

I. INTRODUCTION

Welcome to the Lawton Chiles Middle Academy Band. I am looking forward to working with you and know we will have an excellent year. Cooperation and hard work is essential between the band students, the director, parents, and administrators in achieving our goals. To achieve success, we must all work together, establish high ideals, and do our very best work.

Music is a demanding subject, and if mastered, will produce a lifetime of benefits that improve the quality of one's life. More than any other subject, music has the power to touch the mind and spirit of those who perform and listen. This handbook contains guidelines, regulations, and information to ensure the success of YOUR band. Please read this handbook carefully so that you will understand what is expected of you and what you should expect as a member of the band. Consult this handbook to answer any questions you may have about the band program.

A key element of a successful band program is communication. The LCMA Band maintains a website that has all the information needed for participation in the Band Program. This is a very convenient resource if you have misplaced this handbook, the yearly calendar or any other forms that have been passed out in band during the year. Please visit the website, www.lcmaknightsonline.com, regularly to keep up-to-date on information regarding the band. Please complete and return the paperwork on pages 7 - 10 as soon as possible.

II. ACHIEVING MUSICIANSHIP

A. Attitude

The greatest single factor that will determine the success of any individual is attitude. Students should use these two words, "I WILL". It takes intense dedication to reach goals. Students should learn to discipline themselves to daily and routine practice, and dedication as the basic foundation. Try to develop a positive attitude. You must be willing to work hard, listen, follow directions and respect our desire to be a superior band.

B. Discipline

Because of the nature of the organization, band discipline must be strict. Band students and parents must be willing to accept the ideals, principles, and rules of the organization. Since the band members are constantly on display, each member must always be aware of the importance of good behavior. The student should remember that he/she represents himself/herself, the band, and the community whenever he/she performs or appears publicly.

III. ATTENDANCE

ATTENDANCE at all rehearsals, performances, etc., is required. As a member of the band program, you occupy an important part and space in each band function. The band works as a finely trained team, it is essential that every member be present for ALL functions, which include rehearsals, concerts, festivals, and out-of-town trips. Any member who is absent makes the band less effective and also has an adverse effect on the morale of the band.

Procedure for Absence

Naturally, sickness and other hardships make it necessary to miss on some occasion. However, THE PARENT must notify the director as far IN ADVANCE as possible if a student must miss a rehearsal or performance. Good communication is essential!

TARDINESS will not be tolerated. Tardies cause delays in time schedules and are discourteous and irritating to your fellow band members who have to wait for you. The procedure for tardies is the same as that for absences.

Unexcused absences: Polk County School rules concerning absences will be in effect. Unexcused absences from rehearsals or performances will adversely affect the student's 9 weeks grade.

Excused absences: Excused absences from rehearsals or performances will not adversely affect a student's *grade if the student completes a make up assignment.*

IN ALL CIRCUMSTANCES CONCERNING ABSENCES, IT IS THE RESPONSIBILITY OF THE STUDENT (AND/OR PARENTS) TO COMMUNICATE WITH THE DIRECTOR.

V. GRADING PROCEDURE

- A. *Homework/Practice reports* - Practice reports are due the first day of each month. Students are expected to practice 30 minutes per school day for a grade of 100%. Practice Reports will only be taken for the first 2 school days of a given month.
- B. Playing test/Written test
 1. Performance (Unexcused absence from performance results in a grade of zero for that event).
 2. Rehearsals (Unexcused absence from rehearsal/sectional results in a grade of zero for that event).
- C. Daily participation and preparation/Weekly Performance
 1. Pencil on stand or in binder.
 2. Instrument, mouthpiece and music in class daily.
 3. Woodwind players need at least three good reeds; Brass players need mutes as required, valve oil and slide grease.
 4. Individual developmental workbook in class, music should be in alphabetical order, and each measure numbered.

VI. PRACTICE

It is the responsibility of each band member to practice his/her individual music outside of band rehearsal time. Practice time should be spent on scales, music, and etudes assigned by the director or private instructor. Each student should practice at least three hours per week and turn in monthly practice reports. Practicing assures that the student is strengthening fundamental skills and learning assigned music. Furthermore, the individual improvement will directly affect the overall improvement, abilities, and success of the entire band. Parents are asked to help their son/daughter set aside a quiet place and time for practice on a regular basis.

