



# Orange Park High School Band

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

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# Band Handbook

2019-2020

## 2019-2020 Director and Staff

**Brett Pikuritz, Director of Bands**

Staff:

**Stephanie Sutton - Colorguard Instructor** **Rebekah**

**Brittany Jung - Colorguard Instructor**

**Omar Staley - Percussion Instructor**

**Mike Rippstein - Percussion Instructor**

**Sarah Fiori - Percussion Instructor (Front Ensemble)**

**Tyler Chaney - Woodwind Instructor**

**Neeraja Chandrasekharan - Woodwind Instructor**

**Tristian Geister - Brass Instructor**

**Austin Merrill - Brass Instructor**

**Mitch Knupell - Brass/Visual Instructor**

## Preface

The Orange Park High School Band Program is open to all interested students who demonstrate the desire, ability, and proper attitude to be a member of the group. Students desiring membership must have permission from the director. Students will be placed at the discretion of the director. It should be understood that everyone will have a fair and equal opportunity for band participation. However, from time to time, it may become necessary to exclude or dismiss those students who fail to meet the band's standards. All students enrolled in band are expected to participate in both marching and concert band, unless extraordinary circumstances exist that prevent such participation. As a member of the Orange Park High School Band program, you are expected to set high goals for yourself and the program. The success of YOUR band first requires that you are 100% dedicated and committed to doing your part in helping the team to reach our goals! The rewards of reaching those goals are immeasurable in the development of our students as well-rounded human beings.

In addition, it is our philosophy that "the process is more important than the product." This places the emphasis on the development and growth of each individual student, not just on specific performances. Members of the OPHS Band develop musically, emotionally, mentally, socially, and physically during their time in the program. Objectives include character building, commitment, cooperation, dependability, determination, self-discipline, leadership, punctuality, respect, responsibility, and self-control.

This handbook contains guidelines, regulations and information to ensure the success of YOUR band. **Please read this handbook carefully** so that you may understand at the outset what is expected of you and what you should expect as a member of the band. Knowledge of the contents of this handbook will provide each student with an understanding of how he/she may best contribute to the productivity and overall success of the program, resulting in the optimum individual experience.

## The Importance of Attitude

The greatest single factor that will determine the success of any individual or organization is **attitude**. It takes intense dedication to reach goals. Students should learn to discipline themselves to practice daily, on fundamentals in concentrated and routine practice. The “right attitude” must be present along with sincerity, concentration, and dedication as the basic foundation of success. Such an attitude makes an artistic performance inevitable and ends up being the factor that makes the difference between a high quality organization and a mediocre group. You who are in band are a favored few. This organization can do a lot for you. Make the most of it, every rehearsal and performance.

### How To Demonstrate a Positive Attitude in the Band:

- ☑ Be the first, never the last, to rehearsals.
- ☑ Always have the needed and required rehearsal items.
- ☑ Wear appropriate rehearsal attire-proper shoes, shorts, etc.
- ☑ Demonstrate desire, spirit, and enthusiasm for learning, working, and contributing.
- ☑ Be one of those students who is always “there”; a person who can be counted on.
- ☑ Prepare and master your part IN ADVANCE – only your best is good enough
- ☑ Refrain from making comments, or carrying on a conversation, during rehearsals.
- ☑ Maintain silence and eye contact with instructor or officers in charge.
- ☑ Use “High-Intensity Listening.” (Listen and Silent are spelled with the same letters).
- ☑ Stop and listen immediately when cut-off is given or move is completed.
- ☑ Exhibit enthusiasm and patience for practice-understand the need for repetition.
- ☑ If you experience failure, analyze it and make a plan to improve and succeed then next time.
- ☑ Turn work into fun. Enjoy rehearsing -- hot, cold, rainy or hot (because it will get hot and it will rain!)
- ☑ Try learning something new, and improve every day. Have a Growth Mindset.
- ☑ Do your best to make those around you look and sound better.
- ☑ Be humble in your success. Demonstrate class in all situations.

**Remember: “The Band will only be as good as my attitude and my contribution.”**

## The Importance of Discipline

Because of the nature of the organization, discipline must be strict, out of necessity. Marching Band is rooted in regimented military tradition. Students and parents must be willing to accept the ideals, principles, and rules of the organization. Because band members are constantly on public display, each member must always be aware of the importance of good behavior and social etiquette. Any misconduct casts a direct reflection on the band and school and may well undo the good work of many students. Any student who casts discredit on the band by their conduct or actions, either at school or on a trip, shall be subject to dismissal from the band in addition to other disciplinary actions by the school.

**\*\*\*Participation in band is a privilege, not a right\*\*\***

## Responsibility

The Orange Park High School Band will seek discipline through personal responsibility and student leadership. These are high ideals, and they work with the top programs in the country. With individual attention to attitude, discipline, and some basic rules, we will continue to mature and develop our great band program:

- The reputation of the Orange Park HS Band Program will be built on quality of character and musicianship. We expect your very best at all times!
- Always show up to class/rehearsal with all the required materials (i.e. instrument, music, pencil, etc.)
- All students are expected to behave properly at all times. You are representing Orange Park High School and our community. Anyone guilty of gross misbehavior may be dismissed from the program.
- **Absolutely no hazing (verbal or physical), or bullying of any person in any form will be tolerated!**
- All school rules will be enforced. The music department and school authorities will deal with any infraction of the rules.

