

Mortimer Jordan High School

**Band Department
8601 Old Hwy. 31
Morris, AL 35116**

**Craig Cagle, Director
Brian Wilson, Assistant Director**

**Phone: (205) 379-4870
ccagle@mjhsbluemachine.com**

Welcome to the Mortimer Jordan High School Band! The MJHS Blue Machine Band maintains a proud tradition. We are excited about the coming year and the possibilities for outstanding student achievement. The following guidelines are designed to assist the members in maintaining this musical tradition.

This handbook contains detailed information regarding schedule, calendar, fees, and other pertinent information. **Please read carefully as this information will cover the entire school year, and there are some changes that have been made due to the newly adopted Alternating Block schedule.** At the end of the handbook, you will find three forms to sign and return to the band room. The *Consent Form* is to insure us that you have read and understand the contents and agree to abide by the procedures therein. The *School Medication Authorization Form* and the *Travel Permission Form* must be completed before you may travel with the band. **All forms are due back by Friday, August 14.** If there are any questions, do not hesitate to call.

Sincerely,

Craig Cagle, Director

TABLE OF CONTENTS

Introduction.....	1
Contents.....	2
Marching Band.....	3
Auxiliary.....	3
Concert Band.....	3
Jazz Band.....	3
Solo and Ensemble.....	3
Rehearsal Attendance.....	4
Performance Attendance.....	4
Class Procedures.....	4
Band Rules and Regulations.....	5
Football Game Procedures.....	5
Individual Practice.....	6
Private Lessons.....	6
Grading Procedure.....	6
Spring Trip / Fundraising.....	6
Uniforms.....	7
Instrument Rental.....	7
Band Camp.....	8, 9
Fees.....	10, 11
Medical Release Form	12
Travel Permission Form.....	13
Acknowledgement Form.....	14

PERFORMANCE GROUPS

Each performance group at Mortimer Jordan will rehearse and perform selection of music of all genres and styles. It is our desire to provide a well-rounded education of music and styles thereof. All band students are expected to perform the music selected, for the band program suffers without full participation of every member. If there is any conflict regarding such the student needs to discuss it with Mr. Cagle or Mr. Wilson immediately.

MARCHING BAND* – This group performs at all High School Football games as well as special events, such as Marching Band Festivals, various parades, the Jefferson County Band Jamboree, and other community functions. This group is comprised of 9th through 12th grade students. Members have the opportunity to audition for Majorette (Auxiliary), Band Captain, Section Leader and Drum Major.

DANCE LINE AND COLOR GUARD (AUXILIARY) – These groups meet and perform during the fall term. Both groups perform at all High School Football games as well as all other events with the Marching Band, such as Marching Band Festivals, various parades, the Jefferson County Band Jamboree, and other community functions. Membership is open to any 9th through 12th grade student who would like to audition. Band students and non-band students are permitted to participate. More specific information regarding these organizations is available in their respective handbooks.

CONCERT BAND* – This group will rehearse and perform various musical selections that are both challenging and rewarding. The Concert Band performs at concert, Alabama Music Performance Assessment, and at special events such as national music festivals. Members will be given the opportunity to audition and participate in various individual events, such as honor bands, Solo and Ensemble, and All-State Band.

* Band members must enroll in both Marching Band and Concert Band in order to participate in the program. Auxiliary members who also play instruments must also register for both courses, and will play their instruments during Concert Band. Exceptions may be made on an individual basis if a student is required to retake a core class (Math, English, Science, Social Studies) in order to fulfill graduation requirements.

JAZZ BAND – The jazz band is an ensemble focused on the performance of jazz and commercial music. Also covered are music theory, music history, and improvisation as the topics pertain to the music studied. Jazz Band is not offered as a course, and therefore meets after school beginning sometime in the fall term. There is no audition, but participants must be a member of the band to participate. However, consistent attendance is expected for the student to remain in the organization. Performance opportunities include band concerts in December and May, as well as other gigs as announced.

SOLO / ENSEMBLE – Several opportunities are available for musicians to participate in small group or solo performance. MJHS collaborates each spring with North Jefferson Middle School to host a Solo and Ensemble Festival where students may perform for ratings. In addition to the festival, selected ensembles and soloists will perform on the spring band concert. Participation in Solo and Ensemble is voluntary.

