



Handbook  
2013-2014

*Where Words Fail...*

*Music Speaks*

*Mr. Juan Carlos Silva  
Principal*

*Mr. Fernando Collar  
Director of Bands*

## *Preface*

This band manual has been written for the Ronald Reagan/Doral High School Band with the hope of giving parents and students information regarding policies, and activities of the band program. Parents and students are **URGED** to read the entire handbook carefully at the beginning of each school year in order to avoid conflicts with the policies stated herein.

Following the system outlined in this handbook will ensure the highest possible success for your child, regardless of their band level. Should you have any questions, please do not hesitate to contact me through the school office: 305-805-1900 and I will return your call as soon as possible. You may also contact me through e-mail: [fcollar@dadeschools.net](mailto:fcollar@dadeschools.net) .

We want our students to:

- Develop a picture of who they are- a whole person, a valuable person
- Develop a sense of belonging, of connecting with society
- Develop reliability, responsibility, patience and willingness to try something new
- Take pleasure in rehearsal and performance, and pride in their success
- Have high expectations for themselves and be active participants in their lives
- Learn to develop their skills through sustained effort
- Develop an understanding of human nature and the ability to empathize
- Become tolerant and open to others ideas and ways of being
- Develop a love for all arts

Sincerely,  
Fernando Collar  
Lead teacher  
Classical Arts Academy

## Daily Classroom and Rehearsal Procedures

1. Pick up your instrument from the instrument storage room, get your music folder and proceed directly to your seat and begin unpacking. Arrange your music immediately in the order shown on the board and proceed to warm-up in a professional manner. This means soft long tones first, and then scales or portions of our music at mp or p dynamic level.
2. Be in your seat, with music & instrument ready to play two minutes after the tardy bell rings.
3. **When the Director steps on the podium, all noise must stop!**
4. Roll will be taken announcements made and any necessary paperwork will be handled at this time.
5. There is no extra playing between numbers, or after rehearsal.
6. Read the bulleting board daily. You will be held responsible for information posted there.
7. **No foul language is to be used in the band room at any time.**
8. **No Gum Chewing, Food, Candy, Or Drink Is Allowed IN The Band Room.**
9. For security reasons, non-band students may not enter the band room for any reason. This protects you and your instrument.
10. The band room is to be kept neat at all times. This is everyone's responsibility.
11. No student is permitted to use another student's instrument or to open another student's case for any reason.
12. All woodwind players must have the following items at every rehearsal:
  - a. reeds
  - b. swab
  - c. cork grease
  - d. pencil
13. All brass players must have the following items at every rehearsal:
  - a. mutes
  - b. valve or slide oil
  - c. pencil
14. All percussionists must have the following at every rehearsal:
  - a. sticks
  - b. mallets
  - c. pencil

## ***I. Band Equipment***

### **A. Instruments**

Any student using school owned equipment is responsible for the care and upkeep of said equipment. If it is determined, by the band director, that negligence on the student's part has led to misuse or damage to this equipment, the student will be held responsible for paying to have the equipment repaired or replaced. The band director will determine where the equipment will be repaired or from which company it will be replaced. Any lost equipment will be paid for by the student to which it was checked out.

An instrument rental fee is assessed each year and is due at the time of collection of school fees. More specific information will be given in class and a fee letter will be sent home with the student.

Parents are **Encouraged** to purchase instruments through outside sources. For those that do rent school-owned instruments, the parents will be asked to sign an instrument rental contract at the time of issuance.

### **B. Uniforms**

Band uniforms will be issued at the beginning of the school year. Students and parents will be held responsible for the care and return of these uniforms. A small fee may be assessed for the use of the uniforms. Parents are requested to assist in the care of these expensive uniforms. Never cut or otherwise alter the sleeves. Tacking or lightly hemming the sleeve is acceptable. Students are also asked to return the uniform, dry cleaned, on the day designated by the band director.

All Bands will wear the following for performances:

Jazz Band Gentlemen: Black Pants (Not Jeans!)

Black Socks and Black Dress Shoes (not Sneakers!)

