



**NORWAYNE HIGH
SCHOOL
BAND**

Handbook

and Guidelines

**(new or emphasized items for the 2020-2021 school year indicated in red)
(Please consult separate documents created throughout this school year that address
specific guidelines and procedures re: the Covid-19 Pandemic)**

The Norwayne High School Band Program

The band program forms a vital and important part of the total high school experience. This group represents a large, colorful, visible and highly-disciplined segment of the school. High school life and many of the programs and traditions of the school would seem dull without the presence of the high school band. The band's appearance at sporting events, concerts, parades and contests, as well as community and civic events, adds a great deal of color and life to the Norwayne community.

A musical experience is one of the greatest experiences that one can receive while attending public school in the United States. Many skills are emphasized and develop while engaging in music. Some of these skills are cognitive, such as math, English, reading, physics, physical education and development, and so forth. Other skills are affective, such as social interaction, teamwork, cooperative learning and working hard to complete something wonderful and worthwhile.

The band program at Norwayne High School focuses on developing young people into musicians that 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 all built around this core philosophy.

Equipment Requirements for Marching Band

All students will need for each rehearsal during Marching Band:

- **a horn, drum, flag, etc. in working order
 - Some horns are provided by the school. Ask Mr. R for details. Every effort will be made to provide students with horns if they cannot afford one for a very 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 are responsible for purchasing all heads and sticks broken beyond the first ones.
 - All colorguard silks are provided by the school. Extra uniforms or costumes that the colorguard wishes to possess that are not the official band uniforms may have to be provided for by themselves.
- **materials for your “drill book.” This must consist of the following:
 - 50 clear plastic cover sheets with punched holes
 - a shoelace
 - If you are interested in getting a PDF file of your drill book for use on your phone/tablet/etc., see Mr. Ratica
- **A lyre and flip folder
 - percussionists and guard members need a 3 ring binder with 20 plastic sheet protectors to keep routines and/or music
- **COMFORTABLE SHOES FOR PRACTICE. The best type of shoe for marching band practice is the cross-trainer type, as it provides the lateral support necessary for marching band. DO NOT WEAR HIGHTOPS, SANDALS, FLIP-FLOPS, ETC. Though they may be fashionable, they will only lead to blisters and bee stings. Also, ALWAYS WEAR SOCKS!!!!
- ** **Initial inspections will take place before each rehearsal by your section leader. If you do NOT have your equipment, drill book, shoes/socks, and lyre/flip folder, you will do 50 jumping jacks for each item missing!**

**** Please consult the “Rehearsal Plans and Guidelines for 2020” Document for further details specifically related to Covid-19 and marching band equipment requirements**

Equipment Requirements for Concert Band

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

- their horn, drum, etc.
- their folder, with ALL music (provided by the school)
- pencil

- highlighters (at least two colors)
- Concert black (see details below)

Throughout the duration of concert band season, the following instrument groups will have to purchase the following materials:

Clarinets, Saxes:

- Reeds (by the box)=approx. \$20 per box
- Reed Treatment Kit=approx. \$10
- Step-Up Mouthpiece=approx. \$30
- Inverted Ligature=approx. \$20

Oboes, Bassoons:

- Reeds (one at a time)=\$13 per reed
- Reed Case=approx. \$20

Trumpets:

- 5C Mouthpiece=approx. \$40
- Straight Mute=approx. \$10

ALL OF THESE MATERIALS ARE AVAILABLE THROUGH THE SCHOOL!

Uniform Policy and Procedures

It is important to note that for both marching band and concert band, our uniform is our visual image/representation of what we do. Having an inconsistent visual look is just as bad as playing notes out of tune or imprecise; it is considered a “flaw.” Please understand that these policies are in place to insure visual uniformity so there is not a distraction to our audience in that realm.

