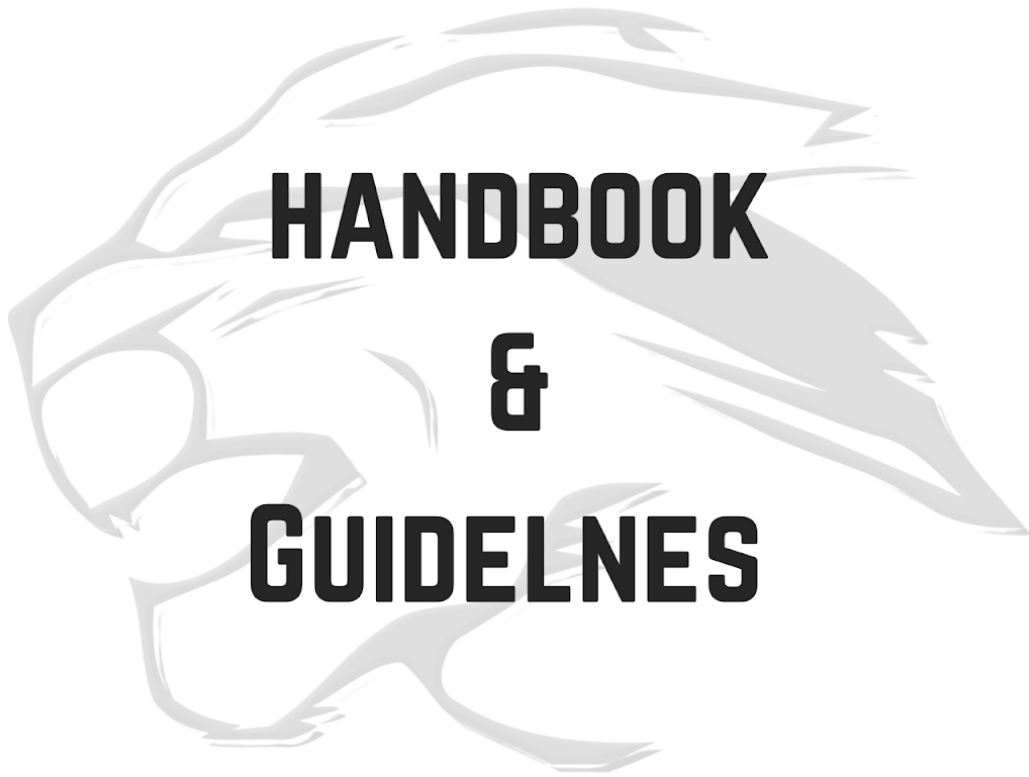


NORWAYNE HIGH SCHOOL



**NORWAYNE
BANDS**



**HANDBOOK
&
GUIDELNES**

2023-2024

The Norwayne High School Band Program

The band program is a vital component of any school, enriching the educational experience and fostering the development of students in numerous ways. Participating in a band program cultivates teamwork and cooperation among students. As they learn to play different instruments and perform together, they develop a strong sense of unity and collaboration, which are essential skills for success in various aspects of life.

A high school band program possesses the remarkable potential to impact the community in numerous ways profoundly. Beyond the vibrant music performances that uplift spirits and foster cultural appreciation, the band program fosters a sense of belonging and camaraderie among its members, promoting teamwork and discipline. By engaging in community events, such as parades, football games, and community gatherings, the band program becomes an integral part of the community fabric, instilling pride and unity. Moreover, the program offers valuable opportunities for personal growth, instilling a lifelong love for music, cultivating leadership skills, and providing scholarships for higher education. The Norwayne High School Band Program acts as a catalyst for positive change, nurturing talent, creating lasting memories, and enriching the community's cultural landscape.

The band program at Norwayne High School focuses on developing young students into musicians who are competent with the language and art of music while establishing a positive and honest social and cooperative atmosphere. The course offerings, grading policy, attendance policy, behavior standards, and so forth are built around this core philosophy.

