



Handbook

Oak Hill High School Band Handbook

Forward

The purpose of this handbook is to provide valuable information about the band program. To consistently achieve and maintain the high standard of excellence desired by this organization, members should familiarize themselves with the regulations, procedures, and traditions of the band.

It is hoped that some of the questions always prevalent with the band will be answered in this handbook. If a problem or question not covered in this handbook should arise, the director should be consulted for an explanation.

BAND is a full year subject in which is divided into Marching season and Concert Season. ALL MEMBERS must be in both groups unless they attend Vocational School, Post-secondary – college classes, or a member of a conflicting sport, or has made previous arrangements with the director.

MARCHING SEASON

The Oak Hill Marching Band meets daily the last period of the school day with one evening rehearsal each week throughout the marching season. The activities of the Marching Band are designed to offer the student an opportunity to grow musically and personally through participation at football games, parades, festivals, and band shows, etc. All band members must participate in marching band, unless there is a physical problem, or you participate in a conflicting sport (which participation can still be worked through).

MARCHING PERCUSSION REQUIREMENTS:

During the marching season, percussion students will be utilized playing instruments in five areas. The instruments that will be played are as follows:

- Cymbals
- Bass Drums
- Snare Drums
- Quints

Instrumentation will be based on the number of students available. If the number of percussion students is inadequate to fill a balanced instrumentation, wind players may be recruited to play at the discretion of the director. Placement for the upcoming school year will take place in late April/early May prior to the next season. Percussion assignments fall from May to May.

No switching of instruments or parts at any time unless this decision is made by the director.

CONCERT SEASON

CONCERT BAND

After marching season is over, the band goes into the concert season consisting of the concert band. All band members are required to be in the band once marching season is over. The Concert Band is designed to strengthen and develop all instrumentalists. Performances for the season shall include concerts, festivals, and solo and ensemble at the discretion of the director.

JAZZ BAND

After marching season is over, the band members could have the option to be in the jazz band. The following criteria will be in place:

1. Jazz Band meets outside the school day. Members of this group are chosen by audition or by invitation.
2. Attendance is extremely vital because each player is responsible for a part.
3. Performances for the year shall include any of the following: concerts, festivals, and special performances at the discretion of the director.
4. Jazz Band members must be in band unless invited to play because the need of instrumentation.
5. Prerequisite: at the discretion of the director.

PEP BAND

1. Pep Band meets one hour before every home basketball game (boys or girls) for warm-up and practice.
2. Members are chosen by seniority until a specified instrumentation is filled. In rare cases the each band member may be required to participate a designated number of games.
3. Performances include home basketball games and other Pep related activities.
4. Pep Band members must be a member of the band.
5. **Members who are absent more than 2 performances will not receive their Pep Band Pin Award.**

SOLO AND ENSEMBLE:

Solo and Ensemble will be open to all instrument players wishing to work on a piece of music individually and prepared for performance. One day in early spring, we will travel to Ohio University to perform in front of a judge to receive a rating. **In November, music should be selected and practice should begin.** Practice times with directors will be available. Please schedule an appointment.

This is a great opportunity to develop appropriate skills that will lead to the success of the band as a whole. Every student is encouraged to participate.

MARCHING BAND ATTENDANCE POLICIES

1. Attendance is mandatory at all scheduled rehearsals, sectionals, and performances including preseason drills and Band Camp.
2. You will be excused for illness and emergency circumstances only. (you must bring in a EAF signed by parent or guardian stating the reason.) If this policy is violated or has excessive use, you may lose your privilege of the EAF form and/or a meeting with the parents will be scheduled.
3. Each student will be given **two (2) unexcused REHEARSAL absences** (this is for dentist, doctor, haircut, etc.) during the 9 weeks of marching band. Any further unexcused absences will lower the final nine weeks grade as follows:
 - 3 unexcused absences – 3 percentage points
 - 4 unexcused absences – 6 percentage points
 - 5 unexcused absences – 9 percentage points
4. You must report expected absences ***in advance*** of the rehearsal being missed with an **EXCUSED ABSENCE FORM (EAF)**. See forms in back of handbook.
5. When a band member has missed more than half of the week's rehearsal schedule, he/she will not perform unless the director feels they are capable.
6. Any member not performing a show because of absence or disciplinary action, must dress in uniform, travel, and play in the stands with the band.
7. *Each unexcused absence from a performance will lower the final nine weeks grade by two letter grades.*
8. Each student will receive 1 point every day we rehearse. Each student will receive up to 10 points for any given football game performance, and 20 points for any special band show or parade.
See next page for excused absences and unexcused absences.

