

Coral Glades High School

2009-2010

Band, Color Guard, and Orchestra

Handbook

Phone: 754-322-1302

Web: www.cghsmusic.org

Dear Coral Glades High School Band, Color Guard and Orchestra Members and Parents,

Welcome to the Coral Glades music family! You have the unique privilege to share in the shaping and continued growth of our program which will provide both students and parents with many outlets for learning both musically and non-musically.

Learning through music is a lifelong process. Music education reinforces all other academic learning. Another added benefit is studying music promotes the acceptance of cultural diversity. It enhances critical thinking skills and fosters aesthetic awareness. So, to put it all together, we also need to understand that the greatest single factor that will determine the success of our organization is attitude. It takes dedication to reach goals. We have a very exciting year ahead of us, and I'm looking forward to working with you and your children.

Coral Glades High School's music program has earned many accomplishments. CGHS Marching Jaguars finished as **Class 2A State Champions in 2007!** Concert band and orchestra students were selected for numerous Honors Bands including All-State, All County, FOW; as well as finishing with Superiors at States attendance. CGHS Jazz Band also received **straight superiors** at district and state levels. Winter Guard finished a terrific season with 4th place in their class. In-door Percussion, with its show "The Fine Line" last year, won 3rd place in the Circuit Championship for Scholastic A Class. Chamber Orchestra has been seen around the city and county in different venues. What a name they are making for themselves! Coral Glades music department has a lot to offer and is looking forward to the coming year.

We hope this handbook explains and answers all of your questions. If you have any questions please feel free to contact any of the board parents or myself. Once again – Welcome to our growing program!

Musically yours,

Claude Graham
Music Director

INTRODUCTION

This handbook is to be used by students, parents, and staff as a guide regarding the programs offered through the music department at CGHS. As a member of our team, its success depends on each individual's commitment. All members will be expected to abide by the rules set forth in this handbook. Students and parents must read and sign the agreement forms in the back of this handbook.

Remember, you are responsible for actually creating our reputation, one in which we want to be proud of. In order to build a truly great program, we must all have a strong commitment to being the best we can be, have the patience and positive attitude it takes to work through our growing pains, and work as a team towards our common goals.

NEVER SETTLE FOR MEDIOCRITY. IF FOR NO OTHER REASON, TOO MANY PEOPLE ALREADY DO.

Musical Opportunities

Marching Band: Membership in this group is **required** for membership in Concert Band. All students currently enrolled in Concert Band, Color Guard, and percussion are required to be in marching band. Marching band is active in the fall, with weekly varsity football games, several local parades, and various competitions. Rehearsals are held after school. Attendance at every event is **mandatory**. Your schedules must be adjusted accordingly.

Concert Band: Membership in this band requires participation in the marching band. Concert band is a large ensemble which performs literature from different time periods. The Concert band will have various performances such as the Fall and Spring concerts and Music Performance Assessment. Just as in Marching Band, there will be **mandatory** after school rehearsals and additional performances.

Jazz Band: This band is available to those students who audition and are selected by the director. Anyone in Marching /Concert band is eligible. The Jazz Band will have various performances, and there will be after school rehearsals.

String Orchestra: This orchestra is **mandatory** for all string players. It requires participation in all rehearsals and ensembles.

Full Orchestra: This orchestra is open to students who are selected by the Director by audition. This group combines winds and strings. Rehearsals are after school and there are performances and assessments.

Chamber Orchestra: This orchestra is open to students who are selected by the Director by audition. It is open to advanced string and wind players.

Percussion: Membership in this section requires extra rehearsals. It is based on percussion/drum instruments. Participation in competitive ensembles throughout the year is expected. It includes marching percussion, concert percussion, and indoor percussion.

Color Guard/Winter Guard: This visual and dance group is selected through audition in April. They follow the same rehearsal and marching schedule as the marching band. This group also performs and competes during the winter months. The class and rehearsals are mandatory.

