

Meigs Middle School

*150 Richbourg Avenue
Shalimar, FL 32579*

BAND HANDBOOK 2023-2024



Mrs. Melissa Bowell, Principal
Mrs. Rachel Jones, Assistant Principal
Mr. Jeffery Strumeyer, Assistant Principal

Mr. Daniel Cooke, Band Director

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Meigs Middle School Band Expectations:

1. Be Respectful to yourselves, your instruments, your classroom, your classmates, your instructors, and parent volunteers.
2. Be responsible for yourself and your actions by being prepared for class and staying up to date with your assignments.
3. Own your actions by practicing your music and always performing at your highest ability.
4. Stay safe by always keeping the band room and your instrument clean.

At all times, you are a representative of this school and this band program. Your actions directly impact your friends and other band members. Your actions in other classrooms can and will affect your ability to perform with the band at fun events. Likewise, at out-of-school events, your actions can and will be reported to the front office and will be addressed appropriately.

Meigs Middle School Band Classroom Procedures:

Before Class:

- Enter the classroom in a quiet orderly fashion without running, dancing, playing, or any other unbecoming actions.
- Quickly and quietly find and unpack your instruments and find your seats without playing.
- You may talk with your neighbors only after their instrument is assembled and you are in your assigned seat.
- You have 3 minutes after the tardy bell rings to be ready for class, including having all classroom materials and your instrument unpacked and at your seat.

During Class:

- Be respectful of your instructors by listening to what they say and following instructions.
- Play your instruments and participate in class activities when you are asked to do so. Do not play out of turn.
- Only one student may go to the bathroom at a time, with teacher permission. You will not be permitted to go to the bathroom during the first or last 10 minutes of class.

At the end of Class:

- Quietly and quickly pack up your belongings and return your instruments into the appropriate cubby.
- Leave class in an orderly fashion without running, dancing, playing, or doing any other unbecoming actions.

Meigs Middle School Band Performance Procedures:

- Refer to the information sheet handed out by the director prior to the performance regarding “Call-Time” and correct attire.
- Participate in performances and remain quiet and focused on the music that you are performing.
- If you are not performing, remain quiet, attentive, and respectful of the students who are performing.
- No phones allowed at any time during the performance.

Discipline for students who violate any of these expectations, procedures, or others that may correlate with but are not explicitly listed, will be dealt with between the student, parent, teacher, and/or school administrator. Discipline may include but is not limited to: moving a student’s seat in class, asking student to pack up their instrument, sending the student to the office, written referral, or removal from the band program. These consequences are not necessarily sequential and may be decided by the band director and administration based on the severity of the act.

By signing below, I understand that I will be expected to follow each of the procedures and will receive appropriate consequences if I do not do so.

Student Signature: _____

Date: _____

By signing below, I will hold my student accountable to the above procedures and accept the decided consequence that come of my student’s actions.

Parent/Guardian Signature: _____

Date: _____

Meigs Middle School Band Costs:

Uniform Costs:

- Band Shoes: \$45
- 2023-2024 Band Shirt: \$15

School Owned Vs Personal Instruments:

Personal Instruments:

Personal instruments are defined as instruments which belong to individual students and not Meigs Middle School. The individual is responsible for maintaining their instrument and for providing the necessary supplies (i.e., reeds, valve oil, slide cream, swabs, neck straps, etc.). The student's name must be on their instrument case.

School Instruments:

School instruments are defined as those instruments which belong to Meigs Middle School and the Okaloosa County School District. Once assigned a school instrument, it is the student's responsibility to provide the necessary supplies for that instrument (i.e., mouthpiece, valve oil, reeds, etc.). These instruments are issued in working order. Each student and parent will sign an Instrument Usage Form at the beginning of the school year, which states that the student will care for the instrument as if it were their own, including personal responsibility for any needed repair of the instrument during the school year, excluding normal usage. The student must notify the director of any needed repair to the instrument.

School Instrument fee:

Some students, especially those who play larger instruments, will choose to use school-owned instruments. To do this, parents/guardians will pay a one-time **\$120** rental fee that lasts for the entire school year along with their Instrument Usage Form. This fee covers instrument repairs and cleanings due to normal usage throughout the school year. If a student happens to rent 2 instruments at the request of the director, they will not be required to pay an additional rental fee.

