

Cox Mill High School Band Handbook



(Revised 2019)

To Cox Mill Students and Parents:

Welcome to the band, one of the most exciting high school experiences in which you can be a part of! Now, more than ever, we have information to justify why we participate in this demanding, yet rewarding, activity. Experts have concluded that the study of music helps with spatial reasoning, test taking, and overall quality of life! Factor in social skills, emotional development, leadership training, group interaction, aesthetic perception, music-making, and the discipline of being in a band program, and I don't know why anyone would not want to be involved in an excellent band program like the one at Cox Mill High School. The ultimate goal is lifelong understanding and appreciation for high-quality music education!

Everyone should read the information in the handbook, even veteran students. Some of the information will change from year to year, so make sure you're informed. For those new to the program, this is the "band bible," which keeps us running smoothly and efficiently. Most questions can be answered by consulting *the handbook*, and policies will be adjusted from year to year as the need arises to clarify issues within the program. It is my hope that the information contained in this handbook will both inform and inspire! The advocacy article "How Parents Can Help" is designed to give guidance to parents; read it carefully to gain important insights. Students need to know we think that what they do is important. You will quickly find that band is truly a family in and of itself.

This past year was full of successes by the Cox Mill students. In all areas of the program, there was growth and indications that the program is only going to continue to do great things! As of this writing, we are looking ahead to some wonderful opportunities for the coming year.

Football Games, Pep Rallies, Competitions, Parades, All County Band, All District Band, All State Band, MPA Festival, Solo and Ensemble, and our local concerts.

This handbook is designed to answer any questions you might have concerning the program. Please read all of the information and sign the mutual consent form. I am honored to be your band director and am looking forward to a great year!

Adam C. Singer

Adam Singer, Director of Bands

Mission Statement

To provide a quality music experience, as well as an opportunity for students to learn and grow into an excellent person and leader.

Programs Offered

Spirit of Cox Mill- Marching Band that meets during the summer and fall. This ensemble performs at places such as Friday Football games, Competitions, Parades, and local community events. The marching band purpose is to provide support for all of our athletics and to provide incomparable school spirit, while performing at the highest degree possible.

Concert Band, Symphonic Band, Wind Ensemble- Meet during the school day, CB-2nd, SB-3rd, WE-1st. The bands perform at local events and concerts. The bands perform four concerts a year, including Music Performance Adjudication. CB will usually perform literature from grades 3-4, SB from grades 4-5, WE from grades 5-6.

Jazz Ensemble- Meets after school during the spring. Jazz Ensemble is our go to extra-curricular community ensemble. The Jazz ensemble will perform at many different events out in the community such as dinner parties, auctions, fundraisers and dances. The band will also perform a concert in the spring.

Chamber Ensembles- Groups such as trios, quintets, and small ensembles. These groups are student led and provide an excellent opportunity for students to work together towards a goal that they set. Chamber Ensembles can perform out in the community in churches, family gatherings, and for festivals. Students may choose to perform at Solo and Ensemble MPA.

Percussion Ensemble- The Percussion Ensemble will be led by the percussion instructors. They will meet after school during the spring semester. This ensemble performs high energy, entertaining percussion arrangements for the local community

The **GOAL** for our program is to be the best **WE** possibly can be. We do not focus on the things that we cannot control, but focus on the things we can. Musicianship, passion, discipline, rehearsal etiquette, leadership, and attitude are things that we can control. We are always looking to be better and are growing to be the best we can be.

Be YOUR best today.

“Success is peace of mind which is a direct result of self-satisfaction in knowing you did your best to become the best you are capable of becoming.”

-Teacher/Coach John Wooden

After School Attendance Policy

The only excusable absences are pre-arranged* school conflicts and those that would be excused by the school for regular attendance records, i.e. illness, death in the family, or religious holiday. *Individual needs will be addressed as they occur. This system is subject to modification by the director.

