

Miami Country Day Band/Orchestra Handbook

Dear Parents and Students,

Welcome to the Miami Country Day Band/Orchestra program! This handbook has been written to familiarize you with the many aspects of the music program and to ensure an enjoyable and educationally rewarding musical experience. I realize you are overwhelmed with reading material at the beginning of the year, but PLEASE take the time to read this handbook. After you have read this handbook, sign the last page, detach it, and return it to me. Students will be held accountable for the information contained in this handbook, so please keep the book for future reference.

Band/Orchestra is an ELECTIVE and SELECTIVE course. Your enrolling in a band or orchestra course suggests your willingness to stick with the information and guidelines set forth in this handbook. Band/Orchestra is different from any other course in our school curriculum in that we seek to develop and apply a SKILL. Music involves learning math concepts and applying them in the reading of rhythm, learning a new system of notation, developing fine motor skills, developing the ability to hear in a discriminating manner, and becoming sensitive: to the sound we make, to the sounds others make, and to the demands of the music. It requires cooperation with a large team of musicians working together toward a common goal - the manifestation of the printed music into sound. It requires extra practice at home, extra rehearsals and performances.

The band/orchestra program at Miami Country Day School is comprised of very special students. They are willing to give of their time to an organization that brings pride and recognition to our school and community. The music program strives to develop skills and provide learning experiences for the students that will be useful in any life endeavor. Students will also acquire a very enjoyable leisure activity - performing in amateur or semi-professional groups. Future membership in college or community ensembles can also be very rewarding.

I hope your membership in the Miami Country Day School Band/Orchestra Program will be both rewarding and productive. Have a great year!

Sincerely,

Salvatore Vinciguerra
Band/Orchestra Director
Miami Country Day School
svinciguerra@vincimusic.com
www.VinciMusic.com

ATTITUDE

Are you a part of the problem or a part of the solution?

Take PRIDE in everything you do.

Together we can be NUMBER ONE!

Individual effort is vital for success.

Try to do your best, always.

Use your talents to the best of your ability.

Dependability & Determination will bring success.

Effort will make it happen.

Instrument Storage Areas

These areas are provided for students so they will have a place to safely keep their instruments during the school day. It is expected that they will take the instruments home every night to practice. Everyone will have the opportunity to have a locker assigned to them for their instrument by the director.

All of the instrument lockers will have a cage door and a locker with a combination on it.

Memorize the locker combination and keep a copy of it handy in case you forget it.

Locker combinations will be recorded and on file with the band director.

Do not give your locker combination to other students. INSTRUMENT LOCKERS ARE NOT FOR BOOKS! The usage of the instrument storage area for books, food, personal belongings, athletic equipment etc. is strictly prohibited. Only store your instrument and music folder in the locker.

Stickers, bumper stickers, pictures, posters etc. are NOT to be placed in or on the storage areas.

NO STUDENTS INSIDE THE INSTRUMENT STORAGE LOCKERS!

It is absolutely forbidden for students to climb into the instrument storage lockers, or to be involved in any horseplay which causes another student to be put into an instrument storage locker. Any such dangerous activity will result in an instant referral for direct disobedience.

****PLEASE DO NOT LEAVE ANY PERSONALLY OWNED INSTRUMENTS OR BELONGINGS IN THE LOCKERS. MIAMI COUNTRY DAY SCHOOL IS NOT RESPONSIBLE FOR ANY LOST ITEMS IN YOUR LOCKER!**

Band/Orchestra Rules & Regulations

Music is fun and exciting to learn, but it requires hard work, dedication and discipline. The Band/Orchestra classes are a very important part of the curriculum at Miami Country Day School. As a member of these classes you have a responsibility to do your job well and to represent our school well at functions. In order to fully benefit from this class, your responsibilities are to be prepared and to be an active participant.

Please make sure you understand the rules for classroom behavior. Let's work together to make this a great year for all of us!

