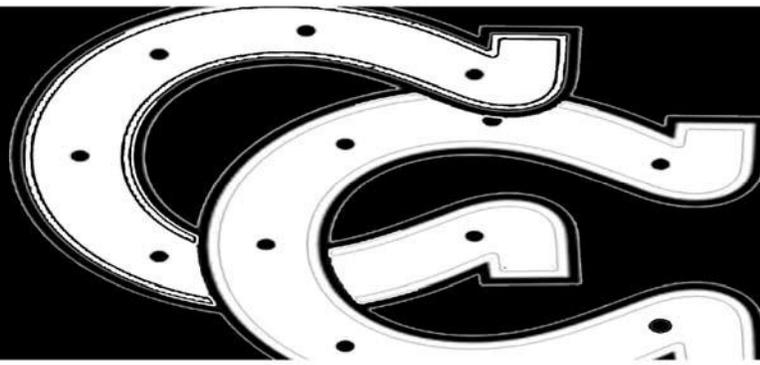




2018 – 2019
Cardiff Junior High School
Band Handbook/Parent Information

3900 Dayflower Rd.
Katy, TX 77449
281.234.0710 www.cardiffband.org



CJH BAND

Dear CJH Band Parents and Students,

Welcome to the Cardiff Junior High School Band Program! We are excited to start a new year with our returning members, but to also have our new beginners join us. You and your child have made an excellent decision in choosing an elective for their middle school career. Yes, your child will be learning how to play an instrument, read music, and be a member of fantastic team, but that's not all! The *engaging* and *academics-complimenting* music curriculum teaches a multitude of **very important skills** including **social, problem solving, and leadership**. The Cardiff Band Hall is an environment that cultivates, promotes, values, and exalts character traits such as **hard work, perseverance, self-discipline, and teamwork**, in addition unlocking your child's full *creative and musical potential*. Band and music education are all these positive and affirming things at their most fundamental level. However, there is a variety of information that needs to be addressed and acknowledged so that we can reach these goals and be successful for the 2018-2019 school year; This handbook addresses many of these topics. **Please email us with any of your questions or concerns!**

Mr. Daniel Zavala will be teaching beginner woodwind classes, the Honors Band. Mr. Dan Brodt will be teaching the beginner brass classes and the Symphonic Band. We share the same philosophy: maintaining our high expectations to insure that our goals are met. With all of us working together, we guarantee that the members of the CJH band program will have a unique, rewarding and entertaining experience.

The following handbook is a guide on how the CJH band program is run. Parents, please go over the information carefully with your child. We have included as much information possible about our particular policies. We have attached a general calendar so that you can save the important dates on your family calendars. Please check the Charms website, as well as www.cardiffband.org for the most up to date events. We will be sending a more detailed account of various activities as they come closer.

Thank you so much for being a part of a wonderful adventure of establishing the Cardiff Band Program! The musical skills and knowledge that students will learn here will last a lifetime.

Sincerely,

The Cardiff Band Staff

I. Commitment

Band activities are group events that require the participation of all students. All group performances require mandatory attendance from each student involved. We ask that you mark your calendars with these events so that you can avoid these dates when planning family activities and other non-school related events. Trying to rehearse or perform without all band members is similar to playing the piano with missing keys. We need and expect all students to attend sectionals and performances. Occasionally, band events may conflict with another CJH school event. In that case, the directors/ sponsors of both groups will work with the parents and student so that the student's and groups' best interests are met.

II. Academic Eligibility

In the state of Texas the law states that a student shall be suspended in all extra-curricular activities sponsored or sanctioned by the school district during the six week period following a grade reporting period in which the student received a grade lower than 70 in any class on their report card. A student who receives an "I" (incomplete) on their report card shall also be considered ineligible to participate in extra-curricular activities. Students have one week to clear an incomplete – students who do not clear the incomplete within one week of the end of the grading period are considered ineligible until the next grading period. This suspension begins seven days after the end of the six weeks period. Events affected by this state ruling would include:

- Any band contest where ratings are awarded, both individual and/or group. (This includes spring trips and festivals) □
- Any band performance associated with an event where admission is charged.

This *would NOT include* any concert where no admission is charged. Concerts are considered an extension of the learning process in the classroom and are therefore curricular, not extra curricular.

A suspended student may regain eligibility seven days after the grading period ends, or after the three-week evaluation period (progress report) if **all classes** are indicated as passing with a 70 or above.

Please refer to the "TEA/UIIL 2018-2019 Eligibility Calendar" found under the "Parent" link on the Katy ISD website for reporting periods, grace periods, and waiting periods.