## Overview of Expectations

- Attend all rehearsals and performances – the minimum expectation is 100%
- Be on time for all classes, rehearsals, and performances. This usually means to be early.
- Be proactive, not reactive!
- Be prepared for rehearsals and performances. Have instrument, music/drill book, pencil, extra reeds, valve oil, mutes, etc. If a student's instrument is in the shop for repair, the student is required to have a "loaner" instrument issued from the music store. If this is not possible, the student must contact Mr. Pikuritz, ahead of time, in order to secure another instrument that they can use during class. Not having an instrument is unacceptable unless there is an extreme hardship.
- Keep instrument and equipment in top-notch performance condition.
- Understand the duties of Leadership to work **WITH** you and not against you. Anyone on Council is an extension of Mr. Pikuritz. Please follow their lead.
- Practice regularly at home (at least 20-30 minutes per day). Take private lessons if at all possible. Practice time should be spent on scales, music, and etudes assigned by the Director or private instructor. The use of a metronome and tuner while practicing is highly encouraged!
- **Keep the band facility and music building neat, orderly, and free of litter.** Store instruments and music in assigned places (lockers & cabinets), **NOT ON THE FLOOR.** Do not leave books or personal belongings in the band room. Your lockers are for your instruments only. Lockers will be checked periodically and if any non-music or food items are found they will be removed.
- **Keep lockers locked! If they are unlocked, you will lose the privilege of keeping your locker.**
- If you use something, PUT IT BACK! (i.e. stands, chairs, music folders, etc.)
- Keep up with, and be responsible for, the music and equipment issued to you.
- Fulfill "Fair Share" (Band Fee) obligation by the deadline. Fundraising activities are provided to help.
- Demonstrate a positive attitude at all times.
- Most importantly, HAVE FUN! We have fun, by rehearsing and performing at the highest level. The reward of fun comes from knowing that you did your absolute best, and then the product itself becomes the reward!

## Home Practice

Home practice plays an important part in the musical growth of any musician. Further, educational research has proven that a student's ability to perform on a musical instrument will improve at a rate directly proportional to the quantity of time and effort expended in practice. However, the QUALITY of practice is also important. Practice doesn't make perfect. **PRACTICE MAKES PERMANENT. Only PERFECT practice makes perfect (i.e. practicing the correct things with proper technique, etc.)** So, don't practice bad habits, and don't play something sloppy over and over, because it will just get sloppier. Practice slowly, while gradually increasing the tempo but keeping everything else perfect. If that doesn't work, practice one note at a time, then gradually put them together. One note at a time, then one count at a time, then one measure at a time, then one phrase at a time, then one section at a time, etc. Anything worth doing is worth doing SLOWLY!

*It is not enough to practice until you can play it right.  
You must play it right over and over, until you can't play it wrong!*

**Home practice is EXPECTED...  
"GETTING BETTER EVERYDAY!"**

## Basic Rules

The band has three big, basic rules:

- 1. Be at the right place at the right time**
- 2. Give 100% of the effort 100% of the time**
- 3. Treat others as you want to be treated**

Students are expected to abide by the Clay County Code of Student Conduct, OPHS Rules and the OPHS Band Rules at all times. Any instrument or equipment not belonging to, or specifically assigned to you is strictly off limits.

### **If it is NOT YOURS, DO NOT TOUCH IT!**

- **No food, gum, or drink is allowed at any time in the band room or in the music building. Bottled water is allowed & encouraged.**
- NO P.D.A (Public Display of Affection) while in uniform or representing the band.
- No gum is allowed at any rehearsal, performance, or while in uniform or partial uniform.
- During the regular school day, the band facility is to be used for regular classes, rehearsals, sectionals, and pre-arranged help sessions only. You may come to the band room to practice at any time with a written pass (or email) from your teacher.
- **No students in the director's office at any time, unless it is for official business. If communication with the director is absolutely needed, please wait outside the Band Office door and wait for eye contact and a cue to enter. Do not barge into the office. This is Mr. Pikuritz's professional workspace.**

**\*\*\*For security & safety reasons, NON-BAND STUDENTS ARE NOT ALLOWED IN THE BAND ROOM at any time\*\*\***

## Attendance

Attendance at all rehearsals & performances is **REQUIRED**. This is a performance-based activity. The expectation is 100% attendance. As a member of the band program, you play a very important part in each band function. Inasmuch as the band works as a finely trained team, it is essential that every member be present for ALL functions, which include rehearsals, concerts, MPA, competitions, football games, parades, and out-of-town trips. Any member who is absent makes the band less effective and has an adverse effect on the morale and success of the band as a whole.

**Band is a co-curricular activity that is part of the elective fine arts curriculum. The term 'co-curricular' means that rehearsals and performances outside of the regular school day are a part of that curriculum and therefore an integral part of your overall participation grade. Medical appointments, work schedules, and vacations should be scheduled around band rehearsals, performances, and other activities. Individual needs will be addressed as they occur, therefore this system is subject to modification by the director.**

**THE ONLY EXCUSED ABSENCES FROM BAND PRACTICE OR PERFORMANCES ARE THOSE RECOGNIZED BY THE SCHOOL SYSTEM FOR NORMAL ATTENDANCE PURPOSES (SEVERE ILLNESS, FAMILY EMERGENCY, & RELIGIOUS HOLIDAYS), AND REQUIRE PROPER DOCUMENTATION. ALL OTHER ABSENCES WILL BE DEEMED 'UNEXCUSED'.**

## Procedure for Absence

Naturally, sickness and other hardships make it necessary to miss on rare occasions. The PARENT/GUARDIAN must notify the Director as far IN ADVANCE as possible if a student must miss a rehearsal or performance by:

1. **Emailing** Mr. Pikuritz with the date & reason.
2. **Students must provide a written note to the director...NO EXCEPTIONS.**

After following the procedure above, the absence will fall into one of three categories:

1. PERMITTED: Advance notice given was at least 10 school days, subject to the discretion of the director.  
**(Student does not lose points for the activity/event, only with director approval)**

**A 'permitted' absence may NOT be granted for a day on which the band gives a public performance**

2. EXCUSED: Reason - family emergency, illness, or religious holiday  
**(Student loses points for the activity/event, but can make-up the grade by completing an alternative assignment as felt necessary by the director)**
3. UNEXCUSED: Any absence that is not 'permitted' or 'excused'  
**(Student loses points for the activity/event; no make-up opportunity, automatic '0')**

## Consequences for Absences

1. The first unexcused absence to a performance or co-curricular rehearsal will result in being "benched" for the upcoming performance.
2. The second unexcused absence will result in a call home to parents/guardians.
2. The third unexcused absence will result in DISMISSAL from the performing organization.
3. Missing two band classes in one week may result in being benched for the performance that week.
4. Missing **ANY** co-curricular rehearsals may result in being benched for the performance that week.
5. The following deductions will occur to the **student's participation grade** as consequences for being tardy or absent: **-5 for being tardy; -10 for an unexcused absence**

A "benched" student performer still attends all band functions, sit in the stands, and plays in uniform.

