

Dear South-Doyle Middle School Band Students and Parents,

Welcome to the South-Doyle Middle School Band Family and congratulations on your decision to be a part of one of the fine instrumental music organizations in the area. There are very few organizations of any kind so rich in tradition and success that also include so many real world experiences for students and parents alike. The South-Doyle Middle School Bands provide musical activities that encompass a wide scope and allow everyone a chance to reach the highest possible level of success.

The instrumental music department at South-Doyle Middle School actively supports music education through classroom instruction and performance. The band program follows an instrumental music curriculum that is approved by Knox County Schools and the State of Tennessee. Performance is the reward of the principles of music education provided through this curriculum.

While the musical activities are the core of our program, the total band experience provides the student far more opportunities. During the year, the student will have opportunities to participate in leadership development programs, learn and apply planning and team building skills, and spend time with other students and adults who have direction and goals as an integral part of their lives.

The cornerstone and legacy of the South-Doyle Middle School Band program is striving for excellence through dedication, learning, experience, and a team effort from students, parents, and staff. The substantial recognition that the band receives is, in no small way, a result of the success achieved in the past by reaching for and obtaining excellence. This year looks to be an exciting opportunity to build on that legacy. It is also important to note that one side benefit to the total band experience is the fun and lasting relationships and memories that the students gain through participation.

Hardworking students, dedicated staff, and a supportive administration and community all combine to make it possible for the South-Doyle Middle School Band to offer an outstanding array of musical opportunities. Our students are expected to set and reach high goals for themselves and their program, and the rewards of meeting those expectations are immeasurable. Members of the South-Doyle Middle School Band develop musically, emotionally, mentally, and socially.

This handbook is intended to be used by students, parents, administrators, staff, and directors as a convenient source of information regarding the varied aspects of the South-Doyle Middle School Band. We have tried to cover as thoroughly as possible every facet of the program; however, no handbook could possibly address every situation that might arise. In the event a situation arises that is not covered in this manual, school policy, the judgment of band staff and school administration will prevail.

Students and parents should read this handbook carefully and must sign and return the agreement on the last page upon becoming a member of the South-Doyle Middle School Band each year. Band members are expected to understand and abide by all the rules and regulations set forth in this book.

Sincerely,

Karen Harrel
Principal

Terri Hogan
Band Director

Chris Satterfield
Band Director

Jon Humber
Band Director

Schedule of Events

High School events are optional but eligible for extra credit; middle school events are in bold. All events, dates, and times are subject to change, and events may be added with appropriate notice.

9/14	Home football game	SDHS	7:00 p.m.
9/21	Home football game	SDHS	7:00 p.m.
10/1	6th grade First Performance	SDMS	7:00 p.m. (6th only)
10/12	Home football game	SDHS	7:00 p.m.
10/18	Concert on the Green	SDHS	6:00 p.m.
10/19	Home football game	SDHS	7:00 p.m.
11/2	Home football game	SDHS	7:00 p.m.
11/17	ETSB&OA Jr. Clinic Auditions	Maryville MS	all day (optional)
11/30-12/1	ETSB&OA Junior Band Clinic	SDHS	both days (only if selected)
12/11	MS Band Christmas Concert	SDMS	7:00 p.m.
12/14	HS Band Christmas Concert	SDHS	7:00 p.m.
1/15	8th/HS Combined Concert	SDMS	7:00 p.m.
3/6	HS Band Mid-Winter Concert	SDHS	7:00 p.m.
3/13 (or 4*)	MS Band Mid-Winter Concert	SDMS	7:00 p.m. (7/8 only)
3/13-14	ETSB&OA Concert Festival	Farragut HS	during school day
5/8	HS Band Spring Concert	SDHS	7:00 p.m.
5/13	HS Band Banquet	SDHS	7:00 p.m. (8th only)
5/15	MS Band Spring Concert	SDMS	7:00 p.m.

Additional dates will be provided as soon as they are confirmed. **Primary date is the 13th; if the 8th grade is selected to go to area festival the concert will be held on the 4th. Please bear with us and be flexible.*

Concert Dress and Expectations

When giving a concert, it is important that we look our best as well as sound our best. Therefore, the gender-specific guidelines below should be followed when selecting concert dress. Students who are not dressed appropriately as outlined below may be sent home to change.