Private Lessons

The value of one-on-one instruction with a professional on a student's instrument cannot be overstated. Private instruction is key to the advancement of individual skills and integral in achieving students' highest potential. Students are strongly encouraged to take lessons with a private instructor. You will increase the rate of improvement and success on your instrument by a substantial margin.

To obtain a private instructor you may see the director for a list of names or contact your local music store.

VII. CONDUCT

As a member of the Lawton Chiles Middle Academy Band, you represent the school, the band, and yourself and you will be expected to display proper conduct at all times. Always reflect a positive image of yourself and the band, your behavior reflects upon the whole band. Remember, it is a privilege to be a band member!

CLASSROOM POLICIES

1. NO FOOD, DRINK, GUM, CANDY, ETC. IS ALLOWED IN THE BAND ROOM.
2. Show respect to all teachers, substitute teachers, administrators, chaperones, and other band members.
3. The band room should be kept neat and orderly. Each member is to clean up around his own area. Store your instrument and music in assigned places - NOT ON THE FLOOR. Do not leave books or other personal belongings in the band room.
4. As a band member, you have earned the privilege of being allowed in the band room. Non-band students are not allowed in the band room. They would be the first to be accused if any instrument were to be damaged.
5. Instruments are not to be played by anyone other than the owner or renter. If it is not yours, DO NOT touch it.

REHEARSAL IS SERIOUS BUSINESS, REMEMBER: NO BAND IS BETTER THAN ITS REHEARSALS! !

SECTIONALS

Due to the complex nature of a quality band program, rehearsals outside of class time are sometimes necessary for Symphonic Band. Generally, such rehearsals will be scheduled well in advance so that all conflicts can be avoided. All sectionals are mandatory.

VIII. CONCERT PROCEDURES

1. Be on time!!! (Early): with instrument, music, and extra reed.
2. Behavior
 - a. Stage Behavior: Be quiet, no playing around or playing the instruments.
 - b. Audience Behavior: Be quiet, no playing around or playing the instruments, no talking while another band performs.
 - c. Sit in your assigned seat.
 - d. Follow all directions from parent chaperones on and off stage.
 - e. Return to your assigned seat after the performance and do not leave until you are dismissed.
 - f. Do not go backstage.
3. DO NOT LEAVE EARLY!!! Please make arrangements to attend the entire concert. Encourage your parents and family to attend your concert and show all the bands your support.

IX. BAND EQUIPMENT

- A. *Instruments:* The band owns many instruments including; oboes, bassoons, bass clarinets, baritones, French horns, basses, tubas, and a variety of percussion equipment. The director issues these instruments. Both the band member and parent will be required to sign an instrument rental contract. Students and parents will be held responsible for care and maintenance of assigned instruments. An instrument rental fee of \$50.00 plus tax will be charged.
- B. *Uniforms:* Seventh and eighth grade band members are responsible for providing/purchasing the following: Solid black close toe shoes and black socks (higher than ankle length), LCMA Band T-shirt \$10 (available only through Band Boosters) and Tux Pants, Black Tux Shirt ~\$65 or Black dress ~\$65 (available through Band Boosters). Uniform fees must be paid to LCMA Band by August 31st. A few uniforms may be available first come/first serve (limited sizes) through the consignment shop. Sixth grade band members are responsible for providing/purchasing the following: LCMA Band Spirit T-shirt \$10 (available only through Band Boosters)
Sixth grade band members should wear their band spirit shirts and uniform bottoms (long khaki's or skirts) for concerts.
The LCMA Band uniform should provide each member with a spirit of unity and a sense of purpose and pride. Always have it buttoned up and wrinkle free. NO UNIFORM IS A UNIFORM UNLESS IT IS WORN CORRECTLY.
- C. *Music and Folders:* Show respect for all music issued to you. All music should be placed in a one inch black binder. The music may be taken home for practice, but must be returned for every rehearsal. If you lose your music, additional copies may be purchased for \$1.00 per page.
- D. *Instrument Care:* Instruments should be stored in assigned slots. All cases should be closed and latched in the storage area. It is the responsibility of every band member to clean his/her instrument monthly or more often if needed. Brass instruments should be rinsed with lukewarm water frequently as the chemicals in the breath will eventually destroy the brass. Oil the valves and grease the slides frequently to prevent corrosion. Woodwind instruments should be kept clean by swabbing daily. Wash the mouthpieces monthly in lukewarm water.E. *Repair:* The director must approve instrument repairs on school owned instruments. Students are urged to use only professional repairmen for instrument repairs and should not attempt repairs on their own.