Please understand that rehearsals and performances in band are equivalent to quizzes & exams in other classes. Since there is no way to truly "make-up" these events, **missing a rehearsal or performance is equivalent to not taking a quiz or exam, and students will therefore earn a 0% as their grade.** However, any co-curricular rehearsal or performance missed for an **acceptable** reason (excused or permitted absence) can be made up by completing an assignment approved by the director. **FAILURE TO MAKE UP AN EXCUSED ABSENCE GRADE WILL RESULT IN LOWERING OF THE BAND GRADE.**

*Alternate assignment (for excused absences): Students with an excused absence from a performance will be permitted to "make-up" the performance grade by completing a 3-page (double-spaced) writing assignment of the student & director's mutual choice. This option for performance-related make-up work will only be extended to student dents with excused absences that are approved by the director.*

All unexcused absences from a performance will automatically earn a 'zero', with no option to remedy the grade.

**\*\*\*NO SUBSTITUTIONS FOR MISSED PERFORMANCES\*\*\***

**Early is on time. On time is Late.  
LATE IS UNACCEPTABLE!**

### Procedure for Tardies

Tardiness will not be tolerated. Tardies cause delays in time schedules and are discourteous to your fellow band members who must wait for you. Always arrive at least 15 minutes early from the scheduled time, so that you are ready to perform at the scheduled time. All tardies are unexcused unless excused by valid reasons or a written pass. The procedure for tardies is the same as that of an absence.

1. EXCUSED TARDY (Student does not lose points) **MUST HAVE A WRITTEN NOTE IF COMING FROM TEACHER, HOME, DR.'s APPOINTMENT, ETC.** However, a note does not automatically excuse the student from a rehearsal or performance. The reason for the tardy will be evaluated in conjunction with the excused written note to determine whether or not the tardy is excused.

2. UNEXCUSED TARDY (Student loses 5 points for every rehearsal)

## Unacceptable Excuses for Absences and Tardies

### Excuse

1. "Had to work."
2. "Couldn't get a ride."
3. "Didn't know about it!"
4. "Parents leaving town."
5. "Parents made me stay home to work/study."
6. "Had an appointment."

### Solution

1. Make arrangements with your employer early (submit an accurate availability form to your boss)
2. Be responsible. Check with your Captain or Section Leader for help (rehearsals are NOT scheduled last-minute; arrangements should be made well in advance!)
3. Be responsible. You have been given advance notice. Check your email and subscribe to the Band Calendar
4. Clear your schedule in advance. Calendars are available early – check the band website. Carpool with a friend.
5. Attendance is required! Band is an academic study too, which has co-curricular grade implications.
6. Do not schedule appointments during a band activity.

Students do not pick and choose the band events in which they wish to participate. If the band performs or rehearses, **everyone** is to be in attendance **every time!** **Conflicts with other activities (i.e. sports practice, outside school events, etc.) should be resolved as far IN ADVANCE as possible (not the day of the event).**

If an outside event **appears** to be "rained-out", always report to the band room for an indoor rehearsal or other information that may be given. Rarely is a rehearsal or performance ever cancelled because of rain. We will never intentionally rehearse in the thunder/lightning, but we will rehearse in the rain (with woodwinds in cases). Performance takes precedence over practice concerning another school activity (i.e. Band Competition vs. Track Practice). Only reasons of GRAVE EMERGENCY should be used for missing a performance or rehearsal. These arrangements must be made in advance.

**Remember: Excuses, even good ones, will not produce a Superior band. Instead, eventually we will have a lot of understanding and a terrible band. The best excuse in the world does not get the job done.**

## Academic Eligibility/Commitment to the Band Program

- In order to participate in band activities, a band student must maintain a minimum cumulative GPA of 2.0. Any student whose GPA drops below 2.0 may be suspended from activities and becomes ineligible for awards.
- A student must be in attendance at school at least a ½ day on the day of, or the last day before a performance.
- A student must attend the last rehearsal before a performance in order to be eligible to perform.
- Ineligible students are to attend band rehearsals and take rehearsal notes or do alternate work, as assigned by the Director. They are to attend performances, sit in the stands and help with equipment. They may not participate in the performance.

This program runs for the full year. Considering the level of commitment required, participation in other co-curricular or extra-curricular activities might have to be limited. Although, students are encouraged to participate in other activities that will help to mold them into well-rounded students (i.e. National Honor Society).

## **Sports/Other Activities**

It is my belief that high school is a time where you should be allowed to pursue a couple or few things that interest you. However, it is also a time to learn that if you spread yourself too thin, you might not have enough time or energy to achieve any of those things to your full potential. No student will be denied membership in the band program because of interest in other activities, as long as the student consistently meets all requirements of the band program. By being a part of the Orange Park High School Band you are committing yourself to its FULL involvement.

If you are interested in playing any sports, you MUST talk with the band director AT THE BEGINNING OF THE YEAR. Most conflicts can be resolved and worked-out ahead of time with careful/responsible planning. It is the responsibility of the student, NOT the director, to resolve conflicts/scheduling issues. Be proactive, not reactive!

## **Varsity Letter Requirements**

Band members have the opportunity to earn a varsity letter during their first year, and a service pin each additional year of participation. The criteria are as follows:

1. The student must participate in Marching Band and Symphonic Band during the entire year.
2. The student must attend ALL scheduled rehearsals and performances unless the absence is excused. Students will be allowed one (1) unexcused absence from rehearsal during the year. This will help those students who might have an unavoidable conflict.
3. The student must adhere to all rules and regulations of the band. Flagrant violations will result in immediate loss of the opportunity to earn a varsity letter.

**ALL LETTER POLICIES ARE AT THE DISCRETION OF THE BAND DIRECTOR AND MAY BE MODIFIED AT ANYTIME**

## **Grading Policy**

The 9-week grading scale policy will be determined by the student's point total and classroom grades.