Boys will be required to wear the following:

- Khaki, navy, or black dress slacks (NO cargo, jeans, or shorts)
- Button-down dress shirt (preferably solid)
- Tie (of normal shape, but past that it's your choice)
- Dark socks (solid and matching)
- Dress shoes (brown or black; NO tennis shoes)

Girls will be required to wear the following:

- Dress OR Pant suit and blouse OR skirt and blouse (NO denim)
(Any of the above must have a modest neckline, conform to normal school dress code regulations regarding sleeves, and skirts/dresses must come a reasonable distance past the knees WHEN SEATED; directors reserve the right to determine if student is appropriately or modestly dressed)

Appropriate shoes, preferably with heel strap

ALL Jazz Band participants will be required to wear the following:

- Khaki pants or LONG skirt
- Shirt has traditionally been a white button-down; options for this to change are being explored. Please bear with us while we make this decision.

Tie (boys only)

Again, it is not the intent of the staff to keep people out of band for financial reasons. If the student does not own and cannot afford these clothes, please feel free to email the directors to arrange reasonable accommodations.

Grading Procedures

Band is a unique class at South-Doyle Middle School. It has curricular requirements, just as any other academic discipline, but it also has out-of-class time requirements. The strength of our band program is the consolidation of these requirements into one performance-based, academic course of study. The level of commitment from each individual student is the driving force behind the organization and is reflected in the level of achievement reached by the individual and the program.

Band is a learning activity. Rehearsals are the means by which students learn, and by their very nature cannot be reproduced or made up. Therefore it is imperative that students be present unless the absence is absolutely unavoidable. Rehearsal absences will undoubtedly affect a student's performance, thus affecting the group performance. Rehearsals are not optional, and are reflected in the student's daily grade.

Performances are viewed as major tests: a performance is a learning experience that cannot be duplicated in a rehearsal hall or practice room; the level of concentration required in a public performance assists each student in developing insight into his/her own level of performance. A performance is an important evaluative tool, allowing comparison of a student's performance in relation to classroom objectives presented and with past performances.

Finally, we take our job as band directors seriously. The band as an organization provides a medium through which students progress academically, musically, and socially. Musicianship, attitude, attendance, punctuality, conduct, and a desire for excellence are absolutely expected from each member of the South-Doyle Middle School Band. Therefore, individual practice and preparation are essential. No other discipline in education requires the high level of achievement from all of the participants as does musical performance. Through the level of commitment required we hope to better prepare our students for the responsibilities encountered throughout their lives.

Grades are based on the following:

40% Participation (20 points daily)

Attendance (if excused absence or chorus, excused for the day)

Deductions as stated in class expectations and requirements

30% Playing tests/(Practice records-6th grade only)

2 tests per 9 weeks (one for 6th graders) to be recorded and graded by 2 directors and averaged for a final grade for each test (weekly practice records will be averaged as another playing test grade for 6th graders)

30% Written work and weekly materials check

Concert attendance: In 9-weeks periods when the band has a performance, 5% will be taken from each of the above categories for a total of 15%. Therefore, the maximum grade students with unexcused absences from performances can earn is 85% (B-).

Grading Scale: 93-100 A 85-92 B 75-84 C 70-74 D 0-69 U

Extra Credit Opportunities

Students may earn from 1-8 points on their final grade per 6 weeks based on participation in enrichment activities including, but not limited to, the following:

Private lessons (must have private lesson verification form - available from a director)

Clinic/honors band auditions (students are encouraged to pre-audition for a director)

Clinic/solo & ensemble participation

Attendance at high school, UT concert band, KSO, or KSYO concerts

(requires program signed by parent; check southdoyleband.org and music.utk.edu)

Participation in Jazz Band or other auxiliary ensembles (i.e. Basketball Pep Band)

6th graders: Practice Records grades

6th grade Practice Record
South-Doyle Middle School
Week of _____

Name _____

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Parent Signature

1 hour = 60 points. Parent Signature = 40 points. **Each practice record equals 100 total points.**

Practice Expectations

In order to develop the proper muscles and musical techniques needed to become a proficient musician, each student is expected to practice outside of class. A good practice routine should include the following: 1. Warm-up (long tones, scales); 2. Technical exercises (as played in class); 3. Literature being prepared in class; 4. Any material the individual student enjoys playing; 5. Have your child perform for you from time to time.

