

August 21, 2013

Dear Band Parents and Students:

There is a new service that the Wapakoneta Instrumental Music Department is providing to parents and students in order to keep everyone better informed. The service is called Celly. This is a cell phone notification system that the directors use to update students and parents of important information, reminders or last minute changes that might take place. Both parents and students are encouraged to join the groups that pertain to you. This is an “alert” system only. No two-way communication can take place with this system. There is a Celly group for each grade level. Please take time right now to sign-up for this service. When this service is no longer relevant you may stop receiving notifications by replying “stop” to any Celly message. To sign up do the following;

1. Send a text to:23559 (CELLY) with the appropriate cell group in the body of the text. For example; If your band student is an 8th grader they will graduate in 2018. In the place where you would normally place a phone number put in 23559. Then in the section where you would place the text insert @wpkbnd18 and press send. The following are the available cells.

@wpkbnd21
@wpkbnd20
@wpkbnd19
@wpkbnd18
@wapakhsband
@wapakpepband

2. You will then receive a text asking you for a password. The password for all cells is **hillwim**

3. Finally, you will be asked for a user name. When that option presents itself, text your **first and last name with no spaces** (i.e. joespunkmeyer) as requested in the text. This way we know who is getting the information and who is not.

If you wish to be in more than one cell do this process after each group you desire to be in.

If questions arise, feel free to e me at hillkl@wapak.org and I'll get back to you ASAP.

Musically:

Mr. Hilleary

P.S. To leave a cell text leave@cellname to 23559. If this process is not working for you and you have a “signature” at the end of your texts, try removing the signature until the process is complete.

Dear Band Parents/Students:

In an effort to conserve our natural resources, and district resources, and to make things more convenient for our parents and students we have opted to place the high school band handbook on our band website rather than sending home hard copies. Our band web site is www.wapakband.org. Once you are on our site click on the high school band link and then click on the handbook link. Please familiarize yourselves with its content, and then fill out, sign and return the attached form to the directors no later than Wednesday, August 28, 2013. If you do not have internet access your student may request a hard copy from one of the directors. While you are at the site, investigate the different information available to you and take advantage of this resource throughout the year. Any mailing that goes home with students will be posted on the site under the “handouts” link at the top of the page. If there is something you would like to see on the site that is not present please e-mail Mr. Hilleary at hillkl@wapak.org and I will look in to implementing your suggestion. The directors are looking forward to another great year in the instrumental music department. Go Skins!!

Musically:
Mr. Hilleary
Director of Bands
Wapakoneta City Schools

Students Name (Printed) _____

I have read the Wapakoneta High School Band Handbook and understand the policies and guidelines. I agree to support the directors and keep my students conduct within the guidelines as listed in the handbook.

Students Signature _____

Parent's Signature _____

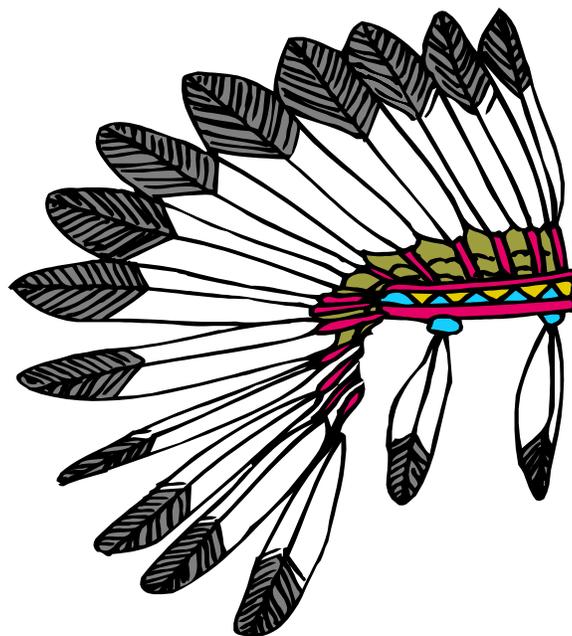
I have signed up for the Celly text notification system. Circle one Yes/No

**Please return to the directors no later than
Friday, August 28, 2013**

Wapakoneta High School

2013-2014

Band Handbook



The Pride of the Redskins

Band Department Philosophy

The Wapakoneta Instrumental Music program is designed and coordinated to serve students interested in instrumental music. Our primary objective is to provide students with an opportunity to have fun while obtaining a deeper understanding of what it takes to create quality music. Participating in our band program should provide proficiency in performing and understanding instrumental music and provide a strong basis for further musical enrichment/development.