Ladies: Long Black Dress

Black Dress Shoes

Wind Symphony Gentlemen: Black Tuxedo Jacket

Black Dress Pants

Black Socks and Black Dress Shoes

Black Bowtie

Ladies: Long Black Dress  
Black Dress Shoes

Symphonic Band will wear the same attire as the Wind Symphony without a blazer. Concert Band will wear the same as above with the exception of the tie.

## **II. Attendance**

### A. Class rehearsals

Absences from school will be handled through school procedures. However, it is the students' responsibility to make sure the school-owned instruments is in school whether or not the student is present. Most school-owned instruments are shared, therefore school instruments left at home may keep another student from playing. Music folders are to remain at school.

### B. Extra rehearsals

Students are expected to attend extra rehearsal as called by the director or section leader. All students must make transportation arrangements in advance. **ADVANCE NOTICE WILL ALWAYS BE GIVEN FOR EXTRA REHEARSALS HELD BEFORE OR AFTER REGULAR SCHOOL HOURS.**

### C. Performances

All students scheduled to perform must **NOT** miss a performance.

**PARENTS:** OUR PERFORMANCES ARE GRADED! Only the most extreme of emergencies will be excused.

**\*\*\* UNEXCUSED ABSENCE FROM A PERFORMANCE MAY RESULT IN STUDENT FAILURE, REMOVAL FROM BAND, OR BOTH.**

**DO NOT MISS A PERFORMANCE!!!**

### III. SOLO & ENSEMBLE FESTIVAL

Each Band student is required to participate in the F.B.A. Solo & Ensemble Festival held each spring. Students may elect to play in an ensemble such as a trio or quartet, or the student may choose to perform a solo. Officers are expected to perform a solo and an ensemble each year. The solo & ensemble festival provides the most individual and group musical growth. More details will be forthcoming as the festival approaches.

### IV. Challenges

At the beginning of each school year, students will be placed in chairs respective to their performance-playing ability. All students are encouraged to challenge the pupil in front of them, so that they move up in their section. Students, please keep in mind that this is a friendly competition, created with the intention of motivating the students to spend more time at home practicing. The more students practice at home, the better the band will be.

1. A band member may only challenge the person immediately one chair above.
2. The challenger must obtain a challenge request form and have it approved by the Challenge officer. He must give this form to the student being challenged. The challenged student must sign the form or immediately lose the challenge.
3. The challenger must give one week notice for ample practice time.
4. Only music from the folder is to be used.
5. Challenges will be played before or after school **ONLY**.
6. **Absentees, for any reason**, will forfeit their chair.
7. In case of a tie, students will be asked to sight-read.
8. The decision of the director is **final**. Students winning a challenge may be re-challenged after a one week period.
9. No challenges will take place three weeks before a performance.

## V. Music Folders

1. All students will be assigned a music folder. Certain instruments allow for the sharing of this folder among students.
2. Students will be held responsible for its contents.
3. Folders may not be checked out. Students may make copies of music in order to practice at home. Request of copies is to be made in writing and given to one of the librarians. Allow 48 hours for the copies to be placed on your folder.
4. No changing of parts or folders is allowed.
5. Do not tear, fold, or mutilate any music in the folder.
6. All markings on music must be in pencil. **NEVER USE PEN!!**
7. A pencil must be in the concert folder at all times.
8. All folders are to be kept in their proper storage area.

All students will be assigned to folders and parts with the overall balance and blend of the band in mind. Any changes of folders or parts will be made by the director **only**. Ample opportunity for challenging and testing will be given throughout the school year.

## VI. Music Rooms

- A. **Band Room:** Band members are to keep the band room neat and clean at all times. All chairs and stands are to be in their proper place. Items to be thrown away belong in the wastepaper basket and not on the floor. **NO GUM AT ANYTIME IN THE BAND ROOM!**

**NO VISITORS ARE ALLOWED IN THE BAND ROOM!!!** For security reasons, you must have your friends and relatives wait outside the band room.

- B. **Instrument Storage:** The instrument storage shelves are to be kept neat and orderly at all times. Instruments should be placed on the designated shelf and not left any other place in the band room. All latches on instrument cases must be closed and secure. **Books, Clothing ETC Will Not Be Allowed On These Shelves.**

- C. **Library:** The Music Library, located next to the Director's Office, is

off-limits to all students except the Band Librarians, Band Captain, and Co-Captain. Only Band Librarians are authorized to enter the library file cabinets, or to make copies.

