



# STUDENT & PARENT HANDBOOK



## 2018-2019

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Mr. Daniel Mull, Director of Bands  
Office: Campus Center Gym  
Email: [dmull@cakmail.org](mailto:dmull@cakmail.org)  
Office Phone: (865) 690-4721, Ext.140

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Band Students and Parents:

WELCOME to one of the most exciting experiences of which you can be a part of – THE BAND! Now, more than ever, we have information to justify why we do this demanding, yet rewarding activity. Experts have concluded that the study of music helps with spatial reasoning, test taking, and overall quality of life! Factor in social skills, emotional development, leadership training, group interaction, aesthetic perception, music making, discipline, and you have a powerful equation for SUCCESS. The ultimate goal is a lifelong understanding and appreciation for music and music making!

EVERYONE SHOULD READ THE INFORMATION IN THE HANDBOOK, even veterans. A lot of information is new so make sure you're informed. For new members, this handbook keeps us running smoothly and efficiently. Most questions can be answered by consulting the handbook. Policies may be adjusted or amended from year to year as the need arises to help our program run more efficiently. It is my hope that the information contained in this handbook will be both INFORMATIONAL and INSPIRATIONAL! Parents, please take time to review the advocacy page of the National Association of Music Parents (<http://www.amparents.org/resources/resourcesadvocacy/>). This webpage has many wonderful resources to help you understand your role as a music parent and what you can do to support our efforts. Students need to know that we support and understand what they do in music. Being informed and knowledgeable is the very first step. 2018-2019 will be full of successes for our students. In all areas of the program, we hope to see growth and indications that our program will only continue to prosper. We are looking ahead to some wonderful opportunities for the coming year. In addition to some wonderful performance opportunities we have some projects that are in the works as well!

I want to affirm my commitment to developing and growing the band program at CAK. Additionally, I am committed to developing Christ-centered musicians, life-long learners, student leaders, and a program that will be both a family and a community. I am blessed to be here at CAK and I do not take my job for granted. I will pray for your children and care for them as my own, vowing to always be there for them when they are in need. As I conclude, this handbook is designed to answer any questions you might have concerning the program, but inevitably it will not answer every question you might have. Please read all of the information carefully, sign the form in the back of the handbook, and contact me if you have any questions. I am honored to be your band director and I am looking forward to a great year!

-Mr. Mull

# STUDENT HANDBOOK

## A STATEMENT OF POLICY [a]

In order to assist band members and their parents/guardians in understanding areas of responsibility, a statement of band policy is set forth herein. Being familiar with this policy will enable each individual to make the most of this great opportunity; being a member of the CAK band program.

I firmly believe that each member should improve their musical skill through regular practice. When a student has lost the will to improve their self or make contributions to the band, they risk wasting the time and efforts of their fellow band mates, their parents/guardians, their director, their school, and their community. A SUCCESSFUL student is one who improves through habits of regular practice and a commitment to learning. Students must develop a high sense of purpose, toward which they are willing to work. RESPONSIBILITY, COMMUNICATION, and COMMITMENT are the keys to achieving success within our program. I, the director, and any hired band staff intend to conduct ourselves in a manner that will facilitate all students in learning and bettering themselves both as a musician and an individual.

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## OBJECTIVES OF THE BAND PROGRAM [b]

- To teach students music through both classroom instruction and performance
  - To develop students' performance skills through individual and ensemble performance
  - To foster school spirit and meet the musical needs of the school and community
  - To develop students' understanding and appreciation for various forms of music
  - To acquaint students with both music theory and music history
  - To provide students with a positive social experience and the opportunity to explore music as a means of self-expression
  - To provide a positive and safe learning environment where students are both encouraged and supported
  - To develop students' skill in communication, team work, and responsibility
  - To encourage servanthood and humility in each student
  - To glorify God through the gift of music
- 

## THE NOBLE OBJECT [c]

The Noble Object is a unifying statement of dedication to the CAK band program. Just as it is written in Deuteronomy 11:18 "You shall lay up these words of mine in your heart and in your soul..." it is my hope that all CAK band members will write the words of the Noble Object upon their heart and take it with them when they depart from the CAK Band Program.