- A = 90+ Points
- B = 80-89 Points
- C = 70-79 Points
- D = 60-69 Points
- F = 59 Points or less

## Method of Earning a Grade

All Band classes are considered to be co-curricular which, by definition, means that students are expected to meet and complete all classroom/school-day demands as well as those extra-curricular or outside of the classroom activities (i.e. after-school rehearsals/sectionals & weekend performances). Students earn points toward their grade for all band classes by attending and participating in the following:

1. **Attendance at ALL rehearsals.** Every Student starts each quarter with 100 points. For every rehearsal that is missed a deduction of 10 points will occur. For every rehearsal that a student is tardy to, a deduction of 5 points will occur.
2. **Attendance at ALL performances.** Adjudicated and public performances cannot be recreated. For every performance that is missed a deduction of a full letter grade for the entire quarter will occur. If a student is unable to attend ALL performances, they should reconsider their commitment to this activity.
3. **Play or performance test.** These will be utilized from a pass/no pass situation up to 100 points per test.
  - a. If students do not pass a playing test, they will not participate in the performance. During marching season, students will be required to complete pass-offs. Until the pass-off is satisfied for each given week, the student will not participate in the performance. Rather, they will stand on the sideline during the performance.
4. **Participation in class and general conduct.** Each student begins each quarter with 100 participation points. Five (5) points can/will be deducted for various reasons, such as not having music, pencil, instrument etc., or discipline issues that might occur.

### RECAP OF GRADING SYSTEM (Quarterly)

Performances		Deduction of a full letter grade for absence
Rehearsals outside of school	100 pts.	-5 for tardy -10 for absences
Participation	100 pts.	-5 for every infraction of non-participation (no instrument)
Playing tests	*pts. vary	Grade determined by ability & level of preparation

**"There are only two options regarding commitment. You're either in, or you're out.  
There's no such thing as life in-between."**

~Pat Riley~

## Bonus Points

Students can earn a maximum of 10+ bonus points per grading that will be added on to their rehearsal (process/participation) grade. Some of the possible opportunities to earn bonus points include:

### Each Grading Period

Improvement in attitude/contribution to the group	1 to 2+
Seeking individual help from Mr. Pikuritz (outside of class)	1 to 5+
Private Lessons (at least six per grading period)	10+
Participation in an outside dance company/class	10+

### First Grading Period

Attending a Summer Band Camp (of at least one week)	10+
Audition for All-State Band	10+

### Second Grading Period

Acceptance into Tri-State (FSU)	10+
<b>*Audition for All-County Band [Honors Credit requirement]</b>	5+

### Third Grading Period

Participation in All-State Band/Orchestra/Chorus	10+
Participation in All-County Band	5+
<b>*Participation in District Solo &amp; Ensemble [Honors Credit requirement]</b>	5+

### Fourth Grading Period

Participation in State Solo & Ensemble	10+
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## Private Lessons

**Private lessons are strongly encouraged!** The value of one-on-one instruction with a professional on a student's main instrument cannot be overstated. Private instruction is the fastest pathway towards the advancement of musical skills and integral in helping to motivate students to achieve their highest potential. To obtain private lessons, consult your band director.

## Extra-Curricular/Special Band Opportunities

**All-State Bands** - Auditions are held in September. Students who qualify will travel to the Florida All-State Conference in Tampa in mid-January. They will rehearse with the top students in the state and present a concert at the end of the clinic under the baton of a nationally renowned conductor.

**Clay County Honor Band** - Students are selected by audition. Students who are chosen will rehearse with the top students from the Clay County School System and present a concert in early January.

**FSU Tri – State Festival**- Students are selected by director recommendation only. Students chosen for these groups will rehearse with top students from Florida, Georgia and Alabama and present a concert at the respective university in December. Students are financially responsible for meals and rooms while on campus.

**Solo and Ensemble Music Performance Assessment (MPA)** - Held annually in February. Students may prepare a music selection for district-level evaluation. Those who earn a Superior (playing a Grade V or higher music literature) will qualify for State Solo & Ensemble MPA in March.

## Rehearsal Procedures

Rehearsal time is so valuable, and every moment must be used for the actual rehearsal purpose. If you delay the rehearsal for even one minute, you have wasted a great deal of time because every other member of the band has also been forced to waste one minute because of you. The following guidelines are used in all fine organizations and are the foundation of our efficient rehearsal procedure:

## Instrument Storage Room

If your instrument is NOT in the storage room, do not enter at all! **YOU MUST KEEP LOCKERS LOCKED.**

If your instrument is in the storage room, then take out the instrument, and leave the case in your locker.

### Five Basic Rules for Music Rehearsals:

1. You must always have a **pencil**.
2. **Cut-off** with the conductor immediately; never keep playing just to play.
3. **Make eye contact** with the conductor when instruction is being given.
4. **No talking**—silent rehearsals ensure that we maximize our time together.  
Silent & listen are spelled with the same letters.
5. Always attempt to **make music** at the very highest level.

## Rehearsals in the Band Room

- **Required items:** Instrument in good working order, music in order, pencil and no less than 2 working reeds for woodwinds, necessary mutes, valve oil, etc.
- Before rehearsal begins, warm-up individually (long tones on low notes and scales) until the director steps onto the podium. At that moment, all playing and talking will stop. Your full attention **MUST** be given to that person and nothing should be allowed to distract you.
- Correct posture is essential to proper breathing and concentration. Sit on the edge of your chair with shoulders relaxed and head held high. Feet should be flat on the floor. Percussionists must stand.
- If you need to ask a question during rehearsal, raise your hand and wait to be recognized. Otherwise, there will be **no talking during rehearsal**, even if it deals with music.
- Do NOT leave your seat unless given permission to do so.