Absences

Attendance is required at all events, unless specified by the Director or Staff. Students must understand their presence is crucial at every practice and performance. The band relies on each and every student to be present to be as successful as possible. We cannot be our best when we are not present. Students should use the calendar to

make sure there are no conflicts that will cause them to miss a performance.

For ALL band related absences, the following procedures must be followed by the student and parent:

1. Director must be notified in two weeks in advanced.
2. For illness, a doctor's excuse must be submitted in order to be excused.
3. Although cleared by the school office, absences from a band activity that same day must be cleared with the director as well.
4. Detention, Clubs, Make-up Test or Homework is not a valid excuse to miss rehearsal.
5. Un-excused absences may result in losing privileges, a grade deduction, probation from performances, or dismissal from the program.
6. In extreme cases, a phone message may be left on the band answering machine, with a follow-up personal call. 704-260-6617

Scheduling

Please do not schedule work, doctors' appointments, drivers' education, family gatherings, and vacations when your student is required to be at a rehearsal or performance. Be mindful that your student plays a huge roll in our band program and we need them to be present at all rehearsal and performances.

Student Behavior Policy

Students are consistently reminded they are representing Cox Mill High School and our band program at all times. This includes out in public. A shirt with the bands or schools' logo on it is just as effective as the uniform you wear. Great behavior leaves a wonderful impression on others in the community. Due to the many appearances, a band member makes in public, they are a direct representation of the school and our program. It is expected and requested that each student act like professional at all times. Polite and courteous behavior such as "Yes Sir, No Sir, Yes ma'am, No ma'am", holding the door open for someone, picking up trash, and having a positive attitude is not only encouraged, but it is required of our band staff and students. Cursing is prohibited from our band program. We are smarter and are more professional than to use harsh language. All band members are obligated to note any act of misconduct and call it to the attention of the person involved immediately. If it becomes necessary to correct the same individual a second time, the director should be notified. Misconduct may result in losing privileges, a grade deduction, probation from performances, or dismissal from the program.

Discipline Policy

All discipline problems will be recorded in a "Discipline Log" that will be kept in the Band Office. All records will be kept on file through the entire year. Once an incident has been logged, it cannot be worked off or removed until the end of the year. It is the sincere hope of the director that we will never have to proceed past the first level offense. Depending on the severity of the offense, any of the levels may be skipped to match the appropriate discipline.

FIRST OFFENSE	Verbal Warning
SECOND OFFENSE	30 Minute detention/Parent Contact
THIRD OFFENSE	60 Minute detention/Parent, Student, Teacher Conference
FOURTH OFFENSE	Administrator Conference and removal from the band program.

Duties of a Band Member

- Be on time to all rehearsals and performances. EARLY IS ON TIME – ON TIME IS LATE.
- Upon entering the rehearsal setting, acquire your instrument and go directly to your seat.
- When the director or staff member steps on the podium or asks for your attention, all talking should cease.
- Come to rehearsal with a GREAT ATTITUDE.
- There is no excess playing (i.e. horsing around on the instrument); only positive growth.
- Improve on a daily basis and establish a good practice routine.
- At the end of rehearsal, put all materials in their proper place.
- Maintain a strong academic standing in all course work.
- Become responsible for and assume responsibility for your own actions. Be the first to admit you are wrong and that you will fix it.
- Have a proper respect for yourself and those around you.
- Have and achieve high musical expectations.
- Always hold yourself and the band to a high standard.

A Band Members responsibility to:

The School- Cabarrus County Schools and Cox Mill High School provide us with the excellent resources we need. It is the bands responsibility to take care of, respect, and honor our school and school system. We cannot accomplish anything without their support!

The Music- Music has always been a part of our culture. We must take what we have and use it for the betterment of ourselves and society. No one expects virtuoso musicians, only strong efforts! The great composer Gustav Holst once said, ***"Only 10% of a piece of music is on the printed page. We as musicians have the responsibility of creating and producing the other 90%."*** The joy of music is not in everything that is apparent. It must be discovered and created.

