

**Mira Costa High School**  
**Manhattan Beach Unified School District**  
**1401 Artesia Blvd., Manhattan Beach, CA 90266**  
**Peter Park – Orchestra Director**  
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## PHILHARMONIC ORCHESTRA GUIDELINES

Welcome to the Mira Costa Orchestra Program and to the 2011-2012 academic season. The following Guidelines contain important information pertaining to the general requirements of the Mira Costa Philharmonic Orchestra. Please read these pages carefully and keep these Guidelines for your reference throughout the year.

### REASONABLE RULES & EXPECTATIONS

1. Enter the room punctually and with a good attitude.
2. Demonstrate courteous and cooperative behavior at all times.
3. Bring all necessary materials to class everyday (i.e. instrument, music folder, pencil, etc.).
4. No gum, food, or drinks in the room without express permission.
5. For the safety and security of the valuable equipment stored in the orchestra room, only orchestra students will be allowed in Room 109. Students not enrolled in a class taught by Mr. Park may *not* enter without authorization.
6. Absolutely NO talking:
  - during tuning time
  - when the teacher is speaking
  - after the conductor gives a cut-off
7. Practice your instrument as much as possible!

### MUSIC REQUIREMENTS

1. **Organize it!** Store your music in a folder. Everyone should have a music folder that is clearly marked with your full name, instrument, and class period. Students must purchase the following:
  - ▶ [1] Black three ring binder folder with pockets, 1/2 spine.
  - ▶ [15 – 20] Clear plastic or vinyl protective sheet covers to put sheet music in.These items can be found at any office supply store.
2. **Keep and care for it!** It is very important that everyone keeps all music issued to him or her. You are required to bring your music folder and all items in it to every rehearsal, regardless of whether you are sharing your music with a stand partner. Avoid unnecessary creases and markings. Use pencils to write on your music, not ink. Music markings may be routinely edited, so you will want to be able to erase them.
3. **Prepare it!** Make sure your music is rehearsal-ready. In order to keep our rehearsals efficient and productive, all students are expected to number the measures of their music (at minimum, the start of each system), and to tape pages together as necessary.
4. **Replace it!** If you lose your music, it will be your responsibility to borrow a part from another player and make yourself a copy. Avoid this problem by holding on to your music!

## PERFORMANCES

The performance is a reflection of all work achieved in class. The presence of each member is necessary for the achievement of the whole group. For these reasons, attendance at all school, district, and festival performances (and any associated rehearsals) are mandatory and will constitute a meaningful portion of the academic grade. In addition to the confirmed concert dates listed below, any supplementary performance-related information will be communicated in advance. Although every effort will be made to contact parents through e-mail blasts, announcements on the Orchestra Boosters website, or by any other means available, the student is the primary party responsible for relaying this information at home. No exceptions will be made other than for a serious illness or an unusual emergency circumstance that must be confirmed by parents via phone conference well before the performance date. Examples of excuses that CANNOT be accepted: transportation problems, baby-sitting, shopping, trips, college visits, vacations, homework, non-curricular activities, etc.

### **Confirmed Performance Dates for '11-'12 Mira Costa Philharmonic Orchestra:**

- Fri., December 9, 2011) Winter Concert – 6:30 PM call time
- Thurs., February 9, 2012) All-District Orchestra Concert – 6 PM call time
- Fri., March 16, 2012) Spring Concert – 6:30 PM call time
- Fri., June 8, 2012) Pops Concert – 6:30 PM call time

### **Extra After School Rehearsal (required):**

- Wed., February 8, 2012) All-District Concert Rehearsal – 3:15 PM to 5 PM @ MCHS

## CONCERT DRESS CODE

Performances are special events for us. Many hours are spent preparing for these performances, so we want to look as good as we will sound. All members of the Mira Costa Orchestras are responsible for furnishing the following concert dress code:

### Women

1. Long Black Dress with  $\frac{3}{4}$  sleeves and square neckline
2. Black Dress Shoes (low heels – no higher than 2.5 inches, closed toe recommended )
3. Black Nylon Stockings

### Men

1. Black Tuxedo Suit (pants and coat)
2. White Tuxedo Shirt (collared, long sleeves)
3. Black Bow Tie
4. Black Dress Shoes (no tennis or athletic shoes)
5. Black Socks

\*\*\* Please refer to the Orchestra Boosters Concert Dress and/ or Tuxedo Bulletin passed out in class. These documents can also be downloaded from the Orchestra Boosters website:  
**<http://mchsorchestra.org>**

## **TRAVEL & CONDUCT**

We will be planning on two trips this year that will require forethought, planning, and commitment. The commitment needed to reach our goals includes a dedication to practicing, contributing to productive group rehearsals, and meeting financial obligations that may entail fundraising on a need basis. Barring an important and unavoidable circumstance that conflicts with our travel schedule, all Philharmonic Orchestra students are expected to participate in these trips. Unlike the performance requirements listed on the prior page, our travel events will not factor into the academic grade. However, non-participation will affect the group balance and instrumentation, which in turn will influence the quality of our performance. If a conflict is identified, it should be communicated to Mr. Park privately and as soon as possible.

