

Foreword

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 Oakmont High School Instrumental Music Department.

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

Marching Band (FALL SEMESTER ONLY)

With an annual membership of approximately 100 band members, the marching band is a musical marching unit organized during fall for the duration of the football season. Beginning soon, all members of band / jazz band courses will be in the marching band. Membership requires total dedication and maximum effort and involvement in all aspects of marching, playing and performance.

The marching band provides entertainment for home football games (and once in a while away / play-off games). It performs annually before thousands of spectators at various band reviews / contests, parades, pep rallies.

The marching band rehearses Monday nights 6pm-9pm and Saturdays 10am-5pm. The day of competitions those rehearsals can move to a starting time of 8am. Percussion will be Thursday nights 6pm-9pm.

AUXILIARY UNITS

A. Color Guard

The color guard is a unit comprised of flags, rifles, sabers, as well as other pieces equipment. The color guard rehearses outside the school day. The day of competitions those rehearsals can move to a starting time of 8am.

B. Winterguard

This unit can be a smaller more selective group from the fall color guard. The winterguard competes at indoor events during the Winter part of the school year. Rehearsals will be same as the fall color guard.

The Wind Ensemble (Future Oakmont)

The Wind Ensemble is the select concert band organization comprised of "advanced wind and percussion students" whose musical commitment is the performance of the finest wind oriented chamber music. Membership may be audition (when there are enough musicians in the department for auditions). For now, the membership is made of mostly juniors & seniors and needs for complete instrumentation. The Wind Ensemble performs significant literature which includes original works for wind band, wind orchestra, and works from the chamber wind repertoire.

The number of players performing depends entirely on the requirements of the composer. Parts are never doubled unless called for in the school. The Wind Ensemble meets throughout the year. This ensemble will represent Oakmont High School at band festivals / competitions.

Symphonic Band

The Symphonic Band is comprised of instrumentalists who may have the desire to participate in a complete concert organization. Members are generally the younger band members. If there are older members, that is due to them not being selected for the Wind Ensemble or they chose not to change their schedule to be in the Wind Ensemble. The repertoire consists of well-known and varied works for concert band. The concert Band are the rest of the students who are not in Wind Ensemble or Jazz Ensemble who perform several concerts throughout the year and participate annually in the district music festival.

Jazz Ensemble / Developmental Jazz Band

The Jazz Ensemble is an integral part of the overall band program. A serious effort is made to promote the growth and performance of jazz and related styles of music. Membership for the ensemble may be by auditions or the needs of the Jazz Ensemble. One of the highlights of the Jazz Ensemble is participating in jazz band festivals. The Jazz Ensemble also performs in concert. The Developmental Jazz Band will exist if there are too many members interested in being in Jazz Ensemble and are willing to meet outside of school day.

Winterpercussion

Extra-curricular ensemble made up of members from the performing arts department. This ensemble meets outside of the school day. . This ensemble goes from December through first week of April. The primary purpose of this ensemble is to compete at winterpercussion competitions.

Developmental Jazz Band (Future Oakmont; SPRING SEMESTER)

When there are too many band members interested in Jazz Ensemble, there will be a developmental Jazz Band. Members of this Developmental Jazz Band will be those who were not accepted into the Jazz Ensemble. The purpose of this Developmental Jazz Band is to help strengthen those band members for the auditions to be in the Jazz Ensemble. This Developmental Jazz Band may be offered as a zero period or outside the school day. Again, when the Developmental Jazz Band meets depends on availability of students and scheduling with the counselors.

String Orchestra (Future Oakmont)

String Orchestra is NOT a beginning string orchestra. Students must have experience and / or are taking lessons on their instrument. The String Orchestra plays a variety of repertoire. The String Orchestra performs several concerts throughout the school year. There will be times with the String Orchestra does perform with the Wind Ensemble helping create a FULL SYMPHONY.

GRADING

All Oakmont High School Instrumental Music Department members are expected to take an ensemble course for credit. All students will be given a grade of "A" provided that they follow the policies of the Instrumental Music Department. Grades will be based on attendance and punctuality, effort, memorization of music, marching fundamentals, personal appearance (clean uniform; concert attire; grooming; etc.), care of equipment (instrument, MUSIC, uniform, concert attire, etc.) and cooperation (please do go to the school's website and look at Mr. Everts's website).

