

Creek Wood High School

Band Handbook

2008-2009

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I. Introduction

Welcome to the Creek Wood High School Band. The purpose of this handbook is to acquaint the students and their parents with the various activities of the music program. It also contains the policies, procedures and expectations of the band. In order to have a successful band program it is necessary for everyone to understand and adhere to the information within this handbook. Please take the time to thoroughly read through it and keep it handy for reference.

II. Grading Policy

Grades will be determined using the following criteria:

- Daily Participation — 50%

Every student enrolled in band class starts the grading period with 100 participation points. Unexcused absences will result in a deduction of points. Failure to be prepared for rehearsal will also have a negative impact.

Unexcused absence from rehearsal -20 pts

Unexcused absence from performance -40 pts

An excessive number of unexcused absences will result in dismissal from band.

- Performance — 30%

Playing tests will be given over assigned material.

Progress is shown through tone-quality, intonation, technique, phrasing, articulation, and style. Students who miss a performance for an excused reason will be assigned a research paper as an alternate assignment.

• 9 Week *Test!* Final exam — 20%

Quizzes and tests will be given throughout the year on scales, sight-reading, prepared pieces, music excerpts, and specific musical concepts and techniques.

Extra credit can be earned by participating in solo/ensemble, honor bands, mid-state, and the Renaissance Center community band.

III. Expectations

We certainly hope all band members want the CWHS Band program to be successful. We feel that striving toward these expectations will ensure a successful band experience.

General Expectations

1. Follow the **Dickson County schools student handbook** and **CWHS student handbook** at all band functions and activities.
2. Keep your instrument and equipment in proper working condition and have all appropriate accessories when required to do so (music, mutes, reeds, method books, pencil, etc...). When an instrument is being taken to the shop for repair, wind players should keep their mouthpiece and all accessories (reeds, ligature, mutes, etc...) and bring them to school. Please try to arrange for repairs during vacations if at all possible.
3. Commit to attending all scheduled and announced rehearsals, sectionals, performances, and special events for the groups to which you belong. Students are expected to attend both physically and mentally and exhibit a cooperative attitude. Students who exhibit poor attitudes and uncooperative behavior will be removed from rehearsal. This will count as an unexcused absence. In the event we make the playoffs, students will be required to be present at these games.
4. Be on time for all events. A good habit to build is to be a little early just to be safe.
5. Be respectful - of yourself and others; of equipment belonging to you, the

school, or other band members; of the authority of directors, staff, and chaperones; and of other bands that we may have the opportunity to see throughout the year.

6. Participate in band fundraising events. These provide needed funds for band activities which benefit all band members.
7. Keep our learning environment clean and orderly. The consumption of food and drink should be done in a place other than the band room. Place all trash in garbage cans.
8. Band members are the only students allowed in the equipment storage areas. Any non-band person seen in these areas will be reported to the office.
9. The equipment storage room will be open in the mornings from 7:50-8. This is when you need to bring your instrument and any other equipment you need for the day. Do not leave your things in the hallway outside the door.
10. **DO NOT** prop or tape doors leading into the band room or storage areas.

Expectations for Band Trips (including football games)

1. Be respectful of chaperones and follow their instructions. Please take the time to thank chaperones for their time and support. We could not be successful without their volunteer efforts.
2. Be orderly and attentive at all events. Be prepared for anything.
3. Remember to act in ways that reflect positively on the good reputation of the CWHS band.
4. Stay with the group at all events unless given permission to leave (sometimes you will have to be accompanied by a chaperone). If you are given permission to leave, make certain you return when instructed to do so.
5. Only band members are allowed in the band section of the stadium.

6. Ride buses to and from all band events when buses are provided. The only exception will be for students who have received permission from the director to leave the band event with their parents. To receive permission, the student must fill out a permission form and have it signed by a parent. This is a permission form to leave with a parent — not a permission form to leave early. This must be done before the event takes place. Also, the student must make sure that they have arranged for someone to put up their uniform and instrument equipment.

7. Avoid making noise while roll is being called or instructions are being given (especially on buses).

8. Avoid making buses dirty when on trips. Please throw trash in the trash bags provided.

9. If using audio equipment (esp. on buses), use headphones and keep the volume level reasonable. Be considerate of those around you and of your own ears.

10. No food or drink other than water in the stands. You will have the opportunity to get refreshments during the third quarter. Also, you will be given a schedule for Friday on the previous Monday. Please refer to this and eat at the appropriate times.

