

ACALANES HIGH SCHOOL

INSTRUMENTAL MUSIC DEPARTMENT

1200 Pleasant Hill Road, Lafayette CA 94549

(925) 280-3970, Extension 7327

FAX (925) 280-3971

E-mail: ndea@acalanes.k12.ca.us

Norman Dea, Director of Instrumental Music

August 21, 2017

Dear Acalanes Instrumental Music Students & Parents:

Please read this packet with your parents. After reading it, have your parents along with you, sign this page and return it by Thursday, August 24th or Friday August 25th. **DON'T FORGET TO PRINT YOUR NAME!** By signing this letter, you acknowledge reading the information, and agree to abide by the information outlined in this handbook. Don't lose this packet of information, keep it on your computer or mobile device for easy reference. Please go to the School Loop website to download additional copies if needed.

I look forward to a very musical and rewarding year for our students. I thank you in advance for your dedication, support, and encouragement.

Sincerely,

Norman Dea
Director of Instrumental Music

I have read and understand the procedures and guidelines that will be in effect for the instrumental performing ensembles. I will do my personal best to be a productive and musical member of my ensemble.

STUDENT SIGNATURE

PRINT STUDENT NAME

PERIOD

PARENT SIGNATURE

DATE

RETURN THIS PAGE

ACALANES HIGH SCHOOL

INSTRUMENTAL MUSIC DEPARTMENT

1200 Pleasant Hill Road, Lafayette CA 94549

(925) 280-3970, Extension 7327

FAX (925) 280-3971

E-mail: ndea@acalanes.k12.ca.us

Norman Dea, Director of Instrumental Music

August 21, 2017

We would like to be able to electronically notify families of the various instrumental ensembles pertinent information during the school year regarding performances, concert dress reminders, and adjustments in the activity schedule, field trip information, and other important announcements. Your email addresses will only be used as a reference, for instrumental music department information, and will NOT be shared with people or entities outside of the department. Thank you for your help on this!

Sincerely,

Norm Dea

STUDENT NAME (PLEASE PRINT)

PERIOD & ENSEMBLE CLASS THAT STUDENT IS ENROLLED IN

STUDENT EMAIL ADDRESS (PLEASE PRINT CLEARLY)

PARENT/GUARDIAN EMAIL ADDRESS (PLEASE PRINT CLEARLY)

ACALANES HIGH SCHOOL

INSTRUMENTAL MUSIC DEPARTMENT

1200 Pleasant Hill Road, Lafayette CA 94549

(925) 280-3970, Extension 7327

FAX (925) 280-3971

Email: ndea@acalanes.k12.ca.us

Norman Dea, Director of Instrumental Music

August 21, 2017

Dear Instrumental Music Students and Parents:

Welcome back to school! Acalanes has a rich history of musical excellence that spans many decades and has a wonderful reputation that is renown statewide. We offer a full program of performance opportunities and activities for our instrumental students and we take great pride in the high musical levels of our performances. This promises to be another exciting year for Acalanes instrumental musicians. I look forward to guiding you as your instrumental music director and working with all the performance groups in an educational, musical, supportive, and collaborative environment.

Please be patient for the first several weeks as we make adjustments in personnel, instrumentation, auditions, music selections, equipment assignments, locker assignments, etc. If you are new to this program, come see me today to determine if you are in the right class.

PLEASE NOTE: You **will not** need your instrument on the first day of school for band or orchestra. **Jazz Ensemble will not meet on the first day of school.** The first meeting and jazz rehearsal, will be on Tuesday at 7:00 am.

Read and/or review the following information tonight, and be sure to retain this handbook at home on your computer for your future reference. Also take a few minutes and go over the performance schedule and put it into your family calendar. I will refer back to the calendar throughout the year. **PLEASE TAKE NOTE OF THE CONCERT DRESS SECTIONS OF THE HANDBOOK AS THEY ARE ALWAYS BEING UPDATED.** Feel free to call me at school if there are any questions or concerns. I look forward to meeting everyone, and to having a musically rewarding year for our students. I thank you in advance for your dedication, support, and encouragement. Have a great school year!