**D. Director's Office:** Students should not enter this room without the presence of the Director or prior permission.

## **ABSOLUTELY NO ONE MAY ENTER THE OFFICE WITHOUT PERMISSION!**

**E. Practice Rooms:** These rooms may only be used by permission of the director. The sole purpose of these rooms is to practice. No Loitering, Socializing, or visitors will be permitted.

**Restroom Policy:** Restroom time is not rehearsal time. Therefore, restroom passes will be issued to students in the case of extreme emergency only.

### **VII. Band Organization**

**A. Band Director**

**B. Student Band OFFICERS:**

1. Band Captain.

- a. Acts as liaison between band members and the band Director.
- b. Carries out responsibilities as designated by the Director.
- c. Promotes the spirit of the Band
- d. Student Conductor

2. Co-Captain.

- a. Assumes the responsibility of the Band Captain in his or her absence.
- b. Assist Band Captain whenever requested.
- c. Works with and assist all staff positions.
- d. Promotes the spirit of the Band.
- e. Student Conductor in the absence of the Band Captain.



3. Secretary
  - a. Assist the Director in handling all correspondence.
  - b. Assist in taking daily attendance and the upkeep of seating charts.
  - c. Responsible for assisting Artist with dates for bulleting board.
  
4. Treasurer
  - a. Maintains accurate records of monies owed by students (fees, sale of tickets, fund raisers)
  - b. Assist Band Parents Treasurer in above items as needed.
  - c. Calls students at home and reminds them of monies owed.
  - d. Sells reeds and other equipment for the Band Parents Association.
  
5. Librarian
  - a. Responsible for the music library (stamping, filing, cataloging of music in computer).
  - b. Distributes and collects music, returns same to library in score order, watches for missing parts, and makes photocopies as necessary.
  
6. Equipment Officer
  - a. Is in charge of School-owned instruments.
  - b. Assist the Director in the issuance of these instruments and record keeping of inventory.
  - c. Holds periodic inspections of equipment and instruments.
  - d. Has complete knowledge of and expertise in maintaining and setting up of the school-owned sound system; assist other teachers with same.
  
7. Uniform Officer
  - a. Is in charge of School Band Uniforms.
  - b. Assist the Director in issuing uniforms and related record keeping.
  - c. Assist in collection of uniforms, and maintenance of same.
  
8. Historian
  - a. Maintains a photo record of all Band functions

- b. Collects Programs and other written documentation of Band functions
  - c. Combines above into a Scrapbook to be presented each spring at the Band Banquet.
9. Artist
- a. Obtains dates from Secretary or Director and posts on bulleting board monthly.
  - b. Designs program covers for the Holiday and Spring Concerts.
  - c. Designs posters and prepares other promotional materials as requested by the Director.
10. Webmaster
- a. Maintains and updates the Band Web page
  - b. Confers frequently with the director and the band patrons as to Website content.
  - c. Appoints a small committee of students to assist in the above.

**IMPORTANT:** All officers are under the Director's instructions and may be removed from office for not fulfilling the responsibilities of the position, for actions unbecoming a student leader of our organization, or for breaking school rules and policies.

***Superior Bands Work Together!***

## **VIII. Awards**

Each year awards are given to deserving students. The Band Director, in consultation with the band officers, is responsible for all award decisions. Awards are given for outstanding loyalty, dependability, musicianship, and contributions to the Bison Band.

### **A. Eligibility for Awards**

To be considered, a student must have:

1. Been a member of the band for one complete year, except the Director's Award, where the student must have been a member For Three years.
2. Attended ALL performances of his/her group.

3. Taken a sincere interest in the band program through word, act and deed

### **B. Awards Presented**

1. Outstanding 9<sup>th</sup> grade Musician (two given).
2. Outstanding 10<sup>th</sup> grade Musician (two given).
3. Outstanding 11<sup>th</sup> grade Musician (two given).
4. Outstanding 12<sup>th</sup> grade Musician (two given).
5. Service Award (for band officers).
6. Spirit Award (Permanent plaque in Band Room).
7. Most improve Musician (can be more than one).
8. Louis Armstrong Award (Jazz Band only Permanent plaque).
9. All State Award (to students selected for all state, Permanent).
10. All county Award (to students selected to all county Band).
11. Director's Award-the highest award one can earn, presented to The outstanding senior for at least three years of superior Musicianship, leadership, and service (only one given per year).