Leadership Opportunities

The music program offers students the opportunity to excel in their leadership skills. To be a student leader is one of the greatest honors achievable in the music program. In order to be considered for a position, the student must meet the following conditions:

- *Maintain a B average or higher in your program
- *Must be enrolled in the music program for at least 1 year
- *Must have no unexcused absences from music activities
- *Must maintain a 2.5 GPA or higher
- *Must demonstrate dedication to the program
- *Must have the recommendation of the director
- *Must have good school attendance
- *Must be interviewed for the position
- *Must participate in special music functions
- *Must be current or in good standing with their fees
- *Must have time to spend above and beyond rehearsals and performances

The officers of the program are selected by the Music Director. Your cooperation and respect are necessary for them to perform their duties properly. All officer positions are a privilege and may be revoked at the discretion of the Director. All positions are for the entire school year.

Good officers together with good performers make a great program!

LEADERSHIP COUNCIL

The function of this group, which consists of the Band Captain, Drum Major, Color Guard Captain, Orchestra President and Vice President(s) and section leaders is to constantly evaluate the spirit of the band, take necessary steps to improve it, see that all special events are well planned and to handle minor disciplinary problems. **It is no way a governing body and any decisions made by the Council are subject to the approval of the Director.** This should be the driving force behind all ensembles. This is your music program, make the most of it!!

LEADERSHIP THROUGH EXAMPLE IN MUSICIANSHIP, ATTITUDE, LOYALTY, CONDUCT AND COOPERATION

Rehearsals

Rehearsal time is valuable—make the most of it!

Rehearsals are for learning everybody else's part—**NOT TO PRACTICE YOURS**—

To optimize our time, have your music prepared before coming to rehearsal, spending 10 minutes of rehearsal time on your individual part is not conducive to our goals.

EARLY IS ON TIME, ON TIME IS LATE!

All students should spend pre-rehearsal time assembling equipment **BEFORE** the scheduled rehearsal.

A student is considered tardy if she/he is not: seated in their chair, with their instrument ready to play, and music stand in place. Color Guard members must be in line with all equipment needed for practice.

NO TALKING once rehearsal has begun. We need your full attention!

ABSOLUTELY NO GUM IN REHEARSAL ROOM!!

Should the Director be called from rehearsal, the Drum Major/Concert Master will continue until the Director returns. Members are expected to give their full attention to the officer in charge. **It may be YOU one day!**

Music members must bring the following materials to all rehearsals: instrument, mutes, all music, pencil, extra reeds, valve/slide oil. Color Guard members must bring any equipment needed for practice.

Do not handle or use an instrument, music or equipment that does not belong to you. **RESPECT THE PROPERTY OF OTHERS.**

Rehearsal room must be kept clean at all times. This is your music room—we have to work together to keep it up.

It is each member's responsibility to check the board for announcements and posters for sign-ups.

Please make arrangements to be picked up on time, rarely will you be dismissed more than 5 minutes late (barring unforeseen circumstances).

Consequences of Rule Violation

Note: The following consequences may be done in conjunction with each other.

1. Verbal Warning
2. Physical Conditioning
3. Parent Notification
4. Suspension from Band Event/Program
5. Administrative Action
6. Dismissal from Music Program

The 4 Be's

Be Early

Be Prepared

Be a Good Listener

Be Respectful of Others

Attendance

Music program members are expected to attend all rehearsals and performances. Students should be early for all music functions. They are **REQUIRED AND NECESSARY!** The music program is **NOT** an extra-curricular activity—all rehearsals and performances are treated as part of the class requirement.

1. An unexcused absence from a rehearsal may result in a possible suspension from further performances.
2. Excessive absences (2 or more) from rehearsals will not be allowed.
3. Three non-made-up or unexcused absences places the student on probation and may warrant dismissal from the program.
4. Sectionals are also mandatory and are considered the same as full band rehearsals. They may be called by the band director with advance notice (1 week). Any spontaneous sectionals will have a more flexible policy for absences.
5. Unexcused absences during marching season may result in the loss of your marching spot. An unexcused absence from a performance will result in a lowered letter grade for the quarter, and possibly movement to permanent alternate status.
6. If you are going to miss a rehearsal or concert, excused or unexcused, you **MUST** call the music office. A doctor's note and /or parent note may be required.
7. Please note the list below as a guide for absences. We realize there are always special circumstances and they will be reviewed by the Director on an individual basis.

