

**Orange High School
Panther Regiment
Handbook
2011-2012**

Andy Carter, Director

Music is the universal language of mankind.

Henry Wadsworth Longfellow (1807-82), Outre-Mer

Orange Panther Bands...



...A Commitment to Excellence

Rules and Regulations

Orange High School Panther Regiment Rules of Conduct

General

- 1) Students will conduct themselves at all times in the manner that best represents the highest ideal of the Orange High School Band. Outward display of positive behavior and respect for others and this organization are expected from everyone at all times. Be wise in making decisions.
- 2) Students will not be in possession of or use tobacco products, alcohol, any illegal drug or anything that could be used as a weapon while with the band at any function.
- 3) Students in the band will resolve disagreements properly and fighting will not be tolerated.
- 4) Care of the uniform is important. Do not eat in uniform at any time without the director's permission. All uniform parts are to be properly hung and stored after each use.
- 5) Adult chaperones donate their free time to lend critical assistance to this organization. Students will show respect toward all adult chaperones. Students in this organization will do as directed by all adults and not "talk back". Any instance of conflict between student and chaperone must immediately be turned over to the band director.
- 6) A number of adults will be hired as adjunct staff to the Orange High School Band. At all times these people are to be treated as guests to our organization. Students will follow the staff's direction.
- 7) All individual problems between students should be taken to a chaperone or the band director immediately.
- 8) Do not play or handle another student's equipment or personal belongings.
- 9) Outward displays of affection will not be a part of this group at any time.
- 10) Be on time. To be on time one must prepare to actually be early.
- 11) Be prepared for all events and have proper equipment, dress and accessories for the pre-determined activities of the group.
- 12) Any activity that (the director feels) endangers the safety of the student, the safety of other students, or damages people's property cannot be tolerated and may result in a student being sent home.

Equipment Contracts

Many students (especially in Marching Band) use school owned equipment. All parents and students must sign an equipment contract. The contract states that any students who misplaces or harms a school owned instrument outside the normal wear and tear will be charged all repair or replacement costs. Students will not be allowed to use school owned property until this is on file. (See sample in appendix b)

Rules of Travel

We have found that setting a few guidelines makes our traveling much easier. Please find the guidelines below, and feel free to ask any questions.

- We always travel buses followed by trailers. Parents are more than welcome to follow us; however they should not “break the chain.” The buses and equipment must stay together as we travel to competitions, festivals and performances.
- Itineraries are given out as far in advance as possible. Most travel involves at least one meal. Students are responsible for all meals when we travel.
- Except with prior permission, all students must ride to and from all events on the bus. There will be very few exceptions to this policy. Please don’t be surprised by an answer of “no”.
- Chaperones are needed each time we travel (please see committees).

Bus Assigned Seats

When we travel students will have the opportunity to sign up for seats by choice. Once seats have been selected, only the band director or chaperone can change the seats. This is for attendance purposes and your safety. Please choose your seat wisely when we travel.

Dismissal

No student should ever assume they are dismissed. No other person or student has authority to dismiss students from practices, competitions, or any other band function. We will always be dismissed as a group.

Bus Assigned Seats

When we travel students will have the opportunity to sign up for seats by choice. Once seats have been selected, only the band director or chaperone can change the seats. This is for attendance purposes and your safety. Please choose your seat wisely when we travel.

Budget

Each spring the band director submits a detailed budget for approval at the Feb or March Booster Meeting. Parents will have one month to review and present questions. At the following meeting the budget may either be approved or it may be requested that the band director make changes and re-submit at the following Booster Meeting. This process will continue until the Boosters as a whole and the Director agree on an appropriate budget. If you would like a copy of the current year’s budget, contact Mr. Carter in the band office.

Master Calendar

Our master calendar is available at all times on our website at ohspantherband.com. Rehearsals are mandatory unless otherwise notated.

Drill Camp/Band Camp/Leadership Camp

Drill camp is a three day mini-camp where we teach/re-teach students how to march and maneuver on the field. They become familiar with terms used in marching band as well as proper styles and techniques used in the *Panther Regiment Marching Band*. Camps are required of all students with only the most drastic reasons excused. This is where the band learns the vast majority of our show for the year. Students are unable to learn their drill with other students absent. Students should bring a bagged lunch to this camp each day. We traditionally have a covered dish dinner on the last day, followed by a performance of what we have accomplished during the camp.

Leadership camp is a one-day camp which meets prior to drill and band camps. Only student leaders are required to attend. We will discuss leadership strategies and outline the next two camps.

Parent volunteers are needed for all camps. You should be contacted to check your availability to help during this two week period. While the band provides coolers full of ice water and Gatorade during all camps, students are welcome to bring bottled water, Gatorade or other drinks of this nature to all camps. Sunscreen is optional – but a great idea. Students should dress appropriately to be outside – this includes sneakers. **No other form of footwear is acceptable for any camp or marching band rehearsal.**

Tuition

The tuition for the OHS Panther Regiment will be \$200 per student. There is payment schedule on the band's website. Concerns about tuition and fees should be addressed to Mr. Carter in the band office. This money is necessary to cover the cost of instructors, travel, competition entrance fees, and other expenses involved with the OHS Panther Regiment. *(For a more detailed look at how the money is spent, please see the budget section) (We do have limited sponsorships available, if you are in need of financial assistance please contact the band office)*

Clothing Pack

All students will need to purchase a \$30 clothing pack for the season. It includes the band show shirt, band tee-shirt, marching band shorts, sports bottle, drawstring bag and dot book bag.

