

## Table of Contents

|  |        |
|--|--------|
| Academic Eligibility . . . . .                 | Page 2 |
| All-State/All-County/Solo & Ensemble . . . . . | Page 5 |
| Awards . . . . .                               | Page 6 |
| Band Boosters/Contact Information . . . . .    | Page 8 |
| Band Rules . . . . .                           | Page 3 |
| Band Trips . . . . .                           | Page 7 |
| Chaperone Guidelines . . . . .                 | Page 8 |
| Concerts/Rehears-A-Thon/Festivals . . . . .    | Page 5 |
| Ensemble Descriptions . . . . .                | Page 5 |
| Fairshare/Fundraising . . . . .                | Page 7 |
| Grading Policy. . . . .                        | Page 2 |
| Instrument Maintenance . . . . .               | Page 4 |
| Music Policy . . . . .                         | Page 6 |
| Practice Records . . . . .                     | Page 2 |
| Procedure for Travel . . . . .                 | Page 7 |
| Rehearsal/Storage Procedure . . . . .          | Page 3 |
| School Instruments . . . . .                   | Page 4 |
| Band Website . . . . .                         | Page 2 |
| Uniforms . . . . .                             | Page 6 |

## PREFACE

Welcome to the Oak View Panther Band! Band is a very rewarding experience and Mrs. Pirzer is so glad that you have decided to be a part of an excellent tradition. This handbook is written for all Oak View band students and their parents. Please take the time to become familiar with the contents of this handbook. The procedures it addresses will help you to be successful in Band. Your suggestions, ideas and support are encouraged!

## WEBSITE

Please check the website frequently: [www.ovmsband.com](http://www.ovmsband.com). On the website you can find the band calendar, events, announcements, information, practice records, grade contracts, band booster information and so much more!

## ACADEMIC ELIGIBILITY/COMMITMENT TO BAND PROGRAM

Every student is encouraged to do the very best they can both in band and other areas of school. However, a student must maintain a **2.0 or higher Grade Point Average** in order to participate in band activities. These activities include, but are not limited to: District Festival, Band Performances, Solo & Ensemble, All-County Honor Band, and All-State Honor Band.

## GRADING POLICY

*All students will receive a grade based on the following. Please see the grade contract for more specific information.*

**Grade Contract:** This includes playing tests on scales, assigned exercises and rhythm studies, practice records and other general requirements. Practice records will be available on the website: [www.ovmsband.com](http://www.ovmsband.com)

**Concerts & Performances:** Students are expected to participate in the Winter, Spring and any other concerts or performances, as well as, **ALL** rehearsals their band may have. Please refer to the calendar for mandatory performances. Please remember we are a team and we need **EVERY** member to attend performances so that we are the best we can be.

### **All students are expected to:**

- Attend all rehearsals and performances.
- Be prepared and on time for rehearsals and performances.
- Keep instruments in good playing condition.
- PRACTICE regularly at home (30 min a day, 5 days a week)
- Be responsible for music/equipment issued to you.
- Fulfill Fairshare obligations **ON TIME** (fundraising activities provided).

## PRACTICE RECORDS

You will have band homework every night--**PRACTICE**. Without practice, you can not progress on your instrument. Practice is to be recorded daily on your practice sheet which you can get from the information board in the band room. Practice records are due **EVERY MONDAY** and at the end of the nine weeks for a grade. Mrs. Pirzer will give you the due dates each nine weeks. Students will lose one letter grade if their practice record is late or not signed by a parent/guardian.

## REHEARSAL/STORAGE PROCEDURES

### Storage of Back Packs:

Students enter the room and leave all back packs, books, etc., **IN** a cubby. Space in the band room is limited and students may not have backpacks at their chairs during rehearsal. Please do not leave books, back packs, clothes, or any other item that belongs to you, in the band room.

