

Union High School Band

2023-2024



Student Policies & Procedures

www.UnionBands.com

UHS Band Office (918) 357-7111

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TERMINOLOGY

Some terms and acronyms are used frequently and interchangeably throughout this handbook, including:

- Band, Band Program, Union High School Band Program, ensemble, performance unit, marching band, Renegade Regiment
- Member = Band member = Guard member = student
- UBPC: Union Band Parents Club
- UPS: Union Public Schools
- OBA: Oklahoma Bandmasters Association
- BOA: Bands of America (a division of Music for All)
- OSSAA: Oklahoma Secondary Schools Activities Association

PREFACE

This handbook describes the Union High School Band Program and its policies and procedures. The high school band program includes the Union 9th Grade Center and Senior High School/UCA.

Band members are required to follow policies and procedures of the Union Public Schools and the Union Band Program. School rules and policies are in force at all times that a member is directly or indirectly involved in any activity sponsored by or in the name of Union High School or Union Bands. School policy shall have priority over band policy in the event of any policy conflict.

The band directors shall have authority to suspend or amend any band policy at any time deemed necessary in the best interest of the overall band program.

POLICIES & PROCEDURES

1) Observance of Policies, Rules, Regulations (Policies)

- i) Band members are expected to behave properly at all times.
- ii) Misbehavior reflects poorly on the band, school, and community.
- iii) Students are expected to demonstrate knowledge of the Policies of the UPS and the Band Program by their proper behavior.
- iv) Professed ignorance of Policies will not be accepted as an excuse for misbehavior.
- v) Every effort is made to provide Policies. However, directors and chaperones may find it necessary to add to or alter Policies, which may or may not be in writing as the situation allows.
- vi) Policies and directions delivered verbally should be considered the same as a written Policy.

2) Attendance & Absences

- i) School Attendance: Students may be temporarily excused from rehearsal under the following conditions with written documentation:
 - 1) When personally ill and when attendance in school would endanger their health or the health of others.
Documentation by a doctor's note may be required to excuse under this policy.
 - 2) On special and recognized religious holidays observed by their faith that is previously discussed with the band directors.
 - 3) Family Emergency that is communicated with the band staff.
 - 4) When mandated by order of governmental agencies (pre-induction physical examination of service in the armed forces or court order).
- ii) Absences From Required Rehearsals Or Performances
 - 1) Attendance is mandatory for all scheduled rehearsals and performances.
 - 2) An absence at any dress rehearsal (the main rehearsal prior to the performance) may result in the student not being permitted to perform at the event/performance.
 - 3) The following rules will govern authorized absences:
 - 4) Personal illness or Family Emergency
 - a) The band staff should be notified prior to the required rehearsal or performance at (918) 357-7111 or by email. Guard staff should be notified for guard absences at (918) 357-7160 or by email.
 - b) A written verification from the school attendance office may be needed upon return to school.
 - 5) Conflicts with other school activities; notify your director well in advance of any conflicts.
 - a) Written verification is needed to describe the problem and resolution.
 - b) Every effort should be made to coordinate with the conflicting school activity to accommodate participation with the other sponsors in both activities.
 - 6) Religious observance
 - a) The appropriate band director(s) should be notified prior to the required rehearsal or performance.
 - 7) An absence for any other reason will be considered unexcused.
 - 8) Each rehearsal should be considered its own entity. If a student needs to miss both a morning AND afterschool rehearsal, please communicate with staff regarding both absences. Submit absence reports at www.unionbands.com/absent
 - iii) Consequences of unexcused absences
 - 1) An unexcused absence may result in a reduction of one letter grade for the semester and/or two letter grades for the reporting period, as well as result in not being permitted to perform if the absence occurred at the coordinating dress rehearsal.

iv) Process

- a) First absence: Student and Director conference.
 - b) Second absence: Student is placed on probationary status by Directors.
 - c) Third absence: Student may lose his/her position in the performing group and become an alternate performer to the main performing group.
- v) If the student is already an alternate in the competitive marching band and obtains more than the allowed number of absences, his/her grade will be affected according to School Board Policy or he/she may be removed from the extra curricular activity.
- 1) If an alternate is not available at the time the student is removed from the performing group, the student may be suspended for upcoming performances. Thereafter, the student may return to his/her position, pending director approval. This procedure is followed so that the performance ability of the group is not further jeopardized. However, the student's grade may be affected, according to school board policy.
 - 2) Performing positions may be forfeited during the marching, winter guard, concert band, percussion, or jazz season.
 - 3) An unexcused absence from a performance may result in dismissal/removal from the band program.
- vi) Tardy
- 1) A member will be tardy if they are not in their assigned position when rehearsal starts.
 - 2) Tardies will be dealt with according to UPS and UHS policies.