Parents and friends may purchase any of the band clothing items through the band office. An order form will be available at the start of each school year.

Percussion Equipment Fee

Students who are in the battery or front ensemble/pit will be assessed a stick fee of \$30. The director will handle ordering of all mallets. This fee covers all mallets and sticks needed for the season for both battery and front ensemble/pit

Guard Equipment Fee

Students who participate in the color guard will be assessed a \$30 guard fee. This helps cover the extensive costs of guard uniforms, flags, equipment, and other items specific to the guard.

Required Equipment – General

All students (except guard and pit) will need a flip folder and lyre for Football games. While show music must be memorized, most of the rest of the music that we will play in the stands will not have to be memorized. All students should plan to obtain these things before the first football game.

Students playing school-owned instruments will need to use gloves at all times while handling the equipment. This includes both inside and outside rehearsals.

Students who are using a school-owned instrument (baritone, mellophone, sousaphone, etc.) should bring a towel/blanket to lay their instrument on while we are practicing. Students who do not bring a towel/blanket must hold their instruments the entire practice – even during breaks.

*Below are some specific rules that you should be aware of concerning the **OHS Panther Regiment**.*

1. Students must dress appropriately for all performances. Detailed instructions are given early and often. This includes staying in full uniform until told otherwise.
2. Pencils, music, instruments, and drill charts are required at EVERY rehearsal.
3. Only band members and chaperones are allowed to travel on the bus when we travel. We will make the exception for children of chaperones as needed. Boyfriends/girlfriends, friends, or former band members will not be allowed to travel on the bus with us.
4. No gum, food, drink or candy (only water) while in full uniform.
5. Be on time for everything – rehearsals, performances, trips, competitions – everything. Times given to you are start times – not times you should be coming in the door. Students who are tardy will owe the band that time in exchange for their tardy.
6. Attendance is required for everything – including all rehearsals. If a student is absent from school, they will not be penalized for missing band practice.
7. Prior permission – students should never think “it will be ok.” Prior permission is necessary for everything – except emergencies. Too many students plan to miss the beginning of rehearsals to attend clubs. This is strongly discouraged, and requires prior permission.
8. Summer Rehearsals are required, however I am very understanding and there is more flexibility with this mini clinic rehearsals. Students simply need to email or put in writing why they will miss a rehearsal over the summer prior to band camp. About the only thing that won’t be accepted will be “I don’t want to come.”

Football games

Only band members and parent volunteers (when needed) are allowed to sit with us in the stands. At no time should friends, siblings, or other family members plan to carry on long-lasting conversations with band members. No food or drink will be allowed in the stands at anytime with the lone exception of booster provided drinks. There will be no other exceptions to this rule. Students will not be given time during the 3rd quarter to visit the concessions. Students will have time to rotate to the restroom during the 3rd quarter at the discretion of their section leader. **Food should not be brought back to the stands.** Water will be given out after our pre-game and half-time performances and available as needed throughout the game. **Students should remember that we are representing OHS each time we assemble and perform.**

Loading/Unloading Procedures

During Marching Band season we do a lot of travel, which creates a lot of loading and unloading of equipment. This should always be done in an orderly fashion. All students will be expected to help with this task as needed. No student will ever be dismissed until all trailers and/or buses have been unloaded. A rotation will be set during band camp to make sure everyone participates in the loading and unloading of equipment

Uniform Policies

Philosophical Statement

The presentation of our students in any performance is important. This organization stands for excellence and the appearance of our young people is essential to the presentation of the music we perform. Therefore these specific uniform and concert wear policies and procedures are in place for all members of this organization.

We must work together to guarantee that the students of this organization are aware of these policies and procedures and properly wear and care for the uniforms of the Orange Panther Band.

Marching Band Uniforms are custom fitted to each member. Uniforms will be distributed in the late summer each year and each student will have this uniform assigned to them for the entire marching season.

Uniforms are to be kept on the campus of Orange High School. There are occasional exceptions to this statement. When uniforms are in the care of the student, it is their responsibility to properly take care of the uniform and all of the accessory parts.

Shoes

All students are required to have black marching shoes. Students needing to purchase both should do so at band camp. The cost is \$30 for shoes. Returning members who have shoes which still fit will not be charged this fee. (Guard member's footwear will vary from year to year, when shoes are selected, parents will be notified)

Uniform Rules

1. The golden rule: **We are either all in uniform or all out of uniform.** When in doubt, stay in uniform.
2. No informal hats may be worn with the uniform.
3. Students are to have gloves for all performances. (except guard and percussion)
4. Student's shoes must always be polished. When in doubt, polish your shoes.
5. Plumes will be collected after each performance.
6. Students should wear the marching band shorts under uniform pants and their appropriate band shirt under the jacket.
7. Every student (except guard) will wear black socks and black marching shoes while in band uniform.
8. Students will be held financially responsible for lost or damaged uniform parts.
9. Keep all the uniform and all accessory parts hung in the uniform bag when not in use.

