Band of Brothers

Music Department Handbook
Welcome to the CBA Music Program! CBA approaches music and the arts not as supplemental activities, but as essential activities that develop our boys mind, body and spirit. Our popular music programs have established and well-deserved reputations for excellence.

MUSIC AND BAND
CBA's music department caters to student musicians of all levels and abilities. Our music program is woven into the academic schedule, and all of our bands are credit bearing. In addition, every CBA student is eligible for school group lessons at no additional expense.

- Concert band: for students just beginning their musical development
- Symphonic band: for students at the intermediate level (NYSSMA Level 1-3)
- Wind ensemble: for musicians performing at the highest level (NYSSMA Level 4-6)
- Jazz ensemble: for advanced performers
- Saxophone quartet: a college-level performance group
- Jazz combo: a student-run initiative
- Marching band: Comprised of all high school musicians from Wind and Symphonic band, this is our largest performance group. The Regimental Marching Band performs at home and abroad in ceremonies and parades

The CBA music department is designed to accommodate beginners as well as All State musicians. We allow new students to join our program at the entry level, including those who transfer to CBA with no musical background. In addition, each year we prepare students for NYSSMA festivals, where our musicians compete as soloists and hone their skills through solo preparation.

CBA's music programs perform in the local community and abroad. Our marching band has performed at Walt Disney World, West Point, and the New York State St. Patrick's Day Parade. We have performed for the bishop and at many Albany municipal ceremonies.

Our facilities offer students individual instrument storage lockers, an acoustically treated band room, and individual practice studios with soundproof booths.

For more information about CBA's Music Department, please contact Sarah E. Waite, director of music, at waites@cbaalbany.org, or call (518) 452-9809 ext. 123.

**Handbook Table of Contents**

Band Expectations...2
Attendance Policy...3
School Lesson Outline...4
Practice Record/Assignment Sheet...5
Private Lessons...6
Private Lesson Form...7
Absence Request Form...8
CBA Music Department
Concert/Symphonic/Wind Band, Jazz Ensemble & Marching Band
Expectations & Guidelines

Ms. Waite, Mr. Borrello

Grading Policy
Band Rehearsals & Performances 50%
Lesson Grades (school OR private) 30%
NYSSMA Assessment or final proficiency 20%

Rehearsal/Performance Expectations
- Band Rehearses every other day or 3 times per cycle
- All students will arrive on time, ready to work with instruments ready (instruments must be in good playable condition; repairs are the responsibility of the musician)
- No working instrument = unprepared for rehearsal/performance = penalization of band grade
- Attendance
  - Please refer to separate attendance policy
- All students must provide their own transportation to, & are responsible for their own instruments, uniforms & music to all band functions unless directed otherwise
- All instruments must travel home for practice and back for rehearsal. Instrument lockers are assigned based on availability, instrument size and seniority. With the exception of beginner lesson students, each band member is encouraged to use a provided lock to secure their band locker. Students failing to use lockers appropriately will lose the privilege
- Practice rooms are available for use during period 11. Students will be required to sign out the space daily. If a student wishes to use a practice room during a study hall, he must obtain a special pass from either Ms. Waite or Mrs. Marble. Students are NOT allowed to share the practice space. It is designed for only one student.
- At NO time will FOOD, DRINK or GUM be allowed into the band room or practice rooms.

Required Materials for All Bands
- One pencil (with eraser) to every rehearsal
- Music folder (provided) with assigned music in it at all times. If this folder disappears at any time during the year, notify Ms. Waite, Mrs. Marble or any band officer immediately. The parts will be replaced at your expense.
- Instrument (in working order w/necessary reeds, mutes, etc.)
- A positive attitude
  - Due to the distracting nature of electronic devices, no laptops, tablets or phones will be allowed into ANY rehearsal.

Additional Required Materials for Marching Band
- Marching Lyre (obtained or ordered from local music store or Ms. Waite) for your instrument
- Marching Flip Folder (provided)- This will be issued to you once. If it needs to be replaced the cost is $5
- *NOTE: a limited number of supplies (lesson books, valve oil, lyres, metronomes, replacement reeds, etc.) will be made available for sale through the music office. These items are offered on a CASH basis only. Students’ failure to settle these cash debts will result in withheld report cards each marking period.
CBA Band Attendance Policy

Like any performance ensemble, the band is a team. The overall quality and presentation of the group is dependent on each member's presence. Consequently, it is imperative that all band members attempt to attend every band performance. Realistically, we understand that it is difficult to attend every performance and thus we have devised an attendance policy that should address most circumstances. **To avoid confusion, please read over this year's updated attendance policy thoroughly. This policy must be read and signed before any student can begin receiving credit for participating in band.**