ADVANCED INSTRUMENTAL – is a course designed for students in 10-12 grades who would like to further their music education beyond what is taught in the band classes. Music theory, chamber music, and individualized instruction are part of the course of study. Enrollment requires band director approval.

REHEARSAL ATTENDANCE

Attendance at all rehearsals and performances is required of all members of the band program. Unexcused absences or frequent tardies will lower your grade. Students with attendance problems may forfeit their position in the show or prohibited from performing altogether. It is the student's responsibility to **notify the band directors in advance** if a rehearsal or performance will be missed. Participation points are given daily and for every after-school rehearsal or performance.

Excused absences include: Sickness
 Death in the family
 Personal conflict- must be cleared with director

Unexcused absences: Skipping
 Forgetting
 Employment Conflict
 Club Meeting
 Make-up test that could be rescheduled
 Trip made in disregard of band commitment
 Appointments (such as doctor) that could be rescheduled

PERFORMANCE ATTENDANCE

Attendance is required at all performances. Only under extreme circumstances will an absence from a performance be excused. Band is a **performing ensemble**. Missing a performance is the equivalent of missing a final exam in any other class

CLASS PROCEDURES

1. Class begins one minute after the tardy bell rings. This means that you are in your seat with your instrument, a music stand, your music, and a pencil ready for the day's rehearsal. Make sure you have extra reeds, mutes, oil, etc. During warm-up time percussionists will be setting up all needed equipment for the rehearsal, warming up properly and studying your music.
2. Talking will not be tolerated during a rehearsal. Whether or not the director is directing information to you, you should pay attention because in some way it applies to you. Every member is very important to the performance and must know what is going on.
3. When not being used in class or taken home for practice, music folders are to be kept in the correct slot in the appropriate music cabinet (one for each band). **NO MUSIC IS TO BE KEPT ON THE MUSIC STANDS OR IN THE INSTRUMENT ROOMS.** Music is very expensive. If you don't keep it in good condition, it will be your financial responsibility to replace it.
4. At the end of rehearsal, return the band room to its original condition. Chairs and stands are to be straightened. Do not leave music or personal items on the stands or anywhere else in the band room. Music folders are to be kept in the slots. Personal items left out will be thrown away.

BAND RULES AND REGULATIONS

At all times, band members should behave in a manner that reflects positively upon the school band community and themselves.

Band Room:

1. There will be NO gum, food or drink in the band room.
2. All instruments are to be stored in the storage area only.
3. Sheet music is to be stored in the appropriate slot in the music cabinet, not in the storage room or your locker, not on the floor or table. Your music folder should stay in the band room at all times unless at home for practice. Make arrangements to have your music at school if you must be absent for any reason. The student must replace any music lost or damaged or grades will be held.
4. This is your band room so keep it clean and nice by putting any trash in the trash cans, whether you made the mess or not.
5. Any student found using someone else's instrument without permission will be dealt with severely. Only percussionists are allowed to use the percussion equipment. The jazz drummer uses the drum set only. The jazz pianist uses the piano only unless the band director gives permission.
6. Only band members are allowed in the band room unless authorized by the band director. Outsiders are not allowed due to all of the expensive equipment. Anything damaged could be blamed on them since we do not know them.
7. Textbooks and other school-related materials are not to be left in the band room.
8. **DO NOT LEAVE MONEY AND/OR VALUABLES** (besides your instrument!) in the band room or school.
9. Practice rooms are for practicing your music. You must ask permission to use the practice room.
10. The Uniform room is off limits unless given permission from the directors.
11. Students are expected to abide by all Mortimer Jordan High School rules as outlined in the school handbook.

FOOTBALL GAME PROCEDURES

1. Call time for all home games will be 6:10 PM. Call time for away games will vary (see band calendar.) This means to be in the band room, in full uniform, with instrument and music, in the correct place, at the given time.
2. The band will march into the stadium to the cadence for all games.
3. All students must sit in their assigned seat while in the stands. No wandering around will be allowed. Only band and auxiliary members may sit in the band set – no visitors!
4. Do not play your instrument unless the band is playing. We perform as a group.
5. Students may go to the restroom **after halftime**. Only during an emergency may a student go to the restroom before halftime. Take care of this before the game.
6. No food or drink is allowed in the stands. There will be a brief break after our halftime performance so that you can get a drink. Water or drink will be allowed only during this time.
7. We will not take the third quarter off. It is important that the band be in the stands to support the team during the entire game.
8. Following home games, the band will cadence out of the stadium and return to the band hall. Following away games, the band will be dismissed by section to the buses. The following must be done before leaving the band room:
 1. **Uniforms must be hung correctly in their assigned place.**
 2. **Equipment must be stored correctly.**
 3. **Instruments are to be taken home.** (excluding auxiliary, drumline, and tubas)

