



## **Student and Parent Handbook**

**Director: Joshua Adams**

**Spring 2023**

### **Welcome from the Director**

Welcome to the beginning of a new semester, everyone. It has been a while since I have seen some of you – welcome back. This year we have really been raising the bar for our band program. This semester is no different. We have a lot of awesome things planned for you, but we’re going to have to put in some time at home. This semester our plan is to attend MPA at the end of March in Grade IV – one level higher than last year where we reached *Superior* rating. The music is not easy. It will challenge us to really make music and not “make notes.”

We also have a [potentially] neat Spring Concert planned for May. Our plan is to present *A Tribute to John Williams – A Concert*. This music is hard, but not impossible for this group to achieve. It’s just going to require us to all do our part at home. All it takes is one person to not pull their weight for us to have to course correct and play easier music for wither of these concerts.

I’m very excited for this semester. A lot of you have been asked for more, and here it is. Please don’t make us regret it. You all are very capable musicians, but the only way to success is for all of us to do our part both in and outside of school. Mr. Adams can no longer “spoon feed” parts to you all. It’s time for us to spread our wings and fly. There may be some growing pains associated with that, but I know in the end we will all “Take Flight” together.

Joshua Adams

Director of Bands

Central Cabarrus High School



## **SECTION I – GENERAL EXPECTATIONS**

The band program at Central Cabarrus High School is one of the largest, most time-engaging organizations that the school has to offer. Our program is designed to be as efficient and procedural as possible to make the most out of our time. This ensures that our day-to-day operations run smoothly. The policies and procedures of this handbook will help ensure that all aspects of the band program run properly and that each student is successful in their endeavors. Please do not ask for exceptions to these rules. Sometimes an event may happen that leads to a modification of a policy. Modifications may be made on a case-by-case basis, but only at the discretion of the Band Director and/or school administrator. It is impossible to anticipate every possible situation that may occur. In instances that a policy is not outlined, the Director will make a decision that is in the best interest of the band program and/or the student(s) involved. If you have a question about a policy or procedure, please consult this handbook first.

### **OBJECTIVES OF THE BAND PROGRAM**

- To teach music through performance.
- To develop each individual into a responsible, contributing member of a larger group.
- To teach an appreciation of multiple styles and genres of music.
- To develop individual and group performance skills.
- To introduce students to music history and music theory through their relation to performance literature.
- To provide for the musical needs of the school and the community.
- To provide all students with a high-quality musical and social experience.
- To uncover self-discipline and leadership skills within each individual.
- To provide each student a variety of performing ensembles and performance opportunities to develop well-rounded musicians.
- To provide lasting, positive memories and experiences which will help students become consumers and supporters of all forms of music.

### **SPRING 2023 PERFORMING ENSEMBLES**

#### **Symphonic Band**

The Symphonic Band & Concert Band are the premiere performing ensembles of the Central Cabarrus High School band program. Students focus on advanced aspects of the individual and group performance. The ensembles also strive to develop each student's skills in the areas of music theory, aural skills, and general knowledge of music. These ensembles are designed to offer students the ability to study and play a wide variety of music.

### **PHILOSOPHY OF PRACTICE**

Even though we will be working in-class daily on playing, the band and its members will never improve without sufficient practice. Students are expected to practice *at least 30 minutes every night* on the material that we are working on in class. In other academic classes, homework is given nightly. Likewise, in band, our daily practice is considered our “homework.” Regular playing tests will be given to ensure all



members of the group are meeting their responsibilities of practicing. Those students who choose not to practice at home will likely find it difficult to receive higher marks on these tests. Think of it this way, students: why would your parents spend hundreds of dollars on instruments, accessories, lessons, music, band fees, etc. for you to not practice?

## **PROGRAM RESPONSIBILITIES**

Each instructor, student, and parent have responsibilities in a successful band program. Listed below are those areas in which we all wish to excel. Any student who is enrolled in the band class and does not work hard to make progress is wasting their own time! We firmly believe that the happiest students are the ones who are working consistently to improve through regular practice and growth. He or she must not only know the difference between right and wrong, but also how to develop a high sense of purpose toward fulfilling their goals.