Band Trips:

Throughout the school year, students will have the opportunity to participate in band trips. These trips cost an extra amount that is to be determined closer to each trip. Unless otherwise noted, field trip payments are non-refundable. **Students may be removed from fieldtrips due to behavior regardless of payment status.**

Financial help is available to students who receive free and reduced lunch or may experience homelessness

Operating a top-quality band program requires revenue. Expenses include specialists, buses, music purchases, instrument purchase and repair, festival assessments, instructional accessories (i.e., metronomes, tuners, drum heads, etc.), and others. Therefore, the MMS band will participate in fundraising activities to raise revenue. Fundraising is voluntary; however, if we do not have the needed financial support, then we will not be able to maintain a quality program.

Ensemble Requirements and Responsibilities:

Beginning Band:

There are no prior requirements for this ensemble.

- Beginning Band Concert- TBD
- Holiday Concert- Dec 13th
- Spring Concert- May 2nd

Intermediate Band:

- Take Beginning Band
- Make it to or complete the Band Force Basic Training “Orange Phase.”
- Football Band Optional

Concert Band:

- Complete Band Force Basic Training “Blue Phase”
- Football Band
- Holiday Concert- Dec 13th
- Spring Concert- May 2nd
- Potential: Pre-MPA Concert and MPA
- Optional: Solo and Ensemble Festival

Symphonic Band:

- Complete Band Force Basic Training “Black Phase”
- Be Recommended by director.
- Football Band
- Veteran’s Day Breakfast- Nov 8th
- Holiday Concert- Dec 13th
- Pre-MPA Concert- Mar 5th
- MPA- Mar 12th or 13th
- Spring Concert- May 2nd
- Optional: All-State Auditions, All-County Auditions, Solo and Ensemble Festival

Jazz Band:

- Be in concert or symphonic band.
- Play or learn a “Jazz Band Instrument.”
 - Alto Saxophone
 - Tenor Saxophone
 - Bari Saxophone
 - Trumpet
 - Trombone
 - Percussion
 - Electric Bass
 - Electric Guitar
- Holiday Concert- Dec 13th
- Spring Concert- May 2nd
- Jazz in the Park- May 4th

Football Band:

- Home Football Games: (subject to change)
 - August 24th
 - August 31st
 - September 21st
 - September 28th
- FWB Christmas Parade (date TBD)
- Pep Rallies (dates TBD)
- Potential of 1-2 after school rehearsals to be decided by the director as needed.

Band Calendar

This year's Band Calendar will be available via Google Calendar. This can be accessed via CutTime and the Band Website. There is a tentative copy attached to this handbook. Email Mr. Cooke for more information.

Parent Volunteers Needed!!!

We need YOUR help for this program to run smoothly! We will need parent volunteers for several events throughout the school year. We ask that you sign up to help volunteer for at least one event. If you are unable to donate your time, please donate to the concession stand or the band program.

Volunteers Needed For:

- Football Concessions (8 volunteers for each of 4 games)
- Football game Chaperones (6 volunteers for each of 4 games)
- PRISM trip Chaperones (5 volunteers)
- FWB Christmas Parade Chaperones (6 volunteers)
- Band Holiday Tour (3 Chaperones)
- Holiday Concert Chaperones (6 volunteers throughout the concert)
- MPA Chaperones (4 Volunteers)
- Potential Spring Trip Volunteers (minimum 6 volunteers)
- Spring Concert Chaperones (6 volunteers)

Concessions Manager, Head Chaperone, and Uniform Person needed for 2023-2024 school year!

Grade Policies:

Band Force Assignments/Pass-Offs (50%)

Rehearsals/Performances (30%)

Participation (20%)

Band Force Assignments/Pass-Offs (50%):

Grades in Beginning and Concert Band are earned by using the Band Force Pass-Off system. This means that the student is responsible for passing off a certain number of designated pass-off lines in the method book and the supplemented material during each grading period. These assessments are posted at the beginning of each 9-weeks and serve as the core of the band curriculum for the school year. The Band Force Basic Training, Enlisted, and Officer requirement page can be found attached to this handbook.

This year, students will have the ability to submit recordings through Seesaw or do their pass-offs in-person. If a student does not complete their pass-off by the end of the designated week, they will be asked to perform it in class. All students should strive to complete at least one pass-off per week. Symphonic Band chair placement will be determined by the number of Band Force and Extra Band Force points earned.

In Symphonic Band, all graded pass-offs will be completed in class. Students who are passing off for Band Force Points must do so via Seesaw. In-class pass-offs will be broken down by 9-weeks as follows:

1st 9-weeks: First 7 Major Scales Memorized

2nd 9-weeks: All-County Lyrical and Technical Exercise, Chromatic Scale

3rd 9-weeks: MPA Sectionals: students must attend at least 3 for full credit.