Remember that participation in extracurricular activities is a privilege and not a right. Restrictions may be placed on participation with regard to attendance at section rehearsals, behavior in the classroom and any other restrictions that the band directors feel are necessary for the extracurricular activity to be meaningful to the student.

III. Home Practice

The most effective home rehearsal programs are based on a daily half-hour or more dedicated to quality practice. Home practice is expected. The physical requirements of producing a quality sound, playing with clean technical accuracy, and the reading of music notation will strengthen over time only if regular, daily practice is performed. All instruments must be taken home at night. **No instrument is allowed to spend the night in the band hall.** Practice cards must be completed daily and submitted each Monday for documentation of a weekly practice grade.

IV. Private Lessons

We appreciate all of your support and encourage you to take advantage of our outstanding private lesson program. Private lessons are designed to benefit all band students. Students having any difficulties with fundamentals can receive the extra attention and tutoring needed to become successful. Students already performing well will gain great strength from the advanced pace and more challenging material the private lesson teacher can provide. The benefit of private lessons is invaluable to all students' musical progress. Students receive weekly "one on one" attention that is not possible in a large band class. They learn more about their instrument, are challenged further, and tend to gain immense self-confidence from the private lesson experience.

The CJH band directors will provide private lesson instructors with the name and phone numbers of any student interested in taking lessons. Private lesson instructors will call you to arrange individual lesson times and location. Lessons are typically held once a week and have different price points based on the level of experience of the lesson instructor.

V. Director Forms

Please complete and return all forms given at the start of the year by **September 1st**:

A. Consent to Travel and Treatment of Student

KISD requires that each student traveling with the band has to have this form on file. The form goes with the band when we travel to any off-campus location.

B. Katy ISD Instrument Policy and Maintenance and Usage Form This only applies if you have a school issued instrument.

C. Band "Fair Share" Supplement form

This includes money for various band supplies.

D. Handbook Acknowledgement Form

VI. Uniform

A. Informal

All CJH band students are required to purchase a Cardiff Band T-shirt. The t-shirt is an “official” part of the band uniform and is worn during special school events, as well as occasional off-campus events.

B. Formal

The students will also have a **formal concert uniform**, which will be worn for certain concerts and band contests. The bands are graded on uniformity of dress at contests. It is essential for all students to be dressed appropriately. Any student not in the proper attire will not be allowed to perform with the group.

1. Beginner Band

Students will need nice dress clothes for the 2 formal concerts indicated on the Calendar.

Boys: Dress slacks, dress socks, dress shoes and a collared shirt.

GIRLS: The same as the boys or a dress/skirt of appropriate length. The skirt must follow the district’s dress code. No flip-flops.

ALL: No Tennis Shoes

2. Honor, Symphonic Bands

BOYS:

Black dress pants, **Black** dress shoes, **Black** socks, White Tuxedo Shirt (pleated front), **Vest & Bowtie

GIRLS:

Dresses checked out by the band program,
formal black shoes/flats

**School owned vests and bow ties will be checked out to a student by the directors. If a piece is lost the student will owe \$10.00

Tuxedo shirts are to be tucked in for the duration of any event (not just while performing). A band student must not “be out of uniform” at any time during a school trip or at a school performance.

It is the responsibility of each family to provide the remainder of the uniform (black dress pants, black dress shoes, and black socks). **No black jeans or black sneakers of any kind.**

VII. Supplies

A. Beginner Band

Instrument and proper equipment (mouth piece, valve oil, etc.)
Band Binder with music and dividers- purchased through band
Pencil – **must have in class every day**
Method Books: Accent on Achievement, Book 1 (except percussion)
Formal uniform as described in uniform section
CJH Colt Band T-shirt

B. Honor, Symphonic and Concert Band

Instrument and proper equipment (mouth piece, valve oil, etc.)
Band binder with music and dividers- purchased through band
Pencil – **must have in class every day**
CJH Band T-shirt
Formal uniform as described in uniform section

VIII. Cardiff Band Fundraisers

CJH band participates in two student-based fundraisers each year. Proceeds from the fundraiser go directly to the band activity account and are used to enrich and enhance your student's band experience.

IX. Maintenance/Usage Fee- School Owned Inst.

Katy ISD provides certain instruments for student use. These are instruments that are generally more expensive or of a special nature and require a more professional mode of maintenance and care. It is the policy of Katy ISD to require an instrument maintenance fee (\$80.00 per year) that covers normal “wear and tear”, cleaning and routine maintenance of the instrument to insure the instrument remains in top working condition and to maximize the life of the instrument.

