

**WILLIAM A. HOUGH HIGH SCHOOL
WIND BAND HANDBOOK
SCHOOL YEAR 2013-14
ROBERT W. CARRINGTON, DIRECTOR**

I. WELCOME

It is a great pleasure to see you either join or return to our organization this year. There is much to discuss and much to plan. We will be very busy this year representing our community, school, and ourselves.

Your contributions are eagerly awaited and anticipated. Please note that the success of this year's wind band courses rely on your energy, enthusiasm and preparedness. We come from a variety of backgrounds and diverse degrees of musical experience. My wish for you and the entire band program is the best experience that we can collectively create.

To promote this ideal, I have developed the Hough High School Wind Band Handbook. This handbook will be a systematic approach to the teaching and organization of the high school band program. It is designed to help avoid costly delays and loss of time due to the lack of awareness of policy and procedure. Whenever questions arise, please consult this handbook. If your question is not answered you may contact me. As this is an ever-evolving document please refer to the current copy located on our website for up-to-date information. This version is current as of August 2013.

As we review this handbook, you should initial the included confirmation sheet. By doing so you indicate that you understand and will abide by the policies set forth. All forms are to be returned to my office by September 5, 2013. Additional copies may be downloaded from the band website (houghhsband.org).

Congratulations for making the BEST choice and becoming a Hough High School Band Member. I look forward to working with you to create an amazing year.

In Music,
Robert Carrington

A STATEMENT OF POLICY

In order to assist band members and parents in understanding areas of responsibility, a statement of band policy is herein set forth. Becoming familiar with this policy will enable each band member to make the most of this great opportunity to become a better person and a better musician.

“Music Education is a catalyst, more unique than any other discipline, which contributes to the positive growth and development of young people. The musical ensemble is a micro-world in which people of different races, creeds, and abilities unite through hard work, mutual respect, dedication and individual commitment to achieve a common goal of excellence. Students are expected to strive for improvement of their musical skills through regular practice. The happiest students are the ones who are improving themselves through regular habits of practice and daily progress. They must not only know right from wrong, but must be able to stand for their principles. They must develop a high sense of purpose toward which they are willing to work. RESPONSIBILITY is the focus behind this level of achievement within the program. The William A. Hough High School Band will be conducted in a manner that will facilitate all students in learning and bettering themselves.”

COMMUNICATION

Communication is a primary factor to the success of any program. The Hough Band has a website (www.houghhsband.org) that gives vital information that will keep all members and their families up to date with band activities. Our program utilizes a web-based communication program called Charms. Each student and a parent are required to register in charms. You must enter an email address in order to receive important information regarding band activities in Charms. This is a very useful tool that allows participants to check their accounts and input communication information. **It is the responsibility of the student and parent to make sure their account is up to date in CHARMS.** Instructions are located on our website: www.houghhsband.org. We also have a Facebook page that is utilized for communication. These will be the primary means of communication for our program. You may also communicate with me through my school email: robert.carrington@cms.k12.nc.us. Please understand that directing an outstanding band program requires much time. It is not possible to always give an immediate response but every attempt will be made to return your inquiry within 24 hours.

II. EXPECTATIONS

DUTIES OF A SUPERIOR BAND MEMBER

In an effort to create the best band possible, we need dedicated musicians to participate in our band. To make the most of the opportunities the band offers, you must be a superior band student. As a superior band student you will:

- Be on time to all classes, practices and performances.
- Arrive at all practices and performances prepared with correct equipment and a positive attitude.
- Make a real effort to learn and improve daily.
- Maintain a strong academic standing in all other course work at school.
- Be responsible for your actions. Accept the consequences of your choices.
- Be personally clean. Be neat and dress appropriately.
- Have a proper respect for those in authority.
- Follow all classroom rules, school regulations, and travel instructions.
- Be honest and fair with others concerning equipment, music and school life.
- Cooperate with fellow band members and share with them the responsibilities and privileges of the band program.
- Contribute positively to your music education and that of others by the best use of your talent.
- Read and play music with care.
- Improve your knowledge of music and develop good listening habits.
- Above all, be dependable and trustworthy.

BAND CLASS ROOM RULES AND PROCEDURES

I. Adhere to all CMS policies including the Rights and Responsibilities Handbook and BYOT Policies set forth by Hough High School.

II. Students will play their instruments to the best of their ability.

1. Be prepared and participate in rehearsal everyday
Included by not limited to the following
 - instrument in full working order before the rehearsal begins.
 - Music, method book and pencil are at your stand ready for use.
 - Appropriate reeds, oils, mallets/sticks etc.
2. Work to improve at each rehearsal
3. Practice on a regular basis
4. Be prepared for all playing tests, auditions and concerts.

