

# Lone Oak High School



## MIGHTY BUFFALO BAND HANDBOOK



2018-2019

Dear Band Parent(s):

Welcome to the Mighty Buffalo High School Band. In order to establish the best learning atmosphere for your student, this handbook will act as an instruction manual for all procedures and requirements both in and outside the band hall.

I believe learning is a process involving active participation from the director, student, and parent. I, as the director, work to do my best to motivate our students, and to work with the parents in order to facilitate learning. The parent's role in the education process is to assist me with support of the rules of conduct, and the quality of the work I expect.

Certainly, it is my goal for each student to experience success when learning to play an instrument. Most importantly, though, I want them to gain a lifelong appreciation and love for music, as well as a respect for hard work.

I hope each student leaves the classroom understanding how to read music independently, and how to create that music on their instrument. I focus on fundamental aspects such as tone, intonation, technique, blend, balance, and rhythmic accuracy. Through successful performance on their instrument, students will develop confidence, self-discipline, intrinsic motivation, and how to work together as an ensemble.

I am extremely excited about this upcoming year! If at any time you have a question or concern, please do not hesitate to contact me. Thank you in advance for your help. I am looking forward to an exciting year.

Sincerely,

Jessica Parker  
jparker@loisd.net

## Outline of Hand Book Procedures and Policies:

1. Calendar of Events Link
2. Contact Information
3. Charms Music Office
4. Behavior Policies/Expectations and Consequences
5. Band Hall Rules
6. Football Stadium Rules-School
7. Excused/Unexcused Absence Policy
8. After-School Marching Schedule
9. Grading Policies and Expectations
10. Band Activity Fee
11. Event Details
12. Transportation and Travel Policies
13. Band Trips
14. UIL Eligibility Rules
15. Band Performance Attire
16. At-Home Practice
17. Owned Instruments
18. Instrument Storage
19. Earned Letter Jacket Requirements
20. Hand book Compliance Form

**CALENDAR OF EVENTS:** <http://loisd-high.ss11.sharpschool.com/band>

## CONTACT INFORMATION

Communication is essential for the success of our band program. If you have a question or concern about the program, there are multiple ways to seek help. First of all, ask your student if they received any pertinent documents that they were supposed to pass on to you. The director will periodically send out email updates as deadlines and events approach. Please make sure that we have your current email address. You can also check the Band Website for information regarding upcoming events or to download lost forms, or contact the directors directly through email.

Jessica Parker [jparker@loisd.net](mailto:jparker@loisd.net)

Remind101: dial: 81010 text message: @loneoakhi

Web site link: <http://loisd-high.ss11.sharpschool.com/band>

Facebook: @Loisdband The Lone Oak Mighty Buffalo Band

## CHARMS MUSIC OFFICE

Charms is our online music office manager. It allows me to keep track of all student data and communication in one location. After registration, parents and students can view student data, finances, and required forms and documentations.

1. [www.charmsoffice.com](http://www.charmsoffice.com)
2. Mouse over "ENTER" in the upper right and choose "Parents/Students/Members"
3. Enter our school code: loneoakband
4. In the "Student Area Password" field, enter the student's lunch/ID number.
5. A page of icons will appear. Clicking on these icons will give you access to the different areas of the Parent/Student area of Charms.

## BEHAVIOR EXPECTATIONS & CONSEQUENCES

The Buffalo Band represents Lone Oak ISD and its student body everywhere it goes. Therefore, our band members are expected to meet a very high level of behavior. It is important for band students to respect themselves and others, as well as take responsibility for their actions. Students are expected to rehearse at a high level. This entails punctuality, entering the class in an orderly fashion, being prepared with necessary supplies, having music prepared to expected levels, and being focused in rehearsal.