11. When the band is in uniform, please be in complete uniform. Keep the uniform clean by avoiding food or drink that may stain.

Rehearsal Expectations

Because the success of an ensemble depends on the work and dedication of each and every member, we will establish the following principles in order to maintain discipline and achieve a level of quality that will reflect positively on every member of the band, the music program as a whole, and the school community.

- Arrive at rehearsals on time with everything you will need.
- Take responsibility to get your instrument out and ready to play, adjust

your chair and stand so that you can see the director, and put your music in order as soon as possible after entering the band room.

- Do not eat, drink, or chew gum when you are in rehearsal.
- Sit or stand as appropriate with good playing position at all times.
- Do not talk or play when the conductor is speaking.
- Stop immediately after a cut off and listen for directions.
- Do not touch any instrument other than your own unless instructed to do so.
- Make sure that your name is on your instrument case and music at all times.
- Have a pencil (not a pen!) at every rehearsal.
- Prepare for each rehearsal. Make sure that your instrument is in working order and that you have your music * and have practiced it prior to the rehearsal!
- At the end of rehearsal, pick up your area so that it is cleaner and neater than before you arrived, pack up, and arrive at your next class on time.

IV. Procedures

Presented here are situations that may occur and procedures that should be followed in order for our band program to operate smoothly and fairly. Please make every attempt to follow these procedures to avoid the need for parent-teacher conferences.

Conflict with a Band Event

Directors must be given a minimum of two weeks notice of any scheduled conflicts with an after school band event (rehearsal, performance, or other scheduled activity) for the absence to possibly be excused (this does not guarantee that an absence will be excused). This notice must be given in the form of a written note from the parent, hand-delivered (not stuck under a door) to the directors (the note may be delivered by the student). The note should include the parent's home and work phone numbers and detail the reasons for the anticipated absence.

Doctor's appointments should not be scheduled that conflict with band events. Any conflict that may arise with a band event must immediately be brought to the attention of the directors so plans may be adjusted, if needed. Only in case of an extreme emergency will an exception be made to the two week rule (forgetfulness is not an

emergency). Even in the case of an extreme emergency (such as an illness or death in the family), the directors should be contacted ASAP so appropriate plans may be made to cover for the missing student. We cannot stress enough the importance of organizing calendars. Students should get with parents and make certain the parents know of all scheduled band events so conflicts may be discovered and dealt with.

Examples of reasons for an excused absence (not inclusive):

- illness
- death in the family
- once-in-a-lifetime event

Examples of reasons for an unexcused absence (not inclusive):

- work
- routine doctor, dentist appointments
- not having a ride
- being grounded

Absent from School on the day of an After School Band Event

If a student is absent from school they cannot participate in extracurricular activities for that day. Any student is absent from school if they are not in attendance a majority of the day. It does not matter if the absence was excused or unexcused. Field trips will not prevent a student from participating in an after school activity. For example, if a student were absent from school on a Friday, he/she would not be allowed to perform at that Friday night football game (or like activity) but he/she could perform (and would be expected to do so) at the marching contest (or similar band event) the next day. If that student were still too ill to participate with the band on the Saturday event, the student will need to return with a doctor's note specifying the illness and why they could not participate. This must be done within one week of the absence for it to possibly be excused. Please, the directors must be contacted as soon as possible, prior to the event, so appropriate plans can be made to cover for the missing student.

If a student is absent from school all day and misses an after school band rehearsal, the determination of excused or unexcused is based on the type of

admit slip given to the student upon returning to school. If the CWHS Attendance Office issues an excused absence slip then the absence to the after-school rehearsal is considered excused (a doctor's note is NOT required). If the CWHS Attendance Office issues an unexcused absence slip then the absence to the after-school rehearsal is considered unexcused. If the student is absent from school and misses a performance, a doctor's note may be required to be excused. Otherwise the missed performance will be unexcused. Excessive absences (excused or unexcused) may require a doctor's note rather than simply a CWHS admit slip.

If a student attends school and then checks out on a rehearsal/performance day, documentation in the form of a doctor's note will be required.

Want to voice a concern, problem, or suggestion?

Contact Mr. Salley at any time. The phone number for the music office is 740- 6007. My email address is dsalleydcbe.org. If you are presenting a problem, try to recommend a solution at the same time. Suggestions will be considered and discussed by the staff. We welcome any ideas that will improve the band and the musical education we offer our students. Please bring concerns directly to the band director. If after that you feel unsatisfied with the results (we will do everything possible not to let it get to that point), feel free to pursue the issue with the administration at CWHS.

