



**West Virginia
School of Excellence**

Oak Glen High School

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**West Virginia
Blue Ribbon School**

Oak Glen High School Band

Wendy Zinn, Director

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oakglenbands.com

OAK GLEN HIGH SCHOOL BAND 2019-2020

Rationale:

This course is designed to provide a performance opportunity and learning experience for all students to understand music representing a variety of styles and periods. The contents of this course are designed to provide students:

- A. Opportunity to develop the fundamentals required for instrumental performance
- B. Opportunity to learn performance practices of music representing jazz, classical, pop, and contemporary styles.

Course Objectives:

As a result of the instruction and performance opportunities, students are expected to:

- A. Demonstrate the ability to properly play assigned music which will be tested
- B. Demonstrate behavior that is considered appropriate to the band and the school district
- C. Demonstrate an acceptable performance level on their instrument.

Course Requirements:

Students are expected to participate in rehearsals and performances that are scheduled both inside and outside of the regular class meeting time. This includes:

- A. Performances at Oak Glen football games
- B. Performances at selected community events (i.e. parades etc.)

Method of Evaluating Students:

- A. Attendance and participation in class and at after school rehearsals
- B. Attendance and participation at all performances
- C. Written and Playing Assessments

Please keep and mark your calendars and fill out an excuse card in advance of being absent. Students are expected to be at all events unless they have been previously excused by the director.

GENERAL INFORMATION

Ms. Zinn may be contacted through email via oakglenbands.com, live grades, or directly at wszinn@k12.wv.us, or by calling the school directly 304-564-3500 (extension 3716 will allow you to leave a voice mail at any time). This information is most always at the top of each communication sent home Ms. Zinn does not participate in or see any information on any social media site. Information will be found on oakglenbands.com and sent home in paper format.

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Music: Every student will be required to have a flip folder at each and every outdoor band event. PLEASE KEEP ALL MUSIC within this flip folder at all times. If at any point in the season your music is lost or destroyed, it will be your responsibility to do one of two things: 1) make your own copy of another member's music or 2) fill out a "music copy request" form. Forms will be available inside the band room and replacement cost is 10 minutes of time spent helping in the band room on your time – **PROTECT YOUR MUSIC!**

Instruments: Your instrument should be in good working order (slides greased, valves oiled, good reeds, clean and shined, etc.). When leaving instruments on the ground, please line the instruments by section to reduce the risk of accidental damage. Please make sure your instrument case is clearly labeled with your name. You are responsible for obtaining and maintaining supplies for your instrument (valve oil, reeds, cork/slide grease, sticks, etc.). You also must provide your own music lyre and flip folder. The school has a limited number of flip folders and lyres that may be signed out for use during the marching season on a first-come-first-served basis. The school owns several instruments that can be issued to students for use. The band director will issue these instruments after an agreement listing the student's responsibility and financial liability is signed by the student and his/her parent/guardian. All school owned instruments should be maintained and treated as if they were your own personal property. Some school instruments (cymbals and brass instruments) may not be laid on "hard" surfaces including but not limited to concrete and asphalt. Towels are a great way of protecting your instrument when laying them on the ground. If any instrument is returned with any new damage, a charge will be assessed based upon the repair amount. **In the event of any damage during the season (no matter how small or large), you should notify the band director immediately!** This will insure that all repairs are handled quickly before larger and more expensive damage occurs.

Uniforms: Uniforms will be issued to all marching band members. All uniform parts checked out will be recorded and a uniform contract must be signed by each student and his/her parent/guardian. All members are required to wear black shoes and tall black socks with the uniform.

Summer Uniforms for the 2019-2020 season will consist of the embroidered polo shirts, black pants, black shoes and black socks. Additionally, each student will have a matching jacket. The polo shirts and jackets will be assigned to students for their use during the season. Each student will be assigned a specific shirt and jacket by number. The band director will issue these garments after an agreement listing the student's responsibility and financial liability is signed by the student and his/her parent/guardian. The uniform should be maintained and treated as if it were your own personal property. If any shirt or jacket is returned with damage, a charge will be assessed based upon the cost of replacement. It will be the students' responsibility to obtain black pants, long socks, and shoes. All students are required to wear these items as part of the summer uniform. This will allow us to look consistent while performing. The assigned jackets and additional warmer clothing may be worn according to temperature. Sweatshirts, long underwear, and other cotton type products may be worn under the uniforms, provided they are white, black or school colors. Jeans, khakis (any other color but black), sweat pants, shorts, and non-black shoes and socks may not be worn. Shirts must be tucked in. If you choose to wear a belt, the belt must also be black. No other colors will be permitted.

