

# Band Handbook

Maurice C. Cash Elementary

Dear students and parents/guardians,

Welcome to the 2022-23 school year. My name is Mr. Sandoval, your band teacher for the Cash Band. I am looking forward to continue to educate your students in the art of making music.

The band program is open to students from 5<sup>th</sup> to 8<sup>th</sup> grade, any student with good academic standing can join our program no matter their musical skill level. New students will have the opportunity to learn a new instrument and returning students will continue to develop their musical ability.

Our goal for band is to learn how to **read, write, listen, and PERFORM** music. We will have performance opportunities through the year where we will demonstrate everything we have been learning in band class.

This handbook will give you all the information you need about this band program. It contains the expectations and procedures we will follow in the band-room among other important information. Students will read the handbook in class with Mr. Sandoval and will be **required to bring the last page signed by both the student and their parent/guardian** to remain in the program and have access to school instruments. Parents and/or guardians, I encourage you to read this handbook with your student to make sure you are both informed about the expectations for the band program.

I am very excited to build this program with all of you, let's make this school year great.

Sincerely,

Mr. Ken Sandoval

Band Director

Maurice C. Cash Elementary

## **Grade Levels**

Band is open for the following grade levels

5th Grade: 9:00am - 9:40am

6th Grade: 7:30am - 8:10am

7th Grade: 7:30am - 8:10am

8th Grade: 8:20am - 9:00am

## **R.A.C.E. Expectations**

As in your homeroom and specials classroom we will continue to follow the schoolwide RACE goals.

### ***Be Respectful***

- Respect teacher and peers
- Give positive feedback to peers
- Keep your instrument clean and safe

### ***Be Accountable***

- Follow directions the first time they are given
- Bring all your required materials to class everyday
- Raise your hand to ask and/or answer questions
- Take your instrument home to practice outside of school hours
- Follow walk-in/walk-out procedures

### ***Be Committed to a Safe School***

- Use equipment only as instructed
- Keep hands to yourself
- Walk in the band-room

### ***Be Engaged***

- Come in ready to get 1% better everyday
- You will not have hard days, you will have CHALLENGING days

Remember, if you have any questions or concerns make sure to always speak to Mr. Sandoval.

## **Required Materials**

The following are the materials students need to bring to the band-room everyday.

### **1. Instrument**

- a. Band-room storage is limited, school instruments have priority for storage space
  - i. Some exceptions
  - ii. Not bringing your instrument to class will result in 0 participation (Effort Grade) for the day

### **2. Music Folder/Sheet Music**

- a. Folders will be provided
- b. All music will be provided by teacher

### **3. Pencil**

- a. You will need your own pencil everyday

### **4. A good attitude**

As always please let Mr. Sandoval know about any issues, concerns, and questions.

## **Instruments**

Instruments owned by the school are on a **first-come-first-served basis** with the exception that students who have used the instrument in previous years have priority (you are able to keep playing the same school instrument). **Please note** that M. C. Cash has a very limited amount of instruments with some needing major repairs, I cannot guarantee that you/your student will be able to check out a working school instrument. The following is the school instrument availability at Rogers Ranch.

**5 Flutes      5 Clarinets      3 Alto Saxophones      1 Bass Clarinet      3 Trumpets**  
**2 Trombones      NO TUBA AVAILABLE (yet)      Percussion**

Parents, I encourage you to rent an instrument from our preferred vendor *Milano's Music* as they can provide your student with a working good quality instrument at a low price. I want to assure you that renting from this vendor is not required but it is important that your student has a working instrument to participate in band.

As always I am available to discuss the best option for you/your student to ensure participation in band. Let's work together to ensure you/your student is able to enjoy band with the least possible worry.

## **Grades**

Band is a **performance-based** class. This means that the goal of the class is to perform in concerts, festivals, competitions (a possibility), and other school/community events available. Your grade is not based on “how good you are” or “how good the band is”, it is based on how much you participate in band, how much effort you put into learning your instrument, and how much progress you make within each quarter. The following is a basic breakdown of what you are graded on in this class, it includes but is not limited to:

### **1. Performance Participation: 40%**

- a. On time and ready to concerts, festivals, and other band events
- b. Full participation including proper behavior and attire
- c. Follow all concert procedures
- d. Follow RACE expectations
- e. **Students who miss a band performance (excused and unexcused) will receive an alternative assignment**

### **2. In-Class Participation: 30%**

- a. On time ready to play before teacher begins class
- b. Follow all in-class procedures
- c. Follow *RACE* expectations

### **3. Playing Tests: 15%**

- a. Graded on progress
- b. Are you getting better at your instrument?
- c. Allowed to retake once a week

### **4. Written Quizzes: 15%**

- a. Rhythms
- b. Melody
- c. Harmony
- d. History
- e. Allowed to retake once a week

Your grade in band will be a reflection of your participation in the program and your willingness to keep getting better in music. Your grade is not a reflection of your skill level, you and I will work together to keep making progress in music. Follow all procedures and expectations and you will succeed in band.

