

# East Knox High School

## Marching Band Handbook



 East Knox  
Marching Band 

Directors  
Mrs. Sarah Jancura

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# Introduction

The purpose of this handbook is to provide members of the East Knox High School Marching Band Program with a clear and concise understanding of the total make-up of our instrumental music program. We feel that when the student is fully aware of how the band operates, then he/she can function as a member within the total framework of our organization.

Our program utilizes a membership of many students and is in the process of growing. This handbook proposes to eliminate the possibility of students, parents, and/or guardians misunderstanding by providing a source of reference for all band policies and procedures.

It is important that you become familiar with this handbook and understand the procedures and expectations. Marching Band is an East Knox School Board approved activity; therefore all school rules apply. In addition, all rules from within this handbook will be in effect at all times. Students will be held accountable for its contents and will be expected to abide by its rules, both stated and implied. Being a part of the East Knox Marching Band can be very positive and rewarding. It means making a commitment to strive for the best in yourself and encourage the same from your fellow band members. It means participation in something that you can be proud of for the rest of your life.

Welcome to a fantastic opportunity to be a part of an exciting group that you will always remember.

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# Communication

It is extremely important that dates and conflicts are communicated between directors, staff, students, and parents. The East Knox Marching Band has several lines of communication in order to get information between members.

- 1. Facebook** - The East Knox Marching Band will post upcoming dates and reminders to the Facebook page. Simply search, “East Knox Bands”, and like our page.
- 2. Remind** - Remind is a wonderful app that allows parents and students to text directly to the directors. Directors will also send out reminders, upcoming dates, post documents, and reply to messages sent directly to the directors. There are three (3) ways to join Remind: 1) text @eksmarch to 81010 and follow the directions sent, 2) open your web browser on your phone, enter [rmd.at/eksmarch](http://rmd.at/eksmarch) then follow the directions to download the Remind app, or 3) on a computer open [rmd.at/eksmarch](http://rmd.at/eksmarch) then follow the directions for email notifications. **THIS IS WHERE THE MAJORITY OF INFORMATION WILL BE SENT. IT IS IMPORTANT FOR STUDENTS AND PARENTS TO SIGN UP.**
- 3. Email Newsletter and Phone Calls** - At the parent meeting, we will be collecting parent’s emails and phone numbers. The directors and Band Booster will be sending out regular newsletters and calling parents about upcoming events.
- 4. Director’s Phone** - If you would like to contact the directors directly, you can reach the directors at the high school at 740-599-7000 extension 2026 and 740-599-7000 extension 3044 at the elementary school. The best number to reach a director during summer rehearsals is the High School extension 2026. If a director does not answer, please leave a message and we will return your call as soon as possible.
- 5. Director’s Email** - If you would like to contact the directors through their emails, you can reach Mrs. Jancura at [sjancura@ekschools.org](mailto:sjancura@ekschools.org).

# **Band Staff and Student Leadership**

- 1. The Directors** - The directors are ultimately responsible for all the procedures and performance practices. If you have questions about times, procedures, dress, events, or absences, you need to ask one of the directors. The director's goal is to provide you with a challenging, rewarding, and safe musical experience.
- 2. Marching Band Staff** - These are people hired by the school district to assist in the teaching needs of our program. They run sectionals, help in drill rehearsal, and oversee his or her specific area. The staff and directors work closely in planning and teaching for a performance. These individuals should be treated with the same respect that our students show our faculty.
- 3. Field Commander(s)** - These are student(s) that have been chosen by the director(s) to serve as student leader(s) during rehearsals and performances. Field commander(s) not only conduct the marching band but are also responsible for making sure everyone is at the right place at the right time for rehearsal.
- 4. Section Leaders** - These are usually upperclassmen that have been selected by the directors based on their experience in band, dedication, leadership, and an interview. Section leaders are responsible for their section's musical performance and the setting of drill. From time to time it may be necessary for a section leader to run a sectional. In addition to music preparation, section leaders will be responsible for testing their sections on required music. Section leaders will also help enforce marching style and proper uniform wear. The number of section leaders are decided by the directors.
- 5. Co-Section Leaders** - Some sections become too large for one section leader to set drill and run sectionals. In this case, a co-section leader will be selected by the directors. This person will aide the section leader in any rehearsals, sectionals, or drill setting.

# East Knox Marching Band Policies

## Attendance and Grading

Attendance at **ALL** rehearsals and performances are mandatory. However, conflicts do arise. Absences will be excused in the event of the following:

1. Family Emergency
2. Death in the Family
3. Absences pre-approved by the director(s) based on the circumstances.

In the event of an emergency, the directors must be notified as soon as possible through email, a phone call, or the Remind app **by a parent/guardian**. See the communication section for contact information.