Sincerely,

Norman Dea
Director of Instrumental Music

ACALANES HIGH SCHOOL INSTRUMENTAL MUSIC CALENDAR

2017-18 Dates

(Dates and times as of August 2017 - subject to change & adjustment)

IE - Individual Musical Event/Activity

JE - Jazz Ensemble

CB - Concert Band

SB - Symphonic Band

SWE - Symphonic Wind Ensemble

OR - Orchestra

FO - Symphony Orchestra

PIT - Musical Pit Orchestra

PB - Pep Band

HOME FOOTBALL GAME SCHEDULE

PB - Friday, October 20, 2017 - HOME FOOTBALL GAME VS. Clayton Valley Charter - 7:00 pm

PB - Friday, October 27, 2017 - HOME FOOTBALL GAME VS. Campolindo (HOMECOMING) - 7:00 pm

BASIC PERFORMANCE CALANDAR

(Dates and times as of August 2017 - subject to change & adjustment)

BACK TO SCHOOL NIGHT - September 7, 2017 (Thurs)

SWE/OR - October 19, 2017 (Thurs): Fall Instrumental Music Concert, Symphonic Wind Ensemble, and String Orchestra (TBA with the Symphonic Band and Concert Band as well), 7:00 pm, at the PAC

CB/SB/SWE/OR - November 2, 2017 (Thurs): San Francisco Symphony Open Rehearsal Voluntary Field Trip

JE - November 17, 2017 (Fri): College of San Mateo Jazz Festival in San Mateo, Times TBA

IE - December 2, 2017 (Sat): Contra Costa County Honor Band live auditions, 1:30 pm to 5:00 pm, Location TBA

IE - December 2, 2017 (Sat): Contra Costa County Honor Band Rehearsal #1, 7:00 pm to 9:00 pm, Location TBA

CB/SB/SWE - December 5, 2017 (Tues): Winter Instrumental Concert, Concert #1, Concert Band, Symphonic Band, and Symphonic Wind Ensemble, 7:00 pm in the PAC

SWE/OR - December 6, 2017 (Wed): Winter Instrumental Concert, Concert #2, Symphonic Wind Ensemble, String Orchestra, 7:00 pm in the PAC

JE - December 7, 2017 (Thurs): Winter Jazz Concert with Guests High School Groups Albany and El Cerrito, 7:00 pm, PAC

JE - December 9, 2017 (Sat): San Ramon Valley Invitational Jazz Festival in Danville, Times TBA

OR - January 25, 2018 (Thur): Lafayette District Orchestra Festival, 7:00 pm, PAC

OPEN HOUSE - February 1, 2018 (Thurs)

IE - February 1-3, 2018 (Thurs thru Sat): Contra Costa County High School Honor Band rehearsals, Times and Location TBA

IE - February 3, 2018 (Sat): Contra Costa County High School Honor Band Concert. 7:30 pm, Location TBA

JE - February 10, 2018 (Sat): El Cerrito Jazz Festival at El Cerrito High School in El Cerrito, Times TBA

IE - February 15-18, 2018 (Thurs thru Sun): CBDA All-State Honor Bands, CODA All-State Honor Orchestra, CAJ All-State Honor Jazz Bands in San Jose, Times TBA

SWE - February 23, 2018 (Fri): Chabot College Wind Band Festival in Hayward, Times TBA (Field Trip)

PIT - January-March, 2018: Spring Musical Rehearsal Schedule, Times TBA on a separate handout

PIT - February 26 to March 3, 2018: Spring Musical, Times TBA (Start times for shows will be 7:00 pm)

SWE - March 8, 2018 (Thurs): Sonoma Invitational Wind Band Festival in Rohnert Park, Times TBA (Tentative Field Trip)

JE - March 17, 2018 (Sat): Santa Cruz Jazz Festival at Cabrillo College in Aptos, Times TBA

SB - March 26, 2018 (Mon): Lafayette District Band Festival at Stanley (Symphonic Band), 7:00 pm

SWE - March 27, 2018 (Tues): Lafayette District Band Festival at Stanley (Symphonic Wind Ensemble), 7:00 pm

SB/SWE/OR - April 12-15, 2018 (Thurs-Sun): FIELD TRIP - Spring Tour to Southern California

CB/SB/SWE/OR - April 20 or 21, 2018 (Fri or Sat): CMEA East Band & Orchestra Festival at San Ramon Valley High School, Times TBA (TENTATIVE)

FO - April 25, 2018 (Wed): Symphony Orchestra Winds & Percussion Only, Acalanes Bandroom 6:00-7:30 pm (TENTATIVE)

