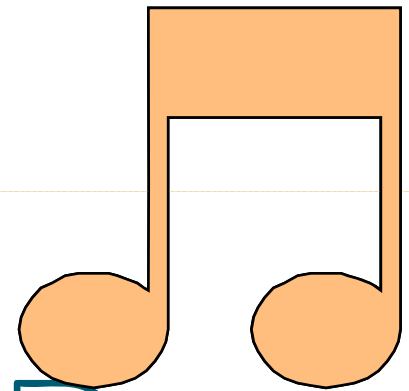
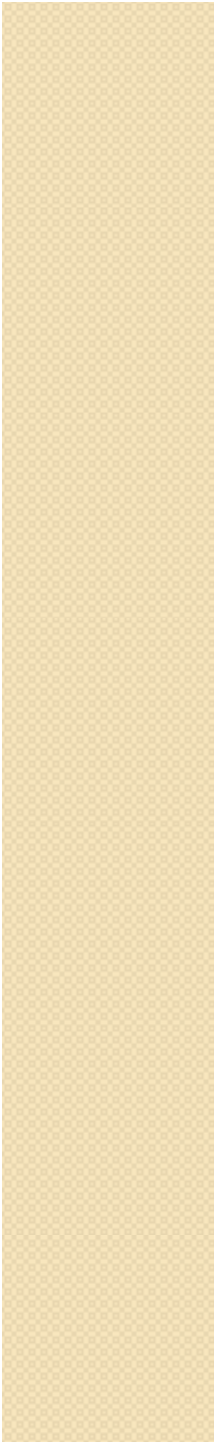


MIAMI LAKES MIDDLE
SCHOOL

WARRIOR BAND
HANDBOOK





This handbook is designed to inform the members and parents of the Miami Lakes Middle School Band of the policies, regulations and procedures of the instrumental program. It is necessary that all members and parents read this manual. It is also a requirement to sign and return the form indicating receipt and agreement of the document.

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MISSION

The purpose of a school training and performing musical organization is to help develop culturally, as well as academically well rounded individuals.

Members of our organizations are extremely fortunate to have the opportunity to:

- sing, play, notate, compose, improvise, and analyze music
- develop a self-confidence and self-esteem while participating in a most enjoyable and rewarding activity involving many cultural and historical experiences.
- be a valuable and depended upon member of a group
- play concerts for the community and school
- compete in group and/or festivals with other schools and musicians to evaluate musical progress
- engage in activities involving technology
- develop a self-discipline most beneficial to all aspects of human development
- develop a positive sense of mutual respect for ones self and authority figures such as director, adjudicators, chaperones, substitutes, and student leaders

The student who successfully develops the musicianship and self-discipline necessary in being a member of a performing group is well on his or her way to a most productive role in our ensemble, school, and community.

INSTRUMENTATION

The instrumental program at MLMS consists of approximately 150 students. Students may select the instrument they want to learn, but the physical shape of the student, and the need to have a balance woodwind, brass, and percussion section will make the decision an important one.

Although, we continue to build our program, please understand that we are not in a position to supply each student with their own personal instrument. Most second and third year band students have their own instrument. In many cases, two to three students use the same instrument throughout the day.

It is much to your **child's advantage** to **own** his or her own instrument. If purchasing is not possible, **perhaps renting with option to buy** from an instrumental music store is more suitable. I strongly encourage parents to either purchase or rent their child's assigned instrument thus, eliminating the possibility of your child having to share the same instrument with others throughout the day.

ALL STUDENTS PAY A \$4.00 MUSIC FEE. A \$6.00 SCHOOL INSTRUMENT RENTAL FEE FOR THE YEAR IS PAID IF A STUDENT IS USING SCHOOL EQUIPMENT. ALL STUDENTS USING SCHOOL INSTRUMENTS MUST PURCHASE THEIR OWN MOUTHPIECE. MAINTENANCE MATERIALS, MALLETS, AND REEDS WILL ALSO BE THE RESPONSIBILITY OF EACH STUDENT.

