



Band Handbook

**Lake Nona High School
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“Attitude Makes the Difference”

Lake Nona High School Band

Regulations and Guidelines

Welcome to the Lake Nona High School Band Program! You are now part of a program rich in excellence, dedication, and pride.

The band program will continue its tradition of excellence. The quality of the program will be determined by your individual effort. To contribute to the success of the band program, you must make a decision to be dedicated to the band family. In return, your dedication will ensure that the tradition of excellence will continue for the Lake Nona HS Band. Furthermore, your commitment to the band will provide you with opportunities not available to many students.

To insure that everyone has the opportunity to learn, achieve their goals, and have a successful year at Lake Nona, a set of regulations and guidelines has been developed and are stated on the following pages. Each individual member is responsible for knowing all information presented in this book-please read it carefully. The information in this handbook is as complete as possible with the limited space available. Ms. Leimer reserves all rights to add to, delete from, and change any policies pertaining to the Lake Nona High School Band Program.

Together we can achieve unlimited success. Let's have a great year!!!

Musically Yours,

Monica C. Leimer
Director of Bands

Lake Nona High School Band Core Values

(to guide our lives in and out of band)

Perseverance
Respect
Integrity
Determination
Excellence

P.R.I.D.E.

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I. Ensembles

Marching Band

The Marching Band is the combined membership of the Symphonie Band, Concert Band, Percussion Ensemble, Jazz Band, Colorguard, and Majorettes. The Lake Nona Marching Band is a musical marching unit organized to provide artistic and entertaining performances for football games, parades, pep rallies, concerts, and competitions. As per Orange County Public School guidelines, membership in the Marching Band is required of all students involved in the Band Program. It is an integral part of the instrumental music education program at Lake Nona High School. Membership requires **total dedication, maximum effort** and involvement in all aspects of marching and music performance. For more information about the Marching Band, please read Section XII.

Wind Ensemble

Designed for the most advanced musicians with emphasis placed on the musicianship skills required for performance of sophisticated literature. Members are expected to participate in Solo & Ensemble Music Performance Assessments. Performances include concerts, MPA's, and festivals. After-school time is required. Membership is based on audition and director recommendation. Members must also participate in the Marching Band. Private lessons are strongly recommended.

During concert season, the Wind Ensemble will have rehearsals and sectionals after school. These will begin in November. Notice of rehearsals will be given well in advance. Attendance is mandatory for all members of the Wind Ensemble, which includes percussionists assigned to this band. Please refer to the official band calendar on our website for specific times and dates of all band events.

Symphonic Band

Designed for our intermediate to advanced musicians with emphasis placed on the musicianship skills required for performance of advanced literature. Members are expected to participate in Solo & Ensemble MPA. Performances include concerts, MPA's, and festivals. After-school time is required. Membership is based on audition and director recommendation. Members must also participate in the Marching Band. Private lessons are encouraged, especially for students aspiring to achieve the level of musicianship required to move up to Wind Ensemble for the next year.

During concert season, the Symphonic Band will have rehearsals and sectionals after school. These will begin in November. Notice of rehearsals will be given well in advance. Attendance is mandatory for all members of the Symphonic Band, which includes percussionists assigned to this band. Please refer to the official band calendar on our website for specific times and dates of all band events.

Percussion Ensemble

The Percussion Ensemble is comprised of all percussionists at Lake Nona High School. This is a performance-oriented class. Students will perform on a variety of percussion instruments including drums, mallet instruments, and world percussion. Students in the class serve as the percussion section for the marching, symphonic, concert, and jazz bands. Private lessons are strongly recommended for all members. Students will be required to own their own sticks and mallets and bring them for all classes and rehearsals. After school rehearsals are frequent and mandatory.

Colorguard/Eurhythmics

The colorguard (Sapphires) and majorettes (Lionettes) serve as the elite visual ensembles of Lake Nona High School. Membership is by audition. Members learn from skilled instructors in the areas of flag, rifle, sabre, dance, and baton. Members are required to be enrolled in the Eurhythmics class. In the fall, this ensemble performs with the marching band. In the spring, this ensemble transitions into competitive Winterguard (colorguard) and Majorette Teams which performs at high level competitions throughout Central Florida.

Jazz Band

The Jazz Band is a select group of instrumentalists from within the band program that perform a variety of jazz styles including swing, bebop, Latin, rock, etc. Instrumentation includes clarinet, alto sax, tenor sax, bari sax, trumpet, trombone, bass trombone, drumset, piano, bass, and guitar. The ensemble rehearses periodically after school throughout the school year, but most of the instruction occurs during the Jazz Band class period. Students must be enrolled in at least one concert ensemble in order to be a member of the Jazz Band. Please see the band calendar online for more information.