### Use of Instrument Storage Room:

- Ⓢ If your instrument is not stored in this room, do not enter at all.
- Ⓢ If your instrument is stored in this area, use the following procedure:
  1. Enter and leave before home room to drop off your instrument in correct cabinet.
  2. Pick up your instrument in the case for class.
  3. Enter the band room before you remove instrument from its case.
  4. Store empty case under your chair during rehearsal. (Larger instruments behind, or beside chair).
  5. At the end of class/rehearsal, return instrument to its case before you leave the band room.
  6. Return instrument to storage room and place in correct cabinet.
  7. Pick up instrument at the end of the day for practice at home.

***\*\*Students that abuse use of the instrument storage room will lose the privilege to store their instrument in the storage room.***

### Rehearsal:

- Ⓢ Please be seated and prepared two minutes after the bell rings. You are tardy if you are not seated and ready at this time.
- Ⓢ Make sure that you have your instrument, music, pencil and necessary equipment (valve oil, reeds, drum sticks/mallets, etc.).
- Ⓢ Begin warm-up procedure.
- Ⓢ When the Director steps onto the podium, all warm up and talking ceases and class instruction begins.
- Ⓢ There will be no talking or leaving your seat with out permission. Raise your hand to ask a question or for permission to leave your seat.
- Ⓢ Use good posture and hand position when playing.
- Ⓢ When class/rehearsal is over, students are expected to put stands away correctly, align the chairs in each row, and clean up their seat area.
- Ⓢ Students will be dismissed when the room is cleaned and straightened.

## BASIC BAND RULES

- Ⓢ Students must abide by the Alachua County Schools Code of Student Conduct, Oak View school rules and dress code, and the OVMS Band guidelines in this hand book.
- Ⓢ Suspension from school may result in subsequent suspension from band activities.
- Ⓢ Any instrument or equipment not belonging to or specifically assigned to you is off limits.
- Ⓢ Students that are not in the OVMS Band are not allowed into the band room for any reason.
- Ⓢ No gum, food or drink is allowed in the Band room or at any performance or rehearsal.
- Ⓢ Label your instrument, music, folder, books and equipment with your name!

## SCHOOL INSTRUMENTS/PROPERTY

- ☉ All band members will be expected to show the utmost care for all band equipment and facilities.
- ☉ Percussionists will keep the percussion area and cabinet clean and organized and they will be responsible to put all music and instruments away after rehearsal.
- ☉ Students may use a school instrument if there is one available. The cost is \$60.00 for the year and the student and parent must fill out and sign an instrument rental contract. Students will be responsible for lost or damage instruments (see student rental contract for more specific information).
- ☉ Any band property must be checked out through the Director or a band librarian.

## INSTRUMENT MAINTENANCE

**\*\*Instrument Maintenance and Cleaning Videos are available on the website\*\***

Your instrument must be kept in working condition to insure your success and the success of the band. It is your responsibility to maintain your own instrument. You will be responsible for any repairs that occur due to your lack of care.

### Woodwinds

- **General**
  - Swab the bore after each playing session.
  - Wipe the keys and body clean with a soft cotton cloth after playing.
- **Flute** – periodically check the position of the tuning cork.
- **Clarinet and Saxes**
  - Rinse the mouthpiece daily with warm water.
  - Always have extra reeds. Number and rotate them so that you have at least three broken in at all times.
  - Buy a reed guard and use it.
- **Double Reeds**
  - Soak reeds before playing to avoid cracks.
  - Always have at least one extra reed.

### Brass Instruments

- **General**
  - Give your instrument a bath at least once a 9 weeks. Use lukewarm water and a very small amount of dish soap (Dawn is the best). Never use hot water.
  - Wipe off all fingerprints after each use.
  - Never use brass or other metal polish on brass lacquer finishes (shiny gold). Use a clean cotton cloth and water to wipe instruments clean.
  - Use tuning slide grease on all tuning slides.
  - Occasionally vacuum your case to keep sand and dirt from scratching the finish.
- **Piston Valve Instruments**
  - 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 avoid uneven wear on the pistons.
  - Check felts to make sure they are not worn or compacted. Replace as needed.
- **Trombones**
  - Use trombone slide cream on the slide and a spray bottle of water.
  - If trombone has a rotary trigger, use rotary valve oil.
- **Rotary Valve Instruments** – Use rotary valve oil.
- **Percussion**
  - Use proper sticks, beaters, mallets for each instrument.
  - Keep mallets and sticks in a mallet bag.