Any other absences may be excused at the discretion of the director(s) based on **notification (two weeks prior to the absence)**. **Notification** must be **in writing** (either paper, email, or Remind message) from the **parents/guardians** and the **circumstances** regarding the absence must be **included** in the letter.

An **unexcused rehearsal absence** will result in disciplinary action at the discretion of the director(s). Circumstances regarding the situation will determine the action taken. A combination of disciplinary actions could be possible. Disciplinary action may consist of but is not limited to:

1. Loss of third quarter privileges
2. Loss of points that could result in a dropped letter grade
3. Not performing due to not being prepared

An **unexcused performance absence** will result in disciplinary action at the discretion of the director(s). Circumstances regarding the situation will determine the action taken. A combination of disciplinary actions could be possible. Disciplinary action may consist of but is not limited to:

1. Student may not perform at a game, contest, or other performance (but will be required to attend these events in the appropriate dress).
2. Possibility of awards being withheld.

3. Loss of points that could result in 2 letter grade reduction.
4. Loss of privilege to perform in other groups (for example: Solo and Ensemble, Honor Band, after school groups, etc.)

**Students who are unexcused two or more times will meet with the director(s) to discuss issues with attendance.**

**Students who are excused from a performance must see the head director for the required make up assignment.**

### **Schedule Changes**

In the event a change is made in a scheduled performance or rehearsal, students are encouraged to make every effort to adapt to that change. The director(s) will give the students at least a two (2) week notice for any changes to the schedule for the Attendance Policy to be in effect as stated above. If the director(s) gives less than a two (2) week notice, the Attendance Policy will still be in effect, but the policy on absences will be adjusted accordingly to the director's discretion.

## **Unexcused Absences**

**WORK** - is not acceptable as an excuse. Students that must work should inform their employer of their obligation to the band and with ample advance notice, most employers are willing to schedule around your band commitments.

**DRIVING SCHOOL** - is not acceptable as an excuse. Student should schedule classes or in-cars around rehearsals.

**ACT or SAT TESTING** - is not acceptable as an excuse. Many dates are given for these tests. Students and parents should plan these tests when the band does not have a rehearsal, performance, or competition.

**SPECIAL NOTE - DOCTOR APPOINTMENTS** - Members of the East Knox Marching Band must take special care about appointments with a doctor. Although it is not possible to predict an emergency situation, it is possible to **schedule routine check-ups with the band calendar in mind**. With wind players, please try to schedule orthodontist appointments where adjustments will be made after competitions or performances.

## **Tardiness**

Students will run laps at the beginning or end of practice if they are tardy to any marching band rehearsal. Plan ahead so you are on time. In order to be on time, members must:

1. **Field Commander** - Student is on the podium ready to conduct, music is open to “Back to Basic Warm Ups”, water bottle is full, and sunscreen is applied.
2. **Woodwind Players** - Student is in their chair, instruments are put together, reed is ON the instrument, music is open to “Back to Basic Warm Ups”, water bottle is full, and sunscreen is applied.
3. **Brass Players** - Student is in their chair, instruments are put together, instrument is well oiled, music is open to “Back to Basic Warm Ups”, water bottle is full, and sunscreen is applied.
4. **Percussion** - Student is at their instrument, instrument is on their appropriate stand, harnesses are ready, sticks are ready, music is open to “Back to Basic Warm Ups”, water bottle is full, and sunscreen is applied.
5. **Flag** - students have their appropriate equipment, water bottle is full, and sunscreen is applied.
6. **Baton** - students have their appropriate equipment, water bottle is full, and sunscreen is applied.

## Grading

Grades will be based on a point system. Points will be awarded for the following:

1. Attendance at rehearsals (50 pts.)
2. Attendance at performances (300 pts.)
3. Daily participation and attitude (10 pts. per day in class)
4. Any applicable written assignments (20 pts.)
5. Memorization Tests (100 pts. per song) (not applicable to 8th grade marchers)
6. Knowledge and performance of drill and marching fundamentals (50 pts. per drill)

Points can be lost the following ways:

1. Forgetting your instrument, baton, or flag (-5 pts.)
2. Forgetting music or drill sheets (-3 pts.)
3. Forgetting pencil or markers (-2 pts.)



4. Forgetting a good attitude (-10 pts.)
5. Unexcused absences will result in loss of all daily points and/or attendance points

In order to have a successful marching season show music, routines, and drill must be memorized. Every Friday, the section leaders will have a memorization test for their section. The section leader will then report their test grade to the head band director. Section leaders will have their memorization tests in front of one of the directors.