One another- A band is defined as a group of people that work together to accomplish a common goal. We must always do what is best for the betterment of our band program. There can be no selfish acts solely for the benefit of the individual, but for all. Respect each other. If there are conflicts, find a way to resolve them. No one wins an argument. We are all here for the same purpose, to live a happy and successful life.

Student Leadership Team

The student leadership consist of multiple different opportunities for your student to become involved in the working process of the band. The band is the biggest organization in the school and it takes a team to make it work efficiently. All leadership positions in the band program are interviewed positions. Interviews will happen in the Spring. Each of these positions are to last one school year. If the student does not uphold the qualities of an exceptional leader, then they may be removed by the band director. One person may hold more than one position per term.

Marching Band Positions

- Drum Major
- Field Commander
- Section Leaders (Woodwind, Brass, Percussion, Guard) –(Interviewed)
- Uniform Team
- Band Librarians
- Secretary
- Social Committee
- Field Team
- Physical Trainer
- Clean Up Crew

Rules and Policies

General

- No food, drink, or gum is allowed in the band room unless SPECIFICALLY permitted by the director. (Only water)
- The band room and other C. M. H. S. facilities must be kept clean and orderly. We are fortunate to have such great facilities and we should treat them accordingly.
- No Public Displays of Affection are permitted on school grounds or on school trips. The only permitted PDA is holding hands unless otherwise stated in the school handbook.
- Be respectful of other people's possessions as well as their personal space. There is no reason for physical contact of any kind.
- Cursing is prohibited from our band program.
- NEVER TALK WHILE AN INSTRUCTOR IS TALKING OR TEACHING.
- Be ready to begin rehearsal ON TIME.

Bus Policies

- There should be at least 2 adult chaperones per bus.
- Only band students, school personnel, and chaperones are allowed to ride the bus.
- Students will return on the same bus they go on. No Switching around.
- Students will meet in the band room and be dismissed by class, Seniors go first.
- Students may return home with a parent if they have arranged to do so. A parental note is required, and needs to be given to his/her bus chaperone.
- Bus seating will be gender appropriate **after dark** on all trips.
- Students should stay in their seats while the bus is in motion.

- Loud, boisterous, or indecent behavior will not be tolerated.
- There is to be no smoking, drugs, alcoholic beverages, or weapons of any kind on band trips. This is School Board Policy and violators will be turned over to the school administration.
- No windows or doors (especially back doors) should be opened or closed without the permission of the bus driver. Also, as per school policy, nothing will be thrown out of the windows at any time.
- Upon arrival at a destination, students are to stay seated until given permission from the director or head chaperone.
- School Dress Code must be met at all times. Including trips, rehearsal, and performances.
- Students use of electronic devices must adhere to all CCS rules and regulations.
- **Always** be courteous!

Procedures in uniform

- At no time will a student appear in public in partial uniform (unless instructed by director).
- No other hats than the one provided are to be worn with the uniform.
- Never run in uniform unless approved in performance.
- It is your responsibility to take good care of the uniform.
- You are financially responsible for lost or damaged parts. (socks, gloves, gauntlets)
- Studded earrings are the only permitted jewelry in uniform.
- Make-up is not allowed in uniform. (It rubs off on the collar and stains uniform)
- Shoes are to be kept in good shape and clean.
- Long hair is to be tied in a neat pony tail and placed behind hat.
- Athletic shorts **MUST** be worn under the pants since it is sometimes necessary to change on the buses.
- Cell phones are NOT a part of the uniform and are strictly prohibited.

Marching Band Uniform Inspection

Prior to performances, all band members will participate in inspection. Any member that does not pass the inspection will not be allowed to participate in the performance until the problems are corrected. It is the band member's responsibility to make sure everything is in order for inspection.