### **What Are My Responsibilities?**

#### **The Band Member's Responsibilities:**

1. Have regular attendance and account for all absences with a doctor's note.
2. Make a real effort to learn and improve daily.
3. Become responsible for and expect to assume consequences for your actions.
4. Be personally clean and neat and dress appropriately at all times.
5. Have the proper respect for adults who spend their free time working with you.
6. Follow all rules and regulations in the classroom and when the band travels.
7. Be honest and fair with others concerning music, equipment, and school life.
8. Follow instructions the first time they are given.
9. Take responsibility for your own actions: do not lie, cheat, or steal.
10. Make sure that your attitude is positive and in check at all times.
11. Arrive BEFORE the scheduled rehearsal time. NEVER BE LATE!
12. Bring all required materials to each class or rehearsal. A positive attitude, a strong work ethic, and an open mind are also needed at all times.
13. Take ownership of your ensemble and have extreme pride in your work.

#### **The Band Director's Responsibilities:**

1. Provide students with the proper rehearsal space, storage and equipment as considered necessary to aid in the development of the student's musical ability and good citizenship habits.
2. Plan each day's assignments and encourage the daily progress of the band.
3. Provide the band with a full musical education through rehearsal, performance, listening, written assignments, and evaluation.
4. See to it that any disruptive students are dealt with in a fair and consistent manner so that the music education of others is not disrupted.
5. Dismiss any students who are not adding to the program due to poor attitude.
6. Evaluate the progress of each band member.
7. Supervise all students and staff.

#### **The Parent's Responsibilities:**

1. Be supportive and encouraging to your child or children and be supportive of the efforts of other band members.



2. Attend Band Booster meetings and volunteer to be a part of its many facets and functions.
3. Be a positive advocate of the band program to friends, family, administrators, district personnel, and community members.
4. Make sure that your child has all of the resources to be successful in his or her musical endeavors.
5. Attend as many concerts, performances, and competitions as possible
6. Take an active role in your child's musical education on the most basic level – ask him or her to play for you and your family often.
7. Make sure your child arrives on time, and that rides are ready in a timely manner at the end of each event.

## GRADE EVALUATION

In every academic class, a passing grade is 70 on a 100-point scale. However, if a musician playing a solo performed only seven of every ten notes correctly, an audience would not judge the performance, or the performer, favorably. Now imagine that each member of a sixty-piece ensemble such as ours missed three out of every ten notes during a performance. There would be thousands of wrong notes during the performance, and we would never want to perform again in public (or private!) if this were to happen. Therefore, students are expected to rise above the “it sounded okay to me,” or “I got most of the notes right” mentality. Each student must make perfection his or her goal at all times and work daily to come as close to this goal as possible. Remember, we are an ensemble, and we will only sound and perform as good as our weakest member.

The standard Cabarrus County Schools grading scale will be used to assign all letter grades. Grades for all ensembles are determined as follows:

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| • Classwork and Assignments                            | 20% |
| • Playing Tests  | 25% |
| • Daily In-Class Performance Preparation/Participation | 25% |
| • Concert Performances                                 | 30% |

Cabarrus County Schools Grading Scale:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% or below

PLEASE NOTE: If a student's personal instrument is in poor playing condition, he or she is expected to take it to a repair shop immediately or inform the Band Director. Failure to do so will result in a deducted grade due to loss of daily participation points. If a student must take an instrument in to be repaired, get a signed note or voucher from the music dealer. This will serve as your “pass” for your instrument and you will not lose any points while your instrument is being repaired or serviced.

*In order to continue in the Central Cabarrus High School band program, a student must maintain an average of “C” or better and have no significant behavior problems. Students who do not meet both of these criteria will be removed from the band program after one semester. Students who do not maintain an average of “C” or better for two semesters will be dismissed from the band program due to poor performance.*



**Late Work Policy:** Classwork can be submitted up to a week after the assignment was originally due. Each school day the assignment is late, 5 points are deducted from your earned score. After the one-week grace period, all missing assignments will be logged as a zero.

