

*The Pride of North Olmsted*

**NORTH OLMSTED  
HIGH SCHOOL BANDS**



**MEMBER  
HANDBOOK**

# Welcome to the NOHS Bands!

We are very glad that you have chosen to be a part of the North Olmsted Bands. This school year brings with it many opportunities for musical growth and achievement. In addition, we hope that you find your time in band to be enjoyable, challenging, and rewarding as we *work hard to be our best!*

As we look ahead, it is necessary to provide basic information about how the band operates. This handbook has been prepared so that you and your parents will know the requirements, expectations, and procedures of our cooperative group. Read the enclosed information carefully, and refer to the handbook when questions arise. Please be aware that, because we are a group that depends on each of its members for success, it is absolutely necessary that each band member follows the procedures and expectations that this handbook discusses.

## **Course Syllabus/Course Offerings**

In the fall, every band member (with the exception of JV and Varsity Football players and cheerleaders) is expected to be a part of the NOHS Marching Band. During this time, band members focus their efforts on the development of marching and musical performance skills with the goals of uniformity, precision, and excellence.

In November, at the conclusion of football season, the band will be divided into two separate ensembles: Symphonic Band and Wind Ensemble. Membership in these groups will be determined by audition. Regardless of ensemble, all NOHS band students should expect a first-rate musical experience that exposes them to a variety of high-quality music.

In addition to marching and concert bands, students may choose to participate in the NOHS Jazz Ensemble, which is open to all students based upon interest and instrumentation needs. Depending upon these factors, auditions may be held. Please see Mr. McMurtrie for more information.

Finally, the NOHS Pep Band is a group that performs at home NOHS Basketball games and other selected events. All NOHS band students are welcome!

## **NOHS Band Staff & Contact Information**

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Mrs. Carey Whitehouse  
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Directors can be reached at (440)779-8816 in the Music Office. In addition, phone messages can be left by calling the Student Services Office at (440)779-8820.

## Band Member Expectations

Each of the expectations of the NOHS Band are based upon **RESPECT** and **RESPONSIBILITY**.

1. **BE THERE.** All band members are expected to attend all rehearsals and performances. The attendance policy for the NOHS Bands is detailed on the next page.
  
2. **BE ON TIME.** All band members must be in their assigned room when the bell rings. Two (2) minutes after the bell, all students must be in their assigned seats (or Attendance Block). After one warning, failure to comply with either deadline will result in the following consequences:
  - Tardy to 1<sup>st</sup> Period: Student sent to attendance office for pass
  - Tardy at Other Times: Detention to be served the following day
  
3. **BE PREPARED.** Each student is expected to come to band with all necessary materials and equipment each day.
  - Pencil...VERY important
  - Flip folder/lyre (Required of ALL instrumentalists during Marching Band)
  - All necessary sheet music
  - Parts prepared...It is expected that all students practice outside of class in order to play accurately and musically in class. This is not optional – it is part of the cost of being on the team!
  - Brass Instruments: Valve oil, slide grease, soft cloth (Please get your own.)
  - Woodwind Instruments: Extra reeds, swab, cork grease
  - Percussion Instruments: Drum sticks, mallets, practice pad, stick bag
    - **These will be available for purchase at school and will be required of each percussionist. Specific equipment needs (brands, etc.) will be detailed on a separate form.**
  
4. **BE RESPONSIBLE.** Students are expected to properly use, store, and care for instruments, music, uniforms, and other materials. Specific procedures for this will be discussed in class.
  
5. **BE A GOOD CITIZEN.** As with any other class, NOHS rules apply to us. In addition, a few “band-specific” regulations are listed below:
  - Gum, food, and drinks are not permitted in the band room
  - All instruments and music must be stored correctly after every rehearsal
  - Improper use, misuse, or abuse of equipment will not be tolerated
  - Follow expectations and guidelines for football games and other performances. These will be discussed separately.
  - Consequences for failure to follow rules will include:
    - Verbal warning
    - Discussion between student and teacher
    - Detention
    - Conference with parent
    - Office referral