II. General Regulations & Policies

The Lake Nona High School Band Program has traditionally sought discipline through individual responsibility and student leadership. This is a high ideal and works with the top band programs in the State of Florida. However, it does not always work perfectly. With a band this size there will always be some student who has not reached an acceptable level of responsibility. With that philosophy in mind, and knowing that no one is perfect all of the time, the following criteria has been set up as a minimum standard which all band personnel shall follow:

1. Attend all rehearsals and performances with the appropriate materials- as a musician being on time is actually late- you must always arrive early.
2. Know your assignments/music and know it to the best of your ability. Giving anything less than your best is not acceptable for the band and should not be acceptable to yourself. You must practice individually to achieve this goal.
3. Be attentive to all instructions.
4. Work hard to become part of the team. Only through teamwork can we achieve success.
5. To achieve our goals, you must decide to make Band a top priority.
6. Complete all required forms and paperwork on time.
7. Always strive to keep a positive attitude.
8. Follow all rules and regulations.

III. Attendance/Summer Band

“To be early is to be on time, to be on time is to be late, to be late is to be out!”

– William Revelli (University of Michigan)

To maintain the standard of excellence achieved by our band, ALL Lake Nona Band members will be present at ALL required rehearsals, performances, sectionals, etc. As a member of the band program, you occupy an important part and space in each band function. In as much as the band works as a finely trained team, it is essential that every member be present for ALL functions which include *rehearsals, concerts, festivals, football games, parades, and out-of-town trips*. Any member who is

absent makes the band less effective and also has an adverse effect on the morale of the band. An absence necessitates repeating educational instruction when the student returns, as well as eliminating the opportunity to develop blend, balance, and precision with the other students in the ensemble. All rehearsals, sectionals, and performances will be scheduled well in advance and up-to-date information will be on the band website. Each band member will also be on time for every activity. Learning to be early (on time) now will establish a lifelong habit that is critical to success in any venture.

Procedure for Absence

Naturally, sickness and other hardships make it necessary to miss on some occasion. Appointments, meetings, work, vacations, etc. will not be valid excuses for missing rehearsal. However, **THE PARENT** must notify the director as far **IN ADVANCE** as possible if a student must miss a rehearsal or performance:

1. **Email** the director (monica.leimer@ocps.net) AND
2. **Bring a doctor's note** or other pertinent paperwork.

When a student must be absent from a rehearsal or performance do to one of the acceptable reasons, he/she must notify the band director **IN WRITING** prior to the day of that rehearsal. Without prior notice, the student will receive an absence mark for that event. In all of the above cases a note from the doctor or parent must be brought in the next day.

Unexcused Absences

During marching season, unexcused absences from rehearsals (2 hrs. or more) will result in that student being benched from the week's performance. The student will also receive a zero for that rehearsal grade.

Procedure for Tardy

TARDINESS will not be tolerated. Tardies cause delays in time schedules and are discourteous and irritating to your fellow band members who have to wait for you. Students who are tardy will have a deduction from their rehearsal grade equivalent to the amount of time missed in that rehearsal. In addition to a lowered grade, any student arriving late for a performance will lose their 3rd quarter break (marching band) and may forfeit the opportunity to perform (all ensembles).

Absence from a Performance

Performances are major grades. Any absence which is not brought to the attention of Mrs. Leimer for approval prior to the performance will be considered unexcused. Unexcused absences count as zeros for a performance grade, and may potentially result in the individual's removal from the Band Program. If you anticipate an unavoidable absence from a performance, please submit a written request to Mrs. Leimer at least one month prior to the intended absence.

The following are a collection of statements that are not acceptable as for excuses:

Unexcused Reason	Solution
"Had to work."	Make arrangements with your employer in advance.
"Couldn't get a ride."	Be responsible. Check with your section leader or other member.
"I didn't know about it."	Be responsible. You have been given advance notice.
"Parents are leaving town."	Clear your schedule in advance.

“I have a big test tomorrow/ lots of homework.”	Be responsible. Budget your time accordingly and don’t wait to cram.
“I have an appointment.”	Schedule these around band.

Excuses that are acceptable:

1. Sickness or death in the family.
2. Emergencies (car accidents or other immediate safety factors).
3. Personal illness. A doctor’s note will be required.

Students do **NOT** pick and choose the band events in which they wish to participate. If the band performs or rehearses, **everyone** is to be there **every time! Conflicts with other activities (i.e. sport practice, SGA convention, etc.) are to be resolved as far IN ADVANCE as possible (not the day of the event!).** Performance takes precedence over practice concerning another school activity. Only reasons of GRAVE EMERGENCY should be used for missing a performance or rehearsal. These arrangements must be made in advance.