3) Band room(s), practice facilities, Fine Arts wing

- i) Access to band rooms, practice facilities, and rehearsals is limited to band members unless authorized by a director.
- ii) Food or drink is not permitted in band rooms, practice facilities, or rehearsals.
- iii) Instrument storage cabinets
 - 1) Members are assigned a specific cabinet for storage of instruments/accessories. Use the cabinet assigned to you.
 - 2) Cabinets must be kept clean and clear of personal items.
 - 3) Members are expected to lock up their belongings whether personal or school-owned.
- iv) Personal items
 - v) UPS/UHS band are not responsible for personal items left in the band room or on UPS campuses.
 - vi) Store personally owned instruments in instrument cabinets.
- vii) Practice and Practice Rooms
 - i) Band members may practice in the band room(s) and practice facilities before and after school, or possibly during the school day with prior approval.
 - ii) Practice rooms are for personal or ensemble practice or study only.
 - iii) The atrium is included as part of the fine arts wing and must be scheduled for events accordingly.
 - iv) Please knock before entering any band offices.
 - v) The band office copier is not for student use, unless otherwise directed by a band staff member.
 - vi) Keep band hallway and Fine Arts area clean at all times, especially if eating lunch in the Fine Arts area.

4) Dismissal

- i) Students will remain with the band or ensemble until dismissed following all events.
- ii) Members and their parents should arrange for transportation prior to dismissal from events. Students should be picked up within at least 30 minutes after the completion of an event.
- iii) All members must ride school provided transportation to and from performance events. Any deviation from this must be approved and confirmed in writing to the band staff in advance.

5) Eligibility

- i) All members must be eligible to compete according to guidelines set by Union Public Schools and the Oklahoma Secondary Schools Activities Association.
- ii) Eligibility is defined as passing (60% or better) in all classes.
 - 1) The eligibility report is processed mid-week by school personnel.
 - 2) A member that is failing one or more classes should be designated to a PROBATIONARY STATUS for the following week of school activities. IF a student was placed on the probation list by error, they have until 3pm Friday of that same week to rectify this error. UNLESS the member clears their name off of "the list" by 3pm Friday, they are deemed to be on probation for the following week.
 - 3) Once a member is on probation, they may be placed in an alternate position until their grade deficiency has been resolved.
 - 4) A member who is failing a class in two or more consecutive weeks (regardless of course) will be designated to an INELIGIBLE STATUS for the following week of school activities. IF a student was placed on the ineligible list by error, they have until 3pm Friday to rectify this error. UNLESS the member clears their name off of "the list" by 3pm Friday, they are deemed to be ineligible for the following week.
 - 5) Once a student is ineligible, he/she remains ineligible for the entire eligibility week/period.
 - 6) Dropping a class results in an immediate 3-week status of ineligibility.
 - 7) Once deemed ineligible, a member must be confirmed as passing all of their classes to regain their ability to participate, and may only be cleared by the district's eligibility office. The student remains ineligible until the next eligibility week/period and is confirmed as passing all classes. Handing a band staff member a note from a teacher, parent, or student will not suffice, the student MUST be cleared by the eligibility office.
 - 8) Once ineligible, a student may be removed from rehearsal in order to focus on studies and returning their academic status to an eligible state.
- iii) Ineligible members may not compete nor travel with the group in any capacity. In order to maintain the integrity of the group, the directors have the responsibility to replace or reassign positions as needed to cover the absence of ineligible members.
 - 1) Previous academic performance may be considered when deciding future performing opportunities and positions/roles.
 - 2) Ineligible students may not be allowed to participate in home Union events and will be assigned an alternative assignment during the time of the event in order to earn credit for the performance/participation grade.

6) Hazing, Initiation

Hazing and/or "initiations" in any form are completely prohibited and will not be tolerated.

7) Internet / Social Media Etiquette

- i) Policy: The safest way to avoid criticism or scrutiny is to NOT post. **Do not post comments** on band-related online media platforms.
- ii) Only staff or their designee is allowed to post performance footage on the internet.
 - 1) Posting video from our rehearsals, shows, or performances is a copyright violation.
 - 2) Posting performances from early in the year might give false impressions about the quality of our group.

8) Medications on trips

- i) The UPS has very specific policies on student administration of medications on band trips.
- ii) Consult with a Band Director at your school site for the current school policy on medications.