The following will be checked during inspection:

- Members have all necessary pieces to the designated uniform
- Shoes are cleaned and polished
- Hair is worn correctly; Women: Hair neatly brushed and pulled back away from face (ex: ponytail) Men: Hair neatly combed or brushed. Hair does not touch collar of jacket or hang out of the hat.
- Members will be checked for jewelry
- Clean and properly working instruments
- Stands music (for football games) and music for indoor concerts

Inspection will take place in the band room or at designated location at contest. The band officers will be responsible for running the inspection. This process should take no more than 20 minutes. Band members will remain silent and stand at parade rest for the duration.

Cox Mill Concert Attire:

Concert Attire Forms will be sent home with student who need to order concert attire. Checks to pay for concert attire need to be made out to "Charger Bands"

Male- \$45 Dress Pants, Black Shoes (Student provides shoes) White Tux Shirt, Black Bow-Tie, Black Cummerbund
 Female- \$60 "Concerto Dress" floor length black dress, Black flats or heels (student provides shoes)

Hotel Guidelines

- Parents and students will be responsible for paying for any incurred charges, including lost room keys.
- Rooms are to be locked at all times
- Hotel rooms will be taped at night
- There will be no one of the opposite sex in your room unless accompanied by a chaperone.
- Playing instruments in hotel room is prohibited.
- No one is to leave the hotel alone and without permission from Director. Any student found leaving the premises without permission will be dealt with by the CMHS Administration upon arrival to CMHS.
- Band members are expected to be at the right place, at the right time, ready to go.
- Chaperones will come to your room each evening to give you information about the next day.

Classroom Procedures and Classroom Information

- You must be in the band room when the bell rings: a downbeat will be given 2 minutes after the bell. During the 2 minutes before-hand you should move to your seat; obtain music, a music stand, and a pencil; and begin warming up for the day's rehearsal. Make sure you have extra reeds. Percussionists should set up all equipment and music during the warm-up.
- Lesson Plan will be posted on the TV each day. Please review and get all necessary materials out and ready.
- Announcements will be made at the beginning or end of class.
- Talking will not be tolerated during a rehearsal
- The purpose of rehearsal is for you to learn the parts of others and how they relate to yours, not to learn your individual music!
- If you must leave your seat for any reason, please ask. Restroom breaks will be taken between classes unless it is an emergency.
- In your individual warm-up, it is important to practice long tones, lip slurs, and scales. Horse play on your instrument will not be tolerated. (i.e unproductive high notes, playing with bad tone, playing extremely loud.)

Materials Needed for Class

- Each student should have the following items in class every day:
- a sharpened pencil
- instrument (sticks, mallets)
- music and binder
- at least 3 reeds (clarinets and saxophones)
- at least 3 reeds (oboe and bassoons) and water canisters for soaking
- Proper method book for specific ensemble

Band for Honors Credit (Fall)

- Successfully perform by memory all scales and arpeggios listed on either the 9-10 or 11-12 scale sheet depending on a student's grade level.

- Perform All-District Prepared Piece for Mr. Singer
- (Spring)**
- Perform a Solo or Ensemble Piece In-Front of class
 - Write a 1 page reflection on preparation and performance of Solo/Ensemble Piece

Performing a secondary instrument – (With approval)

- Be registered for band in the fall and spring on your primary instrument.
- Approval form complete from Mr. Singer
- Register for a semester of concert band in addition to the two other upper level classes. (This would mean being registered for 3 sections of band for the entire year.)

CMHS Performance Policy

Respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another, and strive never to diminish another's efforts by our conduct or our attitudes.

Everyone has the right to feel physically and emotionally safe at school and especially in this classroom.

I am aware that if I engage in any of the actions or behaviors that constitute bullying, I will be removed from performance/group activities. I will also be subjected to further school discipline for bullying. I will respect the rights of other people and act appropriately towards them and their efforts to grow as a performer.

Late Work/Performance Grade

Late work will be accepted five days after the assignment was due, at a 10 percent loss of points per each day it is late. Students may turn in work after the fifth day, but will only receive at max, half credit for the assignment. Students may turn in late work until two days before the end of a nine week grading period. After that date, grades are submitted and any late work cannot be turned in.

