



HANDBOOK

**POLICIES, PROCEDURES, & GUIDELINES
FOR THE 2026-2027 SCHOOL YEAR**

**MIAMI ARTS STUDIO 6-12 @ ZELDA GLAZER
RYAN AND CINDY ELLIS, DIRECTORS**

CLASSROOM EXPECTATIONS

EXHIBIT POSITIVE BEHAVIOR IN CLASS, AND ON AND OFF THE STAGE

RESPECT

MAS Vocal students are expected to treat each other, all adults, and property with respect at all times. Behavior expectations during performances and classes are similar, as class time is used to practice excellent concert behavior and participation. Performances are a group effort, therefore, all students in your child's class will receive the same grade for their on stage performance as well as their off stage performance when backstage. One members actions often impact the reputation of the magnet as a whole; therefore, students must consider the consequences of their behavior as it relates not only to themselves, but also to the other members of the class and magnet.

CONTRIBUTIONS

- Practice daily in school **and** at home (attendance is both mandatory and graded)
- Work on the development of proper vocal skills
- Participate with a positive attitude
- Present an eagerness and willingness to learn

LEADERSHIP

- Set examples of positive self-discipline in all classes
- Learn music quickly and help others with their parts
- Take initiative in all class activities especially academic core classes

RESPECT FOR DIVERSITY

Music is internationally understood as an art form that brings people of diverse backgrounds and opinions together. Understanding the perspective of other religions, cultures and traditions is foundational to creating a safe place for self-expression. We will learn music and have experiences from all religions, time periods, and cultures. Teasing others about their differences is unacceptable. We expect you to do your best to resolve simple disagreements on your own. Serious issues that remain unresolved should be addressed to the teacher.

DAILY SUPPLIES FOR ALL VOCAL CLASSES

- 1 inch 3 ring black binder with all ensemble music* that is distributed in class or iPad
- [THIS](#) music journal or iPad
- #2 Pencil or Apple Pencil for iPad

* During the course of the year, students will be issued a great deal of music. All music is expected to be kept in the folder and brought to class each day. Failure to bring materials will result in a 0 for all assignments that class period. Students are responsible for all lost or damaged original music. Replacement costs for each piece of music range from \$1.25 to \$10.

CLASS RULES

1. Do not hang out by the classroom until the bell rings. If you are not in your seat when the bell rings, you are late and will be marked tardy.
2. Eating and drinking in the classrooms (except water) is not allowed. **All water bottles in all vocal classes must be left on the shelf by front door to avoid spills;** feel free to use it appropriately during class.
3. Gum chewing is not allowed at MAS. **If seen chewing gum, you will receive a lunch detention.**
4. Cellphones should be left OFF and in your book bag unless otherwise instructed. If any phone is seen in the classroom, it will be confiscated and **the student can pick it up in choir room at the end of the school day. In case of an emergency, always speak to teacher before taking your phone out.**
5. Feel free to use the restroom in case of emergencies, but remember that missing 5 minutes of class every day adds up to **hours** of missed instruction over the course of a year. If you must use it every day and sacrifice your instruction time, please bring appropriate doctor's documentation.

Consequences for students who choose negative/disruptive behaviors:

- Step 1: Lunch detention
- Step 2: Phone call to parents + written referral to administration + CSI

GRADING POLICY

Grades will be determined by the **daily effort** a student demonstrates in the choral ensemble. The grades will be divided into three categories:

- Assessments
- Attendance and participation
- Rehearsals and performances

ASSESSMENTS

- **Sight Reading Factory** - A great tool for dedicated learners, a sight reading factory (SRF) account will be provided to each student. SRF allows students to practice music literacy skills independently and allows teachers to assess student progress. There will be 1-2 SRF assessments due per week. **Students are required to practice a minimum of 10 minutes on SRF outside of school.** This practice time is logged in the app and will be graded. There is no way to provide extra time for daily assignments. Cheating on any assignment including SRF, will result in a ZERO for that academic grade. Multiple incidents of cheating will be cause for automatic probation or other disciplinary action in addition to the zero.
- **Part Testing** - Singing alone is a necessary aspect to any performing arts magnet. Part testing can consist of group singing, solo singing (live in class or videos posted *unlisted* on YouTube). Portions of the music will be assigned and then assessed. Part testing can be announced or unannounced; accuracy, diction, tone, phrasing, expression and musicianship will be evaluated.
- **Formal Written Assessments** - Melodic dictation tests will be administered once weekly. In addition, written homework, quizzes and/or essays may be utilized during any given quarter.

