



# Bixby High School Instrumental Music Department

2023-2024

## Handbook of Policies

*\*All information is subject to change*

**Jeremy W. Parker**

Director of Bands

[jeremyparker@bixbyps.org](mailto:jeremyparker@bixbyps.org)

918-366-2230

### **Introduction**

The Bixby High School Band has distinguished itself as a superior instrumental organization. Participation in this organization is a privilege that has certain responsibilities. To help ensure continuous success, band members and parents should carefully read this handbook of policies. All families will be required to complete Band Registration. This form will be emailed through CutTime once it is available.

### **Grading Scale**

The following applies to marching band, concert ensembles, and jazz ensembles:

- Performance grade: 40% (This includes all performances listed on the band calendar of events)
- Musicianship grade: 30% (Playing and memorization tests/ practice logs)
- Participation grade: 30% (This includes attendance/tardiness, rehearsal procedures, rehearsal equipment)

### **Performances (Performance grade 40%)**

Performances of the Bixby High School Band are the highest priority of the band program. All performances listed on the band calendar are required attendance for the members of the performing group. Severe illness and extreme family emergencies are the only exceptions (a cold or a headache is not considered a severe illness, vacations or student work schedules are not considered as emergencies). It is a policy of the Bixby High School Band to be as flexible as possible when a conflict exists with another school activity. Students are still expected to make every possible effort to fulfill their performance obligations. On rare occasions, an extenuating circumstance may exist that would require a student to leave a performance early or arrive at a performance late. These circumstances should be cleared through the head band director at least two weeks prior to the conflict. As with all band

activities, punctuality is a requirement for all members. Failure to attend performances will negatively affect the student's grade and will result in the loss of participation privileges.

### **Rehearsals (Weekly participation grade 30%)**

As performances are the top priority of the Bixby High School Band, rehearsals are the next priority. They are the means by which the ensemble is equipped to give superior performances. All rehearsals are mandatory for all members of the band. The same guidelines apply to rehearsal attendance as apply to performances (severe illness, extreme family emergencies, conflicts with other school activities). All absences must be cleared through the head director at least two weeks prior to the rehearsal. Punctuality is expected at rehearsals. Absence or continued tardiness will negatively affect the student's grade and will result in the loss of participation privileges. A full list of required materials will be provided to the students at the beginning of each semester. Failure to bring all required materials to rehearsal will result in a lowering of the weekly participation grade. Students will receive a weekly participation grade with a possible 100 points.

### **Memorization/ Tests/ Practice Logs (Musicianship grade 30%)**

It is imperative to the success of all the ensembles that each member is performing his/her part to the highest standard. All students will be expected to practice outside of the scheduled rehearsal times. To hold all members accountable to the same high standards, we will evaluate each student accordingly:

Marching Band: Each student will be required to "pass-off" all their warm-ups, show music, and other assigned music by memory throughout the season. We will take a test grade during Tuesday and Thursday evening rehearsals.

Concert/Jazz Band: Tests will be given throughout the year in all concert and jazz ensembles. This is to ensure the highest musicianship and technique in the performance of demanding literature.

### **Instrument Checkout**

The Bixby Instrumental Music department has a limited inventory of school owned instruments. These instruments are available for checkout to those students who play specialty instruments (tuba, bassoon, oboe, marching/concert baritone, sousaphone, baritone sax, etc.). The student will take the checked-out instrument to the shop before checking it in at the end of the year. Any damages to the instrument, accidental or negligible, will be charged to the student. A detailed description of all existing flaws to the instrument will be logged prior to the instrument checkout. All students will fill out an instrument checkout agreement before being issued an instrument.

### **Travel**

The Bixby High School Band travels often. Behavior away from home (as well as on the bus) should be above reproach. School rules apply on band trips just as if students were on campus. All band members are expected to remain in their seats on the bus, treat sponsors with respect, and remain on their best behavior throughout the entire trip. Failure to comply could result in a discipline referral and/or loss of participation privileges.