X. AWARDS

Awards are presented at the annual spring concert for participation and outstanding contribution in all band activities. Students will be recognized for ALL STATE AND ALL COUNTY BAND, MOST IMPROVED MUSICIANS OUTSTANDING WOODWIND, BRASS, AND PERCUSSION PLAYERS, SERVICE AWARD, OUTSTANDING BANDSMAN, AND OUTSTANDING MUSICIAN.

XI. HOW PARENTS CAN HELP

1. Show an interest in the music study of your child.
2. Arrange private lessons for your child.
3. Arrange a regular time for him/her to practice.
4. Find a quiet place where he/she can practice. Don't let your child practice while sitting on the bed, as this promotes bad playing posture.
5. Give him/her a safe place in which to keep his/her instrument.
6. Keep the instrument in good repair and supply good reeds.
7. Be careful with school owned instruments. Repair cost is very high.
8. Teach him/her to be on time to all rehearsals, sectionals and performances.
9. Help him/her keep a daily practice record.
10. BE A BAND BOOSTER MEMBER:

<i>KNIGHT BOOSTER</i>	<i>\$50.00</i>
<i>SILVER KNIGHT BOOSTER</i>	<i>\$75.00</i>
<i>GOLD KNIGHT BOOSTER</i>	<i>\$100.00</i>
<i>BUSINESS BOOSTER</i>	<i>\$250.00</i>

****Band members are encouraged to take private lessons outside of school, attend band camps, and make progress in every possible way.****

XII. BAND BOOSTERS

The Band Boosters Organization is essential in any successful band program. The Band Booster's support is essential in raising money needed for equipment and instruments. Volunteers will be needed to chaperone at performances and other activities. If you are interested in volunteering please complete the attached parent information form. If you are not on the Polk County Schools Approved Volunteer List you will also need to fill out the VIPS (Volunteers in Polk Schools) application.

2011 - 2012 LCMA BAND BOOSTERS OFFICERS

Donna Swygert, President
Jessica Rogers, Vice President
Tracey Ritter, Secretary
Betsy Filipkowski, Treasurer
Marion McDowell, Volunteer Coordinator
Mary Volakos, Publicity Chairman

XIII. FUNDRAISING

LCMA Band traditionally has at least one fundraiser scheduled in the fall. If we do not generate enough funds in this fall fundraiser, then an additional fundraiser will be scheduled in the spring. There are numerous expenses involved in running a successful band program. The Band Booster Organization picks up any additional expenses not covered by the school budget. Such as: Purchase of new school instruments, purchase of new music, rental of auditorium for performances, copier and computer expenses, phone bills, and mailings.

ALL STUDENTS ARE ENCOURAGED TO RAISE AT LEAST \$50.00 FOR THE BAND.

