Coral Reef Senior High School VPA Band HANDBOOK



2019-2020

Mr. Kennan Torgerson, Director of Bands Mr. Thomas Ennis, Principal Ms. Martha Cabrera, Lead Teacher, Visual and Performing Arts Dear Students & Parents,

The Coral Reef High School VPA Band Magnet is well known for its tradition of performance excellence and contributions to the community. In the 2019-2020 school year, we will continue that tradition through great music, some travel opportunities and a challenging performance schedule. I am confident that each member of the band will contribute to that success.

The purpose of this manual is to provide students with a structural format of policies and responsibilities as members of the Coral Reef High School Band. The policies are set up for the good of the students and to protect their best interests. These policies will help ensure that our time together will be efficient, productive, and educational. Students, as well as parents/families, should familiarize themselves with the regulations and procedures outlined in this handbook. The desired high standard of performance excellence can be achieved and, more importantly, maintained by adherence to these regulations.

It is hoped that some of the questions, always prevalent with a band program, will be answered in this handbook. If a question should arise which is not answered in this handbook, or via the program website, please contact me by e-mail, at ktorgerson@dadeschools.net.

Being involved in the Coral Reef High School VPA Band Magnet is a richly rewarding experience that will help build confidence and character. Our music students learn valuable life lessons such as commitment, teamwork, time management skills, and personal responsibility while having a lot of fun! I am looking forward to working together to make this a year we can look back on with pride, dignity, and many fond memories.

Thank You,

Kennan D. Torgerson, Director of Bands

SECTION 1: Program Objectives

The director and staff are committed to developing well rounded, expressive students that are not only fine performers, but develop and heighten other important characteristics which include, but are not limited to: responsibility, team work, respect, promptness, conduct and effort. These traits are incorporated to raise our performance and entertainment level to create our highest possible performance package. Each member will be challenged to take on these critical life skills in order to develop on an individual level for personal success. CRHS Band students will be able to demonstrate instrumental proficiency in performance and practice. Specific classroom and performance objectives are derived from the *Sunshine State Standards*.

SECTION 2: Attendance Policies

The key to success for any performing group, as well as the individuals within it, is their consistent attendance. Failure to attend not only limits the progress of the absentee, but also of the entire group. The director and staff make a conscious effort to provide all students and parents with the earliest possible notification of all events. Any event that is placed on the calendar is MANDATORY. There will be up-to-date calendars available on the band website, email notification, Remind texts and posted in the band room.

DAILY CLASS ATTENDANCE

- Marching Band:
 - Students will report to the driver's-ed lot with all equipment and accessories necessary for a successful rehearsal.
 - o Attendance will be taken @ 2:45pm
- Daily Class: Students will walk into the band room and setup for rehearsal. Down beat of class warm up will be no more than 10min after bell. Attendance will be taken at this time and all necessary accessories, pencil, music, and stand should be prepared for rehearsal.
- All absences need to be cleared through the attendance office. Students with excessive absences and tardies will be excluded from all field trips with the band per M-DCPS policy.

ELECTRONIC DEVICES

- Students are prohibited from using electronic devices (i.e., phones) during rehearsals or performance. If a student is found using an electronic device the student's rehearsal or performance grade will be dramatically affected and the device could be confiscated.
- Parents are asked not to text students during the school day or during events.
- Specific permission may be granted when technology is used for educational purposes.

It's recommended that each student purchase a separate metronome/tuner combo for practicing purposes.

REHEARSALS

Any scheduled marching band rehearsal missed, whether excused or unexcused,

may lead to the student's inability to perform for that week's game. Students in this situation, will still be expected to attend the game and perform in the stands.

- While we understand that emergencies happen, the band can only be successful when all of its members are present at all of the activities.
- If a student is consistently absent or tardy to rehearsals, their semester grade will suffer and they will be put on probation.

AFTER SCHOOL REHEARSALS

As per the State of Florida, FDOE and the *Sunshine State Stan*dards, after school rehearsals are considered part of the "Academic" assessment. All students will receive a grade for each after school rehearsal.