INSTRUMENTATION (CONT.)

Your child will receive an instrumental assignment sheet and a list of instrumental music stores that may assist you.

Students who will rent school equipment must earn the privilege to take the instrument home for practice. How the student behaves and performs in class will determine their eligibility. All students using school equipment must sign a rental agreement form.

If I can be of further assistance, feel free to call at 305-557-3900 ext. 4248, or e-mail me at anapena13@dadeschools.net.

Respectfully,
Mrs. Ana Lebron Peña
Band Director

PERFORMANCE OPPORTUNITIES

Band students may be ELIGIBLE to perform in the following groups:

- I. **The Warrior Concert Band** – The student must be registered in a band class. Teacher recommendation required. Performers in this group may consist of woodwind, brass, percussion, and concert string bass players. Each individual member must be competent in performing at least grade 2 or higher level music. This group represents Miami Lakes Middle School at concerts and MDCPS/FBA Festivals, and out of town competitions. After school rehearsals are required.

- II. **The Jazz Ensemble** – The student must be registered in band class. This is an extra-curricular activity. Teacher recommendation required. Performers in this group will consist of alto saxophone, tenor saxophone, baritone saxophone, trumpet, trombone, piano, electric and/or string bass, electric guitar (optional), drum set, and auxiliary percussion players. This group may represent Miami Lakes Middle School at the Holiday Concert, MDCPS/FBA Solo and Ensemble Festival, concerts, and other events. After school or morning rehearsals are required.

PERFORMANCE OPPORTUNITIES (CONT.)

- III. The Marching Band** – The Marching Band is an extra-curricular activity. The student must attend required rehearsals. The drum line student must audition and must attend two rehearsals per week. Students are selected through an audition/participation process. Performers in this group must consist of woodwinds, brass, and percussion players. This group may represent Miami Lakes Middle School at parades, concerts, and other events. After school rehearsals are required.
- IV. The Drum Line/Percussion Section** - Students wishing to be in the percussion section must try-out for drum line. Two after-school rehearsals are required. Students are selected through an audition process. After school, the student will be working on rhythm instruments. During class the student will be studying the bells and xylophone. This group may represent Miami Lakes Middle School at parades, orientations, concerts, and other events.

PERFORMANCE PREPARATION

All students are responsible for learning their selections for performance. It is very important that the student practice skills learned in class. Home practice is required and necessary to improve. Those students who do not learn their parts up to standard (**the ability to play with characteristic sound, steadiness, and accurate execution**) will not be able to perform in marching and concert venues.

PERFORMANCES – Students and parents will have the opportunity to see a tentative calendar for the entire school year on the school's website. The website is <http://mlms.dadeschools.net/> . Left click the “Calendars” link then click the “Warrior Band” Link.

MUSIC PERFORMANCE ASSESSMENT

The Warrior Band is required to perform in March in the Music Performance Assessment Festival sponsored by MDCPS and The District 16 Florida Bandmasters Association. The band will prepare three musical selections from the FBA music list. The band will *perform* in front of three judges. The audience consists of band directors, band students, parents, and friends. The band also sight-reads two musical selections for another judge. Each judge gives the band a rating. The assessment ratings may consist of Poor, Fair, Good, Excellent, and Superior score. The Warrior Band always strives for a Superior Assessment.

SOLO AND ENSEMBLE FESTIVAL

Each member of the Warrior Concert Band is required to participate in the District Solo and Ensemble Festival in early February. Each student will prepare a solo or may perform with others in a duet, trio, quartet or choir. Music is selected from our Florida Bandmaster's Music List. Entry fees have gone as high as \$8.00 per entry. All students will be notified about the entry fee when the exact amount is known. This fee must be paid before the holiday break. Please prepare for this event during the 2nd 9 weeks. Students who perform with a piano accompanist must pay a \$10.00 fee. This is a low fee considering that a profession accompanist charges \$50.00 or more to rehearse and perform with a soloist. The student is also responsible to rehearse with the accompanist at the accompanist's availability. This may take additional practice after school.