Excused absences

- *Sick from school
- *Death in family
- *Serious injury
- **Wedding/Family Event
- **Religious holiday
- **School field trips
- **2 weeks prior notice

Unexcused Absences

*Doctor/Dentist Appt. (the calendar is posted months in advance, please plan accordingly. However, on occasion, there may be changes. If these changes occur and cause a conflict with a previously scheduled appt. based on the original calendar, the student should notify the director. The director will review on a case-by-case basis.)

*Homework or studying

*Driving test

*Couldn't get a ride (we'll find you one)

*work (employers are not allowed to interfere with school, please give the band/orchestra/color guard schedule to your employer so that they can work with it)

*Detentions

*Sports –if a student has a game when the band has a rehearsal, it's excused—if the band/orchestra or color guard has a performance the student is not excused for a practice. All schedules must be submitted to the Director 2 weeks prior to the absence or conflict. It is the STUDENT'S RESPONSIBILITY to make up work and keep the Director informed of their schedule.

*Club meetings – we understand you may have other after school meetings—please notify the director when you will be able to rejoin the rehearsal

MAKE-UP POLICY

Make-up of any class work is the student's responsibility. The Music Department operates like any other class, you have 3 days to complete missed work. Performances are a big part of your grade. You must make them up with an alternative assignment.

TARDINESS

Students are expected to be on time to all activities.

Students are allowed 2 tardies each per grading period. (less than 5 minutes)
If there are additional tardies, it is the Director's prerogative to cut them from a performance or lower a grade.

CLASSROOM PROCEDURES

- *Instruments will be stored in your lockers. Locks will be distributed and lockers are to be locked at all times. Lost locks will be charged \$5 fee.
- *Talking during rehearsals **does not happen**. When the Director is talking, no one else should be.
- *Students must be ready for class within 3 minutes after the bell.
- *This is your music room please pick up any trash you see.
- *School-owned instruments are the responsibility of the student to whom they are assigned. Any damage other than normal wear will need to be repaired at the student's expense.
- *All Questions, daily progress reports, field trip forms should be taken care of before or after school or after class—**NOT DURING!**
- *Anyone who is not in Band, Color Guard or Orchestra is not allowed in the Music Room. Please inform your friends. We must be protective of our room and its precious contents.

Calendar and information

The official website is www.cghsmusic.org. This is a very important site for both students and parents as it includes the calendar, the latest news, accomplishments, pictures, etc. **Please visit often!**

PERFORMANCE PROCEDURES

BUS RULES

- You must ride your assigned bus to and from performances
- The Chaperone(s) will find out if singing/cheering are allowed on the bus
- Keep the noise to a medium speaking voice at all times
- All music players must have headphones
- No eating or drinking without the permission of the bus driver
- All buses are to be cleaned at the end of each trip
- All talking must stop at railroad crossings
- All heads, arms, and other objects are to be kept inside the bus

You will remain on the bus until you are dismissed
Adult chaperones are due all consideration and respect from the students
Please keep aisles clear at all times
Uniforms must remain on until you return to school

PUBLIC APPEARANCES

All members are required to travel together to and from all performances. If your parent wishes to take you home after a performance, they must find the director before you leave.

Students should not plan to leave in advance of the dismissal.

Members are responsible for their own instruments and equipment at all times.

There is no eating or drinking (except water) while in uniform.

Automatic suspension from school & removal from the music program will result from the use of alcohol, or drugs.

There is no smoking in or out of uniform.

Public displays of affection should be discrete and reserved.

All school and county student conduct policies will be in effect during all functions.

Band shirts are required under Band uniforms for every performance.

Uniforms/hats are to be hung, placed in a garment bag and placed in the proper area before leaving.

FOOTBALL GAME ETIQUETTE

Do not take or buy any refreshments during the game

Return to the stands directly after the half-time show

No one but uniformed band members, chaperones, and student helpers are allowed in the band section

Cheer with the cheerleaders and give them your support

When entering the stadiums, the band will follow the direction of the Drum Major(s).

UNIFORM REQUIREMENTS

BAND

The Marching band uniforms will be housed in the music room. Uniform dry cleaning will be handled by the band. Shakos (Hats) will be sent home to “Air out” and need to be brought back to school the next day. Black gloves are required (they can be purchased at All County Music), black socks, and “Dinkels”(shoes, which also can be purchased at All County.) Drum Majors(s) are required to wear white gloves and “cuffs” (provided by the band).