Please read through the packet thoroughly. At the end, there will be a page for both the student and parents/guardians to sign, acknowledging that they have read and agreed to the handbook.

Equipment/Material Requirements for Marching Band

All students will need the following items for each rehearsal during Marching Band:

1. An instrument, drum, flag, etc. in working order

- Some instruments are provided by the school. Ask Mr. Krak for details. We will make every effort to provide students with an instrument if they cannot afford one for a small fee.
- All drums will be provided by the school. One drumhead and one pair of sticks will be provided for you on behalf of the school. You may be responsible for purchasing heads and sticks broken beyond the first ones
- All color guard silks are provided by the school. Extra uniforms or costumes that the colorguard wishes to possess that are not official band uniforms may have to be acquired by themselves.

2. Materials for your Marching Band Binder:

- 1" or ½" 3-ring binder
- 20 clear plastic sheet protectors
- Pencils
- Binder pencil pouch (optional but recommended)

3. Comfortable athletic shoes for practice

- a. NO high tops, open-toed shoes, sandals, crocs, etc.

IF YOU DO NOT HAVE YOUR REQUIRED MATERIALS FOR REHEARSAL, YOU WILL NOT RECEIVE FULL CREDIT FOR THE REHEARSAL.

Marching Band Uniform Policy and Procedures

It is imperative that for both marching band, concert band, and jazz band that we uphold a standard for our visual representation in public. Please understand that these policies are in place to ensure visual uniformity.

Marching Band FALL Uniform

1. Pants should be adjusted to where the very bottom of the pants just touches the top of the shoe. This length allows for covering of the ankles while standing and sitting down.
2. You must wear black socks that are at least mid-calf length.
3. The current year season t-shirt **MUST** be worn during football games beneath the jacket and is considered **PART OF THE UNIFORM**.
4. During cold weather, anything (**EXCEPT JEANS**) may be worn underneath the uniform as long as it is **NOT** visible.
5. **ALL HAIR MUST BE PREPARED IN A WAY THAT THE HAIR DOES NOT TOUCH THE COLLAR OF THE UNIFORM, EVEN WHEN THE HAT IS OFF.**
6. Studs are the only ear piercings allowed while in uniform.
7. The hat must be adjusted to where the bottom is parallel to the ground and the bottom of the visor is at mid-eye level.
8. Shoes must be clean and free of any dirt or mud.

Failure to comply with the above-mentioned conditions pertaining to your uniform will result in you not being allowed to march until the conditions are rectified.

Guard uniform guidelines will be clearly communicated to the guard and will be made between the Guard Advisor and Mr. Krak.

Equipment/Material Requirements for Concert Band

All students will need the following items for rehearsals in concert band:

- Their concert instrument
- Their folder, with ALL current music for the concert cycle (folder provided by the school)
- PENCIL W/ ERASER
- Concert Black attire (see Concert Band Uniform Policy below)

Throughout the duration of the concert band season (after the regular football season), the following instrument groups will have to purchase some of the following items for their instrument. These are considered class materials and are required to participate in and receive a grade for the class.

Saxophones / Clarinets

- Box of reeds = approx. \$20
- Step-Up mouthpiece = approx. \$30
- Ligatures = approx. \$20

Oboes / Bassoons

- Individual reeds = approx. \$13 (purchased through private vendors)

These materials are available in limited supply through the school. **Students and families will be responsible for their own purchases of reeds/instrument supplies.** Many of these items are available on Amazon and our local music vendors (Larry's Music and Pelligrinos). Please ask Mr. Krak for guidance on what to purchase if you do not know.