V. Fees

While we wish that band could be completely *'free'*, the simple fact is that it costs money to run a quality band program. The Band Booster Organization covers the costs of the band from year to year including: new instruments, band owned instrument repairs, band camp, staff, supplies, colorguard equipment, competition expenses (entries and travel), uniform cleaning, and large items such as equipment truck and large band instruments (tubas, percussion, etc....)

The CWHS Band generates income from two sources: fundraising and Band fees. Below is a list of band fees and dates in which they will be charged to student accounts.

Payment	1	\$50	May	19
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Payment	2	\$150	July	21
Payment	3*	\$100	Dec	5

**co/orguard members only pay \$50 for the 3rd payment.*

In addition, the following fees may apply. **Please note that these fees are based on last year's cost and are subject to change**

Marching Shoes \$30.00
 Gloves \$2.00
 Color Guard Uniform \$90 Color Guard Shoes \$30
 Honor Band \$30 Mid-State Auditions \$10
 Solo/Ensemble \$10
 Leadership Clinic \$30

No student will be denied participation in band because of financial reasons. If you feel like the above payment schedule is not workable for your family, please fill out an alternate payment plan form and see either Mr. Salley or Mr. Wilson. All conversations and paperwork will be kept in the strictest confidence.

VI. Student Accounts

Each student is assigned a Student Account with CHARMS that tracks charges and payments through out the school year. Statements are provided to parents by several means.

Email - At the beginning of each month, the Accounts Manager will email a copy of your child's statement to your email address. In addition, each time a payment is posted to the account, a new statement will be issued.

US Postal Delivery — For those families who do not have access to an

email account, a written copy of your statement will be mailed after the first week of the month.

Online Student Accounts — By the end of Band Camp week, each student will be issued a login and password to access their online Student Account. You may login in at any time through the web site.

Payments to Student Accounts

Band Fees may be paid by writing a check to CWHS Band, placing the check in an envelope, and having your child put it in the locked box in the band room. You may also mail your payment to the Band Boosters.

Creek Wood High School Band Boosters
Mr. Andy Wilson
P.O. Box 404
Charlotte, TN 37036

1. Put your child's name in the memo line of the check. This is especially important if your child's last name differs from yours.
2. Place the check in an envelope and include a brief note explaining what this payment is for such as fees, shoes, gloves, band trip, etc.
3. Seal the envelope and put your child's name on the outside of it.

Once your child deposits the payment into the band box, it can take anywhere from 3 days to two weeks for this payment to appear on your statement. Please keep in mind that payment process is essentially a manual process. During peak payment times, the treasurer may have to open 100 or more envelopes. Each check is meticulously recorded, and a deposit is created from the set of checks. Each of these checks is then posted to the individual accounts.

VII. Band Boosters

The purpose of the booster organization is to appraise parents of the workings and functions of the band and to assist and promote the band and its activities. As a result, the key functions of the group involve communications, chaperones and fundraising/ financial support. The time and dates of monthly meetings are set at the first meeting of the school year.

This is a time for idea sharing, discussions and decisions. This is also a time of interaction with the directors.

All band parents, high school and middle school, are welcome!

Band Booster parents are an important part of the Creek Wood Band program, and have a vital role to play. Without the assistance and cooperation of band parents, there would be no chance to reach the level of success that we aspire to. These are many things parents can do:

1. Attend monthly booster meetings held in the band room.
2. Volunteer for parent committees. There are many different tasks with which we need your assistance. Everyone can find a niche that suits their expertise; chaperones, uniforms, transportation, equipment, sewing, meals, and publicity are a few of the many possibilities.
3. Be supportive of the band program and your child's participation by:
 - a. Assisting your child to be prepared and punctual for every rehearsal and performance.
 - b. Notifying directors if your child is to be absent or late for performances or rehearsals. This should be done in advance except in emergency situations.
 - c. Encouraging your child to practice at home and help them find a quiet place to do so.
 - d. Showing your interest and support in your child's music study by enthusiastically attending every performance possible.
 - e. Discussing with directors and staff anything that will help them understand and better serve your child.
 - f. Please pick your child up from rehearsals and performances on time. The student will always be given this time in advance. Please understand the directors cannot go home to their families until everyone leaves.