***"The Noble Object of the CAK Warrior Band shall be for the development of true and righteous Christian principles, to unite the hearts and minds of many in the advancement of music education, and to make a joyful noise unto the Lord."***

***-I Corinthians 12:12 "For as the body is one and has many members, but all the members of that one body, being many, are one body, so also is Christ."***

## 2018-2019 CALENDAR [d]

August	17 <sup>th</sup> 24 <sup>th</sup> 31 <sup>st</sup>	(PB) Christ School of Asheville: HOME (PB) Greenback HS: AWAY (PB) Chattanooga Notre Dame: HOME
September	7 <sup>th</sup> 21 <sup>st</sup>	(PB) Lenoir City HS: HOME (PB) Bearden HS: HOME -Homecoming Band Social TBD
October	5 <sup>th</sup> 15 <sup>th</sup> 19 <sup>th</sup> *26 <sup>th</sup>	(PB) Grace Christian: HOME (PB) MS/JV vs. Grace: HOME (PB) The Webb School: AWAY (PB) Boyd-Buchanan HS: AWAY
November	*9 <sup>th</sup> ^10 <sup>th</sup> *13 <sup>th</sup> ^17 <sup>th</sup> ^30 <sup>th</sup> – Dec. 1 <sup>st</sup>	(PB) Veteran's Day Parade: Knoxville (MS/HS) ETSBOA Jazz Clinic Auditions (MS*/HS) Veteran's Day Concert (MS) Junior Band Clinic Auditions (MS) Junior Band Clinic
December	*7 <sup>th</sup> *11 <sup>th</sup> ^31 <sup>st</sup>	(PB) WIVK Christmas Parade (MS/HS) Christmas Concert (HS) ETSBOA Music Scholarship Deadline
January	^12 <sup>th</sup> ^25 <sup>th</sup> -26 <sup>th</sup>	(HS) All-State East Senior Clinic Auditions (MS/HS) ETSBOA Jazz Clinic
February	^5 <sup>th</sup> /7 <sup>th</sup> ^7 <sup>th</sup> -9 <sup>th</sup>	(MS/HS) ETSBOA Solo & Ensemble (HS) All-State East Senior Clinic
March	*6 <sup>th</sup> -7 <sup>th</sup> *8 <sup>th</sup>	(HS) ETSBOA Concert Assessment (MS/HS) Band Recruitment Concert
April	^10 <sup>th</sup> -13 <sup>th</sup> 27 <sup>th</sup>	TMEA All-State TSSBDA Concert Assessment
May	*9 <sup>th</sup> *13 <sup>th</sup>	(MS/HS) Spring Concert (MS/HS) Band Banquet

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(\* ) asterisks indicate dates, events, or ensembles that are tentative. ^ indicates dates, events, or ensembles that are optional but encouraged.

Abbreviations have been used to indicate events that pertain to specific ensembles and are as follows: (PB) Pep Band, (MS) Middle School Concert Band, and (HS) High School Concert Band.

Please note that dates and events are subject to change. Prior notice will be given in advance, as soon as possible, should there be any deviation from the band calendar posted at [www.cakbands.com](http://www.cakbands.com)

## CURRICULUM/COURSE DESCRIPTION [e]

### **Beginning Band**

Beginning band is the foundation of our program. Students in beginning band will be introduced to the basics of reading standard musical notation. Additionally, they will develop an understanding of their specific instrument and will explore the skills involved in ensemble performance. They will also be exposed to concepts of music theory and music history as it relates to the beginning band method. Students in beginning band can expect to perform in 1-2 concerts a year.

### **Middle/High School Concert Band**

The concert band ensemble at the middle school and high school level are the core of our band program and all other ensembles are accessory. The concert band ensemble serves to help students achieve a high level of musical excellence. In addition to individual instruction on their specific instrument, students will also have exposure to elements of music history and music theory. Students involved in the concert band ensemble will have the opportunity throughout the year to participate in Solo and Ensemble, ACSI, TSSBDA, or ETSBOA Concert Festival, ETSBOA All-East Clinic, TMEA All-State Clinic, and various other travel and performance opportunities. Students participating in the concert band ensemble can expect to perform 2-3 concerts a year.