Concert Band Uniform Policy and Procedures

During the concert band season, the attire for performances and events will be Concert Black. This formal attire dates back centuries and is very traditional in the performing arts setting. This highly professional attire must adhere to the following guidelines:

For everyone:

- SOLID BLACK AND WHITE ONLY
- No shorts, tank tops, sweatpants/sweatshirts
- School Dress Code must be observed

- No bare midriffs- make sure your shirt/blouse is either tucked in or over the top of your pants
- Dresses must be of appropriate length

Option 1:

- Black pants, full length
- Solid white or black shirt, short or long sleeve is acceptable
- Solid white or black blouse (no mixed colors, prints, or designs) that must consist of the following minimum measurements:
 - At least 2” of fabric on the shoulders
- Solid white or black tie
- Suits/tuxes are acceptable but must be black

Option 2:

- Order one of the following dresses from the school OR purchase a dress on your own that looks almost identical to the ones pictured:



These dresses are yours to keep- you will own them. They will be ordered the first week of October and are approximately \$60.

Failure to comply with the guidelines listed above will result in you NOT BEING ABLE TO PERFORM.

Fees and Costs

In addition to the materials listed above, each student must pay the following fees that apply to them:

- \$20 Band Course Fee – primarily used for bussing to non-athletic events.
- \$30 Marching Fee – primarily used to assist with paying for materials used throughout the season and instructional costs for Band Camp counselors.
- \$35 for Marching Shoes – one-time expense IF NEEDED.
- \$57 for Summer Uniforms (\$34 for polos, \$23 for shorts) – EVERYONE must purchase these *new* summer uniforms. This is a ONE-TIME purchase
- ~\$18 for Season T-shirt – this student-designed t-shirt will be worn underneath the Full Uniform for Marching Band.
- \$20 Equipment Fee – IF you play an instrument and/or have equipment provided by the school. This is a ONE-TIME expense, regardless of how many different school-owned instruments you use. For example, if you play the tuba, sousaphone, and baritone, you will only be charged \$20. This fee covers equipment repair and upkeep.
- \$50 Drumline/Colorguard fee – Drumline and Colorguard students will be charged this fee to help offset the high cost of equipment and instruction.
- Funds for any out-of-town trips (TBA on an annual basis)
- Please check your “Finances” tab in Charms to view what you owe individually.

Please do NOT let finances be a reason for not participating in band! If you cannot afford particular items, please let Mr. Krak know so we can create an arrangement that fits your budget!

YOU MAY PRACTICE, BUT YOU WILL NOT BE PERMITTED TO PERFORM UNTIL ALL FEES ARE PAID OR AN ARRANGEMENT FOR PAYING FEES HAS BEEN MADE

Technology

As the vital role technology plays in our society increases, so does its use within the Norwayne High School Band Program.

I encourage all students and families to check the Norwayne Music Department website: www.norwaynemusic.com *at least once a week!* The website contains all the vital information needed for our Band and Choir departments. Included on that website are dates for all rehearsals and performances, all changes to original dates, all forms, correspondence sent home to students, and so forth. The website also includes photos, audio clips, video clips, and research/reference materials.

In addition to our website, Google Classroom will be utilized. All music, assignments, and detailed information will be shared on Google Classroom. Like with our website, it is important to regularly check on the Classroom at least twice a week.

Mr. Krak's main method of communication with students and families is through email. The Remind platform will also be utilized to communicate with the band for more brief, sudden, and important information pertaining to rehearsals, performances, etc. It is your responsibility to make sure you are comfortable with using these platforms on a routine basis. If a student or family member has questions on how best to utilize this technology for yourself, please contact Mr. Krak so he can help you.

Students are granted permission to use certain technological devices during rehearsal times with the director's permission from Mr. Krak. These devices include, but are not limited to laptops, tablets, and phones. There are many musical applications for these devices that can greatly benefit the student experience during rehearsal. ***The unauthorized and/or inappropriate use of any device to electronically communicate to any other person during a rehearsal and/or instructional time is strictly prohibited. Failure to comply with this will result in that device being confiscated by Mr. Krak and held for the remainder of the rehearsal process.***

Equipment/Music Policy

All instruments and equipment should be clean and in good working condition at all times. If your instrument is not working properly, you will be expected to have it repaired immediately. If the student's instrument needs to be repaired, please notify Mr. Krak immediately. If the instrument cannot be fixed by the director, please take the instrument to the nearby music store to be repaired and bring a note signed by the student's parent/guardian stating that the instrument is being repaired. This will avoid any loss of points due to a lack of class materials.

