

2009 ~ 2010
**COOLEY BAND
HANDBOOK**



What's Inside:

Band Rules & Rights
Parent & Student Responsibilities
Band Materials
Important Dates
T-Shirt Order Form*
Band Contract*
Family Contact Form*
Parent Volunteer Form*
(*please fill out/sign and return)

Questions? Please contact Ms. Sugano at:

SSugano@rcsdk8.org
or (916)771-1740.

Visit the Cooley Band Website at:

cooleymsband.com

CLASSROOM RULES AND RIGHTS

- I. Every student has the right to learn.
- II. The teacher has the right to teach.
- III. Every student has the right to personal space. Keep your hands, feet, and instruments to yourself.

If any student chooses to violate these rules/rights, the teacher has the right to take action against the violation accordingly. If the student objects to the teacher's actions or believes there is a misunderstanding, they may talk to the teacher after class or at a break. Written statements are also welcomed explaining the situation at hand.

REHEARSAL PROCEDURES AND BEHAVIOR EXPECTATIONS

- A. Excessive visiting, chatter, noise, playing of instruments at inappropriate times violates other students' right to learn.
 - 1. At the sound of the first bell, all activity shall be directed to prepare for rehearsal.
 - 2. Absolutely NO playing out of turn!
- B. Students must come prepared to class. Unless instructed otherwise, students need to bring their instruments, book, sheet music, accessories (oil, reeds), and a pencil.
- C. Be on time for all rehearsals, classes and performances.
- D. Tardies and truancies are not acceptable.
- E. Please use the restroom during breaks or lunch. You must note the time you leave and the time you return in addition to my signature that will be recorded in your planner.
- F. For safety/health reasons, instrument swapping during class is not acceptable. Never handle another persons' instrument! Only percussionists are to touch the percussion equipment. Learning a second instrument is encouraged but will be allowed on my approval.
- G. Food, gum, and drinks (except for water) are prohibited in the band room. Special permission to eat or drink shall be granted only by the teacher.

Concert attendance and participation is mandatory! In the cases of family emergencies or illness, please contact me as soon as possible so that your grade does not suffer. Band is a team effort and the team suffers without every member covering their part. I will do my best to get band dates and times out as early as possible.

Grading:

- | | |
|-----------------------|--|
| 10% = Formative Grade | Weekly Assignments (Practice Records turned in every Monday) |
| 90% = Summative Grade | Playing Tests (Check-offs), Class Participation, Concert Participation |

PARENT & STUDENT RESPONSIBILITIES

Every day the student must arrive on time with their **instrument, accessories, sheet music folder, and a pencil**. Once the bell rings, all actions should be directed to prepare for the beginning of rehearsal.

All objects in the room, including music stands, cabinets, white board, instruments, etc. need to be treated with respect. Each student has the responsibility to protect their own instruments. Negligence often leads to expensive repairs. For those students who own their instruments, I would familiarize yourself with the local music repair shop for tune-ups, and other jobs you may need in the course of time.

You are also responsible for your **music folder** and all of the **sheet music** given out to you throughout the school year. All sheet music will be handed in at the end of the year. I will be making folder checks throughout the year.

A list of tentative **concert dates** is included in this packet. **MARK YOUR CALENDARS NOW!** Concert participation is mandatory to pass this class. Students must arrive on time with a working instrument. It is both the student's and parent's responsibility that you are dressed in appropriate attire. **“Formal Dress” for the Winter and Spring Concerts includes white tops (no T-shirts please), black bottoms, and black shoes and socks.** In the event of an emergency that the student will not be able to attend the concert, I need a written explanation from the parent/guardian of the student, a phone call, or email as soon and as early as possible. A make-up assignment will be given for any student that misses a required concert. **NO EXCEPTIONS!** For upcoming trips, I will send home a permission slip in advance.

Practice Records are a significant part of your Summative Grade. Students need to fill out a practice record, get it signed by a parent/guardian and turn it in the following Monday. You may obtain a practice record from me, print one out from our website, or create your own. 120 minutes per week!