### **Marching Band/Pep Band (Football Season)**

CAK students in grades 8<sup>th</sup>-12<sup>th</sup> are eligible to join the Marching Warrior Band. 7<sup>th</sup> grade students who demonstrate a high level of musical achievement and physical coordination may be invited to join the ensemble at the discretion of the band director. This ensemble requires a great deal of physical exertion as well as the ability to perform varying difficulties of literature while marching and/or performing choreography. The CAK Marching Warrior Band will not work toward production of a field show for the 2018-2019 season. The Marching Warrior Band will still be present as a pep band at all home football games, select away games, and to the best of our ability will still participate in pre-game activities as well as selected parades. **The band will rehearse on Tuesdays/Thursdays from 4-5 PM once school starts**, with the exception of school holidays and special circumstances.

### **Pep Band (Basketball Season)**

Pep band is an informal ensemble that performs at all home men and women's basketball games. This ensemble is mostly comprised of students who have participated in marching band, but is open to all CAK band students in grades 7<sup>th</sup>-12<sup>th</sup>. **Students enrolled in Honor Band have an obligation to participate in Spring Semester Pep Band.** Any and all other 7<sup>th</sup>-12<sup>th</sup> grade band students are welcomed and encourage to participate.

### **Private Lessons**

Private lessons are one of the best way to improve individual performance skills. The one-on-one approach allows the student to benefit from individual instruction which is difficult to attain in a large class setting. A recent survey of students in the All-State Band revealed that approximately 80% of the students in the band studied privately. Students are generally more inclined to practice diligently and this discipline increases the student's enjoyment in becoming a better musician. I am more than willing to work with students one-on-one outside of the classroom, however, I am not an expert on every instrument. I would be more than happy to help you in finding and selecting a private teacher for your instrument should you wish to take private lessons.

## ATTENDANCE POLICY [f]

### UNEXCUSED ABSENCES FOR REHEARSAL/PERFORMANCE

Unexcused absences for a rehearsal will result in appropriate disciplinary action. Unexcused absences for performances **will result in a zero as a performance grade**. Such unexcused absences pertain to class, after school rehearsals, performances, and any other band related functions that a student may be obligated to.

### EXCUSED ABSENCES FOR BAND

Excused absences include death of a family member or loved one, family emergency, doctor's note, significant illness, or extreme circumstance. Alternative music related assignments may be assigned by the director for excused absences, for which the content and due date will be at the director's discretion.

### TARDIES

Students who are tardy to class or rehearsal should provide documentation for their tardy. If sufficient documentation is not provided the student's tardy will be unexcused.

**\*SEE PAGES (47-49 & 64-65) CAK PARENTS/STUDENT HANDBOOK\***

### THIRD QUARTER PRIVILEGE (MARCHING BAND/PEP BAND)

For football games, students may lose their third quarter privilege for the following reasons:

- Failure to pass-off music by the assigned deadline
- (1) or more unexcused absences
- (3) or more unexcused tardies within a week
- Recurring unexcused tardies
- Any infraction of blatant irresponsibility or disrespect

**\*THE DIRECTOR IS RESPONSIBLE FOR THE INTERPRETATION AND ENFORCEMENT OF THIS POLICY. THE DIRECTOR MAY PROHIBIT A STUDENT FROM PERFORMING IF THEIR BEHAVIOR OR ACTIONS HAVE WARRANTED SUCH A LOSS OF PRIVILEGE.**

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## CONFLICTS WITH BAND ACTIVITIES [g]

Conflicts between band and other activities or events, and their resolution, are the responsibility of the student. Rehearsal and performance schedules are provided in advance so that both the parent and student are aware of any obligations. Students should refrain from participating in activities that may directly or consistently conflict with band activities. This is not to say that a student may not participate in activities outside of band, but band requires a serious commitment like most other school activities. Students who are consistently absent due to conflicts with other activities will limit the overall success of the band. While conflict resolution is the responsibility of the student, the director may be consulted in trying to resolve the conflict. Students should have a personal planner or calendar and be aware of all band dates in advance. Students are reminded that band is a time consuming activity and that involvement in outside activities should be limited to those that are compatible with the band schedule. All conflicts in regard to performances must be worked out in favor of the student's responsibility to band. **Performances cannot be made up.** You are either there or not. Students involved with athletics should consult with the director and their coach to plan a practice schedule that will benefit both activities.