## **BAND HALL RULES BEFORE, DURING, AND AFTER SCHOOL:**

1. Students will follow all LOISD rules.
2. **Only Band Students allowed in Band Hall**
3. NO running, horse play, and throwing anything. Show respect for your band hall.
4. NO displays of PDA. Sitting on others' laps and such, lights stay on in practice rooms at all times. Respect each other and Mrs. Parker.
5. Students WILL NOT eat, drink, or chew gum in the band hall. Water bottles or **sealed** drink containers will be allowed. **All snacks, candy, and anything else that will make a mess will be consumed outside of band hall.**
6. Students may not hold or play each other's instruments.
7. Students will have all materials needed for class each day. This includes a pencil! 😊
8. All electronic devices will be in silent mode and will be kept out of sight

### **Behavior infraction Consequences:**

1. Verbal Warning- Possible student conference after class
2. Marks off of daily rehearsal grade.
3. Parent contact
4. Referral to Assistant Principal- Parent Phone call
5. Severe discipline problems will be directly referred to an Assistant Principal.

## **Football Stadium Rules and Expectations:**

No one is allowed to have gum, food, candy or drinks in the band setup (where the band sets up to play) The only item allowed is bottled water which is provided. No other drink cups or containers. Cell phones will be kept out of sight for 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> quarter. The band does get 3rd quarter off and can choose to go to the concession stand, but no food will be consumed in the band set-up. Everyone is expected to be back in the stands at 1 minute on the clock of 3rd quarter.

## **EXCUSED/UNEXCUSED ABSENCES POLICY:**

Excused Absence:

- A parent/guardian must contact the director as soon as possible, **in writing, text, or email**, stating (1) the student's name, (2) the date and time of the conflict, and (3) the **specific** reason for the conflict ("the student has another commitment" is too vague). Please understand, just because the director is notified does not necessarily mean the absence will be excused.
- Prior notification of a conflict with another school sponsored activity from either a parent/guardian, coach or school sponsor.

**All other circumstances will be considered unexcused. Last minute emergencies will be handled case by case.**

**BEST PLAN: ALWAYS COMMUNICATE WITH MRS. PARKER**

## AFTER-SCHOOL MARCHING PRACTICE SCHEDULE:

Full band: ALL Tuesdays 4pm - 6pm

ALL Wednesdays 4pm - 6pm5:30

**\*\*ONLY THOSE INVOLVED WITH A SCHOOL SPONSERED ACTIVITY WILL BE EXCUSED FROM AFTER SCHOOL REHEARSAL\*\***

Color Guard only: Modays 4pm - 6pm

**\*\*review policy for excused and unexcused absences\*\***

## GRADING POLICIES AND EXPECTATIONS

Six weeks, grades will be based on two parts: PERFORMANCE (playing tests, written assignments, and public performances) and REHEARSAL TECHNIQUE (daily participation and preparedness in a rehearsal setting).

### I. 50% PERFORMANCE : Listed as "Tests" in gradebook

**Playing Tests (this includes Chair Tests):** Students should expect playing tests that will be announced in advance. Assessment of playing tests will either be recorded, performed live with director, or in class. Grades will be assessed based on tone quality, accuracy of rhythms and notes, correct tempo and music style. The show music (half time) will be played from memory. These tests could cover, but are not limited to the following:

- Music, Scales, Counting/Rhythm Exercises, Other Technical Exercises
- "Pass-off" Half-Time Show music from Memory ("your part")

**\*\*Color Guard would be graded on their ability to perform their half time show routines\*\***

**Written Work:** This would be any assignment such as writing in measure numbers in their music, keeping set-book up-to-date (drill for marching show), or any other written assignment demonstrating their knowledge of music theory and rhythm concepts. Color Guard written assignments would be anything that deals with their performance routines and marching drill.

**Public Performances (Football Games, Concerts, Contests)** As a band member you are a very important part of a much larger group. When we perform, your participation is vital. When members are absent, the entire band suffers. Attendance at all public performances is required and will count as one test grade. Unless.....

1. Receive an Excused Absence -Given only when the parent has contacted the director as soon as possible in writing, text, or email, stating (1) the student's name, (2) the date and time of the conflict, and (3) the specific reason for the conflict ("the student has another commitment" is too vague). Please understand, just because the director is notified does not necessarily mean the absence will be excused. **Last minute emergencies will be handled case by case.**
2. Student is ineligible due to UIL no pass, no play laws.