If a student does not have their music or routine memorized for that Friday, they will retry every Friday until the quarter ends. If there is an issue with section leaders completing music tests, one of the directors will listen to music tests. Section leaders can lose their leadership positions for incorrectly reporting playing tests.

## **Uniform and Equipment Inspection**

Before each performance, uniforms will be inspected. Students will be evaluated on a pass or fail system. Each failed inspection will result in loss of points. If the issue is not corrected, students may not be able to perform.

The following will be checked:

1. Cleaned/polished shoes
2. Clean and appropriately colored socks at the correct length
3. Clean band, color guard, or majorette uniform worn properly
4. Band - the summer uniform is to be worn under the winter uniform. You should be able to remove the uniform in public and stay in uniform with the entire band. During colder times, long black attire can be worn.
5. Clean gloves (percussion do not wear gloves)
6. No visible jewelry
7. Band - Long hair must be off the collar.  
Flag and Baton - Hair in appropriate bun in uniform with the other members.
8. Instrument, equipment, and performance items in proper working order

If a member of the marching band has an issue with the above items, they need to seek out a section member first. If the issue cannot be resolved with the section leader, the member needs to find a director or staff member.

## **Travel and Transportation**

Students are expected to travel with the band to and from all activities using the approved mode of transportation. **If school transportation is being provided, students must ride that method of transportation to and from the event.** Parents/guardians are only permitted to take their child from an event in the event of an emergency or as deemed necessary by the director. If a student must leave with a parent/guardian, written documentation must be provided to the head director at least one day prior to the event.

During all trips, marching band members will abide by the East Knox High School Code of Conduct and Bus Conduct:

***“Bus Conduct:** Students who are riding to and from school on transportation provided by the School are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.*

*Students must comply with the following basic safety rules:*

*Prior to loading (on the road and at school) each student shall:*

*be on time at the designated loading zone five minutes prior to scheduled stop;*

*stay off the road at all times while walking to and waiting for school transportation;*

*line up single file off the roadway to enter;*

*Wait until the school transportation is completely stopped before moving forward to enter;*

*refrain from crossing a highway until the driver signals it is safe to cross;*

*go immediately to a seat and be seated.*

*...*

*During the trip each student shall;*

*remain seated while the school transportation is in motion;*

*keep head, hands, arms, and legs inside the school transportation at all times;*

*not litter in the school vehicle or throw anything from the vehicle;*

*keep books, packages, coats, and all other objects out of the aisle;*

*be courteous to the driver and to other riders;*

*not eat or play games, cards, etc.;*

*not tamper with the school vehicle or any of its equipment.*

*Exiting the school vehicle each student shall:*

*remain seated until the vehicle has stopped;*

*cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;*

*be alert to a possible danger signal from the driver.”*

If a student violates the Code of Conduct, the following consequences will be followed:

1. **First Offense:** loss of third quarter privileges and a parent conference
2. **Second Offense:** Removal from the performance and a parent conference
3. **Third Offense:** Parent conference and meeting with administration to discuss the student’s future in the band program.

## **Performance Policy**

Students may be asked to sit out of a performance for any of the following reasons, thus affecting their grade for the class:

1. Students are not in the proper uniform as stated in the “Uniform and Equipment Inspection.”
2. Do not know their music, drill, or routine.
3. Behavior infractions.
4. Do not have their instrument, equipment, or prop.
5. Failure to complete and return medical forms or pay fees.
6. Unprepared due to extended absences.
7. Missing a practice prior to a performance.
8. Cannot perform the routine in the style and technique taught.

\*\*Even if students are asked to sit out of a performance, they are still expected to attend the event.

## Emergency Medical Form

All students must have their Emergency Medical Form on file with the band director. Failure to turn this form into the director can result in a student not performing or not participating in events away from East Knox High School. It is extremely important for the directors to know who to contact in case of a student emergency.

## Uniform

The students in the East Knox High School Marching Band have two different types of uniforms. They are the summer uniform and the winter uniform.

**Summer** - This uniform will be used when it is too hot to wear the winter uniform and will always be worn under the winter uniform. This uniform consists of a t-shirt with the marching band's logo, black shorts, short black socks, and black marching shoes. The t-shirts and shoes are purchased by the students through the boosters. It is the student's responsibility to provide the shorts and socks. The shorts must meet all requirements of the East Knox High School Dress Code and must be a solid black color with no designs or logos. The socks must be a solid black color with no designs and must be ankle length or shorter. It is the student's responsibility to keep these items clean and presentable.