LATE WORK - All late work is a 50%. *The student is responsible for bringing their music folder or charged iPad to class every single day.*

In case of absence, students are responsible to ask a peer for what they missed and come to the next rehearsal prepared. All assignments missed during unexcused absences will be Z's in grade book until the absence is excused. The highest grade you can receive on SRF is a 50% regardless of your score.

REHEARSALS/PERFORMANCES/ATTENDANCE

Rehearsal Attendance – Rehearsal time is very valuable and we must make use of each and every moment. **No eating in the PAC ever.** Please eat (leftover lunch or food brought from home) by rotunda right after school while waiting for rehearsal to start. **DO NOT ORDER FOOD DELIVERY AT SCHOOL. IT WILL BE THROWN AWAY.** Extra **MANDATORY** rehearsals may occasionally be necessary for certain ensembles for various performances and may be called outside the school day.

There is **NO** make-up assignment for missing after school rehearsals and tardies will result in a lower academic, effort, and/or conduct grade. Keep track of our MAS Vocal calendar and make necessary arrangements ahead of time. **ADVANCED ENSEMBLES WILL HAVE REHEARSALS THAT ARISE ON SHORT NOTICE. ATTENDANCE IS MANDATORY AND GRADED; THERE IS NO MAKEUP ASSIGNMENT.** Students who are unable to attend last minute rehearsals should select a lower level class. It is impossible to make up for your missing voice. You will receive 0 points if you miss outside of school rehearsals. Students who miss rehearsal or are removed from rehearsal for disciplinary reasons will receive a zero. Please read below for emergencies.

Performance Attendance – Performances are MANDATORY. Your grade take into account your punctuality, attire and attendance at the full performance. **There is NO make-up assignment for missing a performance.** Punctuality and attire grades are A or F grades. All students are to arrive in their uniform and report to designated area on or before their call time. One minute past call time is late, and therefore an automatic F grade for punctuality, so please make sure that your child is always on time. If a child arrives to a performance without the exact uniform, they will earn an F grade for uniform and may be excluded from the performance. Keep in mind, students will receive grades for their performance ON and OFF the stage (backstage). **ADVANCED ENSEMBLES WILL HAVE PERFORMANCES THAT ARISE ON SHORT NOTICE. ATTENDANCE IS MANDATORY, GRADED, AND THERE IS NO MAKEUP ASSIGNMENT.** Students who are unable to attend last minute performances should select a lower level class. It is impossible to make up for your missing voice and a missing part of our team.

School Attendance - You **must** attend school on the days of performances, field trips and after school activities in order to participate in the concerts and/or activity. **You may be removed from performance if you miss any classes or after school rehearsals within one business week from the show or performance.** This does not apply to Mr. and Mrs. Ellis, who have added MAS Vocal events around their already busy schedules. In the event of a family emergency, a “good faith” attempt (TEXT to director’s cell **786-877-2529 MR. ELLIS, 305-910-9151 MRS. ELLIS**) must be made to notify the director **BEFORE** a concert, extra rehearsal, or in-school rehearsal. **Follow up** documentation such as hospital discharge papers, a letter from the doctor, etc. will be requested to verify the emergency. **DO NOT TEXT US ABOUT ASSIGNMENTS. Family vacations are NOT an emergency.** Please check the school events and MAS Vocal calendar prior to booking a vacation or paying for an extracurricular activity or other MAS activity. Fall, Winter and Spring Recess are safe. Some long weekends are safe, advanced ensemble members must consult the directors prior to booking a family vacation during the school year. Even last minute rehearsals and performances are mandatory and will be graded.

If you have to miss ANY 5th, 6th, 7th, or 8th period on any given school day, you or a parent **MUST** communicate with Mr. And Mrs. Ellis **BEFORE** missing the class. Failure to notify a director **BEFORE** missing class will result in a zero. Only follow up with doctor notes if you notified the directors **BEFORE** the absence.