An emphasis is placed on appreciating the differing aspects of participating in instrumental ensembles. Involvement in music should be a fun/enjoyable experience while at the same time requires hard work and diligence in order to learn the craft at a proficient level. Refinement of the basic fundamentals of performance, both individually and as a group, and development of discriminative listening will be the result of our philosophy of music education. Since the majority of our members will not be professional musicians, the program strives to produce an understanding of music with an appreciation of the arts as a form of enjoyment and self-expression. During the process of reaching for these objectives participants develop leadership skills and learn of responsibility, cooperation, self-discipline and self-motivation. Participation in band should lead the student to recognize the unique contribution of music as an art form. The enjoyment of music goes beyond the artistic and educational endeavors of our organization. The directors believe in working hard, being the best we can be and have fun doing it. Band is not only a performing group, it is also a social group, and this aspect of the organization is always taken into consideration when setting policies and events for the band. As a group, we work hard in order to make time to play. The amount of fun we have is directly related to the work ethic and attitude of the members in this band. We welcome all students who wish to include music as part of their education and are willing to apply themselves to be the best musician possible.

I. General Rules

1. Treat everyone and everything with respect.
2. Represent your school, your band, and yourself in a positive way at all times.

II. Classroom Rules

1. Be in the room by the time the bell rings. The downbeat of the daily warm-up will be given 2 minutes after the bell rings (3 minutes during Marching Band Season). Not being in your seat or on the field at the appropriate time will earn you a tardy. You will be allotted one tardy per nine weeks with each successive tardy earning a detention. The detention can be an official detention through the school or by staying after school for 25 minutes and aiding the director in accomplishing tasks around the band room. **Please discipline yourself so the directors don't have to.**
2. Food, pop or candy is not permitted in the band room at any time. This includes summer. Eat and drink where there is a non-carpeted surface.
3. No talking when the director is on the podium. The director is there to teach and not baby-sit. Be considerate and treat others, as you would want to be treated.
4. Play your instrument only at appropriate times. The general rule is, "If playing your instrument is disruptive to the educational goal of the moment, don't play."
5. Non-band materials should be left in their appropriate places. For example, no other books for other classes should be with you during band.
6. No objects of any kind are to be thrown in the band room (This includes smaller, lighter band members) ☺ .
7. At the conclusion of rehearsal, all materials and instruments should be properly stored in the storage room or taken with you. **Nothing is to be left at your seat.** *Lockers should be closed and lock when you are not present.* It is the responsibility of the section leaders to ensure that this is taken care of. If these housekeeping duties are not tended to properly it will be up to the directors to determine whether the section leader of the section will be held responsible and thus have to stay after school in an unofficial detention to clean the band room.
8. Everyone is to purchase a lock for his/her band locker. These locks must be purchased through the directors so that we have access to all lockers at all times. If an unofficial lock is on a school locker school official will cut it off. If you choose not to lock the lock and items are stolen don't complain. There is nothing more we can do.
9. You may exit through any door in the band room; however, the back doors are not to be used as an entrance during the school year. If you go to that door, you may not be let in.
10. You are not permitted to chew gum in any rehearsal of this group. This will earn immediate consequences (e.g., official or unofficial detention, laps, etc.)