**Winter** - This uniform is the main uniform for the marching band. This uniform consists of a jacket, black jumpers, long black socks, black shoes, shako hat, plume, black gloves (white for field commander(s), and black gauntlets (percussion only)). Students are to provide the long black socks and black shoes (same from the summer uniform). Everything else is provided through the East Knox Band Boosters. The black socks must be crew socks or longer. It is the student's responsibility to keep the gloves, socks, and shoes clean and presentable. If any other part of the uniform is damaged or dirty, this should be communicated to the band director as soon as possible. The jacket and jumpers are dry cleaned through the band boosters.

**Flag and Baton** - Summer uniform will be the same as described above. The winter uniform will be decided by the director and staff. The main part of the uniform will be purchased by the school and other essentials will be purchased by the students. Further details and information will be provided later.

## Equipment Trailer

**Loading and Unloading** - All students in the marching band are responsible for loading and unloading the trailer. The field commander(s) is the leader when it comes to the trailer. All students are to listen to them in order to load and unload the trailer in a timely fashion. Section leaders and co-sections leaders are to assist the field commander.

# Equipment/ Instrument/ Music Care

**Personal Equipment** - Instruments and cases are the responsibility of the individual before, during, and after band. East Knox High School and the East Knox Band Boosters are not responsible for damage or theft to individually owned instruments. **Students are responsible for their instrument; it needs to be in playing condition at each and every rehearsal and performance. Students are not allowed to let other students play their instrument.** In addition the following guidelines should be followed:

1. Before the instrument is placed on the trailer, the student is responsible to make sure his/ her case is properly latch and closed to prevent any damage during transportation.
2. All woodwind instruments should be cleaned out after each rehearsal and performance.
3. Pack your mouthpiece securely in your case.
4. Make sure that your instrument case and binder is properly identified.
5. Brass instruments should be cleaned frequently.
6. Never leave your instrument laying out anywhere unattended.
7. Do not play other students' instruments.
8. Woodwind players are expected to have 3 good working reeds at all times. They should be rotated on a weekly to a daily basis depending on the amount of playing you do.

**School-Owned Equipment** - Students are responsible for the general care of school instruments; this includes oiling valves, slides, swapping instruments, and greasing corks. Repairs are **NOT** the responsibility of the student unless repairs are due to student neglect. These instruments and equipment range in value from \$100 to \$10000, so they should be treated with the utmost care. If all instruments are properly maintained and used, their replacement does not become necessary; thus, saving the band money to purchase other needed items.

**Guard Equipment-** Any equipment used by the guard is the responsibility of that individual and will be inspected as a part of the full uniform. Replacement costs due to neglect or misuse will be the responsibility of the students.

**Baton Equipment** - Baton students are to provide their own baton.

**Music** - If a student is missing a piece of music, the student is responsible for getting that piece of music. They should ask one of the directors before/ after practices or during breaks. Music should not be asked for in the middle of a rehearsal.

# **Band Camp**

Band camp will be the week before the Knox County fair. For the 2022 season, band camp will take place July 18th - July 22nd. Band camp will be held at East Knox High school

**Time and Transportation** - It is **EXTREMELY IMPORTANT** for **ALL** students to attend band camp. This is where the marching band learns the majority of their music, drill, routine. Band camp will begin each day at 8:00am and will end at 5:00pm. It is the student's responsibility to have a ride setup. Carpooling is a great option with band students that live close to each other.

**Meals** - Students will have one hour for lunch during band camp. Students are to bring their own lunch to camp. Parents or guardians are more than welcome to drop food off for their child, but students are not allowed to leave band camp during lunch. A snack will be provided in the afternoon.

**Things to Bring** - The majority of camp will be spent outside on the student's feet. Due to this, special attention needs to be spent on what is brought to camp.

1. Socks and Shoes. Flip flops are **NOT** permitted
2. Water Bottle
3. Lunch
4. Sun Screen
5. Hat
6. Pencil for band students.

# Agreement

**Personal Agreement:** As a member of the East Knox High School Marching Band, I have read, understand and will follow the policies as stated in the East Knox High School Band Handbook, the East Knox High School Handbook, as well as the policies of the East Knox Board of Education. I understand that I am responsible for the results of my actions, whether positive or negative, and agree to abide by the stated policies of the handbook. I, and my parent(s)/guardian(s), understand that it is my responsibility to obtain all information (verbal and written) presented in class and that attendance is mandatory at all rehearsals, performances and related functions.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name (Printed) \_\_\_\_\_