**Rehearsals/Drills:** All band members are required to attend all rehearsals and drills*. Wind/Symphonic/Concert Band is a scheduled class and unexcused absence will be treated as a classskip and punished according to school policy. *Jr. High musicians not in Marching Band are exempt from drill

**Performances:** As part of the CBA Music Department (concert, symphonic, marching and wind bands), you will have many opportunities to perform. When possible, performances will be scheduled with ample time for all members to make necessary arrangements to attend. The majority of the year's performances are already posted in the school calendar.

All performances are mandatory! Please check the performance schedule frequently to avoid conflicts. The school administration as well as the music department stress that school comes first. Conflicts with outside work schedules, non-CBA sporting events, etc. are unacceptable.

**Concerts:** There are three scheduled concerts each school year: Winter Concert, Pops Concert (alternate years), Spring Concert. These events cannot be missed! Students who miss any of these concerts will be subject to a failing band grade for that semester. The only exceptions to this rule are: death in the family, hospitalization, or severe illness (must be accompanied by a Dr.'s note)

**Other Performances:** These performances include (but are not limited to): Open houses, Parades, Honors Nights, etc.

**Excused Absence:** In the event that you cannot avoid a conflict, Ms. Waite or Mr. Borrello must receive a written excuse from a parent/guardian at least TWO WEEKS prior to the scheduled event. If the event is scheduled within that two-week period, a cut-off deadline for excuses will be announced. **Students are allowed two (2) excused absences per year (this does not include concerts).**

Other excused absences are those that arise out of emergency. Illness and family emergency are two examples. If a student misses a performance for these reasons, he is asked to provide a written excuse to Ms. Waite or Mrs. Marble on the day he returns to school. Where possible, it is always appreciated when parents call the music department as soon as the absence is imminent.

**Unexcused Absence:** Unexcused absences are those that do not fall within the excused category. Students not providing an excuse within the set deadline as well as those missing more than the allowed two performances will be subject to discipline (below).

Students who bring in an excuse **BEFORE** the performance, but past the two-week deadline lose 2 points from the band portion of their grade. Excessive absence will result in a possible dismissal from the band.

Students who do not show up for a performance (skip it entirely or bring in a note after the fact) will receive a 5 point grade deduction and a mandatory detention equal to the amount of time missed for the performance (ex. the NHS induction ceremony lasts roughly 1.5 hours, the detention for skipping that performance will last 1.5 hours). ANY STUDENT WHO SKIPS MORE THAN ONE PERFORMANCE WILL BE SUBJECT TO DISMISSAL FROM THE BAND.

*Drill Team, Honor Company, brigade staff, and NCO's involved in outside responsibilities must speak (in person...no second hand communications) with Ms. Waite regarding marching/performance assignments for each event at least two weeks prior. For most parades, a rotating schedule will predetermine when students report to band and when they report to their other commitment. These conflicts are considered excused and (in most cases) will not be counted towards your limit.

We cannot stress how vital each member of the band is to each ensemble. When we all work together our bands are **second to none!** Students, please discuss this policy with your parents as it is often their schedules that are interrupted for your transportation needs.
• All students must be on time to each lesson.
• All students must be prepared with lesson book, music and instrument.

Grading
• Attendance counts.
• Each lesson will receive a grade based on 100 points.
• The semester average will appear on the January and June report cards and is included when determining the overall semester grade and eligibility for honors.
• Each lesson missed for any reason other than an absence from school or a test will result in a grade of 50 if not made up. Lessons must be made up after school or during a study hall and scheduled in advance.
• If a student forgets his lesson book, he will receive a grade of 75% for that week’s lesson.
• Misbehavior during lessons, band rehearsals and/or performances will result in detention and possible dismissal from band.
• Every student new to the music program will be evaluated at the end of a three-month probationary period. Based on the student's progress and commitment, Mrs. Marble will decide whether or not he will remain in the program.

Schedule
• Each student will be scheduled for one lesson (always on the same letter day) during each 6 day cycle.
• Every effort will be made to rotate the lesson schedule so that no class will be missed more than once every 6 or 7 weeks.
• This may cause lessons to be scheduled during lunch. Students with a lesson during lunch will be excused for 1/2 period to eat and then return for the lesson.