9) Misbehavior / General Conduct

Reasons for dismissal from the band program, dismissal from the activity with no credit, and/or suspension from performances are set by the Band Directors and the School Board, as described in the Student and Faculty Handbook. Additional penalties are at the discretion of the band directors and could be imposed for the following violations:

- i) Consumption or possession of alcohol, drugs, smoking, chewing, dipping, vaping, electronic tobacco, etc products is not permitted.
 - 1) Violation of this policy may result in immediate dismissal.
 - 2) Violation of this policy at an event, which requires overnight travel, may result in being sent home in advance of the conclusion of the event.
 - 3) All costs associated with being sent home in advance may become the responsibility of the member and/or his family. This will include the cost of transportation for the member and a chaperone.
- ii) Theft or Destruction of Property
 - 1) Clearly-apparent attempts, whether successful or not, to steal damage or destroy property, are not permitted nor acceptable.
 - 2) This policy applies to any property, whether personal, school, or private.
 - 3) Band members and/or their parent(s) will be financially responsible for costs associated with restoring or replacing damaged or destroyed property.
 - 4) If required, band members who are suspected of violating this policy may be reported to appropriate civil authorities.
- iii) Using Profanity / Vulgarly
- iv) Conduct detrimental to the organization
- v) Public Displays of Affection

10) School owned property

- i) All property
 1. Band members must properly care for school owned property.
 2. Band members may be financially responsible to repair or replace school owned property, which is not properly cared for. Instruments and related equipment
 3. If school owned property appears to require repair, notify a director prior to attempting to repair or hire such repair.
- ii) Uniforms
 1. All band members will be issued a uniform.
 2. Students are responsible for the EXACT NUMBERED UNIFORM ITEMS received.
 3. Please refer to the attached "Uniform Guidelines" for further information.
 4. Members may be required to pay for some parts of their uniform (e.g. shoes, socks, gloves, under garments).
 5. Uniforms are to be clean and in good condition. Failure to comply with this policy may lead to being excluded from performing.
 6. UPS-owned equipment is specifically checked out to individual students. Do not touch equipment that is not yours!
 7. Please see the final page of this document for additional specifics about uniforms.

11) Trips: Bands take trips for contests and performances.

i) Code of Conduct

1. Members of the Union Fine Arts Department students will be highly visible, not only as a musical organization, but as representatives of our school, community, and state. Therefore, the rules of the Union Public School District and individual campus program rules and regulations apply at all times. As in any situation, good judgment must always prevail.
2. All rules and expectations are set forth for members to enjoy trips to the fullest and to avoid the embarrassment and inconvenience which momentary lapses in judgment may bring about. It is the goal of the Union Bands that upon our return home to Tulsa students will have acquired an even greater sense of pride as a Union H.S. member and as a Union Public School musical ambassador.
3. Punctuality is essential in adhering to our busy trip schedule. Be early for everything and help each other stay organized. When enjoying free time and during sightseeing excursions, always stay in groups. This is for the purpose of safety and should not have any deviation.
4. School dress code is required on all trips. In swimming pool areas, keep attire modest. When in concert attire, remain in full concert attire. It is unprofessional to have shirttails out, to wear athletic shoes while in formal attire, to chew gum, etc. The loading of equipment may necessitate adjustments to these expectations. Follow the instructions of the chaperone or adult sponsor in charge.
5. Students may not enter any hotel rooms other than their assigned room.
6. While staying in hotels we will share facilities with other student groups and individuals from other schools and programs. Some of these groups and individuals may be unsupervised at times and may engage in behavior that would violate this Code of Conduct. Do not be influenced nor persuaded to engage in any behavior that is in conflict with the spirit of this Code of Conduct.

7. Members must remain reasonably quiet at all times when in hotel facilities. Curfews will be strictly observed. Any personal needs, which might require leaving your room after curfew, must be arranged in advance with a chaperone or director.
8. Members are responsible for all their own equipment and personal items (triple check for uniform parts, extra reeds, valve oil, mutes, music, etc.) However, we all must share in the logistical responsibilities of the trip.
9. There will be times when changes to our plans become necessary. Look for solutions to problems and avoid complaining. Concerns should be expressed at an appropriate time and in an appropriate manner. Suggestion: Never complain to anyone who cannot solve your problem. See a director.

ii) Buses

- i. Loading: Members will load in a prescribed orderly manner when instructed.
- ii. Seating
 1. Members may be required to sit in designated seats previously chosen by the students.
 2. Seating rules for some trips may differ from other trips. Directors will notify members of the process for each bus trip.
 3. Generally, members are permitted to sign up to request specific seats and seatmates on specific buses. Members who fail to sign up will be assigned a seat and bus by the directors.
 4. Stay seated when requested to do so and when buses are in motion.
- iii. Unloading
 1. Upon arrival, all members and chaperones are to stay on the bus until further instructions are given.
 2. Orderly unloading of buses is expected.
- iv. Cleanliness: All buses should be left clean upon completion of trip.
- v. Equipment: All students are responsible for taking all belongings and equipment off of bus at completion of trip.
- vi. Chaperones
 1. Chaperones ride on buses.
 2. Members are expected to respond appropriately to directions given by chaperones.