## AWARDS

Each year, members of the band earn a variety of awards within the Central Cabarrus band program. Awards for both semesters are presented each year at the Band Banquet at the end of the year. The event is open to all band members and their families. To be eligible for an award, you must participate in an ensemble during the year, have good attendance, a good work record, and not have received any formal disciplinary actions during the year.

## OPERATING POLICIES AND PROCEDURES

### Behavior Expectations

Productive rehearsals are the backbone of a strong instrumental music program and must run efficiently to accomplish the goals of the program. ***No student has the right to interfere with the music education of another student because he or she does not have the self-control to follow policies or procedures.***

### Virtual Behavior Expectations

Should the semester ever bring us into a hybrid/virtual model, the following expectations apply:

- Be on time to Microsoft Teams meetings (or communicate with Mr. Adams if you have to miss a virtual session).
- If you can, be in a quiet place.
- Be prepared.
  - Computer is charged.
  - Camera is on!
- Wear appropriate clothing (Central Cabarrus High School dress code policy).
- Mute yourself when others are talking.
- Be an active participant.
- Use chat features responsibly.
- Speak clearly and stay on topic.
- Be respectful!

## CONDUCT IN THE BAND ROOM

1. There will be absolutely no food, drinks, candy, or gum brought into the band room at any time unless authorized by the Director. Students should eat their lunches in the cafeteria, and refrain from bringing food to the band room. Do not get mad at me when I ask you to throw away food and/or drink. Water in small containers or bottles will be allowed.
2. Textbooks and other school-related materials from other classes are to be taken home at the end of the day. Books and materials left in the band room shall be removed at the end of the week. No backpacks, books, personal property, or cases will be allowed under your chair or in the rehearsal area.
3. Do not handle instruments or equipment that is not yours or allow another student to handle yours.



# Central Cabarrus Band

Concord, North Carolina

Only percussionists are allowed to handle percussion instruments. Only color guard members are allowed to handle guard equipment. In short, if it's not yours, never touch it!

4. If you have not been assigned a school-owned instrument, do not take it upon yourself to grab one to use. They must be properly signed out to you for your use. If you take an instrument that has not been properly assigned to you and something happens to it (i.e. – lost, stolen, damaged) and you have been found to be the one to have taken that instrument, I am going to turn the matter over to the SRO for proper criminal charges to be filed for theft.
5. Students will be held financially accountable for damage to school-owned instruments or property, including uniforms, instruments, music, equipment, and any other item or items that are the property of Central Cabarrus High School or the Central Cabarrus High School Band Booster Organization.

## REHEARSALS IN THE BAND ROOM

1. Required equipment: all music, a working pencil (NEVER A PEN!), at least three playable reeds (preferably five, in daily rotation), necessary oils and greases used to keep your instrument in working order, and instruments in top playing condition at all rehearsals. This also means instruments should be clean.
2. All talking and playing shall cease when the Director or appropriate staff member takes his place in front of the group. Students are asked to raise their hand to be recognized for talking. Talking in rehearsal WILL NOT be tolerated.
3. There will be no playing of instruments between pieces, or when the Director or Staff Member stops to rehearse the ensemble. When the Director or Staff Member stops conducting, everyone is expected to stop playing immediately and listen for instruction. All percussion sticks and mallets will remain still, and members will avoid distracting others by “air drumming” or playing on practice pads or other surfaces.
4. There shall be no talking when anyone is addressing the band, including guest conductors, other teachers, special guests, or any parent or volunteer. This is simple courtesy and will be extended to any person who uses his or her personal time to benefit our band.
5. At the conclusion of rehearsal, all band notebooks and equipment will be placed in the appropriately assigned cubby or will be taken home. NEVER LEAVE MUSIC ON THE MUSIC STAND! Stands should be lowered and straightened or put back on the storage racks (listen for instructions from Student Leadership, Staff, or the Director).

