

**OCHS Band Handbook**  
**2011-2012**  
*“Excellence and Leadership through Music”*

The purpose of this handbook is to keep you informed of the policies and procedures of the Oconee County High School Band program. These items are paramount to the success and progress of a successful program. Please read this book carefully and completely. On the last page is a consent form which must be signed by student and parents stating that the book has been read and that all policies and procedures are understood and agreed to.

To contact the director:  
Mark Provost  
769-6655 ext. 3503  
mprovost@oconee.k12.ga.us

Information is posted frequently at the band’s website: **[www.ochsband.com](http://www.ochsband.com)**

**Objectives:**

- Become more proficient on band instruments and further our musical education.
- Become more responsible and develop leadership through participating as officers and representatives for the school and the community
- Show pride in accomplishment through band activities and individual accomplishments and achievements
- Keep community aware of the importance of music through programs, concerts and community involvement
- Involve students, parents, faculty, staff and community in our musical family partnership through participatory activities and integration of new ideas

## **General Rules and Regulations:**

Students should have all materials including instruments in good working condition, pencil, music, coordinate sheets, a water bottle, clean and complete uniform and any other necessary equipment for each class, rehearsal or performance.

Students should talk only at appropriate times - before and after class or when called upon.

Students should not bring gum, candy or any type of food or drink into the band room without specific permission.

Students will be responsible for their own instruments and equipment and leave other's alone.

Students should attend all rehearsals and performances, allowing appropriate time for set-up and break-down before and after.

Students should show respect at all times, and behave in a manor which is representative of OCHS. This includes behavior towards teachers, staff, parents and other students. Profanity, rudeness or any other type of disrespectful behavior will not be tolerated.

The rules set forth in the OCHS student hand book will apply at all times, including out-of town, before, and after school activities.

All federal, state and local laws will apply at all times. This especially applies to use of drugs, alcohol, tobacco and weapons. Violation of these laws may result in immediate expulsion from the program as well as remission to the proper authorities.

Violation of any of these rules may result in a verbal warning, a conference, loss of 3<sup>rd</sup> quarter privileges, detention after marching practice or after school, a parent conference, a conference with the principal and/or suspension from the program.

## **Attendance Policy**

- Attendance at rehearsals and performances is mandatory.
- Each band member must make arrangements to attend each and every rehearsal and performance.
- Absences will be excused by the band director or auxiliary sponsor only.
- Absences will be excused for illness, medical or family emergency, or for school make-up work related to such absences.
- Absences for any other reason, including but not limited to: birthdays, weddings, reunions, retreats, parties, tutoring, other extra-curricular activities, catching up on homework, class projects, part-time jobs, or etc. will be considered un-excused.
- Excessive excused absences will be discussed in a parent conference
- Each absence will be addressed on an individual basis and extenuating circumstances may be considered.

- **The following attendance policy will apply:**

Absent: A student who misses more than 30 minutes of a rehearsal, either at the beginning or the end, will be counted absent.

Tardy: A student who arrives after rehearsal has started or leaves early will be counted tardy.

### Absences

- 2 un-excused absences in the same week will mean being benched for the next game.
- 3 total un-excused absences will result in being benched.
- An un-excused absence on a Thursday before a game or performance will result in being benched (“*No Thursday, No Friday*”).
- Once a student is benched he/she will be placed on probation the remainder of the year. A second benching will result in a parent conference and may require suspension from the program.
- Any absence due to a scheduled conflict which is not cleared with the director in advance may be treated as an unexcused absence.
- Any un-excused absence from a performance will result in a parent conference. The student will be ineligible for letter and ineligible to be an officer next year. Non-field performances may be given special consideration (fall-festival, parades, Veteran’s day, etc)
- A student who is benched will participate in all other areas of the game or performance, but will remain on the sidelines during the performance of the show.

### Tardies

- Being tardy to rehearsal may result in being detained after practice, missing part or all of the next 3<sup>rd</sup> quarter break, or being assigned extra duties.

## **Band Uniform:**

The Band will provide a uniform consisting of an official marching band T-shirt, jacket, sequin vestee, hat, plume, gloves and garment bag.

Each student is responsible for purchasing one pair of black marching pants and one pair of black marching shoes.

Auxiliary members will purchase their own uniforms and accessories.