### **Letter & Pins**

<b>Activity</b>	<b>Points</b>	
Concert Band	1	Letter 9 points
Pep Band	3	First pin 16 points
Symphonic Band	2	Second pin 23 points
Wind Symphony	3	Third pin 30 points
Jazz Band	2	Fourth pin 37 points
After School	1	
Rehearsal		
Orchestra	2	
All State	3	
All County	2	
Solo/Ensemble	2	
Superior		
Solo/Ensemble	1	
Excellent		

Private Lessons	1
Section Leader	1
Officer	1
<b>Summer Music</b>	<b>1</b>
<b>Camp</b>	



### **IX. Bulletin Board**

Information regarding all rehearsals and performances will be posted on the bulletin board in the Band room. **Read Daily!**

**It is the student's responsibility to know this information.**

### **X. Private Lessons**

The short rehearsal period and the large number of students make it difficult or impossible to give individual coaching. In order for students to obtain higher individual musical goals, private lessons are encouraged. The Band Director will provide the names and phone numbers of qualified, reasonably price private instructors.

### **XI. Practice**

All instruments should be taken home **DAILY** for practice. A fair amount of practice is 30 minutes. Parents need to allow and encourage students to play for them whenever possible. Here are some tips for successful practice:

1. Practice daily for progress and results (not time).
2. Warm-up properly (soft & slow is the way to go).
3. Condition the embouchure by playing long tones.
4. Play scales and exercises slowly at first, increase speed slowly.
5. Practice the assigned lesson or music parts.
6. Clean instrument after practice.

Remember to:

- A. Practice for good tone
- B. Practice softly too
- C. Practice with expression
- D. Practice at a regular time each day
- E. Practice difficult measures slowly and build up speed only when you can play it accurately at slow speed.

***Don't Practice what you Know, Practice what you don't know!!!***

## **XII. How Parents Can Help**

1. Show an interest in the music study of your child
2. Arrange a regular time for your child to practice
3. Find a quiet place for practice without interruption
4. Provide a safe place to keep the instrument
5. Provide all the necessary materials reeds, oil, etc.
6. Be careful with instrument. Repair costs are very high
7. Teach your child to be **on time** to school, rehearsals, and performances. **This is a most worthwhile life skill!**
8. **Make faithful attendance to all rehearsals, performances and activities important.**
9. Encourage your child to play for others whenever possible.
10. Keep the Band Calendar in a prominent place in your home and refer to it often.
11. Notify the Band Director **In Advance** of any conflicts with rehearsals or performances. This is a **Must**.
12. **Attend concerts and parent meetings.**

## **Concert Band Course Syllabus**

Fee required.

Students continue developing as individual musicians and as members of a musical group. They learn intermediate-level technical and ensemble skills necessary for performance. After school rehearsals and performances are required of all students as an integral part of the course. PEP Band techniques and performances may be included.

At the end of the course the student should be able to:

1. Perform music at grade level 2-3 (FBA performance list)
2. Perform 7 Major Scales in 2 minutes or less with arpeggios. (G, C, F, Bb, Eb, Ab, Db)
3. Able to sight-read simple melodies with expression and technical accuracy
4. Full Chromatic scale

## **Symphonic Band Course Syllabus**

Fee required.

Students in this course form the representative-performing band of the school. Emphasis is placed on the sequential development of advanced technical skills and on the study of related literature. Based on successful completion of sequential concepts for each level, students will continue as specified in course level requirements. After school rehearsals and performances are required as part of the course. PEP band techniques and performances are included in this course.

At the end of this course the student should be able to:

1. Perform music at grade levels 3-4(FBA performance list)
2. Perform the 12 Major scales in 2 minutes or less.
3. Know the audition material for All State.
4. Able to sight-read FBA grade 2 music.

## **Wind Symphony Course Syllabus**

Prerequisite: successful audition

Fee required

PEP band is included as portion of the course

Students in this course form the representative-performing band of the school. Emphasis is placed on the sequential development of advance technical skills and on the study of related literature. Based on successful completion of sequential concepts for each level, students will continue as specified in course level. After school rehearsals and performances are required as part of the course. PEP band techniques and performances are included in this course.