JE - April 27-29, 2018 (Fri/Sat): Reno Jazz Festival at the University of Nevada at Reno (overnight trip), Times TBA

FO – May 8, 2018 (Tues): Symphony Orchestra rehearsal #1, Acalanes Bandroom 6:00-7:30 pm (TENTATIVE)

JE - May 12, 2018 (Sat): Concert at the Reservoir, Jazz Ensemble, Times TBA

FO – May 15, 2018 (Tues): Symphony Orchestra rehearsal #2, Acalanes Bandroom 6:00-7:30 pm (TENTATIVE)

CB/SB/SWE - May 16, 2018 (Wed): Spring Instrumental Concert, Concert #1, Concert Band, Symphonic Band, and Symphonic Wind Ensemble, 7:00 pm, PAC

SWE/OR/FO - May 17, 2018 (Thurs): Spring Instrumental Concert, Concert #2, Symphonic Wind Ensemble, String Orchestra, and Symphony Orchestra, 7:00 pm, PAC

JE - June 1, 2018 (Fri): Jazz Café at Stanley Middle School, Times TBA

CB/SB/SWE - June 8, 2018 (Fri): Graduation Ceremonies, 6:00 pm, Football Field (Based on previous start times)

IE - June 19-27, 2018 (Tues-Wed): BAMA Bay Area Music Ambassadors Germany / Austria Joint International Tour with students from Acalanes and Albany High Schools (Rehearsal schedule is separate from this calendar)

SAT, PSAT, & ACT DATES: For your scheduling information, the PSAT, SAT, and ACT National Test Dates for the 2017-2018 school year are included with this schedule.

- **PSAT dates:** October 11 (Wednesday) and October 14 (Sat)
- **SAT dates in the fall semester:** August 26, October 7, November 4, December 2
- **SAT dates in the spring semester:** March 10, May 5, June 2
- **ACT dates for the school year:** September 9, October 28, December 9, February 10, April 14, June 9
- **AP Exams for 2018:** May 7 through May 18

CONCERT ATTIRE FOR ORCHESTRA, WIND ENSEMBLE & SYMPHONIC BAND

“THE DEFINITIVE DESCRIPTION”

August 21, 2017

Dear Wind Ensemble, Symphonic Band and Orchestra Students and Parents:

As the Director of Instrumental Music, I want to reaffirm the **STANDARDS OF DRESS** for all concerts. It was the opinion of past and present band & orchestra parents that clear standards of dress for all Acalanes performances should be established. We piloted a program several years ago to unify concert attire for the women. Those participating will be fitted during the first full week of school.

ONLY students wearing the proper concert attire will be invited to perform at any given concert. We will be monitoring concert attire in the Green Room prior to performance. **IF A STUDENT IS NOT APPROPRIATELY DRESSED, THEY WILL NOT BE ALLOWED TO PERFORM THAT EVENING.** This is a new direction that will help to unify our musical presentation when we perform. Concert attire is not open to discussion or negotiation at the time of any formal performance. Those students who ***repeatedly*** disregard the standards of dress will be removed from the ensemble and eventually replaced by another qualified musician.

MY PHILOSOPHY ABOUT CONCERT DRESS: We have an outstanding music program at Acalanes High School, and are home to several of the top high school musical ensembles in California. With that reputation comes pride in our ensembles, pride in our school, and pride in each other. When you perform in public, you must present the entire package to the audience and the people in contact with you. That means both playing well and looking and acting professionally. Think about it, you wouldn't think twice about deviating from the accepted/required dress for football players, cheerleaders, soccer players, etc. They simply wouldn't allow you to participate. Why should gross dress deviations be accepted for musical performances? Therefore, by clearly defining what is acceptable concert dress, I strongly believe I am adding to the overall respect for this quality music program that represents not only our school, but also our community.

High school instrumental music, particularly when it attains this high level, is an ***artistic and conservative activity***. This is not the place for individualism in terms of concert dress. Dress needs to be conservative, and any make-up very lightly done. There are no accessories other than the accepted accessories used in formal attire. Our ensembles need to look uniform, professional, and dignified. The young men and women in our ensembles obviously have latitude to express themselves through their personal dress everyday of their lives. But for performances, the above are reasonable expectations.

FORMAL WEAR, THE DEFINITIVE DESCRIPTION: The formal wear used for concert performance (which is similar to the professional symphony orchestra, youth orchestra, college wind ensemble, college orchestra) is listed below. It is a long accepted code of concert dress that conveys a serious attitude and respect about one's musical art. A performance is not the place to be individualistic.