Inspection Issues

1. Uniform inspection will be held before performances. All areas of inspection must be passed.
2. All hair is to be worn above the collar. (tuck it up in the hat) (does not apply to guard)
3. Jewelry is not to be worn in uniform. All visible piercings must be removed (earrings, etc)
4. Uniform must be wrinkle free for each performance.
5. No make-up will be allowed in performance. (except guard)

Donations

As has proven most effective in the past, the OHS Band will gladly accept donations throughout the year of the following items: individually wrapped snacks (crackers, chips, etc), bottled water, and juice boxes. A more detailed list of what we need will be posted on the bands website. In addition, cash donations for meals or any of the items above will be accepted.

Student Staff

There are several student staff positions in the OHS Panther Regiment Band. They include, but are not limited to:

- Drum Major (s)*
- Brass Captain*
- Woodwind Captain*
- Percussion Captain*
- Pit Captain*
- Guard Captain*
- Logistics Chief
- Section Leaders (as needed in each section)
- Uniform Manager
- Music Librarian

*are members of the band council which help plan and execute the goals for the Panther Regiment Marching Band.

How to become a student staff member

All band council positions are through interview only. Students must present a resume and letter of interest to the band director. Deadlines will be announced each spring. The Position of Drum Major(s) also includes an audition. *Due to the need for frequent communication and daily interaction, Drum Majors are required to be in concert band both semesters of the school year.*

Marching Band Philosophy

Marching Band is a great way to showcase artistic talents as well as an opportunity to make connections while building leadership skills and learning life lessons. However, marching band is not intended to be a “stand alone” ensemble. This is not an ensemble for beginners, and the primary focus is not on development of musical knowledge. Therefore, students will not be allowed to participate in marching band as their only ensemble. The exceptions to this will be for guard members and students with extreme daily band schedule conflicts. In the event of a schedule conflict, the student, director and guidance counselor will discuss the options, if any to resolve the schedule conflict. If it is deemed there is no resolution to the schedule concern, the student will be allowed to participate in marching band.

Appendix A

Terms and Definitions

<i>Horn line</i>	marching band term, used to describe all musicians playing a wind instrument.
<i>Battery</i>	marching band term, used to describe percussionists who march carrying a drum.
<i>Pit</i>	marching band term, used to describe percussionists who are play stationary percussion equipment in marching band. (Also known as Front Ensemble)
Shako	marching band term, the official name of the hat worn with the uniform by the hornline.
Guard	visual unit of the marching band. They use flags, rifles, sabres, and many other types of equipment to portray a visual concept.
Bibbers	Part of the marching band uniform – the overall pants.
Baldric	Part of the marching band uniform.
Gauntlet	Part of the marching band uniform.
Plume	The feather worn in the shako.

Appendix B

Equipment Contract

Name _____

Instrument _____

Brand _____

Serial Number _____

Date Signed Out _____

Ensemble Instrument to be used in _____

Date to be returned _____

Current Condition _____

By signing below, I am aware that said student will be using equipment owned by the OHS Band for an extended period of time. I understand that while normal wear and tear is expected, any damages exceeding expected aging will result in the family being charged for repair or replacement of the instrument.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Director Signature _____ Date _____

Appendix C

Band Booster General Information

2011-12 Officers

President Curtus and Cheryl Browning

1st Vice-President Wes Tilley (Fundraising)

2nd Vice-President Anne Stewart (Public Relations)

Treasurer Janice Badstein

Secretary Patti Foster

Band Director Andy Carter andy.carter@orange.k12.nc.us

Website www.ohspantherband.com

Band Office Phone 919-732-6133 ext 20801

Mr. Carter Cell Phone 919-260-5386

Band Email ohspantherband@hotmail.com

Appendix D

Procedure for turning in money – Fundraising Dollars to OHS Band Boosters

1. Fill out a blank receipting form as shown on the example at the desk in the band room. Be sure to include your name, dates, check numbers or cash amount and what the money is for. If this is for a fundraiser be sure to turn in the form as needed (pizza, fruit, etc.).
2. Remove white copy and keep for your records.
3. Put the receipting form (minus white copy), brochure, and money in an envelope and seal the envelope.
4. Sign the seal of the envelope. Your signature implies that you are turning in what the receipt says you are turning in.
5. Deposit the signed envelope in the box mounted outside Mr. Carter's office.
6. The Booster Treasurer will process your deposits and return the pink copy of the receipt to you via Mr. Carter.
7. Checks should be made payable to OHS Band

Procedure for turning in Money – OHS Band Student Fees

1. Mr. Carter will ask daily if anyone has money to submit.
2. Students will be asked to wait in line to submit money to Mr. Carter.
3. Mr. Carter will collect the money from the student, and provide a written school receipt at that time.
4. If you have money for student fees and Mr. Carter is not available, please see Ms. Sherby Wood, Bookkeeper in the school's main office.