## GRADING POLICY [h]

Quarter grades will be determined using the following criteria:

- A. Performances (40%)
- B. Playing Tests (30%)
- C. Homework/Projects (20%)
- D. Participation (10%)

### A. Performances (40%)

- Students are expected to be at all performances at the designated call time with their instrument, music, all necessary materials, and dressed according to the concert attire requirements given by the director.
- A score of 100% will be given for excellent participation in performances. This includes being on time, having the necessary equipment and materials, being appropriately dressed according to the concert attire, being cooperative, having a good attitude, and by fully participating in the performance.
- Any students who fail to successfully complete the requirements above will have (10%) deducted from their performance grade for each infraction.
- Any student with an unexcused absence for a performance will receive a (0) for their performance grade.
- Certain absences may be considered excused at the discretion of the director. **If a student foresees a potential conflict with a performance, a request for absence must be presented in writing to the director at least 2 weeks prior to the date of the scheduled performance.**
- Students with an excused absence from a performance must complete an alternative assignment to replace their grade, with the exception of extreme circumstances, in which the assignment may be dropped or excused at the discretion of the director.

### B. Playing Tests (30%)

- Scales, etudes, and other playing exercises may be assigned throughout the year and are expected to be completed by the assigned due date. These assignments must be recorded and then submitted via Google Classroom or Showbie. Instructions for recording the assignments and setting up the Google Classroom/Showbie account will be given to the students at the beginning of the school year.

### C. Homework/Projects (20%)

- From time to time supplemental assignments and projects may be given to students to complete for homework.
- Upon their completion, students are expected to keep track of these assignments by filing them in their band binders unless they are submitted and archived via Showbie or Google Classroom.

### D. Participation (10%)

- A positive attitude and regular participation in class discussions/rehearsals is crucial to a student's success in band. This may sometimes involve the student playing in class in front of their peers. This is not intended to be a scare tactic or form of embarrassment but rather to strengthen individual performance skills. Students having their required materials (i.e. instruments, method book, music, iPad/device, pencil, etc.) for class each day also factor into this grade.

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## LATE WORK [i]

In coordination with the CAK Student Handbook, **late work will result in a 10% reduction in grade per day that the assignment is late**, if no prior agreement or arrangement is made. All class assignments will be posted well in advance and students will have sufficient time to complete them.



## DUTIES OF THE BAND MEMBER [j]

- Be on time, if not early, to all rehearsals and performances. **“To be early is to be on time, to be on time is to be late, and to be late is unacceptable.”** \*Students with an unexcused tardy to a marching band rehearsal will be expected to run a lap around the practice field before joining the rehearsal.
  - Upon entering the rehearsal setting, acquire your instrument/music quickly and quietly, go to your seat, and listen for instructions.
  - When the director steps onto the podium or calls for your attention, all talking should cease immediately.
  - Come to **every** rehearsal with a **GOOD ATTITUDE**.
  - Refrain from playing out of turn or making unpleasant sounds (i.e. goofing off on the instrument).
  - Make a priority to improve on a daily basis and establish a good practice routine. **Practice should take place at home at the individual level.** Rehearsal takes place at school and is for putting it all together. Come to rehearsal with your part prepared.
  - At the end of rehearsal, be sure that all materials and equipment are stored in their proper place.
  - Be in good academic standing in all course work.
  - Be responsible for your **OWN** words and actions. Be humble and be willing to admit your mistakes.
  - Demonstrate respect for **yourself and all others**.
  - Think critically and be a problem solver.
  - **BE A SERVANT, SCHOLAR, AND A DISCIPLE.**
- 

## THE IMPORTANCE OF ATTITUDE [k]

**Attitude** is the key to success for any individual or organization. There are many aspects of our life that we cannot control, but attitude is one that we can. It is inevitable that there will be days that we will not be at our best but a positive attitude must be present at every rehearsal and performance. In addition to a positive attitude, sincerity, focus, and dedication are expected of every member.