- Marching Band Grading Rubric/Policy (See SECTION 4)
- Concert/Jazz/Other Grading Rubric/Policy (See Syllabus)

PERFORMANCES

- Students are expected to attend every performance. In the case of an
 <u>extreme emergency</u> (in which a reasonable effort of communication is still
 expected) contact must be made no later than 24 hours prior to or after any
 absence via email.
- Should a student miss a scheduled performance, they could fail the grading period and they will be placed on probation.
- Performances include, but are not limited to: pep rallies, football games, band competitions & evaluations, parades, FBA Music Performance Assessments, scheduled on campus performances and any other performances that have been put on the calendar.
- Attendance is taken at the end of every event as all students are expected to assist in the clean up

NEW Extra-Curricular Attendance Policy *

- During the 2019-2020 school year students will be granted 6 hours of excused missed rehearsal time for afterschool rehearsals (performances not excused)
- The 6 hours may <u>only</u> be used in 3 2 hour blocks.....they may <u>not</u> be broken up into 6 1 hour blocks
- Coral Reef Athletics (not football), Coral Reef tutoring, Coral Reef clubs & any Dr. Appointments fall within this policy
- Students must complete the *Missed Rehearsal Google Form* (website) 48 hours prior to the missed rehearsal
- This policy is for the entire school year....not per season
- If you unsure of your absence being excused, ASK!....send an email....it's better than the alternative

Performance Inspections

Inspections will take place before every performance whether they are on or off campus. Inspections will be a pass or fail review. If a student fails an inspection they will receive a demerit on the preparation section of their grade. If the error is not remedied in time for the group's performance, the student may be ineligible to perform. Inability to perform will drastically lower the student's grade for the performance.

SICKNESS OR ILLNESS

All sickness and illness must be accompanied with a parental and/or Doctor's note to be excused.

MEDICAL APPOINTMENTS

Parents are requested to make a reasonable effort to schedule medical appointments at times so that they will not interfere with scheduled events.

ORTHODONTIC OR DENTAL APPOINTMENTS

In regard to orthodontic and dental procedures, since wind players use their mouth to perform on their instrument, orthodontic adjustments and dental procedures can, and do, have a great impact on the student's ability to perform. Parents are requested to schedule orthodontic and dental procedures no less than two weeks prior to a performance.

SECTION 3: Eligibility

Participating in the Coral Reef High School VPA Band means that you are a representative of CRHS and Miami Dade County Public Schools. Members are expected to represent the very best of what our school and city has to offer. Specific standards of eligibility must be maintained.

GRADE REQUIREMENTS

- Students must maintain a 2.0 minimum G.P.A.
- The director may review grades periodically.
- Failure to maintain minimum grade requirements may result in exclusion from certain activities as mandated by M-DCPS, FSMA, and Florida State Law.

SCHOOL FEES

Students enrolled in school courses will have fees that must be paid via OSP. If enrolled in the Coral Reef High School VPA Band Magnet have a school fee of \$80 for the year. You have the option of paying this off in one sum or half each semester. Students who have not paid their school fees will be ineligible to participate in certain field trips until the obligation is cleared.

This fee is subject to change each school year. Should any changes take place you will be notified prior to scheduled payment.

PERFORMANCE ELIGIBILITY

Performance status is determined through effort, ability and attendance, it is not a right.

- During band camp, the director assigns students a performance spot. This is based on attendance, effort, ability and conduct.
- Students who have not provided up to date contact information and other information forms prior to camp completion, may be designated as an alternate.
- An alternate may be assigned to move equipment or assist with materials. This is considered a performance spot.
- Certain factors may result in the loss of a performance spot (refer to **Section 2**: **Attendance**, **Section 5**: **Conduct** and **Section 6**: **Uniforms** for more details).
- You will have numerous performance opportunities throughout the year. There may, however, be times in each performance where the routine can only accommodate a set number of performers. Students must realize that membership alone does not guarantee a performance spot. Any member who is assigned an alternate spot continues to be evaluated by the rules and regulations set forth in this handbook.