If an outside practice appears to be "rained-out", always report to the band room for indoor rehearsal. Rarely is a rehearsal ever called off because of rain.

Remember, excuses, even *good* ones, will not produce a superior band.

Summer Band

Summer Band rehearsals (aka Band Camp) begin each summer prior to the opening of school. The focus of summer band is marching and playing fundamentals as well as learning the new halftime show. All members of the Band (woodwinds, brass, percussion, and auxiliary) are required to attend Band Camp. Absences must be arranged in advance with the director. Students who miss Summer Band may be placed on an alternate playing status and must acquire the needed performance skills before being allowed to perform.

IV. General Band Room Rules

All school enforced rules apply to the band room and are found in your student handbook. This includes the dress code! The rules that follow are band specific:

1. You are allowed in the band room/practice rooms only during your allotted band class time or before/after school with permission. You should not be in the band room/practice rooms any other time unless you have received permission from Ms. Leimer.
2. **Do not bring non-band students into the band room.**
3. There will be absolutely no eating, drinking, or chewing gum in the band room or practice rooms at any time.
4. Respect your environment- pick up after yourself.
5. Cell phones are not allowed to be used during rehearsal time.

6. Never leave money, books, or valuables in the band room. Please keep these items with you or locked in your locker. Ms. Leimer and Lake Nona High School are not responsible for any items lost or stolen. Items found in inappropriate places will be sent to lost-and-found.
7. All instruments when not in use can be stored in your locker, IN THEIR CASES (the only exceptions are percussion and tubas)! No instrument should be left on the floor at any time.
8. Percussion equipment is to be used by percussionists only! Percussion instruments are not to be played unless prior approval has been given by the director (this includes percussionists).
9. Only enter the band director's office after knocking and receiving permission to enter. Never enter her office if she is not present.
10. Please respect the privacy of the band director and do not call/text her at home. Any urgent information can be obtained from your band leadership. In an extreme emergency the band captain will contact the band director.
11. There is a time and place for everything- public displays of affection and profanity are strictly prohibited during any band function- including class and rehearsal.
12. Report all acts of vandalism immediately- no matter how small. If we show that we can take care of the equipment and facilities we have, it is easier to justify trips, special activities, and new equipment.
13. The library is off limits to everybody except librarians.
14. Practice rooms are for practicing only. No food/drink/candy is allowed in the practice rooms.
15. The dry erase board in the front of the room is for official use only and should be read upon entering the rehearsal room for special instructions. All notices will be posted well in advance, it is your responsibility to check the board to find out about announcements.
16. Respect our band property, please refrain from leaning on the stands, setting anything on the timpani/leaning on the timpani or other large instruments, and throwing trash in the practice rooms.
17. All music stands will be put away at the end of rehearsals.

V. Rehearsal Rules & Guidelines

Rehearsal time is extremely valuable for producing any fine music organization. If you delay the rehearsal for even one minute, you have wasted a great deal of time because every other member of the band has also been forced to waste one minute.

The following guidelines are the foundation of our rehearsal procedure:

1. Band members should have the following items at all rehearsals: instrument, music, drill charts, pencil, extra reeds, valve oil, mutes, mallets, etc.
2. When the tardy bell rings or band is called to attention, a student is considered TARDY if not in place and ready to perform. All tardies are *unexcused* unless properly excused by valid reasons and/or a written pass.
3. The class agenda will be on the front board. Please get your music ready before class begins.
4. When the director or someone in charge steps **on the podium**, ALL ACTIVITY MUST CEASE. Your full attention must be given to that person and nothing should be allowed to distract you. Be **QUIET, LISTEN, and WATCH**. There is no talking, even if it deals with the music. You must be silent when someone is directing or addressing the band. Raise your hand if you have a question.
5. Do not leave your seat unless given permission to do so.
6. Cell phone use, eating, drinking, or gum chewing are strictly PROHIBITED during any rehearsal or appearance by the band.
7. If your instrument is in the shop getting fixed, you must supply a repair tag with the date. Otherwise you will lose points for the rehearsal.

REHEARSAL IS SERIOUS BUSINESS!

REMEMBER: SUPERIOR bands are the result of SUPERIOR rehearsals.

VI. Sectionals

Due to the complex nature of a quality band program, rehearsals outside of class time are necessary.

Marching Season

1. All sections rehearse at least once per week.
2. Sectional rehearsal announcements will be posted on the board.
3. All players will pass off their music for the section leader. Attendance and results of music passed off will be reported to the director by the section leader.

Concert Season

1. Sectionals will take place as needed.
2. Sectionals will begin after football season and will take place after school hours.
3. Extra rehearsals may be called with one week's notice.