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Full Uniforms for the 2019-2020 season will consist of a coat, pants, sash and hat (shako), long black socks and black shoes. Students will be required to follow the Uniform Care and Code included in the handbook. If any part of the uniform is returned with damage, a charge will be assessed based upon the cost of replacement. Cleanings beyond those provided are the responsibility of the student. The band t-shirts given this year are to be worn under the uniforms. This will allow us to remove jackets in warmer weather and still look uniform. Students not wearing the t-shirt under the uniform may cause the entire band to remain in full uniform for the duration of the performance/event. In colder weather, students may wear layers or heavier clothing under the uniform provided they are white, black, or school colors and do not have buttons, rivets or zippers as they tend to wear out the uniforms more quickly.

GENERAL RULES

1. All students are required to attend all rehearsals (practices). It is mandatory that all members are present and working at all rehearsals in order to be successful during performances. Only students who have completed an excuse card in advance **and** have made arrangements in advance with the director will be excused from rehearsal. Completing an excuse card without speaking with the director will not result in an excused absence. See # 3 for more information on this. Failure to attend rehearsals and performances will impact a student's ability to letter in band.
2. Failure to attend rehearsal may result in not being permitted to march in the next scheduled performance, but the student will be required to attend and participate otherwise. Students who habitually do not attend either rehearsals or performances risk losing their opportunity to be a member of the band.
3. Students involved in after school sports or other school related activities must speak with the director and fill out an excuse form. Forms completed less than one week in advance will not be excused. The director will consider extenuating circumstances. Band is a graded class within your curriculum for which you receive credit toward graduation. All practices and performances are a part of your grade. Students involved in school sports who have a game/match/meet on the day of practice will be excused from band practice after talking with the director. The best way to avoid conflicts is to meet with the director to line up both schedules at the beginning of the season and identify the conflicts. This will allow you to work with the director and the coach to make an effective compromise. This should be done before the school year starts to avoid conflicts and unnecessary confusion and difficulties.
4. You are responsible for bringing all music and drill charts/dot books to rehearsal every day. **All music, drill charts/dot books and a pencil must be with you at every practice. All music must be with you at every performance.** If you lose or damage your music you are responsible for replacing it.
5. All members are required to have a music lyre and flip folder to hold your music.
6. Scheduled after school rehearsals may be cancelled due to inclement weather, but that will be a day of decision announcement and announcements of changes in the practice schedule will be made at the end of the day before students are dismissed from school. Please come prepared for the weather! It is unlikely rehearsals will be cancelled.
7. You are financially responsible for lost or damaged uniform parts and for damage to or loss of your school instrument. Refer to uniform contracts and instrument contracts. Please care for these items as if they were your own property.

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8. Bring a pencil to every rehearsal. Pens or other writing instruments are not acceptable substitutes for pencils.
9. You must be on time to each and every rehearsal and performance. This means, on the field (or in your seat), instrument out, music ready, and paying attention to instructions when the director calls you to attention. Any students who are late or absent from after school rehearsals or performances must fill out an excuse card, signed and dated from a parent/guardian to be excused. See #1-3.
10. During rehearsals and games, all students will be attentive, quiet, and follow instructions given to them by the director, or any another official adult.
11. **No cell phones during any rehearsal or performance.** Cell phones will be confiscated according to school policy.
12. 3rd quarter break is a privilege and not a right. If you are not in the stands, ready to play at the end of the third quarter, you will lose the privilege for the next game.
13. Not having the proper equipment during a rehearsal will result in not earning points for their grade that day or may result in not being able to march at the next scheduled performance.
14. No chewing gum during rehearsals, performances, or any time you are in uniform.
15. No food, drink (except water), candy, or gum in the band room, practice rooms, and instrument storage areas. Exceptions may only be made by the director for after school hours.
16. Students who successfully complete two full seasons of band will be eligible to letter in band. Successful completion involves: attending all scheduled practices and performances (director discretion for absences due to extenuating circumstances provided), meeting all obligations of learning drill, memorizing music, and exhibiting expected behavior/actions as set forth in both the band and school handbooks.
17. You are responsible for all information contained in this handbook.
18. Additionally, all school rules held within the student handbook apply at all times.

Consequences: I do not anticipate any problems throughout the season but for those individuals who may have repeated difficulties following the above rules and regulations the primary consequence will be loss of points for the day and a possible written assignment. Additional consequences may include but not limited to school detentions, loss of 3rd quarter privileges, being “benched” for the pre-game or halftime performances, referral to administration, and dismissal from the band.