## ENSEMBLE DESCRIPTIONS AND ACTIVITIES

- Ⓢ **Symphonic Band** – Advanced band that plays challenging music and has several required performances during the year. **There are required after school rehearsals.** This group is made up of second and third year band students and will perform at District Concert Music Performance Assessment (MPA) as well as the end-of-the-year Festival Performance Trip. This group may also travel to the elementary schools to give additional concerts. Membership in this band is determined by audition and **REQUIRES** after school rehearsal time as well as before/after school sectionals and a Rehears-A-Thon. Students may be dismissed from this band if all rehearsals/sectionals are not attended.
- Ⓢ **Concert Band** – Intermediate band that plays moderately difficult music and performs two concerts each year. **There may be required after school rehearsals**
- Ⓢ **Beginning Band** – Beginning students learn to read/write music notation, play an instrument with correct technique and embouchure, and music theory fundamentals. This group also performs two concerts a year.

## INDIVIDUAL ACTIVITIES

- Ⓢ Private **lessons** are strongly encouraged.
- Ⓢ **All-State Honor Band** – Auditions are in September. Students that are selected will travel to the FMEA convention in Tampa in January. They will get to rehearse and perform with top students and clinicians from across the state and perform a concert the end of the weekend.
- Ⓢ **All-County Honor Band** – Auditions are in November. Students selected for this group will rehearse and perform with top students from across Alachua County.
- Ⓢ **Solo and Ensemble Festival** – Students can prepare an approved musical selection for a judge in February. Students receiving a Superior or Excellent rating will receive a medal.

## FULL ENSEMBLE ACTIVITIES

- Ⓢ **Concerts** – Winter and Spring Concerts in which all students participate for a grade.
- Ⓢ **Rehears-A-Thon** – Rehearsal to help the Symphonic Band get ready for District Concert MPA.
- Ⓢ **FBA District Concert MPA** – The Symphonic band will perform and receive a rating based on their performance. This is not a competition! The band will be expected to stay and listen to other groups.
- Ⓢ **Out of Town Music Festival** – Like the FBA Festival, but the Symphonic Bands will travel out of the county. This is usually a competition festival.

## AWARDS

All students will receive a band pin for a full year of participation in the band. **Students that wish to receive additional recognition should audition and be selected for All-County, All-State or participate in Solo and Ensemble Festival and receive a Superior or Excellent Rating.**

## MUSIC

Students will be issued one copy of any sheet music that is played in class. Students are expected to be responsible with their music, keep it in a folder with clear pages, and bring it to class. If a student should lose his/her copy, they can go to the librarian bulletin board in the band room and request a duplicate copy at \$.25 each.

Students will need to have a 1", 3-ring binder, with clear plastic pages, in which to keep their music and other band materials. **Your band folder will contain:** Band Hand Book, grade contract, your music in clear plastic pages, and your practice record. Students may be issued a concert folder to use during performance, but it must remain in the band room

## UNIFORMS FOR PERFORMANCES

All students are required to wear Concert Dress (the uniform as listed below) for any Concert, Festival or other occasion in which the band performs. Students that are not in proper uniform may not be permitted to perform.