For marching band, make sure the following guidelines are followed regarding uniform preparation and wear for winds and percussion:

- Pants should be adjusted to where the very bottom of the pant just touches the top of the shoe (when you sit they’ll feel like “floods” but the audience doesn’t see you sitting down!)
- You must wear black socks that are at least mid-calf length
- The current year summer uniform t-shirt **MUST** be worn during football games beneath the jacket and counts **AS PART OF THE UNIFORM!** For band festivals, a decision as to whether to wear summer uniform t-shirts **OR** section shirts will be made by majority vote by section.
- During cold weather, anything (but jeans) can be worn underneath the uniform as long as it is not visible.
- **ALL HAIR, EVEN WHEN THE HAT IS OFF, MUST BE PREPARED IN A WAY THAT THE HAIR DOES NOT TOUCH THE COLLAR!** Ladies, a tight bun placed in the middle of the head (so it can fit under the hat) is preferred.
- All unnatural hair color needs to be under the hat during performances.

Colorguard members must have a natural hair color.

- Clear or flesh-colored devices must be worn for any piercings not on the ears. Studs only are to be worn in ear piercings while in uniform.
- 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.
- Shoes must be cleaned- free of any dirt or mud and (preferably) polished.
Failure to comply in the above mentioned areas pertaining to your uniform will result in you not being able to march until those areas are rectified!

Guard uniform guidelines will be clearly communicated to each guard member and will be made between the guard advisor and Mr. Ratica.

All visual preparation (hair, makeup, etc.) for all marching band members MUST take place outside of rehearsal time! If you want to make yourself “super pretty,” make sure to make arrangements BEFORE rehearsal starts! If you don’t rehearse, you won’t march that day!

During concert band season, the attire for the majority of the concerts is “concert black.” This formal attire dates back hundreds of years for performing ensembles and is considered highly professional. Concert Black must adhere to the following guidelines:

Both men and women:

-SOLID BLACK AND WHITE ONLY!

-No Charcoal gray, dark gray, or navy blue

-no pin-stripes or patterns of any kind

-NO DENIM OR JEAN-LIKE MATERIAL

-No off-white, cream, beige

-No mixture of colors (even if the mixed colors are black and white only), designs, or prints of any kind

Men:

-Black pants, full length (no capris or shorts)

-SOLID white or black shirt, short or long sleeve is acceptable

-SOLID white or black tie

-Suits may be worn, but if so, the suit color MUST be black

-Tuxedos are appropriate and encouraged

Women:

-You have one of two options:

-Option A: Getting Concert Black on your own:

-Black pants ONLY- no skirts of any kind.

-A SOLID white or black blouse (no mixed colors, prints, or designs) that must consist of the following minimal measurements:

-At least 2 inches of fabric on the shoulder

-No more than 3 ½” of exposed flesh below the collarbone joint

(just below the neck)

Option B: Order one of the following dresses from the school:



These dresses are yours to keep- you will own them. They will be ordered the first week of October and are \$60 each. Again, this is an option if you would rather wear a dress as opposed to pants. However, if you choose not to wear pants **THIS IS THE ONLY OPTION!**

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

Fees and costs involved

In addition to what is listed in the above section, each student must pay for the following:

- a \$20 band course fee—this money is primarily used for bussing to non-athletic events. **PLEASE NOTE- YOU ARE TO PAY THIS FEE DIRECTLY TO THE OFFICE THIS YEAR! DO NOT INCLUDE IT IN YOUR INITIAL MARCHING BAND FEES!**
- a \$30 marching fee—this money is used to assist with paying for materials used throughout August (field paint, scaffolding, etc.) and instructional costs for counselors
- \$35 for marching shoes (a one-time expense)
- \$18 for summer uniform shirt (we will not be using shorts this year)

- A \$20 equipment fee for any student that plays an instrument and/or has equipment provided by the school. This is a ONE-TIME expense, regardless of how many different school-owned instruments you play. For example, if you play tuba, sousaphone, and baritone, you will only be charged \$20. This fee's purpose is to offset the high cost of instrument upkeep, repair, and maintenance.
- Drumline and Colorguard students will be charged a fee of \$50. This fee is utilized to help offset the high cost of equipment and instruction.