### II. 50% Rehearsal Technique: List as "Daily Assignments" in gradebook

After school rehearsals/sectionals are Rehearsal Grades. Please schedule doctor, dentist and any other appointment type activities around the posted after school rehearsals and events. Refer to the policy for obtaining an excused absence.

Weekly rehearsal technique grades calculated:

- Unexcused absence from an after-school rehearsal/sectional: 10 points per instance
- No Instrument, including reeds, mouthpieces, and appropriate sticks/mallets: minus 20 points per instance
- No pencil: minus 10 points per instance
- No band binder or music or set-book: minus 5 points per instance
  
- Actively Participate in the rehearsal. Lack of attentiveness, talking, or disruptions will adversely affect your rehearsal grade.

Failure to meet these requirements will result in a reduction in your weekly rehearsal grade.

## BAND ACTIVITY FEE

**Instrumental and Percussion Fee: \$50.** This fee covers the MARCHING SHOES, band t-shirt that is worn at performances AND UNDER MARCHING UNIFORM, the band binder with pencils, set book for marching drill, marching gloves.

**Color guard fee: \$ 100.00** Partial Uniform Costs, Show shirt, and misc. materials such as tape, weights, and or equipment needs.

## EVENT DETAILS

Prior to each event we will give each student a handout detailing specific information. Please be on the lookout for these handouts about a week before every event. They will also be available on our website:

<http://loisd-high.ss11.sharpschool.com/band>

Below is a listing of our main events that happen each year but are not limited to.....

**FOOTBALL GAMES, MARCHING CONTESTS, PARADES, CONCERTS,**

**UIL CONCERT/SIGHTREADING CONTEST:** This contest serves as our yearly snapshot of the progress of our program and serves as fine art's closest analogy of assessment to the STAAR test. **UIL is by far the most important performance of the year for each band participating,** and we encourage all parents to attend. These will be the most refined performances of the year for our band. We will provide transportation to and from.

## Travel and Transportation Policies

Where applicable, students will ride the bus to events. The district policy is to take buses to all events. Students and parents sign a transportation release that covers all band events for the year.

- If parent wishes to take **their** student with them (instead of riding the bus back) after any event, you must use the following procedure:

A. The director must receive some kind of documentation either handwritten note, text, or email before the event from the parents informing the director that the student will not be riding the bus back to Lone Oak.

B. The student and parent must check-out with the director before leaving. This is for the student's safety. Even with a note, I need to see students with their parent before they leave.

- If a parent is transporting another parent's student, I need documentation from that parent giving permission for another parent to transport their student before the event

In all cases, the director will publish an approximate ending time for each event. **Please be courteous and be on time.** Do not depend on having your student call upon our return or when they are ready to go home. Refer to Remind for updates.

## **BAND TRIPS**

All Buffalo Band students are eligible to go on trips with the following exceptions:

1. Students who have an UNEXCUSED absent from a required band concert or competition during the course of the school year. (meaning the director was given no prior knowledge nor was contacted by a parent or guardian)
2. Students who are ineligible to play/march at UIL contests (this trip is the reward for a successful UIL performance)
3. Academically ineligible. This is the state's "no pass, no play" law.
4. Students who have received a C or lower in conduct in band or has had consistent behavioral problems throughout the year.
5. Students who fail to meet the performance requirements on their particular instrument.

## **UIL ELIGIBILITY RULES (NO PASS/NO PLAY)**

A student who receives, at the end of any six weeks grading period, a **grade below 70** in any class may not participate in **extracurricular** activities for at least three school weeks. Per LOISD policy, **AP classes** require a grade below a 60 to become ineligible. Competitions, UIL events and Football games are considered extracurricular and therefore subject to UIL rules.