VII. Uniforms

The Lake Nona High School Marching Band Uniforms are to be respected. They represent pride and excellence in our organization, and have an impressive appearance to our spectators. Since uniforms are only replaced every 10-15 years, it is important that the student takes great precautions while wearing the uniform. Any student who misuses the uniform will be responsible for the repairs.

Uniform Regulations (Instrumentalists):

1. Each student will be issued a uniform, which will be kept at school.
 2. The uniforms will be kept in the uniform storage room at all times.
 3. Members should wear the uniform with PRIDE. When wearing the uniform:
 - Always have it buttoned up and zipped up
 - Shoes polished & clean
 - LNHS Band T-shirt and athletic shorts must be worn
- Remember: *Wear the uniform correctly or not at all!***
4. No eating in the uniform coat.
 5. No items will be attached to the uniform.
 6. NO visible jewelry, hair ornaments, colored nail polish, or earrings.
 7. No additions may be worn with the uniform.
 8. Hair must be worn so that the collar is visible, either cut or pinned up, well-groomed, and kept out of the face.
 9. Band hats (shakos) are to be worn correctly at the appropriate angle. Never wear the band hat backwards. Shakos are to be kept in their corresponding hat boxes.

Marching Uniform

LNHS Band T-shirt and Athletic Shorts

Marching Pants & Coat

Shako

White gloves

Black socks (higher than ankle length)

Black marching shoes

White SOTL cap

Concert Uniform

Jewelry is to be minimal. Moderate make-up may be worn for concerts. All decisions regarding appropriate “Concert Dress” are at the discretion of the Director.

Women: concert dress, black hose/stockings, and black closed-toe dress shoes.

Men: tuxedo pants, tuxedo shirt (with plain white shirt underneath), black bow tie, black cummerbund, black socks (higher than ankle length), black dress shoes, and tuxedo jacket.

Pep Rally Uniform

LNHS Band Shirt & white SOTL cap

Blue jeans

Sneakers

VIII. Football Games

The following regulations apply to all band and auxiliary members:

1. All Orange County Public Schools and Lake Nona High School rules apply at all times.
2. All students are to travel to and from the game on buses provided by the band.
3. OCPS rules and regulations apply to all persons riding a school bus.
4. Follow all instructions given by the driver or chaperone.

5. March to seats after pre-game and halftime. Remain standing as you line up behind the person in front of you. Be seated on command.
6. **Wear the uniform correctly or not at all.** (*See Uniforms section*)
7. Once at the stadium, all students will sit in their assigned seats and stay there.
8. **NO P.D.A. - Public Display of Affection.** This includes hand holding.
9. Spirit is great, but cheering should be done with the cheerleaders or as a group. Needless to say, language should not reflect unfavorably on the band.
10. Members are reminded that the band is providing a public performance at each game. We have a job to do, therefore, WATCH the director and drum major at all times when they are standing in front of the band. LISTEN for directions, get music out *quickly* and **be ready to play.**
11. Students may have refreshments during their third quarter break. **No food or drinks** in the stands (including during/after 3rd quarter break). Chewing gum is **NEVER** permitted.
12. While on third quarter break, students may not go into the grandstand seats or to the opposite side of the field. All students will be back in their seats ready to play by the time one minute shows on the clock. Tardiness will not be tolerated. Students who break these rules will lose their 3rd quarter break for the next game.
13. **NO ONE** but uniformed Lake Nona HS Band personnel and band chaperones are allowed in the band section. Visitors are allowed in the band section only **with the director's approval.**
14. Be courteous to visiting bands, officers, directors, fans, and anyone else with whom you come in contact. When traveling to other schools, be courteous to our hosts.
15. At halftime, kneel down and watch quietly as the other band performs.
16. Students must be accompanied by a chaperone when leaving the band section.
17. When the band plays in the stands, everyone plays!
18. No improvisation of parts.
19. No one is dismissed early.
20. After the game, pass trash to the end of the row and check to see if you have all of your belongings: music, lyres, gloves, hats, etc.
21. While at games, ***we are constantly in public view*** and your conduct must reflect the highest standards. REMEMBER, everything you do is a *direct reflection* on the band. In this setting, you are not acting as an individual. You are part of the whole body and cannot be separated from it when you are in uniform. Don't let carelessness, restlessness, or irresponsibility ruin things for everyone else.
22. **NO USE OF TOBACCO, ALCOHOL, OR DRUGS** when you are in any way associated with the band or school.

IX. Travel and Trips

The band travels a great deal! Some special regulations are necessary for this type of activity.

1. Mode of transportation will be provided or approved by the school. Students traveling with the band must travel with the group in the vehicle provided. Students will ride both ways on a trip on their assigned bus. These assignments are made ahead of time to avoid confusion.
2. While out of town, students will not ride in any private automobile without permission from the director.