Materials
• All students will work from the Belwin Student Instrumental Course except snare, which uses the Breeze Easy series.
• If you do not already own the Belwin book, we will order new books for you so that they may be purchased directly from the music department. Books must be purchased in advance. Students will not be loaned books and will receive a deficient grade for a missing book.
• Students will also receive a practice sheet that must be filled out weekly and signed by a parent. Recommended practice time is ½ hr. 5 days per week.

Lesson Cards
• Lesson Cards/Passes will be distributed during the homeroom period.
• When a student has a test scheduled during his lesson he must inform either Ms. Waite or Mr. Borrello in the morning when he receives his lesson card. If possible, his lesson will be rescheduled during the school day.
• Students are to carry these cards with them throughout the day.
• At the time of the lesson, students must show the card to their academic teacher BEFORE class begins and then report directly to their lesson with the lesson card.
CBA Music ~ Practice Record

Practice Requirement - 30 minutes per day - 5 days per week MINIMUM!

*Parents, please encourage your sons to allow ample practice time and incorporate it into their daily routine!*

**DIRECTIONS:**
Write down your lesson assignment before you leave your lesson. Begin practicing the assignment *that night (day 1)*. Record the number of minutes you practice at each session and record in the boxes provided. If you need more boxes to record time, either bi-sect the time boxes or move down to the next row and continue to record the times until your next lesson.

**HAVE A PARENT INITIAL/SIGN** the last night before your next lesson to receive credit for your practice time!

*This record should be taped to the inside of your lesson book and brought to each lesson!*

<table>
<thead>
<tr>
<th>Date</th>
<th>Lesson Assignment</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Day 7</th>
<th>Parent Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/4</td>
<td>Bring in $$ for Book, practice scales and p.14 in lesson book. practice all marching music</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/1 6</td>
<td>More work on scales! P.15, band excerpts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Private study is integral to a musician’s progress. In almost every case, the CBA music Department encourages students to study privately on their instruments. Because one on one private study generally progresses at a faster pace, we grant academic credit to students who study privately, and excuse them from school lessons. That means they earn 30% of their band grade from their private lessons, but there are a few requirements students must satisfy to make this a possibility.

1. Students must average at least 30 minutes of private study once per week on the instrument they play in band.
2. Students and their teachers must document the work accomplished in each lesson (this includes assignment lists) on the CBA Private Lesson Form (attached to practice record in this packet)
3. Private teachers must provide a numeric grade (out of 100) for EACH lesson (to be averaged at the end of the semester for a final grade).
4. All private record forms must be filled out completely and turned in by the deadline (established each semester).

All of these requirements must be met to receive credit for lessons. Please instruct private teachers to email any questions directly to either Ms. Waite or Mr. Borrello. In addition, we ask parents to provide us with the name and contact information of their private teacher by the end of September.

If you are interested in pursuing private study for your son but need help finding him a teacher, please ask as we have a list of area private instructors.

Ms. Waite
waites@cbaalbany.org

Mr. Borrello
borrello@cbaalbany.org
CBA Private Lesson Form

Name: ____________________  Private Teacher: ____________________  Form Due: SEM I ________  SEM II ________  ______ (seniors)

Teacher’s Phone:          SEM I ________  SEM II ________  ______ (seniors)

Instrument:_______________  Length of Lesson ½  ¾  1hr.

<table>
<thead>
<tr>
<th>Date of Lesson</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Numeric Grade (please fill out each lesson)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Study Materials: Enter page &/or exercise/etude # assigned each week.

1.  
2.  
3.  
4.  
5.  

Indicate Scales or rudiments assigned.

1.  
2.  
3.  

(Please fill out during final lesson of each semester)

Table continued on reverse…

Semester Comments and Evaluation: Numeric Grade ( /100) =

Comments:
Please use additional spaces for complete semester.
For full credit, all students must average one ½ hour lesson weekly for the entire semester (Roughly 16-18 lessons).

<table>
<thead>
<tr>
<th>Date of Lesson</th>
<th>Weekly Numeric Grade (please fill out each lesson)</th>
</tr>
</thead>
</table>

Study Materials: Enter page &/or exercise/etude # assigned each week.

1
2
3
4
5

Indicate Scales or rudiments assigned.

1
2
3
CBA Music Department
Absence Request Form

My son ____________ will be unable to perform at the _______ on _____ due to _________________________.
I can be reached at ______________ with any questions regarding this absence.

Signed: _______________________

CBA Music Department
Absence Request Form

My son ____________ will be unable to perform at the _______ on _____ due to _________________________.
I can be reached at ______________ with any questions regarding this absence.

Signed: _______________________

8