

MENLO-ATHERTON BAND



2009-2010 Handbook

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Welcome to the Band Program at Menlo-Atherton High School. We are looking forward to a musically rewarding year for every musician, their families and the surrounding community. This handbook is not meant to be all-inclusive. It has been prepared as a guide for M-A musicians and parents. Please do not hesitate to ask questions or provide feedback.

Band Groups and Band Director

Our Band Director and teacher for all 4 band classes is Mr. Frank Moura. Mr. Moura has been teaching in the SUHSD for 41 years and at M-A for 38 years! There are 4 band classes this year, 3 jazz ensembles and 1 Concert Band. Students may enroll in Beginning Jazz, Intermediate Jazz or Concert Band according to their previous musical experience, subject to class schedule; Advanced Jazz Ensemble enrollment is by audition only. Auditions are held in June.

This year, Mr. Moura also teaches a piano class which is not a performance group. Intermediate Jazz, Advanced Jazz and Concert Band meet the UC prerequisite for one year of performing or visual arts coursework at the high school level.

Website

Check <http://www.mabandboosters.org/index.html> for updates to schedule and archive of forms and flyers.

Attendance and Time Commitment

The student is required to attend the daily class.

In addition, these four bands are performing groups, and play in 3 evening concerts per year, the Big Band Dance, Kepler's May community event, and at graduation. All 4 bands also combine to form the "Pep Band" to play at school events, such as home football games and the "Big Bear Run" fundraiser in May. Lastly, the bands perform at regional competitions, and often performance slots are not assigned until shortly before the weekend or Friday event.

Special Categories:

For Pep Band commitments, excused musicians include vocalists, pianists and stringed instruments. Beginning Jazz does not perform at March concert with partner schools or at Kepler's. Intermediate Jazz – need to follow instructions closer to time of these concerts. Membership in Advanced Jazz Ensemble is a substantial time commitment. In addition to class, Monday evening rehearsals 6:30-8 pm and weekly sectional rehearsals are required. Often, students at this level pay for a weekly private lesson outside M-A. The Advanced Jazz Ensemble represents M-A at public functions, especially in the second semester, and weekend gigs often occur. Musicians and families should realize that this level of playing requires great dedication.

Scheduling conflicts

Performances are an expected part of class enrollment. **Any absence must be okayed by Mr. Frank Moura, with as much advance notice as possible.** The parent should send in a signed note with the student's name, date and reason for absence. Unexcused absences will result in lowered grades and may result in expulsion from band. Advance notice is important because music and level of difficulty is chosen for a competition based on attendance by the full band; entry fees for competitions are also based on the number of musicians attending. Procedure for leaving M-A for a performance. You will get and the student must return signed district "Field Trip Permission Form" and "Field Trip Medical Permission Form"; in addition, if the parent is a carpool driver or if the student is driving himself, the school must have a "Personal Vehicle Use Form" on file. Mr. Moura submits class lists in advance of the event. The individual student circulates the permission form to all of his teachers for clearance and is responsible for making up missed work. The event should appear on the student's record as an "A," for "activity." Each student, or parent, should follow up with the Attendance Office after an event/trip because often there is a time lag with attendance records. Do not be surprised if

you get a phone call that your student has been marked absent from a class on the day of a performance. One can access online records at <https://comunicado.seq.org/> but errors may require phone calls/visits to the Attendance Office, and sustained attention, which is the responsibility of the student or parent. The Advanced Jazz Band is available for gigs for corporate or family functions. If 25 musicians are outside your price/space range, there is a smaller combo of 5 to 6 musicians. Please contact Mr. Moura at fmoura@seq.org if you wish to hire the band or combo and put in subject line "M-A Jazz Combo request". Please include requested date(s) and approximate amount of time required.

Instruments and Music

Instruments are available on loan for the school year and may be stored in one of the lockers in the music room. Sheet music for the instrument's part is also stored in thick music folders (color coded by ensemble). The student musician must be responsible for both instrument and music folder, especially when outside of the music room for performances.

Performance Uniform/Concert Dress

M-A does not have band uniforms, however note: For **Pep Band** events students are requested to wear band tee-shirt. Otherwise, dress is "school-casual", and remember to wear sunscreen, bring water, and you may want to wear sunglasses and a

hat or visor. **For jazz competitions and concerts**, in general, Mr. Moura strongly suggests a less casual look, and would like the dress to be "colorful semi-formal" - young men to wear collared solid colored shirts, with dark slacks and dress shoes and young women may wear slacks, skirts or dresses with dressy blouses or tops. Tee-shirts, shorts, sweats, tennis shoes and flip-flops are not appropriate. For the **Concert Band**, the collared shirts and blouses should be solid white and the slacks, skirts or dresses solid black. NO tee-shirts, shorts, sweats, tennis shoes or flip-flops. We have a loaner program for white shirts; ask if you need to borrow one for a performance.