General Practice guidelines for students by grade level:

6th Grade: 60 minutes per week is required to be documented on practice report forms

7th and 8th Grade: 20-30 minutes per day 5 days per week will be expected

Commitment to Band

Students and parents must understand that band is a year-long commitment, both to fulfilling class requirements and to improving musical ability. While we understand that some students will find band is not for them, all students who register for band will remain in the class for the entire year.

Conversely, if students choose not to participate effectively, we cannot remove them from band. Directors do, however, reserve the right to disallow concert participation for one concert or the remainder of the year, **AND THE HIGHEST GRADE SUCH A STUDENT WILL RECEIVE IS 85%.**

Any parent-requested removal from band will be directed through Karen Harrel, SDMS principal, with the understanding that such removal if at all possible is highly unlikely.

These statements are not intended to discourage your student's enrollment; only to inform parents of all possibilities of consequences to avoid surprises at either end.

Class Materials

All students are expected to bring all class materials each day, as described in the grading policy in this handbook. General class materials are:

- Three-ring binder with at least 12 page protectors

- Grade-level appropriate method books

- Pencil (NOT pen)

- Highlighters of 2 different colors

- Zip pouch that fits in binder for pencils

- Any and all music handed out to the class

 - (Music that is found on the classroom floor with no name will be recycled or put back into spare file, depending on condition)

Grade level appropriate method books are:

- 6th- *Essential Elements 2000* book 1 (“the yellow book”)

- 7th- *Essential Elements 2000* book 2 (“the red book”)

- 8th- *Foundations for Superior Performance* (“the blue book”)

 - (All students should also have at their disposal the book from the year before.)**

In addition, brass players will be expected to have:

- Instrument (in good working condition)

- Mouthpiece

 - Valve/slide oil (must be used before or after class or at seat; students will not be allowed to get oil during class, and the school does not have oil for student use)

Woodwinds will be expected to have:

- Instrument (in good working condition)

- Mouthpiece/Ligature

 - AT LEAST three reeds of appropriate strength, in good playing condition at seat (ideally, student should rotate through 4 or 5 reeds)

 - Reed guard made for at least 4 reeds

 - Cleaning swab (and rod, if appropriate)

Percussion will be expected to have:

- Instrument (as appropriate)

- Snare sticks (1 pair of type directed by teacher)

 - 7th and 8th graders should work toward accumulating a stick bag containing:

 - Medium timpani mallets (7th)

 - Medium yarn mallets for marimba/vibes (7th)

 - Medium hard rubber mallets for xylophone (7th)

 - Metronome (8th)

 - Drum key (8th)

 - Pitch pipe or electronic pitch generator (8th)

 - Hard plastic mallets for orchestra bells (optional)

 - (Items may be purchased separately or as a kit from some stores)

The following materials only will be available for purchase through the band department from Rush's.

 - Reeds: Beginner strength Ricos (prices subject to change based on cost)

 - Clarinets: \$2.00 ea.

 - Saxes, bass clarinets: \$2.50 ea.

 - Pencils: Wood #2, 25 cents per pencil

Availability of these materials cannot be guaranteed every day; students will still be expected to have their appropriate materials. Such materials must be purchased outside normal class time; in case of reeds, if one must be purchased for participation in class that day and is not purchased before class, the student will lose participation points as outlined in the Expectations policy. Students will be notified of any other products available from Rush's (i.e. books) as they become available.

Classroom Rules

The following class rules are posted in the band room for the children to see every day:

- Honor the first request of any staff member.
- Be at the right place, at the right time, with the right materials, doing the right thing.
- Remain personally responsible, even when others act out.
- Keep feet, hands, and unkind words to yourself.
- Raise your hand to be called on before speaking out in class.

These rules are fairly general but self-explanatory, and many other classrooms throughout the school use these same rules. The remainder of this handbook deals with specific violations and definitions, but as long as your child does these five simple things, problems will not arise. As previously stated, for situations not specifically referenced in this handbook, school policy, administration, and directors' judgment will prevail.

Classroom & Rehearsal Procedures

All students are expected to be inside the band room before the times posted in the band room. At five minutes after class time, students are expected to be in their seat, with stand, music, and necessary materials as outlined in the Materials section of this handbook. All cases should be left in the instrument storage room or in the back of the classroom. Problems of an individual nature (missing music, problems with instruments, etc.) should not take class time. These issues should be dealt with either before or after school, or as a last resort before class begins or after class ends.