Evening Concert Dress for the men:

1. Tuxedo (preferred), or black suit (or very dark jacket and slacks),
2. Any belt or suspenders worn should be black,
3. White long sleeved shirt that buttons properly at the neck,
4. Black Bow Tie,
5. Polished black dress shoes, and black socks.
 - ***PERSONAL TEST:*** *The jacket should have an arm length just slightly past your wrists. The jacket should feel comfortable when seated with your instrument held up (as if you were playing). You should be able to feel and see your white sleeves at the end of your jacket. Is your shirt too tight when you button the very top before putting on your bow tie? Your slacks should not be tight to the point of it grabbing uncomfortably at your midsection.*

The dress requirements for men are obviously very clear-cut and without any ambiguity. You can purchase a used tuxedo from places such as President's Tuxedos, Selix, Men's Wearhouse, etc. Shop around, you will get a better deal that way. You might also want to get something a little bit on the larger side so that you can "grow into" the tuxedo. Music is not an inexpensive activity, and in many ways is similar to sports and cheerleading (in regards to attire and costs).

Evening Concert Dress for the women:

1. **RECOMMENDED:** Purchase concert dress from the Instrumental Music Boosters, OR
2. Black street-length dress with either short or long sleeves (no sleeveless), OR
3. Separate black street-length skirt/slacks AND black blouse with either short or long sleeves (no sleeveless),
4. Dress/skirt/slacks should cover the knees when seated with your instrument,
5. Dark hosiery, black dress shoes,
6. Make-up, light.
 - ***NOTE:*** *If you are wearing a blouse, it MUST be completely buttoned.*
 - ***PERSONAL TEST:*** *Can you sit in your seat with your instrument and NOT constantly squirm to "adjust" yourself so that your dress or skirt doesn't go above your knees. Can you sit there and not have to adjust your dress or blouse constantly?*

The dress requirements for women are also obviously very clear-cut and without any ambiguity. The key phrase is conservative attire, and not drawing unwarranted attention from the audience for any reason other than musical. Music is not an inexpensive activity, and in many ways is similar to sports and cheerleading (in regards to attire and costs).

THE TRUE TEST: If you have a question whether or not your attire is acceptable and conforms to the information on this handout, ask Mr. Dea, Mrs. Doi, or Mrs. Everly. Do not wait until the last minute before asking about appropriateness or in purchasing your attire. That is the formula for disappointment.

Thank you for your cooperation with this dress code. Please feel free to call me at 280-3970 Ext. 7327 if there are any questions.

Sincerely,

Norman Dea
Director of Instrumental Music

ACALANES INSTRUMENTAL MUSIC DEPARTMENT HANDBOOK

(Revised August 2017)

SCHOOLWIDE POLICY: Degrading racial, ethnic, homophobic, sexist, or religiously and culturally intolerant language or behavior is not acceptable in this classroom or on this campus.

INSTRUMENTAL MUSIC WEBSITE: Our Instrumental Music Website is located at <http://www.ahsperformingarts.org/instrumental>. You can find information on the instrumental music program, an updated calendar of events, and current news and announcements. Check back often! Forms and handouts can also be found on School Loop.

ACALANES HIGH SCHOOL INSTRUMENTAL MUSIC BASIC DRESS CODE: The section for Concert Dress for the Orchestra, Wind Ensemble & Symphonic Band is included in this handout. See the section on Concert Attire for more specific information. Basic information:

- **Orchestra, Wind Ensemble and Symphonic Band:** See the previous section on Concert Attire.
- **Concert Band:** Young men should wear black slacks, white long-sleeved dress shirts, long dark tie, black socks and black dress shoes for all performances. Young women should wear either black dress slacks (modest fit) or black, below knee-length skirts with black leggings, tights or hosiery, white blouses (long or short-sleeve, modest fit), and dressy, black shoes.
- **Jazz Ensemble:** Men: Black suit, long sleeved medium/dark blue dress shirt that buttons appropriately at the neck, long tie, black socks, black or dark dress shoes, no athletic wear; Women: Dark skirts (well below the knee) or long dark dress slacks, appropriate blouse, dark dress shoes and appropriate hosiery, no athletic wear.
- **Pep Band:** Acalanes spirit-wear.