### **Eligibility**

It is each student's responsibility to remain eligible to participate in band. The following protocols will apply when dealing with student eligibility:

- Once a student is placed on a probation list, his/her position in the performing ensemble will be evaluated. During marching season, a student will be replaced by an alternate and forced to shadow until off the list. During concert season a loss of chair position or band demotion will be considered.
- Once a student is placed on the ineligibility list, they will lose their position as a principal performer in the ensemble. During marching season, the student will be replaced permanently by an alternate and be placed on alternate status for the remainder of the season. During concert season the student will be demoted to the symphonic or concert band until off the list for one week (at which time their position and ensemble assignment will be reevaluated by the directors).

We as a staff believe strongly in the importance of academic responsibility. Please see the director early if you are falling behind in a class... tutors can be provided. All above protocols will apply to after school performance groups such as chamber ensembles, winter guard, indoor drumline etc.

### **OSSAA Mandated Drug Testing and Physicals**

By Board policy, all Bixby HS Band members must participate in the OSSAA mandated random drug testing pool and submit OSSAA Physical and consent forms as directed. Any student failing to attend either of these sessions will be immediately ineligible for any school activity for the 2023-2024 school year. Instructions on submitting OSSAA forms and purchasing the drug test will be sent out via an email through CutTime.

### **General Rehearsal Procedures**

- Each student is expected to be prepared and on time for each rehearsal.
- During marching season, on time means being in the attendance block when the drum majors call the band to attention. This applies to all rehearsals.
- During concert season, on time means being in your seat with all materials: instrument, music and working pencil, when the tardy bell rings.
- Communication is very important. Please call the band office at 918-366-2230 in case of emergency.
- We will have absolutely no phones on the field during marching rehearsals. Phones can only be accessed during breaks and will remain on the sideline during rehearsal.
- Show respect to student leaders. They are giving their time and talent to our band and have earned their positions through experience and competition. Any difficulties with the student leaders should be reported to the directors ASAP.

### **Football Game/Performance Procedures**

All band members are required to attend each game including playoffs. The band wears full uniform unless otherwise instructed. Band travel shirt, khaki shorts, and band shoes comprise the “hot weather” uniform when specified. Full uniform includes jacket, pants, clean white socks, polished white shoes, clean white gloves, and band hats. No other items of clothing will be permitted (including ball caps, extra shoes, etc.) unless they are approved by the director. The full uniform will be worn to all away games. No other clothing will be allowed on the buses. Any other items such as purses, wallets, flip-folders, plumes will be carried in hat boxes or official Bixby Band travel bags. Backpacks or other bags are not permitted. Bixby Public Schools is not liable for any lost or stolen items. For all games, extra items must be kept in official travel bags. During third quarter break, the uniform must be worn correctly. It is not permitted to be unbuttoned or to remove jackets or change shoes during games, either home or away unless instructed by the directors.

In the stands, only bottled water is permitted. Students will be assigned a seat in the bleachers and will be expected to remain there throughout the game unless individual permission is given by a director. Students must remain in their assigned seats and be prepared to play when a tune is called. It is the responsibility of the band to provide spirit and energy for the event. To receive participation credit for the game, students must attend the entire game. Credit will not be given to students who leave before the entire band has been dismissed. Students who must leave early must be accompanied by a parent.

## **Marching Contest Procedures**

Our Saturday marching band contests are all-day events. Be prepared to be away from early AM to late PM. All band members who are academically eligible are required to attend. Questions regarding eligibility should be taken to a director ASAP. A full itinerary will be published for the students on the Monday before any contest. Instructions regarding travel clothing will be in the detailed itinerary. When the band is not in full uniform, we wear Bixby HS Band travel shirts, show shirts and khaki shorts/pants or other items approved beforehand by the directors. No other clothing is allowed on band events.

## **Student Leadership Opportunities**

The Bixby HS Band holds auditions for the position of Drum Major in April and for the Leadership in May. Students wishing to apply for any leadership position must do so by the posted deadline and fulfill the minimum requirements for grades, performance ability and leadership skills. The Drum Major and Leadership auditions are judged by the directors in a fair and competitive environment. All students who achieve leadership positions are required to attend a summer band camp or workshop approved by the directors. As our band grows, the importance of quality student leaders becomes tantamount to our success year by year. Student leaders who show deficiencies in any area of performance, attendance or discipline will be removed immediately.

## **Student Awards**

Each year, the band honors its top students at the yearly awards banquet. To assure consistency from year to year, a minimum requirement for any awards needed to be established. The following requirements are taken into consideration when selecting award recipients:

- Complete one full year in the BHS Band.
- Attend all performances and contests throughout the year.
- Be a member of the GCBDA All-District Band.
- Make a first division in a solo or ensemble at an OSSAA Contest.
- Audition for the GCBDA All-District Band
- Perform a solo at an OSSAA contest
- Perform in an ensemble at an OSSAA contest.

For a student to letter in band they must make the all-district or all-state band (This is awarded to 10-12 students only. All seniors will be awarded a letter regardless all-district participation.)

A simple point system is used. Students who score the most points through their individual participation and success will have the greatest chance to win individual awards. The overall contribution of each student to the success of the program will be considered as well. The top awards, The John Philip Sousa Band Award and the Louis Armstrong Jazz Award, are available only to seniors. It is the belief of the directors that student excellence must be rewarded and cultivated.

# BIXBY BANDS UNIFORM POLICY

As members of the Pride of Bixby Marching Band program, you are given privileges, as well as responsibilities. You are given the honor of representing Bixby High School at games, contests, parades, and on out-of-town trips. You have the responsibility to show our community, and other schools we encounter, the ideals of what we represent.

## ONLY THE BRAVE WEAR WHITE!

The Pride of Bixby is known for its cutting-edge uniforms. Each uniform piece is numbered to help with inventory. Any excessive damage or losses to a uniform will result in a monetary fee for you or your parents/guardians for replacement and/or repair of the uniform. Loss of half of a pair of anything will result in the replacement cost for a full pair to be assessed to your account. You can see charges and credits on your CutTime account.

### REPLACEMENT COSTS

Uniform Jacket - \$200	Compression Pants - \$21	Hat Box - \$12
Uniform Bib - \$75	Compression Shirts - \$20	Hat Wrap - \$50
Hip Cape - \$45	Hat (Shako) - \$55	Plume - \$25

See the fee schedule for the replacement costs of other uniform related items.

### FOOD & MISHANDLING INFRINGEMENT

Food and Mishandling Infringement will involve an assignment determined by Mr. Parker. This will put more responsibility on the student rather than the parent.

**Food Infringement** constitutes consuming anything not provided by the Bixby Band Parent Organization or eating an item while in uniform that can stain the uniform. Examples of food items that may NOT be eaten while in uniform are chocolate chip cookies, candy bars, Cheetos, Doritos, condiments, chili, greasy foods, and the like. **No drinks other than water are allowed while in uniform.**

Please refrain from coloring your hair during marching season, as hair dye has also been known to stain uniforms.

**Mishandling Infringement** is failure to properly handle any piece of your uniform. This includes, but is not limited to: not hanging your uniform properly on the hanger, leaving any part of your uniform in an area other than its assigned location in the uniform room, or not placing your uniform and its components in the assigned garment bag and/or area during marching contests. Guidelines have been established for maintaining the quality of the uniforms. **YOU ARE RESPONSIBLE FOR HANGING UP YOUR UNIFORM PROPERLY ON ITS HANGER AFTER BEING WORN. GARMENT BAGS AND UNIFORM COMPONENTS SHOULD NEVER GO HOME.**