COOLEY BAND PRACTICE RECORD

Name: _____

Band: Advanced Intermediate Beginning

Dates: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Total Minutes Practiced: _____

Parent Signature: _____

BAND MATERIALS

REQUIRED TEXTBOOKS

Beginning Band: *Standard of Excellence: Comprehensive Band Method Book 1* (Red) AND *Book 2* (Blue) for specific instrument. *Percussionists must purchase both the Snare/Mallets and Timpani/Auxiliary Percussion Books (2 for each series)

Intermediate Band: *Standard of Excellence: Comprehensive Band Method Book 1* (Red), *Book 2* (Blue), AND *Book 3* (Green) for specific instrument. *Percussionists must purchase both the Snare/Mallets and Timpani/Auxiliary Percussion Books (2 for each series)

Advanced Band: *Standard of Excellence: Comprehensive Band Method Book 2* (Blue) AND *Book 3* (Green) for specific instrument. *Percussionists must purchase both the Snare/Mallets and Timpani/Auxiliary Percussion Books (2 for each series)

All students are responsible for providing their own instrument and necessary accessories unless there is a financial need expressed in writing by the student's parent/guardian, in which case there is a limited supply of Cooley owned instruments that may be borrowed with a one-time \$75.00 donation to cover maintenance costs, upkeep and cleaning. Instruments are available on a first come, first serve basis, therefore, the sooner I am contacted the more likely we will have an instrument available.

INSTRUMENT ACCESSORIES

Flute: Cleaning rod, Cleaning swab/cloth, ID Tag for Case. Tuner/Metronome Highly Recommended.

Clarinet/Saxophone: Box of ten #2 reeds (2 1/2 for Intermediate and Advanced Students), Reeds will need to be replenished throughout the school year. Cork grease, Clarinet cleaning swab, soft clean cloth, mouthpiece brush-optional, ID Tag for Case. Tuner/Metronome Highly Recommended.

Trumpet/Trombone/French Horn/Baritone/Tuba: Valve oil (Slide oil for trombone), soft clean cloth, snake, mouthpiece brush, ID Tag for Case. Tuner/Metronome Highly Recommended.

Percussion equipment list: Percussion kit includes a 2 -1/2 octave Bells (notes G3 – C5), Acrylic, Yarn, and Timpani Mallets, 5A and 2B drumsticks, a Remo practice pad, a Stick bag, pitch pipe, and a drum key. ID Tag for stickbag. Tuner/Metronome Highly Recommended.

RECOMMENDED MUSIC STORES & REPAIR SHOPS

<p>*Northridge Music Center www.northridgemusic.com 7871 Greenback Lane Citrus Heights, CA 95610 – phn. # (916) 969-4728</p>	<p>*Tim's Band Instrument Service www.timsbis.com 2363 Arden Way, Suite C Sacramento, CA 95825 – phn. # (916) 925-9160</p>
<p>*Skip's Music www.skipsmusic.com 2740 Auburn Blvd. Sacramento, CA 95821 – phn. # (916) 484-7575</p>	<p>The Music Store www.musicstorerocklin.com 4505 Granite Drive Rocklin, CA 95677 – phn # (916) 624-0951</p>
<p>*Fred Morgan Instrument Repair 4247 Rocklin Road Rocklin, CA 95677 – phn. # (916) 624-0556</p>	<p>McLaughlin Studios www.mclaughlinstudios.com 3415 Swetzer Road Loomis, CA 95650 – phn. # (916) 652-6377</p>

**On-Site Instrument Repair Available*

WARNING: Many instruments purchased at non-music stores have shown to be lacking in craftsmanship and quality. I have been informed that some repair shops have refused to work on these particular instruments. Reputable brands that make student model instruments include Selmer, Buffet, Jupiter, Conn, Yamaha, Gemeinhardt, Pearl, Armstrong. This is only a recommended list.