OUT- OF-TOWN COMPETITION/FESTIVAL

The Miami Lakes Middle School Bands have the opportunity to participate in an out-of-town trip competition/festival. An event like this takes lots of planning on the part of the director, parents, and students.

The competition/festival is usually in Central Florida, and is focused on helping students discover their creative strengths, individual talents and abilities, and foster a real sense of accomplishment. Through competition/festival participation every group is given the opportunity to achieve, receive encouragement to reach higher, and be recognized for this accomplishment.

The cost of the trip may range from \$300 to \$400 for a three day/two night event per person. To assist in keeping cost down the Warrior Band Parent Association, Inc. sponsors sales and events to raise funds.

Students eligible for this competition/festival will be notified in November. A down payment will be required in early December to make a commitment to the competition/festival company. The trip is usually planned on the Friday just before MDCPS Spring Recess.

FINANCIAL INFORMATION

I. MDCPS FEES

Instrumental Rental Fee- Only for students using school instrument and percussion equipment - \$6.00 per year

Music Fee – All band members - \$4.00 per year

MAKE CHECKS PAYABLE TO MIAMI LAKES MIDDLE SCHOOL

ALL FEES WILL BE DUE BY THE LAST WEEK OF SEPTEMBER

II. INSTRUMENTAL MATERIALS

Depending on the student's instrument, cost of class materials will vary.
All materials should be purchased within the month of September.

FINANCIAL INFORMATION (CONT.)

III. Miscellaneous Fees

Miscellaneous fees may include Solo and Ensemble entry fees, cost for transportation, and/or Field trip fees.

FEE DUE DATE WILL VARY DEPENDING ON THE DATE OF THE EVENT.

IV. Uniforms

A. Band T-Shirt/Visor/ and Required shoes – Orders will be made through the Warrior Band Parent Association, Inc.

The items above are the required informal uniform for marching and community events. All students are required to purchase the items if they are part of the Marching and Concert Band. Black pants (Dickie brand) and black socks are also required. Family members may order additional shirts too. Chaperones are required to wear the Band T-shirt and blue jeans for identification purposes. Prices will be posted.

MAKE CHECKS PAYABLE TO THE WARRIOR BAND PARENT ASSOCIATION, INC.

FINANCIAL INFORMATION (CONT.)

B. Formal Uniform

All students eligible* to perform in the Warrior Concert Band are required to having the following : **Formal black shoes, solid black dress socks (no ankle socks), pleated tuxedo shirt and tuxedo pants** (The Warrior Band Parents Association will assist you with finding locations).

*A student is ELIGIBLE to perform if he/she learns their required music up to standard (the ability to play with characteristic sound, steadiness, and accurate execution), and demonstrates good discipline. This selection is derived from the band director's assessments and observations.

FINANCIAL INFORMATION (CONT.)

V. **Warrior Band Parent Association, Inc.**

The Warrior Band Parent Association, Inc., serves our band in many ways. The Parent Association helps to provide instructional, community, and financial support for the band. The Parent Association provides parents the opportunity to be informed and involved. **PLEASE LEND YOUR SUPPORT!** The Warrior Band Parent Association, Inc. meets once a month.

Membership cost is discussed at the first general meeting.

VI. **Fund-Raising**

It is necessary to fund-raise to assist in maintaining instrumental needs, reducing expenses, and reducing travel cost. **ALL PARENTS AND STUDENTS** are expected to participate in fund-raising activities. All activities must have administrative approval.

CLASS ROOM MATERIALS

Students should have the following items at all time:

- a. At least one No. 2 pencil
- b. One 1- inch binder containing writing paper and plastic cover sheets for music
- c. At least one blue or black pen
- d. Various reeds/mouthpiece/percussion bag with mallets-what you need depends on the instrument you play
- e. Instrument oils/greases/and cleaners

SMART MUSIC STUDIO (optional, but highly recommended) The disk is \$30.00, and the microphone is \$15.00 (cost subject to change)- An award-winning, computer based interactive practice system gives students the tools and accompaniments they need to better on their own.