Excused absences include:

- a) Death in the family
- b) Serious illness
- c) Emergency
- d) Special permission of director – 2 weeks notice
- e) Court ordered visitation – 2 weeks notice
- f) Court Dates – 2 weeks notice

Unexcused absences include:

- a) Doctors appointments
- b) Dentists appointments
- c) Work
- d) Birthdays
- e) ***Trips that are not turned in(EAF) within 5 days(July 28) of schedule being released on July 24.***
- f) No ride

GENERAL BAND ROOM RULES

1. Instrument cages must be for instrument storage only.
2. No gum, beverages, or eating during rehearsals.
3. No yelling, running, or throwing of objects.
4. Instruments and music must be stored in their assigned place.
5. Playing any instrument other than your own is prohibited.

PROCEDURE FOR REPORTING A REHEARSAL ABSENCE

1. Only written excuses will be accepted by the director. The excuse must be dated, written and signed by the parent or guardian, stating student's name and specific reason of absence. **(EAF form)**
2. **All excuses must be submitted to the director prior to the missed rehearsal or the following rehearsal if the absence was due to a sudden emergency.**
3. Absences will be excused or unexcused at the discretion of the director.

GENERAL REHEARSAL PROCEDURES

1. Every band member must bring instruments, music, pencil, and proper equipment to every rehearsal or performance.
2. There is to be no individual playing once the rehearsal has begun, unless the director specifically deems it necessary.
3. Warm-up properly using long tones, lip slurs, scales, rudiments, etc.
4. There is to be no talking or disturbance during rehearsals. Subdued talking is permitted with the director's permission or when the director leaves the podium. Talking will cease when the director stands on the podium. Everyone must be quiet and attentive when the director is on the podium.
5. Gum chewing or eating of any kind is not permitted during any rehearsal or performance.
6. Each student must be seated in their assigned seat, or standing in formation at the time designated by the director, or the student will be marked tardy.
7. Posture is of utmost importance. Students must avoid crossed legs or ankles and slumping when seated in chairs.

8. Music folders, instruments and equipment must be kept in their proper storage places when not in use. Music and folders are not to be left on the music stand.
9. Books and personal belongings are not be left in the band room, practice rooms, or in the instrument storage area. All trash must be thrown in the waste container.
10. During rehearsal, only flute, clarinet, and oboe cases may be stored under your chair. All other cases must be stored in the instrument cages.
11. Rehearsals will be dismissed by the director.

MARCHING REHEARSAL PROCEDURES

1. Students are expected to be in their position on time, with instruments, music, pencil, and charts.
2. Section Leaders will be in charge of music memorization check-off for their section when applicable.
3. Section Leaders are utilized to help teach drill, to insure proper alignment and distance, as well as to perform other leadership duties as called for by the directors.

DRESS FOR MARCHING REHEARSALS

Comfortable clothing and tied athletic shoes with socks must be worn in order that uniform posture and step size can be rehearsed. No jeans during band camp or pre-school starting rehearsals. No cut offs or tank tops permitted.

NO SANDLES / BOOTS PERMITTED! TENNIS SHOES ONLY!

PUBLIC PERFORMANCES

PERFORMANCE SCHEDULE

1. Every student will receive a schedule listing performances the band will be attending throughout the year. Information regarding these events will be posted on the bulletin board or information will be sent home. It is the student's responsibility to know this information. The bulletin board and chalkboard must be read daily.
2. Always report (rain or shine) to the designated meeting place. If plans are changed, you will receive a text alert.

YEARLY PERFORMANCES:

- At all home and away football games
- Jackson Co. Apple Festival
- At least one away Band Show
- Oak Hill Band Shows
- Marching Band Concert
- Oak Hill Christmas Parade
- Oak Hill Band Christmas and Spring Concerts
- Festival of Flags Parade
- Memorial Day Parade
- Band Camp
- All the above performances are a part of the Oak Hill Band Program; thus these are all mandatory. Please schedule family trips accordingly.