III. Students will use appropriate rehearsal behavior

1. Be seated in your chair when the bell rings
2. Only appropriate discussion should occur during rehearsal
3. Remain seated unless permission is given to move.
4. Follow instructions the first time they are given
5. Give respect and dignity when talking and working with others.

IV. Students will take care of equipment and facilities

1. No Food, Drink, candy, or gum is allowed in the band room. Bottled water is the only exception.
2. Only Band and Orchestra members are permitted in the band room.
3. Do not handle an instrument that does not belong to you nor should you allow others to handle yours.
4. Only designated percussionists are allowed to handle and play on percussion instruments. They are to play professionally on these instruments.
5. Students will be held financially accountable for all school owned instruments and property.

The Basics!

***REPECT OTHERS
THINK POSITIVELY
PAY ATTENTION
MAKE A DIFFERENCE
SPEAK KINDLY***

***SAY THANK YOU
ACCEPT OTHERS
REDISCOVER SILENCE
LISTEN
KEEP YOUR COOL***

CONSEQUENCES

There is a basic sequence of consequences that will be followed.

Stage One

A conference with a discipline plan completed in order to eliminate unwanted behavior. Additional consequences may be given based on offense. A parental phone call will complete the conference. Additionally a conduct grade of 3 will be given for the quarter.

Stage Two

A conference with the student and parent must occur. A referral will be issued. An additional discipline plan will be developed to give the student one additional opportunity to correct unwanted behavior. (This may not necessarily be the same violation the occurred to earn stage one status) A conduct grade of 4 will be given for the quarter.

Stage Three

Student is removed from the band program.

Mr. Carrington reserves the right to use consequences to fit the situation. Severe offenses will result in immediate referral. Students will not be allowed to interfere in the learning process of their peers.

III. IN THE BAND ROOM

REHEARSALS

Because of our limited time together, it is important that each member understands and executes proper procedure during a rehearsal. A typical rehearsal period will begin upon entrance of the band room. Although extreme emergencies will be tolerated, all bathroom issues must be taken care of before you enter the band room for rehearsal. Students should place their book bags in the appropriate area and get their equipment ready. Typically the agenda for the rehearsal will be on the board. Read through the agenda and see what you will need and prepare appropriately. Each student must get to their seat before the tardy bell rings and begin warming up appropriately. Students who fail to be ready on time will be sent to lock out. Percussionist should use their time to get each station ready for rehearsal. It is inappropriate to treat concert percussion as if it were marching percussion. Students will be held financially responsible for any damage to school equipment. Mr. Carrington will stand by the podium to formally begin rehearsal. It is customary that students observe and follow instructions the first time they are given. As the period comes to close, remember that the director excuses students not the bell. Rest assured that if I make you late for your next class, I will give you a pass. Make sure you put your equipment away properly. Be sure remove all water from your instrument and to latch your case and put it back in its proper place. This will limit damage to your instrument.

MATERIALS NEEDED FOR WIND BAND

- Instrument in proper playing condition. All Repairs should have been made over the break by a qualified music technician. See Mr. Carrington for details.
- A Professional Black Binder (no stickers or damage) Sheet Protectors are optional Students who wish to use an electronic tablet must also have a black binder.
- Individual Instrumental Needs
 - Brass: Cleaning Cloth, Valve Oil, Slide Grease
 - Reed Players: Four Good Reeds and a reed guard that holds at least 4 reeds.
 - Woodwinds: Swab (Avoid Felt)
 - Percussion: Stick Bag with appropriate sticks and mallets. If you want to play it, you must own the proper sticks/mallets. An order will be made the first two weeks of school .
- A Chromatic Tuner/Metronome-this may be an application on an electronic device
- Writing Implement
- Subscription to SmartMusic at home with a microphone-See Section about Smart Music
- Band Lab Fee-See Section about Band Lab Fee
- Concert Attire (All band members wear formal attire)

INSTRUMENT STORAGE

At Hough, we are lucky to have the Wenger Storage System. This allows our members to have their own locker with a lock provided. You must use the lock issued to you by the band department. Lockers are to be kept tidy. Food and beverage are not to be stored in our lockers. If a locker is considered by Mr. Carrington to be a “condemned” condition, the band member will lose the privilege of storing their instrument in the storage room. Although every effort will be made to secure the facility, it is imperative to note that Mr. Carrington and other school officials WILL NOT be responsible for lost or stolen instruments and personal items. PLEASE RECORD YOUR SERIAL NUMBER WITH YOUR HOMEOWNERS AND RENTERS INSURANCE POLICIES. Many music stores also provide maintenance agreements that include theft. See Mr. Carrington for details. The storage room is to be kept tidy and clean at ALL times. Violators of this policy will automatically be nominated to clean the entire band suite. Each member will be issued a locker and a lock. You must use the assigned lock on the assigned locker. This is for security purposes. You must also complete and sign the locker agreement form as well.