1. **COME TO CLASS ON TIME.** On time means that you are in your seat and ready to begin rehearsal three minutes after the tardy bell rings.
2. **COME TO CLASS PREPARED.** This means that you should have your instrument, music, pencil and accessories everyday. Your participation grade will be lowered by four points per day after for consistent unpreparedness.
3. **BE ATTENTIVE.** This means for you to listen to all instructions, even when they are being directed to another section. If you have a question, raise your hand and wait to be called upon.
4. **ABSOLUTELY NO EATING, DRINKING, GUM CHEWING, GROOMING, OR WEARING OF HATS WILL BE PERMITTED DURING CLASS.**
5. **DO NOT** handle or use any instrument that does not belong to you.
6. At the prescribed signal or when the conductor gets on the podium, all warm-ups and playing will stop immediately. This is a sign of respect.
7. **DO NOT** play out of turn.
8. **ABSOLUTELY NO STUDYING FOR ANOTHER SUBJECT DURING CLASS.**
9. At the closure of class the rehearsal room should be kept clean and orderly. Store your instrument in the assigned place provided for it. Make sure you're your locker is secured. **DO NOT LEAVE YOUR INSTRUMENT ABOUT THE SCHOOL BUILDING. TAKE YOUR INSTRUMENT HOME EVERYDAY AND PRACTICE.**
10. **THE BELL DOES NOT DISMISS YOU!** Your teacher dismisses you, so stay in your seat until you are dismissed.

Consequences

Include the following: Several verbal warnings, classroom consequences (time-out, review of classroom rules and Miami Country Day student code of conduct, clean-up detention etc.) parent notification by either a written letter or phone call, office referral, transfer out of the band/orchestra program.

Grading Policy

Members of the Miami Country Day School Band/Orchestra will be assigned grades as per the Miami Country Day School grading policy. Students will receive at least two grades per week. The first grade will be based on an assessment of general assignments. It could be derived from either written material or performance of musical material. (Examples: Practice chart/Playing quiz). The second grade will be based on the student's participation at band/orchestra rehearsals in class, and performances in and out of school.

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

At the beginning of each quarter students will be given a syllabus for the class. It will contain the grading outline and important dates for the quarter. The grade outline below refers only to the first quarter. Please refer to your student handbook on school rules and other procedures.

Academic Grade

Quarter With a Performance		Quarter Without a Performance	
Attendance	10%	Attendance	10%
Participation	25%	Participation	35%
Performance	25%	Playing tests and quizzes	35%
Playing tests and quizzes	20%	Written tests and quizzes	20%
Written tests and quizzes	20%		
<i>Total</i>	<i>100%</i>	<i>Total</i>	<i>100%</i>

1. **ATTENDANCE** – Attendance counts for 10% of the quarter grade in this class. Every student starts with an attendance grade of 100%, but the attendance grade is reduced by 5% for each absence after 2 absences from this class during the quarter.
2. **CLASS PARTICIPATION** - The student should have his/her instrument, music, and accessories every day. **INSTRUMENTS SHOULD BE TAKEN HOME EVERY DAY. DO NOT LEAVE YOUR INSTRUMENT IN THE EQUIPMENT ROOM. TAKE YOUR INSTRUMENT HOME AND PRACTICE!**
3. **PERFORMANCE** - Performance grades may include performance of required major, minor and chromatic scales, performance of music, required concerts, solos and ensemble festival and/or assigned musical exercises.
4. **WRITTEN TESTS AND QUIZZES** - Students will have adequate time to prepare. Written quizzes will have questions dealing with terminology, musical symbols, and rhythms will be given. For playing quizzes students will be required to perform their playing test individually during the class. On occasion these tests are used for chair placement. Chair placement in the each section is at the director's discretion.
5. **FOLDERS** – The student will create a folder. The folder should be a three ring binder with page protectors and pockets. Included in the folder may be the following: written essays, self/peer evaluations, orchestra handbook, quizzes, tests, handouts and other learning materials. The folder will also be used to put concert music that each student will be held accountable for daily. If a piece of music is lost the student must pay a minimal fee in order to receive another copy of the music.
6. **PRACTICE CHARTS** - Students are expected to practice a minimum of 120 minutes each week. The log must be signed by a parent or guardian and will be checked periodically by the teacher. (This document is included at the end of the handbook).

PRACTICE CHART SCALES	
120 min. & UP	A
90 – 119	B
60 – 89	C
30 – 59	D
0 – 29	F

MAKE-UP WORK - All assignments must be made-up within seven school days. *Required performances cannot be made-up.* If work is not made-up within this time frame the student will receive a 0 for that grade.

MUSIC CONCERTS - Concerts are mandatory events for all students. Missing a performance that is unexcused or by giving improper notification prior to the performance will result in a report card drop of two letter grades. Arrangements must be made 2 weeks in advance if you know that you cannot attend a required concert. Please have parents write a letter or call Mr. Vinciguerra directly. The only acceptable excuse for not attending a concert is if you are attending a close family's funeral.