## Attendance Policy

Because our group can function at full strength only when all members are present, all members of the NOHS Bands are expected to attend ALL scheduled events (performances and rehearsals). Please note that students will receive points for each meeting of the group, and these points cannot be awarded to students who are not in attendance. Any student who has documented a legitimate excused absence in advance will be given the opportunity to make up lost points by completing an extra assignment. Below is the procedure for documenting all absences. **All absences must be documented through the correct process prior to the absence in order to be "excused".**

### **Absence Procedure:**

- Make every effort to avoid absences through pre-planning.
- In the event of a legitimate, unavoidable conflict, complete a *Planned Absence Request Form* **at least two weeks prior to the absence.**
  - In the case of serious illness, a form must be completed upon return to school.
- Return the completed, signed form to your director or to the envelope on the Music Office door.
- If accepted as an "Excused Absence", complete a make-up assignment from the *Make-Up Assignment List* in order to earn back lost points.
- If the assignment is "Unexcused", you will be unable to recover lost points.
- This procedure is in effect for both performances and rehearsals (including in-school rehearsals).

*\*\*\*Please note that attendance at all summer marching band rehearsals is mandatory.*

**\*\*\*While we cannot anticipate all possible conflicts which may arise, the spirit of our attendance expectation is that all students attend all band events unless absolutely impossible. We ask that parents and students plan ahead to avoid unnecessary conflicts.**

### **Examples of EXCUSED ABSENCES**

- Severe illness
  - Students who are present in school on the day of an event are expected to attend band events that evening.
- Death in the family
- Other family emergency
- Conflicts with other NOHS activities...must be approved by Mr. McMurtrie
- Once-in-a-lifetime opportunities...must be discussed with directors in advance

### **Examples of UNEXCUSED ABSENCES**

- Work!!!
- Conflicts with outside-of-school activities (such as dance, church, scouts, etc.)
- Rock concert, Indians game, etc.
- Driving class or in-car hours

### **Attendance expectation for NOHS Athletic/Activity Conflicts:**

*\*\*\*We value the participation of student-athletes in our band, but stress that these folks have made a commitment to each organization.*

- Performances/games for one activity take priority over rehearsals/practices of the other
- When both groups have practice/rehearsal at conflicting times, it is expected that students share time evenly between both groups
- In the event that both groups have performances/games at the same time, communication between directors/coaches/advisors shall determine the course of action

## **Performance Expectations**

### **Football Games:**

1. The NOHS Marching Band uniform must always be worn properly and entirely unless otherwise directed by Mr. McMurtrie.
2. Play your instrument only as part of the group while in the stands or on the field.
3. Please ask your guests to sit outside of the band section and thank them for watching and supporting us.
4. Follow directions the first time.
5. The 3<sup>rd</sup> Quarter is your chance to get refreshments and use the restroom. Please be back in the stands with no less than 1:00 remaining in the 3<sup>rd</sup> Quarter so that we can play between the 3<sup>rd</sup> & 4<sup>th</sup> Quarters. Remember: Uniforms stay on during this break!
6. EYES WITH PRIDE! Have pride in yourselves, and also in the football team that represents our school. Your cheers and support are expected.

### **Band Bus Expectations:**

1. All students are expected to ride school transportation both to and from all outside performances.
2. Please keep full uniforms on at all times. This prevents them from ending up on the ground, and thus getting dirty.
3. Please do not have drinks on the bus.
4. Students are expected to ride the same bus to and from all games.
5. Use common sense and follow directions. Riding a school bus is easy.

### **Concert/Public Appearance Expectations:**

1. Out of respect for the efforts of all musicians in the various bands and orchestra, we expect that all students attend the entirety of all concerts. The schedule for each individual performance will be given to you in "The Word" and will also be posted online at <http://www.eaglemusic.org>
2. Be prepared. As always, arrive at performances with all necessary gear.
3. Follow school rules. All school rules will apply at all band events.

## Grading

Band grades will be reported as A, B, C, D, or F, with + or – indicated as necessary. The general policies and procedures of evaluation of the North Olmsted City Schools shall be followed. The specific objectives and criteria on which the letter grades are based appear below.