## Marching Band Rehearsals

During football season, marching rehearsals are scheduled for the following days:

<b>Tuesday</b>	2:30 - 5:00PM	Percussion Sectional
	3:15 - 5:00PM	Colorguard Sectional
	<b>6:00 - 8:30 PM</b>	<b>Full Band</b>
<b>Thursday</b>	3:15 - 5:00PM	Colorguard Sectional
	<b>6:00 - 8:30 PM</b>	<b>Full Band</b>

*Additional rehearsals may get scheduled on 1 or 2 Saturdays.*

*There will also be a few Monday & Friday afternoon rehearsals, in preparation for upcoming performances. The director will give plenty of notice for these special rehearsals. Most are already on the Charms calendar.*

*Every band member is committed to performing at each scheduled football game (Friday nights). There are also several Saturday competition dates. Please take a look at the calendar now to avoid scheduling conflicts.*

*The Spring rehearsal schedule will be officially announced in November/December. However, please tentatively plan on Symphonic Band (winds & percussion) rehearsing on Tuesdays from 2:30-5:00PM, with additional sectionals on Thursdays (Brass @ 2:00PM & Woodwinds @ 3:00PM). Brass & Woodwinds will switch times halfway through the Concert season to keep the schedule fair and balanced.*

*These times are tentative, and subject to change.*

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**\*Each student is required to have a cooler filled with ice water for rehearsals.**

"Dressing out" (wearing appropriate clothing and sneakers) is required. Marching band shoes or sneakers must be worn at all times. NO sandals, flats, pumps, boots etc. are allowed. Also, jean pants are not allowed at marching band rehearsals, as they restrict movement. Instead, wear sweat pants, or something with more flexibility and mobility, if you'd like to wear pants once it cools off. If out of 'dress code', students will be sent home to retrieve the proper attire and points will be taken off their grade.

Go directly to the practice field. The band room will be vacated (and sometimes locked) 5 minutes before the start of rehearsal. Be early! Early is on time. Instructional Staff and Drum Majors have authority at the very beginning of rehearsal until the Director reaches the practice field.

**\*\*\*There is no playing to and from the practice field, or randomly in the Band Room.  
We will always play together! All individual practicing should be done in a practice room.\*\*\***

Alertness is required ~ one should react immediately to all commands and instructions. Marching rehearsals will be most efficient if all members are diligent in correcting mistakes quickly and thinking ahead to the next move. Above all, take pride in every minute of rehearsal so that we can all take pride in our final product -- The Performance!

**SUPERIOR bands are the result of SUPERIOR rehearsals!**

All members are expected to attend every engagement in which the band participates. If you are unable to attend a performance, you must inform the Director WELL IN ADVANCE. Severe personal illness or, religious holiday, or unfortunately, family emergencies are usually the only legitimate excuses for missing a performance.

Notices of all performances/appearances will be sent out via email, on the band website's calendar, and on the band room whiteboard. It is the responsibility of students to check their email, calendars, visit the website regularly, and pay attention to the information on the whiteboard for all pertinent information. Rules of conduct regarding rehearsals are in effect during public performances/appearances. Make sure your conduct before and after the performance is always above reproach.

***Your conduct reflects on your band, your school, and your community. Proper language is to be used at all times!***

### **Auditions and Seating**

Auditions are held at the end of the 1st semester for placement in the following semester. Students will be placed in their seats based on these auditions. The Band Director prior to the audition will give audition requirements to each student. Requirements will consist of scales, sight-reading and an etude given by the director. The total score from the audition will determine the order of placement. Once students are placed, seats will NOT change.

All audition results are final.

#### **Strategies to Find Happiness ~ Make and Keep Nine Promises**

- 1. Promise yourself that you will talk health, happiness, and prosperity as often as possible.*
- 2. Promise yourself to make all your friends know there is something in them that is special and that you value.*
- 3. Promise to think only of the best, to work only for the best, and to expect only the best in yourself and others.*
- 4. Promise to be just as enthusiastic about the success of others as you are about your own.*
- 5. Promise yourself to be so strong that nothing can disturb your peace of mind.*
- 6. Promise to forget the mistakes of the past and press on to greater achievements in the future.*
- 7. Promise to wear a cheerful appearance at all times and give every person that you meet a smile.*
- 8. Promise to give so much time improving yourself that you have no time to criticize others.*
- 9. Promise to be too large for worry, too noble for anger, too strong for fear, and too happy to permit trouble to press on you.*

*~John Wooden*

## Football Game Procedures

### Home and Away Games

1. Attendance will be taken at 'Spot Time' in the designated area (usually the Band Room). Check in with your section leader. Arrive wearing your black shirt, proper athletic shorts, black Dinkles, and tall/long black socks.
2. Take all large instruments to the loading area (i.e. percussion, contras, baritones, bari & tenor sax)
3. Check out uniform, take your helmet box and get dressed. Find a "Zip Buddy" to help with the zipper on your jacket.
4. **Inspection** takes place before departure. Section Leaders should check their section's uniforms, instruments, and equipment. All band members will stand inspection before we travel to each game. Your punctuality, bearing, instruments, and personal grooming will be checked carefully. You must be completely prepared for the game performance, including instrument, extra reeds, music flip-folder, all uniform parts clean and worn correctly, etc. If you are not prepared, your grade will be reduced for the performance and/or participation.
5. Board the buses for roll call. When roll call is complete, the director will give the signal to depart.
6. Arrive at the stadium and wait for the signal to get off the buses.
7. Put helmets on, line up in block, and conduct inspection again.
8. Large instruments will go directly to the truck to unload their instruments. They will assemble their instruments and place their cases on or near the truck, then return to the block band to enter the stadium.
9. Stay in assigned seats throughout the game. Students who do not follow this rule will not receive third quarter privilege, AND could be removed from the stands and not allowed to march the show that evening.
10. Rules to be observed in the stands:
  - a. The band area is **OFF LIMITS** to everyone except band members and chaperones. This included non-volunteer friends & family. This is a safety precaution.
  - b. There will be **NO FOOD OR DRINKS** brought into the seating area except for water coolers. Chewing gum is **NEVER** permitted.
  - c. Students will remain in their assigned seats in appropriate columns/rows during the entire time the band is in the seating area. All playing will be directed; **NO INDIVIDUAL PLAYING IS ALLOWED!**
  - d. Members are reminded that the band is providing a public performance at each game. We have a job to do, therefore **WATCH THE DRUM MAJORS** at all times when they are standing in front of the band. **LISTEN** for directions, get the music out quickly, and be ready to play immediately.
11. When the signal is given, the band will stand and file row-by-row out of the seating area and down to the field staging area to prepare for the performance.
12. At the conclusion of the performance, the band will file back into the seating area. Remain standing until everyone is at his or her seat.
13. Once the band is seated, members will carefully position their instruments so that they are secure. Then, the band will be dismissed to use the concession stand and restrooms during the third quarter break. This policy will continue only if the privilege is handled with maturity and band members can manage to be back in their seats and ready to play on time. **Do NOT go into the general seating area of the stands. You are not allowed to go sit with other friends/family while with the band.** If you want to hang out with your friends/family during the break, have

them meet you away from the seating area, near the Concession Stand. Do not sit in the stands with them. (This is a security measure). **You must be in your seat, ready to play, no later than two minutes before the end of the third quarter! This timing is subject to change depending on the situation of the game, weather, performance constraints, etc.**