Why it may sometimes seem that the director doesn't understand your excuse:

Because you can understand that a person can't play well, or forget their reed, or doesn't feel well, or overslept, or didn't have a chance to practice, or has sticky valves, or lost their music, or couldn't get a ride, or is having a bad week. Pretty soon you have a whole lot of understanding and a terrible BAND!

Your concert grade will be lowered if you are unprepared, not in the correct concert attire, arrive late, depart early and/or become a discipline problem at a concert. Students will be given dates, report times and any necessary information prior to the concert via written letter. Please make sure you include your email address on the handbook contract page so that we can send you a copy of the letter through an email. Letters to parents will also be posted on the music website.

SOLO AND ENSEMBLE MUSIC ASSESSMENT - In the first quarter students will be assigned a project to select a solo or ensemble to present at the Florida Band Association (FBA) or Florida Orchestra Association (FOA) Solos and Ensemble Music Assessment which will be held in November. This event is a great opportunity for students to work on a piece of music either by themselves or with other students and present it before a judge. The judge will then score the solo or ensemble using criteria found on the FBA or FOA websites and give students a rating such as Superior, Excellent or Good.

Music Selection: Students should begin the music selection process and practicing for the event as soon as possible. You must select music from the current FBA/FOA Selected Music List. The director has a copy of the list and it is also posted on the following FBA/FOA websites.

FBA (click Music List on menu): <http://www.flmusiced.org/fba/index.html>

FOA: <http://www.myfoa.org/allstate/asmusapp.html>

You must provide an original score with measures numbered for the adjudicator (judge). If you are doing a solo you will have to find your own accompanist.

A fee small fee to the Florida Bandmaster's Association or Florida Orchestra Association may be required as well as a registration form. A handout will be provided to students to provide students and parents with the details of registration, fees, performance site, dates, and performance times.

BAND/ORCHESTRA AWARDS - At the end of the year, awards will be given out to students. Either an awards ceremony or music banquet will take place. During the event students will receive certificates, pins, trophies, plaques and medals which will be presented to those who have worked for their achievements in music.

Uniforms

Uniforms must be worn only for formal performances. Student must purchase the following items below. All uniforms should be washed and pressed for an acceptable appearance. Shoes should be polished before each performance.

Formal Uniform

Girls

White blouses with black full-length dress skirts or black dress pants.

* Dresses and Blouses must have sleeves on them.

** All Dresses and Skirts should come down past your knee.

Black socks and/or skin colored stockings

Dress shoes - no sneakers or sandals

Guys

Solid white long sleeve **tuxedo** shirt

Black cummerbund and black bow tie

Solid black dress pants

Black socks

Black dress shoes - no sneakers

Casual Uniform

Girls and Guys

School Uniform – preferably everyone wearing the same color or style shirt or a special polo or t-shirt will be made for students to purchase.

Casual shoes - sneakers

Concert Audience Courtesy

Throughout the year you will participate in many concerts, often as an audience member. It is important that you set the proper example. Mostly, it boils down to the simple facts of THEY PERFORM - YOU LISTEN. This should be obvious and easy to accomplish.

NEVER talk or pass notes during a performance. DO NOT eat, drink, or chew gum. DO NOT do anything that might distract the performers or the other member of the audience.

When someone is performing, DO NOT enter the auditorium or leave your seat. Wait until the piece is finished and move to your destination quickly and silently during the applause.

The proper way to show your appreciation for a performance is to applaud after the selection is complete. Whistling, hooting, yelling and stomping are NOT cultured responses and DO NOT belong at a concert. NEVER "Boo" or "Hiss", no matter what! Remember that A CONCERT IS NOT A SPORTING EVENT!

If the performance was exceptionally wonderful, you may give the performers a STANDING OVATION. This means that you should stand up at (not on) your seat and continue to clap while the performers take a bow. This is a special honor and should be reserved for the very best performances.

When there is a multi-movement piece, DO NOT applaud until the final movement has been performed.

During a JAZZ BAND performance, it IS APPROPRIATE to applaud after a solo section, even if the entire piece is not yet complete.

IF you are ON STAGE and want to show your appreciation you should shuffle your feet instead of applauding. It IS APPROPRIATE to do this while you are performing yourself. This is how professional musicians praise each other.