3. Each student is responsible for seeing that his/her instrument and belongings are *loaded* at the departure point, after the performance, and *unloaded* upon the return. This includes cleaning up trash after any band trip!
4. A band officer and at least one adult chaperone will be placed on each bus. They are in COMPLETE charge. Respect is imperative. They will take attendance and communicate important information to you regarding the appearance ahead. **Absolute quiet must be maintained during roll call.**
5. While traveling on buses, you will obey the instructions of the bus driver. Putting hands, arms, heads, etc. out of a window is *strictly prohibited*. DO NOT ever throw anything out of a window **for any reason.**
6. While traveling on buses, students may talk or sing in an orderly manner. If your voice is loud enough to be heard above other conversations, you are TOO LOUD. When crossing a railroad track or entering/exiting a stadium parking lot, *absolute quiet* must be maintained. UNDER NO CIRCUMSTANCES SHOULD ANYONE CALL OUT OR MAKE REMARKS TO PEOPLE OUTSIDE THE BUS.
7. Refrain from standing or moving around in the bus while it is in motion.
8. *NO* music players on buses without headphones.
9. *Courtesy* must be maintained while in restaurants. *Speak quietly* and **clean up** your area when finished. Eat properly and regularly to be at your best for yourself and others.
10. On overnight trips, all students are to be in their rooms at or before the designated curfew hour. They are not to leave their room after curfew **for any reason.** Students are also not to leave the hotel without permission from the director.
11. While staying in a hotel/motel, students should be considerate of other occupants, especially at night. Students' conduct should bring credit to themselves and our organization. **Don't slam doors, run, or speak loudly!** Rooms should be left neat and hotel/motel property should not be damaged. Telephone calls made by individuals in the Band may not be charged to the room. Long distance calls should be made from a cell phone or pay phone with a calling card.
12. **NO P.D.A. - Public Display of Affection.** Students may hold hands except while in uniform. Coed room visitation is *strictly prohibited*.
13. The **use or possession of** any alcoholic beverage, tobacco, or drugs which could modify behavior is absolutely forbidden at all times. Violation will result in dismissal from the performing organization.
14. Body alterations of any kind (*piercings, haircuts, tattoos, etc.*) are prohibited.
15. All Band Members are responsible for the set up and tear down of concert settings. When everyone does their part, things run smoothly.
16. Students are asked to be careful and safe. If an accident, injury or illness does occur, the chaperone in charge should be notified at once. The chaperone will then notify the Director.
17. It should be noted that proper behavior is expected when on a school-sponsored trip. The Orange County Code of Student Conduct will be observed at all times. Undignified conduct or reckless behavior may result in disciplinary action, suspension from school, and/or dismissal from the Band Program.

X. Enforcement of Rules

The regulations listed in the previous section of this handbook are important to maintain the high quality and dignity which have been associated with the Lake Nona High School Band Program. Any and all infractions of any of the rules listed in this handbook will be viewed as open defiance to the

program and will be dealt with swiftly. The most simple method of enforcing regulations is to withhold the privilege of participation in our band for a specified period of time. Only the director may take this action, though the band leadership may recommend such action by a majority vote.

Withholding may be done in several ways:

1. Replacing a person in the show with an alternate. This would be done primarily in the case of disruptive behavior, negative attitude, not being prepared, or absence.
2. In the case of extreme misbehavior or disrespect, for the good of the band, the student may be expelled from the band program.
3. Band members may also be suspended, meaning that they will be expected to attend all rehearsals and performances of the band, but will not be allowed to participate until the problem causing the suspension has been rectified. Failure to comply with the terms of suspension may result in expulsion from the band.
4. A penalty will be administered for all tardies, misbehavior, disrespect, off-task activity, inattentiveness, destructiveness, etc. no matter the reason. The student will have to do push-ups, laps, work duties, march offs, or some other form of punishment in addition to the pre-determined loss of points for the infraction.

XI. Grading Policy

Students will receive grades based on the following percentages:

50% Daily Class Participation & Rehearsals

- Students must come to all classes and rehearsals prepared (see “Rehearsal Rules & Guidelines”) AND fully participate in activities to receive full credit.

50% Performances & Playing Tests

- Each grading period students may be required to play all 12 Major Scales in multiple octaves. Periodically we will have playing tests consisting of excerpts from the music we are working on in class. This is to make sure students are practicing at home. Additionally, students will complete their assigned Musicianship Test.

XII. Marching Band Guidelines

Rehearsal Times

Marching Band rehearsal will begin promptly on time. Rehearsals will be held every Tuesday and Thursday 5:30-8:00pm. Students will have time to take care of other personal matters BEFORE rehearsal begins. Please refer to the official band calendar for specific times and dates of all band events.