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. R know so we can work something out that can fit your budget!!!!

YOU MAY PRACTICE, BUT YOU WILL NOT BE PERMITTED TO PERFORM UNTIL ALL FEES ARE PAID OR AN ARRANGEMENT FOR PAYING FEES IS 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 parents to check the Music department website: www.norwaynemusic.com *at least once a week!* That website contains ALL of the vital information needed for the Norwayne Music Department. Included on that website are dates for all rehearsals and performances, all changes to original dates (especially last minute changes), all forms, all correspondence sent home to students, and so forth. Also included on the website are photos, audio clips, video clips, and research/reference materials.

Google Classroom will be used extensively moving forward. Most correspondence, assignments, and other materials will be posted to Google Classroom. There will be a separate Google Classroom set up for marching band and concert band. It is vitally important to check Google Classroom every few days and/or when you receive e-mail notifications, especially if school is shut down due to the Pandemic!

Mr. Ratica's main method of communication with students and parents is through e-mail or text. In addition to regular announcements, several assignments and other tasks will be assigned in and through "cyberspace." IT IS YOUR RESPONSIBILITY AS A STUDENT TO MAKE SURE YOU ARE COMFORTABLE WITH USING THIS TECHNOLOGY ON A REGULAR BASIS! If you are NOT comfortable, it is YOUR

RESPONSIBILITY to make an appointment with Mr. Ratica so he can instruct you on a one-on-one basis.

Students are granted permission to use certain technological devices during instructional/rehearsal times with the direct permission from the director. These devices include (but are not limited to) laptops, tablets, and portable phones, especially those devices that utilize music-related applications. *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 forbidden! Failure to comply will result in that device being confiscated by Mr. Ratica and held for a period of 1 day for the first offense, 3 days for the second offense, and 7 days for each additional offense.* (Remember the whole “I treat you like an adult until you give me reason to otherwise” thing...)

Equipment/ Music Policy

All instruments and equipment should be clean and in good working order 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 the director immediately. If the instrument cannot be fixed by the director, please take the instrument immediately to your music store to be repaired and bring a note to the director, signed by the parents, stating that the instrument is being repaired. This will avoid any loss of points due to lack of class materials.

If a student plays a school-owned instrument, they will be asked to submit a school instrument loan agreement. Students will be expected to perform preventative maintenance, including swabbing woodwinds, oiling and greasing brasses, and cleaning percussion. The school will pay for normal maintenance and repair of school owned instruments. However, REPAIRS AND REPLACEMENT DUE TO NEGLIGENCE, ABUSE, CARELESSNESS, OR LOSS ARE THE RESPONSIBILITY OF THE STUDENT!!!!

Insurance should be carried on all privately owned instruments. Be sure to record the make, model, serial number and replacing cost. There is no insurance by the school for privately owned instruments, even when being transported or used by the school. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY PRIVATELY OWNED INSTRUMENT THAT IS LOST, STOLEN, OR DAMAGED—EVEN IF IT OCCURS ON SCHOOL PROPERTY!!!!!!**

For the policy on sheet music, see the Classroom Rules and Procedures.

Athletic/Extra-Curricular Policy

Generally speaking, students involved with more than one activity tend to be the best overall students. However, many students can run into many unnecessary confrontations and induce unnecessary stress levels if they are involved in too much. Especially with Norwayne being the small school that it is, Mr. R. encourages band students to be involved in other activities involved in and out of school. If you are one of these people, please realize that you must make small sacrifices in ALL of your activities in order to succeed to everything that you are committed to. I will work directly with the coaches of each sport to come up with a schedule that best fits every group you are 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 can not make a rehearsal, including 1st period, your parents must call Mr. Ratica and inform him of the reason of your absence (just like how your parents call into the school office to report absences). If this is not done, the absence will be considered unexcused. *Any home school student who accumulates 3 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 are encouraged and oftentimes needed to succeed later in life, students who are not in band during the school day oftentimes miss many vital components to 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 way. It is for this reason that this policy exists.