After/Before School Rehearsals

It is necessary that all students attend rehearsals at the prescribed dates and times. These extra rehearsals are needed to prepare and improve the quality of our performances. There will be various performances this year at festivals and competitions in the state of Florida. Your cooperation in regards to practice and performance are extremely necessary to make our music programs successful.

Eligibility for Out-Of-Town Trips

To be eligible to perform in festivals, out-of-town trips, and other performances a student must demonstrate the ability to perform his/her part. Each student must maintain at least a "C" overall and a "B" average in conduct to be able to participate in extra-curricular activities. Financial obligations to the school and the music program must be met for a student to participate in off campus, extra-curricular activities (Please see your student handbook for further information).

What Do I Need For Orchestra?

Welcome to the Miami Country Day School Orchestra Program! The following is a list of items you will need to purchase for orchestra class. A list of local music dealers and websites is provided on the bottom of this handout.

1. An orchestra instrument – Each student will be issued a Miami Country Day School Instrument. You may purchase or rent your instrument at a local music dealer.
2. Each student will be given a text book for the class. They are responsible for keeping the book and turning it in at the end of the school year with minimal wear and tear.

"Essential Elements for Strings 2000" - Beginning Orchestra – Book 1

Advanced Orchestra – Book 2 (BLUE) *and* "Essential Techniques For Strings 2000"

3. Rosin – Dark - provided with your instrument
4. A folder – Three ring binder with page protectors
5. Pencil
6. Music stand – for use at home only.

Extras Supplies - Performance/Practice mutes, metronome, chromatic tuner, pitch pipe, manuscript paper

***The following are local music stores where you can purchase items:

1. Musicians Friend – www.musiciansfriend.com
2. All County Music – Pembroke Pines – (954)722-3424
3. Sam Ash Music – Miami – (786)331-9668, Hialeah – (305)628-3510
www.samash.com
4. Sim's Music – North Miami – (305)893-5773
5. Space Music – North Miami – (305)981-8945
6. Allegro Music Center – Coral Gables – (305)740-9400
7. Woodwind and Brasswind – (800)348-5003
www.wwbw.com
8. Southwest Strings – www.swstrings.com

What Do I Need For Band?

Welcome to the Miami Country Day School Band Program! The following is a list of items you will need to purchase for band class. A list of local music dealers and websites is provided on the bottom of this handout.

1. A band instrument - Each student will be issued a Miami Country Day School Instrument. You may purchase or rent your instrument at a local music dealer.

2. A mouthpiece - provided with your instrument

3. Each student will be given a text book for the class. They are responsible for keeping the book and turning it in at the end of the school year with minimal wear and tear.

"Essential Elements 2000" - Beginning band – Book 1

Concert band – Book 1, Book 2 and "Essential Techniques"

4. A folder – Three ring binder with page protectors

5. Pencil

6. Music stand – for use at home only.

7. Below are other extra supplies you may need for your instrument. Cleaning kits are not provided with your school issued instrument.

Flute – A flute cleaning rod, a soft cotton cloth about the size of a handkerchief. Key oil and a flute stand. To prevent costly repairs a "Pad Saver" for the body of the flute is suggested. Cleaning Care Kit.

Clarinet – protective holders for your reeds, a cleaning swab or cleaning kit, key oil, cork grease.

Oboe/Bassoon –mouthpiece case, cork grease, key oil, cleaning kit

Alto/Bass Clarinet./Alto/Tenor Saxophone – Cork grease, neck strap, cleaning kit.

French horn – a bottle of valve oil, a tube of slide grease, cleaning kit with a snake and cloth.

Trumpet/Cornet – a bottle of valve oil, a tube of slide grease, cleaning kit with a snake and cloth, trumpet stand.

Trombone/Baritone – a bottle of valve oil, a tube of slide grease, cleaning kit with a snake and cloth.

Tuba – a bottle of valve oil, a tube of slide grease, cleaning kit with a snake and cloth.

Percussion – Percussion student positions will be limited to 3 students per class. Students will learn how to play the snare drum, bells, and other auxiliary percussion instruments. The student must purchase a drum practice pad and a pair of Vic Firth or Ludwig 2B drumsticks and

a set of bell mallets. It may be helpful to rent a Snare/Bell kit for home practice.