Quiet study hall will take place in the band room on rehearsal days from 2:30-4:30pm.

Rehearsal Procedures

1. Students assemble in stretch block by 5:30pm.
2. Leadership leads the band in stretches. Director or Assistant takes roll.
3. Block marching fundamentals.
4. Drill & music rehearsal.

You must wear proper practice clothes and shoes. You will have plenty of time to change after school. Breaks will be given as needed, so bring water to save time. In the event of inclement weather practice will be held inside. Never assume that practice is cancelled.

Attendance

Attendance is mandatory at all rehearsals and performance for ALL members of the Marching Band (including Auxilliary). Missing at least two hours of rehearsal in one week will result in the student being “benched” from the next performance. When a student is “benched” they are required to attend the football game in full uniform and participate with the band in the stands. During half-time the “benched” student will stand at attention on the sideline and watch the band’s performance.

Disciplinary Issues

The regulations listed in previous sections are important to maintain the high quality and dignity which have been associated with the Lake Nona High School Band Program. Any and all infractions of any of the rules listed in this handbook will be viewed as open defiance to the program and will be dealt with swiftly. Ms. Leimer may dispense with disciplinary action when she deems necessary.

1. Negative behaviors on the field or at games that will insure disciplinary action taken:
 - a. Talking at inappropriate times.
 - b. Playing out of turn.
 - c. Arriving late for rehearsal.
 - d. Coming unprepared for rehearsal.
 - e. Sitting down without permission.
 - f. Talking back to leadership, staff, and/or Mrs. Leimer.
2. Disciplinary actions on the marching field may include the following
 - a. Laps/Push ups
 - b. Work duties
3. After the third infraction the student can be brought up in front of the Leadership Staff and further disciplinary action may be taken. These actions may include the following.
 - a. Not participating in 3rd quarter break.
 - b. Not marching in half time show.
 - c. Not performing in Pep-Rally.

Music, Flip Folders, and Drill Charts

Each member of the band will receive one copy of the necessary items need to perform effectively in the band. Losing any of these items will cost the following:

- Music- \$.25 per page
- Drill Charts- \$5.00 per song

Flip folders should be kept in a safe place, concert folders should be stored in the proper cabinet.

XIII. Student Leadership

All student leadership staff members are to be treated with respect as they are an extension of the authority of the band director and band boosters.

- **Band Captain**

The Band Captain is directly responsible to the band director. It is his/her responsibility to see that all other officers are doing their job. It is also their job to provide leadership, to install moral, and to encourage all band members to excel. This is the highest office in the Band Leadership Staff.

- **Drum Majors**

The Drum Majors are in charge of the musical aspects of the marching band at all times and serves as conductor in the stands and on the field. Also acts as an assistant to the Band Captain and a field assistant to the director. Additional responsibilities include teaching and monitoring marching skills and drill.

- **Operations Sergeants**

The Operations Sergeants are in charge of the Operations Team and all “behind-the-scenes” aspects of the program. Responsibilities include, but are not limited to managing the following: uniforms, music library, equipment, field, etc. Also acts as an assistant to the Band Captain and a field assistant to the director.

- **Drill Assistants**

The Drill Assistants are responsible for all visual aspects of the marching band.

Responsibilities include teaching/cleaning drill, visuals, and marching fundamentals. Also acts as an assistant to the Band Captain and a field assistant to the director.

- **Section Leaders/Captains**

The Section Leader’s number one responsibility is to be sure they get the most out of their section. Section leaders are responsible for making sure each person in the section knows their music/routines and is performing with correct technique and sound. They will be responsible for scheduling sectionals before or after practice. They are also responsible for making sure that their section fulfills all marching expectations to the best of their ability and forwarding important communications to the members of their section.

- **Operations**

The Operations Team is responsible for all of the “behind-the-scenes” functionality of the band. Maintaining the music library, managing uniform distribution/collection, setting up for rehearsals and performances, managing the band equipment, etc. These are some of our most important leadership positions.

XIV. Financial Obligations

Please see the “Financial Information” sheet found on our website (lakenonalionsband.com)

XV. Instruments

1. Students are responsible for bringing their instrument & equipment – cleaned, polished, and in perfect working order – to every event.
2. A student's instrument should only be played by that student.
3. All students should have in their case the necessary equipment to keep their instrument in good working condition. In addition, in case of rain during marching rehearsal, woodwinds should have a plastic bag handy for their instruments.
4. All wind players should be conscious of eating before playing. Any food particles that get into your instrument can cause problems.
5. Students are responsible for the cost of repairs on their instruments.
6. All marching instruments must be equipped with lyres for rehearsal and in the stands at games.

