Department and community. Members will be required to attend monthly meetings and induction ceremony, fulfill volunteer/community service hours to maintain eligibility, maintain appropriate GPA in all classes as well as all **music** classes, and complete any other tasks/goals and required performances as specified by the Chapter Advisor, Mr. Robbins. Members must also pay annual dues, which will be specified at the beginning of the year. Dues will contribute to the operation of the organization as well as the cost of **Honor Stoles** for seniors – seniors are allowed to wear at Graduation (one of four organizations that are allowed this honor at OHS).

New members will be nominated and notified via letter and must complete the Tri-M Application that will be attached with this notification and turn it in by the required deadline. Once this application is complete, students will be notified of their acceptance once they have participated in the Tri-M induction ceremony (which parents are allowed and encouraged to

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attend). Freshmen must complete 1 semester of music courses in high school to establish a GPA in order to be considered for Tri-M.

Tri-M members commonly contribute to the band as tutors for fellow band members and can be utilized by any current member upon request. Students can simply speak to a Director, or Tri-M Member (or parents may contact a Director for this service).

## **BAND SERVICE AWARDS**

In recognition of the hard work and service that each member provides to Oakleaf High School, Band Service Awards are presented at the annual OHS Band Banquet. The cost of the Banquet varies year to year based on the meal options, and venue.

The criteria for earning the various awards are as follows:

- Certificate of Participation & Band Patch – **1 full year** of membership, participation in both FBA District Marching and Concert events, attendance at all contests and performances.
- Certificate, – **2 full years** of membership, participation in both FBA District Marching and Concert events, attendance at all contests and performances.
- Certificate, – **3 full years** of membership, participation in both FBA District Marching and Concert events, attendance at all contests and performances.
- Certificate & graduation cord, – **4 full years** of membership, participation in both FBA District Marching and Concert events, attendance at all contests and performances.

**Senior Cords** – all seniors in good standing, with participation in both FBA District Marching and Concert events, who are in the band **4 full years** receive a Senior Cords.

Those who do not complete a full year of membership, including both Marching and Concert season, are not eligible to receive awards. This includes those who transfer away from OHS midyear, and those guard members who do not march indoor season. Students transferring in who have participated fully in their programs at their previous school will be “grandfathered” in, and will get credit for their service in other bands. Students who miss a festival, contest or performance due to serious illness or a death in the immediate family may obtain a waiver from the director, and receive their award for that year if all other obligations are fulfilled.

## **School-Sponsored Events & Activities Disclosure**

CCDS is proud to offer a multitude of school-sponsored events and activities. Many of these activities are strengthened through outside guests working with students. This could include speakers/presenters, clinicians, accompanists, etc. The expectation is that all guests will go through proper vetting when working with students. This has been established by CCDS Policy. As always, event details are shared with the students and their families. Event or activity details should include: nature of the activity, date/time, type and location of guests at the event/activity, and method of student supervision. When students sign up for school-sponsored events and activities, it should be communicated to both the student and the parent if outside guests will be involved in

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any capacity. Parents who have questions may reach out to the event or activity sponsor for further information.

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**Please review these dates prior to making any personal plans or events!**

## **MARCHING AFTER SCHOOL REHEARSALS**

Mon and Tues (2:30-5:00), Thurs (5:00-8:00 – changes to 4:00-7:00 in October)

**\*\*Guard Times may vary\*\***

## **FOOTBALL GAMES**

8/25 vs Orange Park HS (Senior Night)

9/1 vs Baker County HS

9/8 - bye (Marching Rehearsal)

9/15 vs Fleming Island HS

9/22 vs Bolles (Alumni Night)

9/29 @Creekside HS

10/6 vs Bradford HS (JrHS Band Night)

10/13 vs Buchholz HS (HC)

10/20 @Madison County HS

10/27 @Bartram Trail HS

11/3 @Clay HS

## **MARCHING PERFORMANCES**

**10/7 -Ridgeview HS**

**10/14 – Fleming Island HS**

**10/21 - BOA Regional - Orlando**

**10/28 - MPA @Bartram Trail HS**

**11/11 - FMBC Semi Finals/Finals**

## **WINTER CONCERT**

Thur, Dec. 7th, 6:00pm

**ALL COUNTY AUDITIONS\*** – Nov. (TBD)

**ALL COUNTY BAND\*** – Jan. 16-18th

## **WINTERGUARD/INDOOR PERC. SHOWS**

**Winterguard shows:**

*TBD (Saturdays in Jan, Feb, and March)*

**Indoor Percussion (Marching) Shows:**

*TBD (Saturdays in Jan, Feb, and March)*

**Concert Percussion Shows:**

*TBD (Saturdays in Jan, Feb, and March)*

**OAKLEAF JAZZ NIGHT** (All Concert Ensembles)

Tue, February 6th 6pm @OHS

## **JAZZ ENSEMBLE MPA**

Thurs, February 7-8th @ Creekside HS

## **FBA SOLO AND ENSEMBLE MPA\***

February 9th&10th @Fleming Island HS

## **OAKLEAF CONCERT NIGHT**

Tue, February 27th, 6pm @OHS

## **FBA CONCERT MPA**

Thurs-Sat, Feb. 29-March 2 (Day TBD) –  
Flagler-Palm Coast HS

**BAND TRIP** - March 10-16, Hawaii

## **Recital Night**

Wed. March 20th, 6:00pm, OHS

## **STATE SOLO AND ENSEMBLE\***

TBD

## **STATE CONCERT MPA**

TBD

## **ROUND TABLE CONCERT**

Applications due Feb/March

Concert Performance (ALL performers) - TBD,  
March/April (gym)

## **WIND ENSEMBLE FILM CONCERT**

Thurs. April 18th, 6:00pm

**LEADERSHIP INTERVIEWS/AUDITIONS** - during  
April/May

## **SPRING CONCERT**

Fri, May 10th, 6:00pm

## **BAND BANQUET**

Sat, May 11th, 6:00pm (all members and families)

**\*=These are auditioned and/or optional events - speak to Directors for clarification**

**ALL DATES AND TIMES ARE SUBJECT TO CHANGE DUE TO FACTORS BEYOND THE DIRECTOR'S CONTROL**

**All Member/ Performers = woodwinds, brass, perc, and guard**

Please refer to our calendar on our website to stay up to date on performance, rehearsals, and other band events!

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## Parent and Student Participation Agreement

By signing this page, you acknowledge that you have read, understand, and agree to all terms, policies, procedures, obligations (time and financial), and expectations within this handbook and online registration forms. The Oakleaf Band Directors reserve the right to alter any content within this handbook at any time to further refine and improve upon the quality and success level of the program. When changes are made students and parents will receive updated pages when necessary, or a digital copy will be provided via website/BAND APP.. Students involved in any aspect of the program (Band, Guard, Indoor, Jazz, etc) are bound by this handbook - Guard students are *additionally* bound by the separate Color Guard Handbook. Fees and deposits paid for any aspect of the program are non-refundable as are any monies fundraised and/or donated to the OHS Band. The Directors reserve the right to remove any student who does not comply with the contents of this handbook. Furthermore, the Directors reserve the right to make the final decision on when, where, and how any student performs during any event throughout the school year while in the OHS Band Program (this includes placement in band classes, ensembles, etc). This handbook is in place to ensure all students have the opportunity to experience a high-level program.

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_