Week 1- Feb 13th, 14th, 15th

Week 2- Feb 20th, 21st, 22nd

Week 3- Feb 27th, 28th, 29th

Make-Up Week- Mar 6th, 7th

4th 9-weeks: Last 5 Major Scales Memorized

To be “passed off” on the line, scale, or exercise, it must be performed with less than 3 mistakes live or in a recording. Students must demonstrate good posture, correct holding of the instrument, good tone, and tap the toe while playing. If the pass-off is not of good quality or the director does not deem it successful, the student will have to re-attempt the pass-off. A pass off should be considered a test. There will be written and playing pass-offs.

Rehearsals/Performances (30%):

This grading category is based on attendance and performance at after-school band events.

There WILL be consistent after-school requirements for this class. This is a co-curricular class, which means performances and rehearsals will take place outside of the school day, and you are expected to be at all performances and rehearsals unless sick or excused in advance. An absence from a performance will be excused for the following reasons: sickness, death in the family or written excuse PRIOR TO the absence and excused by the director as directed by the conflicts section below. In making your request, give the director enough information to adequately assess the situation. If excused, absent students will be asked to play their music from the missed concert for Mr. Cooke. There are no provisions for making up unexcused absences. If there is any doubt about whether an absence will be excused or not, see Mr. Cooke before the absence.

Conflicts will naturally occur from time to time. When this happens:

- School activities must take precedence over non-school activities.
- If a student is involved in more than one school activity, faculty members will help parents and students work out an acceptable solution.

Students will not be excused from a performance for a non-school activity (travel soccer, travel baseball, etc.). Due to the “team” nature of a band, **parents are requested NOT to withhold attendance at rehearsals or performances as a means of punishment for issues unrelated to this class.** As of today, you know when all concerts and performance events are scheduled. Therefore, we kindly ask that all appointments be scheduled so that they do NOT conflict with our band calendar. Since participation in band activities correlates with the grading policy, students will receive a 0% as a test grade for every unexcused absence in band events.

Participation (20%):

As band is a performance-based class, all students are required to participate and play in class. To receive a 100% in this area, bring your instrument, method book, binder, and pencil to class each day. Students’ participation grades will be given out weekly.

A doctor note or signed note from a parent is required for students who may not be able to play due to injury. Anytime that a student is not playing without a written excuse, they will lose that day’s participation grade.

This grade will start at a 100% for the week, and they can lose points each day that they are not prepared or participating. Each day of the week will be worth 15%, with a weekly binder check at the end of each week being worth 25%. This means that if a student does not have their items for class on Monday, their highest possible grade for this week is 85%.

Binder Checks:

Students are required to keep a Band Binder for this school year. At all times, students should have their method book, a pencil, scratch paper, their flash cards, and the music we are working on in class. Students will be made aware of the items that they need to have in their binders at the beginning of each week via verbal instruction and written reminder on the white board. Students will have the opportunity to source any missing items that they need before the binder check at the end of each week.

Required Materials:

- 1inch Black 3-ring Binder
- Concert Band: “Tradition of Excellence Book 1” for your instrument
- Symphonic Band: “Tradition of Excellence Book 2” & “Habits of a Successful Middle School Musician” (yellow) for your instrument
- Page protectors
- Pencil with an eraser
- Highlighters
- Any other instrument specific items needed for care and maintenance.

Band Awards:

Throughout the school year, students will be able to earn achievement medals that they will receive before each concert through their completion of Band Force Ranks from their Tradition of Excellence books. Students must complete all pass-offs with teacher approval through the number that is listed below:

“Carry-On” Award (White Medal): Successful completion of Band Force Basic Training Blue Phase

“Basic Training Achievement” Award (Red Medal): Successful completion of the Band Force Basic Training

“Commendation Medal” Award (Blue Medal): Successful completion of the Band Force Enlisted

“Gold Star” Award (Green Medal): Successful completion of the Band Force Officer

Concert and Symphonic Band Only:

Gold Wildcat Award:

- Audition for ALL STATE
- Audition for ALL COUNTY
- Play a SOLO for Solo and Ensemble Festival (ensembles do not count)
- Earn a minimum of 100 Band Force points
- Maintain an A average in band all year
- Participate in all band events

Silver Wildcat Award:

- Audition for ALL COUNTY
- Play a SOLO for Solo and Ensemble Festival (ensembles do not count)
- Earn a minimum of 80 Band Force points
- Maintain an A average in band all year
- Participate in all band events

Bronze Wildcat Award:

- Play a solo or participate in an ensemble for Solo and Ensemble Festival
- Earn a minimum of 60 Band Force points
- Maintain an A average in band all year
- Participate in all band events