Brass

1. Most of the time the mouthpiece that you learned on as a beginner was made to help you achieve a sound easily. By the time you reach the high school level you should upgrade your mouthpiece to the following:
 - Trumpet: Bach (or Blessing) 5C or 3C (more advanced)
 - French Horn: Schilke 30
 - Trombone/Euphonium: Bach (or Blessing) 6 ½ AL
 - Tuba: Conn Helleberg or Perantucci
2. Brass players are required to have valve/slide oil, tuning slide grease, cleaning snake, and mouthpiece brush.
3. All brass players should own a straight mute- trombones and trumpets should also own a cup mute.
4. Brass valves and slides should be well oiled and in excellent working condition.
5. Brass water keys must be in good condition and perfectly sealed.
6. Brass lead pipes should be cleaned weekly.

Woodwinds

1. Most of the time the mouthpiece that you learned on as a beginner was made to help you achieve a sound easily. By the time you reach the high school level you should upgrade your mouthpiece to the following:
 - Clarinet: Vandoren 5RV Lyre Profile 88 with the Rovner Dark Ligature
 - Saxophone: Rousseau, Dolce, or Caravan with Rovner Dark Ligature
2. Woodwind players are required to have at least three working reeds at any given time. Mitchell Lurie or Vandoren (no Rico)- 3 or higher hardness.
3. Woodwinds also need to own their own swab- use it daily.
4. Woodwind pads need to be checked regularly- no fuzz around the edges.
5. Clarinets need to clean the tone holes with a Q-tip monthly.
6. All woodwinds need to clean under the rods monthly with a small brush.

Percussion

1. Percussionists need to expect that they will work on every aspect of percussion playing-i.e mallets, timpani, snare, and accessories.
2. Percussionists will arrive early to rehearsal and set up their equipment. They will also put away all equipment before they leave class.

3. Percussionists will be responsible for the cost and replacement of any items they may break-including drum heads.
4. Percussionists are required to own their own mallets and sticks- a list will be provided later.

School Owned Instruments

1. To check out a school instrument students must fill out an official OCPS M-2 form.
2. Rental fee for school owned instruments is \$50 per semester.
3. Regardless of the current appearance of your instrument, you must provide reasonable care and maintenance. You will be held responsible in the event of damage and/or theft.
4. When you are not playing your instrument it will be left in its case. Band members who excessively leave school instruments on the ground (outside or in the band room) will no longer be able to use that instrument and will be responsible for obtaining their own instrument.
5. Abuse to the instrument will insure that the student will not be allowed to use the instrument.

XVI. Eligibility

Students participating in the band must be enrolled as a student of Lake Nona High School. It is also expected that you will maintain acceptable grades in your classes, and at minimum a 2.0 cumulative grade point average (GPA). If you feel that you are falling behind in your classes, please seek assistance from Mrs. Leimer. She will gladly help arrange a tutoring session with another student who has been academically successful. The band is a huge family and we are here to help each other succeed in all aspects.

XVII. COMMUNICATION

Communication is vital to the success of the Band Program. A weekly e-mail will be sent as a way to inform students and parents about the events of the week as well as other pertinent information. The band's website (www.lakenonalionsband.com) will serve as an additional means of relaying information. A comprehensive calendar as well as forms, and other information will be posted regularly. In addition, students should check the bulletin board and whiteboard daily. Make yourself aware – each member is responsible for the information that is posted! Students are not allowed to write on the whiteboard or add anything to the bulletin boards without the permission of the Director. Posted information should never be removed without permission. Ms. Leimer can be reached via email at monica.leimer@ocps.net.

XVIII. Awards

Senior Plaques

Senior Plaques will be awarded to each senior band member who has successfully completed their senior year in the marching and concert band program.

John Philip Sousa Award

This award recognizes a Senior band member who has demonstrated superior musicianship, leadership, dependability, loyalty, and cooperation both in and out of the band program. The recipient is nominated by the band and chosen by the director.

Director's Award

This award recognizes an musician in the Lake Nona High Band. The student does not have to be a senior to receive the award. This recipient is nominated by the band and chosen by the director.

Louis Armstrong Jazz Award

This award recognizes an outstanding musician in the Jazz Band. The student does not have to be a senior to receive the award. This recipient is nominated by the band and chosen by the director.

Outstanding Color Guard Member Award

This award recognizes an outstanding guard performer in the Band. The student does not have to be a senior to receive the award. This recipient is nominated by the band and chosen by the director.

Band Varsity Letters & Bars

A band member may earn a letter/bar in band by meeting the following criteria:

1. Membership in the Marching Band, as well as Concert/Symphonic Band (instrumentalists) or Winterguard/Majorettes (auxiliary) for one year.
2. No unexcused absences from performances.
3. Earned a grade "B" or above each grading period in band.
4. No severe discipline problems or punishments.

