



**WOODLAWN BEACH  
MIDDLE SCHOOL BAND  
HANDBOOK  
2022-2023**

## Welcome

Dear Woodlawn Beach Wildcat Band Parents/Guardians,

Welcome to Woodlawn Beach Middle School. We wish you a year that promises to hold many exciting and rewarding experiences for your son/daughter. As a result of these efforts, we have devised a band handbook, which is intended to ensure that you and your son/daughter will have a most enjoyable, informative and positive musical experience during your involvement with the Woodlawn Beach Middle School Band program.

I have attempted to include as much information as possible about our policies. As far as activities planned for this year-we will adjust accordingly to the school year conditions regarding any necessary changes. You will need to keep this handbook in a place where you may refer to it easily whenever a question about the band program may arise.

Once again, let me express my congratulations to you for supporting your child's involvement in band. The musical skill and knowledge learned here will last a lifetime. Also, recent research has shown that students with musical backgrounds often earn higher grades, score higher on standardized tests and develop leadership and social skills that help them later in life. I am very appreciative to be a part of this process!

\* This \*asterisk notes pages that should be returned to the band director. Please return each page no later than Monday, August 22, 2022.

\*\*Band Discipline plan

If I can answer any questions or concerns regarding this handbook, please feel free to call me at 934-4010 ext. 203.

Sincerely,  
Stacy Rohde  
Director of Bands

## Purpose

Welcome to the Woodlawn Beach Band! The purpose of this handbook is to provide each parent and band student with a general understanding of the policies and procedures of the Woodlawn Beach Band. If you ever have any questions or concerns, please feel free to contact me at 934-4010, ext. 203.

## Mission Statement

It is the mission of the Woodlawn Beach Band to introduce students to the life-long understanding, appreciation, and learning in the world of music.

## Personal Instruments

Personal instruments are defined as an instrument that belongs to the individual student and not to Woodlawn Beach Middle School. Personal instruments include, but are not limited to flutes, clarinets, alto saxophones, trumpets and trombones or any instrument owned by the student. **The individual is responsible for maintaining his instrument in good working order including having valve, rotary or slide oil, reeds (4), cleaning swab, polishing cloth, etc...always. The student's name should be on his instrument case.** If you rent from a music store and intend to move or end your child's participation in the band program, you are responsible for returning your personal instrument.

## School Instruments

School owned instruments are defined as instruments that belong to Woodlawn Beach Middle School. These include, but are not limited to tubas, French horns, baritones, tenor saxophones, baritone saxophones, oboes, bassoons, bass clarinets, assorted percussion instruments, and any instrument that belongs to Woodlawn Beach Middle School. Students playing these instruments contribute a non-refundable donation of \$80.00 per year/per instrument whether they play the instrument one day or all school year. If the student must rent a mouthpiece from the school, the donation is \$20.00 per the school year and applies only to trombone, baritone and tuba players. Donation contributions are used for maintenance/sterilization and generally does not cover repair. Percussionists have a donation contribution of \$20.00. This is a request of all percussionists. The purpose is to maintain the quality playing condition of the instruments and to replace drumheads/various xylophone, bass drum and timpani mallets/equipment worn out by excessive use. Students/parents/guardians are responsible for damage to the instrument/equipment caused by misuse, neglect, or abuse, etc. The band director will have an estimate made from a repair store by the director's choice and notify the parent/guardian and student of the price to repair the damaged instrument. **Students are responsible for maintaining their rental instrument. Students should have proper supplies to maintain the instrument including valve, rotor or slide oil, polishing cloth and/or a snake to clean the instrument, etc.** Failure to care for the instrument properly may result in a bill to the student/parent/guardian for lack of taking care of the instrument.

## Class and Instrument Materials

All students are required to have:

1. **Beginners**-Standard of Excellence Method Book 1 by Bruce Pearson – for his instrument. This book may be purchased at your local music store. This book will be used by the student for home practice studies. Students will also have use of a method book which will **remain** in the classroom.

Students/parents/guardians are responsible for loss or damage to this book.