Students who attend the career center and/or attend off-site Post-Secondary Classes who 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 set forth 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. Ratica (ON YOUR OWN) 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. "I treat you like an adult until you give me reason to otherwise."
3. "Be where you're supposed to be, when you're supposed to be there, having what you're supposed to have, doing what you're supposed to be doing."
5. 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!!!!**
6. 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.).
7. 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!***
8. 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. If you show this respect, I guarantee that others will show you this respect in return. If you choose not to show respect, a lack of respect will be reflected upon you.

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 effects the group as a

whole. With that said, Mr. Ratica understands completely that certain items come up throughout the year that necessitate you being elsewhere and in most cases these absences really are necessary. It is for this reason for why this attendance policy exists.

Until a vaccine is developed for Covid-19 and/or the all restrictions regarding the pandemic are lifted, it is incredibly important to monitor your own health! If you feel sick- STAY HOME! You will NOT need to fill out an excuse form in this circumstance but in order for the absence to be excused I will need a note from your parents. Please note that temperature checks will be taken upon arrival at each rehearsal and performance as long as restrictions are in place.

Regarding the –“if you feel sick stay home” rule: Please note that there is a difference between “I feel sick so I must stay home” versus “I don’t feel like going to rehearsal today.” Please understand that your absence from rehearsals does and will affect the group as a whole. With that said, it’s better for the group as a whole to stay home if you feel ill! *In other words, for the sake of yourself and others, don’t take advantage of the situation but at the same time don’t push yourself!*

Please consult documents that will be released throughout the school year relating specifically to attendance and reporting absences/illnesses regarding the Covid-19 Pandemic.

Once restrictions are lifted and/or a vaccine for Covid-19 is found, the following policies will be reinstated:

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. Ratica at least two weeks in advance of the absence (after the first two weeks of the first rehearsal). The only exceptions to the aforementioned are absences for doctors appointments, illnesses, and funerals. These absences do require an excuse form but may be filled out up to 24 hours in advance. Excuses for doctors appointments will only be considered excused with a signed note from a doctor. The only way an absence due to a funeral will be excused is to bring in a copy of the funeral card to Mr. Ratica after the ceremony. 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. Ratica 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.

During the school year, a student who was absent from school or leaves school before the end of fifth period will be excused from rehearsals/activities that evening and an excuse form will not need to be submitted. ANY STUDENT WHO IS IN SCHOOL ANY TIME AFTER THE END OF FIFTH PERIOD WILL NOT BE EXCUSED FROM REHEARSAL! ****As long as the Covid-19**

restrictions are in place or until a vaccine is found, this policy will not be enforced**

THE BOTTOM LINE AS TO WHETHER OR NOT AN ABSENCE IS EXCUSED OR UNEXCUSED LIES WITH MR. RATICA! MR. RATICA 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 excused.

The only real “hard line” I take is work. WORK IS NOT AN EXCUSE! PERIOD! Missing any rehearsal or any part of a rehearsal for work will be considered unexcused. PLEASE PLEASE PLEASE DO NOT USE THE “IF YOU FEEL SICK STAY HOME” GUIDELINE AS AN “EXCUSE” TO GO TO WORK!!!!

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

The following consequences will take effect for unexcused rehearsals during marching band season:

1. One unexcused absence from a rehearsal will result in a benching for one performance.
2. Two unexcused absences from rehearsals will result in a benching of two performances.
3. Three unexcused absences from rehearsals will result in REMOVAL FROM THE GROUP (withdraw-fail- see removal policy for more details).

During Concert Band season, the following consequences will take effect for unexcused rehearsals and/or sectionals:

1. One unexcused absence from a rehearsal or sectional will result in a one letter grade drop AFTER the final grade for the grading period has been averaged.
2. Two unexcused absences from a rehearsal or sectional will result in a TWO letter grade drop AFTER the final grade for the grading period has been averaged.
3. Three unexcused absences from rehearsals or sectionals will result in REMOVAL FROM THE GROUP (withdraw-fail- see removal policy for details)

UNEXCUSED ABSENCES FROM PERFORMANCES WILL NOT BE TOLERATED!