PROCEDURES AT FOOTBALL GAMES

ENTERING THE STADIUM AND PREGAME

1. Upon completion of warm-up procedures in the band room the band will assemble outside the room in block formation.
2. The band will march to the stadium in block formation. Spectators should not be allowed to break ranks or files.
3. Purses should not be carried into the stadium. All extra equipment must be loaded onto the instrument bus.

STADIUM SEATING

1. Students will be assigned a seat upon entering the stadium. All students will remain in those assigned seats throughout the first, second, and fourth quarters of the game.
2. Hats may be removed after the directors' command. Gloves may be removed and placed inside the hat.
3. Uniforms are to be properly worn at all times. Jackets should be zipped at all times unless told otherwise.
4. Students will be allowed to stand and cheer for touchdowns, first downs, and interceptions. However, they should be ready to play the school song after the conversion.
5. Non-band members will not be allowed within the band section. (For home games this means no one will be permitted on the track.)
6. Refreshments from concession stands are not permitted in the stands where the band is sitting, unless given permission. Snacks will be available at certain times from band boosters.
7. The band will be excused 3rd quarter at all football games to buy concessions and use the restroom. If you are late returning to your seat after third quarter, you will not be excused third quarter the following game.
8. Student conduct must be professional throughout the time spent in the stadium. Individual playing, "doodling", or beating of

drums is not permitted. Students must watch for flash cards with titles of selections and be ready to play immediately.

9. Band members must treat other band directors, band boosters and guests courteously.

10. Squad candy must be kept to small amounts. The assigned squad member must hand the candy out in small individual sandwich bags. The small Zip Lock type bags would be ideal.

11. A principle function of the marching band at football games is to give musical support to the football team during the game. It is therefore pertinent that we heed to the above rules so we can do the best job possible.

HALFTIME AND POSTGAME

1. When 6 minutes remain in the second quarter, all band members must prepare to leave the stands.

2. With about 4 minutes left in the 2nd quarter, we will file out of the stands and into our starting position for the show.

3. Band members will file from the stands in an orderly manner according to the seating arrangement. Running up and down stadium steps or seats must be avoided.

4. The band must quickly form the proper lineup beside the stadium before halftime. The band will march by file(s) to a point near the sidelines, forming a pre-set for the entrance to the field. The band will remain there until the director gives the command to move onto the field.

5. After the halftime performance, students will return to their seats in an orderly fashion, until given permission to leave for the Third Quarter break.

6. At the end of the game, the band may perform several musical selections for the entertainment of the crowd. We will leave all games with dignity. We will line up to exit the stadium in Block formation with a cadence. If we are not able to march in block formation we will walk together as a group.

7. For home games, the band will march in formation with a cadence to the band room. Students will be dismissed at that time.

8. For away games, after boarding the buses, students must leave the windows up until the bus driver gives permission to do otherwise.

TRIP AND TRANSPORTATION PROCEDURES

1. All band members must travel together in the buses provided to all away games and competitions.

2. All band members must return to OHHS by the buses provided. On special occasions, you may need to ride home with your parents, other adult family members. Under these circumstances, a special Alternative Transportation Permission Form must be filled out and signed by your parent prior to departure. If approval is given, you will be excused when all the following obligations are completed: (1) we have returned to the bus as a group, (2) you have told a director who is taking care of your instrument and uniform, and (3) the appropriate party is present.

3. All students must remain on the buses until instructions have been given by a director, and permission is given to unload.

4. After arriving home, before unloading the bus, all papers and waste must be put in the trash bag provided and all windows must be closed.

BUS RULES

1. Be courteous.

2. Keep the bus clean.

3. Cooperate with the driver.

4. No eating, drinking, smoking, alcohol, or other illegal substances.

5. Do not be destructive.

6. Stay in your seat and do not stand.

7. Keep head, hands, and feet inside the bus.

8. The bus driver, chaperones, or directors may assign seats.

9. The use of the back door is for emergency only.

10. No throwing of objects in or out of the bus. No signs in the windows.

11. Ride the same bus on return trip.

12. Students will receive an itinerary of activities for all major trips. Students are responsible for knowing departure times and must be ready on time.