### ➤ (1/3) Attendance

*Because Band is a performance-oriented class, attendance at all rehearsals and performances is essential. Make-up assignments can be completed for credit, but only in the case of excused absences that are documented appropriately and in advance. Evaluation will be determined by in-class record keeping.*

- A **Superior:** Student attends all performances and rehearsals. In the event of excused absences from rehearsals or performance, make-up assignments have been completed.
- B **Good:** Student attends all performances and misses no more than two (2) rehearsals (unexcused or no make-up assignment)
- C **Fair:** Student misses one performance or misses between 2 - 5 rehearsals (unexcused or no make-up)
- D **Poor:** Student misses one performance and misses between 2 - 5 rehearsals (unexcused or no make-up)
- F **Failing:** Student misses multiple performances and/or misses more than five rehearsals (unexcused or no make-up)

### ➤ (1/3) Participation

*Because Band is a performance-oriented class, all members are expected to participate fully and appropriately. Evaluation will be determined by in-class record keeping and teacher assessment.*

- A **Superior:** Student consistently demonstrates excellent effort and a positive attitude, always brings required materials, and participates fully and appropriately at all times.
- B **Good:** Student generally, with few exceptions, demonstrates excellent effort and a positive attitude, brings required materials, and engages in appropriate rehearsal behaviors.
- C **Fair:** Student's effort, preparedness, and/or rehearsal behaviors are inconsistent.
- D **Poor:** Student demonstrates a general lack of effort, frequently comes to activities unprepared for success, and engages in inappropriate rehearsal behaviors.
- F **Failing:** Student does not participate in class.

### ➤ (1/3) Musical (& Marching) Growth

*Because Band is a performance-oriented class, all members are expected to practice their instruments on their own, to take personal responsibility for the development of their musical skills, and to be able to play all assigned band music. Evaluation will be made by playing quizzes (music checks) and in-class assessment.*

- A **Superior:** Student performs all band music with a high degree of accuracy and musicality, and improvement in performance quality is made over time. All memorization music checks (marching band only) are passed.
- B **Good:** While student's performance skills are less than superior, student shows evidence of consistent improvement. At least 80% of memorization music checks (marching band only) are passed.
- C **Fair:** Student performs at a basic level of accuracy, but little improvement is made over time. At least 50% of memorization music checks (marching band only) are passed.
- D **Poor:** Student demonstrates some degree of improvement in musical skill over time, but is unable to adequately perform class material. A minimal amount memorization music checks (marching band only) are passed.
- F **Failing:** Student is unable to adequately perform class material and demonstrates a lack of improvement over time. No music memorization music checks (marching band only) are passed.

## Memorization of Marching Band Music

All students are encouraged to accurately memorize all marching band music. Not only does it look good when a band memorizes its music, but it is also impossible to memorize music unless each individual musician has practiced it. The practice that it takes to memorize music will only help to improve our band's performance quality. However, because the Eagle Band performs a large variety of music each season, it may not be practical or reasonable to expect that every piece has been memorized. Therefore, the directors will specifically assign songs for memorization, and these pieces will be available to students for a minimum of three weeks prior to their performance date.

Memorization procedure:

- All memorization assignments will be made at least three weeks prior to performance.
- Directors and student leadership will administer music checks on a weekly basis.
- Students not passing any given music check may re-test after school for credit.
- Memorization will impact the "Musical Growth" component of the student's grade.
- Students not passing a given music check will be required to carry flip folders for performance.
- All students are expected to bring flip folders to all Monday – Wednesday rehearsals, even if all music checks have been passed. Students that have passed music checks may remove flip folders for Thursday and Friday rehearsals.
- Modifications of memorization expectations may be considered on an individual basis based upon documented educational accommodations.

## Use of School-Owned Instruments

Much effort, care, and expense has made it possible for the North Olmsted City Schools to purchase an inventory of quality school-owned instruments. In fact, over the past ten years, \$250,000 of taxpayer money has been allocated to the purchase of this equipment. Moreover, we work diligently to keep up with routine maintenance on these instruments. These instruments are provided to those students who perform on instruments that are either too expensive to be purchased by individual students or that fill a unique role in our ensembles. Indeed, it is a privilege and a responsibility to be able to perform on a quality school-owned instrument.