XIV. ELIGIBILITY FOR SPECIAL EVENTS

Band students must fulfill the following requirements to be eligible for any band parties or band field trips:

- FIELD TRIP PERMISSION AND MONEY RETURNED BY THE DUE DATE
- NO UNEXCUSED ABSENCES FROM AFTER SCHOOL REHEARSALS OR PERFORMANCES FOR THE YEAR
(NON PARTICIPATION BECAUSE OF GRADES IS NOT AN EXCUSE)
- ALL CLASS WORK AND TEST WORK COMPLETED
- NO GRADES LOWER THAN C IN BAND FOR THE YEAR
- NO ONE ON ACADEMIC OR BEHAVIOR PROBATION MAY ATTEND
- NO OUTSTANDING FINANCIAL OBLIGATIONS TO THE BAND

XV. THE BAND BEATITUDES

Blessed are they who play with spirit,
for theirs will be a band with style.
Blessed are they that listen,
for they shall have good intonation.
Blessed are they who follow the conductor,
for they shall obtain precision
Blessed are they of pure tone,
for they shall be a credit to their band.
Blessed are the sincere players,
for they shall be called artists.
Blessed are they which practice righteously,
for they shall achieve perfection.
Blessed are they which do hunger and thirst for good music,
for they shall be satisfied.
Blessed are they who play with good posture and deep breath,
for their instruments shall be filled.
Blessed are the fine bands,
for they inherit a glorious tradition!

“There must be individual achievement if there is to be achievement in our music ensembles. The progress of each student will reflect in the performances of the bands in which he plays, and they in turn will act as his benefactors in providing him with an outlet for his expressive talent and a basis for the furtherance of his appreciation.”

Mark Hindsley

XVI. Band Schedule

LCMA BAND 2011- 2012 Calendar of Events

August 31: School Instrument Rental Fees Due during band class
September 15 : Uniform Fees Due (7th & 8th Grade Only) during band class
September 22: First Concert/Booster Meeting & Dinner - LCMA 7:00 p.m.
September 24: All State Auditions – Davenport SOTA
October 20: Music Department Fundraiser 2:30 - 5:00 p.m.
TBA: Band Pictures (uniform) during band class
November (TBA): All County Band Auditions at 5:00 p.m., LHMS
November 11: FSC Band Day/Concert 9:00am - 1:00pm
December 6: Winter Concert at Branscomb Auditorium, FSC 7:00 p.m.
January 11-14: FMEA All State Convention
February 10-11: FBA Solo/Ensemble Festival
TBA: Concert MPA Pre Festival 6:00pm
March 29-31: FBA Middle School Concert MPA
TBA: All County Band Rehearsal 6:30 - 8:30pm
TBA: All County Band Rehearsal 6:30 - 8:30pm
TBA: All County Band Rehearsal 9:00am - 4:00pm
TBA: All County Band Performance, Branscomb Auditorium, FSC 7:30pm
May 14: Spring Concert at Branscomb Auditorium, FSC 7:00 p.m.

****All dates are tentative, if changes must be made you will be advised ASAP****

Band Volunteer Information Sheet 2011-2012 School Year

Volunteer Opportunities are provided on the back of this sheet of paper. Please complete this form and return it to Ms. Sholine, Band Director.

Student Name: _____

Grade: _____ Band (Circle One) Beginning, Concert, Symphonic

Parent Name: _____

Contact Information:

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email: _____

Please check below to reflect your volunteer status.

_____ I am presently on the approved volunteer list at Lawton Chiles Middle Academy.

_____ I am on the approved volunteer list, but not at this school.

_____ I am not on the approved volunteer list.

Parent Signature: _____ Date: _____

Suggestions:

You may submit a volunteer application for Polk County Schools online. The form is located under For Our Parents, Forms at <http://www.pcsb.k12.fl.us/> For the safety of our children, all volunteers in Polk County Schools are required to complete an application with references. Applicant names will be submitted to the Florida Department of Law Enforcement for a background check and all references will be contacted. After the background check and receipt of the references, the names of applicants will be submitted to the School Board for approval. After Board approval, volunteers may begin working. It is estimated that this process requires one month to complete. The VIPS (Volunteers in Polk Schools) form is available in the school office.

Band Volunteer Information Sheet

Walk the Wire: Many volunteers are needed for this event that will take place on Thursday, October 20. That is why this event is listed at the top of the list. There are two categories for volunteers. Please check the one that best suits your interest.

_____ A.) You will be assigned a group of students. You will walk with your group around Lake Wire. You will be needed from 2:00 p.m. until 5:30 p.m.

_____ B.) You will monitor a station that will be set up around Lake Wire. You will be needed from 2:00 p.m. until 5:30 p.m.