### ☉ All Bands –

- Girls - White tuxedo shirt,  
Back skirt, ankle length with no slits (no pants)  
Solid black dress shoes
- Boys - White tuxedo shirt  
Solid black DRESS pants (no jeans)  
Solid black dress socks and dress shoes

- ☉ **Beginning Band** will add a blue bowtie.
- ☉ **Concert Band** will add a blue bowtie and cummerbund.
- ☉ **Symphonic Band** will add a blue bowtie and vest.
- ☉ Appropriate undergarments are expected of all students. Sneakers, jeans, sandals, etc. are not acceptable uniform attire. If you are unsure what is appropriate, please check with Mrs. Pirzer.
- ☉ **Symphonic Band Casual Uniform** – Band T-shirt and jeans. This uniform is for the elementary school performances and other informal performances.

## FAIR SHARE/FUNDRAISING/STUDENT ACCOUNTS

Each student will be asked to fundraise a specific amount, or **Fairshare**, to help cover planned operating expenses for the entire year. The money that is fundraised is used to: purchase and repair instruments (about \$4,000/yr), buy music (about \$60.00 per piece we play), festival entry fees (about \$5.00 per student in the performing Band per year), equipment (about \$2,000/yr), transportation (about \$5,000/yr), and many other expenses. So, basically, Fairshare is the amount every student is asked to raise to help pay for what the band needs every year.

### **Fairshare is \$50.00 for all Beginning & Concert Band students**

**This DOES NOT include the end-of-the-year trip**

*There will be an end-of-the year REWARD trip for all students that meet their fairshare. There is an additional cost for this trip and any money raised over the fairshare can be used to pay for this trip.*

### **Fairshare Students in Symphonic Band is \$200.00**

This **WILL** include the Bus, entry fees and dinner for District Concert Music Performance Assessment (Bell HS); OrlandoFest Music Festival entry fees, Charter Bus to OrlandoFest, Park Hopper pass to Universal/Islands, t-shirt/picture and Lunch Voucher; bus and lunch for the Elementary School Concerts. **This DOES NOT include the Fairshare Reward Trip in May.**

There will be many fundraising opportunities during the year which a student may use to meet their fairshare or other band fees (see calendar). Any money raised will be kept in student account for which each student will receive a quarterly statement. This money is nonrefundable and can not be transferred for any reason. It may only be used to help the student pay for their fairshare, instrument fees, end-of-the-year trip cost or other appropriate band related expenses. If you have any questions about this money, its use, or your statement, please see Mrs. Pirzer.

## BAND TRIPS

### Criteria for Participation:

- ☉ Student meets all deadlines for payment of fees and Fair Share (pay on or before dates specified-see calendar).
- ☉ **Band hand book page turned in.**
- ☉ Student avoids major disciplinary action.
- ☉ Student maintains academic eligibility.

## PROCEDURE FOR TRAVEL

- ☉ All members of the band must travel with the band. There are no exceptions!
- ☉ Each student is responsible for his/her own belongings. Please make sure that you put your name on everything you bring: instruments, music, folders, etc...
- ☉ Students will ride the buses that they are assigned to. Students are not allowed to “trade spots” for any reason.
- ☉ School rules and Dress Code apply to all band trips and will be enforced at all times. Students may be required to wear their Oak View Band T-shirt to non-performance trips.
- ☉ Upon arrival, everyone will remain seated on the bus until the Director gives the signal to unload.

## CHAPERONE GUIDELINES

The support and assistance of parent chaperones is necessary to the success of the band program. Anyone that signs up to be a Chaperone accepts certain responsibilities and will be expected to carry out assigned duties. Chaperones are prohibited from consuming alcoholic beverages immediately before or during band trips and smoking is not allowed on any school-sponsored activity or trip. The Director will make rules and guidelines with the safety and welfare of band members in mind.

### Duties and Responsibilities of Chaperones

- Ⓢ Please be on time.
- Ⓢ See that all Band and school rules are followed.
- Ⓢ Students will sit together at any concert or festival performance.  
Chaperones will make sure that order and proper decorum are observed.
- Ⓢ All discipline problems will be handled by the Director. If you have a problem with any student, notify the director immediately.
- Ⓢ If a student becomes ill enough to warrant calling his/her parents, the Director will be informed of the situation and will be responsible for contacting and discussing the problem with the parents.
- Ⓢ Chaperones will make sure that students do not have a cell phone on their person while in uniform or performing.
- Ⓢ Stop all conversation on the bus during roll call and notify the director of any problems. Chaperones will make sure that students ride their assigned bus.
- Ⓢ Upon conclusion of a trip, Chaperones will check to be sure the bus is left neat and clean and no belongings have been left behind.