ATTENDANCE POLICIES

Band members are expected to attend all rehearsals and performances. Students should be: **EARLY IS ON TIME; ON TIME IS LATE; LATE IS RUDE.**

A. Excused Absence from Rehearsal

Except in cases of extreme emergency or illness, instrumental music members will not be excused from rehearsals. In case of illness, students are asked to contact Mr. Everts via email peverts@rjuhsd.us at least one hour prior to rehearsal. Appointments or personal problems will be reviewed by Mr. Everts. These requests should be submitted at least five days prior to

The intended absence. Two or more absences in the same week **will** result in that individual not being in the same week's competition / concert / performance.

B. Unexcused Absence from Rehearsal

Any student receiving an unexcused absence from rehearsal will have his / her grade lowered one letter for each unexcused absence within a grading period. Two or more unexcused absences will result in that student not performing.

C. Tardy to Rehearsal / Class

Attendance will always be taken at the beginning of rehearsal / class. If a student is late five times, his / her grade will be lowered one letter grade. Every tardy received after the first FIVE will lower the grade an additional letter. For class, **Mr. Everts will give an additional THREE MINUTES following the bell to get ready for class and will stop rehearsal THREE-FOUR MINUTES prior to bell.** Mr. Everts will contact student's teacher that precedes the music class to inquire what is causing the student to be late to Mr. Everts's class. Following the discussion with the teacher, Mr. Everts will determine if the tardy is excused.

D. Absence from Performance

An unexcused absence from a performance will result in a failing grade for that grading period. Any student who has an unexcused absence from a performance will have their grade lowered. Only in cases of extreme emergency or personal illness will a person be excused from a performance. Excused absences must be approved by Mr. Everts. Any absence which is not brought to Mr. Everts's attention for approval prior to the performance will be considered unexcused.

E. Special Rehearsals and Performances

Any student who has an unexcused absence for a special rehearsal will receive a double tardy or absence. Any person arriving late for a performance will receive a double tardy.

Rehearsal and Performance Procedures

A. Rehearsal Procedure

1. Only written excuses will be accepted by Mr. Everts. The excuse must be dated, written and signed by parent or guardian, stating student's name and cause of absence. All excuses will be placed in the student's file kept by Mr. Everts.

Rehearsal and Performance Procedures continued...

2. In case of an absence from a special rehearsal or performance due to illness, a doctor's excuse will be expected with the parent's note. All excuses should be submitted to Mr. Everts on the day following the performance or at the next rehearsal the student attends.

3. Every instrumental music member will have his / her instrument, music and proper equipment (including pencil) to every rehearsal or performance.

4. There is to be no individual playing at any time during rehearsal outdoors or indoors, unless Mr. Everts specifically deems it necessary. Instrument warm-up will be done together under the direction of Mr. Everts.

5. There is to be no talking or disturbance during rehearsals. Subdued talking is permitted with Mr. Everts's permission or when Mr. Everts leaves the podium. Talking should cease when Mr. Everts stands on the podium and / or is addressing the group.

6. Gum chewing or eating of any kind during rehearsal / performance is not permitted.

7. Each student should be seated or standing in formation at the time designated by Mr. Everts or the student will be marked tardy. Tardy or previously absent students should place excuses or admittance slips on Mr. Everts's podium, rather than disturbing Mr. Everts during rehearsal / class time.

8. Posture is of utmost importance. Students will avoid crossed legs or ankles and slumping when playing their instrument.

9. The screen should be read when entering the rehearsal room. Music should be placed in the proper order according to the instructions on the screen.

10. Music folders, instruments and equipment should be kept in their proper storage places when not in use. Music and folders should not be left on the music stand.

11. Books and personal belongings should not be left in the rehearsal room or in the instrument storage area. All trash should be thrown in the waste container.

Rehearsal and Performance Procedures continued...