YOU ARE HERE ULTIMATELY TO PERFORM! AN UNEXCUSED ABSENCE FROM A PERFORMANCE WILL RESULT IN IMMEDIATE REMOVAL FROM THE GROUP! (withdraw-fail- see removal policy for details)

At any time throughout the year, it is important that students be punctual and arrive/leave rehearsals ON TIME. For ANY rehearsal scheduled throughout the year, students will be counted as ABSENT from a rehearsal if they are more than 15 minutes late OR leave a rehearsal more than 15 minutes early. Standard rules regarding excused/unexcused absences from rehearsals will be enforced if the students are more than 15 minutes late or leave a rehearsal more than 15 minutes early. In addition, it is very important to be ON TIME for marching band rehearsals! You will execute 30 jumping jacks for each minute you are late to a marching band rehearsal (up to 15). The definition of being “on time” for a marching band rehearsal involves being in parade block, with your instrument fully assembled, with all equipment needed for that rehearsal (indicated on the board) and individually tuned.

Grading Policy

The grading policy reflects the three components necessary to make a great band. These components are: musical knowledge and facility, ensemble performance and attendance, and individual commitment and improvement.

Individual commitment and improvement=1/3 of the grade

As with any other performing group, whether it be athletic, dramatic, musical and so forth, group success depends heavily on the individual. In order for our band to be great, individuals must be held accountable for their own improvement and personal musical growth.

This component involves the completion of the following tasks each grading period that measure individual commitment and improvement:

- Music Marking (10 points)
 - At the beginning of each concert cycle, Mr. Ratica will check your music for proper marking. Proper marking includes all dynamics highlighted, all measures numbered (in pencil) and possibly some other special marks dictated by Mr. Ratica beforehand.
- Attendance at sectionals (1 point for each sectional minute scheduled)
 - At the beginning of each concert cycle, Mr. Ratica will arrange sectionals and sectional times based upon the availability of the section. Please note: all scheduled sectionals are REQUIRED and will be enforced with procedures from the attendance policy.
- The completion of four “at home” practice logs OR private lessons on your major instrument (120 points) (on an as-needed basis)

- Being in high school, knowing how and when to practice properly and efficiently is an expectation. You are expected to come to all rehearsals with your parts properly prepared. I will even give you a few minutes of rehearsal time in order to practice. As long as the group as a whole comes to rehearsals with their parts properly prepared, practice logs will NOT be assigned at the high school level. If parts are not being properly prepared, practice logs will be assigned.
- Other assignments given by Mr. Ratica that measure individual commitment and improvement (points TBA)

Ensemble performance and attendance=1/3 of the grade

This is the area that involves attendance at events and is rather simple: If you are there for everything, you get an “A.” (please see “Attendance Policy” for guidelines pertaining to attendance). That’s it! Each rehearsal, group of rehearsals, or performance will be given a point value based on importance and time involved.

Each *rehearsal* missed due to an unexcused absence and/or benching will result in 0 points being given for that rehearsal. For EACH *performance* missed, WHETHER OR NOT THE PERFORMANCE IS EXCUSED, a 0 will be assigned. In order to make up the grade from missing performances, the student must complete an extra ½ hour sectional and/or practice session for each performance missed. THIS POLICY IS IN EFFECT FOR ANY ABSENCE FROM A PERFORMANCE, WHETHER OR NOT AN ABSENCE IS EXCUSED! Unexcused absences from performances (or evening rehearsals during concert band season) will result in an F being averaged into the final grade AFTER the three categories have been averaged. This will result in at least a two letter grade drop--PERIOD!!!

Solo and Ensemble participation and performance is factored as a *concert*. You must either participate in S&E or do a report based on a topic of Mr. R’s choosing. More details will be announced closer to Solo and Ensemble Season.