XIV. Parental Involvement

Parents of band students act as chaperones at band functions throughout the year. This provides parents an excellent opportunity to be directly involved in their son/daughter's experience in the band program. Chaperones have certain responsibilities as away-from-home-parents. Their involvement demonstrates a caring and willingness to **actively** support their child in his/her musical endeavors. They should receive utmost **RESPECT** and **COURTESY** at all times. According to OCPS policy, in order to volunteer with students you must fill out an ADDitions application (found on www.ocps.net), which will clear you through a background check. If you wish to volunteer, please complete this ASAP and contact the Band Booster president to sign up for volunteer opportunities.

All parents of band students are automatically members of the booster group and are strongly encouraged to be involved. Being a Band Booster is a rewarding and fun experience. Band Boosters are invited to attend General Membership meetings during the school year. Dates for these meetings will be announced in the Band Weekly E-mails and posted on the band website (under calendar). Attending the General Membership Meetings keeps you up to date and informed on upcoming band activities and volunteer opportunities.

We encourage all parents to consider what part they can play in helping to bring about the great performances and activities of the Lake Nona Band Program. Like our students, we have amazingly talented parents who have unique skills and talents that will help our program continue to grow and improve. We could use your help and look forward to working with you!

XX. Individual Practice & Private Lessons

It is the responsibility of each band member to practice his/her individual music outside of band rehearsal time. Practice time should be spent on scales, music, and etudes assigned by the director or private instructor. Each student should practice **at least TWO** hours per week (averages less than 20 min. per day). Practicing assures that the student is strengthening fundamental skills and learning assigned music. Furthermore, the individual improvement will directly affect the overall improvement, abilities, and success of the entire band. Parents are asked to help their son/daughter set aside a quiet place and time for practice on a regular basis.

Private Lessons

The value of one-on-one instruction with a professional on a student's instrument cannot be overstated. **Private instruction is key to the advancement of individual skills and integral in achieving students' highest potential.** Students are **strongly encouraged** to take lessons with a private instructor. You will increase the rate of improvement and success on your instrument by a substantial margin. For a list of recommended private instructors, please see Mrs. Leimer.

In Closing...

This handbook is made available for your reading so you are not surprised in any way. Your signature (on the handbook agreement page) attests to the fact that you have read, understand, and accept all parts of this contract. Conversely, this contract will eliminate any surprises for the Director, which is just as important.

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Important Forms

Band Student Information Form

The Band Student Information Form provides the Band Director with important contact information. It enables us to communicate with parents should a question or concern with a student arise at school or on a trip. It also allows us to keep accurate record of the student's mailing address and email.

Emergency Treatment Form (available in Band Office)

This form is very important. In the unlikely event that your child requires medical attention during a Band function, this form will authorize and enable our Director and/or Medical committee personnel to immediately attend to the needs of your child. Should your child require professional medical assistance the Emergency Treatment Form will provide important authorization and insurance information. **IMPORTANT: Students WILL NOT** be allowed to perform or travel with the Lake Nona Band Program until this form has been turned in as per Orange County Public School policy.

Band Program Contract

This form verifies that the student and parents have read through and agree to the policies and procedures as outlined in the Lake Nona High School Band Program Handbook.

All forms are due to Mrs. Leimer by the first Friday of school. ***Thank you!***

Orange County Public Schools Contract Agreement for Music Students

The success of any music program is dependent on teamwork, with each student completing his/her assigned task. With that understanding, all students who enroll in the Band Program, and their parents, are to sign this contract.

The following is a quote from the Orange County Public School's course descriptions for performance-oriented classes: "As a co-curricular performance-oriented activity, attendance is required for rehearsals and performances beyond regular school hours". These include but are not limited to:

- Festivals/evaluations/competitions
- Concerts
- Performances for Community, schools, etc...
- Football games
- Parades

It is understood that attendance at these functions is mandatory, and an unexcused absence may result in lowering a student's grade and/or placing them on alternate status if the absence applies to the marching band. Exceptions to this policy are:

- Religious holidays
- Handicapped students whose handicap prohibits participation
- Documented illness
- Family emergencies (approved by School Administration or designee)

I have **read** and **understand** the Lake Nona High School Band Handbook. I understand that this handbook includes all policies which may govern the band, and in the event of a conflict, will be referred to this handbook for policy verification as well as actions that may be taken.

Student Name (print please): _____

Student Signature: _____ Date: _____

Parent Name (print please): _____

Parent Signature: _____ Date: _____

***Please return entire form to Mrs. Leimer by the first Friday after school starts.**