13. Chaperones are to be obeyed and respected.

14. Any illness or injury should be reported to the director immediately, no matter how unimportant it may seem.

15. Upon arrival at a destination, students should remain seated until instructed to leave by the director.

16. Students are expected to keep the bus clean.

17. Conduct of students in public eating places or motels should be subdued and courteous.

18. If traveling out of uniform, uniforms must be in a garment bag and hung on the window.

19. No yelling, dirty songs, or vulgarity.

20. Only the small type radios and stereos with headphones are allowed. The headphones are always to be used.

INSTRUMENT BUS PROCEDURES

1. Students are responsible for their own equipment and instruments.
2. The loading and unloading of the instrument bus will be supervised by the instrument bus driver/chaperones
3. All band personnel must enter through the front door, pick up your instrument case and exit out the rear door. Assemble your instrument outside, re-enter the back door, place your case back on the bus, and again exit through the front door. The order of procedure:
 - a. Tuba cases, and percussion out of the bus
 - b. All other cases out of the bus.
 - c. Cases returned to bus
 - d. Tuba cases in last
4. Percussionists and Tuba players returning home from any function must again assemble their drums/tubas and place them in the proper locations. The cases must then be properly stored back on the instrument bus.
5. All band members are responsible for getting their instrument off the bus and stored in its proper place in the band room.

UNIFORMS

The band provides a uniform for every band member. A uniform/maintenance fee is charged which provides for gloves, suspenders, T-shirt, repair of the uniform, and the final cleaning. The uniform fee is due at the uniform fitting session. The uniforms consist of the following:

Band Proper	
Coat Bibbers Busby (hat) Plume White Gloves* Shoes* Spats Raincoat Band Polo* Shorts* Uniform Bag Carry – Bag	

ITEMS TO BUY

The Official OHHS Band DRI-FIT SHIRT must be purchased at your expense during Band Camp. Band members are also responsible for providing and caring for their own official shoes and socks. Prior to band camp, students will be measured for shoes. All the shoes will be ordered at that time.

SHOE CARE

Shoes must be cleaned and polished for every performance. The soles of the footwear must be cleaned or polished before every performance.

UNIFORM CARE

GENERAL CARE

1. The coat and trousers uniforms must never be washed at home.
2. Specific instructions will be given out at the time of uniform fittings.
3. Excess cleaning will be at the band members expense.
4. Brush and air the uniform frequently.
5. Allow mud to dry, then brush.
6. Hang the uniform on a well-shaped hanger.
7. Wet raincoats must be hung to dry prior to folding to prevent mildew.
8. Hats are to be cleaned using a mild detergent.

UNIFORM CARE AT FOOTBALL GAMES AND SHORT TRIPS

1. Uniform pants, jacket and shoes must be worn from the time the band leaves OHHS until the return to OHHS.
2. The hat, gloves and straps do not have to be worn on the bus trip.
3. All band members must be in full uniform when they exit the bus at the performance site and stay in full uniform until they enter the bus for the return trip to OHHS.
4. Band members may hang their uniforms in a garment bag properly and wear other clothes home from football games and short trips.
5. Uniforms must be hung in a garment bag when not being worn and hat must be stored in the hat bag.

UNIFORM CARE ON LONG TRIPS

1. The uniform will be hung on the band bus rack in a garment bag.
2. Members will travel on the bus wearing clothing specified by directors, but must be dressed in full uniform when they exit the bus at the performance site.
3. Band members must remain in full uniform, unless otherwise told by the director, or until they are back on the buses for return trip.

WHAT TO WEAR OVER AND UNDER YOUR UNIFORM

1. Clothes to be worn under the uniform:
 - a. Under the trousers: shorts, long underwear, or tights (no sweat pants, jeans, or bulky clothing)
 - b. Under the jacket: any official band shirt or section shirt. In cold weather, a non-bulky warm thermal top.
2. Clothes to be worn over the uniform:
 - a. Band raincoat (to be worn only with the uniform)
 - b. Blankets may or may not be permitted. (at the discretion of the director).
 - c. Only Red, Black, or White stocking hats and gloves may be worn in the stands for warmth.

UNIFORM ALTERATIONS

1. Permission for alterations must be attained from the uniform chairperson or director.
2. Alterations are at your expense.
3. Some alterations will be expected and necessary on the uniform.
4. When alterations are made there must be **NO CUTTING** of excess material.

SUMMER UNIFORMS

1. The summer uniform will consist of the Official Band Dri-fit, Official Black shorts, Black socks, and Black band shoes.
2. This uniform will be used for some performances in hot weather, during travel to performance sites, and under the uniform in warm weather.

CONCERT UNIFORMS

The concert uniform will consist of the following.
Band Uniform Jacket, Black Bibbers, Black shoes

Or

White button up top, black dress pants, and black dress shoes.