Students will be performing for part of their grade in class. If a student refuses to perform, then they will receive a zero. All students need to be prepared to perform on the due date. There is no late work for a performance grade.

Ensemble Chair Placement and Challenges

At the beginning of each semester, students will audition for a chair placement. This will determine where a student sits as well as what part they will play. Mr. Singer will also mix up the parts from time to time so a student gets the opportunity to play multiple parts to develop their register and musicianship.

Challenges

A challenge is an opportunity for the students to "Challenge" the other student for a higher chair placement. Challenges will begin the week after auditions conclude. Mr. Singer will provide challenge cards. The challenge will consist of two scales and two passages from the students concert music. Student in lower chair will need to learn and prepare the higher chairs music for the challenge.

Voice Recorders can be used as student playing test assessment tool. Once a week, students will be sent to record a section of their music on the bands iPads or their phones. The student will then be graded based on their performance of the music. If the student misses school the day of the assigned playing assessment, they will make it up upon return to the classroom or in their own time.

Attendance, Tardy and Exam Policy:

Please refer to the high school student handbook for a complete policy listing.

Class room guidelines:

- Food and drinks are prohibited in the band room. Only bottled water will be permitted.
- Please use restroom before or after class. In the case of an emergency, you will be allowed to exit to use the restroom.

Make-up work is the responsibility of the student. Please ask during the next class period for make-up work. After school help is available by appointment.

School-Owned Instrument Policy

Cabarrus County Schools Requires each student to submit a \$25 class instrument rental fee. This is required from each student that will be performing on a school owned instrument. Each student who uses a school-owned instrument is completely responsible for the care of the instrument. If an instrument damaged occurs, the student is responsible for the entire cost of the repair or replacement of instrument.

Band Room

The use of the band facilities before, after, and during school is a privilege. Students who abuse the facility will be disciplined accordingly. Any abuse or damage will be considered vandalism. **No outside students are permitted in the band room** except for business with the director. There will be no horseplay in or around the band room. All percussion and guard equipment is off limits to anyone not specifically designated to use them. There will be no storing of personal items in the band room.

Practice Rooms/Sectional Room

Practice rooms are to be used for practice or private instruction. Keep the room neat with the appropriate music stands in place. Please return the room back to original state after instruction has concluded.

Band Office

The band office is a place of business and should be treated that way. If the door is shut, knock first. Many times we have meetings with staff, parents, and students that need to be kept confidential for personal and professional reasons. Telephone and computer are off limits unless given authority prior to use.

Equipment Needs

PERCUSSION ACCESSORIES

Each percussionist should have the following materials:

- Pair of general snare sticks
- Pair of general timpani mallets or staccato mallets
- Pair of rubber xylophone mallets, Musser Blue or Musser Green
- Pair of yarn mallets, DS 16 or DS 18
- A stick bag

*Percussionists play primarily on school owned instruments and should treat their stick bag as a growing collection to be protected and added to

Cox Mill Mouthpiece and Instrument Information

Step-Up Mouthpieces

Clarinet:	Van Doren B40
Bass Clarinet:	Vandoren B50
Alto Saxophone:	Vandoren OPTITIUM
Tenor Saxophone:	Vandoren V16
Bari Saxophone:	E. Rousseau JDX
Trumpet:	Bach 3C or 1 & 1/2C
Horn:	Schilke 29 or 30
Mellophone:	Yamaha Standard Mellophone 14F4
Baritone:	Yamaha L48 or Bach 5G
Trombone:	Bach 5G or Schilke 51 D
Tuba:	Hellenberg 120 S or Bach 18

*** All Woodwinds should have their own ligatures (Rovner or Vandoren Recommended)***

All Woodwinds needs to be on a 3 reed rotation HS Students should be playing on a (3 or a 3 1/2 size reed)