ORCHESTRA

The Orchestra uniforms will be kept in the chorus room and the student will handle cleaning and maintenance of their uniform. Black socks and shoes are required.

COLOR GUARD

Color Guard members will keep their uniforms. Each member is responsible for its maintenance. This goes for Winter Guard uniforms as well. Equipment such as sabers and flags will be kept in the music room.

There will be occasions (such as the Winter and Spring concerts) where we will perform in concert black. For the guys this means a nice pair of black pants (not jeans) and a black collared button down shirt, black socks and shoes. For girls, this means either black slacks and blouse, or a long (below the knee) skirt or dress, with black shoes.

Private Lessons

Private lessons are an essential part of an outstanding musical group. Students who study their instrument with a professional show quicker improvement in individual growth than those who don't. As they continue to improve, their practice as the saying goes “Perfect Practice Makes Perfect”! Then they become a stronger player and a greater contributor to the success of the program. You can find names of teachers on our website, or please feel free to discuss your child's needs with the director.

School-owned Instruments

Each student who rents a school-owned instrument is completely responsible for the care of that instrument. Lost or damaged items will be replaced at the students' expense. Normal wear type repairs are not the responsibility of the student. However, they are responsible for lost, damaged or replaced mouthpieces, reeds or tuning bits. Students shall pay the fee at the time of the rental and fill out the appropriate forms.

Trips

Only those students that have earned the privilege of going will be allowed to attend. Criteria for each special trip will be set forth by the director in advance. Trips are announced several months in advance. Students must be an active member of the program, have met their individual fundraising goals and be in good standing with all fees. Students must have a good attendance record, behavior and dependability.

Any academically ineligible student is prohibited from participating. Any student who drops the program prior to the trip, cannot go.

Monies may come from the student's individual account, which may be raised through fundraisers. When on trips, all school and program rules apply.

Grading Policy

All students will be graded fairly based on their own individual accomplishments. Students in general, are evaluated as follows:

A record will be kept of all members in regard to discipline, general attitude and efficiency in rehearsals as well as attendance to rehearsals and performances. This record will be used to determine grades. Other factors that may affect this grade are obedience, courtesy, alertness, self-control, dependability, cleanliness, honesty, effort, attitude and initiative.

Deficiencies that may affect a grade include:

Unexcused absences

Tardies

Disturbances during rehearsal

Improperly worn, incomplete or dirty uniform
Failure to have proper equipment
Failure to meet deadlines
Failure to have instrument in proper working condition
Conduct unbecoming a Band Member

45% - Daily participation

35% - Participation in all band activities applicable to the student

10% - end of the grading period exam

10% - Homework assignments (Computer Work)

OVERALL GRADING SCALE

90-100 A

80-89 B

70-79 C

60-69 D

0-59 F

A Note About the P.E. Exemption Credit

The P.E. exemption credit provides a ½ a P.E. credit for marching band. It is based on the student spending equal time rehearsing as they would spend in P.E. class. In order to receive the credit, students must attend every rehearsal possible. If you don't have the required hours in rehearsal, you don't qualify for the credit exemption.

PARENT ORGANIZATION

The parents of the members of the music program have organized into the Coral Glades Band, Color Guard & Orchestra Booster Association. The success of the association is due, in part, to the active participation of both the parent(s)/guardian(s) and the student. Some of the objectives of the Boosters are:

- *To advertise, stimulate and maintain an enthusiastic interest in all Music activities
- *To assist in fundraising to help finance the yearly budget not covered In the school budget
- *To aid in chaperoning trips and activities, help with uniform and

- Equipment and monitor the students in safety and security matters
- *To augment and encourage educational trips sanctioned by Broward County Public Schools
- *To develop a closer relationship between parents, students and The Director and to stimulate knowledge, performance and Appreciation of good music

It is the responsibility of every parent and guardian to see that the policies outlined in this booklet are followed. Each parent/guardian is responsible for the attendance of their child at all music functions. Parents must also see that their child practices their instrument or routines regularly and keep their instrument in good condition. Support your child in all music activities. The best way to do it is by becoming active in the Booster organization. Your involvement can make a very positive impact on your student's success. We appreciate your support tremendously.

