

Long Beach Unified School District

Millikan High School

2800 Snowden Avenue

Long Beach 90815

(562) 425-7441

Instrumental Music Handbook

2009-2010

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****NOTE ON 2009-2010 CALENDARS****

Please refer to School Loop and the Orch-a-Band Website for the
2009-2010 Calendar. Thank you! ☺

Contact Information

Music Director: Bonnie Annes

Band Room Phone: (562) 425-7441 X4142

E-mail: bannes@lbusd.k12.ca.us (**best way to contact me)

LBUSD Website: <http://www.lbusd.k12.ca.us/>

School Website: <http://www.lbusd.k12.ca.us/millikan/>

**School Loop link is on the Millikan website.

Orch-A-band Website: <http://millikanmusic.hypermart.net/>

**Orch-A-band Meetings: 1st Monday of every month at 7:00 PM in room 505. The first meeting is Monday, September 14th.

Performance Classes

The performing groups sponsored by the school are sometimes asked to make public appearances, and students entering these classes have a special opportunity to serve the school and our community. To this end, the students enrolled in the instrumental music program and kidettes must observe the following: Each student registering for courses which require public performances must sign, together with parent or guardian, the following written agreement (in forms packet):

I have been informed that it is mandatory for all students in performing music groups to participate in extra rehearsals, public performances, and other school activities in which these classes properly function.

I understand that if I fail to comply with this regulation, the following penalties may be invoked unless

I have been excused in advance by the Director:

- 1. I may be excluded from special events**
- 2. My grade may be lowered**
- 3. I may be dropped from the class without credit**

Marching Band/Kidettes

Meets Tuesdays and Thursdays from 3:00p.m. to 5:00p.m. and Wednesday nights from 6:00p.m. to 8:00p.m. It is a class and students will receive a conduct and letter grade. Performances are usually on Friday nights at football games, and Saturday at tournaments.

Symphonic Winds/Orchestra Winds

Auditions are required.

Orchestra and Orchestra winds: Zero period rehearsals will take place a week to two weeks before each concert/festival.

Symphonic Winds/Orchestra/Jazz Ensemble

These classes perform at concerts, festivals, graduation, and go on tour in the spring.

Jazz Ensemble meets zero period from 6:45-7:45a.m daily.

Beginning Band/Concert Band/String Ensemble

These classes perform at the spring concert and other special events.

Attendance

Instrumental Music and Kidettes

- ✓ Absences: The following will be marked as "unexcused" and will result in a participation/attendance grade to be lowered: Oversleeping, working, transportation problems, non pre-approved trips and personal reasons.
- ✓ Attendance: **Participation is a component of the course grade.** If a student has ten or more absences in one quarter the student will not pass the class. The absences need not be consecutive. **For every two unexcused absences the attendance grade will be lowered.** Five points will be received every day for participation, fifteen for performances, thirty for finals.
- ✓ Excused Absences: are illness, doctor appointments with a note from a parent/guardian and/or doctor, and funeral of immediate family.
- ✓ Truancies: Students must get a readmit within two days after the absence or they will be marked truant and their participation/attendance grade will be lowered. This includes Marching Band which meets 9th period, and Jazz Ensemble that meets 0 Period. **Two truancies in a quarter will result in a conduct grade of "U" and the participation/attendance grade lowered.**
- ✓ Tardiness: Will affect the academic grade plus lower the conduct grade.
- ✓ Performances
 - ✓ Grades are based on attendance, performances, participation, and tests. If a personal problem arises communication with the director is required a two weeks notice in advance in writing is fair. The Concerts usually start at 6:30 PM. Students **must** arrive **before** 6:00 PM to tune and warm up. The music room doors are closed at 6:00 PM to keep personal belongings and instruments safe. **Students who are tardy may not be allowed to perform.**
- ✓ Dress for Performances
 - ✓ Millikan Instrumental music has a specific dress code for performances. **Students who choose not to follow it will not be allowed to perform.** Performing in tennis shoes, white socks, jeans, no bow tie, spaghetti straps, inappropriate-length skirts or dresses, bare middle etc. is inappropriate.

Grading

Grades will be based on the following five categories. Points will be awarded in each category; the percentages shown reflect approximately what percent of the final grade each category will constitute.

Participation and Preparation 30%

Concerts 40%

Playing Tests 10%

Homework 10%

Final 10%

In order for this class to get A-F credit there is a certain body of knowledge a student must know:

Participation is based on daily activities and participation in all events.

Preparation includes how well you have practiced and can perform the different elements of music or flag work, marching, written or playing test etc.

Playing Tests may include passages from music, sectionals, and memorization of music with proper rhythms, tempo, dynamics, intonation, embouchure, posture, improvisation, etc.

Concerts include performing to the best of your ability in proper attire at concerts, tournaments, rallies, parades, football games and special events. Missed rehearsals may result in student not being allowed to participate in concert.