There should be silence in the classroom when the teacher takes the podium. Class will begin with a warm up, which is a very important part of each rehearsal. This is when we focus on the fundamentals of our playing so that we may improve both as a group and as individuals.

Talking during rehearsals must be kept to a minimum. Talking should never be a distraction to the conductor or to other students.

At the end of each rehearsal, all percussion equipment should be put away properly. All instruments that need to be covered should be covered. This will help keep the equipment in better working order. Also, all student instruments must be returned to a cubby in the instrument storage room and all other materials taken with the student, not left in the classroom.

Classroom Expectations & Consequences

Grades will be given on a daily basis and listed as weekly grades on the parent portal of the Knox County Schools online grading system. 20 points will be given per day for a weekly grade of 100 points (fewer on weeks with inservice or holiday). Grades will be adjusted according to the specific list of offenses listed below.

TARDY TIMES

In order to be considered on time for class, students should be in the appropriate area by the regular school schedule (2 minutes before the times listed below) and must be in their seats with all their materials ready to play before the times listed below. A 4-point adjustment will be made to the daily grades of tardy students.

1st period	8:42 (with reasonable allowances for late homeroom dismissal)
2nd period	9:37
3rd period	10:27
5th period	1:02
6th period	1:52
7th period	2:42

You will be excused only if you ARRIVE with a note from a teacher.

Automatic 2-point deduction for each time these offenses are committed in the band room:

- Candy/Gum
- Food/Drink
- Running/Horseplay
- Leaning back in chair

Habitual offense will result in additional consequences.

On a daily basis, these will result in a verbal warning, followed by a 2-point deduction thereafter:

- Off task during rehearsal (distracted but not distracting)
- Improper posture in rehearsal

ANY OF THE FOLLOWING ACTIONS ON A DAILY BASIS:

- Talking out without permission
- Being a distraction to others
- Playing before or after class
- Playing at inappropriate times during class
- Out of area without permission

WILL HAVE THE FOLLOWING CONSEQUENCES:

- 1st offense Verbal warning
- 2nd offense 2 point deduction
- 3rd offense 2 point deduction/discipline assignment/ parent notification in completed assignment to be signed*
- 4th offense Qualifies as habitual misconduct/insubordination and will be referred to the appropriate principal as outlined in school disciplinary policy

The following actions violate school rules and will be referred to administration for appropriate action:

- | | | |
|-----------------------|-----------------|---------------------------|
| Fighting | Swearing | Skipping class |
| Bullying/Harassment** | Insubordination | Damage of school property |

**Parents should understand that signing a Level 2 assignment does not indicate agreement with consequence, method, or student action; only your knowledge of the received assignment is implied. Students will still be held accountable for assignments EVEN IF a parent tells the student not to complete said assignment or elects not to sign. Such concerns may be addressed over the phone or in person by appointment with the appropriate director.*

****Students should know that ANY derogatory descriptor of physical appearance or clothing **or** sexually/racially inappropriate comments will be treated as harassment and WILL RESULT IN A STUDENT OFFICE REFERRAL.**

FORGOTTEN INSTRUMENT (over a 6 week time period)

- 1st time 4 point deduction and finger along on a school instrument, if available.
- 2nd time 0 for the day and finger along on a school instrument, if available.
- 3rd time 0 for the day and a written discipline assignment with parent signature
- 4th time Office referral

If this becomes habitual every 6 weeks, other actions will be taken.

NO REED/MOUTHPIECE

- 1st day Verbal warning and finger along. You must bring tomorrow.
(If financial problem, you may borrow a reed on credit.)
- 2nd day 4 point deduction
- 3rd day 0 for the day, and a written assignment with parent notification.
- 4th day Office referral

You may not borrow a second reed until you have paid for the first one. Also, students are responsible for replacement of lost mouthpieces, including those for school instruments.

INSTRUMENT IN SHOP FOR REPAIR

Keep your mouthpiece (brass) and mouthpiece, ligature, and reed (woodwinds). A school instrument will be provided for you to play or finger, depending on the playing condition of the instrument.

YOU MUST SHOW A REPAIR TICKET FROM THE MUSIC STORE IN ORDER TO BE CREDITED PARTICIPATION POINTS FOR TIME LOST.