PARTICIPATION

Please make every effort to attend school daily and only miss in the case of emergency. Bring your most focused, creative, and musically expressive self to class. Since singing is an activity that engages the mind, body and spirit, your participation, effort and conduct are tied together. 80% of communication is nonverbal; therefore, slouching and underperforming are considered off-task behaviors. Inconsistent rehearsal participation will result in lower academic, effort and/or conduct grades. Any student who is part of an upper level ensemble (period 5,6,7,8) has up to **2 excused absences from** in class rehearsals per nine week quarter. Missing more than 2 classes will lower the academic grade by a letter per missed rehearsal. The directors provide meaningful work when they are out, these days are just as important as days that we are together. The directors represent the program throughout the country and build connections and opportunities that benefit the students in doing so. Teacher absences should not be interpreted as permission to miss school.

ELIGIBILITY FOR PERFORMANCES & FIELD TRIPS

The MAS Administration along with Mr. Ellis and Mrs. Ellis reserve the right to monitor the attendance, academic progress, and conduct of all vocal students in ALL of their classes. **Students unable to meet eligibility requirements will be removed from the performances, field trips, or even the vocal magnet according to the terms outlined by Miami Arts Studio.** Be aware of your magnet schedule and be **PROACTIVE** with your academic teachers so you avoid academic emergency situations. Inform all teachers of upcoming field trips and events, and complete all make-up work and tests either **prior to missing** or within 48 hours of return.

Any student with a **D or F in any class (academic or conduct)** can be removed from any performance or field trip **without a refund**. It is unfair for the group to absorb the cost of an individual's irresponsibility. Absences from any performance will result in a lower magnet grade, even if the absence is due to academic ineligibility. Yes, this means that failing your academics may cause you to fail magnet class as well. Be proactive with all your academic teachers. Keep in mind, if you **miss the day following any field trip or concert**, the absence will be **unexcused**, and your teachers **do not have to allow you to make up work missed** on unexcused absences. Work hard, play hard, and show up.

JOBS, EXTRACURRICULARS, SPORTS & MUSIC

Employers and coaches can work around your schedule if they know it well in advance. They are usually less willing to work around your schedule when they find out the day before an event. It is your responsibility to notify your place of employment or coach about mandatory rehearsal and performance dates. You should submit a copy of the performance schedule along with rehearsal dates to your employer/coach at the beginning of the school year. Your magnet calendar comes before other activities, given you are at MAS because of our magnet. If you play sports it is not recommended to take the upper level classes due to chances of missing in class rehearsals. Please make arrangements to leave school at 12:15pm at the absolute earliest on game days.

PERFORMANCE ATTIRE

All MAS Vocal students are required to purchase and maintain their own formal concert attire and casual concert attire. We have some samples sizes in the choir room, so feel free to check them out before ordering. Formal attire must be ordered, received and tailored by 9/9/2026.

Formal Attire:

-Middle School Formal Dress ([THIS](#) one) and [THIS](#) black velvet bow

-High School Formal Dress ([THIS](#) one) and [THIS](#) navy blue bow

Ladies hair is always half up half down. Make-up should be as natural looking as possible (red lipstick for Holiday Show). Jewelry is never allowed, and make sure to not have super bright or neon nail polish during any performance. Finally, if the little clip that ties your dress is broken on the back (HS only), please fix it by first formal performance.

Casual Attire:

Black MAS Vocal polo or t-shirt, black formal pants and/or jeans, black flats (no heels) for ladies and formal black shoes for men.



HIGH SCHOOL

MAS Vocal Ensemble

-**MAV Men** TTBB Ensemble (audition or recommendation only)

-**Bellarmonía** SSAA Ensemble (audition or recommendation only)

Sorella Singers SSAA Intermediate Ensemble (audition only)

Viva Voce SATB HS Ensemble

SoFlo Harmony 1 HS SATB A Cappella Ensemble (audition only)

SoFlo Harmony 2 HS SSAA A Cappella Ensemble (audition only)

MIDDLE SCHOOL

MAS Treble Chorus - MS Chorus 2/3 (all 7th/8th MS students)

Mini Mavericks - all 6th grade MAS Vocal students

MAS VOCAL LEADERSHIP TEAM

Leadership is a skill that develops through years of training and making mistakes. All MAS Vocal students are expected to be leaders. Additionally, there will be a management team for middle and high school who have demonstrated great leadership potential. The team will manage MAS Vocal students and business in order to accomplish common goals. Students on this team must maintain consistent effort and work ethic throughout the school year and be willing to go above and beyond for the advancement of vocal activities and fellow students. Student leaders are selected not based on seniority; rather, they are exemplary in initiative, attitude, dependability, selflessness, excellence, and motivation of others. The team exists to **serve** others in our community, not boss others around. As a team, there must always be communication and camaraderie between members; keeping in mind that they work for something beyond themselves, something that will continue long after they have graduated. They are selected to coach and assist other students and the directors throughout the year. They must be problem-solvers, not simply problem-identifiers. They must use their position of influence to raise the performance levels of everyone in the program.