## **Band Fees & Costs**

**There is no fee to register or participate in band.** However, you do need an instrument in working condition to be able to participate in band. There are some fees for school issued instruments, equipment, and accessories:

### **School Issued Instruments:**

- A fee of \$1 must be paid to be able to check out a school owned instrument.
  - This only covers usage of instrument, it does not cover repairs
- **Students are responsible for repairs and maintenance**, small repairs will be brought to Mr. Sandoval's attention immediately but bigger repairs will have to be handled by the student and their parents.
- Any lost instrument must be replaced at borrower's expense.
- All percussion students must pay school issued instrument fee
  - Fee of \$1 covers usage of all percussion equipment

### **Instrument Accessories and Essentials:**

Students will be provided with the following at no additional cost

- Music Stands
- Music Folder
- Music
- Cork Grease
- Valve/Slide Lubricant
- Tuning Slide Grease
- Percussion hardware

### Woodwinds

- Will be provided a swab, neck strap, and a set of reeds per instrument
  - \$2 per additional reed from band director

### Brass

- Will be provided with mouthpiece
  - Valve Lubricant and Slide Grease will be available to use in the band room

### Percussion

- Sticks, Mallets, and other percussion materials will be available to use in the band room
  - Students will be encouraged to purchase their own sticks and mallets

**Any money collected by Mr. Sandoval will be reported and submitted to the school administration by the end of the school day. Funds collected will only be used for band purposes. Students may receive a receipt when making a band payment.**

## In-Class Procedures and Expectations

The following are the walk-in/walk-out procedures:

1. Walk-in at a noise level 1
2. First class of the day sets up chairs and stands
3. Wash your hands at the sink station
4. Do not touch percussion equipment unless instructed too
5. Get instrument from cabinets, find your seat
6. Be ready to warm-up as a class before teacher steps in front of the class (5-minutes after class starts)
7. Follow all instructions
8. Follow pack-up procedures only when teacher instructs you to (I will always give you enough time to pack-up before the end of class)
9. Last class of the day puts away chairs and stands
10. Leave the band room **only** when you have followed these steps.

The following are instrument warm-up procedures, this should be done as soon as you get to the bandroom:

1. Set instrument case safely on the floor (or lap for smaller instruments)
2. Assemble instrument
  - a. Percussion: get instrument of the day from Mr. Sandoval then prepare instrument in percussion area
  - b. This is the time to ask for cork grease, valve oil, reeds, and other teacher provided materials
3. Warm-up with teacher approved exercises (rhythms, long-tones, scales, and other exercises)
4. Use a tuner to make sure your instrument is in tune
5. Wait for teacher instructions

The following are pack-up procedures:

1. Put all music in your music folder
2. Disassemble all instrument parts and set them properly on case
  - a. All reeds off mouthpiece!!!!
  - b. All percussion equipment is put back
3. Clean instruments before closing case
  - a. Swab instrument
  - b. Wipe instrument with paper towel or rag
  - c. Clean mouthpiece
4. Close the case and make sure that all latches or the zipper are closed all the way.
5. Last class of the day puts chairs and stands away

## **Concerts and Performances**

As stated before the goal of this class is to perform in concerts and other school/community events. For this reason performances will be a big part of your grade, missing a performance may cause you to have a failing grade in band. Any student who misses a performance (excused or unexcused) will be provided with an alternative assignment.

### **Concert Expectations**

Students must arrive at concerts and performances **30-minutes** before the start of the performance. On-time for performances means ready to warm-up **30-minutes** before the start of the concert. We will follow all in-class procedures and expectations. Students will learn about concert etiquette (how to behave at a concert) during band class.

### **Concert Attire**

Concert attire is meant to give us a professional look while performing as well as allow everyone to not worry too much about what you need to wear during a concert. Students should follow these guidelines when dressing for a concert performance:

- White Top w/ NO LOGO
  - White polo
  - White dress shirt
  - White blouse
  - **NO T-SHIRTS**
- Black Bottoms
  - Black Dress Pants/Slacks
  - Black Skirt (SKIRT MUST COVER KNEES WHEN SITTING DOWN)
  - **NO SHORTS**
- Black Shoes w/ black socks
  - Black Dress Shoes
  - Solid Black Tennis Shoes (no white soles or laces)
  - **NO SANDALS OR SLIDES**
- Solid Black Dress (optional)
  - Follow school dress code
  - Dress must cover knees when sitting down

If you are not sure about a piece of clothing ask yourself this, “Does it follow the School Dress Code?”. **Any student not following these guidelines may not be allowed to perform.** As always, speak to Mr. Sandoval about any concerns and/or questions. Attire may change for informal performances.

