

CDO Band Program Handbook 2022-2023



Excellence

Dedication

Passion

Pride

Family

Director of Bands

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Mission Statement:

Students enrolled in the Canyon del Oro music program will learn valuable musical concepts and life skills through the rehearsal and performance of music, as well as listening to, writing about, and analyzing music.

Student Conduct:

"Do the Right Thing"

Since the band is a highly visible extension of Amphitheater Public Schools, all school rules and policies are fully enforced during any events or activities. We are a unique organization that exists as both an academic subject and extracurricular activity and as such, we will strictly adhere to all district policies outlined in the CDO Student Code of Conduct and The CDO Handbook for Students and Parents.

In addition, CDO Music students are representatives of the music program, CDO High School, and the City of Tucson. Students are expected to behave in a manner that reflects the high standards of character associated with those communities.

**The CDO Band Program Handbook is subject to revision at any time. Notifications of said revisions will be made on the CDO Band Program website, and communicated to the students and parents, should this need to occur.*

General Rules and Policies:

Respect School and Personal Property

Much of the equipment used throughout the year is very expensive. Students are liable for any damage, caused intentionally or through negligence, to the equipment of the school or of other students.

Respect Facilities

Proper care of CDO facilities and facilities in which we are guests is essential. Always leave the space in better condition than when you entered.

Wear Appropriate Clothing to All Rehearsals

Any rehearsal may include physical activity, so students should dress in clothing that allows for comfortable movement and follows school dress code. This includes closed-toed shoes for all marching band rehearsals.

Electronics

Cell phones and other electronics are not permitted and should be turned off at the beginning of each rehearsal and at all events, unless prior communication has been made with Ms. Raneer, to accommodate a very specific need for said electronic.

Professionalism

Students are expected to behave as young professional musicians during all rehearsals, performances, and travel. Remember that you are representing over 50 years of tradition and conduct yourself accordingly.

Prohibited Substances

Students are prohibited from using, possessing, or consuming alcohol, drugs, vapor, tobacco, or any tobacco related products as described in the CDO Student Code of Conduct. Students that violate this policy will be immediately dismissed from all performing ensembles.

Lockers

Students will be provided a locker in the band room to store their musical instrument and accessories only. Books, personal items, food, and other items are not permitted.

Food and Drink

All food and beverages, with the exception of bottled water, are not permitted in the band room, guard room, or any other rehearsal or performance space. Students are not permitted to eat lunch in the band room or K building.

Band Room Hours

The band room is open from 7:45am till 2:00pm, and again at 4:05pm to pick up instruments to take home, Monday thru Friday, excluding holidays. It is also open 30 minutes before and 30 minutes after a scheduled rehearsal or performance. For safety reasons, students are not permitted to enter the band room while it is closed. (Some lunch hours may be closed at Ms. Ranees's discretion)

Language:

Students are expected to use professional language at all times. If you would not use it in a job interview, do not use it while in the band room, traveling, or while engaged in any CDO Music event. Students who fail to follow this policy will be subject to the following disciplinary actions. We are always Ambassadors of this program, by being a part of the program. Please respect that responsibility and act accordingly.

- 1st offense – Verbal warning (Everybody gets one per school year)
- 2nd offense – Parent contact
- 3rd offense – Professionalism essay assignment
- 4th offense – Office referral
- 5th offense – Loss of Member in Good Standing Status

Physical Contact

Students are expected to refrain from physical contact or "Public Displays of Affection (PDA)" while in the band room as well as during all rehearsals, performances, and travel. This includes hand holding, hugging, cuddling, canoodling, kissing, and all other forms of physical contact. If you would like to greet your significant other, opt a "**crisp high-five**". Students who fail to follow this policy will be subject to the following disciplinary actions.

- 1st offense – Verbal warning
- 2nd offense – Parent contact
- 3rd offense – Office referral and loss of band room access

Media Policy:

Through the course of the school year the music program will collect various forms of media including photographs, video, and audio recordings. These will be shared in school publications, community newsletters, as well as via social media. If you would like to opt out of this policy, **contact Ms. Ranees directly.**

Instruments:

Unless otherwise told, students are expected to have their instrument every day.

Students are expected to keep instruments in functioning, working condition with all necessary materials such as reeds, valve oil, sticks, strings, etc.