**No student should ever feel that he or she has the right or ability to inappropriately talk back to the Director, a band staff member, a band parent, another teacher, administrator, school employee, or any adult. Requests are made of you for a good reason and are made of you for your common good. If you feel that you have been asked to do something unreasonable, DO NOT argue with the person who asked you to do it. Comply with the request immediately, then come talk to the Director and we will discuss your situation. You are students and you have not earned or been given the right to arbitrarily talk back to any adult associated with Central Cabarrus High School. Slouching, rolling eyes, failure to make eye contact, sucking at your teeth, or any other inappropriate gesture is considered rude and unacceptable! If this is a problem for you, then don't join the band! Bad attitudes of any kind will not be tolerated, and will result in lowered grades, loss of performance and/or travel privileges, or removal from the band program.**

## REHEARSALS OUTSIDE THE BAND ROOM



1. All general rules of the band room apply to any rehearsal on the field, on the concert stage, at any competition venue, or at any other performance outside of the band room.
2. Members are expected to follow instructions the first time that they are given. All instructions are given for a good reason. Even if you do not understand the rationale behind the request, comply with it immediately. We will never ask you to do anything that isn't for your individual or group benefit.

## SUPPLIES

Students are to provide their own supplies and accessories (reeds, oil, grease, etc.) Supplies may be easily purchased from any music dealer. Students are heavily encouraged to always have extra supplies on-hand. The following is a list of supplies that players are expected to own, according to their instrument:

1. All students need a 1 inch, three binder with 5 dividers.
2. All brass players should purchase a mouthpiece, valve oil (or slide oil), tuning slide cream. Some mouthpieces are available to rent from the Central Cabarrus High School Band for an additional fee. Mouthpieces are first-come, first-served basis.
3. All players are encouraged to buy a step-up mouthpiece if you did not do so in middle school. Please see Mr. Adams for a list of appropriate mouthpieces. **DO NOT** allow any music store to offer you a mouthpiece without first talking to Mr. Adams to see if it is appropriate. Just because it is shiny and new does not necessarily mean that you are getting your money's worth, or that it is the perfect match for your ability level!
4. Clarinets and Saxophones are required to purchase Vandoren, D'Addario, Hemke, or Legere reeds, or their equivalent.
5. All single reed players are required to have a Rovner ligature, or the equivalent.
6. Percussionists are generally provided mallets and sticks for marching band purposes. If a percussionist is negligent and destroy mallets or sticks through being careless or malicious, they will be required to purchase the replacement for the sticks/mallets they destroy.
7. However, percussionist should purchase:
  - Personal stick/mallet bag – used to carry and protect sticks and mallets
  - A pair of Vic-Firth SD-1 general snare drumsticks
  - A pair of hard plastic or rubber mallets – for bells and xylophone
  - A pair of medium yarn mallets – used for suspended cymbal and keyboard instruments
  - A pair of medium hard (general) timpani mallets – for timpani, timbale, and conga

All other specialty mallets, such as bass drum, chime beaters, etc. will be provided for you by the band program. Yes, these are expensive; however, other band students spend hundreds or thousands of dollars for their instruments and accessories. Therefore, it is not unreasonable to ask that you provide similar equipment. The other alternative is that I provide you with sticks and mallets, and you purchase your own symphonic grand marimba, timpani, bass drum, etc. You do the math! If you have previously purchased equipment, and it is still in good working condition you will not need to purchase new ones.

## SCHOOL-OWNED EQUIPMENT

1. There is a \$25.00 rental fee, per student, per semester for the use of these instruments. This fee covers



general maintenance (not caused by negligence) and cleaning. Normal “wear and tear” issues will be paid for by the band funds. Any other liability for damage or loss of the instrument will be charged to the student or parent.