- Over 20,000 accompaniments that make practicing at home fun!
- Built in Turner and Metronome keep students in tune with a steady beat.
- Recording encourages students to analyze their performances.
- Exercises that develop individual skills display right on the screen with a choice of accompaniments.
- Band students are guided with colorful assessment graphics.

CLASS ROOM RULES

- 1. Be on time.**
- 2. Be in proper uniform and act respectable.**
- 3. Be prepared with all materials needed for class.**
- 4. Follow directions at all times.**
- 5. Raise your hand and wait to be recognized if you have a question.**
- 6. Do not chew gum or have other materials in your mouth.**
- 7. Do not groom in class.**
- 8. Do not handle or use any instrument that does not belong to you.**
- 9. Never talk or play while the director or officer is talking.**
- 10. Proper posture must be maintained at all times during rehearsal and performance.**
- 11. Look at the director and/or officer when they are talking.**
- 12. Please ask a question if you do not understand.**
- 13. Pack-up in an orderly fashion.**
- 14. Remain seated unless given permission to leave your chair.**

DISCIPLINE PLAN

STEPS

1. Student will receive a verbal warning and/or conference with teacher.
2. Student will receive a designated essay which pertains to their behavior. If a second essay is given for the same infraction, the student will receive the essay to be completed at home. The essay must be signed by a parent or guardian and returned by the next class day. Both student and guardian must sign. After a second essay a student's conduct grade will drop 1 letter.
3. Student's guardian will be notified via phone, e-mail, and/or written notice. Conduct grade will drop 1 additional letter.
4. Student will be referred to a counselor. Conduct grade will drop 1 additional letter.
5. Student will meet with the teachers/counselor and guardian for a morning conference. Conduct grade will drop 1 additional letter
6. Student will be referred to administrator.

BEHAVIOR GRADE ASSESSMENT – PER NINE WEEKS PERIOD

Your conduct grade is based on steps taken within a 9 weeks period.

Step 0-1 = A

Step 2= B

Step 3- 4 = C

Step 5=D

Step 6 =F

Miami Lakes Middle School Absentee and Tardy Policy

- 1. After 3 unexcused absences a referral will be submitted to the grade level counselor.**
- 2. After 10 or more absences a student is in jeopardy in failing for the entire year. A referral will be issued and a attendance committee will be notified.**

INCENTIVES

- 1. EXCELLENT AND SATISFACTORY PROGRESS REPORT.**
- 2. PICTURE RECOGNITION DURING REHEARSALS AND ACTIVITIES.**
- 3. ELIGIBLE TO PARTICIPATE IN EXTRA-CURRICULAR BAND ACTIVITIES.**
- 4. RECOGNITION AT THE AWARDS BANQUENT**
- 5. FEELING GOOD ABOUT YOU - PRICELESS!!**

GRADING CRITERIA

Members of the Miami Lakes Middle School Warrior Band will be assigned grades as per MLMS grading policy. Students will receive at least two grades per week. The grades will be based on an assessment of general assignments. It could be derived from either written, performance, or intuitive assessment of teacher observations. From time to time, the instructor reserves the right to substitute grades for areas not covered in this description.

I am aware of students who have less experience than other band members. It is an easy task to recognize a student who has prepared himself or herself from those who have not. Students with less experience will have an opportunity to make elevated grades if proper evidence of practice and preparation is evident. This assessment is designed to encourage students to set and meet musical goals.