ENSEMBLE ELIGIBILITY

In order to promote maximum impact, students will be divided into appropriate classes based upon a yearly audition. This audition will take place for new students upon their enrollment into the school; for returning students, this audition will take place during the previous school year. Once the auditions are complete, students are placed in one large ensemble class based upon instrumentation requirements, audition scores and previous work ethic and rehearsal etiquette. Those students who are in 10th - 12th grade will have a 2nd music class. You have the option of auditioning for enrollment in Jazz Band, other will be placed in chamber classes broken up by woodwinds, brass and percussion. Syllabus and grading rubrics for each class are separate documents.

* 9th graders are only allowed 1 music class, and it must be a large ensemble.

Classes/Ensembles

Wind Ensemble & Jazz Band

These ensembles are open to students through an audition. Students are expected to obtain the highest quality instrument, mouthpiece and sticks/mallets available. Honors credit is available to junior and senior band members in these courses. Certain uniform and financial obligations are required. The bands may travel and attend special events. Specific audition requirements for these ensembles will be provided annually.

Symphonic Band, Chamber Winds, Brass/Perc. Techniques

These ensembles are open to students who meet minimum performance standards on a wind or percussion instrument. Students are expected to obtain the highest quality instrument, mouthpiece and sticks/mallets available. Honors credit is available to junior and senior band members in these courses. Certain uniform and financial obligations are required. The bands may travel and attend special events.

Section 4: Grading

COMPUTATION OF GRADES

- All tests, worksheets, classroom evaluations, playing tests, recordings, part assignment preparation, band room procedures and performance grades are averaged to produce an academic grade.
- Students begin the grading period with a "1" in effort. Consistent failure to bring instrument and supplies, or failure to participate in daily classroom activities will lower the effort grade. See class syllabus for details.
- Students begin each grading period with an "A" in conduct. Consistent failure to adhere to the rules of conduct as outlined in this handbook will lower this grade. Other disciplinary consequences may also apply. See class syllabus for details.
- Excessive absences from, after or during school, rehearsals, excused or not, effect your performance level and those you are performing with. This most likely will be reflected on your weekly rehearsal grade.
- Each performance or rehearsal which has been on the calendar for more than a month is mandatory unless cleared with the director. In such a case an alternate assignment is necessary (*this option is seldom provided*).

Marching Band Rehearsal/Performance Grading Rubric

<u>A=</u> Student was on time, prepared with all necessary materials and produced a maximum effort to improve their individual performance slot and the product of the entire group.

B= Student received one performance demerit

<u>C=</u> Student was late to rehearsal, received one preparation demerit or two performance demerits

<u>F=</u> Student was more than 15min late, did not attend rehearsal, or, had a combination of performance and preparation demerits

Marching Band Grading Demerits:

Preparation

- not in uniform (shirt, shorts, marching shoes, etc) (Gradebook marking-PP1)
- lacked all necessary materials (instrument, drill book, etc) (Gradebook marking-PP2)
- physically limited themselves (ie. during rehearsal phone use, not drinking enough water, didn't eat lunch, ate poorly before rehearsal, donated blood on rehearsal day, etc)

(Gradebook marking-PP3)

Performance

- not executing the expected performance requirements visually (Gradebook marking-PF1)
- not executing the expected performance requirements musically (Gradebook marking-PF2)

Any students who sits out:

1st incident = 2 performance demerits (C)

2nd incident = 2 performance demerits & PP3 mark (F)....verbal warning

3rd incident = loss of ALL community service hours, loss of PE waiver signature & placed on probation

***Should a student not attend a performance, that student will be at risk of failing their band class for the nine-week grading period in which the event was scheduled and will be placed on probation.

SECTION 5: Conduct

In order to maximize rehearsal time and to maintain the stability of the band, certain codes of conduct are emphasized. Students must understand that we rehearse as a group, perform as a group, and are judged as a collective group. The quality of the group or program will only be as great as the weakest or least developed member. The consequences for failing to follow any of the following guidelines may result in one or more of the following actions: grade demerit, detention, forfeiture of a performance spot, or exclusion from a performance. Repeated or deliberate infractions may result in one or more of the following: school referral, probation, expulsion from program and withdrawal from the class. Refer to the M-DCPS Student Code of Conduct for further information.

