

Music Demonstration Schools Program OVERVIEW AND PROTOCOLS

Dear Applicant:

Thank you for your interest in the Music Demonstration and Visual Art Demonstration School Programs. Please review this document in its entirety before beginning the application process and keep it available for your reference throughout the process.

This is an extensive application, in keeping with the value of the designation. If you have questions, please contact your appropriate district curriculum supervisor or:

Dr. Linda Lovins, Arts Education Specialist
Linda.Lovins@fldoe.org / 850-245-0762

1. Live Links

For a full listing of all benchmarks included in the Sunshine State Standards, visit:

- PreK-2 Benchmarks: <http://www.fldoe.org/bii/curriculum/SSS/pdf/music.pdf>
- 3-5 Benchmarks: <http://www.fldoe.org/bii/curriculum/SSS/pdf/music3.pdf>
- 6-8 Benchmarks: <http://www.fldoe.org/bii/curriculum/SSS/pdf/music6.pdf>
- 9-12 Benchmarks: <http://www.fldoe.org/bii/curriculum/SSS/pdf/music9.pdf>

All Demonstration Schools Program documents:

- http://www.fldoe.org/bii/curriculum/Fine_Arts/Awards.asp

2. Overview of Materials and General Requirements

Font: Complete all forms and other written materials in Times New Roman using a 12-pt font. You do not need to reformat previously created documents, such as assessments and concert programs.

Locked Forms and Word Limits: Several forms have been locked so applicants may only write into the text boxes provided or select responses to survey questions. Applicants can move through these documents using the Tab or Arrow keys. All locked forms have been made compatible with assistive technology for applicants with sight impairments.

In some cases, a word limit has been specified so you can focus reviewers' attention on the important details. Please adhere to all word limits noted on the Teacher Form so your application can be reviewed by the panelists rather than being disqualified.

3. Guidance for Saving and Naming Documents and Audio-Visual Files

General Notes:

1. Save all Word documents and the Excel spreadsheet in '97-2003-compatible formats.
2. Please do not use underscores in document and audio-visual file names.
3. Apostrophes and dashes may be used if they are part of standard spellings, such as appear in hyphenated last names (e.g., Dabney-McGuire).
4. District – name only, rather than name plus “County” (2012-2015.St. Lucie.Stellar K-5...).
5. School – Please use the following abbreviations for school levels: K-5, K-8, MS, HS, JH-SH. One-word names are strongly preferred (e.g., for “Stellar Achievement Elementary Magnet School for the Arts,” use only “Stellar K-5”).
6. Primary Contact or Teacher - Use last name only

Document or Digital File How to Name and Save (Change only the underlined portions):

Teacher Documentation 2012-2015.District.School.Teacher.Teacher Documentation.pdf

School Forms 2012-2015.District.School.School Forms.pdf

Course Offerings 2012-2015.District.School.Course Offerings

Instructional Video(s)* 2012-2015.District.School.Teacher.Video

For the MDS application only:

Ensemble Performances* 2012-2015.District.School.Teacher.Ensemble Name.Date Recorded

*The instructional video segments may be saved as individual clips or grouped by application function.

Complete each Cover Sheet; scan hard copies of all required documents in the specified order, including the appropriate Cover Sheet; and save as either:

2012-2015.District.School.Teacher.Teacher Documentation.pdf

2012.2015.District.School.School Forms.pdf

To prepare and save audio and visual media:

- .mp4 video format is highly recommended for all video submissions.
- .mp3 format is highly recommended for all audio-only submissions.
- To compress video and audio files into these formats, use the video and sound editing software that came with your computer (e.g., Windows PC's: Windows Movie Maker or Windows Media Player; Macs: iMovie or QuickTime).
- Save the raw data in the required format, available in a drop-down box with the “Save As” prompt.
- These files will be burned onto a DVD+R or DVD+RW as a data disk. Please remember to finalize your disks once they are burned.

Be certain to test your completed DVD on other computers, prior to making five (5) additional copies and mailing all six (6) DVDs to the Florida Department of Education, to be certain all files will open and function correctly. Test all copies, as well.

4. Important dates to remember:

Thursday, November 4, 2010 – postmark deadline for Letter of Intent to Apply

Thursday, November 4, 2010 – postmark deadline for Letter of Endorsement

Friday, June 17, 2011 – postmark deadline for all application materials

If you have questions, please contact Dr. Linda Lovins at 850-245-0762 or via e-mail at Linda.Lovins@fldoe.org.

Submit six (6) copies of the application, formatted on six (6) DVDs, to:

Dr. Linda Lovins
Arts Education Program Specialist
Florida Department of Education
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