2. The director will make every effort to assign one instrument per student. In rare cases, school- owned equipment may be assigned to more than one person. The student/students shall accept full responsibility for care and treatment of that instrument. The student and the student’s parents shall be liable for any damage to the instrument if it is caused by negligence, improper handling and/or mistreatment. All students must complete an Instrument Loan Form for each school year that the instrument is used.
3. No person except the person to whom it is assigned (unless instructed by the Director) should play or handle school-owned instruments. Percussion instruments are to be played only by percussionists.
4. Most school owned instruments will be issued without mouthpieces. Students will be expected to supply his or her own mouthpiece. All students are strongly encouraged to buy personal step-up mouthpieces. See Mr. Adams for a list of quality mouthpieces.
5. All percussion players are expected to treat school-owned property with respect and care. Any misuse of the provided equipment will result in the parent and student facing a replacement or repair charge.

## **LIBRARY POLICIES**

1. Only the Director or band librarians may have access to filed or boxed music at any time. Only these people should touch the copy machine or be in the music library.
2. Please inform the librarian of your need for music BEFORE or AFTER rehearsal or class. A 24-hour notice would be appreciated.
3. Students are responsible for the upkeep of their band notebooks. If you fail to receive a particular piece when the music is distributed, it is your responsibility to inform the librarian immediately.
4. Music must be removed from the stands at the end of each class/rehearsal. DO NOT leave music on the stand and expect it to be there when you return.
5. Failure to own your own personal copy for at-home practice will result in grade deductions. Bottom line: keep up with your music at all times!
6. Notes or changes on music should be made when necessary using a soft lead pencil – NEVER a pen.

## **CANVAS**

This semester we will be utilizing our class Canvas page (accessed through Central Cabarrus High School’s website). Our class Canvas page will host all updates on content we are learning plus links to in-class and homework assignments. Students will need to visit this page *daily!*

## **SECTION II – PARENTAL INVOLVEMENT**

Parental support is truly needed for the band to be successful and to acquire monies for the purchasing of equipment and supplies that make a contribution to our success. Your cooperation is truly appreciated, and every parent is always invited to attend any band function. Mr. Adams welcomes your input and your thoughts on how we can achieve our common goals together.

While the Central Cabarrus High School Band receives support from the district and the school, the program is mostly self-supporting and has several fundraisers each year. These fundraisers are sponsored by our Band Boosters and help to defray the cost of the band fee, as well as to support the band’s general





operating expenses. Part of the profits from many of the fundraisers support the program, while part of the profit goes to the individual student's account.

Parents are encouraged to do their best to support the goals, policies, procedures, and decisions of your child's Band Director. Often these are in place for a specific reason which may not be instantly understood but are for the common good of all band members. Please feel free to contact Mr. Adams should you have any questions. At home, require your child to practice at least thirty minutes each day. This is a standing homework assignment from the band, and your student should never say that he or she does not have a nightly practice assignment. Ask your child to play for you and your family weekly. They learn scales, rhythms, and music each day during class so they should always have something to play for you. Much of their grade in the class depends upon steady, committed practice at home. Do your best to encourage this to happen!

Help your child learn to be punctual and do your best to help them arrive on time for all scheduled rehearsals and performances. It is impossible to adequately rehearse with people late or missing from any scheduled event. Please help them understand the importance of starting on time.

Become involved! Attend all concerts and performances, join the Band Boosters and have a voice in the operations of the program, "pop in" at rehearsals to see what is happening with the band, and enthusiastically cheer your band every chance you get. They may never tell you, but your kids love this and come to depend upon it. They work very hard to make the best possible product, so let them know how much you appreciate what they do!

## **BAND BOOSTER ORGANIZATION**

The Central Cabarrus Band Booster Organization is a group of parents who support our band program by fundraising, volunteering, chaperoning, caring for uniforms, transporting and setting up equipment, organizing band activities, sending out newsletters, etc. There is always an area that you can volunteer to be a part of. We need you, and we strongly encourage all parents to become involved in this organization. Parents are involved in the planning aspects of the program and work closely with Mr. Adams and staff to create a positive, enjoyable, and successful band program. All parents are a vital part of their child's success and we deeply value your input. We hope that you will join us this year.