At the end of this course the student should be able to:

1. Perform music at grade levels 4-6(FBA performance list)
2. Perform Major & Minor Scales
3. Work on composition using Finale
4. Use form & analysis skills to interpret a piece of music.

## **Jazz Band Course Syllabus**

Prerequisite: successful audition

Fee required

PEP band is included as portion of the course

The Jazz Band Class is a sequentially developed instruction-based performance course. The course seek to meet education needs in five major content areas:

- A. Performance and production.
- B. Analysis and theoretical studies.
- C. Historical and cultural contributions and influences.
- D. Creative aspects of music.
- E. The appreciation of music.

## **Requirements**

1. Students will receive one grade each week for their class performance. A maximum of 20 points can be earned daily. Points will be given for: equipment, readiness, preparation & performance.
2. Two playing test and one written theory test will be given during each grading period
3. The music classes are considered “performing classes”. Each student is required to attend all performances. Failure to attend a performance will result in the student receiving a grade of F on that performance. A provision has been made to allow the student to write a 10 page written report on a subject assigned by the Director for a performance that is not attended. The grade earned on the report will be averaged with the F for the concert grade.

## **Recommendations**

1. Private lessons are strongly recommended there’s no substitute for one-on-one instruction by a qualified instructor in your instrument.
2. A minimum of three hours a week of practice, not including class time, is required to be successful in this class
3. A significant improvement in the sonority of a band can be achieved by having students “step-up” mouthpieces designed for professional playing.

### **Recommendations:**

#### **A. Symphonic Bands**

- a. Bb clarinet-Vandoren B-45 using Vandoren #3 reeds
- b. Saxes-Selmer LT or CS-80 C\* using #3 Vandoren reeds
- c. Trumpets-Bach 3C
- d. Trombone and Baritone-Bach 61/2 AL
- e. Tuba-the smaller of the two models of Hellerburg Tuba mouthpieces.

#### **B .Jazz Band**

- a. Saxophone section- MeyerbMM-6
- b. Claude Lakey for alto sax is also recommended.
- c. Otto Link for Tenor and Baritone are also excellent.  
Do not use any of these mouthpieces during symphonic



***Classical Arts Academy***  
**Recommended Electives:**  
**Band Major**

**Freshman Year**

English/Language Arts  
Mathematics  
Natural Science  
Social Science  
Personal Fitness/Phys.Ed.  
Foreign Language (Spanish/French)  
Band I  
Piano or Jazz band (by audition)

**Sophomore Year**

English/Language Arts  
Mathematics  
Natural Science  
Social Science  
Health/Life Management  
Foreign Language  
Band II/Symphonic Band  
Jazz Band/Chorus

**Junior Year**

English/Language Arts  
Mathematics  
Natural Science  
Social Science  
Band III/Wind Symphony  
Jazz Band/Music Theory  
Elective (In the Classical Arts)  
Elective

**Senior Year**

English/Language Arts  
Mathematics  
Natural Science  
Social Science  
Band IV/Wind Symphony  
Jazz Band/Music History  
Elective (In classical Arts)  
Elective

**Parent/student Contract**

We have read the Bison Band School Handbook. We agree to abide by the rules and regulations as stated in the Handbook and we understand that this is the only way to produce a fine musical organization.

We understand that the Bison Symphonic Winds & Jazz Band are to be considered “Honor Bands” and therefore maintain extremely high standards.

We understand that failure to appear at required performances, such as concerts, and Solo & Ensemble Festival may result in a grade of “F”, removal from band, or both.

We understand that participation in FBA district Festival & Solo and Ensemble is required for all Band students.

We understand that Band students will have numerous performances both in and out of school. This will necessitate many bus trips and extra rehearsals hours before and after school. No students will be excused from these without prior permission of the director. Unexcused absence may result in removal of the student from Band.

We understand that the Bison Band Uniforms are loaned for student use, and are to be well maintained. Further, we understand that they are to be returned dry cleaned with the plastic wrapping intact, on the date designated by the band director.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

This contract will be filed in the Directors office for future reference.