CONCERT ATTENDANCE POLICY: All performances scheduled well in advance are MANDATORY. There shouldn't even be a question about that. One of the main reasons we rehearse is to perform. It's a time honored and traditional part of the expectations for membership. A similar performance setting cannot be recreated for absent students. The performance schedule is announced early enough so that families can plan their school year. Additional performances are discussed in class before it's added to the printed schedule. It is the responsibility of the students and parents to be kept up to date on the calendar and times. Information is disseminated through the teacher, electronically, classroom whiteboard, booster parents, and website calendar. Any questions should go directly to the teacher for the definitive answer. Only a serious medical problem with an excuse from a medical doctor will be an acceptable excuse for a missed performance. Only that particular missed performance can be made up in the form of an acceptable extra duty to be decided and assigned by the teacher. Failure to attend a scheduled performance without advanced acceptable notification will lower a student grade by one letter grade for concert performances. **MARK YOUR CALENDAR TODAY!**

INSTRUMENT STORAGE DISCLAIMER: The Acalanes Union High School District, Acalanes High School, Music Department, and Instrumental Music Director are not responsible for private instruments left overnight, weekends, or summers. We will insure that the room doors are locked. However, the ultimate responsibility for the stored instrument is the students and parents.

INSTRUMENT LOCKER POLICY:

- Lockers will be individually assigned. Please look at the posted list(s) to find your assigned locker. If you do not see your name, see the teacher for a locker assignment.
- Private combination locks are strongly encouraged (please register the combination with the teacher).
- Unregistered locks will be cut off and will not be replaced.
- Some sharing of lockers may be necessary (in that case, a lock will not be used).
- The lockers are for instruments and music folders only, **NOT** your wardrobe, makeup kit, textbooks, binders, lunches (we have an ant problem), projects from other classes, sports equipment, groceries, pets or other paraphernalia.
- The music lockers are **NOT** to be used as your personal storage area/closet on campus.
- You **MAY NOT** enter another student's locker for any reason without student or teacher approval.
- **NOT ADHERING TO THESE RULES WILL RESULT IN YOUR LOSING ALL LOCKER AND STORAGE PRIVILEGES IN THE MUSIC BUILDING FOR THE YEAR.**

EXTRACURRICULAR MUSIC & HONOR GROUPS POLICY: There are many honor groups and extracurricular youth ensembles available for our students to audition. Most require teacher approval and students must be members of the corresponding ensembles at their respective schools. Honor groups, extracurricular youth orchestras and youth bands are meant as valuable enrichment experiences, and DO NOT replace the school music experience.

- **Honor Bands, Orchestras, and Jazz Groups** - Honor Bands, Orchestras, and Jazz Groups exist in California to enhance the public school music experience. Students must be active members of their respective school ensembles and are in good standing within that department. At Acalanes, only students in Jazz Ensemble can audition for Honor Jazz Groups, Concert Band students can audition for Honor Bands, and Orchestra students can audition for Honor Orchestras. Selected wind and percussion students in the Concert Band Program can also audition for Honor Orchestras. Class conflicts have no bearing in this matter.
- **Youth Orchestras and Youth Bands** - Youth Orchestras and Youth Bands in the area provide an additional performance opportunity to the public school experience. In many cases the youth ensembles require a signature of the school instrumental director verifying that the student is a member in good standing at their own school and contributing to the program. In rare instances, youth ensembles will accept a student without this verification if proof is shown that an unavoidable schedule conflict occurred at that school.
- **School Calendar Policy** - The printed performance schedule of the school groups must take precedent over that of the youth ensemble. Those very youth ensembles would not exist if it were not for the musicians created from school programs.

LIST OF HONOR GROUPS: These groups are by live or recorded audition and you must be an active member, in good standing, of your school instrumental program (a general requirement) and corresponding school ensemble. Some fees may also apply upon acceptance. See the Music Director for more information and recommendations. Available to our instrumental students are opportunities to perform in the following ensembles:

- CBDA California All-State Honor Band(s)
- CODA California All-State Honor Orchestra(s)

- CBDA/CAJ California All-State Honor Jazz Band(s)
- CMEA Bay Section Conference Honor Jazz Band
- NCBA All-Northern California Honor Band
- Contra Costa County High School Honor Band
- Contra Costa County Honor Jazz Band

EXTRACURRICULAR YOUTH BANDS AND ORCHESTRAS: See the Music Director for more information and recommendations regarding youth bands and youth orchestras in the east bay and greater bay area. They vary widely in quality and there are usually substantial membership fees involved. All fees are usually nonrefundable for any reason.