UNIFORM INSPECTION

A formal inspection will be conducted prior to performances. Band members are expected to wear uniforms properly at all times. When the uniform is worn, a band member's personal appearance is to be impeccable. Band members will be expected to observe the following points to present a neat personal appearance.

1. Shoes must be shined and wearing **BLACK SOCKS**.
2. Buckles must be polished.
3. Cross straps and belts must be clean and bright.
4. Gloves must be clean and white. Finger holes cut for woodwinds should not be ragged or frayed.
5. Avoid wearing heavy makeup.
6. All buttons must be buttoned.
7. Suspenders must be adjusted properly so the trouser length is correct.
8. Trouser bottoms should be worn no higher or lower than about two to three inches from the ground.
9. Never wear an incomplete uniform in public.
10. Sunglasses may not be worn.
11. No necklaces, large hoop ear rings, gages, etc. A one ear-ring stud will be allowed in each ear. Hair color must follow the school handbook guidelines. (hair must be a natural color).

HAIR

1. All hair must be kept above the uniform collar with or without the hat. Keep all hair up and under the hat.
2. Bangs must not hang out excessively.

BAND ROOM SIGN-IN

1. Band members may sign into the band room during study periods if a director is present **and has given you prior permission!**
2. The time spent in the band room is to be used only for practice or helping with band activities.
3. Rooms are to be used for practice sessions only.
4. Food and drink are not permitted in practice rooms.

MUSICAL INSTRUMENTS

SCHOOL OWNED INSTRUMENTS

1. The school provides the following instruments: oboes, large clarinets, large saxophones, bassoons, mellophones, French horns, baritones, sousaphones, and percussion equipment. These instruments will be checked-out to the student by the director.
2. Check-out of school instruments will take place at band camp and before concert season. The instrument contract needs to be turned in. Check-in of all school owned instruments will follow the final marching band performance of the season and the final concert of the year.
3. If any instrument is damaged at a rehearsal or performance, the director must be notified immediately so appropriate repair can be done. If any instruments are damaged or lost, the offender will be charged for either the repair to the instrument or the replacement of that instrument.
4. All school owned instruments must be cleaned monthly and before their return by the member using the instrument.

PERSONALLY OWNED INSTRUMENTS

Proper care of all instruments is essential for musical success. Fine musical performance is impossible when instruments with stuck slides, bad pads, split reeds, or chipped mouthpieces are used.

BAND CAMP

Band camp is required for all members. Special exceptions will be made for very extraordinary circumstances and at the director's discretion. Members are responsible for all camp fees. The camp will be held the last week of July or the first or week of August through the start of school. Detailed information will be distributed to each member.

At camp, students learn to work and live together in total dedication to producing an excellent band. Band camp gives the student the opportunity to get acquainted and develop the feeling of belonging. The goal of band camp is to learn the drill and music to an entire show. The students will also have the opportunity to take part in recreational and social activities.

Students who are employed should make necessary arrangements with their employers to attend all rehearsals and band camp. Band camp information sheets and medical forms will be distributed before summer rehearsals begin. Information sheets contain what to bring, rules and regulations, etc. Medical forms must be returned with the camp permission forms. Uniform fittings will take place during the first weeks of band camp. All band fees must be paid before the start of school. These fees include: cleaning fee (if necessary), official band shoes, official band polo, carry-on bag, and gloves.

All personal bags, instrument cases, and luggage are subject to search at any given time at all band events, practices, camp, and trips.

FINANCIAL OBLIGATIONS

1. All money owed, whether it is from fees, reeds, fines, repairs, fund raisers, etc., must be paid immediately. It is requested that the payments be made by check so a receipt will not need to be issued. Place all fees in an envelope with your NAME, purpose, and amount listed on the outside.
2. Everyone must take full responsibility of their personal and issued equipment. Disrespect of equipment and facilities will not be tolerated.
3. You are financially responsible for the loss of or the damage to any part of uniform issued to you.

GENERAL RULES

1. A student shall not smoke on school property or at school sponsored activities.
2. A student shall not possess, use, transmit, conceal or be under the influence of alcohol, narcotics, or other dangerous drugs.
3. A student shall not openly defy or use obscene language or gestures toward a director, instructor, chaperone, bus driver, or anyone else.
4. A student must not leave a rehearsal without first seeing the director about the reason.
5. All personal items must be put in the proper place or taken home after each rehearsal or performance.
6. Attendance will be taken at the start of a rehearsal. When attendance is taken students should be in their seats and ready to play.
7. Uniforms and school owned equipment must be treated with respect at all times.