Students will be expected to perform preventative maintenance, including swabbing woodwinds, oiling and greasing brass slides, and cleaning percussion equipment. The school will pay for normal maintenance and repair of school-owned equipment. However, **REPAIRS AND REPLACEMENT DUE TO STUDENT NEGLIGENCE, ABUSE, CARELESSNESS, OR LOSS ARE THE RESPONSIBILITY OF THE STUDENT.**

Athletic/Extra-Curricular Policy

Studies have shown that students involved with more than one activity tend to show higher success rates in school and other activities. However, it is easy for students to overwhelm themselves, and create unnecessary stress levels if they are involved in too much. Mr. Krak encourages band students to be involved in other activities in and out of school. If you are one of these students, please realize that you *must* make small sacrifices in ALL of your activities in order to succeed in everything that you are committed to. I will work directly with the coaches of each sport to create schedules that best benefit every group that you participate in. Help all of your fellow students by participating in other activities, but don't be a hindrance to them by spreading yourself too thin!

Home School Policy

Students who live in the Norwayne Local School District and are home-schooled are more than welcome to participate in band, as long as they abide by all the rules, regulations, and policies of the program. In addition, it is very important to remember that your presence (or lack thereof) affects the *entire* group, not just you! At any point you cannot make a rehearsal, including 1st period, your parents must call or email Mr. Krak to inform him of the reason for your absence. If this is not done, the absence will be considered unexcused. ***Any home school student who accumulates three or more unexcused absences will be subject to removal from the group.***

Career Center/Post-Secondary Procedure

Many juniors and seniors opt to attend the Wayne County Schools Career Center and/or take college classes via the “Post-Secondary” option. Although participating in these options is encouraged and oftentimes needed to succeed later in life, students who are not in band during the school day often miss vital components to the performance that are learned in school-day rehearsals. It often becomes difficult for students that are missing from rehearsals to commit to band activities and/or have sufficient knowledge of their parts. Additionally, missing band members can unintentionally affect the group in a negative reason. It is the reason that this policy exists.

Students who attend the career center and/or attend off-site Post Secondary classes and wish to participate in band activities must sign a “commitment contract” that must also be signed by the parents and director before full participation is to take place. Students who can make the proper commitment may participate in any performance, as long as the guidelines outlined in each contract are followed.

Any student wishing to participate in Concert Band and not be able to attend 1st-period rehearsal on a daily basis MUST schedule at least two after-school lessons with Mr. Krak (ON YOUR OWN) per concert cycle and attend all evening rehearsals in order to participate in any concert band performances.

Classroom Procedures and Guidelines

1. All guidelines in the Norwayne Local Schools Student Code of Conduct will be in effect at ALL times at all band rehearsals, sectionals, performances, trips, etc. Violations regarding behavior, dress, drugs, etc. will be dealt with according to what that document dictates.
2. Take care of yourself, take care of your peers, and take care of the equipment.
3. Preparation- “To be early is to be on time!” Get to rehearsals early with everything you need so that you can set up before rehearsal and we can begin rehearsal at the starting time.
4. Music room equipment and other people’s property are off-limits unless you are given permission to use something by the director. **THIS INCLUDES ALL PERCUSSION EQUIPMENT!**
5. Students must be accompanied by chaperones at any time they need to separate themselves from the group and are not in the high school itself (football games, trips, contests, etc.).

6. The uniform must be worn properly any time you are in public. This includes having the jacket zipped and put on properly. Decisions on where and when to wear hats are left to the discretion of the director. Absolutely NO Public Display of Affection (PDA) will be permitted while in uniform- INCLUDING HAND-HOLDING!
7. The bottom line is respect; you are expected, as representatives of Norwayne High School, to show all chaperones, directors, bus drivers, staff members, opponents, and so forth the respect they deserve.