12. Loud talking, shouting or horseplay is not allowed in the rehearsal room.

13. Personal phone calls are not permitted during rehearsal / performance.

B. Marching Rehearsal Procedures

1. As an important part of effective rehearsal procedure, each year it is necessary for the marching band to meet for approximately two weeks before school begins. All members of the band are expected to attend camp and other pre-season rehearsals scheduled by Mr. Everts. New students could be asked to attend extra rehearsals prior to band camp. Band Camp will be at the end of July / beginning of August (depends on availability of stadium and district's calendar).

2. At all marching functions, the drum major(s) are in charge of the band and should receive the same respect as Mr. Everts

3. Students are expected to be in their position on time, with instruments and charts (hence, the need for lanyard).

4. Playing outdoors or out of turn will not be tolerated. Talking is not permitted while in formation.

5. Section leaders will be chosen by Mr. Everts to assist in marching band rehearsals.

6. Section leaders will be in charge of music, music memorization, distributing the charts to their members, and preliminary check off (playing exams on assigned music) for their section.

Public Performances

1. Every student will receive a schedule of performances the ensemble will be attending throughout the year. Information regarding these events will be posted on the screen. It is the student's responsibility to know the information. The screen should be read daily.

2. Always report (rain or shine) to the designated meeting place. Do not call Mr. Everts unless there is an emergency. If in doubt, phone a fellow member.

Public Performances continues...

4. Marching band uniforms will be stored in the band room at all times. Students will be asked to dress at the school or at the competition sites. Students need to have APPROPRIATE GARMENTS! Too many students are exposing their underwear... NOT GOOD! Students are to wear their annual band t-shirt under their marching band jacket. Students need to have BLACK DRESS SOCKS (not ankle socks).

5. inspection will be held at every performance by drum majors, band officers, or section leaders.

TRAVEL POLICIES (for overnight and day trips)

A travel itinerary and procedures list will be included in the itinerary for each trip. It is important these instructions be followed so the band / guard can move quickly and efficiently. The parent or guardian of each student will be expected to fill out a FIELD TRIP AUTHORIZATION FORM (on www.dhsirishguard.org). Students will not be allowed to travel with the band with this form. This form is to be turned in by first week of September.

Upon arriving at the rehearsal room for each trip, students should sign the bus roster which will be placed on the table near the rehearsal room entrance.

When there are suitcases and small instruments they should be placed near buses. The equipment manager and work crew will be responsible for loading buses / truck. Each person is limited to one suitcase. Overnight cases or personal belongs must be carried inside the bus. Suitcases and instrumental cases should be labeled with identification tags. Larger instruments should be placed near the equipment truck.

Students will be expected to sign a bus seating list before departure. Students will not be allowed to change buses or rooms with permission of Mr. Everts. Any student failing to sign the lists will be assigned a bus seat by Mr. Everts. Students are asked to be careful and safe. If an accident, injury or illness does occur, Mr. Everts is to be notified immediately.

Uniforms (when changing off-camps) will be packed by the uniform committee and placed on the equipment truck. Each student is responsible for his own uniform once the band arrives at a location to perform.

Travel / Off-Campus Policies continued...

While staying in a hotel or motel, students should be considerate of other occupants, especially at night. Rooms should be left neat and motel or hotel property should not be damaged. Telephone calls made by individuals in the ensemble may not be charged to the room. NO VISITORS ARE ALLOWED IN YOUR ROOM! Only Mr. Everts OR TWO CHAPERONS are allowed in your room and that is a bad sign because there is chance you have been accused of doing something wrong. The only time you want to see Mr. Everts or TWO CHAPERONS in your room is checking on the room's condition at the beginning and end of trip.

Drinking alcoholic beverages and possession of drugs or narcotics are not permitted while traveling with the instrumental ensemble.

It should be noted the proper behavior is expected when on a school sponsored trip. Undignified conduct or reckless behavior may result in disciplinary suspension from school and dismissal from the ensemble.

Trip / Off-Campus Reminders

1. The uniform committee will see that uniforms are stored properly. The uniforms will be issued at location of performance.