III. Bus Guidelines

1. Remain seated, keep aisles clear, and observe rules as posted by the driver, no use of profanity or obscene gestures.
2. No glass containers, knives, matches, lighters, or other flammable objects are permitted.
3. Listen to and follow ANY directions given by the bus driver or chaperones.
4. No bus swapping. We must know where you are every time we travel.
5. Never use the rear door to exit the bus.
6. Romantic student behavior needs to be kept to a minimum. Any behavior deemed inappropriate by the directors or chaperones will be addressed with the individuals involved. Failure to respect these instructions will result in permanent separation of the individual's involved at all future band functions. If you are confronted by a chaperone or director on this issue and are disrespectful, the disrespect will be handled in accordance with the discipline section of the handbook
7. According to State law, the use of cell phones is prohibited on busses BUT, you may have yours with you as long as it is not disruptive or in sight of the bus driver.
8. If a change of clothing is necessary, you are not permitted to change on the bus, public restrooms or changing rooms will be provided.
9. All students will travel to and from all band activities on the bus unless a situation arises in which **YOUR** parents would prefer to take you. Both directors, **prior** to the event must approve these situations, and requests/reasons for such circumstances must be in **writing**.
10. No eating or drinking on buses. This includes candy. If we take charter busses, eating is a possibility, but only when special permission is granted by the directors.
11. Leave the bus cleaner than we received it. We are a class act so let's act as such
12. No use of tobacco, alcohol, or drugs in any form. This could mean immediate dismissal from the band program.
13. Do not throw items in or out of the bus windows.
14. Upon arriving at the destination, all students should remain on the bus and seated until given instructions to exit. When you exit the bus during marching season you **must be in full uniform** (hats are an exception)
15. All students must have their band/flag pants on before entering the bus and must keep them on during the trip.
16. Chaperones-
 - a. There will be at least 2 chaperones per bus during band trips. Music boosters will handle assigning these chaperones.
 - b. Chaperones will execute parental authority and will have authority over all the band members in regard to conduct when the directors are absent.
 - c. Chaperones will check bus attendance every time the bus moves from one destination to another.

- d. The directors will have final authority on all disciplinary matters with the chaperones referring all problems to the directors when at all possible.
- e. The chaperones are volunteers who are here to help our band. Show them the respect they deserve if any situations should arise.
- f. Chaperones have been instructed to treat all band members with respect in all situations. They are not to demean, cuss at or tell band members to SHUT-UP at any time. If you feel this boundary has been overstepped, please advise the directors as soon as possible.

IV. Bleacher Guidelines

1. You may choose where you sit in the stands during marching band season as long as you actively participate in fulfilling your responsibilities as a bandsman (e.g. play stand tunes when called for, cheering the team on, etc.). If your seating arrangement seems to be too much of a distraction to these expectations the directors will assign you a place in the stands that will facilitate you fulfilling your band duties. Seniors may sit in the front row for all games. If anyone is not mature enough to handle this set-up you will lose your choice in the matter and the directors will assign you a seat.
2. No eating or drinking of any kind while in the stands. **If you choose to do so you will immediately lose the next third quarter break. NO EXCEPTIONS!!** If you choose to argue about the consequences you will lose **more third quarters**.
3. Non-band members are not permitted in the band-seating block.
4. Third quarter has been designated as a break for the band. You are to be back, in your seat, with your instrument, ready to play, by the time the clock reads **30 seconds**. This will allow us to play as soon as the clock reads 00. Third quarter break is a privilege, and will be lost if abused. It may also be lost for other disciplinary action.
5. During third quarter break the uniform will be worn in a manner that is neat and uniform. If you choose to walk around in any other manner you will lose your third quarter privileges.
6. The winter uniform must be kept on at all times. Depending on the weather and at the director's discretion, zippers may be unzipped for ventilation purposes. Damage to the uniform will be repaired at the student's expense. Earrings may be worn during performances, but must not detract from the uniform-look of the band. Studs are preferred for performances. Directors will determine if the earrings are out of compliance.
7. There are only two opportunities to use the restroom at away games and they are as soon as we get off the bus and during 3rd quarter break. No one will be permitted to leave the band block at any other time, so plan accordingly. **When going to the restroom upon arriving at performances students must be accompanied by chaperones.**
8. Each member is responsible for his/her own instrument. Students are advised to keep their instrument with them at all times. **Students who do not unload their instrument after road trips will be required to do extra duties as**

prescribed by the directors. If the student refuses then he/she will receive formal school disciplines beginning with detention.