- San Francisco Symphony Youth Orchestra
- Young People’s Symphony Orchestra (YPSO)
- Oakland Youth Orchestra (OYO)
- Diablo Wind Symphony (DWS)

SCHOOL INSTRUMENTS FOR SCHOOL USE ONLY: Musical equipment, instruments, and sheet music owned by the Acalanes Music Department are for the exclusive use of Acalanes instrumental music students for school related music activities, and **NOT** for “out-of-school” performance groups. Equipment and instruments checked out to individuals in the Music Department may **ONLY** be used by that particular individual and is **NOT** to be “shared” with others for any reason. When a school owned instrument is checked out to you for the year, the responsibility of maintaining that instrument is transferred to you and your parents for the remainder of the school year, which includes replacing it at the current **REPLACEMENT COST** if it is lost or damaged in any way. Failure to abide by these rules will forfeit any future privilege of borrowing school instruments.

SPRING FINALS WEEK: The week of spring semester finals is scheduled for June 5th thru 8th, 2018. You must have your instrument in class during those finals. **REGARDLESS OF THE RUMORS YOU HEAR, THERE ARE NO EXCEPTIONS.**

GRADUATION ATTENDANCE/PERFORMANCE: Graduation is a **REQUIRED** performance by the Concert Band, Symphonic Band & Wind Ensemble. It will be held on Friday, June 8, 2018 and your time commitment is from 5:30 PM to 7:30 PM (based on past Graduation Ceremony timeframes). We all help with the performance takedown after graduation. **REGARDLESS OF THE RUMORS YOU HEAR, THERE ARE NO EXCEPTIONS.**

PRIVATE INSTRUCTION: Music students are encouraged to find a regular private teacher who specializes in their particular instrument. Private instruction enhances a student’s competence, confidence, ultimate enjoyment, and contribution to their ensemble. If you need help in locating a competent private teacher, see the Music Director for suggestions. We have a list of current teachers in the music office.

“COMMON SENSE REMINDERS”

HOW TO GET AN “A” IN AN INSTRUMENTAL MUSIC CLASS:

1. Always putting forth your best effort in class each day.
 - a. Playing when you are supposed to (as opposed to constantly “missing” entrances).
 - b. Always listening to instruction from the teacher.
 - c. Knowing what is going on around you.
2. Looking engaged and interested in the subject matter (after all, why else are you here?).
3. Working on your individual parts and showing tangible and verifiable progress on your music.
4. Good attendance (no unexcused absences or tardies).
5. Not missing any prescheduled mandatory performances.
6. “Extras” (volunteer ensembles, auditions for music department related activities, auditions for honor groups, performance at solo festivals, etc).

If you can't fulfill any of these basic expectations, you should probably enroll in something that is more suited to your individual needs and attitude.

REHEARSAL DEPARTMENT:

- Have your instrument in good repair with the appropriate mouthpiece, reed, oil, etc.
- Always have your music and a **PENCIL**,
- Be on time,
- Stay in your seat,
- Minimum of talking, maximum of playing,
- Showing your fellow students patience and understanding,
- Trusting your conductor's good judgment,
- Demonstrates the desire to constantly improve,
- **DISPLAY A POSITIVE ATTITUDE!**

CONCERT ETIQUETTE:

- Stay quiet and attentive when others are performing,
- Not leaving after you perform (which is rude and thoughtless to those performing),
- Be polite and generous in your response to other performers,
- Turn off your cell phone or other electronic device.

The San Francisco Symphony offers up the top five misconceptions about going to a concert:

- Everyone, including the audience, wears tuxedos or evening gowns.
- You should clap after every movement of a piece, even that one piece they always play at the beginning where a violinist stands up and everyone plays the same note.
- Classical music isn't meant to be enjoyed; it's meant to be appreciated.
- It's good to leave your cell phone or electronic device on during a performance, especially if you answer the phone and carry on a complete conversation.
- Coughing adds to the music, it's like a new percussion instrument.