2. The complete uniform should be worn properly at all times when in public. On short trips, the coat and shako (hat) may be taken off by the bus

3. Before every trip, students must submit a permission slip signed by a parent or guardian

4. Horseplay and screaming while in uniform / concert attire / in the bus are prohibited.

5. All students will sign-up for a bus. Students may not change buses without permission from Mr. Everts. The roll will be checked on each bus before departure.

6. All students must travel to and from performances on buses, not in personal cars (with exception of small ensembles such as jazz combo; winter-guard; percussion). Any student who needs to return from a performance with his / her parents or guardian should submit a slip that can be found at www.dhsirishguard.org

7. Drinking alcoholic beverages or smoking is not permitted while attending an OAKMONT HIGH SCHOOL sponsored event.

Trip / Off-Campus Reminders continued...

8. When wearing uniform / concert attire, no drinking or eating will be permitted except when designated by Mr. Everts
9. Students are responsible for their own equipment and instruments. Large equipment should be placed near the equipment truck or buses. The work crew will help load the equipment truck and buses.
10. Students will receive an itinerary of activities for all trips. Students are responsible for knowing information.
11. Chaperones are to be obeyed and respected.
12. Any illness or injury should be reported to the director immediately, no matter how unimportant it may seem.
13. Upon arrival at a destination, students should remain seated until instructed to leave by Mr. Everts
14. Students are expected to keep the bus clean and follow the bus drivers rules.
15. Conduct of students in public eating places or motels should be subdued and courteous.
16. Students may not leave their rooms after curfew or bed check.
17. Students may not visit rooms of other people, including chaperones or people from other organizations. The only room students are in are their assigned rooms.
18. Students may not change rooms without permission from Mr. Everts

Football Games

A. Entering the Stadium

1. Upon completion of warm-up procedures in the rehearsal room the band/guard will assemble outside the band room. Students will form ranks immediately upon hear the command from Mr. Everts or drum major.
2. The drum major, band officers, and sectional leaders will inspect the band / guard before departure for the stadium
3. The band / guard will march to the stadium in block formation, halting only to perform for the fans.

Football Games continued...

4. The band will set up in pre-game formation and play the National Anthem and possibly some pep band tunes.
5. Personal possessions ESPECIALLY CELL PHONES ... NO CELL PHONES ... **NO CELL PHONES.. Will be carried into the stadium.** Leave personal possessions in the rehearsal room.

B. Stadium Seating

1. Each student will sit in their section.
2. Once the game starts, students stand during the game. Students will sit when given permission to sit by Mr. Everts
3. Shako is removed.
4. Unless weather is challenging, uniforms are to be worn throughout the entire game.
5. Non-band / guard members are not allowed to sit in the band / guard block or even an arm length away from the band / guard block
6. Refreshments are not permitted during the game. Water will be provided to the members.
7. Students will be allowed to go to the restroom during the game. However, no more than two students may be gone at one time. Two students from the same section should not leave together. On away games, students are not allowed to leave the band/guard unless accompanied by a chaperone or instructor.
8. Student conduct should be professional throughout the time spent in the stadium. Individual playing, "noodling," or beating drums is not permitted. Students need to be ready to play the piece selected by Mr. Everts or the drum major when he / she is leading the band.
9. Band / guard members should treat other band directors and guests courteously. If something good cannot be said about the visiting band, don't say anything!

C. Halftime and Post-Game

1. Band / guard members should file from the stands in an orderly manner according to the seating arrangement. Running up and down steps needs to be careful... EXCEPT PUSH-UPS FOR SCORES!!

C. Halftime and Post-Game continued...

2. The band / guard should move quickly to form the proper line-up and instrumentation by scoreboard.

3. After the halftime performance, students will return to their seats in an orderly fashion.

4. At the end of the game, the band will perform musical selections for the entertainment of the crowd

5. the band will march to the band room in formation. Students will be dismissed at that time

6. Uniforms are to be taken off and NEATLY PUT AWAY!! Instruments, music and equipment should be returned to their proper areas. Uniforms will not be taken home. OFFICERS WILL CHECK UNIFORMS. Any uniform not properly hung-up will result in lowering grade or another consequence, such as, push-ups or sit-ups.