The leadership team will be responsible for the following:

- Managing the leadership team and serving as a liaison with the directors
- Managing student resources throughout the magnet
- Tutoring (both academic and musical)
- Performance mentoring
- Managing Coffee Houses and other fundraising efforts
- Supporting Public Relations efforts
- Managing the music library
- Documenting the daily lives/achievements of the magnet for an online memory book
- Leading sectionals and group work

The leadership team will meet biweekly to plan and assess their performance, and discuss issues that affect the vocal magnet students.

2026-2027 Leadership Team: TBA

ALL-STATE 2026 INFORMATION

Earning a spot in the Florida All-State Choir is one of the highest honors you can earn in MAS Vocal. The process is long and demanding, but the reward is great. All members of the All-State Choirs travel to Tampa in early January to participate with their All-State group. There are five choirs in which members of the vocal department are eligible to earn membership. For more information, please visit www.fva.net, click on Events > All-State. In order to audition for All-State as a soprano or alto, you must have one of the top 15 (middle school) or 12 (high school) scores in the MAS Vocal pre-test given at the beginning of the school year. All tenors and basses with passing pretest scores are highly encouraged to audition. Additionally, at least one parent must be willing to travel to Tampa with the student in January. The travel expenses will not be covered by MAS, but our booster and school can help on a case by case basis.

COMMUNICATION

STUDENTS

Students are the most important method of communication. Often, instructions are given in class and it is the responsibility of each student to communicate with their own family. This could include report times, last minute calendar updates for advanced ensembles, costume or attire instructions, etc.... Students will be held accountable when miscommunication happens; parents can assist by asking questions and keeping open lines of communication with their student. **Additionally, parents should allow the student to take responsibility for miscommunication rather than blaming themselves or the directors; taking responsibility for communication is an important part of the growth process as students prepare to enter college and the workforce.**

MAS Vocal Newsletter

Emailed to the mailing list monthly, the newsletter provides helpful information updates for parents and community members.



Google Calendar - tap [here](#) to see our MAS Vocal calendar for the 26/27 school year.

GOOGLE CLASSROOM

Everything from assignments to field trip forms will be collected through Google Classroom. Students join the appropriate class using the following links:

Middle School Level 1 STUDENTS: <https://classroom.google.com/c/ODY3ODUzMzM1NzUy?cjc=cef3ks5g>

Middle School Level 2 STUDENTS: <https://classroom.google.com/c/ODY3ODUzODgxNjAx?cjc=lsuf5ok7>

Viva Voce STUDENTS: <https://classroom.google.com/c/ODY3ODQ5Nzk3OTQx?cjc=lle72sjx>

Sorella STUDENTS: <https://classroom.google.com/c/ODY3ODUyOTY5NDY5?cjc=7zr6wkvi>

MAS Vocal Ensemble STUDENTS: <https://classroom.google.com/c/ODY3ODUzMDc0NzEy?cjc=jiyywqa>

PARENT WHAT'S APP CHATS

This year we will be using a What's App Community chat as an additional means of communication. High school students will have their own ensemble chats. All **parents** can join the appropriate parent chat using the following links:

Middle School Level 1 PARENTS: <https://chat.whatsapp.com/KsZfbnQ9ki81901G8g1gfH?s=sh&p=i&ilr=4>

Middle School Level 2 PARENTS: <https://chat.whatsapp.com/HyMzhTkOzoe5NkMK8BeOXx?s=sh&p=i&ilr=4>

All High School PARENTS: <https://chat.whatsapp.com/F1yRYpLSSGv1zEI4tIUqGC?s=ms&p=i&ilr=4>

HIGH SHOOOL STUDENTS WHAT'S APP CHATS

Viva Voce STUDENTS: <https://chat.whatsapp.com/Clse5vF5icKKsJwA1hrbU8?s=ms&p=i&ilr=4>

SoFlo 2 STUDENTS: <https://chat.whatsapp.com/GQFhPB7pbdaBBiKudCN1VO?s=cl&p=i&ilr=4>

SOCIAL MEDIA

Many public announcements, recordings, videos, and pictures are released publicly on social media. Please support and follow us at MAS Vocal on Facebook and YouTube, and @masvocal on Instagram and TikTok. We are also under MAS Vocal on all streaming platforms like Apple Music, Spotify, etc.