KEEP YOUR INSTRUMENT IN GOOD WORKING CONDITION: Keeping your instrument in good repair is your responsibility. As with all equipment, your instrument periodically needs adjustment from a professional repairman. The best time to get it “tuned up” is the summer or winter break. If you need help in locating a repairman, see the teacher for suggestions. **DON'T TAKE YOUR**

INSTRUMENT FOR GRANTED, SINCE IT IS A VERY EXPENSIVE PIECE OF EQUIPMENT. TREAT YOUR INSTRUMENT WITH RESPECT!

DROPPING OFF INSTRUMENTS IN THE MORNING: You may drop off your instruments before 7:00 AM, and after 7:50 AM. Jazz Ensemble meets from 7:00 AM to 7:50 AM and the students in the class deserve to have an uninterrupted rehearsal period. Do not come into the classroom during that time period. ***REMINDER: PLEASE DO NOT LEAVE YOUR INSTRUMENT OUTSIDE THE MUSIC ROOM AND EXPECT SOMEONE TO PUT IT AWAY FOR YOU. THAT SIMPLY WON'T BE DONE.***

INSTRUMENT SAFETY: Don't leave your instrument in your hall locker for any extended time. If you are participating in after school sports, don't leave your instrument in the locker room. Ask your coach if you can store it in the coach's office. **DON'T EVER LEAVE YOUR INSTRUMENT OR MUSIC FOLDER UNATTENDED.**

PICKING UP INSTRUMENTS IN THE AFTERNOON: Picking up your instrument after school should be done before 3:30 PM each day. We have less custodial help on campus due to the budget restraints and their attention needs to be on keeping the school in good condition, not opening the band room for students after class time. Thank you for your help on this.

FORGETTING YOUR INSTRUMENT, MUSIC, ETC.: Forgetting your instrument, music, mouthpiece, reeds, etc., is the same as going to class without your books, binder, and writing implements. Habitual forgetfulness regarding something you need in class three (3) times per semester will lower your grade by one letter, six (6) times will lower it by two letters, etc. **STRONG HINT:** Don't forget your instrument or music folder. We do not "loan" instruments for habitual "forgetfulness."

TEMPORARY INSTRUMENT LOANS: There are situations when not having your instrument is beyond your control. The department will loan you an instrument for the day (subject to availability) but it is your responsibility to have your **MOUHPIECE, REEDS, ETC,** with you.

RESPECTING THE EQUIPMENT IN OUR CLASSROOM: As you know, we have professional quality equipment in our room. It's up to us to keep that equipment and the facility in good shape. That means not leaning on the stands, eating in the classroom, writing on the walls, carving on the wood on the walls, etc. I am confident that our common sense will prevail. We have a wonderful music room and theater facility. Let's keep it that way!

DRUGS, ALCOHOL, OR TOBACCO: Drugs, alcohol, or tobacco will not be tolerated at any music function or travel related activity. Any student found with drugs, alcohol, or tobacco will be referred to the administration and dealt with according to school/district policy. This may include being "F" dropped from the course, detention, suspension, or expulsion. **These conditions are NOT negotiable.**

EATING OR DRINKING IN CLASS: There is no eating food or drinking beverages in the music room. **THAT INCLUDES GUM CHEWING IN CLASS.**

CLASSROOM GUIDELINES & RULES:

1. The Acalanes Instrumental Music Rehearsal Room is a place of learning, of collaborative music making, tolerance, and is a place of mutual respect.
2. Respect the rehearsal room, the theater, the lockers, the equipment, and the Instrumental Music Program as a whole. Most importantly, respect the people who make up the various ensembles in the program.
3. The **GOLDEN RULE** will be followed in this facility and is best interpreted as saying: *“Treat others only in ways that you’re willing to be treated in the same exact situation.”* Follow the procedures that are laid out for you, and there should be no problems.
4. Do not bring books or other items that you do not use into the rehearsal setting. Leave all books and other articles in your backpack by the side of your chair (unless told otherwise). With the limited amount of space available to us, it is imperative that you keep things where they belong. Make sure to have a pencil on your stand at all times.
5. There are no hats, caps, beanies, or sweatshirt hoods worn over your head when you are in class.
6. There should be absolutely no food, drink, gum or **CELL PHONES/INTERNET DEVICES** in the rehearsal room at any time. Please consider this rule as your reminder and warning. **Violations of this rule will result in a referral. If you receive three referrals in a semester you will be dismissed from the ensemble.**
7. Verbal Warnings, Referrals, and Dismissal will be at the sole discretion of the Instructor/Music Director. There is no negotiation.