Written Tests may include theory test or packets, evaluation writings, rhythm test, etc.

PERFORMANCE POLICY

If a student misses a performance the grade will be **lowered one grade** per performance.

Points may be earned for Band Camp, Drill Camp an Honor groups.

Points may be lost for negative attitude, not participating, not cooperating, for food, gum or drink of any kind, for not having instruments, music, reeds, mouthpiece, correct shoes, or improper dress.

Extra Credit may be earned with the advanced permission of the Director by recording 30 minutes of at home practice, taking private lessons, writing a report about a composer being studied in class, or attending a concert and bringing back a signed program.

Extra credit may not be used to make up a missed concert.

Conduct grade is based on class behavior, putting instrument away, picking up your trash, leaving out folder, being sent out of room etc...

Rules

- ✓ **Students must stay within the venue premises at all times.**
- ✓ **No use of drugs, cigarettes, or alcohol will be tolerated.**
- ✓ **No cell phone use (calls or text messages) is permitted during class time and/or events.**
- ✓ **No disrespectful, crude language or defiant behavior will be tolerated.**
- ✓ **All bus rules are to be followed.**
- ✓ **All Long Beach Unified District rules will be followed.**
- ✓ **All Uniform rules will be followed.**
- ✓ **All Millikan Instrumental rules will be followed.**
- ✓ **The Music Director will not be responsible for students who break these rules.**

Music Room Rules

- ✓ **Food and drinks are not allowed in the music room. Water is only allowed if it is in a sealed water bottle and on the floor.** (Repeated violations will result in administrative discipline.)
- ✓ **Cases:**
Need to be stored under chairs, in cabinets, or lockers. There is not enough room to leave them out.
- ✓ **Trash:**
The Music room is our home away from home. You will spend more time in this room than any other on campus. We need to respect the wonderful facility that we are privileged to use. If we pick up after our selves then the room will always be neat and tidy and will show the pride we have in Millikan and in ourselves. Remember, the custodians are not your personal cleaning service, and leaving trash out is disrespectful to them and the room. Let's have a policy of NO TRASH.
- ✓ **Practice Rooms:**
Practice rooms are not a place for socialization, changing clothes or hanging out. Repeated violations will result in administrative discipline. If these rooms are abused they will be locked down and all lockers emptied.
- ✓ **Office Phone:**
Phones may be used only by permission and during special events approved by the directors. You may not use the phone in the music room to contact your student during the school day unless it's an emergency. If you need to contact your child, call the attendance office and they will get the message to them. There is a pay phone on campus.
- ✓ **Cell phones and portable electronic equipment are not permitted and will be confiscated and given to the proper administrator.**
- ✓ **No skateboards or bikes in the music room.**
- ✓ **Piano and Percussion Equipment:** This equipment in the band room is a very valuable and costly to repair. Students are not permitted to play on these instruments unless authorized by the Band Director. Students should not place cases, food, or drink on or around these instruments (especially the mallet instruments, timpani and piano).

Millikan Equipment

School Lockers

Lockers in the music room are for instruments only. The music room is not open at nutrition, in-between classes or lunch. Schoolbooks, lunches and personal belongs should be kept in your backpack or hall locker. Students who own their own instrument will have locker priority. **You should never leave your backpack or personal items in the music room or practice rooms unattended. Ms. Annes and the music department are not responsible for your lost or stolen items if left unattended or not in a locker.**

School Instruments

Millikan owns many quality instruments. Students may checkout instruments if the Director deems it appropriate. Students must fill out a form signed by the parents. If the instrument is neglected the instrument will be recalled and the appropriate steps taken with the banker and the administration. Some instruments may need to be shared. Wind students must purchase their own mouthpiece. If the instrument is shared it must be returned to Millikan every day or student will not be allowed to take it home.

School Music

Students are assigned music folders that are to be placed in the music cabinet at the end of rehearsal. It is not to be placed in lockers, cases or instrument cabinets. The music may be taken home but must returned the following day as it is shared with the students stand partner. Marching Band students will be assigned flip folders. **All music issued is the property of Millikan High School and must be returned. If music is lost the banker will be notified and a fine levied.**

Non-Instrumental music students may not share lockers in the music room.

School Cabinets

Cabinets are for instruments only. No books, clothing, shoes, music folders, or trash. Repeated violations will result in administrative discipline

Performance Dress

**“Sharp Dress Means Sharp Acts -
When you look the part, you play the part.”**

Millikan Instrumental music has a specific dress code for performances. Students who choose not to follow it will not be allowed to perform. Performing in tennis shoes, white socks, jeans, no bow tie, spaghetti straps, bare middle etc. is inappropriate and not allowed.