7. Students need to immediately phone home for their ride. Mr. Everts cannot leave until students have rides home.

Here are some factors other than musicianship that have a great bearing on a student's participation: *OBEDIENCE; COURTESY; No Cell Phones; ALERTNESS; SELF-CONTROL; No Cell Phones; DEPENDABILITY; CLEALINESS; **HONESTY**; EFFORT; No Cell Phones; ATTITUDE; INITIATIVE.*

Remember: While in uniform /CONCERT ATTIRE you represent yourself, your family, your school, your ensemble, your community and Mr. Everts.

Section Rehearsals

Each member of the ensemble is required to attend a regularly scheduled section rehearsal once a week. The section rehearsal, also referred to as "sectional," will be scheduled by the section leader.

Practice Procedures

A. Practice Rooms

1. Rooms are to be used for practice sessions—not "fun time."

2. Food and drink are not permitted in practice rooms.

Practice Procedures continued...

3. Instrument cases should not be taken into practice rooms. This will keep the rom from getting too crowded and will help eliminated scars or marks on the wall.

4. One or two people are allowed in a practice room at a time. A male and a female may not practice in the same room WITHOUT MR. EVERTS'S PERMISSION.

5. Small groups should use the ensemble practice room. Three to eight students are allowed in an ensemble practice room.

The Music Library

The music library consists of arrangements, transcriptions, and original works for ensembles as well as method books. There is also an extensive collection of solo and ensemble material. A student may check out any music he / she wishes, provided the student checks with Mr. Everts

Use and Care of Music

1. Do not fold, tear or otherwise mutilate music

2. Absence from school does not relieve students of responsibility to have music brought to the rehearsal or performance. This applies mainly to the music in your folders.

3. Use pencil ONLY to mark music

4. Students will NOW be charged for music that is not cared for properly

5. Students must provide their own folder / binder to hold their music. Plastic sheets protecting music is STRONGLY ADVISED. For pep band music, ALL STUDENTS need to have a "flip-folder" to hold their music, also need a lyre!

6. Frequent inspection will be made to see that each student has all music in folders.

Uniforms

The instrumental music department provides a uniform for every band / guard member. A maintenance "donation" for cleaning and repairing uniforms during the school year is part of the "donation" asked at the beginning of the school year. By having the uniforms cleaned by the same cleaners, the uniforms will retain their fiber and color for a greater length of time. **Maintenance "donations"** are needed at the start of the year.

Uniforms continued ...

The uniform consists of a band/guard t-shirt given to students at band camp / start of year; coat; pants; shako; gloves; black shoes. The students also need to have black DRESS SOCKS...not ankle socks!

Shoes must be cleaned for every performance.

Under no circumstances are the uniforms to be taken home. If the uniform needs alteration, the uniform chairperson will see that it is altered properly.

Instrument Information

The instrumental music department will provide instruments for those students who do not play their own instrument. We will have an agreement between Mr. Everts, student, and his / her parent/guardian. Part of the "donation" collected at the beginning of the year helps with maintenance of instruments that are used by students. Any damages or serious malfunctions should be reported to Mr. Everts at once. Damages due to the negligence of the student will be charged to the student. If the instrument is lost or stolen while away from the rehearsal room, the student must reimburse the school for the cost of the instrument.

A privately owned instrument is the responsibility of the student who owns it. Students should check with their parents to see that the instrument, students should consult with Mr. Everts

All instruments should be kept in excellent playing condition and should be cleaned and polished before every performance. Inspections will be held PERIODICALLY before performances.

Private Instruction

Private lessons are a tremendous aid in the development of a student's musical knowledge and improve the overall quality of the band. Any student interested in studying privately should see Mr. Everts for a recommendation.