Students using school-owned instruments for marching and/or concert seasons are expected to treat them with the utmost care and respect. Students shall be responsible for any damage - beyond normal wear & tear - that occurs to these instruments. In the event an instrument sustains such damage, repairs will be made to the instrument by the school-contracted repairman, and a bill will be sent to the child's parents.

In order to help limit possible damages, here are expectations for those using school-owned instruments:

- Instrument shall be put away properly after each use, with case latched
- No extra materials (music, shoes, water bottles, etc.) shall be kept in the case
- Instrument should be kept clean and well-maintained (oiled, greased, etc.)
- Student will refrain from horseplay, especially around instruments

## Private Lessons & Outside Ensembles

In order to maximize all students' musical abilities, and therefore the quality of their experience in band, we strongly recommend involvement in private music lessons. Individual instruction with a qualified instructor on a student's instrument is beneficial for players of all ability levels, because these lessons focus on a player's own strengths and weaknesses. Lessons are available at many local music stores, as well as with local independent teachers. Please see a director for more information.

In addition, many of our students participate in advanced youth bands and orchestras in the area. Organizations such as Cleveland Youth Wind Symphony, Cleveland Orchestra Youth Orchestra, Contemporary Youth Orchestra, Baldwin-Wallace Youth Orchestra, and Northern Ohio Youth Orchestra can give advanced students a chance to perform with other top musicians from around the region. Auditions for these groups are generally in the spring. See a director for more information.



## **Student Leadership**

### **Band Officers:**

The Band Officers (President, VP/Treasurer, and Secretary) are responsible for representing the band and providing input when certain decisions concerning the group are made. This group is also responsible for assisting with numerous tasks that arise over the course of the year, such as the coordination of rehearsal and performance set-ups and tear-downs. In addition, specific duties have been assigned to each of the individual officers. Band officers are elected at the end of each year.

### **Squad Leaders:**

During marching band season, these band members are each responsible for an individual squad of band members. The squad leader is charged with the responsibility of helping those in his/her squad with all aspects of marching. Squad leaders will instruct members of their section in marching fundamentals during Fundamentals Week. Therefore, squad leaders are expected to attend the Leadership Workshop and all rehearsals. Squad leaders are selected through an interview/audition process at the end of each year.

### **Section Leaders:**

During marching band season, these individuals serve as squad leaders with the additional duty of being responsible for helping develop musical growth within their sections. Squad leaders will periodically rehearse their sections, and they have the authority to schedule sectional rehearsals outside of band time when necessary. Section leaders will instruct members of their section in marching fundamentals during Fundamentals Week. Therefore, section leaders are expected to attend the Leadership Workshop and all rehearsals. Section leaders are selected through an interview/audition process at the end of each year.

### **Office Assistants:**

The office assistants will work closely with the directors, helping to handle various types of administrative work in the band office. Duties will include managing rosters, inventorying instruments, keeping records, creating concert programs, and updating the website. The office assistants are appointed by the directors; all interested students should contact the directors at any point during the year.

### **Music Librarians:**

The librarians shall be responsible for filing, maintaining, and distributing all music for the various bands. Any music needs (lost music, etc.) should be addressed to the librarians. The librarians are appointed by the directors; all interested students should contact the directors at any point during the year. Prospective librarians should be aware that it is expected that library duties be handled in addition to band rehearsal time.

### **Band Historians:**

These individuals, and their committee, will compile photographs, video, audio, newspaper clippings, etc. in order to create video presentations and scrapbooks of the year's occurrences. In addition, they will catalog concert programs and recordings at the conclusion of each concert. The Band Historians are appointed by the directors; all interested students should contact the directors at any point during the year.

### **Drum Major:**

The drum major serves as the most visible student leader during the marching season. The drum major works in numerous capacities, and specific job descriptions will vary from year to year depending on the strengths and other qualifications of the individual student. Duties may include coordination of practice field set-ups, bus loading, and daily calisthenics. Drum majors are selected through an extensive audition/interview process at the end of each school year.