Musicians from other ensembles performing at competitions with the Concert Band should also plan to wear black and white "Concert Dress". **Advanced Jazz Band** members should plan to wear the M-A Jazz imprinted burgundy polo shirt with dressy "stone" cotton slacks/skirts and black/dark dress shoes for competitions and performances away from school. **Before an event, Mr. Moura always reviews in class what appropriate dress is, and a courtesy email reminder is also sent before the concert.**

Funding

As music classes offered by Menlo-Atherton High

School, limited funding for the band is provided by Sequoia Union High School District. Direct tax-deductible donations may be made to the band program by checks payable to "**M-A Band Fund**" and deposited by the school treasurer. However, we must prepare the deposit slips and request that all checks first go through Mr. Moura or the Band Treasurer. M-A Band will send a thank-you, but SUHSD will not issue receipts, so please keep your own records. If you are interested in making an employer matched donation to Foundation for the Future intended for the music department, please speak to Mr. Moura first. We thank the M-A PTA for funding the school jazz assembly, previously requested through PTA Mini-Grants. All other funding for the band is raised by the volunteer group "M-A Band Boosters". M-A Band Boosters is a loosely organized group of parent volunteers who are dedicated to helping Frank Moura maintain a music program of high quality. To that end, the volunteers help with the logistics of programming and transportation. Fundraising is an important function of the group because competitions have event fees and transportation costs. Some full and partial scholarships can be offered to students because of this effort. Our major fundraisers of the year are the current direct donation drive and the Big Band Dance, Friday **October 30, 2009**. We welcome other fundraising efforts, however our primary purpose to help the program run smoothly.

Volunteer Needs 2009-2010

Band Booster Chair Laura Hale
Band Booster Treasurer Lenny Ayyangar
Roster Kristina Granlund-Moyer
Tee Shirt/Polo shirt Sales Laura Hale
Website LeRoy Navarro
Potluck Chair
Direct Donation Chair
Carpool Coordinators
 Advanced Jazz Susan Benedick
 Intermediate Jazz
 Beginning Jazz
Concert Programs
Concert Refreshment Chair
Concert Programs
Big Band Dance
Chairs Claire Connor & Jay Smolik
Ticket Sales Judith Weber
Volunteer Coordinator Janet Perez
Decorations Glenda Leon & Janet Moody
Dessert Café Susan Benedick & Emily Ligget
Mailing projects Charlotte Chang & Kit Tam
Lighting Bob and Aiden Crabb
Administrative Detail Kristina Grandlund-Moyer
Treasurer Lenny Ayyanger
Band Trip Coordinators

This list is not at all limited to chair "positions" listed. Volunteer parents are needed and involved in all

aspects of making the M-A Band Program the quality program that it is, including driving on carpools, setting up, staffing and cleaning up for events, baking or bringing ice or drinks to events. We need parents of freshmen & sophomores to "learn the ropes" and join volunteer parents of seniors on any committees so that there is a smooth transition from year to year.

Carpool Driving for competitions

*** All parents must communicate with carpool coordinator the musician's travel plans to competitions.

All drivers must fill out a Personal Vehicle Use Form and *submit with copy of driver's license and insurance*

showing limits and expiration date to Ms Aubrey Orcutt

in the AVP's office. A copy of the "Proof of Insurance

Card" is not sufficient.

District policy on student drivers to local events has not been confirmed. Please check current policy on student drivers with Mr. Moura before event.

Contact Information

Frank Moura is on campus in the music room, during school hours and most Monday evenings 6:30- 8pm during Advanced Jazz rehearsal.

If you cannot find him on campus before or after each period, you may send a note in with your

student. A voice mail message may also be left through the school telephone system. The school's number is 322-5311. The school address is 555 Middlefield Road, Atherton CA 94027

You may try fmoura@seq.org but Mr. Moura does not communicate by email.

Face-to-face communication works best.

Laura Hale, M-A Band Booster Chair, is a parent volunteer, not a staff member, and can give unofficial information throughout the 2009-10 school year. Email at Laurabethp@aol.com home 323-5872.