INDIVIDUAL PRACTICE

The band will be only as good as the weakest player in the group. Everyone is expected to work consistently on an individual basis -- THAT'S CALLED PRACTICE. Those who are not keeping up with the group will be pulled out for remedial work, which will be checked daily by the band directors.

PRIVATE LESSONS

Private lessons are an important part of the Mortimer Jordan Band and its success. Students who take lessons are improving themselves musically, which benefits the band also. Therefore, students are encouraged to take private music lessons. If you are interested in taking private lessons, see Mr. Cagle for an application.

GRADING PROCEDURE

Each student's grade is determined by the following:

Performances	400 pts each	Varies per 9 weeks
Pass offs	50 pts each	Four per 9 weeks
Participation	50 pts per week	9 weeks

Due to the varied number of performances each grading period, the point totals will also vary. Below is an outline for a typical first 9 weeks for an instrumental member.

Event	No.	Pts.	Total Pts.
Football Games	7	400	2800
Contests	2	400	800
Concert	1	400	400
Pass Offs	4	50	200
Participation	9	50	450
Total			4650

SPRING TRIP / FUNDRAISING

Beginning this year, the band will adopt a four year trip cycle that will include both long and short trips. The purpose of these trips is to benefit each student musically and educationally. It is important that each member of the band participate in the trip so that we are able to perform at the given festival. Each student must fund his/her trip individually. This money can come from either of two sources: payments or fundraising. More information regarding fundraising and the Spring Trip will be given in August.

2009/10	Short Trip
2010/11	Disney World
2011/12	Short Trip
2012/13	Long Trip
2013/14	the cycle repeats

UNIFORMS

All band students will be fitted for a full band uniform at a pre-determined day and time during the week of Band Camp. The parts include the following:

Marching members: jacket, white pants, navy pants, hat, and plume (distributed and turned back in at marching performances)

Band members are required to provide some of the parts of their uniforms. These parts belong to the student and they are held responsible for having them at each performance. The personally provided parts include:

Marching Band members: white socks, white band shoes (ordered in August), Band T-shirt (distributed by band & included with fees), gloves (ordered in August)

Marching band uniforms cost approximately \$350. Please take care of your uniform so it will last. Students are financially responsible for repairs to or replacement of uniform parts due to mistreatment. Uniforms are to be hung neatly in the garment bags when not in use. Items such as socks, shirts, or other personal items are not to be stored in the garment bags while the uniform is not in use.

RENTAL OF MORTIMER JORDAN BAND-OWNED INSTRUMENTS

If you use a Mortimer Jordan Band-owned instrument, you are responsible for its care and minor maintenance. A normal amount of wear will be allowed for, but damage resulting from mistreatment or carelessness will be charged to the student. Careless treatment of a school owned instrument suggests that the individual is not deserving of its use. In this case, the instrument will be issued to someone more responsible.

A rental fee will be charged for these instruments at the beginning of the school year. The student and parent will sign a rental contract. Students are expected to abide by all provisions of the contract to ensure proper care of the instrument. Contracts will be sent home at the beginning of the year to be signed, completed and returned.

Instruments rented by the band, based on availability, include: tuba, sousaphone, baritone, mellophone, bassoon, bass clarinet, tenor saxophone; baritone saxophone, piccolo, and all percussion equipment except sticks and mallets (which are the student's responsibility).

BAND CAMP

Band Camp is required of all band students and auxiliary. Band Camp is the time during which we learn basic fundamentals of playing and marching. We will also learn part of our halftime show during this week. Students who do not attend Band Camp will not participate in the performing organization. Students who do not attend Band Camp will not be allowed to travel with the band during the school year.

All “Rookies” (first year marchers) will be required to attend Rookie Camp. During this time you will learn music, marching fundamentals, and have one on one instruction from your section leader. These three days will allow new students some time to adjust to a new school and routine without the pressures of all the “old folks” around. Below you will find a schedule for “Rookies” as well as the upper classmen. You will also read important information regarding fees, required equipment, and other things pertinent to your participation in band.