Gentlemen are expected to wear the following at all performances:

Black pants, black socks, black shoes (not tennis shoes), black jacket, black bow tie (not a straight tie), white long sleeve dress collared shirt.

Ladies are expected to wear the following at all performances:

All black dress or black skirt with an all black top. Cello players may wear all black dress pants with an all black top. All black shoes, black pantyhose. No spaghetti straps, flip-flops, bare middle, jeans, or tennis shoes.

Marching Band Performance Wear

Uniforms are worn at all parades, football games, and tournaments. Each band member will be issued a uniform consisting of a blue jacket, blue trousers, two gold braids, chain, suspenders, yellow cape, hat, hat box, a white snap in collar, and garment bag. Students must purchase the white shoes, (white shoe polish), white gloves, white socks, and rally shirt (to be worn under the band jacket), and tight fitting shorts (to be worn under the band pants).

It is the student's responsibility to see that their uniform remains in good condition. Students and/or parents are financially responsible for any damage caused to the uniform due to negligence or misuse. Uniforms will be stored at school in the music room. Students will return uniforms, properly hung on the hanger, to the uniform chairperson or assistants at the conclusion of each band activity. Repeated violations will result in administrative action.

Here is some additional important information:

Shoes - White band shoes will be ordered during the uniform fitting. Shoes are to be perfectly cleaned and white before each performance or competition. Shoelaces should be washed and bleached. All shoes and rally shirts look alike and should be labeled using a permanent marker.

Gloves - Two pair of white gloves can be ordered at the uniform fitting

Hair - **Hair length for band student while in uniform will be above the collar.** Hair longer than this should be worn so it can be easily tucked up under the hat. No hair spray, gels, or mouse may be used, it ruins the hat.

Makeup - Makeup, nail polish, and jewelry of any type, including watches, are NOT allowed while in band uniform. The goal is to look alike with no one standing out

If you are missing any part of your uniform or equipment you will not be allowed to participate. Pant legs should not drag on ground.

*To take jackets off during the break at football games a rally shirt must be worn under the jacket and suspenders are **on** at all times.

*To be in Marching Band students must be enrolled in a major ensemble. (Symphonic band, Concert band, Orchestra)

Orch-a-Band

If you have a child in instrumental music,
We want YOU in Orch-a-Band!!!

Please visit the Orch-a-Band website for more information

<http://millikanmusic.hypermart.net/>

Meetings are held in the instrumental music room #505 on the 1st Monday of every month. The first meeting is Monday, September 14th.

See you there!!! ☺

Millikan Instrumental Music Booster Club

What is Orch-a-Band?: "Orch" represents Orchestra and "Band" represents Band, and we are a parent/friend support group for the entire instrumental music program at Millikan High School.

Why Orch-a-Band? Our BYLAWS state:

"The purpose of this organization shall be to give organized support and recognition to the entire Music Department of Robert A. Millikan High School, Long Beach, California; to assist, whenever called upon by the Music Director; to help promote the general welfare and interest of said groups at all times; to encourage large and representative attendance at all music programs. All activities of this association shall be guided by and conform with the Education Code of the State of California, and the rules of the Board of Education of the Long Beach Unified School District."

So, What do we do? We support our Director (Ms. Annes) and our instrumental music department students by being there for them—both as chaperones at performances and competitions, and financially when they have a need the School District cannot supply. In the past, we have bought instruments, paid fees for competitions, paid fees for coaches, provided snacks and/or lunches for day trips, worked snack booths for competitions and evening functions, and provided cookies and punch at performances. We also offer student scholarships for private lessons, and help in buying new instruments or equipment needed by students, etc. Notice every place in this handbook that mentions "booster club chaperones" and you will get an idea of the number of chaperones needed throughout the year. We welcome all the help we can get!

Meetings: The club meets the first Monday of each month and all Orch-a-Band members are encouraged to attend these meetings and help make decisions about what we can do and how we will do it! Volunteers are always needed to serve on committees, chaperone, etc. Please feel free to call for further information or to volunteer to help.

Orch-a-Band Chaperones

The Head Chaperone is Ms. Debra Dennison. You must be on the chaperone list to chaperone!!!!!!!

Who is a Chaperone?: A Chaperone must be a member of Orch-a-Band, a parent of an instrumental music student, and at least 21 years of age.

What is the Chaperone List?: The list rotates so that everyone has an opportunity to chaperone. You may not pick particular dates or events. (It's the luck of the draw.) Chaperones will be selected by the order of the list. (No senior parent priority)

How do you get on this list?: The list will be posted or made available at every Orch-a-Band meeting, which is held the first Monday of each month at 7:00 PM in the instrumental music room 505, and at every event.