IMPORTANT DATES FOR 2009-2010

Dates, Times, and Events are subject to change (last revised 8/25/09)

TBA = To Be Announced

DATE	EVENT	PLACE	TIME	DRESS	BAND(S)
9/18	Crest Theater Performance	Crest Theater	TBA	Formal	Advanced Band
10/9	8 th Grade Band Night	Roseville HS	TBA	Band Shirt	Interested 8 th Graders
10/23	8 th Grade Band Night	Woodcreek HS	TBA	Band Shirt	Interested 8 th Graders
10/30	Halloween Concert Fundraiser	Cooley	7:00 pm	Costume	ALL BANDS
11/7-8	Causeway Youth Festival	UC Davis	TBA	Formal	Selected Students
11/27	Honor Band Tapes due				7/8 th Grade Students who wish to audition
12/11	Winter Concert	Cooley	7:00 pm	Formal	ALL BANDS
12/12	CSUS Jazz Festival	CSU Sacramento	TBA	Jazz Dress	Jazz Band
12/14	Cooley Afterschool Performance	Cooley	4:30 pm	Band Shirt	Jazz Band
1/8-9	CMEA MS Honor Band	Sheldon HS	TBA	Formal	Students that qualify
1/30	Folsom Jazz Festival	Folsom HS	TBA	Jazz Dress	Jazz Band
2/18-20	CBDA All State Honor Bands	Fresno, CA	TBA	Formal	Students that qualify
2/25	WHS Jazz Night	Woodcreek HS	TBA	Jazz Dress	Jazz Band
2/27	WHS Jazz Festival	Woodcreek HS	TBA	Jazz Dress	Jazz Band
TBA	GEMF Band Festival	TBA	TBA	Formal	Advanced Band
4/22-24	Reno Jazz Festival	UNR	TBA	Jazz Dress	Jazz Band
5/14	Spring Band Concert	Cooley	7:00 pm	Formal	ALL BANDS
5/TBA	Combined Concert with Roseville Comm. Band	Cooley	7:30 pm	Formal	Advanced/Jazz Band

Call Time for all students is 30 minutes before the performance.

FORMAL DRESS: White Tops , Black Bottoms, Black Socks & Shoes

JAZZ DRESS: Boys: Button Down Shirt (any color), Colored Tie, Black Pants, Black Socks & Shoes
Girls: All Black

Attendance is mandatory and a large portion of your grade. We need EVERYONE there to perform at our best! If you are unable to attend due to an emergency or have cleared your absence beforehand, a make-up assignment will be given. All excuses must be cleared by your parent/guardian through Ms. Sugano.

Transportation to these events may not be provided by the school. Please plan ahead.

T-SHIRT ORDER FORM

Please check off the amount of items you would like to order.

T-Shirt ~ Unisex Price is \$12.00

Adult Sizes S____ M____ L____ XL____ 2XL____

Ladies T-Shirt ~ Price is \$15.00

Junior Sizes S____ M____ L____ XL____ 1X____ 2X____

Tote Bag ~ Price is \$12.00

One Size _____

Hooded Sweatshirt ~ Price is \$25.00

Choose a Size S____ M____ L____ XL____ 2XL____

Student Name: _____

Amount Paid _____

Cash _____ **Check #** _____

Deadline to turn in orders is *Friday, September 11, 2009.*

*** Make checks payable to COOLEY MIDDLE SCHOOL ***

COOLEY BAND CONTRACT

PLEASE SIGN AND RETURN

I have read and understood the packet of band information including: Classroom Rule &/Rights, Parent and Student Responsibilities, Materials Sheet, and the tentative Concert Schedule.

STUDENT NAME _____ Grade (circle one) 6th 7th 8th

STUDENT SIGNATURE _____

PARENT SIGNATURE _____

FAMILY CONTACT INFORMATION

(Please *print* legibly)

Parent/Guardian 1

Parent/Guardian 2

Name	_____	_____
Phone (day)	_____	_____
Phone (eve)	_____	_____
Email	_____	_____

PARENT VOLUNTEER FORM

There are many ways for volunteers to help with the band program. There are one-time opportunities as well as continuing roles. Please indicate below how you would like to help!

- | | |
|--|--|
| <input type="checkbox"/> Halloween Concert/Dinner Fundraiser | <input type="checkbox"/> Chaperone for Trips and Festivals |
| <input type="checkbox"/> Ticket Sales for Fundraiser Concert | <input type="checkbox"/> Graphic Design |
| <input type="checkbox"/> Concert Setup
(~3:00 pm Commitment) | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Concert Clean-up | <input type="checkbox"/> Providing Baked Goods for Concert |
| <input type="checkbox"/> Assist with Raffles at Concerts | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Truck/Van Driver for Performances
(Help Haul Equipment to and from
Performance Locations) | |