Musical knowledge and facility=1/3 of the grade

An author cannot write a great novel without a firm command of the language in which he or she writes. An engineer cannot design bridges without knowing that $x+y=z$. A musician cannot play great music without a broad knowledge and command of the language, science and art of music.

Playing exams, pass-offs, and other assessments will be factored into this portion of the grade. Playing exams will consist of playing excerpts from particular pieces and

recorded through [Google Classroom](#). My goal is to do one playing exam per grading period, early in the concert preparation process. See the “pass off procedure” section for explanation on this topic. Other assessments that will take place throughout the school year may include rhythm assessments, scale assessments, fundamental assessments, and so forth. Points for each assessment/exam will be weighted, factored, and averaged into this portion of the grade.

The final grade is determined by the final percentage average of the three categories.

Performance Accountability

For the Norwayne Band to achieve their best at each performance, all members must be held accountable for the learning of music and routines. It is this emphasis on accountability that has allowed many great bands to achieve success. Especially with the band being as small as it is, it is very important that everyone be executing to the best of their ability. No one is just carrying a horn or flag in this band to fill drill spots.

Every piece performed as part of the marching and concert bands will be graded as a playing exam. These playing exams will be administered through [Google Classroom](#) and will be done individually. The grading scale for each playing exam is as follows and is reflective of the OMEA 5- Rating Plan:

A (100%)= “I” = An **outstanding** performance, with **very few technical errors** and exemplifying a **truly musical expression**

B (90%)= “II” = An unusual performance in many respects, but not worthy of the highest rating due to **minor defects in performance** or ineffective interpretation.

C (80%)= “III” An **acceptable** performance but **not outstanding**. Showing accomplishment and marked promise, but **lacking one or more essential qualities**.

D (70%)= “IV” A **poor performance** showing **many technical errors, poor musical conception**, lack of interpretation, or lacking in any of the other essential qualities.

F (60% and below depending upon severity)= “V” A **very poor** performance indicating **deficiencies in most of the essential factors** and indicating that much careful **attention should be given to the fundamentals** of good performance.

Procedures that will be enforced regarding the outcome of playing exams are as follows:

- In order to perform, all members of the bands **MUST** complete a playing exam and **MUST** score at least a B on their playing exam.
- If the student scores a C on their playing exam, they will be placed on probation.

This means that the student must sign up for an individual lesson with Mr. Ratica after school at least once per week and must show adequate progress in order to perform.

- If the student receives a D or and F on their playing exam, they are prohibited from performing until their grade is at least a C. In addition, they are required to sign up for an individual lesson with Mr. Ratica after school at least once per week.
- Failure to sign up for a lesson with Mr. Ratica if your current playing exam grade is a C, D or F for marching band will result in you not being permitted to perform until the lesson takes place.
- Failure to sign up for a lesson with Mr. Ratica if your current playing exam grade is a C, D or F for concert band will result in you being placed in study hall until a lesson takes place. In this case, further penalties to the grade (especially ensemble performance and attendance) may occur.
- If a student does not perform because of not passing their playing exam, they are still required to attend all rehearsals and performances. Any student may re-take their playing exam at any time up until 3 days before the performance date in an effort or attempt to improve their grade. If you do this, please let Mr. Ratica know.

In addition to the individual playing exams for marching band, memorization checks will be conducted for each selection in which memorization is necessary. These memorization checks will be graded on the same 5-rating scale used above and will occur in sections or in full ensemble during a regular rehearsal.