### **Travel Dates and Events:**

Fri., October 28 – Sun., October 30) Exchange Concert with Saratoga HS in Northern CA  
For strings only.

Mid-April) Weekend/ Festival Trip to San Diego [More information to come.]  
For full orchestra.

\*\*\*Both trips will require that students miss their Friday afternoon classes.

Representing our orchestra program, the school, and the greater community is an honor and responsibility to be taken seriously. Inappropriate behavior or activities by even a single individual can bring discredit to the entire group. Conversely, a well-mannered and gracious group of student musicians can create strong and lasting good will. As a matter of utmost caution, be aware that the following infractions will not be tolerated at any time, and will result in the suspension or dismissal of the student from the orchestra program:

- The use of tobacco, alcohol, or any illegal substances.
- The willful destruction or theft of property or equipment.
- Any other actions deemed illegal by the Manhattan Beach Unified School District.

## **GRADING**

Students in the orchestra program will earn a letter grade that will factor into their overall grade point averages. The academic music grade will be broken down into the following general components:

1. Performance and Sectional Attendance (approximately 40%)
2. Class Assignments, Playing Tests, Written Exams (approximately 30%)
3. Daily Participation and Preparation (approximately 30%)

The citizenship grade will be determined based on teacher observation and annotations in the grade book denoting both exemplary and/or less than exemplary behavior. Cooperation and positive attitudes are always noticed, appreciated, and remembered!

## AFTER SCHOOL SECTIONALS

After school sectionals for the Philharmonic Orchestra will take place on specified Mondays, from **4 PM to 5 PM**. Attendance is mandatory and is a requisite for enrollment in this class. Note, any unexcused absences will result in the loss of 20 points per incident that *will* adversely affect the student's grade and standing in class. If the absence is excused (cleared by Mr. Park and the student has submitted a signed absence form), participation points can be recuperated through a playing exam to be scheduled later during the week.

Sectional dates are as follows:

### **Winter Concert Prep – 2011**

#### 1<sup>st</sup> Violins & Violas

Sectional #1 – Oct. 3<sup>rd</sup>

Sectional #2 – October 17<sup>th</sup>

Sectional #3 – November 7<sup>th</sup>

#### 2<sup>nd</sup> Violins, Cellos & Bass

Sectional #1 – Oct. 10<sup>th</sup>

Sectional #2 – October 24<sup>th</sup>

Sectional #3 – November 14<sup>th</sup>

### **Spring Concert/ Festival Prep – 2012**

To be scheduled, either on Mondays

From 4 to 5 PM, during 2<sup>nd</sup> period

class time, or a combination thereof.

### **Pops Concert Prep – 2012**

#### 1<sup>st</sup> Violins & Violas

Sectional #1 – April 9<sup>th</sup>

Sectional #2 – April 23<sup>rd</sup>

Sectional #3 – May 7<sup>th</sup>

#### 2<sup>nd</sup> Violins, Cellos & Bass

Sectional #1 – April 16<sup>th</sup>

Sectional #2 – April 30<sup>th</sup>

Sectional #3 – May 14<sup>th</sup>

## INSTRUMENTS & EQUIPMENT

Mira Costa owns a limited number of violas, cellos & bass. There are no violins in the school inventory. The low string instruments are used to allow students the convenience of playing on a school instrument while personal instruments remain at home.

### **\*\*\* Maintenance Contribution**

In lieu of a rental charge for the use of a school instrument, the Mira Costa Orchestra Program is asking for a maintenance contribution of **\$150** to help preserve the conditions of all instruments. This amount applies for a single academic school year, and will assist in paying for repairs that are needed on a continuous basis to prolong the life and use of the instrument.

Examples of repairs [and approximate costs] include: replacing the bow hair [\$45 - \$60]; replacing a set of strings [upwards of \$110 for viola, \$240 for cello, and \$340 for double bass]; cleaning, polishing, touch-up, & general repairs [\$60 per hour for labor, plus cost of replacement parts if necessary], et al.