9. Playing for the game may happen at any time and is something everyone needs to participate in so be ready. Either play when expected or have your third quarter break affected.
10. When we march into football games or any other performance we are representing the band as well as our school district. In order to not look tacky no one will be allowed to wear back packs. **WE WILL ENTER THE PERFORMANCE IN FULL UNIFORM!! NOTHING MORE, NOTHING LESS!!**

V. Consequences: Most of you will have no problem following the guideline established to help our organization run smoothly. Individual members who choose not to follow established procedures must be prepared to face the consequences. These will be in direct proportion to the severity and frequency of the offenses. For example, if you break a minor rule like being late from 3rd quarter break, you will lose half of your 3rd quarter break, but if you continue to do this, you will be dealt with in the manner laid out below (level 1-5). Any infraction involving alcohol, tobacco or drugs will be handled according to school policy. Removal from band will also be a consideration. We are VERY serious about this.

Level 1- Loss of half of 3rd quarter break

Level 2- Loss of all of 3rd quarter break Level 3- Detention and all preceding consequences

Level 4- Meeting with your parents and all preceding consequences

Level 5- Removal from the band program, all preceding consequences, and any consequence deemed appropriate by administration

VI. School Fall Sport Exception: All band members must participate in marching band unless they are involved in a fall sport (**sponsored by Wapakoneta City Schools**) that poses a major conflict with the bands summer/fall rehearsals and performances. This is an option that may be used but obviously those who are involved year round have a better chance of advancement in the organization and will excel at a faster rate. If you feel you have other extenuating circumstances you may present your case to the directors and they will consider your request.

VII. Facilities, equipment, and supplies

1. **Office-** the director's office is a place for their study and preparation. **No one is to enter the office without permission by one of the directors.** Also, the office is not a hallway between the band rooms. If you are caught using it as such you will be sent out the door you came in and made to go around.
2. **Band Room-** The appearance of the band room is a reflection of our band. Please keep it neat and clean. If you have any trash, put it in the trash can, and treat the equipment as if it were the only equipment we have, because it is. **At no time are any personal items to be left in the band room.** Percussion and

tuba players may leave their instruments in the appropriate places, but music, sticks and any other items must be placed in lockers/cabinets. During rehearsal all cases need to be returned to your lockers or placed under their chairs. Leaving a case out in the band room or on the floor or shelves in the storage room will be addressed, with multiple offences receiving disciplinary action.

3. **Instrument Lockers-** the instrument lockers are to be used for the storage of instruments. Books may be placed in your lockers during rehearsal but must be removed when you leave after rehearsal. Instrument cases should be closed and latched when placed in your locker. Instrument damage may occur if this is not adhered to. Lockers are assigned for the year, and should be kept neat. All lockers should remain locked unless you are there to add or remove something from it. If you don't follow this procedure and something is stolen it is your problem not the directors at that point. We will try to help by keeping an eye out for items and mentioning it to the band but that will be the extent of our involvement.
4. **Percussion/ off-season/ flag storage room:** No one is to be in this room unless a director gives them specific permission. This is also a storage area for supplies used by the Boosters so do not touch anything that does not belong to the band.
5. **Repair room-** Permission to enter this room must be granted by one of the directors.
6. **Practice rooms-** Practice rooms are provided to the band students for practice. They are not for "hang-outs" or other activities. Please use them appropriately.