SHEET MUSIC

Periodically through out the year each student will be LENT sheet music to store in their Band Binder. This music should NOT be in the folders of the binder but organized and banded within the three rings in appropriate order. Binders will be checked and graded periodically for organization and to insure appropriate marking of musical works and taking of notes. This music remains the property of Hough High School. If misplaced, the student will be charged a replacement fee. This will allow us to maintain our library through the years. A student’s lack of preparation does not constitute an emergency for the director: Bottom line...KEEP UP WITH YOU MUSIC.

MORNING PRACTICE

The Band Room will be open each morning before school starts for students who would like to practice. Therefore the students who wish to socialize before school will use the commons areas of the schools. Students are allowed to put their instrument away and to practice before 7:15.

BYOT

Students are welcome to bring and use electronic devices that will enhance the educational process of the band class. Many students elect to scan their music on an electronic tablet and use cellular devices as a metronome or tuner. There are many applications that can be useful for analysis as well as for marching band. The band director will inform students when it is appropriate to use electronic devices. Students must complete, return and follow CMS and Hough policies set forth on the BYOT expectations and release document. Students caught in violation these policies, using the device inappropriately or operating at a time when not allowed by the band director will be subject to disciplinary action and will immediately lose the option of using personal technology in the band class room.

IV. ON STAGE

PERFORMANCE POLICIES

(Competitions, Festivals, Trips, Games, Practices, Bus)

In general, all band activities are school related; therefore, district and school policies will be enforced. Infractions will be dealt with not only by Mr. Carrington, but also through the school administration. Let us always keep in mind that we want the Hough High School Band to be well respected in our community.

In order to insure the best possible appearance during performances and judging at concerts and festivals all Hough High School Bands have a specific dress code. All band members dress in formal attire. Gentlemen wear a tuxedo with a vest and women wear a specific black dress. An order form for attire will be sent home with the band student for purchase. At Hough we have made a huge effort to coordinate with all performing arts classes so that students are not expected to wear multiple outfits when possible. We also support each other in an appropriate fashion during performance and observation. Part of earning a well-rounded musical education is learning how to be supportive and helpful rather than being critical and teasing. An outstanding band member ALWAYS helps the weaker performers to a high level of achievement.

Attendance is required at all band concerts. These dates are set very far in advance. Part of receiving a musical education is performance through both spectating and performing. Performances are considered "band exams". Any student who misses a performance will earn a grade of 0. ALL band students are expected to watch all other bands perform during each concert. Students who have conflicts with a particular performance date are expected to let the director know as soon as possible. When appropriate notice is given

the director can make arrangements to make up the missed performance. When emergencies such as death or illness occur, students will be excused once appropriate documentation is presented and a conversation is conducted between the parents/guardian of the student and the band director. It is the responsibility of the student or parent to notify the director. Excused students will be given an alternative assignment. Concert Dates are posted on our website calendar. **Additionally ALL band members are expected to perform at Graduation at the end of the year. Make arrangements for summer after the graduation ceremony.**

2013-14 PERFORMANCES

FALL CONCERT PERFORMANCE	November 7
DALLAS BRASS PERFORMANCE	November 18
CHRISTMAS IN DAVIDSON PERFORMANCE	December 6 or 7 (TBA)
PERFORMING ARTS CONCERT PERFORMANCE	December 19
WIND BAND SPRING TRIP CONCERT	February 14-18 (TBA)
WINTER CONCERT PERFORMANCE	February 27
MPA STATE PERFORMANCE	April 1-4 (TBA)
SPRING CONCERT PERFORMANCE	May 22
GRADUATION PERFORMANCE	June 11-16 (TBA)

V. ACADEMICS

GRADING

Hough High School and CMS strictly enforce the following grading policy:

Formal Assessments	70%
Informal Assessments	30%

Performing Arts Classes are geared towards daily assessments as well as formative and summative assessments.