Any student using a school instrument must complete and turn in an instrument loan agreement, along with a check, made payable to "MBAF" (Manhattan Beach Athletic Foundation). Please write "MCHS Orchestras" in the memo line of your check. The instrument maintenance contribution is not considered a donation to the program, and the Orchestra Boosters will not be able to provide a tax-deductible receipt. Note: The Orchestra Boosters will make available financial assistance to cover a part or all of the maintenance contribution amount to any families in need. Requests will be kept strictly confidential.

## CAMPUS-WIDE EXPECTATIONS

### 1. ATTENDANCE

#### A. Absence

1. You must be physically present or you are defined as absent.
2. It is the policy of the Manhattan Beach Unified School District to encourage students' regular attendance and participation in all classes. Student participation and personal interaction with teachers and with fellow classmates are recognized as integral parts of the students' high school learning experience.
3. Excessive excused absences may directly affect a student's grade whether by missing class lectures and discussions or by failing to turn in homework and tests.
4. When students lose a class, they lose credit and can become ineligible for athletics and/or for co-curricular activities.

#### B. Clearing Absences

1. You must bring a note signed by your parent/guardian stating the reason for your absence to the attendance office within three days of your return to school.
2. Unless you have cleared the absence with a note from a parent through the attendance office, you will be marked truant. The attendance office is open from 7:00 a.m. to 9:00 a.m., and during snack and lunch. **CLEARING AN ABSENCE IS NOT AN EXCUSE FOR TARDINESS.**

#### C. Off-Grounds Pass/Leaving Campus

You must obtain an Off-Grounds Pass from the attendance office, if you are required to leave campus for any reason. A student, who has a doctor/dental appointment or must leave campus for any reason after he/she has arrived at school, **must first acquire an off-grounds pass from the Attendance Office.** The Attendance Office will not issue an off- grounds pass unless the student has a note from a parent or from a school official. This must be taken care of before school, at snack or lunch prior to leaving campus. Students who are sick may not leave campus without an off-grounds pass from the Health Office. Students found off grounds without a pass may be cited by the School Resource Officer.

### 2. PUNCTUALITY

It is important to be in class on time. You are tardy when you are not in your seat when the bell rings. Any student who is tardy more than 30 minutes is absent for the period and must clear the absence with the attendance office the following day. Detention will be assigned for tardiness. In case of excessive tardiness, your parent(s) will be contacted and you will be referred to your Counselor. Chronic tardiness may result in a referral to SART.

### 3. ETHICS

To create a fair and positive learning environment, The Mira Costa Administration and Faculty require that students act with honesty at all times in their academic endeavors. To this end, the following policy has been established by a faculty committee to promote academic integrity and to establish consequences in cases of unethical behavior.

The development of academic integrity in the students of Mira Costa High School is a significant priority for teachers and faculty. This document encourages students and parents to become partners in this goal as students explore ideas and achieve success as a result of their own efforts. The Manhattan Beach Unified School District expects students to take their responsibilities as ethical learners seriously.

Cheating includes, but is not limited to, plagiarizing, copying another student's work, using notes, electronics, or other means of assistance on an assignment or test, passing answers or information to other students about an assignment or test, altering a teacher's grade book/records, and taking a copy of a test to use it for personal advantage or for distribution to other students. Please note that teachers utilize software (such as turnitin.com), internet search engines, and references to other materials (including Spark Notes) to ascertain the authenticity of student work. For additional information on How The Policy Works, please see the student planner.

Return this page by Friday, Sept. 2<sup>nd</sup>.

## PERIOD 2 PHILHARMONIC ORCHESTRA

STUDENT NAME (printed) \_\_\_\_\_

Please check the following boxes:

I have read and fully understand the requirements and information provided in the "Philharmonic Orchestra Guidelines." I will keep this packet for future reference and hold accountable to all the policies and requirements contained in it.

I give consent for allowing pictures of my son or daughter to be used for the Orchestra Booster website, concert programs, and/ or other official documents & media items pertaining to activities of the Mira Costa Orchestra Program.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/ GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

**PLEASE PRINT CLEARLY:**

Parent/ Guardian Names \_\_\_\_\_  
(father) (mother)

Home Phone Number \_\_\_\_\_

Work Phone Number(s) \_\_\_\_\_  
(father) (mother)

Mobile Phone/ Pager \_\_\_\_\_  
(father) (mother)

Home Address \_\_\_\_\_  
\_\_\_\_\_

Additional Address \_\_\_\_\_  
\_\_\_\_\_

Parent/ Guardian Primary E-Mail Contact \_\_\_\_\_