## OAK VIEW BAND BOOSTERS

The “Band Boosters” is a parent organization whose activities support and help the best interests of the Oak View Band as determined by the Oak View Band Director. Any parent/guardian of any band student may be a member. Membership is free and highly encouraged! The Boosters help support the band by volunteering their time and assistance in transportation, fundraising activities, monthly newsletters, planning and chaperoning trips as well as moral support of the director and students.

**GET INVOLVED! WE NEED YOUR HELP!**

**\*\* If you are a parent and would like to help, please contact LuAnn Hebert, Band Booster Volunteer Coordinator – [hkevinluann@bellsouth.net](mailto:hkevinluann@bellsouth.net). We can use any kind of help!!!**

Student Name: \_\_\_\_\_

Class Period: \_\_\_\_\_

## Handbook Scavenger Hunt

1. Students must maintain a \_\_\_\_\_ GPA to participate in band activities.
2. What is the band website? \_\_\_\_\_
3. The grading policy for band includes \_\_\_\_\_ and \_\_\_\_\_ .
4. Students are expected to practice \_\_\_\_\_ days a week for \_\_\_\_\_ minutes a day. Practice records will be due every \_\_\_\_\_ for a grade.
5. Upon entering the band room, students must leave their backpacks where?  
\_\_\_\_\_
6. If your instrument is NOT stored in the instrument storage room, should you enter? \_\_\_\_\_
7. On which page can you find the basic band rules? \_\_\_\_\_ In the following blank, write down **ONE** of the rules:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. On which page can you find instructions for instrument maintenance? \_\_\_\_\_
9. Which two bands may require after school rehearsals?  
\_\_\_\_\_
10. Under *Individual Activities*, for what event can a student earn a medal for their performance?  
\_\_\_\_\_
11. What will every student receive for a full year of participation in the band program?  
\_\_\_\_\_
12. If a student loses a piece of sheet music, he/she will have to pay \_\_\_\_\_ for a new copy.
13. What uniform will YOU be required to have for all performances (keep in mind that the uniforms are different depending on if you are a boy or girl and what band you are in).  
\_\_\_\_\_
14. What is Fairshare? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. How much is your Fairshare? (Remember, it is different depending on which band you are in).  
\$ \_\_\_\_\_
16. Is there are REWARD trip for students that meet their fairshare? \_\_\_\_\_
17. What are the band boosters? \_\_\_\_\_  
\_\_\_\_\_
18. If your parents would like to help by volunteering, who can they contact?  
\_\_\_\_\_

My child and I have read the Oak View Middle School Band Hand book and understand the contents in its entirety. My child agrees to follow all rules and regulations contained within. He/She will also be responsible for keeping up with their hand book so he/she can refer to it concerning any questions he/she may have in the future. If I, or my child, have any further questions we will not hesitate to contact Mrs. Pirzer.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

### Student Information Sheet

|                                 |                                  |                |
|---------------------------------|----------------------------------|----------------|
| _____<br>Student Last Name      | _____<br>Student First Name      | _____<br>Grade |
| _____<br>Mother's Name          | _____<br>Father's Name           |                |
| _____<br>Mailing Address        |                                  |                |
| _____<br>City                   | _____<br>Zip Code                |                |
| _____<br>Mother's Cell Phone    | _____<br>Father's Cell Phone     |                |
| _____<br>Mother's Email Address | _____<br>Father's Email Address  |                |
| _____<br>Mother's Work Phone    | _____<br>Father's Work Phone     |                |
| _____<br>Home Phone Number      | _____<br>Other Emergency Contact |                |