How does the list work?: The first people on the list will be phoned and asked if they can chaperone an event. If they can great. They will be given the appropriate information and their names will return to the end of the list. Chaperones who are selected for an event will receive an Orch-a-Band badge, which allows them to enter the event free of charge, and if room is available to ride the school bus. Chaperones are expected to arrive early for instruction, remain with the students and perform all tasks assigned to them. They are expected to uphold the rules and regulations of the Long Beach Unified School District.

What if I can't chaperone the event?: If you can't chaperone at the event you are called for, or are not home when phoned, your name will be placed at the end of the list.

Can I take my younger or older children/Grandparents with me?: Sorry. All younger, older siblings and grandparents must pay to enter an event, and may not sit on the field/track or ride the bus.

Major Trips: We cannot afford to pay for chaperones on away trips. If you would like to chaperone on a major trip...First pay, first go!!!!!!!!!!!!

The Director cannot put you on the chaperone list; only the head chaperone has this power. Please do not call Ms. Annes about chaperoning assignments, call the head chaperone.

Financial Responsibility

- ✓ There are numerous costs associated with running a quality music program. Money must be raised to pay for group lessons, trips, and music, for example.
- ✓ Financial support is provided by 1) the school district, 2) band camp fees 3) fund-raising efforts of the music booster organization. There are two basic types of fund-raisers: one where the proceeds go to the general music fund and one where students can work to earn money which can be used to pay for music-related expenses.

Music Programs Sources of Income:

The income of the Music Booster Organization supports the activities that are essential to a successful music program. Funds are used for group learning experiences, coaches, transportation, equipment, awards and other expenses.

Student Accounts:

The Treasurer of the Millikan Orch-a-Band music booster organization maintains student accounts. Funds for student accounts are earned by student participation in various approved fund-raisers and/or direct contributions by parents. Funds will first be used to meet annual student expenses, as determined by the Director and the Music Booster Board. Additionally, the booster board reserves the right to debit the students accounts for any additional monies owed to the general fund. Any remaining funds may be used for the following approved expenses:

1. To help pay the student's share of travel expenses incurred while the band, jazz or orchestra is on tour or attending competitions or other music functions away from home.
2. To pay for banquet tickets. This is the only time that money may be used for family.

Financial Responsibilities continued...

- ✓ Unused credit in a student's account will be carried over to the next school year to be used for approved music expenditures. All remaining funds from a graduating student account will revert to the Millikan Orch-a-Band booster organization general fund, the day of graduation.

If a student drops out of the music program, all funds will revert to the Millikan Orch-a-Band music booster club general fund. Additionally, once a student drops a music class, he or she no longer has access to the money in his or her student account.

- ✓ To withdraw money from their student account, a student should completely fill out a request to take money from the student account. This form is available from the Director. A receipt must accompany the form if reimbursement is required.

**NO FUNDS WILL BE DISBURSED WITHOUT THE
DIRECTOR'S APPROVAL.**

Please, make checks payable to Orch-a-Band Booster Club.

Concert Etiquette

- ⇒ **Do not talk** while the ensemble is performing! The people around you deserve to hear their children perform.
- ⇒ **Do not get up and walk** the isle while the ensemble is performing.
- ⇒ **Wait to enter auditorium** until the ensemble has finished the performance of that particular song.
- ⇒ **Only clap** after each musical piece. In multi-movement works, clapping is traditionally held until the end of the entire piece. Remember, you are in a concert hall, not a sporting venue.
- ⇒ **Never shout out** a name or make a comment! This takes away from the performer and puts the attention on the audience.
- ⇒ **Stay until the whole concert is over!** Everyone has worked hard to give this gift to you and deserves to be heard. Our concerts are usually an hour and a half long. This is not a long time to listen to children perform.
- ⇒ If someone around you is disrupting the performance, kindly inform him or her that you would like to hear the performance and could they talk outside.

Policies for Special Situations

Drugs, Alcohol, Controlled Substances

Possession of the above substances will result in removal from participating in the music program and will be reported to appropriate authorities.

Smoking, Tobacco School policy prohibits the use or possession of tobacco.

General Conduct

Foul or abusive language or gestures are not permitted. Any actions considered disrespectful to music staff, boosters, or other persons will be dealt with firmly. Continued misconduct may result in removal from music performances.

Public display of affection is not allowed. The Basic Rule Is-Do Not Do It! While personal standards vary from family to family, and from peer group to peer group, it is essential that we maintain a policy that can serve all parties. We must maintain an atmosphere that does not encourage inappropriate behavior and which does not infringe upon rights of others. Some personal behavior can be embarrassing to others forced to observe and be around it, and often times gives a bad impression of our group to others. It is easier to maintain a reasonable atmosphere of friendship and camaraderie without the pressures of dealing with inappropriate public displays. Enrolled students are entitled to appropriate educational opportunities during classroom periods.

Extracurricular participation, including rehearsal, performance, and travel privileges are privileges and may be withdrawn at the discretion of the Director.