Playing and Written Assessments

Students will be tested using playing and written grades. Playing tests will occur during class and within SMARTMUSIC. Students are expected to play in the class. Playing tests consist of lines in a book, scales, and sheet music. Students are expected to be familiar with all sheet music one class day after they are given their lent copy. The student is expected to prepare difficult passages and work towards improvement at each rehearsal. Written tests will be made up of material found in the method book, observations, sheet music, and lessons taught in class. Students who are absent the day of testing will be given the opportunity to complete the missed evaluation during the next 2 class periods they attend. If the evaluation is not completed during the class period, the student must make arrangements to complete the test at the director's convenience. It is the responsibility of the student to make up work missed. Students whose instrument is in the repair shop on the day of a playing test must have a note from their parents indicating where the instrument is being repaired, when it will be returned, and what work is being done to the instrument. Additionally the parent's phone number must be included in the note. Please

understand that since Mr. Carrington has worked for several music companies, He WILL call to confirm the repair. This will enable all repairs to be completed in a timely manner and also to make grades fair and accurate. Students who forget their instrument the day of a test may make it up the next class period they attend, however two letter grades will be dropped.

Performance Assessments

There are three components to the performance portion of your grade: ***Attendance, Quality of Performance and Spectating.*** Attendance is required at all band concerts. Performances are considered “Band Exams”. Any student who misses a performance will receive a performance grade of 0. ALL band students are expected to watch all other bands perform (Spectating Component) during each concert. Attendance will be taken at the time of call and all performers must sign the clipboards at the conclusion of the concert. Additionally all students must assist in the moving of equipment. Any violation of this policy will result in a lower performance grade. Students who have conflicts with a particular performance date are required to let the director know as soon as possible. When notified at least two weeks in advance the director can make arrangements to make up the missed performance. When emergencies such as sickness or death of a family member occur, students will be excused when appropriate documentation is present and a conversation is conducted between the parents of the student and the director. It is the responsibility of the student or parent to notify the director. Excused students will be given an alternative assignment. Each band will also be graded on their quality of performance. If each student works to improve during the performance a grade of 100 will be entered for quality of performance.

Daily Regimentation Assessments

Getting seated quietly on time with required materials along with daily preparation and cooperation in achieving daily class objectives will be considered major factors in this area. Students who routinely prepare and work to improve in an appropriate manner during class will earn an outstanding regimentation grade. Students who do not will have a low regimentation grade. An additional factor in regimentation is the condition of equipment and facilities. Chairs and equipment are to be put in their proper place. Trash should be thrown away and the band room and storage areas are to be left impeccable. This year we will be sharing the rehearsal space with other ensembles. It is imperative that we keep everything in its place.

Weekly Homework and Practice Charts

Each student is expected to practice regularly. Students who do not practice will lack the ability to move forward and will become detrimental to the band program. They will be unsuccessful with a tendency to lose interest and will drop out evidentially. Practice is THE vital element the success of a band student. In order to maintain and develop proper playing technique each student is expected to practice weekly. This includes breaks and vacation weeks. Additionally each student will be given a weekly assignment using a web-based program called SMARTMUSIC. The student will be able to make as many attempts needed to achieve a high score. Subscription information will be forthcoming.

SMARTMUSIC assignments will be graded and are not optional. For veterans, this replaces our weekly practice requirement utilized in previous years.

HONORS CREDIT AND EXTENDED BAND CREDITS

Members of the Symphonic Band, Wind Ensemble and Jazz Band all receive honors credit due to the nature of these ensembles. As these are very rigorous courses in the field of instrumental study, the state of North Carolina believes that these courses should be given the same credit as Honors and AP Courses. Students may also get an additional grade for Marching Band and After School Jazz Band. Outstanding Band Members will also qualify to join the music honor society. Outstanding Band members may be considered for Honor Band Clinics throughout the year. These clinics usually occur over a weekend at various colleges and universities. Room, Board and Transportation are at the student's expense.

SMART MUSIC SOFTWARE

This year we will be adding SmartMusic to our assessment and data collection process for band. Every student will be expected to establish an account with SmartMusic in order to complete assignments. Each band class will be visiting the computer lab to create an account and enroll into the SmartMusic class. If you have already activated your subscription, please use the same email and password that you used when you downloaded SmartMusic. When we begin the enrolling process, you will need to purchase the software for your home computer but also a microphone. An email will be sent home once we begin using the software.

VI. FOR PARENTS

PARENT EXPECTATIONS

- Attend parent meetings when reasonably possible.
- Pay all Band Fees on time.
- Encourage and support good attendance and practice habits
- Ensure your child has **prompt transportation** arranged for all band functions.