During the game: Only uniformed band members, approved personnel, and the director will be allowed to sit in our stands. Sit in your assigned area with you section. No one is to leave the stands during the game as we will play frequently during the game. You may purchase food and drink during the 3rd quarter only. This must be consumed in a timely manner and everyone must be ready to play by the end of the 3rd quarter. It is not acceptable to be running to your seat in the stands seconds before we play at the end of the 3rd quarter. Keep in mind that anything spilled onto the uniform is the student’s responsibility to have cleaned before the next performance. Students who are late to return for the end of 3rd quarter risk losing the privilege for the next game. There is no individual playing allowed during the game as this may incur a penalty on our team – we will play and cheer collectively.

Behavior while in uniform: Students will be held to a high standard of behavior at all times while in uniform. Students represent not only themselves, but both the school and the band. All expectations

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for behavior listed in the school agenda apply at all times. Students should travel with at least one other person when leaving the stands. Students should avoid public displays of affection, excessively boisterous behaviors, foul or inappropriate language, and encouraging or taking part in any inappropriate situations. Students should also be aware of where they walk, sit or lean when in uniform to avoid any unnecessary damage to any part of the uniform. Students should be aware of their surroundings to avoid spills from others.

Travel to and from events: Students will travel together with the band as a unit. All members must ride the bus from Oak Glen High School to the performance/event and back. Students are not permitted take their own or any alternative transportation to or from any performance/event. All students, including student couples are to follow school appropriate behavior on the bus. Students not demonstrating appropriate behavior will first have their seat assigned on the bus, and be referred to the office for discipline if problems continue. Students are responsible for properly putting away his/her own equipment and uniform upon returning to the high school.

Solo & Ensemble, All State, Honor Bands, other supplementary performance groups: in order to maintain an accurate and timely flow of information, all nominations and registrations will be made by the director. Students wishing to enter Solo & Ensemble with their private instructors may do so, but will be registered through the director. This establishes a consistent policy between the middle and high school levels and will allow the director to receive necessary information regarding the students' participation in regional and state level events.

UNIFORM CARE AND CODE

1. Keep your uniform on with pants zipped and shirt tucked in at all times.
2. Chewing gum while in uniform **is not permitted. No exceptions!**
3. Hair must not touch your collar in full uniform. Hair longer than this must be put up or braided (preferred) so that it may be inside your hat. Braided hair is preferred for summer uniforms as well. Hair must be kept neat and out of your face. Students are not permitted to wear ribbons or other decorative items in their hair. Items used to manage hair should be dark or neutral colors.
4. Heavy make-up is NOT to be worn while in uniform. This includes colored nail polish.
5. Do not wear large or brightly colored earrings or other facial piercing, and do not wear a watch or bracelets while in uniform.
6. Sunglasses are NOT to be worn while in uniform during performance. Sunglasses will be allowed in the stands but there are to be NO mirrored sunglasses or brightly colored frames.
7. The uniform is to be worn properly whenever you are in public. The only exception will be inside the high school, on buses, or according to the director's instructions. When you step outside, the uniform is to be complete, which includes having the shirt tucked in, coat buttoned and hat under your left arm when it is not either being worn or instructed to be in the hat box.
8. For colder games, school colored, white, or black sweatshirts, sweat pants, long underwear, or under armor are appropriate for **under** the uniform. **Do not wear jeans, khakis, and other pants and shirts with rivets, buttons, or zippers under your uniform.**
9. Do not allow anyone else to wear your uniform— ever.
10. The summer uniform shirts and jackets are only to be worn for performances or on other occasions requested by the director.

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11. Always keep your full uniform on a hanger, with pants folded properly, hung in the correct cabinets, in order, in the uniform room.
12. Raincoats are to be either worn or folded neatly next to you according to the director's instructions.
32. Always keep your raincoat on a hanger, with the next to top snap closed and hung on the correct rack in the ensemble room.
14. No parts of the uniforms including your shoes are to be kept in the band room or your locker.
15. Clean your shoes between every performance. Students will be required to wear clean uniforms to every performance.
16. Uniform inspections will take place prior to all performances. At the discretion of the director, you may be withheld from performing for improper uniform parts.
17. Damage to the uniform is the responsibility of the student.

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Wendy Zinn, Director

I have read, understand, and agree to the rules, regulations, and procedures listed within this band handbook. Additionally, I understand that the director has the power to change, edit, remove, or add to this handbook as she deems necessary. Students and parents/guardians will be notified of any changes verbally and/or in writing.

Student's Name Printed: _____

Student's Signature: _____

Date: _____

Parent/Guardian's Name Printed: _____

Parent/Guardian's Signature: _____

Date: _____

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**HANDBOOK
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