However, an ineligible student may still practice or rehearse. Rehearsals, even outside of the school day, are considered **co-curricular and non-competitive**. **Concerts** are co-curricular and ineligible students are required to attend as they are part of our stated curriculum and TEKS.

Students that have lost their eligibility can regain it by earning a passing grade (70 or above, 60 or above in AP) in **ALL** classes (not just the one they failed last six weeks) at progress report. In other words, a student can only lose eligibility at the end of each 6 weeks grading period, but can regain eligibility every 3 weeks at the progress report. Also understand that the loss or regaining of eligibility always goes into effect after a one week waiting period from the end of the grading period in question. Semester averages and exams do NOT affect eligibility.

Unfortunately, there is no flexibility in the interpretation of UIL eligibility rules as it is a state law. Your goal should be to take care of your homework and ask help from your teachers if you are experiencing difficulty within a class. This will enable you to not worry about the ins and outs of the UIL rules described above.

## **BAND PERFORMANCE ATTIRE**

The visual impression we make at a performance is very important. It is imperative for all students to look and act their best. We have two looks: formal performance attire and casual performance attire.

### ***FORMAL Marching Attire:***

Provided for you: Uniform, marching shoes, Show shirt, gloves

You need to provide: Long Black Socks, athletic shorts (wore under marching uniform)

### ***INFORMAL Marching and Concert Attire:***

Band T-shirt, black belt, blue denim jeans or capris (no shorts), athletic shoes

### ***FORMAL CONCERT ATTIRE:***

**BOYS:** RED TIE(provided), Black dress pants, black belt, white long sleeved with button up collar shirt, long black socks, and Black dress shoes (no athletic shoes)

**GIRLS:** Black dress slacks or shirt (knee length), Black dress shirt, black dress shoes with black hosiery. (the goal is to be in black attire all the way to your feet). all black dress. With black and hosiery and dress shoes.

## **AT-HOME PRACTICE**

Home practice is an essential part of being a member of the Buffalo Band, and a vital way for a student to improve on their instrument. **Every band member should strive to play as often as possible at home.**

## **SCHOOL-OWNED INSTRUMENTS**

Every student checking out a school owned instrument must sign the instrument loan contract. By signing the contract, the student and parent agree to give the instrument the "best care possible" and assume financial responsibility of the instrument. It is a student's responsibility to maintain the instrument in good shape as well as good working order. Damage will be noted before issued, and the student and parent will be responsible financially for any damage to the instrument while it is checked out to them. It is important not to let friends or siblings touch or play your instrument.

## **INSTRUMENT STORAGE**

Students will be assigned an instrument storage bin. It is highly recommended to take your instrument home. All instruments and music binders be clearly labeled with your name. **ALL INSTRUMENT CASES MUST BE CLEARLY LABELED WITH THE STUDENT'S NAME.** I recommend that all instruments have some form of insurance coverage. Personal instruments are not insured by LOISD. Record all instrument make, model and serial numbers at home and with the directors for identification. Special note: we had some personal instruments stolen spring of 2017 so it can happen.

## **EARNED LETTER JACKET REQUIREMENTS:**

**-Instrumental and Percussion:** Must have been enrolled and met all eligibility requirements to attend all football games, marching contests, and concert contests for 4 complete semesters.

**-High School Color Guard Requirements:** Must have been enrolled and met all eligibility requirements to attend all football games, marching contests, for 3 complete fall semesters. Color guard members who play an instrument in the Spring semester would need to meet the Instrumental/Percussion requirements.

**-Band/Color guard members:** must not of received any serious band or school discipline infractions that would place you in bad standing with the director/band program.

**All band students and parents/guardians need to sign and return a hard copy of the compliance form.**

# BAND HANDBOOK POLICIES & PROCEDURES COMPLIANCE FORM

We have received an electronic copy of the 2018 - 2019 Lone Oak High School Band Handbook. We have read, understand, and will comply with the policies and procedures outlined therein.

**Parent:**

Printed Name: \_\_\_\_\_

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

**Student:**

Printed Name: \_\_\_\_\_

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