X. Expectations and Procedures

A. Expectations

1. Be Prompt- Be in your seat ready for class when the tardy bell rings and actively participate in class
2. Be Prepared- Make sure you have all your equipment and materials with you at your seat. Make sure to practice every night so that you will be prepared the following day.
3. Be Polite- Raise your hand and wait for permission before you speak.
4. Be Respectful- Only handle your own instrument and band equipment. Gum, food, and drinks are not allowed in the band hall. Running or horseplay is also not allowed.
5. Be Productive- The ability to reach our utmost potential and to achieve our musical goals is determined by individual and group efforts.

B. Procedures

1. Verbal reminder
2. Student/Director conference
3. Conference with parents
4. Conference with principal
5. Removal from class

C. Rewards

1. Being a member of a winning team
2. Develop outstanding musicianship
3. Being a part of the Colt Band Experience
4. Participation in exciting performances
5. Awesome events; parties, concerts, football games, pep rallies

XI. Grading Policy

A. “Other” grades – 15%

1. Practice Records
2. Weekly Rehearsal Skills Grade
3. Punctuality and preparedness
4. Sectional Attendance

B. Daily Grades – 35%

1. Active participation in class
2. Having all necessary equipment
(instrument, music, book, reeds, mouthpiece, oil, neck strap, pencil, etc)

C. Tests, Performances, Objectives and Sectionals – 50%

1. Playing test over pre-assigned material
2. Written test over pre-assigned material
3. Curricular performances and rehearsals
4. Completion of all objectives

D. Cardiff Junior High Late Work Policy

1. Students will be expected to turn in homework and daily work on the day scheduled for full credit. The elective late work policy for non- high school credit elective will be: one day late = 70, two days late = 50 and three days and after is a zero.

E. Concert Performances/ Performance redos

1. Students who fail to attend a performance outside of the regular school day will not have the opportunity to retest for the grade; there is no true way to recreate the atmosphere of a performance setting.
2. There will an alternative assignment for students with valid medical excuses left up to the discretion of a band director.
3. A student who misses a performance may be moved to a lower performing group at the discretion of the director.
4. Performances are an opportunity to showcase abilities and techniques in class.
All playing assessments are done in the classroom setting.
5. A stage performance is not a suitable place for individual assessment. It is, however, a vital part of learning to become a performer and a musician.
6. Concert Performance and Etiquette is one of the major aspects of the band curriculum set forth by the State of Texas. **It cannot be properly taught or assessed without attendance at all performances.**

XII. Section Rehearsals

Regular section rehearsals and a thorough private lesson program are at the heart of every successful band program. The purpose of these rehearsals will be to give the students individual and small group specialized instruction that they cannot receive during full band rehearsal. We will be strengthening individual fundamentals and working on a variety of band, solo music, and Region Band music.

Please note that all **Honor and Symphonic band students will be required** to attend section rehearsals to further strengthen fundamentals and prepare for UIL Concert and Sight-reading Contest.

Students attending section rehearsals will earn 2 grades per sectional. 1 grade is based solely on attendance, and the 2nd is based on performance. They will also have the majority of their playing tests during their sectionals.

The section rehearsal schedule has been coordinated with the CJH Athletic Department so that band athletes may attend required sectionals on the scheduled day and time.

An **unexcused*** absence from any after school rehearsal may result in the suspension of that student from any other extra- curricular band activities for the remainder of the school year, removal from the performing band or demotion to a lower band class. The student's band grade will also be affected. For concerts and sectionals missed, a grade of zero will be given. For contests and other co-curricular performances missed, a test grade of zero will be given. The band directors and principal will be responsible for determining any additional penalty to be assessed.

***Unexcused-** Some examples of unexcused are but not limited to: No transportation, family outings, family reunion, family vacations, baby sitting siblings, non-school related athletic events, after school detention, regularly scheduled doctor/dentist appointments. A written parent note explaining an absence for an unexcused reason is appreciated, however, the directors' acceptance of the written note does not turn the unexcused absence into an excused absence.

****Excused-** Some example of excused absences are but not limited to: Student's personal illness, death in student immediate family, extreme family emergency, another Cardiff JH related activity approved by the other sponsor and band director AT LEAST 24 hours in advance. Any excused absence requires a written parent note turned in to a band director within 24 hours of the student's return to school (just as handling an absence from school.) Any student, who does not turn in a signed parent note for an absence, even with an excused reason, will automatically be given an unexcused absence. Whenever possible, parent notes should precede a student's absence.

*****Absences from performances cannot be excused.** Band is a performance medium and a student's grade cannot be evaluated clearly if he or she has missed a performance.

XIII. Contests

A. Region Band Try-Outs

(Participation is required for all Honors Band members)

The Region Band Try-Outs are individual competitions in which students in the Greater Houston area compete for “chairs” in a highly select musical organization. By learning the scales and try-out music required for the competition, each student gains audition experience and advanced musical skills. Students who are fortunate to make the Region groups will then participate in a special honors clinic and concert with a well-known conductor.