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## THE IMPORTANCE OF DISCIPLINE [l]

Due to the nature of our craft, discipline is a must. It is also what will define our program and make us stand out from the rest. Each band member should work toward developing a good sense of discipline in their personal practice, their academics, and their character. Misconduct or a lack of discipline casts a bad light on the school, community, and our band program. Any member who disgraces our school, community, or band program under any circumstance through a lack of discipline may be dismissed from the band program.

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## EMAIL ETIQUETTE [m]

1. Rude and inconsiderate emails will not illicit a response and will be forwarded to administration.
2. Please include a clear and direct subject line.
3. Please consider if it is appropriate to “reply all.”
4. Use professional salutations.
5. Correct spelling and grammar is appreciated.
6. Responses can be expected within 24-48 hours during **normal business days and hours**. If an email is urgent in nature, I will do my best to respond as necessary in a timely fashion.

## **PARENTS'/GUARDIANS' RESPONSIBILITY TO THE BAND [n]**

It is the responsibility of each parent/guardian to see that the policies outlined in the handbook are adhered to and that **the form on (Pg. 13) is signed and returned by the date indicated in your welcome letter**. This Letter of Mutual Consent states that you understand and consent to the policies herein and that any questions are to be directed to the band director via email or by calling the director's office. Each parent/guardian is responsible for ensuring their child's attendance at all band functions and for encouraging good practice habits. Parent involvement is highly encouraged in order to foster a great band experience.

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## **HOW PARENTS/GUARDIANS CAN HELP [o]**

Here are a few ways you can help your child be successful and support our program.

- Show an interest in your child's study of music.
  - Encourage regular practice habits.
  - Reward consistent practice.
  - Keep the instrument in good working condition.
  - Be extra careful with school-owned instruments. Repair costs are high.
  - Hold your child accountable for their commitment.
  - Provide a means for private instruction if possible.
  - Be faithful in attendance at band events.
  - Keep the Band Handbook nearby and refer to it often.
  - Notify the director if you foresee your child being absent for class, rehearsals, performances, or events.
  - Attend a rehearsal from time to time. You are always welcome!
  - Attend band parent meetings and other informational events.
  - If you provide transportation for your child to and from band events, please be prompt and on time.
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## **STUDENT RESPONSIBILITY [p]**

### **To Yourself**

While the director is responsible for guiding and developing your musical skills, you are primarily responsible for your level of success as a musician. You reap what you sow. If you sow hard work, determination, and a positive attitude then you will reap the benefits. The director is ALWAYS available for your guidance and encouragement!

### **To The School**

Christian Academy of Knoxville provides us with the resources, equipment, and facilities to help us be successful and make music. We have the responsibility to honor, respect, and serve our school and community.

### **To Each Other**

We must always do what is best for the welfare and good of each other. There is no room for acts of selfishness. Respect and love each other as Christ loves us. If you find yourself in conflict with another, work toward a solution and pursue peace. Act toward each other in love and kindness. Be quick to forgive and support each other in all things.

# MARCHING/PEP BAND RULES AND PROCEDURES [q]

## MISCELLANEOUS

- Closed-toed shoes and socks must be worn at all times for outside practices.
- Students should have a reusable water bottle and sunscreen when rehearsing outside.
- Chewing gum or food is not permitted during rehearsal or in the band room, with the exception of water.
- Students should refrain from wearing hats or sunglasses inside the building.
- Be in your seat with all necessary materials and equipment ready to begin on time.
- Respect the “Chain of Command.”
- All school rules and policies are still applicable after school hours and when traveling.
- Students are required to remain with the band during and after rehearsals, games, parades, and competitions. Students will be dismissed as a group by the director.

## MARCHING/PEP BAND PRACTICE

Students are required to attend all rehearsals (**Tuesday/Thursday, 4-5PM**) and all performances (games, parades, and competitions). If a conflict arises that would prevent this, please contact Mr. Mull in advance. If an unforeseen conflict arises, the student or parent must contact Mr. Mull via email or at the band office **(865) 690-4721 Ext. 140**. Please see Pg. 5, section [f] regarding the attendance policy.