Attendance Requirements

All students in the South-Doyle Middle School Band are both required and expected to attend all rehearsals and performances. The only reason for students to be excused from a performance is sickness (with a parent note), family emergency (i.e. death in the family) or a previously arranged school activity with director approval. An unexcused absence from a performance will result in the student's grade being no higher than 85%. An unexcused absence from a rehearsal will result in the student receiving a daily grade of 0 out of 20. In the event of a special occasion that may have been scheduled after the beginning of the school year (wedding, etc.) a student may be excused as long as a written notice is given in writing by the parents. Students will not be excused from our activities because of last minute "convenience plans." Most situations can be dealt with and resolved in a satisfactory manner with respect to the student, the student's family, the directors, and the organization. We will try our best to work with you in any way to help you with any situation that may arise during the course of the year.

School-owned Instruments

South-Doyle Middle School has a limited number of low brass and low woodwind instruments available for student use. Students willing to play these instruments are always needed and appreciated. A limited number of instruments are also available for student use in case of financial hardship, and the school owns a full array of percussion instruments and specialty mallets/sticks.

In addition, all repairs incurred during the period of student use that are not a result of normal instrument wear will be the financial responsibility of the student, and students mistreating such instruments will be subject to the full extent of consequences that Knox County policy on property vandalism allows.

Students who wish to be in band and cannot afford rental will be addressed on a case-by-case basis. We, as teachers, are somewhat acquainted with budgeting concerns and are willing to work with you when possible.

Student-owned Property

The South-Doyle Middle School Band program encourages students to own their own personal, quality musical instruments and equipment. However, all students should understand that the band, school, teachers, and administrators cannot be responsible for student-owned equipment. This being understood, rest assured that if such equipment is found on the person of another student, that student will be punished by school administration and, if appropriate, law enforcement.

It is the recommendation of the staff that all student property be clearly identified through the use of labels and/or permanent marker (in several places throughout in the case of books), and a record of the student's instrument serial number be included in the family's personal files. Also, small portable items such as books, drumsticks, brass mouthpieces, and reeds should be kept in the student's backpack rather than in the instrument. And, as always, instruments are safer and more useful for practice if they are with the students at home.

Fundraising

The SDMS Band has traditionally held one fundraiser during the course of the year to pay for the expenses of the entire year. We do not require students to participate in fundraisers, but they and you should understand that these fundraisers allow us to provide opportunities for your students. Participation is therefore encouraged and appreciated. Student and program goals will be presented to the students, and prizes can be earned as provided by the fundraiser company.

Fund raising is also a great way for students to meet the few financial obligations that exist in the program, especially for percussion and school instrument players. Directors therefore reserve the right to refuse requests for free or reduced price instrument usage based upon past participation in the fundraiser and attainment of program goals.

In addition, 8th graders are provided with up to 3 fundraisers through the high school to allow them to pay for their upcoming freshmen year Fair Share payments. (Student's Fair Share is that portion of the high school budget not covered by the General Booster Budget and includes transportation costs, contest entry, provided food, and other expenses on the high school level.) Participation in these fundraisers can earn students profit to be applied to their future high school expenses, so that in theory a diligent student may never have to pay an out-of-pocket amount for anything (including trips, guard uniforms, approved class materials, or Fair Share payments). Again, 8th graders are encouraged but not required to participate in these fundraisers. Please check the band website frequently at www.southdoyleband.org for SDHS fund raiser dates.

Suggestions

The following are suggested places for some of the pages in this handbook.

Page 4: On your refrigerator, or wherever important family dates and information are kept.

Pages 5-10: These may be useful to answer your questions later. You may want your student to keep them in their binder for quick reference.

Page 11: Please remember the bottom portion of this page must be returned as your child's first grade, but it is more important that you read the handbook first.

Pages 13-14: In your student's binder in a page protector, as reference for how to take care of their instrument.

Please detach, sign, and return:

I certify that I have read the South-Doyle Middle School Instrumental Music Handbook and agree to abide by the policies set forth in this Handbook.

Parent/Guardian Signature: _____ Date: _____

Parent email address 1: _____

Optional email address 2: _____

Student Signature: _____ Date: _____

Student suite: _____ Student homeroom: _____

Instrument Care

Here are a few general hints and tips on maintaining your instrument in a good playable condition.