CONDUCT AT REHEARSALS, PERFORMANCES, AND FOOTBALL GAMES

- Students will respect and take direction from the Director, staff, volunteers and student leadership according to the roles of the position held. See section 8.
- Students will refrain from eating and chewing gum.
- Students will not be permitted to visit the concession stand during football games.
- Students will refrain from talking and are expected to listen attentively while a director, instructor, chaperones or any officer is talking or giving directions.
- Students will stay until dismissed.
- Students will not converse or associate with spectators at rehearsals or during performances.
- Students will refrain from using profanity or provocative language.
- All band members will participate in performing stands music or routines. (No one is permitted to perform music or movement to any song unless prior approval is granted by the band director.)
- Students are allowed to use the restroom only when escorted by a chaperone.
- Talking is not permitted when the band is warming up or tuning in the stands.
- Derogatory comments or acts of poor sportsmanship, are not permitted.
- No one is to sit or stand (as an individual) during the game unless instructed to do so (i.e. performing music in the stands.)
- Always be aware of what is happening in the football game. Be ready to perform on short notice. You are there to make a difference in the game!
- Defiance will not be tolerated.

CONDUCT TO AND FROM PERFORMANCES

- Band members are expected to meet at the time and place designated by their director.
- All members will ride the bus to and from events unless pre-arranged with director.
- Talking is permitted on the bus, yelling is not.
- Students will stay on the bus until dismissed.
- Students are expected to follow all directions given by bus captains and
- chaperones.

CONDUCT IN FACILITIES USED

- Students will enter the room quietly especially when a group is rehearsing.
- Students will clean up after themselves. No student will leave any equipment or garbage behind; failure to comply will lead to a detention to aid in cleaning the facility.
- Eating in the band room can only take place during lunch, on regular school days.
 No one is allowed to eat in practice rooms or storage facilities. STUDENTS NOT IN THE BAND VPA OR GUARD ARE STRICTLY PROHIBITED FROM ENTERING THE BAND ROOM.
- Student will setup and pack up their chair, stand and other equipment at every rehearsal.
- Horseplay or roughhousing will not be tolerated in or around the band facility.

INSTRUMENTS AND EQUIPMENT

- Students using school equipment will be expected to maintain it and return it in the same condition it was issued.
- Students are not permitted to touch, tap, hit, or play any musical instrument that does not belong to them.
- No student is allowed to play percussion instruments unless they are a percussionist or have special permission from the band director.
- Music folders will be kept in the music cabinets and not in lockers or book bags. Students will be assessed a replacement fee for damaging a music folder.
- Students will be assessed a fee for original sheet music lost or damaged.
- The assistance of the Cuda Carriers (Booster Equipment Managers) is a privilege, not a right...please remember that.

INSTRUMENTS

The band has a limited number of instruments for rent. Students who play flute, clarinet, saxophone, trumpet, or trombone may need to obtain an instrument from an outside vendor. Students are responsible for the care and maintenance of all instruments issued to them. Instruments must be placed in the designated storage area with cases latched when not being used. Personal items, including mouthpieces, should never be left in instrument case while not in use. All instruments should go home daily; the band storage cabinets are for convenience only.

- Brass players will provide their own mouthpiece, lubricants and mutes.
- Woodwind players will provide their own mouthpiece, ligature, reeds and swab.

- Percussionists need to supply their own sticks and mallets.
 - All percussionists will be held accountable for the storing, securing, and maintenance of all school percussion instruments and mallets prior to and after every rehearsal.
- All students who are renting a school instrument must turn in a completed Property Release Form before they will be allowed to take home any instrument. <u>ALL</u> <u>SCHOOL OWNED INSTRUMENTS ARE ISSUED IN WORKING ORDER. UPON</u> <u>THEIR RETURN, MUST BE IN THE SAME CONDITION AS ISSUED TO THE</u> STUDENT.
- Students renting an instrument from the school must maintain the instrument on their own throughout the year. Coral Reef High School and the BBPA will not pay to repair your rented instrument.

ETHICS

- All band members are strictly prohibited from smoking, drinking alcoholic beverages, and using mood modifying agents. There will be a ZERO TOLERANCE POLICY for these behaviors, which will jeopardize a student's participation in the Band program.
- Students are expected to care for personal property, the property of others, and school property. Never leave any piece of equipment behind!
- Band members are expected to positively represent CRHS for all outside observers.