***Third quarter break is a privilege, not a right! You can lose this privilege.***

14. Behavior in the stands: sit and behave appropriately in the stands at all times. Remember you are representing Orange Park High School. However, have fun and show a lot of school spirit! That is what this is all about. Negative stands behavior (behavior that brings negative attention to the group) will result in the removal for the duration of the game (sent home), loss of third quarter break, participation & performance grade deduction, and/or possible removal from the program.

15. Concessions: Please use your best judgment about what to eat and drink. Avoid foods with sugars and dye, as these can damage the instruments. Always rinse with water before playing your wind instrument, regardless of what you ate. **If an accident occurs and your uniform is stained or damaged, you should immediately report this to a Parent Volunteer or Staff member, otherwise you could be charged for the purchase of an extra uniform whether or not you are at fault.**

16. At the conclusion of the game, pass all trash to the end of the row (water bottles) and make sure you have all your belongings: music, lyre, gloves, hat, etc. Larger instruments will be packed up and loaded on the truck, and all others will go directly to the bus to pack up their instruments and get ready for the trip home. A Parent Volunteer or Staff Member will call roll, and once complete, the band will depart for home (if an away game/competition).

17. Upon arrival at OPHS, everyone stays on the buses until the director gives final instructions.

18. Procedure for wrap-up:

- a. Pick up instrument and equipment and put it away in its proper location; everyone helps to unload.
- b. Turn in your uniform following the specified procedure for that night.
- c. Locate your pre-arranged transportation home.
- d. Officers may not leave until the Band Director dismisses them.
- e. A performance or appearance is NOT COMPLETED until students are officially dismissed from the activity. **No band member is permitted to leave the organization in advance of group dismissal at any time unless excused by the director prior to the performance.**
- f. Be sure that you have properly taken care of instruments, uniforms, music, and cleanup of the band room itself before leaving.

## Travel

The band or school will provide transportation. All students **MUST** ride the buses as they are purchased and pre-assigned in advance. Students may return home by another mode of transportation other than bus if they observe the following:

- Written permission is submitted **BEFORE** departure from the school.
- The **PARENT** takes custody from the director after the performance.

**\*\*\*Students will not be released to anyone but a legal parent/guardian of the student\*\*\***

While out of town, students will not ride in any private automobile without permission from the director. An adult chaperone & staff member will be placed on each bus. They are in charge. Respect is imperative. They will take roll and communicate important information to you regarding the performance or appearance ahead.

**Absolute quiet must be maintained during roll call, and when crossing railroad tracks.**

Each student is responsible for seeing that his/her instrument and belongings are loaded at the departure point, after the performance, and unloaded upon returning home. This includes cleaning up trash after any band trip.

- When travelling on school buses, each band member is responsible for placing instruments and equipment to be loaded next to the equipment vehicle in the designated location. Smaller instruments (flutes, clarinets, alto saxophones, trumpets) will almost always be carried onto the bus.
- When travelling on charter buses, place instrument and equipment on the curb next to your bus or as directed. Equipment Managers will load the cargo bays. Again, smaller instruments (see above list) will be carried onto the bus.

Standard rules for conduct for school buses are in effect for all trips. Obey the specific instructions of the bus driver. Putting hands, arms, heads, etc. out of a window is strictly prohibited. Do not ever throw anything out of a window for any reason. While at restaurant and malls, courtesy must be maintained. Speak quietly and clean up your area when finished. Always leave an area cleaner than you found it!

## Overnight Trips

Room assignments will be made in advance.

All school and band rules will be in effect:

- No boys in girls rooms, and no girls in boys rooms
- All students are to be in the rooms at or before curfew. You are not to leave rooms for any reason.
- Do not leave the hotel grounds for any reason unless directed by the director to do so.
- Students and chaperones are to be courteous to all hotel staff members and guests. Student conduct should bring credit to themselves and our organization. Do not slam doors, run, or speak loudly!
- **NO P.D.A. - Public Display of Affection. Students may hold hands, except while in uniform.**
- The use or possession of any alcoholic beverage, tobacco, or drugs is strictly forbidden at all times. Violation will result in dismissal from the performing organization and student being sent home from the trip. Other school disciplinary action will follow.

**\*\*\*SCHOOL BOARD RULES ARE IN EFFECT FOR THE DURATION OF ANY TRIP.**

***All rules still apply, as if you are on school campus\*\*\****

## Out-of-town & Distance Travel

The procedure will be the same as local games except for the following:

For distance travel (2 hours or more) we will take garment bags with uniforms as well as helmet boxes on the bus. Helmet boxes will not be placed inside garment bags. We will dress when we arrive at the stadium or performance venue.

## Enforcement of Regulations/CONDUCT

The simplest method of enforcing band rules and regulations is to withhold the privilege of participation in our band for a specified period of time. Only the director may take this action, though the band council members may *recommend* such action by a majority vote. Withholding may be done in several ways:

1. Replacing a person in the show. This would be done primarily in the case of disruptive behavior, negative attitude, not being prepared, or multiple absences.
2. In the case of extreme misbehavior or disrespect, for the good of the band, the student could be expelled from the band program.