## **Technology (aka Phones)**

We will follow the School's Phone Policy; however, students in the band room are allowed to use their phones **ONLY** for the following reasons:

1. Tuner App
2. Metronome App

The use of phones will not be required for band but students will learn how to use technology to improve their practice routines. Smartphones have many free apps (both IOS and Android) to enhance the learning experience in band. Students will learn how to use a Tuner and a Metronome but will not be required to have one during band class. Parents, I encourage you to monitor your student's phone use when practicing at home and whenever downloading any application from the app stores.

Mr. Sandoval reserves the right to prohibit phone usage even if it is for the purposes stated above.

## **Classroom Behavior and Consequences**

Behavior and consequences are schoolwide, we will follow the same behavior procedures as every M.C. Cash classroom follows.

Students may lose the privilege to participate in band and/or be removed for the following:

- Student's grade falls below the minimum academic requirements may not be removed from the classroom but can lose band field trip opportunities.
  - **Our grade requirements will follow the same requirements for sports**
    - C or above with Satisfactory effort grades
    - D with an Excellent effort grade
  - Should a student's grade fall below requirements they will have a chance to improve their grade by the end of the following quarter before losing band privileges
  - Students who do not meet grade requirements may not be allowed to participate in performances
    - Mr. Sandoval will provide alternate assignments for missed performances
- **Student causes excessive damage to equipment**

Mr. Sandoval and M.C. Cash Administration reserves the right to remove students from band who do not follow procedures, *RACE* expectations, or maintain a good academic standing.

Students and the student's family will always be notified about any issues that may cause students to be removed from band.

## **Practice Techniques**

Students are expected to practice at home with their instruments as much as they are able to. Students who only play their instruments in the classroom do not have the opportunity to grow as much as students who practice outside of the classroom. We will learn “at-home” practice techniques to ensure all students know what they can do outside the classroom to improve and excel.

### **How to Practice**

Practicing does not have to take a long time. Simply by practicing about **15-minutes** everyday you can make a lot of progress in a week. I recommend practicing about **45-60 minutes every week**, but it is better if you do 15-minutes every day rather than trying to practice for 1-2 hours on one day. Actually, you will make a lot more progress if you make a routine of short practice times than if you try to make it up all in one day.

**Remember this, A LITTLE PRACTICE GOES A LONG WAY**

This is my suggestion for a practice week:

Monday: No practice

Tuesday: Practice 15 minutes

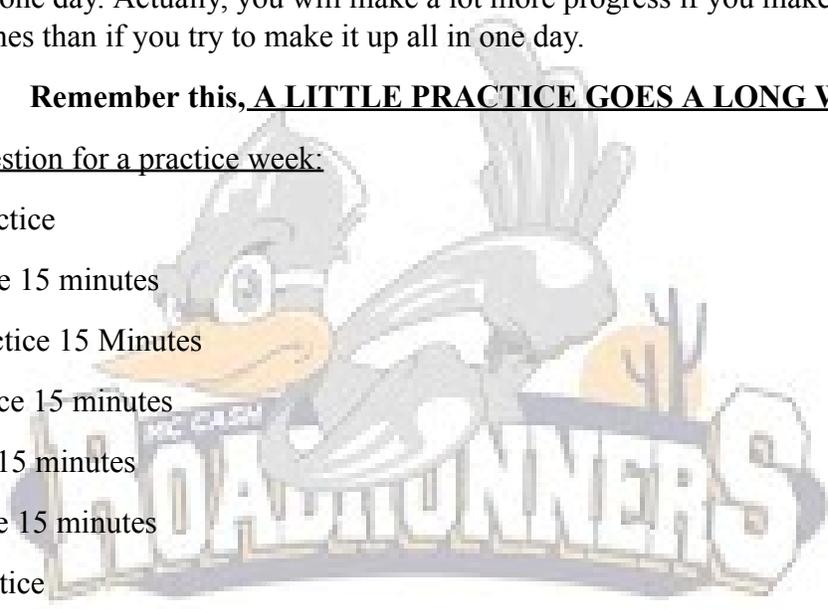
Wednesday: Practice 15 Minutes

Thursday: Practice 15 minutes

Friday: Practice 15 minutes

Saturday Practice 15 minutes

Sunday: No practice



With this schedule I even practiced 15 extra minutes for the week AND had 2 rest days. Practicing will get you prepared for band class by being ready to learn new techniques and new music.

We will follow this motto:

You practice at home, we REHEARSE in band class.