BAND CAMP SCHEDULE

Wednesday	July 22
8:00 – 12:00	Rookies and Section Leaders on the field (Percussion sectional)
12:00 – 1:15	Lunch (on your own)
1:15 – 1:30	All members meet in the Band Room
1:30 – 3:00	Full Band in Band Room (Auxiliary and Percussion sectionals)
Thursday	July 23
8:00 – 12:00	Rookies and Section Leaders on the field (Percussion sectional)
12:00 – 1:15	Lunch (on your own)
1:15 – 3:00	Full Band in Band Room (Auxiliary and Percussion sectionals)
Friday	July 24
8:00 – 12:00	Rookies and Section Leaders on the field (Percussion sectional)
12:00 – 1:15	Lunch (on your own)
1:15 – 3:00	Full Band in Band Room (Auxiliary and Percussion sectionals)
Monday	July 27
8:00 – 12:00	Full Band on the field (with Auxiliary)
12:00 – 1:15	Lunch (on your own)
1:15 – 2:30	Sectionals and uniform fitting (locations TBA)
2:45 – 5:00	Full Band in Band Room with Percussion (Auxiliary sectionals)
Tuesday	July 28
8:00 – 12:00	Full Band on the field
12:00 – 1:15	Lunch (on your own)
1:15 – 2:30	Sectionals and uniform fitting (locations TBA)
2:45 – 5:00	Full Band in Band Room with Percussion (Auxiliary sectionals)
Wednesday	July 29
8:00 – 12:00	Full Band on the field
12:00 – 1:15	Lunch (on your own)
1:15 – 2:30	Sectionals and uniform fitting (locations TBA)
2:45 – 3:45	Full Band in Band Room with Percussion (Auxiliary sectionals)
4:00 – 5:00	Full Band on the field

Thursday

8:00 – 12:00
 12:00 – 1:15
 1:15 – 2:30
 2:45 – 3:45
 4:00 – 5:00

July 30

Full Band on the field
 Lunch (on your own)
 Sectionals and uniform fitting (locations TBA)
 Full Band in Band Room with Percussion (Auxiliary sectionals)
 Full Band on the field

Friday

8:00 – 12:00
 12:00 – 1:15
 1:15 – 2:30
 2:45 – 3:45
 4:00 – 5:00

July 31

Full Band on the field
 Lunch (on your own)
 Sectionals and uniform fitting (locations TBA)
 Full Band in Band Room with Percussion (Auxiliary sectionals)
 Full Band on the field

Monday

8:00 – 12:00
 12:00 – 1:15
 1:15 – 2:30
 2:45 – 3:45
 4:00 – 5:00

August 3

Full Band on the field
 Lunch (on your own)
 Sectionals (locations TBA)
 Full Band in Band Room with Percussion (Auxiliary sectionals)
 Full Band on the field

Tuesday

8:00 – 12:00
 12:00 – 1:15
 1:15 – 2:30
 2:45 – 3:45
 4:00 – 5:00

August 4

Full Band on the field
 Lunch (on your own)
 Sectionals (locations TBA)
 Full Band in Band Room with Percussion (Auxiliary sectionals)
 Full Band on the field

Wednesday

8:00 – 12:00
 12:00 – 1:15
 1:15 – 2:30
 2:45 – 3:45
 4:00 – 5:00

August 5

Full Band on the field
 Lunch (on your own)
 Sectionals (locations TBA)
 Full Band in Band Room with Percussion (Auxiliary sectionals)
 Full Band on the field

Thursday

3:30 – 5:00

August 6

Full Band on the field

Friday

5:30
 6:00

August 7

Full Band on the field – warm up and run through show
PERFORMANCE & COOKOUT AT STADIUM

REQUIRED EQUIPMENT

- * Instrument
- * Lyre (\$7.00) (tuba and percussion do not need)
- * Flip Folder (\$5.00)
- * Pass off Book (\$6.00) (Rubank, Alfred Reed, or Cimera Hovey) ask if you are not sure.
- * Students playing reed instruments need at least 4 reeds at all times.
- * Brass players need valve oil at every rehearsal.
- * Appropriate footwear for uniform. (We will order during band camp) (\$27.00)
- * White Gloves and socks for uniform (gloves can be purchased from Mr. Cagle \$5.00)
- * Band T-Shirt (\$15.00)
- * Pencil
- * GOOD ATTITUDE!!