## UNIFORMS

~~The band will provide the following in regard to the marching band uniform:~~

- ~~• Shako (hat) and plume~~
- ~~• Bibbers (pants)~~
- ~~• Coat~~
- ~~• (1) Pair of black gloves~~
- ~~• (1) Pair of gauntlets~~
- ~~• Themed marching band t-shirt~~
- ~~• \*Marching shoes. Marching band shoes are available to borrow but we have a limited inventory. Students may purchase their own if they wish. If purchasing your own shoes, please see Mr. Mull for purchasing information.~~

~~The student is expected to provide the following:~~

- ~~• Long black socks~~
- ~~• Shorts to be worn under the uniform that adhere to the school dress code.~~

~~\*Uniforms will be kept and stored in the band room. Students should check out their uniform from the Quartermaster before each performance and be sure that it is returned at the conclusion with all required components. Should damage or defect to the uniform become apparent, the student should notify the Quartermaster immediately.~~

## INSPECTION

~~Prior to all performances, band members will present themselves for inspection by the Quartermaster. Any member that does not pass the inspection may not be permitted to perform. Band members will be inspected for the following:~~

- ~~• Excess hair is fully secured inside the shako (hat).~~
- ~~• Jewelry and makeup is not present with the exception of a wrist watch or class ring.~~
- ~~• All parts of the uniform are present including black gloves and long black socks.~~
- ~~• Instrument and all other required equipment is in good working condition.~~

## FOOTBALL GAMES

- Call time for both home and away games will be announced, at the latest, on **Thursday** prior to the game if not earlier.
- ~~Students will enter the stadium in full uniform and will only take portions of the uniform off in the stands at the discretion of the director.~~
- For home games, students will be dismissed following closing announcements from the director. For away games, students will be dismissed to the bus following the conclusion of the game. Students may leave with another parent/guardian or designated individual but the director must have written consent from the student's parent/guardian.
- When marching to and from the stadium the band will march at ATTENTION. If we are to be respected as an organization, we must present an image of discipline at all times.
- **Only uniformed band members/approved alumni are allowed in the band section.** Parents and friends are welcome to sit on the outside, but not inside. Again, we must present an image of discipline.
- All members are to remain in their "section."
- ~~Students should only consume clear liquids when in uniform and only consume food that is not likely to stain or damage the uniform.~~
- The band has the privilege of having the 3<sup>rd</sup> quarter off but students must be back in their seats **two minutes** prior to the beginning of the fourth quarter. Please be advised that this is a privilege and privileges may be lost.
- All members should be alert and aware of instructions from the director or Drum Major. Be aware and ready to play at all times.
- If a student must leave the band section at an away game, another student must accompany them and must have consent from the director.

## COMPETITIONS/CONCERT FESTIVAL

Competitions are special events where we get to perform for an audience and adjudicators that understand and appreciate our art. **WE COMPETE TO DO OUR BEST – NOT TO WIN. We should not focus on comparing ourselves to other bands but rather being the best we can be for who we are.** Pertinent information such as driving directions, departure/return times, and other necessary details will be shared with parents and students in advance. All parents are welcomed and encouraged to attend competitions or concert festival to support the band.

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## GENERAL CLASSROOM RULES AND PROCEDURES [r]

### REHEARSAL PROCEDURE

- Students are expected to be prompt and on time for each class or rehearsal.
- Upon arrival students should quickly make their way to their seat, acquire all necessary materials, and listen for instructions. Percussion should distribute parts and move equipment into place quickly. Woodwind players should have cork grease and extra reeds on hand. Brass players should be prepared with valve oil and slide grease.
- Students should be sure that equipment, instruments, and other materials are properly stored away in their designated place at the conclusion of class or rehearsal.
- Talking or playing out of turn will not be tolerated and is consider a distraction to the learning environment.
- The purpose of rehearsal is to learn how other parts fit or work in relation to yours. **Practice should take place at home. Rehearsal is for putting it all together.** Come to rehearsal prepared.
- It is not necessary for students to ask to be excused to go to the restroom. Students should take the hall pass when they leave the band room. Students should also limit their trips to the bathroom unless they have a medical condition that would prevent this.