A penalty will be administered for all **tardies, misbehavior, disrespect, disruption, defiance, disobedience, off-task activity, inattentiveness, destructiveness or any acts that cast discredit and/or embarrassment upon the band or the school, no matter the reason.** The student will have to do push-ups, run laps, or some sort of punishment in addition to the loss of a pre-determined number of points for the infraction.

For serious and continual infractions, band members may be also be suspended. This means they will be expected to attend all rehearsals and performances of the band, but will not be allowed to participate until the problem that caused the suspension has been rectified. Failure to comply with the terms of the suspension will result in the expulsion from the band.

Infractions of conduct mentioned above or those listed below are grounds for severe school board disciplinary action including suspension or dismissal from Orange Park High School and/or the band program:

- Destruction or theft of school property and equipment
- Possession or use of alcohol, drugs, tobacco, or weapons...on, before, or after a band activity
- Any action that is deemed illegal or prohibited by the Clay County Schools System

**PRANKS OF ANY KIND WHILE REPRESENTING OR PERFORMING WITH THE BAND OR IN A PUBLIC VENUE WILL RESULT IN THE IMMEDIATE DISMISSAL FROM THE ENSEMBLE. SCHOOL DISCIPLINARY ACTIONS WILL ALSO TRANSPIRE.**

**"If somebody mistreats you, treat 'em good. That kills 'em!"**  
~Bobby Bowden~

## Uniforms

### Marching Uniforms

The OPHS band uniform should provide each member with a spirit of unity and a sense of purpose and pride. You should therefore take the utmost care of your uniform. Uniforms are provided by the OPHS Band Program and are kept at school to be distributed prior to each performance. A uniform fee is included in your Marching Band fees and will cover cleaning and minor repairs. Students are responsible for any loss or damage due to negligence while the uniform is in their possession. The uniforms should never touch the floor—they are either on their hanger/in the garment bag or on your body. Replacement cost for each uniform (excluding hat/boxes) is a minimum of \$400. Uniforms will be kept at school and cleaned as needed.

\*\*\*If your uniform ever needs a repair, please tell a Uniform Officer or Parent Volunteer immediately\*\*\*

**Instrumentalist** students are responsible for purchasing the following:

- Black, lace up 'Dinkles' shoes
- Long black socks that come up to your calf. Crew-length socks are not acceptable.
- Black/white cotton gloves (dependent upon the uniform we are wearing)
- Black show t-shirt (one shirt is provided as part of your dues)

**No jewelry or excessive makeup is to be worn with the marching uniform (including earrings). Hair must be of natural or natural looking color at all times. Hair should be off the collar. If it is long, it must be put up under the hat. This applies to both boys and girls.**

Inspection will be held at 'Spot Time' prior to each performance. Students are expected to care for and wear their uniforms properly and proudly. Failure to pass inspection may cause the student to lose his/her third quarter break or to be removed from a performance.

**When the band is not in full uniform, students will wear their 2019 marching band t-shirt.**

### Color Guard

Uniforms must be cleaned, mended, and pressed for all activities. Uniforms should be dry cleaned after one or two performances or when soiled. At the end of Marching Season the uniform will need to be dry cleaned and returned in the bag with the cleaning receipt attached.

All members will wear their hair pulled back and off their face. All hairstyles will be uniformed at each performance. Concessions will be made for those students whose hair is too short to wear in certain styles. No large barrettes. Members can wear any accessory including earrings and fingernail polish, as long as it is a part of the uniform, and consistent throughout the section. This is ultimately the decision of the Color Guard Instructor and/or Band Director.

### Uniform Regulations

Helmets must be worn at the correct angle and never backwards. Hair must be up under the helmet.

No visible jewelry allowed.

No hair ornaments (except black hair scrunchies) allowed.

No colored nail polish allowed.

When in public, the uniform is to be worn with PRIDE, correctly and in its entirety:

- Always have it zipped-up
- Gloves should be clean and shoes should be polished

**NO UNIFORM IS A UNIFORM UNLESS IT IS WORN CORRECTLY.  
Wear it correctly, or not at all!**

**Concert Uniform**

Males: Johnny Cash black-on-black look. Black, long-sleeved oxford button down dress shirt, black pants, tall black socks, & black dress shoes.

Females: Black concert dress & dress shoes. We will order these in October. They must be paid for in advance. No tennis shoes or sandals are allowed. Footwear must be semi-formal in appearance. Small earrings are allowed along with moderate makeup. Nail polish must be neutral and not distracting.

**Jazz Uniform**

As specified by the director. Usually consists of a black shirt and slacks, shoes and socks. ALL BLACK!

**Practice Rooms**

Practice rooms are for practicing only...not for socializing and gossiping. It should go without saying that writing on the walls, or other forms of vandalism, will not be tolerated. If you are caught misbehaving in a practice room, you will not be allowed in them anymore, and you may be removed from the band program-with possible disciplinary action also taken.

**Cell Phones**

Do not bring your cell phone to rehearsal. It should not be on your person or on your stand. Students that choose to violate this policy will have their cell phone taken, and may retrieve their personal device afterwards.

THERE WILL BE A ZERO TOLERANCE POLICY ON THIS ISSUE.

**Music**

Replacement of "lost" music is expensive and time-consuming. Each band member is responsible for the music issued to him/her. The following guidelines will be observed:

**Marching Music**

- NO SHARING! Each student will have his/her own music.
- Each student is to place his/her name on EACH piece of music in the upper right corner (print neatly). Flip folders must also be labeled.
- When not in use, the folder ~ with all music in it ~ will be kept in the storage area in your locker (if it will fit). NEVER LEAVE YOUR MUSIC OUT IN THE BAND ROOM!
- Replacement of music should follow the following protocol. Tell your section leader, who then tells the librarian what needs to be copied.

**Concert Music**

You will receive a concert band folder. Make sure your instrument and part are listed on the folder. **NOTHING BUT PENCIL should be used to write on the music.** Some books will be shared, so please take care. Section leaders may collect folders after rehearsal to travel to the performance venue.

## Jazz Music

Everyone will have his or her own music.