Attendance Policy

In order for the Norwayne High School Band to succeed, it is absolutely imperative that members be in attendance at EVERY rehearsal and performance that is scheduled. It is important to understand that, regardless of the reason, your absence affects the group as a whole. With that said, Mr. Krak understands completely that certain life events come up throughout the year that necessitate you being elsewhere and in most cases these absences really are necessary. It is for that reason that this attendance policy exists.

In order for any absence to be considered excused, an excuse form MUST be filled out and signed by parents and students and submitted to Mr. Krak at least two weeks in advance of the absence (after the first two weeks of the first rehearsal). Exceptions to the aforementioned are absences for doctor's appointments, illnesses, and funerals. These absences do require an excuse form but may be filled out up to 24 hours in advance. Excuses for doctor's appointments will be considered excused with a signed note from a doctor. The only way an absence will be considered excused within a 24-hour window is if an illness occurs. In this case, the excuse form must be returned to Mr. Krak no later than 24 hours after the absence and signed by a parent. In this case, a follow-up call WILL be made to the parents verifying the illness.

THE BOTTOM LINE AS TO WHETHER OR NOT AN ABSENCE IS EXCUSED OR UNEXCUSED LIES WITH MR. KRAK! MR. KRAK HAS THE FINAL SAY ON DETERMINING WHETHER ANY ABSENCE IS EXCUSED OR UNEXCUSED!

Decisions on whether an absence will be considered excused vs. unexcused are determined by (but not limited to) the nature, necessity, and frequency of absence. (in other words, if you are gone every other day for a "vacation" or a "family outing" it may not be necessarily excused). Your performance and proficiency in rehearsal may also determine whether or not an absence is deemed excused. In other words, if you are performing at a high level and doing your best all the time, I will be more apt to grant multiple absences as an excuse.

All rehearsals and/or parts of rehearsals missed due to participation in other extra-curricular activities sponsored by the school will be excused and does not require an excuse form. Absences due to participation in other extracurricular activities *outside* of school (scouts, 4-H, church group, etc.) do not require an excuse form.

The following consequences will take effect for unexcused rehearsal absences during the marching band season:

1. One unexcused absence from a rehearsal will result in a benching for one performance.
2. Two unexcused absences from a rehearsal will result in a benching of two performances
3. Three unexcused absences from a rehearsal will result in REMOVAL FROM THE GROUP!

MY GOAL IS FOR STUDENTS TO SUCCEED. IF YOU COMMUNICATE SCHEDULE/REHEARSAL CONCERNS TO ME, YOU WILL NOT BE PUNISHED.

UNEXCUSED ABSENCES FROM PERFORMANCES WILL NOT BE TOLERATED! YOU ARE HERE TO PERFORM! AN UNEXCUSED ABSENCE FROM A PERFORMANCE MAY RESULT IN IMMEDIATE REMOVAL FROM THE GROUP!

“EARLY IS ON TIME, ON TIME IS LATE, AND LATE IS UNACCEPTABLE”

Throughout the duration of the year, it is imperative that students be punctual and arrive/leave rehearsals ON TIME. For ALL rehearsals scheduled, students will be counted as ABSENT from a rehearsal if they are more than 15 minutes late OR leave a rehearsal 15 minutes early. In addition, it is crucial to be ON TIME for marching band rehearsals.

Being “on time” means being where you’re supposed to be, with the necessary equipment, by the stated report time. Being “on time” does NOT mean arriving and stepping into the band room when rehearsal has started.

Grading Policy

The grading policy for Marching/Concert Band will be composed of three primary components. These are **Attendance, Participation/Preparation, and Memorization/Playing Assessments.**

All grades earned during rehearsals are composed of 50% Attendance and 50% Participation/Preparation

Attendance

Achieving an “A” in this category is rather simple: BE THERE FOR EVERYTHING. Each rehearsal and performance will be assigned a point value based on the duration and importance of the time.

Attendance will be taken for a grade for in-class rehearsals, after-school rehearsals, **after-school sectionals** (see below), Marching Band performances, Concert Band Performances, and **Solo & Ensemble** (see below).