Step-Up Instruments

Piccolo:	Yamaha YPC 62
Flute:	Yamaha 581 H
Clarinet:	Buffet R-13
Oboe:	Loree or Fox 400
Bassoon:	Fox Renard 220 or 222
Alto Saxophone:	Yamaha YAS-62III Professional
Tenor Saxophone:	Yamaha YTS-62III Professional
Bari Saxophone:	Yamaha YBS-62III Professional
Trumpet:	Bach Stradivarius or Yamaha Xeno
Horn:	Conn 8D Double Horn
Trombone:	Bach 42 BO (With F-Attachment)
Euphonium:	Yamaha YEP-642II Neo Series Compensating
Tuba:	St. Petersburg

Instruments Cox Mill has to check out:

Piccolo	(Used in Marching and Concert)
Oboe	
Bassoon	
Tenor Saxophone	(Used in Marching and Concert)
Bari Saxophone	(Used in Marching and Concert)
Horn	
Mellophone	(Used in Marching Band)
Marching Baritone	(Used in Marching Band)
Euphonium	
Tuba	
Sousaphone	(Used in Marching Band)
Marching Snare	(Used in Marching Band)
Marching Tenors	(Used in Marching Band)
Marching Bass	(Used in Marching Band)

Communication

The has multiple ways of communication. One great communicative tool is Social Media. The band will use the Facebook Page for any extra information you would like to know. It is also a great way to share videos and pictures of the students!

Remind 101 is a great tool that all students and parents should sign-up for. Remind 101 is a text message tool where the director can make a quick announcement. The director will use this for quick reminders and to let students know where a meeting spot is while on trips.

The end all be all for our band communication is the band website. The band website will be up to date more than any other way of communication. On the website you will be able to find forms, turn in forms, listen to recordings, find out news and updates, and most importantly.....TO DOWNLOAD THE BAND CALENDAR!!!

You may contact the band director by sending an email to director@chagerbands.org. Or by calling the school at (704) 260-6617

Parents' Responsibility To The Band

It is the responsibility of every parent and guardian to see that the policies outlined in the HANDBOOK are followed and that the form in the back is signed and returned. This states that you UNDERSTAND the policies as set within, and that any questions are to be directed to the band director by making an appointment. Each parent IS responsible for the attendance of his/her child at all band functions. It is the responsibility of each parent to see that their child practices his / her instrument daily. The hands of the directors are tied without the help of parents.

How can you help?!

When a “band question” arises, it is important that you get factual information before discussing it with others. We do more harm to ourselves, the band family, when we talk about things that contain one or more “falsehoods” but consider them facts. If questions arise, it is important to remember this axiom: If it is a performance issue or anything dealing with the band proper, contact (Band Director). If it is a fundraising question or anything dealing with parent issues, talk with the booster club president.

- Show an interest in the music study of your child.
- Arrange a regular time for your child to practice.
- Find a quiet place where he/she can practice without interruption.
- Listen to performances of practice material, when asked to do so.
- Help the student keep a DAILY RECORD of practicing.
- Come up with a reward system for DAILY practice.
- Keep the instrument in good repair and keep at least three reeds in the case; get a metronome!
- Be extra-careful with school-owned instruments. Repair costs are high!
- Teach your child to be prepared and on time to each rehearsal or lesson.
- Provide private instruction!
- Make faithful attendance at all band activities important.
- Buy your child a personal planner for marking important dates.
- Keep the Handbook in a safe place and refer to it often.
- Notify the teacher if the student is to be absent for rehearsals or lessons.
- Double-check behind the student to make sure that they have their instrument.
- If student is absent, make sure that their folder gets to school, if they share it with someone. Visit rehearsals occasionally.
- Attend booster meetings, concerts, games, and contests.
- Turn in fundraising money **on time.**

Financial Obligations

A necessary evil in any activity is funding. Although our school contributes to the band, we still need to generate more funds through our Band Boosters to operate at the highest level. Each band student is assessed a dollar amount determined by the budgeted needs of the band for that year versus the number of band and guard members. For our program to function properly, EVERY student must meet his or her financial responsibilities. Those students who need assistance may talk with the Band Director or Treasurer to make the proper arrangements to meet their financial obligations.