CONDUCT ON TRIPS

- Students and their parents must attend a special trip meeting prior to departure.
- Special codes of dress and conduct will be discussed at the trip meeting.
- All paperwork involving parental consent must be completed prior to deadline.
- All school policies will be upheld during trips.

SECTION 6: Uniforms

INSPECTION

Students are required to be in complete uniform at inspection before every performance. Your uniform is to be worn with pride and dignity. It represents your school, the band, the community, the traditions and the honors earned by the members of the group before you. Inspecting officers and directors will instruct you as to procedures. Inspection is PASS/FAIL. If you fail inspection, you may be excluded from performing until you pass inspection. Part of your performance grade is wearing the proper attire.

PEP/GAME UNIFORM

- Football games: Long black pants, CR Band pep polo, marching shoes, black belt and black socks.
- Pep rallies: Generally, pep uniforms are worn on days in which there is a game, a
 pep rally, or both. Seniors may wear their class ring with the pep uniform, but not
 with the competition uniform.

COMPETITION UNIFORM

- Each student will be assigned a competition uniform. Replacement cost is \$400.
- Instrumentalist are to report to school with black gym shorts, band t-shirt, black socks and Dinkles (marching shoes). This is your uniform that is to be worn underneath the Competition Uniform.
- With the exception of very small studs for pierced ears, jewelry is not permitted.
- Students without the correct style of marching shoe may not be allowed to perform.

PRACTICE-WEAR REQUIREMENTS

Students must adhere to school dress code regulations during band rehearsals. This means shoes and shirt must be worn at all times.

- Students must wear:
 - o CR Band athletic shorts or all black athletic shorts or pants
 - o CR Band athletic shirt (teal writing) or PLAIN white shirt
 - Tennis/Running shoes (NO Sandels, sperrys, flip flops, skater or large basketball shoes)
- Please approach this as you would a PE uniform

CONCERT UNIFORMS FOR ALL ENSEMBLES

- Males: Tuxedo coat and pants, black cummerbund & bowtie, black socks and black dress shoes.
- Females: Black concert dress, close toed black dress shoes and pearls.
- All concert uniform accessory purchases must be completed by October 1st.
- A concert uniform fitting day will be scheduled....

SECTION 7: Non-Marching Band Activities

As noted on the calendar, rehearsals and performance events continue throughout the year. Students are expected to attend all rehearsals, as they are a requirement for the performance class they are enrolled in. All VPA Band students are required to participate in the Florida Bandmaster's Association (FBA) scheduled events. Specific requirements are as follows:

- Each band student will prepare a solo that is listed in the FBA music list at a level of difficulty as outlined in "Section 3: Eligibility."
- Students must make arrangements with their own accompanist.
- All students must prepare and perform a solo & as a part of an ensemble
- Repertoire should be of grade 4 or higher, from the FBA list for Solo & Ensemble
 Festival in February. Please note that students who perform a grade 5 or higher
 solo or ensemble and receive a superior at the district evaluation are eligible for
 the state evaluation in March/April.
- All band students will participate in the FBA District Concert Band Music Performance Assessments (MPAs) as a partial fulfillment of M-DCPS Competency Based Curriculum requirements.

- A performance with the drama department may take place in March/April (selected members)
- Students will audition to participate in Orchestra Winds (winds for CR Orchestra VPA). Those students must follow through with all events scheduled by Dr. Stone or Mr. Torgerson.
- Showcase ensembles will be established to perform at various events on campus or with-in the community. Ensembles include, but not limited to:

(Jazz Band, Drum Line, Woodwind Ens., Saxophone/Horn/Brass Quartets, etc.)

- Cuda Guard will take part in the FBA Auxiliary MPA in February. Members can perform solos, small group or large ensemble performances.
- Cuda Guard members will take part in a minimum of two school performances (Winter/Spring)
- NOTE: Other activities can be added due to a School/District/Community request.

SECTION 8: Student Officers

All students in the band program are expected to respect and assist band leaders/officers. These students are selected as the band director's delegates and often will provide the students with information directly from the band director. The director will make the final decision on who is chosen for an officer position. The selection process occurs in April/May. Please refer to the Officer Handbook with specifics on each position and responsibilities.