THE BAND BOOSTER ORGANIZATION

The Band is supported by a Band Booster Organization. It is a group of parents and students who are actively involved in the functioning of the program. While the ultimate authority for the band is the director of bands, the Booster Organization is available to assist the director in assuring the best possible musical educational and developmental programs are offered to the students at Hough. Parents and student participation is VITAL to the success of the Hough Band Program. WE NEED YOU!! Remember "Many Hands Make Little Work."

FUNDRAISING

The Hough High School Band is actively involved in various fundraisers throughout the year. The funds raised go to help defray the costs of music, equipment, transportation to competitions and contests and general upkeep of the school-owned instruments as well as other costs throughout the year. Without our fundraisers we would have a major deficit in our budget. Obviously fundraisers make up a major portion of our revenues for the year.

Fruit Sale

Our largest fundraiser is our fruit sale. Students are expected to sell 10 units of fruit. The sale begins in mid-September and orders are turned in by early November. The fruit will be delivered in December, just in time for the holidays.

Panther Concession Stand

The Hough High School Band Boosters operate Concession stand 122 at Bank of America Stadium for all Carolina Panther home games, the Belk Bowl and the ACC Championship game. This is the primary fundraiser for us as we are guaranteed funds for staffing the booth and we can accept donations at our windows. This fundraiser also allows parents and students to earn money for their student account by committing to work at the concession booth.

Miscellaneous Fundraisers

Each year various other fundraisers are introduced and promoted. Take advantage of the fund raisers made available to you to help raise the necessary funds to operate the band program. Each year the Ways and Means Committee will determine the best use of our time and schedule fundraisers as needed. Along with other fundraisers, we typically have a dine-around each month and the grocery store card programs.

RECOMMENDATIONS AND REFERENCES

I am very willing to give recommendations and references for college consideration and music camps and clinics. I also will be glad to recommend students for civic organizations or employment opportunities. I must be given a **two weeks notice** in order to complete the document appropriately. Additionally many of these must be done confidentially to encourage an honest evaluation. In such a case I will not return the document to the student or parent.

BAND LAB FEE

A Band Lab Fee has been established in order to provide for the needs of the band. This assists in the purchase of music, and equipment as additional costs incurred due to the particular nature of the ensemble. Lab Fees are as follows. The fees outlined below cover the entire band program. Please review them carefully and contact Mr. Carrington if you have questions concerning these fees.

Band Members have the opportunity to earn cash credits by selling fruit, working at our Panther's Stadium booth and by participating in various fundraisers. Any amount that is not earned through credits must be paid in cash according to the schedule below by the deadline the fee is due.

Band Lab Fees

-Wind Band \$100.00 (This includes Wind Ensemble, Symphonic and Concert Bands)

-Marching Band \$575.00

-Jazz Band \$50.00

-Pit Orchestra, Winter Guard and Revelation Percussion TBA

Marching Band Members do not pay the Wind Band Fee as it is included in their marching band lab fee.

Hough High School Wind Band Information Sheet

Name _____ Period _____ Grade _____

Address _____ Home Phone _____

Parent _____ Work Phone _____

Student ID _____ Family Email _____

Instrument (Type and Make) _____

Serial Number _____ Student Email _____

I have read the handbook for the Hough High School Band Program. I understand that as a member of the band, it is my responsibility to practice all music for class and concerts, to attend performances, help others when I am able and contribute the best of my ability to the overall success of the band. I understand that failure to follow these duties and expectations will result in a lower grade, loss of seating within my section, parental contact and administrative action. I also understand that I must enter my contact information in charms to effectively communicate and receive vital band information. I am aware of the band lab fee. I also understand that I must participate in fundraising activities of the band. My initials below indicate that I have been explained the expectations outlined in the handbook mentioned above and will abide by these policies.

_____ Statement of Policy	_____ Performance Policies
_____ Communication	_____ Performance Dates
_____ Morning Practice	_____ Grading
_____ BYOT	_____ Honors Credit
_____ Duties of a Member	_____ SmartMusic
_____ Band Class Rules	_____ Parent Expectations
_____ Consequences	_____ Band Boosters
_____ Rehearsals	_____ Fundraising
_____ Materials Needed for Band	_____ Recommendations
_____ Instrument Storage	_____ Band Lab Fee
_____ Sheet Music	

Student Signature _____ Date _____

I have read the handbook for the Hough High School Band. I understand that as a “band parent” it is my responsibility to encourage home practice on a regular basis, attend performances, and offer assistance with fundraising or chaperoning with my schedule allows. I also must set my contact information in Charms to communicate and receive vital band information. I am also aware of the band lab fee. I will encourage my band student to accept the responsibilities of being a good and productive band member and understand that I may be contacted by Mr. Carrington with praise or concerns.

Parent Signature _____ Date _____