Music Festivals and Contests

Announcements are made throughout the year as to which events the band will attend. Contest dates and times will be posted in the rehearsal room and announced at meetings. A schedule of events will be given to each student. The following is a list of traditional and annual activities:

PAGE THIRTEEN

- ⇒ NCBA; WBA MARCHING BAND COMPETITIONS
- ⇒ NCBA; CCGC; NC-PA PERCUSSION AND GUARD COMPETITIONS
- ⇒ FOLSOM AND WOODCREEK possibly SANTA CRUZ AND RENO JAZZ FESTIVALS
- ⇒ DISTRICT MUSIC CONCERT
- ⇒ ALL-STATE HONOR ENSEMBLES FOR BAND/ORCHESTRA/JAZZ BAND

The boosters pays for all fees for entering band festivals and contests. However, students are responsible for paying fees to honor ensembles

All-State Honor Ensemble

All State is made up of students from high schools throughout the state. Members are selected by auditions held annually in December. Music for auditions is chosen by the all state committee and is available on line. There is an audition fee for students. Lodging and meals can be assisted by boosters.

Summer Workshops

Workshops are held during the year for instrumentalists and color guard. Students are encouraged to take part in these activities. Fees for these activities are paid by the student.

Band Camp

It is necessary for each band and guard member to attend band camp. Marching fundamentals and music will be learned at this camp. Students will be asked to memorize the National Anthem, parts one and two of field show, and possibly memorize the school fight song. Band camp can go from 10am-5pm Monday through Thursday and ends later on Friday with parent meeting; student performance; and POTLUCK DINNER.

Band Camp is usually held around the last week of July and first week of August. Usually there will be a "mini-camp" Thursday / Friday for new members and officers followed by the full week.

Students who are employed or have activities scheduled for that week need to make necessary arrangements with employers / activity director to attend the rehearsals—***at least part of the rehearsal.*** Students receive this handbook the first week of school and therefore, do know well in advance when band camp is the following year and camp needs to be a priority.

PAGE FOURTEEN

Awards (*as long as there is money / interest*)

John Philip Sousa Award—This award is presented each year to the outstanding band member who displays great musicianship, merit, leadership, dependability, loyalty, cooperation, and other positive qualities of conduct. This member receives a lapel pin and a marble desk piece with medallion. The student's name is placed on a plaque displayed in the rehearsal room. The recipient is selected by Mr. Everts.

Most improved player—This certificate goes to any member of an ensemble who has made the most musical improvement in one year. This individual is selected by his / her peers in the ensemble.

Most Improved Marcher—This certificate goes to any marching band member who has made the most marching improvement in one year. This individual is selected by his / her peers in the marching band.

Outstanding Freshman / Sophomore / Junior / Senior—These certificates (one per grade level) are given to band members who have made the most positive contributions to the band. These individuals (one per grade level) are selected by his / her peers in the band.

Louis Armstrong Jazz Awards—This award is presented to the outstanding jazz musician who has contributed the most to the program. The recipient receives a marble desk piece with medallion, a lapel pin. The student's name will also be placed on a wall plaque which is permanently displayed in the band room. Selection is made by Mr. Everts

Outstanding Color Guard and Winterguard Member—This certificate is presented to the guard member displaying motivational leadership, unselfish dedication, and outstanding technique and skill in performance. This member is selected by his / her peers in the color guard / winterguard.

Outstanding and Improved Musicians for String Orchestra—This certificate is given to the outstanding and most improved musicians in the String Orchestra. These members are selected by his / her peers.

Outstanding Son / Daughter Award—These awards are given to band members who also have parents who are very active in the boosters. The awards are meant to be given to a son / daughter who may not be the strongest musician, but has a heart of gold as well as their parents. We want the parents to be acknowledged for their outstanding job raising a great child, as well, as an outstanding job supporting the band. Mr. Everts makes selection.

PAGE FIFTEEN.

Awards Continued..

There may be other awards that are established and given throughout the year. The awards listed on previous page are ones established prior years.

Letters for Letter "person" Jackets

There are two letters given. One letter is given following two years of service to the band / color guard. One letter is considered a varsity letter established by the boosters. This varsity letter has a list of criteria that must be checked-off.

STUDENT LEADERSHIP

(will attend leadership meetings throughout school year)

The Student Leadership is governed by the students in the instrumental music department. This group consists of the President; Vice-President / Treasurer ; Secretary / Publicity; Head Librarian; Equipment Manager (can be divided into families of instruments); Work Crew; Uniform Manager / Crew; Section Leaders; Drum Majors; and Color Guard Captain. Mr. Everts serves as advisor to the STUDENT LEADERSHIP. Student Leadership holds **MANDATORY meetings** (TBA), as well as, expected to be giving extra time on Saturday rehearsals and in general are wanting to be GREAT LEADERS!