Top Wildcat: Student who acquires the most Band Force points for the year and achieves the Gold Wildcat Award

Meigs Middle School Band

School Instrument Usage Checkout Form 2023-2024

The Meigs Middle School band program owns limited instruments for student rental. There is a \$120 per year usage fee for all instruments that are checked out that serve as a student's PRIMARY instrument. Balances should be paid no later than September 1st of every school year. Financial assistance or extended time can be arranged- please contact the band director. This usage fee covers routine maintenance, annual cleaning, and minor accidental repairs. If there is a problem with the instrument, it should be reported to Mr. Cooke IMMEDIATELY (Daniel.cooke@okaloosaschools.com) so that it can be repaired and returned to the student in a timely fashion. Any cleaning or repair that is caused by misuse of the instrument will be billed to the student's account. Please note that mouthpieces and reeds are NOT provided and will need to be purchased separately.

Student Name: _____

Instrument: _____

Make: (Conn, Bach, Yamaha, etc) _____

Model: (usually a number or combination of letters/numbers) _____

Serial Number: (look at bell or where joints connect) _____

OCSD ID Number (sticker on instrument; if none, mark N/A) _____

Condition: _____ Fair _____ Excellent _____ Good _____ New

Please List Any Problems with the Instrument: _____

Please list any accessories that were in the instrument case (mouthpiece, ligature, swab, peg, etc):

Upon signing below, please realize that you assume all responsibility for any serious damages inflicted on this instrument while in your possession. Please return form with \$120 cash or check made payable to Meigs Middle School Band.

Parent Signature: _____

Student Signature: _____

Meigs Middle School Band Uniform Rental Agreement:

Each year in Meigs, returning band students will be in football band which wears these band uniforms. These band uniforms are not allowed to be kept at home, unless the band director explicitly allows it. All band students must complete this form before they are able to wear the band uniform and participate in band performance events.

If there is an incident where a student does not follow the rules of wearing the band uniform, they must pay the cost to clean or repair the band uniform. If a band uniform is damaged beyond repair, or is lost, the student will be responsible for paying the replacement fee of the uniform. Damage to uniforms must be reported to the director immediately.

Bibber Replacement Cost: \$45

Jacket Replacement Cost: \$100

Student Name: _____

Student Bibber Number: _____

Jacket Number: _____

Band Uniform Rules:

- Students must not eat any food in uniform.
- Students must not drink anything other than water in uniform.
- Students must not run in uniform.
- Students must correctly hang up their uniforms.
- Students must not take their uniform out of the band room except for performances or with explicit permission from the band director.
- Students must wear their uniform correctly at all times:
 - Band Shoes
 - Long Black Socks
 - Pant length at mid shoe
 - Jacket latched up all of the way
 - Long hair (below the shoulder) must be tied up (pony tail, bun, braids, etc.)

The failure of a student to correctly wear their uniform may result in their removal from the performance and a deduction of their performance grade.

By signing this form, the student is agreeing to correctly wear and take care of their uniform at all times. By signing this form, the parent/guardian is agreeing to keep their child accountable and pay either a cleaning/repair fee or a replacement fee if/when necessary.

Student Signature: _____

Parent Signature: _____

Date: _____

2023-2024 MMS Band Handbook Agreement

T-Shirt Size: (Please circle one) **AXS AS AM AL AXL AXXL**

Shoe Size: Male ___ or Female ___

PARENT/GUARDIAN: I understand the requirements and responsibilities for membership in the Meigs Middle School Band program. I have read and understand the special policies concerning expectations, grading, attendance, attire, instrument maintenance, AND behavior. I realize that my student is enrolled in a *performance-based* co-curricular class for academic credit, and **I agree not to use suspension of his or her participation in rehearsals or performances as a disciplinary tool.** I understand that type of punishment affects the entire band program and is not fair or appropriate. I agree to read any information sent home about the band program via student hand-outs and electronic communication.

PARENT/GUARDIAN #1 NAME: (print neatly) _____

PHONE NUMBER: _____ EMAIL: _____

PARENT/GUARDIAN #2 NAME: (print neatly) _____

PHONE NUMBER: _____ EMAIL: _____

PARENT/GUARDIAN SIGNATURE:

X _____

STUDENT: I have read and agree to abide by the principles, ideals, procedures, and guidelines set forth in the 2023-2024 Band Handbook and I also understand the consequences for non-compliance.

SIGNATURE OF STUDENT: _____

Please sign and return no later than Monday, August 21st 2023