The uniform must be dry cleaned regularly by the student. Dry cleaning receipts will be required regularly. *Sequin vestee must not be dry-cleaned.*

No excessive make up or jewelry is to be worn with the uniform.

Hair that reaches the uniform collar must be up for marching band performances.

The band T-shirt is to be worn under the uniform at all times.

## **Band Officers**

These students are to be treated with due respect for the dedication they give for the success of the OCHS Band. These duties continue throughout the entire school year.

Drum Major The drum major is the field conductor of the marching band. Duties include conducting the marching band, teaching marching fundamentals, assist the director with administrative tasks and distribute information to other officers.

Band Captain The band captain is the highest ranking band officer. Duties include assisting with administrative tasks, presiding at officer meetings, working with the band managers and upholding the tradition and spirit of the program.

Section Leaders Duties of the section leaders include teaching music and marching to their respective section, distribute information to section members, and keep accurate attendance records for their section

Colorguard Captains Duties of the auxiliary captains include teaching routines and drill, record attendance, maintaining and overseeing the loading of equipment, and distribute information to their section.

Bus Captains Duties of the bus captain will include taking roll on the bus and delivering this roll to the director and checking each bus for trash and belongings after each trip.

## **Travel Procedures**

- A sign up sheet will be posted at the beginning of marching season for busses to out of town trips. No changes in this list will be made without specific permission from the director.
- Students may not enter or exit the bus until instructed to do so.
- Students will stay quiet and keep all hands, heads and objects inside the bus at all times.
- All band members must ride the bus to all functions. Students may ride home with parents or legal guardian (over age 18) *ONLY* with prior written permission.

## **Band Letters**

Any student who completes the entire marching season with no benchings or un-excused absences from a performance will be eligible to receive a band letter or bar. This includes managers.

## **School Owned Instruments**

If you play a school owned instrument, you are responsible for maintaining it in good condition, including any repairs, cleanings, and inspections.

## **Band Boosters**

No school organization can be successful without extensive parental involvement. Parents, YOU are an absolutely vital part of our success in the OCHS Band. The band boosters provide financial support, manpower, and moral support to the band. The booster meetings are held the 2nd Tuesday of each month, unless otherwise scheduled.

The standing committees that you can be involved in are Concessions, Telephone, Publicity, Uniform, Membership, Band Banquet, Nominating, Auditing, Budget planning, and many others. Your help is needed and welcome!

## **Band Booster Officers for 2006-2007:**

Deb Kight, President  
Brooke McWhorter, First Vice-President  
Karen Andrews, Second Vice-President  
Terry Centner, Secretary  
Rocco del Sesto, Treasurer  
Charles Adams, Rebecca Ballard-Members at-large

## **Financial Responsibility**

As an extra-curricular activity, the majority of the budget for the marching band must be provided by the band itself. Each student will be assessed a marching band fee. This fee helps to cover the cost of : band T-shirt, uniform maintenance/repairs/replacement, garment bag, gloves, rain ponchos, maintenance of school instruments, new instrument and equipment purchases, auxiliary equipment and props, music, instructors, band camp supplies, awards banquet, senior night and 8<sup>th</sup> grade night receptions, clinic/festival/competition fees, and various other expenses related to the marching band.

Parents will have the choice to either pay this fee directly, or participate in fund-raising activities to meet the fee.

2011 marching band fee: \$250 musicians, \$150 colorguard  
1<sup>st</sup> payment \$150 (musicians)  
2<sup>nd</sup> payment \$100 (musicians) by October 1st

Other financial responsibilities may include uniform costs (shoes and pants) and clinic fees and costs (honor bands, solo & ensemble, etc.) and the annual band trip.

## **Student Accounts**

The purpose of student accounts is to assist the individual with expenses throughout the year.

The following guidelines will be applied to the student accounts:

- All money raised (*profit*) in fund-raising activities will go directly into each student's individual account
- If a student's participation in the band is terminated, all money in the student account will be forfeited
- Any money left when a student graduates may be placed in a sibling's account

Money may be spent towards any band-related expense approved by the director including fees, trips, uniform costs, etc. ***Money may not be withdrawn to use as "spending money."***

**Please detach this page and return it no later than July 29.**

-----  
I HAVE READ AND AGREE TO FOLLOW THE RULES, POLICIES AND PROCEDURES  
STATED IN THIS HANDBOOK FOR PARTICIPATION IN THE OCONEE COUNTY HIGH  
SCHOOL BAND.

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

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date