VIII. Equipment

1. **Instruments-** your instrument is valuable and for this reason you are not to let anyone else play it or hold it. Your instrument case should have your name clearly marked on it and should be put away whenever not in use.
2. **School owned instruments-** anyone playing a school owned instrument is expected to pay a \$35.00 per season rental fee for normal wear and tear to that instrument (\$50 for the year). If any repairs need to be made which are beyond what the directors consider normal wear and tear you will be charged for those repairs. Any brass players using school owned instruments will be charged an additional \$5.00 for every dent they put in their instrument. If your instrument is left unattended and is damaged YOU will be responsible for that damage, so don't let anyone damage your instrument. Any woodwind players who have been encourage to switch instruments for marching season only will not be charged the rental fee, but must still sign a rental contract, and be responsible for any damage.
3. **Clarinet and Flute Players:** Those of you who earn a spot in the symphonic band will be issued top quality professional instruments purchased by the school district. The clarinets are wood and are not to be taken out of the building except for performances. Wood clarinets **MUST** be handled with care. Wooden instruments left in extreme temperatures or subjected to wide

temperature changes can crack and be ruined. The flutes are expensive open-whole flutes and must be well taken care of. All symphonic band woodwinds will be instructed on how to care for these new instruments. If these instruments are not cared for properly the cost of repairs/replacement will be yours.

4. **Percussion-** Percussion instruments are reserved for percussionists. Any non-percussionist caught playing a percussion instrument will be dealt with according to the consequences in section III of this handbook.

IX. Supplies

1. Any band supplies that you need are available through the band office. If we run out of something, we will order it for you. A current price list will be posted.
2. **Reeds-** Reeds WILL NOT be sold individually. We will only be selling reeds by the box (or in packs of 4 in the event the box is a large one). Boxes of reeds may be purchased after band only. Plan ahead or your participation grade may be affected.
3. **Repairs and instruments-** you are responsible for instrument repair cost. Representatives stop in once a week to pick up/ drop off instruments and supplies. Ask one of the directors for a repair tag, fill it out, and place your instrument next to the office door. Make sure your parents know that you are having your instrument repaired so they are prepared to pay for it when the work is completed.

X. Grading

1. Grades for all 9 weeks will be calculated as follows
 - a. **Participation** 30% - This includes attendance at all events, having a good attitude, working with and not against the director, following class rules etc.
 - b. **Non-Contest Performances (football games, parades, etc)** 30% - Attendance at all performances will earn you these points. A missed performance also affects the participation grade.
 - c. **Contest Performance (Band Shows)** 30% - Attendance at all performances will earn you these points. A missed performance also affects the participation grade.
 - d. **Play-Offs/Written Work** 10% - All play-offs are either pass or fail. If someone fails a play-off he/she has two school days to pass. If at the end of the second day the music has not been passed the grade will remain. If a play-off is missed altogether there is no second chance. The student will receive a failing grade on that play-off.

XI. Hazing: Any student participation in any form of negative initiation ritual or verbally abusing another member of our organization because they are freshmen or underclassmen will be sent home immediately. Both Ohio and Federal law both cover this rule in great detail so as to be very inclusive. Anything we see which seems in violation of

these LAWS will call for immediate dismissal. These laws are not sidestepped by participant approval. If a student would exclaim in a large voice, "Haze Me!!!!!" You could still be prosecuted for participation in any degrading act or verbal abuse (Throwing apple cores at ANYONE would be covered by this.)

Theft/ Vandalism: Any student who participates in any form of vandalism or theft of/ from/ or to any facility we come in contact with will be immediately dismissed from the band program. NO QUESTIONS ASKED.

After each trip the directors are left hanging around the band room for a duration of time. We stay until we see all students have gone. If you are not in the court yard (at the middle school) or in the unload area just outside the band room (at the high school) we assume you have left. If you leave these areas we are no longer responsible for you and will go home for the evening. If you leave these areas and are left here unattended the responsibility is on your shoulders.

Parents are asked to pick up their band member at the appropriate time. The directors would like to get home to their families and not be stuck at the High/Middle School because of parents not being punctual. We understand that life happens at times but picking up students late should be kept to a minimum. Please be considerate of our time.