***The following are music stores where you can purchase items:

1. Musicians Friend – www.musiciansfriend.com
2. All County Music –Pembroke Pines – (954)722-3424
3. Sam Ash Music – Miami – (786)331-9668, Hialeah – (305)628-3510
www.samash.com
4. Sim's Music – North Miami – (305)893-5773
5. Space Music – North Miami – (305)981-8945
6. Allegro Music Center – Coral Gables – (305)740-9400
7. Woodwind and Brasswind – (800)348-5003
www.wwbw.com

Care Kits

We will be taking orders for **Care Kits** from All-County Music at the beginning of the school year. Care kits are items that students will need to take proper care of their musical instruments. We are able to get these kits at a special discount price. A Care Kit will look similar to this:



JOHN DOE OR JANE DOE
123 MAIN STREET
ANYTOWN, TN 01234
PHONE 555-1212

2670
87-823/641

Pay to the Order of **All County Music** \$ _____

19

Dollars security details on back

Bank of Yourtown
YOURTOWN, TN

For **Student Name - Instrument** MP

⑆0 1 2 3 4 5 6 7 8 ⑆ ⑆9 8 7 6 5 4 3 2 ⑆

Please make sure that you write a check payable to All County Music in the following amount. Indicate your child's instrument and name in the memo area of the check.

Please put your check in an envelope and put your child's name and instrument on the outside of the envelope.

INSTRUMENT	CARE KIT PRICE
Baritone	\$11.87
Clarinet	\$11.87
Flute	\$9.77
French Horn	\$11.87
Oboe	\$11.87
Saxophone	\$11.87
Trombone	\$11.87
Trumpet	\$11.87
Tuba	\$11.87

Officers of the Band and Orchestra

A superior performing ensemble is an organized performing ensemble. The purpose of officers for the band and orchestra are to assist in the organization of the performing ensembles at Miami Country Day School. Effective organization of the orchestra will help the director and members of the performing ensembles in obtaining their objectives in an efficient manner.

Appointment of officers by the director

The director will appoint officers to the positions below based on the following criteria:

- A. Maintain a "B" average or better in band/orchestra class.
- B. Be a member of the performing ensemble for at least one year.
- C. Have an overall school average of 2.5 or better.
- D. Have no financial obligation to the music department.
- E. Have no unexcused absences from any performing activity.
- F. Possess leadership and other specified abilities for their job appointment.

Officers:

Band Captain/Orchestra President – A two year member who is a proud representative of the music ensemble. Must be willing to represent the band/orchestra at all times. The captain/president will assist the director as needed, serve as student conductor and make sure that all officers are performing their respective duties. He/she will organize band/orchestra council meetings after school to discuss important organizational issues with the officers and the director.

Sergeant At Arms – A two year member who will be responsible for keeping the band/orchestra in order during class, rehearsal and performances. The sergeant at arms will assist the director in taking attendance during after school rehearsals and performances. As the disciplinarian of the ensemble he/she will keep a log book to document behaviors in class, give warnings (verbal/written) to students and report severe rule infractions immediately to the director.

Secretary/Librarian – At least a one year member who is responsible for taking minutes of all band council meetings, assisting in distributing materials such as music and letters to the class, organizing the music library, handling correspondence when necessary, and will be responsible for hospitality and public relations.

Treasurer – At least a one year member who is responsible for assisting the director and/or parents in collecting fundraising money, supply money, etc.

Quartermaster/Historian – At least a one year member who is responsible for making sure that the equipment of the band/orchestra is in order (by keeping record) and keeping the music room clean and in order. He/she will also keep a picture scrapbook of all orchestra activities and performances. The scrapbook will be presented at the awards ceremony at the end of the school year and it will be housed in the music library as a keepsake.

Section Leaders – At least a one year member who will be assigned by the director to run sectionals and help lead and progress his/her section in band/orchestra.

**The dismissal of an officer can take place if the officer is not maintaining their duties of their appointment or if they fail to maintain the criteria in which they were appointed.

Miami Country Day School

601 NE 107th St
Miami, Florida 33161

Salvatore Vinciguerra
Director of Bands/Orchestras

Mr. John Davies
Headmaster

Band and Orchestra Contract

We, _____, and _____
Parent's/Guardian's Name (print) Student's Name (print)

have read and understand the rules, regulations and responsibilities set forth by the Miami Country Day School Band and Orchestra Programs. We are willing to accept and abide by them.

Parent's/Guardian's Signature

Date

Student's Signature

Date

Home Address

Home/Cell Telephone #

Work Telephone #

Emergency Telephone #

Email Address