***“We are what we repeatedly do. Excellence then is not an act, but a habit”***  
~Aristotle~

## School Instruments

All school-owned instruments must be checked out through an ‘Equipment Request Form’ and given to the director. Once issued, the instrument becomes the responsibility of the student for proper care, maintenance and protection from damage or theft. The student will be responsible for and charged for any damages or loss to the instrument during the rental period. This includes drumheads, rims, etc. Due to the shared nature of percussion instruments, all percussionists will share collectively in the responsibility for damage or loss of percussion instruments/equipment. Equipment Managers are in charge of overseeing the inventory and assisting with school-owned instrument checkout and check-in.

## Instrument Maintenance

All instruments must receive regular maintenance, and the basics are provided below. For more detailed information, see the director.

### Woodwinds

#### GENERAL

- Swab the bore after each playing session.
- Invest in a small screwdriver. Make sure all rod screws are not loose (but not too tight either)
- Take it to a trusted instrument repair shop for a full cleaning, pad checkup, and key oiling once every year.
- Wipe the keys and body clean with a soft cotton cloth after playing.

#### Flute

Periodically check the position of the tuning cork (inside head joint).

#### Single Reeds (Clarinet, Saxophone, etc.)

- Soak reeds in water (30 seconds - 1 minute) before playing on them to avoid cracks. Use a film case with water in it rather than saliva. Water does a more thorough job of soaking the reed.
- Rinse the mouthpiece daily with warm water and avoid mouthpiece brushes.
- Always have spare reeds. Rotate them so that you have at least three broken-in at a time.
- **Buy a reed case & mouthpiece cap and use them. They will pay for themselves by allowing your reeds/mouthpieces to last longer.**
- Saxophone end-plug (saxophones only): Put it in place of the neck when you store the instrument in the case. It protects the bridge of the octave mechanism.

#### Double Reeds (Oboe, Bassoon, etc.)

- Soak reeds in water (30 seconds - 1 minute) before playing on them to avoid cracks. Use a film case with water in it rather than saliva. Water does a more thorough job of soaking the reed.
- Always have spare reeds. Rotate them so that you have at least three broken-in at a time.
- Purchase the equipment to make your own reeds. If you do not know how to make your own reeds you can use commercially made ones. However, you will need to have the equipment to work on them (shave, shorten, etc.) in order for them to produce a quality sound.

## **Brass**

### **GENERAL**

- Run lukewarm water through the instrument at least once a month. Take it totally apart and give it a bath at least once a year. **Never use hot water.**
- Never use brass or other metal polish on brass lacquer finish (shiny gold) instruments. Use a clean cotton cloth and water to wipe instruments clean. On silver-plated instruments, use a non-abrasive silver polish such as International, Twinkle, or Wright's.
- Mouthpiece: Put it in and give it a small turn. Don't force it. If it becomes stuck, take it to your director for removal using a special tool. If you try to remove it yourself, you will damage the instrument. Do not use pliers or a wrench!
- Use tuning slide grease on all tuning slides.
- Periodically check corks on water keys to make sure that they are sealing properly.
- Occasionally vacuum your case to keep sand and dirt from scratching the instrument finish.

### **Piston-Valve Instruments** (Trumpets, Mellophones, Baritones, Euphoniums, & Contras)

- **Use fresh valve oil as needed.**
- Be sure fingers remain curved while playing so that the valve action is straight up and down. This will prevent uneven wear on the pistons.
- Check felts to make sure that they are not worn or compacted. Replace as needed.

### **Rotary-Valve Instruments** (French Horns, Some Concert Tubas)

- **Use rotary oil only.**
- Learn the pattern for replacing the string.
- Use trombone slide cream such as 'Super-Slick' or 'Trombontine' and a spray bottle of water on slide.

### **Trombones**

- Slide Cream: a small amount of cream should be applied to the bottom and worked into the entire slide. Do this once every few days.
- Water Spray-Bottle: Spray your slide regularly during rehearsals. It must stay wet. If it makes any kind of noise when it moves, spray it.

**\*Note:** If trombone has an attachment that uses a rotary trigger, see Rotary-Valve Instrument instructions above.

### **Percussion**

- Avoid damage to heads or bars by using the proper sticks or beaters for each instrument. Become familiar with proper techniques of changing heads, tuning and routine maintenance. Do not do so on school instruments without permission from the Percussion instructors or Band Director.
- Keep instruments clean and dry. Water can damage the wood shells of drums and bars of keyboard instruments.
- Wipe fingerprints off hardware and rims after each use.
- Lower the timpani pedals to the least tension after each use. **When moving them, grasp them by the arms, not the rim.**

**\*\*\*Do not place anything on the timpani or keyboard instruments.  
They are not tables, and this could damage them\*\*\***

**Instrument cleaning kits & swabs are available at any local music store.  
When in doubt, don't do it! Ask your section leader or staff member first.**

**NOTE:** Regular upkeep with these methods will prevent 90% of all damage. The final 10% can be prevented by making sure you are the only person using your instrument and being sure it is secure and away from any possible damage at all times. These methods can save hundreds, if not thousands of dollars in repairs.

## OPHS Band Handbook Acknowledgement Contract

I/we hereby proclaim that I/we have read, and understand everything in the 2019-2020 Orange Park HS Band Handbook. This includes, but is not limited to, the following:

1. All rules, regulations, and policies/procedures
2. Instrument Care
3. Ensemble Requirements
4. Solo and Ensemble Festival specifics
5. Private Lesson Suggested Best Practices and other Information
6. Expectations and Responsibilities
7. Grading, Attendance, and Tardiness Policies
8. Uniform Policies
9. Procedures and Rules for Football Games
10. Procedures and Rules when Traveling
11. Website notification ([www.orangeparkband.com](http://www.orangeparkband.com))
12. Rehearsal Schedule, understanding that it is subject to change with proper notice by the director

I/We understand that not adhering to the regulations and policies of the Orange Park High School Band might result in disciplinary action, removal of performance privileges, and/or removal from the band program.

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_

(Band Student)

Print Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_

(Parent/Guardian)

Print Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_

(Parent/Guardian)

Print Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_

\*\*\*Sign and return this Acknowledgment Contract to Mr. Pikuritz by Thursday, August 22 2019\*\*\*