Each rehearsal missed due to an unexcused absence will result in 0 points being earned for the rehearsal, and potentially a benching for the performance.

If a performance is missed due to an unexcused absence, your class grade will be lowered by a letter grader, and removal from the group may be considered.

- In-school rehearsals (2 points)
- After-school rehearsals (2 points)
- After-school sectionals (10 points)
 - **After-school sectionals** will take place ONCE per concert cycle for concert band. These will be organized by Mr. Krak depending on the availability of each section. These sectionals are REQUIRED and will be enforced with procedures from the attendance policy.
- After-school OMEA rehearsal (10 points)
 - ONE after-school Concert Band rehearsal will take place leading up to District 6 OMEA Large Group Contest. If the Concert Band earns the opportunity to perform at OMEA State Large Group Contest, another after-school rehearsal will be scheduled. These rehearsals are REQUIRED and will be enforced with procedures from the attendance policy.
- Marching Band performances (100 points)
- Concert Band performances (100 points)
- Solo & Ensemble (50 points)

- OMEA Solo & Ensemble is a FANTASTIC way to grow as a young musician. Students will be required to take a solo event or ensemble event OR complete an alternate assignment created by Mr. Krak.

ATTENDING A REHEARSAL WILL ONLY EARN YOU HALF OF THE POSSIBLE POINTS INVOLVED. THE OTHER HALF COMES FROM YOUR PARTICIPATION DURING REHEARSALS.

Participation/Preparation

Simply being at a rehearsal is not enough. You must *participate* in rehearsals! This is another easy way to receive full credit for this class. As mentioned above, your earned grade for rehearsals and performances is made up of both attendance AND participation/preparation. Participation/preparation for rehearsals includes the following items:

- Having your marching binder or concert folder contain:
 - Your music
 - At least one pencil and eraser
- Having your instrument in working condition
- Having appropriate attire for a performance

Memorization/Playing Assessments

Playing Assessments exist in the world of band for the same reason any other academic assessment is used in a classroom setting, *to evaluate student performance*. These assessments may seem daunting at first, but are a great tool for musical growth in the classroom. These assessments will take on two different forms for the Marching and Concert seasons.

For Marching Band, students will be required to pass “Memorization Checks.” These assure that students have their music for pregame, the festival show, and other performances memorized prior to the performance. These assessments will be worth **1 point** (pass/fail) and will be required for all instrumental students. More detailed information will be provided to students on dates and song lists as the summer progresses.

For Concert Band, students will have 1-2 Playing Tests per concert cycle on the music being played in the concert. These assessments will focus on the challenging passages of music present in each instrument's parts. More detailed information will be provided to students on dates and assessment requirements as the concert cycles progress.

***IF READING THIS INDUCES STRESS OR PANIC – DO NOT WORRY.
IT IS MY GOAL TO PACE THESE ASSIGNMENTS THOUGHTFULLY
THROUGHOUT THE YEAR TO ENSURE EVERY STUDENT’S SUCCESS.***

Practice Room Policy

We are very fortunate to have an outstanding music facility at Norwayne Local Schools. Several practice rooms are available throughout the school day. Practicing in school is a *PRIVILEGE!* It is NOT a right. The following guidelines will be strictly adhered to during the school year.

- You are only permitted to use the practice rooms during study halls.
- Once you arrive in the Band Room, you **MUST** stay in the Band Room for the remainder of the period. If you leave for **ANY** reason you must take a **HALL PASS** with you. If you are caught without a pass, your practice room privileges will be revoked for the remainder of the school year.
- You are responsible for keeping track of your time! Late passes to the next class will **NOT** be written.
- In order to receive a permanent practice pass, speak to Mr. Krak directly.
- Practice rooms are for **PRACTICING**. If someone wants to practice and you are in the practice room reading a book, the individual needing to practice will take priority for the room.