8. Disruption of rehearsal will not be tolerated.
9. Public display of affection is prohibited.
10. The school conduct code must be followed at all times.

STUDENT LEADERS

BAND OFFICERS – OFFICERS OF TRI-M MUSIC HONOR SOCIETY.

The Band Officers is governed by the band officers. This group consists of the President, Vice-President, Secretary, Treasurer, Historian and class representatives. The band director serves as advisor to the Officers. The band council will be expected to help administrate some fund raisers and other activities.

BAND OFFICERS AND DUTIES

1. President —a junior or senior elected by the entire band
 - a. Represents students of the band
 - b. Holds meeting periodically
 - c. Presides at all band council meetings
 - d. Appoints band committees for social events, etc.
 - e. Promotes band activities - social, educational, etc.
 - f. Reports to the director any problems or suggestions
- g. Be in attendance at all band events.
2. Vice-President —a junior or senior elected by the entire band
 - a. Assumes all duties of the band president when necessary
- b. Assists the band president whenever needed
3. Secretary — a junior or senior elected by the entire band
 - a. Handles all band correspondence and letters, cards, and thank-you notes
 - b. Types band reports and letters
4. Treasurer — a junior or senior elected by the entire band
 - a. Helps collect money, sales accessories, and helps keep records for fund raisers
 - b. Collects social dues from members for parties etc.
5. Class Representatives

SECTION LEADERS

The section leaders are the leadership core of the Oak Hill High School Band. This team will provide leadership for the band in many ways throughout the year. The students chosen for section leaders must have the following attributes: responsibility, enthusiasm, dedication, positive attitude, personal influence, cooperative attitude, and a strong work ethic. This team will also aid in teaching the music that is used throughout the year. The students chosen for this team must additionally have the following attributes: outstanding musicianship and the ability to teach others.

FUNDRAISERS

All fund raising projects and their policies will be decided by the band directors and the band booster organization. It is to be understood that all monies raised during fund raising projects sponsored by the band boosters, including the monies in the student accounts belong to that organization for the purpose of supporting the Oak Hill Bands.

TRIPS

All trips will be taken at the director's discretion and approved by the Oak Hill Union Schools Board of Education. Shorter trips may be taken every year with the approval of the principal and at the discretion of the director according to class goals and achievements.

AWARDS

At the annual band banquet held in the spring of each school year, the band members will qualify for certain awards, given they have **NO UNEXCUSED PERFORMANCES DURING THE SCHOOL YEAR.**

First Year Marching Band – Band Letter
Second Year Marching Band – Band numbers
Every Marching year after second - Chevron
Junior Awards: - Junior Certificate
Senior Awards: - Senior Plaque
Jazz Band – Pin
Pep Band – Pin
Concert Band - Bar

CHAPERONE POLICY:

For each band trip the director will need a specific number of chaperones. If you would like to be put on the rotation schedule for chaperones, please fill out a **chaperone form** and return to the director during band camp. Due to the amount of parents wanting to chaperone, there will be a rotation schedule.

Chaperones will be expected to abide by the following rules:

1. Represent the Band and Oak Hill Schools by wearing an appropriate Band Chaperone t-shirt and Chaperone Badge.
2. Must perform his/her assigned duty while on the trip.
3. All school rules apply to chaperones as well as the students.
4. Provide the school district proper clearance of BCI/FBI background checks through the District Office.
5. Have Fun!

TRAVEL POLICY

All band members must return to Oak Hill High School by the busses provided.

On special occasions, you may need to ride with your parents, other adult family members, or with another student's parents. Under these circumstances, a special Alternative Transportation form must be filled out and signed by your parent or guardian prior to departure. (1) If approval is given, (2) you have returned to the bus as a group, (3) you have told a director who is taking care of your instrument or equipment, and (4) the appropriate party is present, then you will be dismissed by the director.

DETACH AND RETURN

PLEASE SIGN AND RETURN THIS PORTION TO MR. WERNTZ.

I _____ have read the band handbook and understand the rules and procedures of the Oak Hill Band Program.

Parent signature _____

Student Signature _____