## Practice Techniques

Here is a simple strategy to set up a practice routine:

1. Write down your goals (what do you want to do by the end of the week)
2. Find a place to practice with NO DISTRACTIONS
3. Set a time of the day to practice before relaxing time or play time
4. Set a timer (on your phone, computer, watch, etc.)
5. Do not watch TV, Youtube, or use your phone for anything other than the Tuner or the Metronome
6. Work on scales and long tones like how we have learned in class
7. Play the songs we have learned in class
8. To finish off try to learn your favorite song by ear, or:
  - a. A song from the radio
  - b. Find sheet music online
  - c. Make weird sounds with your instrument (don't break it)
  - d. Have fun with your instrument

## Closing Remarks

Playing your instrument should be fun. As we learn to play music I want you to keep in your mind **learning to play an instrument is CHALLENGING but not hard**. The way you play at the end of the year will be much better than the way you played at the beginning of the year.

Here is a cool challenge for yourself, record yourself playing at the beginning of the year or when you first learn how to make a sound on your new instrument. Then every new quarter record yourself playing the same thing or something even "harder" (more challenging ) than the last recording. The last recording will be at the end of the year, you will have 5 recordings of yourself making progress and you will be surprised how much progress you made.

I ask that both students and parents/guardians **sign the last page of this handbook FRONT AND BACK and return it to Mr. Sandoval as soon as possible**. By signing the last page of the handbook both the student and parent/guardian agree to follow the procedures and expectations, maintain grade requirements, and bring a good attitude when participating in band.

Thank you for choosing to be a part of this band program. Your participation and support will help create a culture of success here at M.C. Cash for you, your students, and future generations.

## Mr. Sandoval's Contact Information:

**Email:** [ksandovalcervantes@laveeneld.org](mailto:ksandovalcervantes@laveeneld.org) (preferred, faster response)

**Phone:** 602-237-9120 Ext. 3241 (leave voicemail if no answer)

# Parent/Student Agreement Form

Please fill out and return to Mr. Sandoval

**We have reviewed the band handbook and understand its policies. By signing this form we agree to comply with all expectations and procedures outlined in this handbook. If I have any questions or concerns I will contact Mr. Sandoval as soon as possible.**

Student's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Contact Information:**

By filling this contact information you will help me keep you informed about the band program such as future dates for events, special rehearsals, and performance opportunities

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred (Please Circle One): Home / Phone / Work / Email

## Instrument Page

Which instrument do you want to play in band?

Fill out this page to inform Mr. Sandoval what instrument you want to play and if you need to use a school instrument. Instruments are **first-come first-served**, students will not be allowed to check out an instrument if this page is not properly filled out. **All students interested in Percussion will be heavily encouraged to rent a Bell Kit so they can practice at home.** Please remember school instruments are limited, I cannot guarantee your student will receive the first instrument of their choice.

Will you need a school instrument? (circle one)

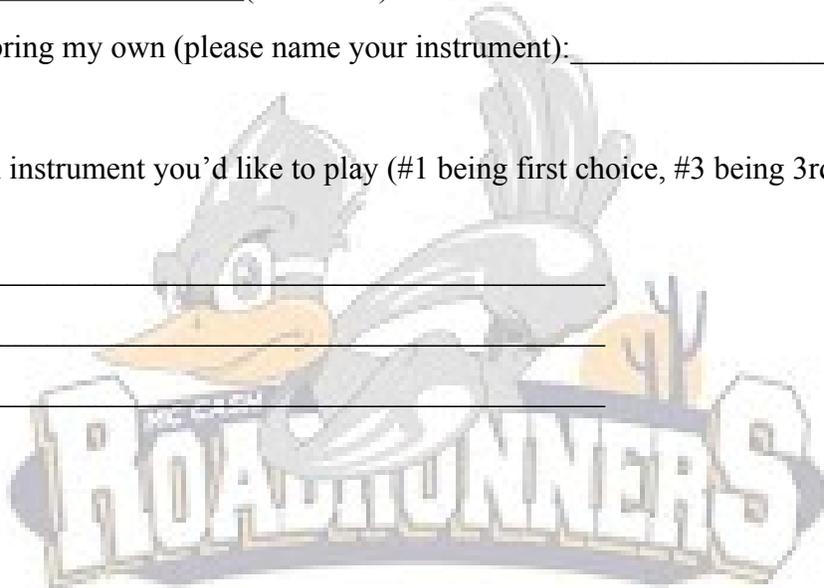
Yes / No, I will bring my own (please name your instrument): \_\_\_\_\_

If Yes, list which instrument you'd like to play (#1 being first choice, #3 being 3rd preferred choice)

#1. \_\_\_\_\_

#2. \_\_\_\_\_

#3. \_\_\_\_\_



**After submitting this form to Mr. Sandoval, you will receive the district wide “Instrument Contract” form if student needs a school instrument. Students must return the form signed by a parent/guardian and pay the \$1 instrument fee within one week to keep the school instrument for the year.**

Please refer to the “Instrument” section of the handbook for school owned instrument availability.

**Any student in the Band roster after August 26th, 2022 will remain in the band program until the end of the school year.**