Brass Instruments

- * Flush out the instrument at least once a month with a mild soapy solution and lukewarm water. Then rinse with cold water and dry thoroughly. Don't use hot water as it may damage the finish.
- * A flexible instrument cleaning brush should be used to clean out slides and tubing, but make sure this is renewed every six months to ensure it doesn't break inside the instrument.
- * Use a valve cleaner to clean out the valve casings, do not use a standard flexible brush.
- * Use a lint-free cloth, as a swab and to wipe the pistons, which should be removed and replaced very carefully, in the correct positions (when you replace the pistons ensure they are perfectly clean and dust free).
- * Use only tuning slide grease or lanolin when lubricating slides and use a minimum amount of valve oil on the pistons. Use of other lubricants can slow the valves and seize the tuning slides.
- * On completion of playing, loosen the valve caps. This avoids the trapped moisture causing corrosion in the screw threads.
- * Make sure that mouthpieces are cleaned thoroughly with warm water and a mouthpiece brush. Build up of dirt in a mouthpiece or lead pipe can be detrimental to the sound production & can cause the mouthpiece to seize.
- * Care should be taken when polishing lacquered and silver plated instruments. Abrasives must be avoided and I recommended only soft cleaning cloths be used.
- * Never expose the instrument to extremes of heat or cold (Don't leave in the back of a car).
- * Always put your instrument back into its case on completion of playing to prevent it being damaged.
- * Avoid standing the instrument on its bell as this can cause extensive damage; ensure that you use a stand for your instrument.

For trombones:

- * Fill the slide with warm soapy water and move the slide up and down several times. Remove the water and rinse thoroughly with cold fresh water.
- * The inner and outer slides should be separated and cleaned using a trombone flexible cleaner to make sure that the cleaner reaches the bottom of the bow.
- * A small amount of slide cream should be applied to the inner slide stocking and sprayed with clear water. If you use Trombone oil as a lubricant ensure that water is not sprayed on after the application of oil.
- * Any further problems, or if you are unsure on what to do please do not hesitate to contact a director.

Woodwind Instruments

- * Your instrument is a precision mechanism therefore always put it together with care, "NEVER IN A HURRY" as this may lead to some key work being damaged.
- * Always swab the instrument thoroughly every time it is put away for the day. Clarinets and saxes should use a swab made for their instruments; flutes should use a soft cloth wrapped around the tuning rod. Also, periodically use a half-inch paintbrush on the key work and under the springs to prevent the build up of dust, which in turn can eventually slow down the instrument's action. Rub over the key work with a silver dust cloth to remove any tarnishing finger marks.
- * Once a week swab the instrument with a cloth dampened with disinfectant. This will help stop the buildup of bacteria in the instrument (especially mouthpieces) and help prevent the owner from contracting too many colds, etc.
- * Twice a month pull through wooden instruments with a cloth dampened with bore oil or almond oil, and wipe down the wood on the outside with the same cloth to seal the grain of the wood and prevent the instrument from cracking.
- * Key oil should be applied, in very small amounts, to the appropriate moving parts of your instrument at least once every 6 to 8 weeks, more frequently in very hot or wet weather.
- * Always put your instrument back into its case on completion of playing to prevent it being damaged.
- * Grease tenon corks sparingly with cork grease every week.
- * Flute tenons should be wiped with a clean cloth, no grease of any sort should be used as it will pick up dust from the atmosphere and make a very fine grinding paste which will wear the tenon and can cause it to jam.
- * Never expose the instrument to extremes of heat or cold (Don't leave on the back shelf of a car).
- * Many things can cause sticky pads. If you get a sticky pad, close the pad onto a cleaning paper (or a dollar bill works well) and gently pull it through. If this is ineffective, use a powder paper (from Yamaha). Never dust the pad with talc; though it provides a short-term solution the powder mixes with the saliva and turns into a very effective grinding paste causing damage to your instrument every time you play it.
- * Never forget the importance of your reeds. Each student should have 4 or 5 reeds, preferably in a holder ("reed guard") big enough to hold them all together and let them dry out each day. Reeds should be evenly rotated, using a different one each day. Students should NEVER leave a reed on the mouthpiece; this practice will inevitably chip the reed when capped and will lead to severe mold growth.
- * Any further problems or if you are unsure on what to do, please do not hesitate to contact a director.