SECTION 9: BOOSTER ORGANIZATION & FUNDRAISING

Barracuda Band Parent Association (BBPA)

All parents and students are encouraged to participate in this organization. Parent volunteers who have been nominated and elected by the general membership run the organization as part of the BBPA Executive Board. All parents are considered general members if their child is enrolled in the CR Band VPA Program or participate in Cuda Guard. Information about this organization will be distributed during band camp in August, and our first general meeting is *Tuesday September 4*. The BBPA functions as a separate entity from Coral Reef High School and the organization functions as a non-profit organization. All charitable contributions are tax deductible.

- Booster Meetings will be held the first Tuesday of each month. (Most months)
- Parents are expected to volunteer a minimum of 10 hours to the BBPA during the school year. The unique experiences we provide to our students are directly related to the help and support of the parents!

FUNDRAISING

The band program is an enormous vehicle that is dependent on funding from a variety of sources in order to function properly. Parents/Students are encouraged to share in the expense by providing a Pride Donation. *Specifics of this donation are provided in an*

additional document. The funds provided by the school and school fees, do not cover all of the expenses incurred by the students. To help provide students with uniforms, accessories and many other resources, the BBPA organizes and runs numerous fundraisers throughout the year. Look for flyers, announcements, and newsletters that are periodically sent home describing current fundraising opportunities.

SECTION 10: General Information

COMMUNICATION

Throughout the year, memos containing pertinent information are sent with/to students. It is the student's responsibility to deliver these memos to their parents. Students and parents are also expected to check their email for updates on a regular basis! You are encouraged to frequently visit the program website for dates, forms and all information. The first grades in the gradebook for the school year will be for the various forms, documents and communication resources that must be completed (signed up for) in order to participate in any of the activities during the school year.

COMMUNICATION POLICY

Those students who are in 11th & 12th grade are required to do all the communicating with the director themselves. This means that any communication that pertains to assignments, grades, attendance, Dr. appointments, music, calendar dates, itinerary specifics, etc. must come from the student. Parent contact to the director for students in 11th and 12th grade must pertain to only those issues that relate to student health and extreme circumstances. This policy is put in place to prepare the upper classmen for the next level of responsibility in the professional world or college. The ability to organize, prioritize and communicate are a few of the necessary traits we will build upon with this policy. THIS POLICY IS NOT DESIGNED TO DISTANCE THE DIRECTOR FROM PARENTS/GUARDIANS, BUT TO EMPOWER OUR YOUNG ADULTS WITH THE NECESSARY TOOLS TO SUCCEED!!!

RESTROOM USAGE

DURING SCHOOL

The passing time of 10 minutes and your lunch break provide more than adequate time to use the facilities. Excessive visits to the restroom and any visit that warrants a doctor's note (10+ min) may result in a rehearsal performance demerit.

AFTER SCHOOL

The time awarded before rehearsal begins is expected to be used "productively". If you are not on the field or in your seat while the ensemble is working you can expect a visual or music performance demerit.

CONFERENCES

Students and parents who need to speak with the director regarding personal concerns or student progress are requested to call the band office or email the director to schedule an appointment so that sufficient uninterrupted time can be scheduled to

address concerns. Parents are requested not to consult with the Band Director about grades during rehearsals or performances.

HONOR BANDS

Students must submit all paperwork and funds (BBPA Box) to the director in order to participate in any of the ensembles. All students participating in honor band auditions (FMEA All-State or DCMEA Honor Bands) will receive a grade for attendance. Those interested in auditioning should look for sign-up sheets posted in the band room.

LOCKERS

Lockers will be assigned based on the instrument size and students must **provide their own combination lock**. The lockers may be used to store music equipment and if spare space is available, school books and binders. Students are not allowed to interrupt another class period to retrieve materials from their locker and are expected to be proactive and think ahead based on your schedule. All lockers must remain in good working order and cleaned regularly. Storage of non-band materials in lockers may be revoked at any time, if protocol is not followed. A *Locker Rental Form* is to be completed and returned by August 6, 2019. THESE LOCKERS ARE A PRIVILEGE!