If an instrument breaks and requires repair, repairs are to be taken care of within one week.

**Due to COVID 19 additional health concerns and safety protocols mandated by State and National organizations, students will need to provide their own mouthpiece for any rented wind instruments from CDO Band. Additionally, all wind instrument players must have a dedicated instrument for just them moving forward, we cannot allow, or support, wind instrument sharing. Please contact Ms. Ranee if you are in need of an instrument.*

School owned instruments may be rented after submitting the appropriate paperwork. Students will be held financially responsible for any damages or losses, and must adhere to proper cleaning and maintenance of any school owned instrument or equipment.

Performance Attire:

Marching Band

The uniform includes: Performance shirt or uniform jacket (provided), Band T-shirt, black bibber uniform pants (provided), black socks, black gloves, contained hair, piercings removed, tattoos covered, and athletic shorts underneath.

- Students will not add anything to their instruments or uniform unless instructed to do so.
- Students will not alter their CDO Band T-shirt in any way, it is part of your uniform.
- Students are expected to keep their marching uniforms clean and in good repair.
- Shoes and other items are not to be kept in the garment bags.
- Students are prohibited from eating in uniform unless specifically told to do so.

Wind Ensemble and Symphonic Band

The uniform is to be one of the following options only.

1. Formal Black Dress
 - a. Black ankle length dress with sleeves (short or long is acceptable, NO spaghetti straps or sleeveless) Please purchase here:
<https://formalfashionsinc.com/64-style-4033ax-dress-stretch-velvet-bodice-buy-20-and-save-10-ready-to-ship.html>
2. Black suit with white dress shirt
 - a. Black coat, black necktie, black pants, black dress shoes, black socks

Shoes must be closed-toed and shine-able. Black Vans, sneakers, or other “mostly” black shoes are not acceptable.

For the winter concert, neckties and tasteful accessories of a red color are acceptable. Students may be told to remove excessive accessories.

Jazz Band & Percussion Ensemble

The uniform includes: Black on bottom, black on top. Black dress pants, black dresses or skirts at calf level, black blouses, black dress shirts, black coats are all acceptable.

Neckties and tasteful accessories must be coordinated by section.

Small Ensembles

The uniform includes: Dress for a school appropriate live show. Band t-shirts, nice jeans, button-down shirts, knee-length skirts, closed-toe shoes, hats.

Attendance Requirements:

Each evening/afternoon rehearsal, class period, football game, competition or festival, concert, and yes even our graduation performance is a required event and graded assignment.

Students are expected to be ready for instruction at the specified call time or class time. This means arriving before the call time to prepare (aim to be 15 minutes early), or being in your seat with your instrument ready to learn for class after the second bell rings during the school day.

For daily class period rehearsals, students are expected to be in the band room by the bell. Students should read the board for instructions, then head to the rehearsal location and be ready to participate by the designated call time. Students who are not ready to participate at the designated time will be marked late, and the school tardy policy will be adhered to in addition to member in good standing guidelines for the program.

For Afternoon/Evening and weekend rehearsals and performances, students are expected to be ready to participate with all of the required materials by the designated call time. Students who are not ready to participate at the designated time will be marked as a **late arrival**.

- **Late arrivals** will be recorded and result in points deducted. In addition, 3 late arrivals will be converted to and recorded as one absence. This absence will be treated as unexcused, and will apply to the student's status as a Member in Good Standing.

All CDO Music dates and times can be found on the [CDO Band Google Calendar](#), which is a live calendar, and a necessity during "normal" times, but especially inside a pandemic year where flexibility and uncertainty is present. Please check that frequently. I can estimate dates and events for the year, however, things WILL change depending on the nature of this pandemic, so please keep checking. I will be communicating any big event, concert, or rehearsal changes separately as well via REMIND, SLACK (for Marching Band), email, or our Weekly Newsletter.

All rehearsal/performance absences require submission of the [Absence Request Form](#), detailed below and available on the band website. An excused absence from an event will result in an alternate assignment for points missed.

Absences:

Rehearsal Absences: Absence from a scheduled rehearsal requires submission of the online "Absence Request" no later than **24 hours before the rehearsal**. Any absences submitted after this deadline will not be excused. Completion of the request does not guarantee excusal, you will only be notified of denial which will be communicated via email.