- 1. CLASS PARTICIPATION (20%)** – The student should have his or her instrument and materials everyday. If the instrument is being repaired a receipt of repair should be presented to the teacher. Personal band instruments should be taken home everyday. Do not leave your instrument in the locker. Take your instrument home and practice!
Full participation per week = A, 1 missed day = C, 2 missed day or No participation per week = F.
- 2. TEST – (30%) – QUIZZES – (10%)** – Tests and quizzes will be designated. Each student will be given a midterm and final written exam covering materials taught during that span of time. Questions dealing with terminology, musical symbols, and rhythms will be given. Instrumental performance test may include required major and chromatic scales, concert music, and/or assigned musical exercises. Students will have adequate time to prepare.

GRADING CRITERIA – (CONT.)

3. **HOME LEARNING – (10%)** – Band students are expected to do home practice. The home learning assignment is to practice or study a minimum of 10+ minutes daily. Practicing or studying should be done consistently and conscientiously. During music class students will receive instructions on what they need to practice in order to develop their musical skills. The student is required to keep a **DAILY LOG**. A grading scale will be indicated on the practice log. A practice log check may occur after the 2nd, 4th, 6th, 8th week of the 9 weeks period. A parent's or guardian's full signature in blue or black ink will earn the student full credit. No signature or missing information will cause the practice log grade to be lowered 2 letter grades.
4. **PROJECTS (30%)** – The Holiday Concert (December), Solo and Ensemble Festival (February), MDCPS Music Performance Assessment (March), and Spring Concert (Late April or early May) are required projects for all students in M/J Band 2 and M/J Band 3. M/J Band 1 students are encouraged to participate in the Holiday and Spring Concert for extra credit. Written assignments, special presentations and special performances may be graded as a project if the assignment takes more than two class sessions to prepare.
5. **WORK FOLDER** – Each student will be creating a work folder containing selected personal works. Included in the work folder may be the following: written essays, tests, quizzes, self evaluations, recordings, adjudication, and more. The work folder is kept in the designated classroom file.

GRADING CRITERIA (CONT.)

6. **MAKE – UP WORK** – All make-up assignments (this does not include late assignments) must be done within four (4) school days. Required band performances and class participation can not be made-up. Arrangements must be made 24 hours in advanced. If work is not made-up within the time limit, the student will receive an “F” for missing work.
7. **LATE WORK** – Late required assignments must be signed by the teacher to validate the date it was received. Only one late assignment will be accepted per nine week period.

<u>GRADING CODE</u>	<u>VALUE</u>	<u>INTERPRETAION</u>
A	90-100%	Outstanding
B	80-89%	Good
C	70 -79%	Satisfactory
D	60-69%	Minimal; Improvement needed
F	0-59%	Unsatisfactory

PERFORMANCE GRADE ASSESSMENT

At this time the learner.....

4= exceeds = A

3=consistently demonstrates = B

2=is developing = C

1=is beginning to develop=D

0=is unable to demonstrate= F

.....competency at the task with meaningful musical understanding.

AFTER SCHOOL REHEARSALS

Fine performances are the direct result of many hours of hard work. There are not any “short cuts” around this necessity. Remember: Attendance at every rehearsal and at every performance is required of every member. The penalty for missing rehearsal may result in your not performing.

AFTER SCHOOL REHEARSALS FOR PERFORMANCE GROUPS WILL BE POSTED ON THE BAND CALENDAR AT <http://mlms.dadeschools.net/>

PERMISSION FOR AFTER SCHOOL EVENTS

A permission slip and media form must be signed by the parent/guardian and returned to the director to insure that the parent/guardian is aware of the after school rehearsal schedule(s). By signing the permission slip the parent/guardian is acknowledging the rehearsal, and will provide transportation home at the appointed time.

All students will report directly to the band room. Please be on time. After rehearsal all students will be escorted downstairs and dismissed at the entrance of the school.

AFTER SCHOOL REHEARSALS (CONT.)

Written notice must be submitted to the band director for a missed rehearsal and/or performance within 24 hours. An absence is considered excused only for illness, religious activity, and death in the family (MDCPS Policy). Please try to schedule doctor's appointments during other times.