PRESIDENT

The President should be a senior and is elected annually in May by the band members / orchestra members. The president presides over business meetings of the band / orchestra / student leadership. He / she is the first assistant in charge under the direction of Mr. Everts. The president answers to Mr. Everts

VICE-PRESIDENT / TREASURER

The Vice-President / Treasurer should be a junior or senior and serves in the absence of the President. He / she serves as Chairman of Social Activities for the STUDENT LEADERSHIP including a picnic, holiday party, and will help organize end of the year party for instrumental music department. As treasurer, he / she works with Mr. Everts in matters concerning financial status of department, helps encourage peers to DONATE! The Vice-President / Treasurer is elected annually in May by the band/orchestra members. The Vice-President / Treasurer answers to Mr. Everts.

PAGE SIXTEEN

STUDENT LEADERSHIP

(will attend leadership meetings throughout school year) continued...

SECRETARY / PUBLICITY

This person should be a sophomore / junior or senior. Take notes / publish notes at all meetings. Prepares articles on activities and events the ensembles attend. He / she should put together some sort of scrapbook of the year's events. The person should be a photographer with good writing skills. The publicity person can volunteer, be selected by Mr. Everts or may be elected by the department in May. This person answers to Mr. Everts

HEAD LIBRARIAN

The Head Librarian can volunteer, be selected by Mr. Everts or MAY be elected by the department in May. He / she supervises and manages all library operations including distribution, collection and cataloging all music. Duties include passing out and collecting music and filing music in the cabinets. This person notifies Mr. Everts when music is damaged or destroyed. The Head Librarian may have a committee. This person answers to Mr. Everts

EQUIPMENT MANAGER

This individual should be a junior or senior and can volunteer, be selected by Mr. Everts or MAY be elected by the department in May. He / she is responsible for the issuance and care for all the equipment and maintains the cleanliness and appearance of rehearsal room and practice rooms. He / she answers to Mr. Everts and supervises the work crew. The person must have the ability to do MINOR repair work on certain instruments. The Equipment Manager is responsible for making sure that all equipment is available for various band activities. He / she also makes sure that the drum majors are helped with their podiums and sound system. This person answers to Mr. Everts.

WORK CREW / CLASS REPRESENTATIVES

The work crew is comprised of three or four band members who assist the Equipment Manager. They are appointed by Mr. Everts and help load and unload equipment for all the band functions. They also assist in maintaining cleanliness of rehearsal room and practice rooms. The work crew is responsible for helping with performances, including chairs and stands. As class representatives, he / she serves as a spokesperson for their grade level. These people volunteer, appointed by Mr. Everts or elected in May. These people answer to Mr. Everts

PAGE SEVENTEEN

STUDENT LEADERSHIP

(will attend leadership meetings throughout school year) continued...

DRUM MAJOR

This person should be a junior or senior and is selected through an audition for the band and Mr. Everts. The Drum Major must display strong leadership and motivational qualities and have knowledge of conducting music and teaching drill or marching fundamentals. He / she is responsible for making the stadium ready for each rehearsal. He / she is in charge of the band at all marching band functions and is responsible ONLY TO MR. EVERTS. Appearance and confidence are important.

ASSISTANT DRUM MAJORS

These people should be a sophomore or junior or senior and are selected through an audition for the band and Mr. Everts. He / she assists the drum major in conducting, leading rehearsals and take charge when the drum major is absent. He / she is responsible for making the stadium ready for each rehearsal. He / she are responsible ONLY TO MR. EVERTS. Appearance and confidence are important.

SECTION LEADER

These people assist in teaching music and field show. They must have a thorough knowledge of marching fundamentals, drill teaching techniques and rehearsal methods. Section leader must display a high level of musicianship and have the ability to lead their section while maintaining a positive relationship. They work under the supervision of Mr. Everts and should check daily to see that they are prepared for each rehearsal. In addition, they are responsible for running music section rehearsals when needed, checking off music and inspecting uniforms before and after performances. These people are selected by Mr. Everts with the help of band president and drum major. These people answer to Mr. Everts.