**Varsity/Symphonic**-Standard of Excellence Method Book 2 – for his instrument.

Student/parent/guardian must purchase this book.

2. Pencil and pen (blue or black)

3. Paper

The following lists instrument materials by groups. Refer only to the instrument that your child will be learning.

**Flute:** Tuning rod, cleaning swab, and polishing cloth.

**Oboe and Bassoon:** Two reeds and case, case for water (35 mm film case works well), pipe cleaners, cork grease, and cleaning swab. Bassoons must also have a seat strap.

**B-flat and Bass Clarinet and all Saxophones:** Four reeds and a reed guard, cork grease, and cleaning swab. (Students will need more than four reeds for the school year. I suggest purchasing a box of Vandoren reeds size 2 ½-Beginning Band students may want to mix the box with size 2 and 2 ½). Saxophones must also have a neck strap. Wooden clarinets will also need to purchase bore oil and swab to keep instrument from drying out. Contact music store for care of wooden instruments.

**Trumpet, Baritone, and Tuba:** Valve oil, slide grease, mouthpiece brush, cleaning snake, and a mouthpiece pouch. School owned baritones and tuba must supply their own mouthpiece. Students will need the supply of valve oil and slide grease restocked when they run out! This is very important that the care of the instrument is maintained. Brass players need a washcloth or towel for their water key release.

**French horn:** Rotary oil, mouthpiece, mouthpiece brush, cleaning snake, and mouthpiece pouch. Brass players need a washcloth or towel for their water key release.

**Trombones:** Slide grease/oil, cleaning snake, and mouthpiece pouch. Students will need the supply of valve oil and slide grease restocked when they run out! This is very important that the care of the instrument is maintained. Brass players need a washcloth or towel for their water key release.

**Percussion:** Percussion kit – Mike Balter MB1B (extra soft rubber xylophone mallets with birch handles) with practice pad and stand along with a pair of 2B snare drum sticks. Advanced drummers should have a stick bag with a pair of 5A snare sticks, and bell mallets. \*\$20.00 lab fee for all percussion students is requested as the band supplies additional mallets sticks to achieve various timbres, as well as bass drum and timpani mallets are provided for use, as opposed to each student having to purchase these items.

**Student's names are to be on all of their instrument cases.** All players should have a small cleaning rag in their case. This is a polishing cloth. **A wire music stand is a great piece of equipment to have for the young musician. Laying the music flat on the floor/table is not an acceptable way to practice and will create playing problems.**

\*Please refer to the necessities and optional goodies page for more information. \*Students should have plenty of supplies on hand. Students should not be without supplies. Each lesson is vital to the overall performance.

### Uniforms

Students are expected to wear black dress pants, a black belt, black dress shoes and for gentlemen black socks as part of the band concert uniform. These items should be purchased on your own. Very soon, I will send home the paperwork to order the band uniform shirt. \*This is a madrigal year so students in Symphonic band will be dressed in madrigal attire for the Madrigal only. Students may rent a costume from the school for \$10.00 or purchase one on their own. However, any purchase made on your own must be approved by the band director. Students should not wear jeans, or tennis shoes for the concerts. We also request that necklaces, watches, bracelets, earrings be removed for concerts if possible. Small earrings are acceptable.

## **Necessities and Optional Goodies**

**Nametags:** Every instrument must have a nametag. With a cabinet full of cases the same size and color, this is a necessity. Instruments will be checked frequently to make sure they are tagged.

**Reeds:** Clarinet and saxophone students must always have several playable reeds. I would suggest that parents purchase a quantity of reeds and keep them at home, while the student keeps 3 or 4 in their case daily. It is not possible to play the instrument without a reed, so please make plans to purchase more when the supply begins to run low, not after they have been without one for days. The recommended strength to start out with is 2 or 2.5 for both instruments. Experienced players should be on a size 2 ½. It is usually more efficient to purchase a box of reeds. \*Check for a good brand-this is important! Oboe and bassoon students should also maintain several reeds in good playing condition.

**Cleaning Cloths/swab:** all instrumentalists need a soft cloth to wipe fingerprints off the outside surface and keys. Fingerprints and dirt are particularly visible on flutes and saxophones. All woodwind players also need a swab to dry the moisture out of the interior of the instrument. Most new instruments will come with swab. A polishing cloth is for fingerprints; a swab is to remove excess moisture from the instrument. These are two different things. Never force a swab through the instrument.

**Folding Music Stand,** while not a necessity, it is a great idea. The student should practice proper posture and position when they practice. This can be achieved by sitting at a piano, putting their book on a shelf or dresser or on a stand. They should not lay the book flat on a bed or chair and try to bend over to see it. Students may be asked to bring the stand in for warm-up time before a concert.

**Metronomes** are wonderful tools for reinforcing a steady beat and rhythmic accuracy. Everyone should play along with a metronome when they begin having “pass-offs.” No one is required to have one, but they might be a nice gift idea.

**Tuners** will be used in class and sometimes checked out by the students. They aid in developing a sense of correct pitch and therefore also help with embouchure and breath control. Again, no one is required to own one, but they might be a gift idea for a later date.

**Extra music books** are a terrific way to enhance the students’ practice. Many music stores sell books that have Disney music, movie themes, Patriotic music, seasonal selections, or pop tunes. These books may capture the students’ interest and are a wonderful way to end the last ten minutes of a practice session. It also provides great sight-reading practices.

## 1<sup>st</sup>/2<sup>nd</sup> Semester Syllabus

Ms. Rohde

Band Director

### **A Brief Introduction to Band Topics**

A brief overview of topics the students will be introduced, but not limited to learning in music education.

Basic Music Fundamentals

(Note values, Note names, Signs and symbols of music)

Dynamics

Conducting patterns and the related directions of the conducting patterns

Styles of music

Playing the instrument (Posture, Holding the instrument, producing the notes)

Music exercises from the band method book

How to attend a concert

Music Careers

Information pertaining to music

Composer

Country

Type of music

Rhythms

Counting

Dictation

Studies of sheet music

Scales

Composers

Playing/Performing (Individually, Small ensembles, Band)

### **Schedule:**

1 Varsity Band

2 Symphonic Band

3 Beginning Clarinets, Trumpets, and French Horns

4 Beginning Percussion

5 Beginning Flutes, Oboes, Alto and Tenor Saxophones

6 Beginning Low Brass

Students should follow all class, school and county rules. Be a HERO-Help, Encourage, Respect Others! There are many ways to be a HERO in the Band and at WBMS!

## Grading Scale

A= 90 - 100

B= 80 - 89

C= 70 - 79

D= 60 - 69

F= 0 - 59

\*Students are required to have their instrument and book each day for class, along with their music folder, paper, and pencil. *If the instrument must be placed in the shop for repair, parents must send a note stating the instrument is in repair and the expected time for the instrument to be repaired and ready for pick-up for the student to be excused from a zero. This should not occur after the instrument has been repaired but upon arrival to be repaired.* If you make arrangements with the music store to pick-up and deliver repaired instruments from the band director, please send me a note to allow the representative to do so! *Students without instruments that have been excused because of a repair note will be given an assignment in place of playing the instrument. Students should not be without an instrument for an excessive amount of time. The time and alternate assignment are up to the discretion of the director. \*It helps to pre-arrange an appointment to have the instrument repaired! Students without an acceptable note of excuse for not participating (i.e., a repair note or a medical note due to illness or dental work) and/or without an instrument/equipment/supplies receives a zero for that days' work.*

\*Students will have playing tests, written work, daily participation grades, quizzes, homework grades, weekly grades, practice reports, rehearsal grades, and performance grades for band class. Performance grades are weighed heavily and are **REQUIRED EVENTS**. *Students that do not attend concerts on a regular basis should consider a different elective choice.* After school rehearsals are also required events. Students should expect a consequence for missing any performance. Students are to practice their instrument a recommended four to five times a week for a minimum of thirty minutes each time. **\*Practice reports are part of the student's grade.** They are due every Friday. **The practice report form must be filled out completely and signed by the parent/guardian. Parents should expect to see a practice report each week unless there are special circumstances which will be announced in class. Students and parents must understand practice is necessary for success. Forgery of practice reports will be dealt with through the Dean of Students.** Reports that are late will be penalized. (Excessive tardiness of practice reports will be discussed between the director and student. If this issue continues to be a problem, guidance will look into a schedule change.) Forms without a signature or filled out incorrectly will not be accepted.

\*Students are loaned a combination lock to lock their assigned band locker. **No key locks allowed!** The band lockers are for band equipment only. Students may not share a locker.

### Performances and Rehearsals

Band is a performing class that is taught during the school day as a regular class. Most performances and extra rehearsals are held outside of the school day. **One hundred percent (100%) attendance at rehearsals and performances is mandatory. If a student misses a rehearsal or a performance, an alternative assignment will be given and expected to be completed in a timely manner following school policy. A performing group cannot develop the necessary teamwork even if a small number of people are missing. Students that do not participate in the concerts and do not have a reasonable excuse should select a different elective in which they may participate in successfully and meet necessary requirements.**

- 1) The date and time for each performance and outside rehearsal will be announced as far in advance as possible. Generally, a month notice for a performance and two (2) weeks notice for a rehearsal will be given. Missing time from a warm-up performance session is like leaving questions blank on a test or homework paper-points will be deducted from the grade.
- 2) Conflicts: Students should be able to participate in a variety of **SCHOOL SPONSORED ACTIVITIES:** Scholastic, musical, athletic, etc. Being aware that conflicts will occur in the scheduling of practices, rehearsals, games, matches and performances, the following guidelines will be used:
  - (A). Conflicts should be avoided as much as possible.
  - (B). A school performance or school game should take precedence over a practice or rehearsal with no penalty involved in the missed practice or rehearsal **provided the directors are notified at least one week in advance in writing.**
  - (C). All school conflicts will be handled by the Band Directors and the sponsor of the other conflicting event.
- 3) Students who fail to report in the required uniform for performances will not be allowed to perform; this will be considered an unexcused absence. If there is a problem with obtaining a uniform, please notify the director immediately!
- 4) Students participating in a band event away from school should plan to use school transportation provided **to and from** the event. In case of conflict in leaving the event, the parent/guardian should contact the director at least two weeks in advance to resolve the conflict and follow check out procedures.

**Excused Absences:** The following are excused absences:

- (A). Personal Sickness.
  - (B). Death in the immediate family.
  - (C). Prior written excuse presented and excused by the director and/or principal.
- 2) No absence for any reason will be excused unless notification is given before reporting time for the rehearsal or performance. Should a situation arise where a written notice is impractical (sickness or checked out of school), it is still your responsibility to notify the band director before reporting time. (934-4010 ext. 203) \*Illness and personal emergency notes/calls given to the attendance clerk ARE NOT passed on to the band director. You must notify the band director of missed concerts or make-up work-including practice reports! (Preferably a written note or phone call.) If a student is out sick and cannot play the instrument, the first possibility may be to practice the fingering/valve combinations/slide positions of the notes and think through the rhythms, without blowing air and record this as silent practice due to illness with a parent signature. If this is not possible, a note should be provided if that student is too ill to practice and request an alternative assignment.
- 3) Do not rely on another student to “get word” to the band director before reporting time. Be sure if you must miss, you personally get word to the band director before you leave school. Performances and extra rehearsals are a part of the students’ grade. **Unexcused performances and/or rehearsals result in a grade reduction.** The band phone number is 934-4010 ext. 203. There is voice mail for the band room, therefore anyone may leave and emergency message at any time.
  - 4) If a student’s absence from a performance is excused the student will be responsible for completing an alternative assignment. This excused make-up assignment will be up to the discretion of the band director. This assignment is generally in the form of a typed paper with particular criteria regarding a composer’s life and time period or it possibly could be another performance assessment performed by the student. Research papers should be researched and placed



in the correct format. Failure to answer all questions or include criteria will result in points not earned. Plagiarism will result in a zero for the assignment, which will be weighted in place of the missed concert/performance, plus a referral to the dean. This assignment will be graded and failure to complete the assignment will result in a zero. This assignment should be done in a timely manner-deadline determined by the director. If the director assigns an individual playing assignment, please note that each note, rhythm, tone production, dynamics, articulation, etc... will be weighted as part of the grade as determined by the director.

## **Funding of the Band**

The Woodlawn Beach Middle School Band is a large organization that requires a great deal of money to operate. Expenses include buses to the Florida Bandmaster's Association District One Music Performance Assessment, F.B.A. district assessments, music, instrument purchase, class supplies and equipment, and repair as well as many other expenses. Even though the school district does help us out by giving us some county allocation monies, this is certainly not enough money to maintain a top-quality band program.

Therefore, the Woodlawn Beach Band participates in two fundraisers each year to provide the needed revenue to run our program. Fund-raising is voluntary; however, if we do not have the needed financial support then we are not able to maintain the same quality program.

When students send monies to the Woodlawn Beach Middle School Band, all monies should be placed in a sealed envelope with the student's first and last name printed on the front, include the class period of the student and the purpose of the monies. All checks should be made payable to Woodlawn Beach Middle School Band with the student's name in the lower left-hand corner. Donations are certainly welcomed and appreciated. There are many opportunities for parents to assist the band in these fundraisers; please contact Ms. Rohde if interested.

## **Descriptions of Miscellaneous Band Events**

### **District Concert Festival**

District Concert Music Performance Assessment is an event sponsored by F.B.A. (Florida Bandmaster's Association). Woodlawn Beach Middle School Band will prepare a march and two other selections that must be chosen from the F. B. A. graded music list. After six to eight weeks of intense musical preparation, the band will perform for a panel of three adjudicators who will each assign a rating for the performing group. Students also participate in a sight-reading event at this assessment and are rated on their abilities in the sight-reading room. This is a truly rewarding experience for the students! As the time draws near, the participating band students will receive information about the exact times for after school rehearsals, the assessment date/time and other details. This event is **required** for all Symphonic Band students and any band that participates in this event. It will count as a concert performance test grade. **Failure to participate in this event will result in a zero for this performance which will affect the students' grade.**

### **Santa Rosa All-County Band Festival**

Participation in the Santa Rosa All-County Band is an opportunity for the most talented students that audition in our county to rehearse and perform together in a concert with a guest conductor. The band is selected through auditions, please refer to the calendar of events and listen in class for an exact audition date. I will give out the audition material once the material and date to pass out audition material has arrived. Please refer to the calendar of events for dates and times. Students should work on major scales, chromatic scales, and soon to come... prepared pieces, and sight-reading!

Woodlawn Beach Middle School Band Discipline Plan \*\*\* Please return!

Student Last Name (please print) \_\_\_\_\_ First Name \_\_\_\_\_ Band TB \_\_\_\_\_

1. All students are to be in their assigned seat with their instrument assembled, their case either under their seat or returned to their locker (do not put feet on case to play), their OWN music, and a pencil when the tardy bell rings. Students should mark their own music parts during rehearsal so that they will practice it correctly at home. Therefore, it is not acceptable for a student to rely on their stand partner for music. Failure to report to class without music and instruments results in a zero for each day they are missing.
2. Do not touch an instrument that does not belong to you. (Keep hands to self. Do not touch another student.)
3. **All talking and playing of instruments should stop when the director steps up onto the podium.**
4. All students are expected to silently go over their own part while the director is working with another section. Sometimes the director will point out other sections that have their same part; at this time the section with the same part should listen to the rehearsing group.
5. Students should take care of their instruments, help to keep the band room neat, and keep all of their music neatly in their music folder.
6. **There should be no eating or drinking in the band room. No gum chewing is allowed while rehearsing and performing with the band instruments.**
7. **There are many expensive instruments and equipment in the band room. Never run, chase, or play in the band room.**
8. **Students that miss a mandatory concert performance will receive a zero. This will affect the students' grade. Only students that miss the concert for a family emergency (death or illness) or participating student illness will be excused and allowed to make up the missed performance grade at the director's discretion by an assignment of the director's choice. Students that do not attend concerts regularly will have their band class changed to a different elective.**
9. **Students must maintain a minimum 2.0 grade point average to participate in any extra-curricular activity. Failure to do so will place the student on probation until the grade is pulled up. Failure to improve may result in removal from the program/assigned band. Students must maintain good grades and good discipline. Failure to do so will have consequences.**
10. Follow all other classroom directions when given.  
\*If a student chooses to break one of these rules, the following will occur:  
**1<sup>st</sup> consequence**-verbal warning from the director.  
**2<sup>nd</sup> consequence**- The student will pack up his/her instrument for the remainder of the period and receive a zero for the day. The student will receive a written consequence that requires parent signature due the next day. The student will move to step three if the student fails to return the written consequence with parent signature the next school day.  
**3<sup>rd</sup> consequence**-The parent/guardian will be contacted. Students must maintain E's or S's in order to participate in many of our activities. If a student receives an N, he should show an immediate effort to improve his behavior in school.  
**4<sup>th</sup> consequence**-Written referral to the Dean of Students.  
Other consequences include:
  1. Parent conference.
  2. Loss of chair position in the section (if we have established chairs at the time this occurs).
  3. Exclusion from field trips, concerts, and other band activities. Students earning U's in conduct are automatically excluded from band events.
  4. Stepping up of consequences in view of apathy towards previous consequences.
  5. \*Deliberate acts could result in an automatic referral to the Dean of Students.
  6. Removal of student from the band program.
  7. **Band is not a required course for middle school. There are minimal costs involved, which are covered in our handbook. We have read and understand the policies and procedures of the Woodlawn Beach Middle School Band. We agree to and approve of our child participating in the Woodlawn Beach Middle School Band.**
11. **All students are expected to have their proper covid safety materials in order to participate-your additional mask with hole for mouthpiece and for brass players a clean towel daily or a puppy pad. Students that do not have these materials -as well as normal swabs-should not participate until they have the correct supplies. Continued violation of these policies will result in consequences.**

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

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

\_\_\_\_\_  
Date

## **Woodlawn Beach Middle School Band Calendar of Events**

August 22, 2022 Deadline to submit WBMS Band Discipline Plan

October 20, 2022 Deadline to notify Ms. Rohde to sign up for all county band tryouts. begins at 650 PM

October 27, 2022 Varsity Band Halloween Concert report at 555PM Concert begins at 630 PM WBMS Cafeteria

\*\*\* This is a date change: November 8, 2022 SRC All County Band Tryouts-Avalon MS- students had to sign up by October 20. Students will need own transportation-you may leave once you audition.

November 10, 2022 Military Appreciation Breakfast Concert

November 14, 2022 Beginning Band Practice 130 to 245

November 17, 2022 Beginning Band Concert report 545 begin 630

December 6, 2022 Madrigal Dinner Dress Rehearsal 1:30-4PM

December 9 & 10, 2022 Madrigal Dinner Event 6:30-8:30 PM report 5:45PM all madrigal events for rehearsal/concert in WBMS cafeteria

January 19, 2023 SRC all county band reading of music rehearsal, Gulf Breeze HS 6-8 PM

January 26, 2023 SRC all county band rehearsal 6-8 PM Pace HS 6-8 PM

January 27, 2023 SRC all county band rehearsal 6-830 PM Gulf Breeze HS

January 28, 2023 SRC all county band rehearsal 1030 AM to 1230 PM/ 130 PM Report to stage for warmup and Concert 2PM Pace Assembly of God

March 7, 8, or 9, FBA District MPA-This is at FWBHS-performance date will be announced by director once notified by chairman of District 1-usually just prior to event.

May 5, 2023 Beginning Band Practice 1:30 to 2:45 PM

May 9, 2023 Varsity Band Concert report time 5:55 PM/Concert time 6:30PM

May 11, 2023 Beginning and Symphonic Band Concert report time is 5:40 PM

Symphonic Band/ 5:55 PM Beginning Band Report-Concert begins 6:30 PM

\*\*\*Any additional dates or changes will be announced as soon as they are finalized, this includes additional madrigal rehearsals for servers, court and band fundraiser dates.