There are many things you can do to support your child as a Booster parent:

- *Attend monthly Booster meetings
- *Volunteer for parent committees
- *Chaperone football games, competitions, trips
- *Help transport equipment
- *Be part of the pit crew
- *Help with sewing of uniforms and flags
- *Help with band camp
- *Serve meals at our fundraisers and/or at rehearsals
- *Attend performances and assessments
- *Arrange for private lessons if at all possible

Due to the enormity of the volunteer hours being a Booster Parent necessitates, we require all parents to give at least 20 hours of service. This lessens the problem of the Boosters relying on the constant support of the same parents. There are many different ways to accrue your 20 hours—activities occurring on weekends or during the week at night might accommodate your schedule better than those activities that occur during the day. There are even activities you can do at home such as program folding, sewing, computer work, newsletter, etc. **Volunteering does not relieve parents of the music fee responsibility.**

Music Fees

The Broward County School System provides some support for the music programs in the county, but the majority of the responsibility for meeting the financial needs of our program belongs to the members and their parents. The Music fees help cover the costs of clinicians, transportation, assessment fees, uniform cleanings, the band t-shirt, the orchestra t-shirt, honorariums and many other operating costs not covered by the school. We believe all students should have the opportunity to participate. NO ONE will be denied participation because of financial hardship, but everyone is required to meet their obligations. Students and parents who have financial difficulties will need to speak to the director; fundraisers and payment plans will be available to ensure ALL STUDENTS who wish to participate will be given the opportunity to do so.

At the same time, we have to balance the financial burden of running this music program. We must impress upon you the importance of adhering to your fee payment schedule—we build our budget based on a cash flow that does not have room for late or non-payment of fees.

Overnight trips, which are optional and voluntary, are not included in the fee. These trips are the financial responsibility of each student. Money for them can be earned through fundraisers and put into each student's individual account. Students will not be able to participate in these activities unless their fees have been paid. In addition, all music fees must be met before any additional/optional fees can be used /paid. For example, if you still have an outstanding balance for your fee, you cannot submit funds for a band jacket without clearing your music fee first.

Accounts are provided to member of the program in order to facilitate payment of the trip fees and music fees. Certain fundraising activities (starting with the Fall Football program and the fall candy sale) will distribute a percentage of the profits into student accounts. Students who do not participate in these fundraisers do not reap the benefits of the student account system. Proceeds from car washes, garage sales, and other fundraisers will go into the general account. The Director reserves the right to debit a student account for any monies owed by that student.

If a student drops out or graduates from the program, the money remains in the program, or it may be transferred to another family member entering the program. **Funds cannot be transferred to non-family members.** Please remember that money collected in the name of the program belongs to the program if you don't use it.

Honor Bands, Festivals and other Activities

All-State Band & Orchestra – Auditions held in September. All-State groups perform in early January. Student cost involved. **All current and prospective officers must audition.**

Festival of Winds – Students apply through the director, bands are filled by director's recommendation. Student cost involved.

FBA Marching Band Assessment – Held in early November.

North Area Honors Band & All County Honors Band – Students participate by recommendation, All-County by audition. All-County groups include Band, Jazz Band, and Orchestra. These honor groups are generally held in February or March, Orchestra in November. **All current and prospective officers must audition.**

District Solo & Ensemble Assessment – All members are eligible, held in late February. Student cost involved. Students must secure an accompanist. **All current and prospective officers must participate.**

District Concert Assessment – Evaluation of Bands and Orchestras by judges in concert performance and sight-reading, mid-March.

District Jazz Band Assessment- Evaluation of Jazz Bands by judges in performance –held in February.

State Solo & Ensemble Assessment – Must earn a superior rating at the District level. Held in early April.

State Band/Orchestra Assessment – Must earn a superior rating at the District level. Held in early May.

Coral Glades High School

Band, Orchestra, and Color Guard Handbook 2009-2010

Participation Contract

Signed contracts by parent/guardian and students must be on file prior to performing. By signing this form, you state that you have read, understood, and agree to abide by all policies outlined in CGHS Music handbook.

PARENT

Print Name _____

Signature _____

Date: _____

STUDENT

Print Name _____

Signature _____

Date: _____

Return this form signed by **September 3, 2009.**