# NOHS Band Uniforms

## Marching Band:

The Summer Uniform:

- White NOHS Band T-Shirt (*tucked in*)
- Black NOHS Band Shorts
- White ankle-length or calf-length socks
- Black marching shoes (Dinkles)

The Full Uniform:

- The NOHS Band provides all members with a jacket, trousers, shako (hat), and plume.
- Students are responsible for purchasing the following items, which are available through the Band and Orchestra Boosters:
  - White gloves
  - Black marching shoes (Dinkles)
  - Suspenders
  - Black band t-shirt
  - Black socks (must be purchased on own)

Wearing the Uniform:

- All students must wear a black NOHS band shirt underneath the uniform.
- Trousers should be adjusted by turning under the necessary amount of material and then sewing it in place. Never remove any cloth from the uniform. Adjust the length of the trouser legs so that they are **three (3) inches from the floor at the heel of the shoe.**
- Suspenders must be worn to hold the trousers in place.
- Jewelry shall be worn at a minimum while in uniform. A watch and ring may be worn if desired. All students with pierced ears should remove their earrings or **wear studs.**
- Bandanas and ski caps are not to be worn underneath the band shako. Ski caps may be allowed due to cold weather at the discretion of the director.

Caring for the Uniform:

- The marching band uniform will be put on, taken off, and stored at NOHS. The uniform must always be hung and stored correctly.
- Student-supplied items (shoes, spats, gloves) should NOT be kept at school. These items must be washed by the student prior to each performance.
- The uniforms will be dry-cleaned as necessary by the Band and Orchestra Boosters. The cleaning fees paid at the beginning of the marching band season provide for these cleanings.

\*\*\* Students who report to any given performance wearing incorrect uniform parts (Non-black shoes, no gloves, etc.) **WILL NOT BE ALLOWED TO MARCH FOR THAT SHOW!**

## Concert Bands:

The Concert Uniform:

- Gentlemen:
  - Black Tuxedo – Provided by NOBOB
  - White tuxedo shirt – Purchased by Student
  - Black bow tie & cummerbund – Purchased by Student
  - Black Socks and Dress Shoes – Purchased by Student (Marching shoes may be worn)
- Ladies:
  - Black Concert Dress – Purchased by student through NOBOB
    - Note: Because dress is machine washable, not cleaning fees will be charged
  - Natural colored hose
  - Black dress shoes

Wearing & Caring for the Uniform:

- The uniform is intended to be worn with no street clothes underneath.
- Uniforms are to be hung up neatly after each performance.

## **Earned Awards in Band**

### **Band Letter:**

The “lyre” monogram is awarded to band members who accumulate 400 points. Points are earned for participation in Marching Band, Concert Band, Wind Ensemble, and Jazz Ensemble. Points are awarded for the following:

50	Membership in Marching Band
50	Membership in Wind Ensemble or Symphonic Band
15	Membership in Jazz Ensemble
10	Minimum of 13 private lessons on primary instrument per semester (with approved teacher)
10	“Superior” rating by band at OMEA State Contest
10	Band Officer or Drum Major
10	Band Librarian
10	75% Attendance for Pep Band
7	“Superior” rating at Solo & Ensemble Contest
5	Minimum of 6 private lessons on primary instrument per semester (with approved teacher)
5	“Excellent” rating by band at OMEA State Contest
5	Concert Librarian
5	March at Homecoming Parade
5	Participation in Summer Music or Drum Major Camp
5	Changing instrument for Marching Band
5	Miscellaneous special North Olmsted Band turn-outs (each)
5	Participation in Honors Ensembles (each)
4	“Excellent” rating at Solo & Ensemble Contest
1	Attendance at June/August summer rehearsals/performances (each)
1	Unpaid performances (solo or small ensemble) of substance (max 10/year)
1-10	Honors points at discretion of directors (set-ups, etc.)
50	Maximum points transferred from another school

### Deductions:

-25	Unexcused absence from scheduled performance
-5	Per missed (unexcused) Wednesday evening rehearsal
-5	Per missed day of August rehearsals
-1	Improper/incomplete uniform

### **Silver Pin:**

The Silver Pin shall be awarded to those students who earn an additional 175 points beyond those earned for the Band Letter (575 total points).

### **Gold Pin:**

The Gold Pin shall be awarded to those students who earn an additional 175 points beyond those earned for the Silver Pin (750 total points).

**This handbook is not intended to be all-encompassing. As the year progresses, there may be a need for additional assignments or modifications to expectations.**