Please note that this is a UIL event and all Eligibility rules apply to this process.

B. Solo and Ensemble Contest

(All performing band students are required to participate)

This event is a very important part of the student’s musical education. The experience of playing in solos and ensembles is **much different** than playing in band. It gives the student an opportunity to do individual work on a solo and small ensemble work with a small group of students (trio, quartet).

Students are strongly encouraged to participate in one solo, one small ensemble, and a medium ensemble, if they desire. This contest increases the student’s musical knowledge and skills, as well as develops self-confidence and teamwork.

C. Full Band Contests and Festivals – Honor & Symphonic Bands

The bands participate in full band competitions in the spring. At this type of contest the band performs three musical selections for a panel of judges. The judges rate the band’s performance on a scale of one to five. The scores are then averaged to come up with the band’s final rating. The ratings scale is as follows:

First Division: Superior
Second Division: Excellent
Third Division: Average
Fourth Division: Below Average
Fifth Division: Poor

The pre-UIL and UIL Concert and Sight Reading Contest have an additional component. After the “Concert” portion of the contest, the band goes to another room with three different judges. The students and director are given a piece of music they have never seen before. The band is given a short amount of time for the director to discuss the piece. The students may not make any sound or practicing any part of the music out loud during this time. Then the band plays the piece and is given a rating from one to five. The skill of reading music is something the students learn and practice all year long, and this contest is often cited as the most interesting by parents who observe it. After both portions of the contest are over, if the band received a rating of Superior from both the Sight Reading and Concert panels of judges, the band is given the Sweepstakes Award.

XIV. Advisory Information and Expectations

All students at Cardiff Junior High School are assigned to an advisory class period in which they are expected to complete necessary classwork, make up any late or missing assignments, attend tutorials, or study for upcoming exams.

Students who participate in band may be assigned to the band hall as their advisory period at the discretion of the school counselors and administration. The expectations of this class are no different than any other advisory period. Students may choose to use this time to practice on their instruments, as that would be their form of “study” for band class. Students assigned to advisory may have required practice sessions during the Friday advisory time, as that is a designated fine arts day.

Students in band advisory are expected to either:

- A. Study quietly
- B. Read a book
- C. Finish homework
- D. Practice on their instrument

Advisory is not a free period. Mobile devices are not allowed. Students who abuse this policy will lose mobile device privileges.

XV. Trips and Travel

Students attending trips with the Cardiff Junior High School Band are acting as representatives of Cardiff Junior High School as well as Katy ISD and are expected to conduct themselves in a manner that represents our school in a positive and honorable way. Students are expected to observe all school rules and will be held to the same standards as a normal instructional class period. Students should be mindful of our following core tenants:

1. **We are always mindful and respectful of those around us**
 - Language that is not 100% school appropriate will not be tolerated
 - We are respectful audience members at all performances (no devices, or talking)
2. **We abide by all laws and regulations of the establishments we visit**
3. **We present ourselves with pride and dignity befitting our community**
 - If we have an established uniform for an event, we stay in that uniform from the moment we leave campus, until we return
4. **We respect the space and the community around us**
 - We will clean up after ourselves, and leave any place we visit in the same condition in which we found it

Spring Trip Information:

Our annual spring trip is a reward for those students who show dedication to our craft and the program. Students must be enrolled in band for the 2018-2019 school year in order to attend. The band program holds many social events that are open to all band students throughout the school year, so no student is left without an opportunity for social engagement. Our end of the year trip is held as a special occasion to welcome in the new school year.

A Word about Daily Practice

Following a consistent, daily practice schedule is essential for a student to progress at an acceptable rate on his or her instrument. Parents, encourage your child to adopt a routine for practice every day.

Past experience has shown us that students who are practicing and making noticeable progress on their instruments are more likely to enjoy band than those who do not practice.

Keep the following guidelines in mind when establishing a practice routine:

1. Set a stopwatch, not a timer and work on extending meaningful practice sessions
2. Practice for results, not just for the sake of “putting in time.”
3. Keep distractions to a minimum: no radio or TV.
4. Set up a daily schedule and stick to it. Treat practice as part of your homework.
5. Always use a metronome. This greatly enhances your sense of pulse.
6. Always use a music stand. This helps avoid the formation of bad habits.
7. Try to follow a daily routine:
 - Warm-up exercises used in class each day
 - Fundamentals (such as scales or exercises)
 - Review material covered in class that day
 - Practice assigned material
 - Work ahead in book or music to material not yet covered.
8. Fill out your practice record during each practice session.

Practice records are an important part of the student's grade. We will change the records occasionally to help facilitate optimum use of practice habits for special concepts or repertoire.