Visual Performance assessments (how accurately you march) may also occur throughout the marching band season. A videotaped performance of the group will be evaluated by Mr. Ratica and the section leaders. Any individual receiving below a B on their visual performance assessment will be assessed individually by Mr. Ratica. If a C or below is earned, the same criteria applies as in the playing exams. Because visual performance assessments will be done by peers and/or section leaders, *these assessments will NOT be factored into the student's grade! The final determination on whether or not a student can march as a result of the visual performance assessments will SOLELY be the call of Mr. Ratica!*

*****Please understand that there are many opportunities for you to get the extra help that you may need. Seniors, band officers, Mr. R., and any band staff members are all available to help you should you need the assistance. Also realize that it is easier to grant probation or passing to someone who has asked for help and demonstrated that they are working than to someone who has not. However, we will not hunt you down. YOU MUST ASK FOR ASSISTANCE!!!!, and we will be glad to help.*****

THE GOAL IS FOR EVERY STUDENT TO MARCH EVERY PERFORMANCE.

THIS ORGANIZATION CAN SUCCEED OR FAIL ONLY AS A UNIT, WITH A LACK OF EFFORT ON ONE PERSON'S PART DIMINISHING THE WHOLE GROUP PERFORMANCE.

Practice Room Procedure

We are very fortunate to have an outstanding music facility. 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 regarding the use of practice rooms during the school day:

- You are only permitted to use the practice rooms during STUDY HALLS (no other classes- no exceptions!)
- Once you arrive in the band room, you MUST stay in the band room the entire period! If you leave the room for ANY reason you must sign out **AND TAKE A PASS WITH YOU (this pass policy will be STRICTLY enforced by Middle School Staff)**. If you are caught out of the room without signing out, your practice passes will be REVOKED for the rest of the school year!
- YOU are responsible for keeping track of time! Late passes to the next class will NOT be written!
- **In order to receive a Permanent Practice Pass, you are REQUIRED to take and perform a SOLO at Solo-Ensemble AE**
- **In order to receive a Permanent Practice Pass, you will be asked to assist with Middle School Band Rehearsals at least twice per month if your practice pass is during a middle school band rehearsal period. You will be made aware of these rehearsals in advance.**
- When you use the practice rooms, that's exactly what the priority is- PRACTICE!!!! This is NOT "get out of study hall time," "socialize time," or "hang out in the band room time." I know that this happens, and it's OK AS LONG AS YOUR PARTS ARE INDIVIDUALLY AND PROPERLY PREPARED! If you are in the band room and your parts are NOT prepared properly, your practice pass will be revoked!

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 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
- 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 a student is to be removed from the group, he or she will be placed on “removal probation.” A probation form will be filled out by Mr. Ratica 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 or 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 bands 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 upon the *group*, not the *individual*. However, it is the *individual* that affects the level of the *group* (as stated before in the removal clause). 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 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 why this policy exists. Students are given until the class add/drop date determined by the school to decide on if they want to keep band in their schedule (which actually gives you over a MONTH, factoring in marching band!). Mr. Ratica 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 band at Norwayne. Procedures may be added to or deleted throughout the year. If procedure changes do occur, students will be given plenty of time to adjust to any revisions. Each student will also receive a letter explaining the rationale and detailed explanation of the change.

Please note that, due to the Covid-19 Pandemic, things will change frequently! All changes to policies, rules, etc. will be communicated clearly through Google Classroom.

PLEASE NOTE THAT I HAVE AN “OPEN DOOR POLICY.” AT ANY TIME THAT I AM AVAILABLE, I ENCOURAGE YOU TO COME IN AND TALK IF YOU HAVE ANY CONCERNS. THIS POLICY IS NOT LIMITED TO ONLY MUSIC.

THE PURPOSE FOR WHY I AM IN THIS BUSINESS AND THE REASON FOR WHY I WAS HIRED IN THIS DISTRICT IS TO HELP YOU. I FEEL THAT IT IS MY PERSONAL RESPONSIBILITY TO GUIDE YOU AND HELP YOU TO BECOME FINE YOUNG MUSICIANS AND FINE YOUNG ADULTS. I AM MORE THAN WILLING TO DO ANYTHING THAT I CAN IN ORDER FOR YOU TO ACHIEVE THIS ULTIMATE GOAL OF ANY YOUNG HUMAN BEING.

LET'S MAKE SOME MUSIC!!!!!!