Performance Absences: Absence from a scheduled performance (HOME football game, competition/festival, parade, concert etc.) requires submission of the online "Absence Request Form" no later than **2 weeks before the performance**. Absences submitted after this deadline will not be excused. Completion of the request does not guarantee excusal, you will only be notified of denial which will be communicated via email. Please note: the reason for this is to provide enough time

for instrument coverage, etc. for the performance (whether it is required or not).

Class Absences: Absence from a class during the day, will require a call into the Attendance Office to be marked as "Excused."

Absences continued:

Emergency Absences: Any absence that is the result of an emergency will still require a submission through the online "Absence Request Form" within 24 hours. Excusal of emergency absence from any "out of class time" rehearsal or event will be considered. If the emergency absence is during a scheduled for credit class time, it will follow CDO's policy on notifying the Attendance office for excusal.

Unexcused Absences: All absences that do not have the required request will not be excused. Unexcused absences will result in a grade of 50% and will apply to a student's status as a member in good standing. ***In addition, an unexcused absence from a performance will result in a deduction of one full letter grade from a student's final grade.***

Recurring Conflicts: It is understood and encouraged that students should be well-rounded and may also participate in other activities that conflict with rehearsal times. Any student involved in a sport or activity that will cause consistent attendance/participation issues should contact Ms. Ranee at the beginning of the year. The vast majority of conflicts can be resolved with proper communication.

Academic Eligibility:

Students must maintain a minimum GPA of "C" (2.0 or higher) to be considered eligible to participate. Students who are declared ineligible are still required to attend all rehearsals, but will be prohibited from performing until their eligibility is reinstated, and given alternate assignments to make up the performance points.

Students who are declared academically ineligible will also lose their status as a Member in Good Standing with CDO Band Program.

Member in Good Standing:

Students in the CDO Band program begin each year as a Member in Good Standing, and must maintain that status in order to participate in any event. Students must meet the following requirements in order to be considered a Member in Good Standing.

- *Must be academically eligible.*
- **No more than seven (7) absences, excused and unexcused, per semester.**

Students who do not meet the above requirements will lose their status as a Member in Good Standing.

A student may regain their status by completing the following tasks:

- Submission of the Member in Good Standing Form, signed by a parent.
- Submit an essay of no fewer than 2,000 words that answers the below prompt.

"Discuss the importance of attendance and professionalism in an educational setting."

Grading Policy:

The grading policy for CDO Band adheres to the school's grading policy. This year, that policy includes a continuation from last year's Online Learning Environment where students will receive no less than a 50% on any assignment, as stated by Amphitheater School District and our Administration.

- Engagement (25%)
 - Participation in daily classes
 - Bell Work
- Assessment (25%)
 - Assignments
 - Quizzes
 - Playing Tests
- Performance (50%)
 - Attitude
 - Preparation
 - Concert/Festival/Competitions/Home Football Games attendance and participation

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 50% - 59%

Communication:

The CDO Band Program is made up of many performance groups, which occasionally receive separate communications, as well as group communications. Most communication will be electronic, so please make sure you are plugged into the following as a student and as a parent for best practices. There are many, many opportunities to stay connected and informed. I cannot stress enough to sign up or check them regularly.

- SLACK: online collaborative communication and workspace for band classes and sections within, as well as a separate account for parent communications and resources.
 - I will create separate classroom “channels” within the main student and parent accounts. If I post to the General Channel I will preface with which class I am speaking to, otherwise just check your classroom channel as it becomes necessary to do so (trips/travel, performances, rehearsal reminders, etc.)
 - You will need to add yourself to the correct public channel within the account, or I am happy to add you if you send me an email to do so.
- CDO Band Newsletter: program wide communications/updates/goings on/shout outs.
- CDO Band Website: online forms, information, etc.
- CDO Band Google Calendar: active calendar of rehearsals/concerts/events for the program

Class	SLACK	
CDO Band Program Communications	Invite Link for Students	Invite Link for Parents

Schoology

- CDO will be using a Learning Management System (LMS) for the 2022-2023 school year called Schoology. I will not be using this very much for my curriculum and how I teach my performance classes, but there could be some assignments in there from time to time. Most of what you need to know for my classes is in this Handbook, my website on the CDO webpage, and what is shared in SLACK to the students and the parents.