## PRIDE OF BIXBY 2023-2024 BAND FEES

### FEES DUE:

06/30/2023 - 1/3 Due

08/01/2023 - 1/3 Due

09/01/2023 - Final Payment Due

**NEW MEMBER FEE TOTAL (brass/woodwinds) = \$1,302 (3 installments of \$434)**

**NEW MEMBER FEE TOTAL (percussion) = \$1,386 (3 installments of \$462)**

- Uniform Bib: \$75
- Marching Shoes: \$43
- Gloves (contest – White - brass and woodwinds only): \$36
- Gloves (practice – Black - brass and woodwinds only): \$5
- Band Jacket (Gray): \$40
- Travel Shirt (Collared/Red): \$40
- Compression Wear (Contest - shirt and pants): \$41
- T-shirts: Show Shirt/Spartan Head Shirts (red & blue): \$27
- Travel Bag (Blue duffle): \$40
- Uniform Garment Bag: \$20
- Uniform Cleaning/Supplies: \$10
- Materials & Maintenance: \$150
- Commissary (food for most events): \$150
- Stick Fee (percussion only): \$125
- Contest Travel Fees (including BOA Indianapolis): \$625

**TOTAL RETURNING MEMBER FEES (brass/woodwinds) = \$1,202 (1 installment of \$402 - 2 installments of \$400)**

**TOTAL RETURNING MEMBER FEES (percussion) = \$1,286 (1 installment of \$430 - 2 installments of \$428)**

- Uniform Bib: \$75
- Marching Shoes \$43
- Compression Wear (Contest - shirt and pants): \$41
- Travel Shirt (Collared/Red): \$40
- T-shirts: Show Shirt/Spartan Head Shirts (red & blue): \$27
- Gloves (contest – White - brass and woodwinds only): \$36
- Gloves (practice – Black - brass and woodwinds only): \$5
- Uniform Cleaning/Supplies: \$10
- Materials & Maintenance: \$150
- Commissary (food for most events): \$150
- Stick Fee (percussion only) \$125
- Contest Travel Fees (including BOA Indianapolis): \$625

**NEW GUARD MEMBER FEE TOTAL = \$1,472\* (1 installment of \$492 - 2 installments of \$490)**

- Guard Uniform: \$200
- Warm-Up Uniform: \$150
- Guard Jacket: \$80
- Travel Bag (Blue duffle): \$40
- Garment Bag: \$20
- T-shirts: Show Shirt/Spartan Head Shirts (red & blue): \$27
- Shoes: \$25
- Flag Tape \$5
- Materials & Maintenance \$150
- Commissary (food for most events) \$150
- Contest Travel Fees (including BOA Indianapolis): \$625

**RETURNING GUARD MEMBER FEE TOTAL = \$1,412\* (1 installment of \$472 - 2 installments of \$470)**

- Guard Uniform: \$200
- Warm-Up Uniform: \$150
- Guard Jacket: \$80
- T-shirts: Show Shirt/Spartan Head Shirts (red & blue): \$27
- Shoes: \$25
- Flag Tape \$5
- Materials & Maintenance \$150
- Commissary (food for most events) \$150
- Contest Travel Fees (including BOA Indianapolis): \$625

*\*Additional Fees for Guard Members* – there may be additional items that you will be required to purchase. This could include (but not limited to) contest/prop/weapon equipment, special gloves and compression garments. You will be notified of these additional items and pricing when available.

All marching band parents/guardians must have a CutTime account created to receive emails and to check financial obligations and credits on student accounts. ***ANY UNIFORM ITEMS LOST AND REPLACED WILL BE CHARGED TO YOUR STUDENT'S ACCOUNT.***

## **PAYMENTS**

- Payments can be made by check or MySchoolBucks (processing fees apply).
- Checks can be made payable to Bixby Bands (put your student's name on the memo line).
- Payments can be mailed to Bixby Bands, PO BOX 725, Bixby, OK 74008
- Payments can be delivered to the Band Safe (located in the band building outside of the Uniform Room).
- Any payment placed in the band safe must be in an envelope with the student's name written legibly on the front.
- If you need to set up a payment plan, please contact Fine Arts Secretary Katie Huse at khuse@bixbyps.org.