MASVOCAL.COM

Please use our website as a resource for concert pictures, access to our mailing list, Maverick Choral Society membership, corporate sponsorship information, and quick access to helpful links throughout the school year.

MAVERICK CHORAL SOCIETY, INC.

Our parent booster, The Maverick Choral Society, Inc. exists to support the MAS Vocal magnet at Miami Arts Studio, its directors, school district administration, and policies. It supports music education for the students while also encouraging parental understanding of the students' activities, opportunities, and choral objectives by securing closer communication among parents, students and MAS Vocal staff. MCSI promotes music culture in the community by fostering concert attendance and public support of MAS Vocal activities. Finally, MCSI provides the means to render financial aid and scholarships to students and teachers for travel and extracurricular learning opportunities.

The success of our choirs is highly dependent on dedicated and active choir booster parents. For more information and to join our booster club, please click [HERE](#).

2026-2027 ESTIMATED VOCAL MAGNET COSTS

MIDDLE SCHOOL

Item (* = you do not need to re-purchase if you own it already)	Estimated Cost	Due
Annual Magnet Fee	\$80	August (through OSP)
Music Journal* (THIS one)	\$10	August (amazon)
Black (1 inch) 3 ring binder*	\$4	August
Formal Dress (THIS one)*	\$110	September 7th
MAS Vocal Polo*	\$25	TBA fall
MAS Vocal T-Shirt*	\$20	TBA fall
Formal Tux (males)*	\$100	September 7th
Black formal pants (tux pants work)*	\$20	September 7th
All-State Trip - Select 7th/8th students	Different for each family	January
Coffee Houses, misc.	\$50	September-April

2026-2027 ESTIMATED VOCAL MAGNET COSTS

HIGH SCHOOL

Item (* = you do not need to re-purchase if you own it already)	Estimated Cost	Due
Annual Magnet Fee	\$80	August
Music Journal* (THIS one)	\$10	August
Black (1 inch) 3 ring binder*	\$4	August
Formal Dress (THIS one)*	\$110	September 15th
MAS Vocal Polo*	\$25	September
MAS Vocal T-Shirt*	\$20	September
Formal Tux (males/females who prefer tux purchased anywhere)*	\$100	October
Black formal pants (tux pants work)*	\$20	October
TENTATIVE Minneapolis Trip - MAS Vocal Ensemble	\$2000	September
Candlelight - Select HS students	\$200	October/November
All-State Trip - Select 9th-12th students	Different for each family	January
Coffee Houses, misc.	\$50	September-April

2026 - 2027 MAS VOCAL CONTRACT

Please submit a scan of this contract through Google Classroom. Make sure you title the digital document with the student name.

I, _____ (**print student name**), have read the 2026-2027 Vocal Handbook. I understand and agree to the terms herein. I understand the eligibility and attendance policy for both rehearsals and performances, and agree to come prepared daily with a folder, my music, and a pencil. In addition, I will bring my best attitude and a desire to grow as a musician each day.

I, _____ (**print parent name**), have read the 2026-2027 Vocal Handbook. I understand and agree to the terms herein. I agree to support my child in their academic and artistic growth to the best of my ability. I have read and agree to the attendance policy and eligibility policy, and I will not request a refund if my child is underperforming academically.

We, Ryan and Cindy Ellis, have read the 2026-2027 Vocal Handbook. We understand and agree to the terms herein. We agree to support our students with creative, well-designed instruction. We understand that we choose our profession daily in order to help students develop a love and appreciation for great music, and to teach them to dig deep and strive for greatness in all that they choose to do by improving daily.

Signed,

_____, **Student**

_____, **Parent**

Ryan Ellis / Cindy Ellis, **Directors**