## CLASSROOM RULES

**1.) Be respectful to everyone and everything.**

-This includes the director, guest teachers, each other, music, instruments, and the band room. Respect rehearsal time by not talking or playing out of turn.

**2.) Accept responsibility for yourself, your actions, and your learning.**

-Pick up after yourself, pay attention, and work hard. Participate in class and practice...at home.

**3.) Never touch things that don't belong to you.**

-Keep your hands off other instruments, music stands, the podium, the director's belongings, and each other.

**4.) Do YOUR best every day.**

-Be prepared with your instrument, your materials, a pencil, and your music. Set up quickly. Participate and give your best effort!

## DISCIPLINARY PROCEDURES

**1<sup>st</sup> Violation:** Verbal warning from director

**2<sup>nd</sup> Violation:** Violation documented

**3<sup>rd</sup> Violation:** Parent contacted via email or phone call

**4<sup>th</sup> Violation:** Referral to principal

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## SCHOLARSHIPS [s]

The CAK Band Program is fortunate to be able to offer two scholarships each year. These are the David McAlister Scholarship and the Wilson's Band Director Award. These scholarships are awarded to two deserving band seniors based on merit, academic standing, community service, and dedication to the CAK Band Program. An application process for these scholarships will be implemented for the 2018-2019 school year. Any seniors interested in either of these scholarships should speak with Mr. Mull

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## SCHOOL-OWNED INSTRUMENT POLICY [t]

CAK Bands does not currently charge a rental fee for the use of its inventory of instruments. Our small inventory is available on a first come, first serve basis. Students who would like to rent an instrument should speak with Mr. Mull and complete an **Instrument Rental Form** with their parent/guardian. **Both the student and parent are financially responsible for the instrument and will be liable for any negligent damage.** Any repairs that are necessary due to normal wear and tear will be paid for by CAK Bands.

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## LOST MUSIC [u]

Students are entrusted with original copies of music and are responsible for ensuring that they are maintained in good condition. Students should keep their music in a designated folder at all times and be ready to return it when requested by the director. **Students are prohibited from making photo copies of any music and sharing it with other students or individuals. Students will be charged for any lost or damaged music.**

## USE OF THE BAND FACILITY [v]

### **BAND ROOM**

Use of the band room before, during, and after school is a privilege provided to us by Christian Academy of Knoxville. Students who abuse the facility will be disciplined accordingly. Students are to refrain from engaging in “horseplay” or any other activity that could cause damage to band room equipment. Students are expected to only use their instrument or the equipment that is assigned to them unless asked to do otherwise by the director. At the beginning of the year, students may be assigned a cubby to store their instrument and music but cubbies should be kept tidy and neat at all times. **The band room is not a secure facility, therefore, CAK Bands or Christian Academy of Knoxville is not liable for lost or stolen items.**

### **MUSIC LIBRARY**

The music library is only to be used by the director and designated student librarians. Materials such as solos, ensemble works, etude books, and other supplemental materials may be check out through the director.

### **BAND OFFICE**

The band office is a private space containing confidential records and documents. Students are not permitted to enter without permission from the director. Students are welcome to enter to talk or hang out when the director is present and the door is open. Student use of the office phone is permitted when the need arises but not before permission is granted from the director.

## *Letter Of Mutual Consent*

I, the undersigned student, commit myself in membership to the CAK Band Program and understand the policies and procedures as set forth in the Band Handbook. I agree to adhere to these policies, procedures, and consent to do my best to uphold them.

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(Student Signature)

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(Date)

I, the undersigned parent or guardian, have read and understand the policies as set forth in the Band Handbook. I also grant my child permission to be an active member of the Christian Academy of Knoxville Warrior Band. In addition, I agree to be an advocate of music education and an active supporter of the CAK Band Program. Furthermore, I agree to adhere to these policies, procedures, and consent to do my best to uphold them.

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(Parent Signature)

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(Date)