BAND FEES

INSTRUMENTALISTS (including students in auxiliary in the fall)

Camp Fee	\$60	Covers instructors' fees and operational costs
Music Fee	\$30	Covers all music purchased for the year
Uniform Fee	\$100	Covers cleaning and replacement (\$50 for aux. that play in band)
Band Operation Fee*	\$100	Covers trans. and other costs absorbed by boosters
<u>Instrument Rental</u>	<u>\$60</u>	Oboe, Bassoon, Horn, Baritone, Tuba, Percussion
TOTAL	\$290	
TOTAL with Instrument Rental	\$350	

AUXILIARY (not in band class)

Camp Fee	\$60	Covers instructors' fees and operational costs
Prop Fee	\$30	Covers flags, streamers or other props used
<u>Band Operation Fee*</u>	<u>\$100</u>	Covers trans. and other costs absorbed by boosters
TOTAL	\$190	

*Band operation fee checks made payable to MJ Band Boosters.

FAMILIES WITH MULTIPLE STUDENTS

Beginning with the 2009-10 school year, families with more than one student in the band/auxiliary must only pay half the fees for the second student. (Students who participated in the band in 2008-09 and whose sibling graduated in 2009 will be grandfathered under this rule, so that they will only pay half the fees for the 2009-10 school year).

FEE WAIVERS

1. Parents are asked to work in the concession stand two times during the football season. You may get the Band Operation Fee either reimbursed to you or credited to your child's trip account by working in the concession stand a total of five times.
2. You may waive the uniform fee each semester for four years of band participation if a total of \$350.00 is donated in your behalf. This money helps pay for all your uniform cleaning and builds the uniform fund for replacement and additional uniforms.

WE WILL WORK WITH YOU ANYWAY WE CAN TO HELP YOU WITH THESE AMOUNTS. ALL FEES ARE DUE BEFORE STUDENTS ARE ASSIGNED A UNIFORM. STUDENTS WHO HAVE NOT PAID FEES BEFORE AUGUST 4 WILL NOT BE ALLOWED TO PERFORM. OTHER ITEMS (as listed under "required equipment") MUST BE PAID FOR BEFORE RECEIVING THEM.

**Mortimer Jordan High School Band
Medical Release Form**

Please complete this form and return it to the school.

****Please Print Clearly****

Student's Name _____ D.O.B. _____

Address _____

SSN _____ Health Insurance Co. _____

Policy # _____ Group # _____ Policy Holder _____

Please list any medications, known allergies, and/or medical conditions presently taking or being treated for:

Do we have permission to administer to your child the following? (Check)

Tylenol _____ Aspirin _____ Advil _____

Date of last tetanus shot _____

Parent's Contact Numbers:

Father's Name _____ Cell Phone _____

Home Phone _____ Work Phone _____

Mother's Name _____ Cell Phone _____

Home Phone _____ Work Phone _____

We, the undersigned parents, do hereby give permission to the directors and chaperones of the Mortimer Jordan High School Band to seek and obtain medical care and attention that may be necessary for our child who is in their care and custody. I hereby release and hold harmless the aforementioned staff for any and all claims that may arise.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Mortimer Jordan High School Band

TRAVEL PERMISSION FORM

Student _____

I, _____, hereby certify that I am the parent or guardian of the above named student. I give full consent to the Mortimer Jordan High School Band to transport my child by school bus, charter bus, or other appropriate means in connection with school activities. This permission shall remain effective for the current school year.

Signed _____

Date _____

Phone _____

Other Phone _____

Address _____

ACKNOWLEDGEMENT

PARENTS AND STUDENTS:

Please sign below and return the bottom portion of this sheet to the band room indicating you have knowledge of the expectations, requirements, and procedures of the Mortimer Jordan High School Band. Thank you for your assistance and cooperation.

Sincerely,

C. Cagle

Please detach and return to the band room by August 14, 2009

This is to acknowledge I have read and understand the guidelines, requirements, and grading procedures for band and auxiliary classes. I agree to support the MJHS Band by making sure my child complies with these procedures.

Parent/Guardian Signature

Date

This is to acknowledge I have read and understand the guidelines, requirements, and grading procedures for band and auxiliary class. I agree to abide by the procedures as outlined in this handbook.

Student Signature

Class