AFTER SCHOOL TUTORING – MONDAYS AND FRIDAYS – 3:50 – 4:30 PM

DRUM LINE – MONDAYS – 3:50-5:00 PM

MARCHING AND CONCERT BANDS – 3:50-6:00 PM (CHECK CALENDAR WEDNESDAYS OR THURSDAYS)

CONCERT PERFORMANCE PRACTICES – INDICATED ON ONLINE CALENDAR

JAZZ BAND – TO BE ANNOUNCED

LOCKER STORAGE

If a student has a personal-owned instrument he/she may use a band room locker. Only combinations locks will be permitted. Each student will be responsible to report their instrument's serial number, locker number, and lock combination. An instrument may be placed in the locker in the morning before and during homeroom. Students are not allowed to go into their locker during school time. An instrument must be picked up after school. If a student is cited for leaving their instrument more than two times, he/she will have no more locker privileges.

BAND OFFICERS

The purpose of band officers is to assist in organizing the band. Effective organization of the band will help the band director and the band members in realizing its objectives much faster.

“A GREAT FOLLOWER IS TAKING THE FIRST STEP TO BECOMING A GOOD LEADER.” *Mrs. Pena*

In order for a band member to be considered as band officer material, he or she must meet several requirements. They are:

- Maintain a “B” average or better in band
- Maintain a high conduct standard in all classes
- Member of the band for at least one (1) year
- An overall school average of 2.5 or better
- No financial obligation to the band owed
- No unexcused absences from any band rehearsal or activity
- Able to attend band officer meetings

OFFICERS OF THE BAND

CAPTAIN/DRUM MAJOR - A second or third year member who is a proud representative of the band. This person must be willing to represent the band at all times. The captain/drum major shall assist the band director when needed. The captain must make sure that all other officers are performing their respective duties.

CO-CAPTAIN – A second or third year member of the band that will assist the captain in any capacity. The co-captain is responsible for supervising the locker area and check outs.

SERGEANT AT ARMS – A second or third year member who will be responsible for keeping the band in order during class, rehearsal and performance. The sergeant at arms will assist the director in taking attendance during rehearsals and performances.

SECRETARY – A one year member who is responsible for taking minutes of all band officer meetings. The secretary is responsible for handling class work files. All files must be kept in order and alphabetize by periods. It will also be the responsibility of the secretary to pass out and collect correspondence when necessary.

BAND OFFICERS (CONT.)

LIBRARIAN/SOLO AND ENSEMBLE LIBRARIAN – At least a one year member who is responsible for passing out and collecting all music. The librarian must maintain an accurate list of band members checking out or in music. Additional responsibilities will include establishing and maintaining a filing system that will involve extra work before or after school.

QUARTERMASTER – At least a one year member who is responsible for issuing uniforms. The quartermaster and staff will assist in keeping the band room clean and keeping records of equipment in the band room. The percussion section is part of the quartermaster staff.

SECTION LEADER - The first chair player will take the lead position. The section leader directs the other players in his or her section during sectionals.

PROCEDURE OF ELECTIONS

Band students interested in an officer's position must submit a statement indicating their intent to hold a position in the band. The director will then assign the position. Band officers who do not maintain officer's requirement will be placed on probation for two weeks. An evaluation will determine whether the officer will continue in his or her position. Each class will have a set of officers.

MIAMI LAKES MIDDLE SCHOOL
6425 MIAMI LAKEWAY NORTH
MIAMI LAKES, FLORIDA 33014
(305) 557-3900

Use Blue or Black Ink Only.

Mr. Joaquin P. Hernandez
Principal

Mrs. Ana Lebron Pena
Band Director

BAND AGREEMENT

We, _____, _____
Print – Parent’s/Guardian’s Name Print – Student’s Name

have read and understand the rules, regulations, and responsibilities set forth by the Miami Lakes Middle School Band.
We are willing to accept and abide by the standards.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Home Address _____ Zip Code _____

Home Telephone _____ Emergency Telephone _____

E-mail Address _____

Band Period _____ Date Received (Director Only) _____