12) Rehearsals

1. Please enter rehearsal calmly and quietly.
2. Neither hats nor gum are allowed in rehearsals.
3. Take the assigned seat with necessary instruments, music, and equipment.
4. Use of mobile phones is generally not allowed during rehearsal.
5. Cease talking and making noise when the director requests.
6. Warm-up should take place per normal instruction of the director.
7. Return instruments, music, and equipment to storage upon dismissal by the director. Each member should store his or her own items.
8. Lockers should be kept clean and orderly at all times.

13) Football games

- 1) Report times will vary with the football schedule, and will be announced well in advance. Students should keep game days free from other scheduled activities.
- 2) Members will change into FULL uniform in a facility on campus. Once dressed in uniform, all members will remain in FULL uniform for the entire event. NEVER wear a "partial" uniform, unless instructed by the directors.
- 3) Instrument cases will not be needed in the stands for a performance, except in the event of inclement weather.
- 4) All instruments and uniform parts should be CLEAN and in good condition. Instruments should be cleaned regularly to remove the excess dirt that accumulates when playing outdoors.
- 5) Members are not permitted to leave prior to dismissal at any time, unless excused by the director PRIOR TO THE EVENT. This requires a written note from a parent.
- 6) While seated in the stands, only members are allowed in the band seating area. The band will always sit in assigned seats and sections.
- 7) We play only as a group in the stands. Solo performance is strictly prohibited. No honking or hacking is permitted.
- 8) No inappropriate cheers. Organized cheers, planned ahead of time, or done with the cheerleaders are permitted. These must be approved by a director prior to a ballgame.
- 9) Members should remain calm in order to avoid accidental damage to the instruments.
- 10) In order to move from place to place in a rapid manner, we must be able to give instructions to the group in an organized manner.
- 11) Full attention will be given to staff members, chaperones, or to the Drum Majors when instructions are being given.
- 12) Members will ride buses back to Union following away games (except members who have been released to their parents, with prior written approval) and will be released after the announcements.
- 13) Members are personally responsible for loading and unloading their own equipment from trucks and buses.
- 14) No non-uniform hats, bandanas, or accessories are allowed without permission.
- 15) Members should never leave the band's seating area without permission. Groups of 2 students at a time will be allowed to take brief restroom breaks as needed upon request.
- 16) No eating or drinking is allowed in the stands or in uniform other than water.

UNIFORM GUIDELINES

Wearing the Union Band uniform is a privilege and students should take pride in our organization, our school and community when in uniform.

The following are NOT allowed when in uniform:

- Eating or drinking anything besides water, unless otherwise specified by the staff.
- Jewelry of any kind (rings, watches, bracelets, necklaces, etc.) other than single-stud non-colored earring, per ear. Facial piercings are not allowed.
- Nail polish of any color (clear is acceptable).
- Smoking or use of any tobacco products.
- Public display of affection or inappropriate bodily actions.
- Profanity or inappropriate language.
- Being disrespectful to others or property/equipment.
- Hair must be up and not touching uniform collar. We recommend clips, bobbie pins, hairnets, etc. You are responsible for supplies to do this.
- Facial hair must be neat and well-groomed.
- Headbands, bandannas, etc.
- Excessive make-up (basic only). No glitter or stickers.
- Running, unless asked to do so by Directors.
- Dramatic hair colors. Tinting/highlighting is permissible if close to the natural color.

Accessories Needed for Uniform:

- Black marching shoes as specified by staff or the UBPC uniform chairperson.
- Black calf-length socks
- Designated by staff:
 - Member shirt or
 - compression tank top
- Black Gloves
 - Black compression shorts
 - Compression shorts & member shirts must be worn under uniform at all times due to health issues.

Uniform Etiquette:

- Uniform must be body-form-fitting; subject to approval by staff.
- Students will be instructed by the staff when to change into/out of uniform. Proper care must be given when changing into uniform as instructed by UBPC chairperson or directors.
- We are always the same, as a group, whenever in uniform (always on, bottom half, shako off, etc.).
- Shako will be worn only in the correct manner (never backwards, etc.).
- Fold and carry jacket properly for carrying if not being worn.
- Carry shako properly if not being worn.
- No one else should ever hold/carry/wear any parts of your uniform unless told to do so by a staff member or uniform chairperson.
- The staff will designate a hot/cold weather policy for the wearing of uniform; do not assume otherwise.
- Never place anything other than "official" uniform accessories on the uniform.

Instrument Procedures and Etiquette:

- Must have all necessary equipment for your instrument (reeds, mouthpiece, etc).
- Brass players should clean and polish horns before every performance (Wright's Silver Polish)
- Instrument should be in good working condition (valves oiled, slides greased, etc).

Inspections may occur prior to leaving band room or prior to performances. Students may not be allowed participate if the above guidelines are not met.