Removal Policy

It is incredibly important to realize that being a member of the Norwayne Band Program is being a member of the group. Although the group relies on the individuals for success, it is the welfare of the group that is the ultimate priority in making decisions based on individual conduct and behavior. It is the philosophy of this band program that the success of the group depends on

the positive interactions and contributions of the individuals in it, and that the success of the group is paramount. That is why this policy exists. If, throughout the course of the season, it is found that you are NOT contributing positively to the group, you will be REMOVED from it. Examples of behaviors and/or actions that could be considered grounds for removal are listed, but not limited to, the following:

- Unacceptable progress or development on your instrument and/or musical skills
- Excessive tardiness and/or absences from rehearsals and/or performances

- More than one unexcused absence from a performance and/or major rehearsal
- Excessive missing assignments
- A major violation of any rule and/or procedure (theft, drug use, severe insubordination, etc.)
- Excessive negative attitude
- Excessive gossiping and/or rumor spreading (a.k.a. “drama”)

Before probation, a probation form will be filled out by Mr. Krak explaining the reasons for possible removal and the recommended course of action to remedy the reason. The returned form will be signed by the student and parent and if remedy is not made, removal will take place. Major violations and other major infractions may result in immediate removal without probation.

If you are removed from the band, your grade will be a “withdraw” (W) and will show up as such on your transcript. “Withdraw” is neither a positive nor negative on your final grade and/or transcript. It is not factored into your final GPA, but you will not receive credit for the course.

Class Drop Policy

The band at Norwayne High School is solely dependent on the members involved in the activity. Plans for the entire year as far as the band's performances, where they perform, and so forth are determined within the first few days of the school year. Bands are successful and are regarded as such based on the group, not the individual. However, it is the individual that affects the level of the group. For example, how can we put on a good visual program with 1, 2, or 3 holes in the drill? How can we go to a contest if we have three people in the clarinet section, there are three clarinet parts in the piece, and a clarinet player quits after working on the piece for several weeks? In a small program like ours, an individual's commitment (or lack thereof) can totally “make or break” an entire school year FOR EVERYBODY!

It is for the above-mentioned reasons that this policy exists. Students are given until the class add/drop date determined by the school to decide if they want to keep band in their schedule (which gives you over a MONTH, factoring in marching band!). Mr. Krak will NOT sign any class drop form that comes across during the school year AFTER the add/drop date. If you still insist on dropping out of the course, you will be given the grade of “Withdraw-Fail (WF)” as per school policy. This grade will be transferred to the guidance office and will show up on your transcript! Please realize that your level of commitment in this organization affects 60-70 OTHER PEOPLE, not just yourself!

Revision Clause

This handbook is designed to best meet the changing and evolving needs of the Norwayne Bands program. Procedures may be added to or deleted throughout the school year. If any procedure changes do occur, students will be given plenty of time to adjust accordingly. Some changes may require letters of rationale and detailed explanations for students and parents. These letters may need to be signed by the student and parent/guardian for proof of understanding.

**I BELIEVE OVER-COMMUNICATION IS BEST.
PLEASE TAKE ADVANTAGE OF MY OPEN-DOOR POLICY
AT ANY TIME TO EXPRESS QUESTIONS, CONCERNS, OR
IDEAS. THIS POLICY IS NOT LIMITED TO ONLY MUSIC.**

**IT IS MY PRIVILEGE TO SERVE THIS COMMUNITY
AND ITS STUDENTS THROUGH THIS BAND PROGRAM. I
AM HERE TO CREATE LEADERS, DEVELOP CITIZENS,
AND INSPIRE THE FUTURE GENERATIONS THROUGH
MUSIC.**

I AM HERE TO HELP YOU.

Signatures

Please sign and return this page to Mr. Krak as soon as possible.

By signing below, we (parent and student) signify that we have read the entire Norwayne High School Band Handbook and understand and agree to comply with all of the contents therein. This includes, but is not limited to, grading policies, class policies, and procedures, and attendance policies. We commit all of the required materials for band class and will communicate to Mr. Krak if we are unable to do so because of financial limitations.

Student Signature:

Parent Signature:
