



**Palmetto Elementary School**  
**Performing Arts Fund**  
**2022-2023**

**Welcome Letter**

Welcome to our Performing Arts Family!

We would like to take this opportunity to share how much we are looking forward to the 2022-2023 school year. We have many exciting events and performances planned, during which we will all experience pride, fun and many growth opportunities.

This handbook should help all students and parents understand the expectations of our fantastic Performing Arts Program. A great deal of time and care has been dedicated to planning and organizing our year. Please read each section of your handbook carefully and feel free to refer to it throughout the year.

We urge you to continually check your email for up-to-date information from our Performing Arts Board or the Directors and Sponsors pertinent to events and your program.

We thank you in advance for all that you will be doing for Palmetto Elementary and the Arts!

All the best,

Oliver Diez  
Director of Bands & Chorus  
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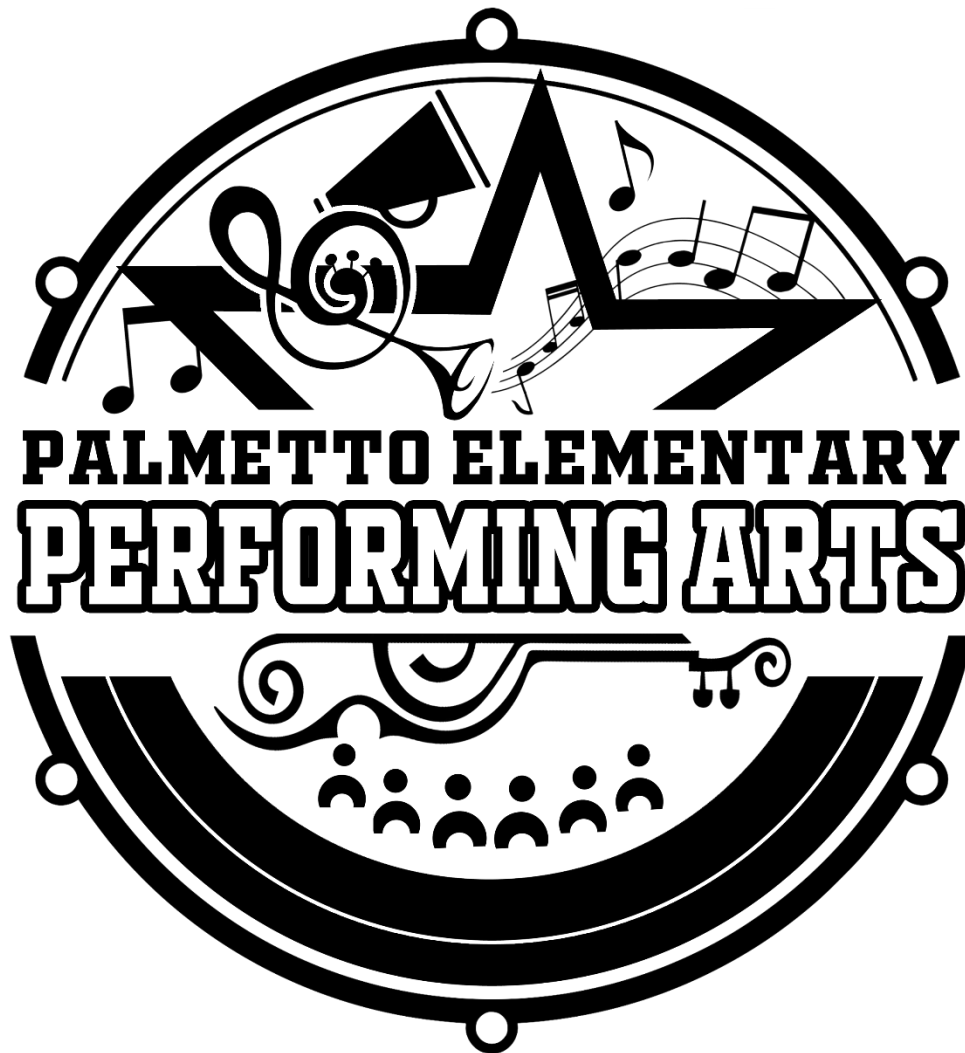
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**Palmetto Elementary Performing Arts Fund  
Music Department**

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**2022-2023  
HANDBOOK**

Mr. Oliver Diez, Director of Bands and Chorus

Mr. Eric Torres, Principal  
Ms. Sarah Fair, Assistant Principal

## **SECTION 1: Program Objectives**

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The vision of Palmetto Elementary School is to create life-long learners who consistently strive for excellence in our multicultural society. In keeping with its vision, the directors, sponsors and school administration are committed to developing a well-rounded expressive student that not only is a fine performer but demonstrates a heightened sense of personal and social skills which include, but are not limited to: teamwork, promptness, responsibility, dedication, conduct, and effort. Also important is the need to emphasize artistic expression through music as a top priority.

Band, orchestra, chorus, and drumline students will be able to demonstrate proficiency on a wind, string or percussion instrument through performance and practice. They will demonstrate music literacy in relation to reading music, as well as the expressive and stylistic nuances associated with a piece of music. Furthermore, the student will demonstrate characteristics associated with good musicianship including tone, posture, rhythmic accuracy, instrument care and maintenance, as well as the social and conduct skills associated with performing ensembles.

Students should never settle for anything less than the best and do their best!

## **SECTION 2: Attendance Policies**

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The key to success for any performing group is regular attendance. Students cannot learn if they are not being taught. A missed rehearsal cannot be made up. The director makes a conscious effort to provide all students and parents with the earliest possible notification of all events. There will be up-to-date calendars and information available through emails.

### **REHEARSALS**

Before and after school rehearsals are mandatory when scheduled. While we understand that emergencies happen, the groups can only be successful when all its members are present at all the activities. Please advise the director/sponsor/instructor ahead of time if your child will miss a practice.

### **PERFORMANCES**

Students are expected to attend every performance.

Performances include, but are not limited to, competitions & evaluations (for advanced

groups), the holiday, winter, spring concerts, and community performances. All Students must be in uniform to perform.

### **MEDICAL APPOINTMENTS**

Since band, orchestra, and drumline rehearse after school, parents are requested to make a reasonable effort to schedule medical appointments on **non-rehearsal dates** so that they will not interfere with scheduled practices. The director/sponsor/instructor must be notified of any pre-arranged absence that conflicts with any scheduled rehearsals or performances.

### **ORTHODONTIC OR DENTAL APPOINTMENTS**

Since wind players use their mouth to perform on their instruments, orthodontic adjustments and dental procedures can, and do, have a great impact on the student's ability to perform. Parents are requested to schedule orthodontic and dental procedures no less **than two weeks prior to a performance.**

## **SECTION 3: Conduct**

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To maximize rehearsal time and to maintain the stability of the band, certain codes of conduct are emphasized. Students must understand that we rehearse as a group, perform as a group, and are judged as a collective group. The consequences for failing to follow any of the following guidelines may result in one or more of the following actions: forfeiture of a performance spot, or exclusion from a performance.

### **CONDUCT AT REHEARSALS AND PERFORMANCES**

- Students will respect and take direction from the director, volunteers and student leadership.
- Students will refrain from eating and chewing gum during rehearsal time.
- Students will refrain from talking and are expected to listen attentively while a director/sponsor/instructor is talking or giving directions.
- Talking is not permitted when the ensemble is warming up or tuning before a performance.

### **CONDUCT AT PERFORMANCES**

- All members are expected to meet at the time and place designated by the director/sponsor/instructor.
- Students are expected to follow all directions given by the director/sponsor/instructor.

### **CONDUCT IN THE MUSIC ROOM / REHEARSAL ROOM**

- Students will clean up after themselves. Band, orchestra, and drumline members are expected to stack their chairs and stands at every rehearsal.
- Horseplay or roughhousing will not be tolerated in or around the music room.

### **INSTRUMENT AND EQUIPMENT**

- Students using school equipment will be expected to maintain it and return it in the same condition it was issued.
- Students are not permitted to touch, tap, hit or play any musical instrument that does not belong to them.
- No student is allowed to play percussion instruments unless they are a percussionist or have special permission from the band director.
- Cleaning your mouthpiece and your instrument is an important way to keep your instrument in good quality.

### **CONDUCT AT PERFORMANCES**

All evening concerts will begin at 7:00 PM except for the Spring Concert which begins at 6:30 PM. Doors will open for parents and families 20 minutes prior. Before doors open only performing students, directors/sponsors/instructors, performing arts board members and approved event volunteers will be allowed in the auditorium.

## **SECTION 4: Uniforms**

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Our uniform should and is to be worn with pride and dignity. When you wear our uniform you are representing our school, the music department, the community, the traditions and the honors earned by the members of the groups before you.

### **CONCERT UNIFORM**

- **Males:** White long sleeved tuxedo shirt, black vest, black pants, high black dress socks, black dress shoes. NO SNEAKERS OF ANY KIND.
- **Females:** Long black dress and black dress shoes, either dress sandals or low-heeled shoes. NO SNEAKERS OF ANY KIND.

### **JAZZ COMBO UNIFORM**

- Blue long-sleeved shirt, black vest, black pants, high black dress socks, black dress shoes. NO SNEAKERS OF ANY KIND.
- White/Black/Blue dress ordered online (guidance of Mr. Diez), black dress shoes, either dress sandals or low-heeled shoes. NO SNEAKERS OF ANY KIND.

## UNIFORM RENTAL POLICY

- The purpose for the Uniform Policy is to outline the financial responsibility of the Palmetto Elementary Performing Arts Department.
- All uniforms are purchased by the PES Performing Arts Fund for use by the students over the useful life of the uniform. Uniforms will be changed when they wear out or styles change drastically.
- At the beginning of the school year, each student will be fitted and provided with a uniform. The fee is included in the yearly contribution.
- The uniform fee includes dry cleaning and alterations.
- All uniforms are property of the Palmetto Elementary School Performing Arts Fund and will be turned in at the end of the Spring Concert.
- If the rented uniform is damaged, the student/parent will be assessed the replacement cost of the uniform.
- All uniforms are numbered. In the event the student outgrows their uniform during the school year, he/she will trade in their original uniform for one that fits appropriately.
- All students must wear the uniform to perform.

## SECTION 5: General Information

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### CONFERENCES

Students and parents who need to speak with the director/sponsor/instructor regarding personal concerns or student progress are requested to call or email the director/sponsor/instructor to schedule an appointment so that sufficient uninterrupted time can be scheduled to address your concerns.

### PES PERFORMING ARTS FUND

All parents are encouraged to participate in this organization. Parent volunteers who have been nominated and elected by the general membership run the organization as part of the PES Performing Arts Fund Board/Officers. All parents are considered members if their child is enrolled in the Performing Arts Program. The PES Performing Arts Fund functions as a separate entity from Palmetto Elementary School and publishes its own set of rules referred to as the By-laws. This organization is recognized as a non-profit organization and charitable contributions are always welcome and needed.

- A meeting will be held at the beginning and at the end of each school year.
- Parents are encouraged to volunteer during the school year. **Our program cannot succeed without the help and support of the parents.**

### INSTRUMENTS

The band has a limited number of instruments for rent. Students can also obtain an instrument from an outside vendor. Students are responsible for the care and maintenance of all instruments issued to them. All instruments should go home daily.

- Brass players will provide their own valve oil.
- Woodwind players will provide their own reeds and mouthpiece swab.
- All percussionists will be held accountable for the storing, securing, and maintenance of all school percussion instruments and mallets prior to and after every rehearsal.
- String Players and Chorus Members must bring their music to all rehearsals.
- All students who are renting a school instrument must turn in a completed instrument contract form before they will be allowed to take home any instrument. ALL SCHOOL OWNED INSTRUMENTS ARE ISSUED IN WORKING ORDER. UPON THEIR RETURN, IT MUST IN THE SAME CONDITION AS ISSUED TO THE STUDENT AND CLEANED. Students renting an instrument from the school must maintain the instrument on their own throughout the year. PES Performing Arts will not pay to repair your rented instrument.
- Instruments are available for rental at a reduced rate by and through the Community Foundation of Pinecrest. The rental form is in this package for your review.

## **SECTION 5: General Information Continued**

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### **COMMUNICATION**

Throughout the year, information of upcoming events will be emailed to parents. Parents are expected to check their email for updates on a regular basis. Smart phone apps, such as “Remind” / “Class Dojo”, or other applications, will also be used most of the time with quick and short notifications. Your child’s instructor/director will advise you which app he/she will be using.

### **FUNDRAISING**

The performing arts program is an enormous vehicle that is dependent on funding from a variety of sources to function properly. Donations and sponsorships are available and encouraged. In addition to sponsorships, you will be asked to participate in fundraisers to help offset and supplement our students’ needs. Look for flyers, emails, and announcements that are periodically sent home describing current fundraising activities.

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## **SECTION 6: Calendar of Events**

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### **\*\*\* All Performance Dates are tentative \*\*\***

**Thursday, September 29, 2022:** Performing Arts Parent meeting, Cafeteria, 6:30 PM

**Wednesday, October 5, 2022:** Individual Picture Day #1 for Composite Picture. Our cafeteria. By appointment times. All Band members, orchestra, Singers, and drumline.

**Tuesday, November 8, 2022:** Individual Picture Day #2 for Composite Picture. Our cafeteria. By appointment times. All Band members, orchestra, Singers, and drumline.

**Saturday, November 12, 2022:** “Mass Elementary/Middle school National Anthem performance” Milander Stadium, for Concert Band members. “Palmetto Performing Arts” T-Shirt with blue jeans.

**December 5<sup>th</sup>-9<sup>th</sup> 2022:** Spirit Week for Performing Arts Department

**\*\* Awaiting Confirmation with Palmetto Middle School \*\*\*\* Friday, December 16, 2022:**

Reflections and Holiday Show, Groups include: Beginning Orchestra, advanced Orchestra, Singers, Beginning Band, Concert Band, Jazz Combo, Drumline and Gold & Blue Cheerleaders. Groups will be divided into two concerts, 6:30 PM and 8:00 PM. Performers will be dressed in their performance attire

**January 11-13, 2023:** FMEA Conference and All State performances in Tampa. Selected students if chosen.

**February 4, 2023:** “9<sup>th</sup> Annual Winter Concert”, 6:00 PM. Groups include Singers, Jazz Combo, Drumline and Gold & Blue Cheerleaders.

**February 11, 2023:** “Funfest”. Groups include Singers, Jazz Combo, Drumline, and Gold & Blue Cheerleaders.

**Wednesday, March 15, 2023:** “4<sup>th</sup> – 5<sup>th</sup> Grade Talent Show Auditions”. 2:00 PM in the Music Room.

**Wednesday, April 19, 2023:** “4<sup>th</sup> – 5<sup>th</sup> Grade Talent Show”, Cafeteria, 6:30 PM.

**Thursday, May 11, 2023:** End of Year Performing Arts Parent Meeting. 6:30 PM

**Saturday, May 20, 2023:** “Music U.S.A. Festival” at Universal Studios. Groups include: Advanced Orchestra, Singers, Concert Band, Jazz Combo, and Drumline. Performers will be dressed in their concert attire.



## **SECTION 6: Calendar of Events\* Continued...**

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**\*\*Awaiting Confirmation with Palmetto Middle School\*\*\*\*Friday, June 2, 2023:** “Spring Concert”. Performers are to be at the location by 6:00 PM in their concert attire. Groups include: Beginning Orchestra, advanced Orchestra, Singers, Beginning Band, Concert Band, Jazz Combo, Drumline and Gold & Blue Cheerleaders.

**\*\*Awaiting Confirmation with Palmetto Middle School\*\*\*\*Monday, June 5, 2023:** “Awards Ceremony” 7:00 PM. Doors open at 6:30 PM, Groups include: Beginning Orchestra, advanced Orchestra, Singers, Beginning Band, Concert Band, Jazz Combo, Drumline and Gold & Blue Cheerleaders.

Dates to be announced:

\* Singers sing National Anthem at Miami Marlins game, Singers will be dressed in their Palmetto Performing Arts T-Shirt with blue jeans and sneakers.

\*Performing Arts Dinner Night

## **SECTION 7: Volunteers**

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Interested in Volunteering? Please scan the QR code below and sign up today!