Dress Uniform Sizing: Parent volunteers are needed to fit the students with the appropriate size concert dress uniform (Concert and Symphonic Bands). This fitting will take place during band class at a time to be announced in September. Please check below if you are available to assist with concert dress sizing.

_____ Symphonic Band sizing (10:15 a.m. until noon)

_____ Concert Band (1:00 p.m. until 2:30 p.m.)

Chaperone Band Concerts: Parent volunteers are needed to sit with the band and model concert etiquette for band students. Please report to Branscomb Auditorium at the same time your child is required to attend the concert. Please check below if you are able to serve as a concert volunteer.

_____ Winter Concert/Dec. 6 _____ Spring Concert/May 14

Florida Southern Band Day: November 11 from 9:00 a.m. until 1:00 p.m. Parent volunteers will ride bus to Florida Southern College and sit with students during concert presented by FSC students. Then, volunteers will dine with students at FSC cafeteria. Please check below if you are able to assist with FSC Band Day.

_____ FSC Band Day/Nov 11

MPA Pre-Festival and MPA Middle School Performance: March TBA
Volunteers needed from Concert and Symphonic Bands. Volunteers will accompany students to MPA performance.

_____ When dates are known, please contact me to volunteer as a chaperone for MPA Pre-Festival and MPA Middle School Performance.

Band Performance at Disney: TBA in May if accepted. Priority will be given to volunteers that have helped chaperoned various events throughout the year

LCMA BAND BOOSTER CLUB APPLICATION

The LCMA Band Booster Club promotes and supports the LCMA Band program . Due to limited funding, the majority of the operating expenses are paid for by generous donations from Band Boosters.

The Band Boosters enrich music education by providing needed funds to purchase new instruments, rent concert halls, pay Florida Bandmasters Association Assessments, provide instrument repairs, maintain band phone line, provide needed supplies such as paper, additional mailings, support outside band activities, and purchase end of the year awards.

Please help support the LCMA Band by becoming a Band Booster. Your contribution will help maintain the high standard of excellence that has been established by a rich band tradition at LCMA.

What can I do to join the Band Booster Club?

Select the level in which you would like to participate.

How would you like your name to appear in the LCMA Band Program and on the LCMA website? Please print on line below.

By providing your signature and upon receipt of your payment for checked Booster Level, your name will be added to the Band Booster Roster.

(Please make checks payable to LCMA Band)

Signature of Parent/Guardian/Business Partner: _____

_____ Knight \$50.00: Program recognition, recognition on the LCMA Band website

_____ Silver Knight \$75.00: Program recognition, recognition on the LCMA Band website, LCMA Band Magnet

_____ Gold Knight \$100.00: Program recognition, recognition on the LCMA Band website, LCMA Band magnet, LCMA Band T-shirt
T-shirt size Adult S, M, L, XL (Please indicate T-shirt size)

_____ Business Boosters: \$250.00 or more: Program recognition, recognition on the LCMA Band website

**LAWTON CHILES MIDDLE ACADEMY BAND
BAND CONTRACT**

Print Student Name

I, the undersigned, do hereby agree to follow the rules and policies of the LCMA Band for the school year 2010 - 2011 to the best of my ability. Further, I will do my best to:

1. Maintain a consistent standard of acceptable behavior at all times.
2. Never publicly or privately degrade the image of the band in any way.
3. Promote goodwill and friendship throughout the entire band.
4. Maintain an attitude of total cooperation with the band council members.
5. Always strive for excellence!

BY SIGNING THIS CONTRACT, YOU INDICATE TO THE BAND DIRECTOR AND SCHOOL ADMINISTRATION THAT YOU HAVE READ AND UNDERSTAND THOROUGHLY THE POLICIES AND PROCEDURES OUTLINED IN THIS HANDBOOK.

Student Signature

Date

Parent/Guardian Signature

Date

E-Mail Address

*****RETURN THIS CONTRACT SIGNED (BOTH SIGNATURES),
TO THE DIRECTOR BY FRIDAY AUGUST 26th, 2011*****