UNIFORM CHAIRPERSON

This person should be a sophomore or junior or senior. This person volunteers or is selected by Mr. Everts or is elected in May. He / She will work closely with the section leaders. Any uniform that is not properly hung or put away properly the uniform chairperson speaks to that member. If the member continues to disrespect the uniform, the uniform chairperson informs Mr. Everts and the student's grade will be lowered. This person answers to Mr. Everts.

PAGE EIGHTEEN

STUDENT LEADERSHIP continued...

COLOR GUARD CAPTAIN

This individual is selected by the guard and approved by guard director / Mr. Everts. There is an annual tryout for this position some time in April or May. The color guard captain must exhibit strong leadership qualities and demonstrate extensive knowledge of marching fundamentals and equipment handling techniques on rifle / saber / flag. This person is also responsible for the performance of the color guard, including their behavior at rehearsals. This person should have some background in dance. Will attend leadership training meetings throughout school year. This person answers to Mr. Everts and the color guard director.

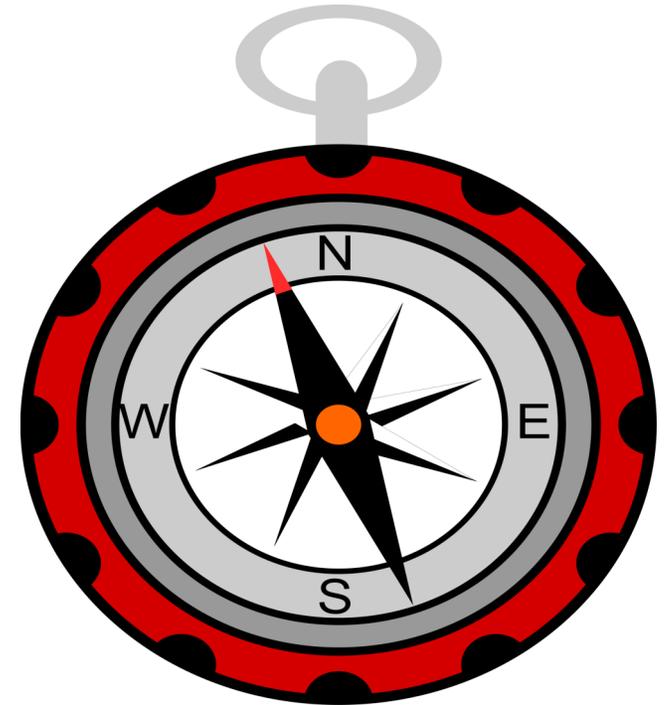
HINTS FOR MR. EVERTS'S STUDENTS

1. Early is on time; On time is late; Late is Rude
2. Always check the screen / whiteboard prior to rehearsal / performance
3. Keep music in order where it can be reached with little confusion for rehearsals
4. Check for special equipment needed before rehearsal / performance
5. At end of rehearsals/performances, put everything away in its proper place.
6. Keep the rehearsal room clean
7. Play instruments when given permission to play instruments
8. No talking or any kind of disturbances during rehearsals / performances
9. No cell phones FOR ANY REASON during a rehearsal and /or performance. One more time...no cell phones FOR ANY REASON. Failure to follow Number Nine will lead to lowering grade.
10. Know and follow mission statement and code of conduct.
11. Treat others better than how you want to be treated.
12. ALWAYS TELL THE TRUTH!

The Oakmont High School
Instrumental Music Department
Information Handbook

Please read and fill out
agreement in back of the
Information Handbook.

Purpose: To make sure we understand the
Instrumental Music Department's direction
of its *moral compass*. Where is "North?"



We can have our department's compass point north (above) when all of us agree to follow and support our mission statement / CODE OF CONDUCT , handbook, and **support open communication**. Currently, UNTIL WE HAVE ALL AGREED TO FOLLOW THIS HANDBOOK our compass looks like the above: close to North, but not quite there. LET'S GO NORTH!! **TOGETHER!**