



Letter to Parents & Student/Parent Signature Sheet



Dear Students and Parents/Guardians,

Thank you for being a part of the music program at AHS! This handbook will explain grading and expectations for classes and extracurricular events. Every student has received a syllabus with class information. I hope we can continue to navigate this school year with grit, flexibility, and creativity to build a positive experience for all. I hope to instill in students the power of creating music. Students will be expected to take home their instruments to practice and to use technology to aid in their musicianship. Parents/Guardians are expected to support students in their musicianship, whether it is attending concerts or cheering on their student's music making at home.

Every individual is important in my classroom. I want them to feel included and supported in their musical journey. I will be encouraging them to improve their musicianship through my classes. I hope we can challenge ourselves to be better learners and better musicians than the day before. The reason we take classes is to improve our skill and knowledge. A big part of learning is making mistakes. One of the most rewarding things about playing music is the continued improvement we make through our mistakes. In my classes communication is key to a successful educational experience and career. We also will have regular events and information posted at www.analybandwagon.org. Please do not hesitate to reach out through email. I cannot help solve a problem I do not know about.

Sincerely,

Mr. Casey Jones

cjones@wscuhsd.org

707-824-2337

We have read the syllabus and the handbook. **We completely understand the expectations** that go along with it. I understand that there are **required extra-curricular events** for class. By signing below, you agree to the requirements for your class(es).

Student Name (print)_____

Student Signature_____

Parent and/or Legal Guardian name (print)_____

Parent and/or Legal Guardian signature_____

Please check the following boxes:

☐ I give permission to share my contact info with the Analy Band Wagon (it will not be shared outside this organization)

☐ I give Mr. Jones and the Analy Band Wagon permission to use photos and video of my student in promotional media.

☐ **I have received and read the calendar of events and understand that there are graded events my student(s) will be required to attend (see syllabus for further information).**

Parent/Guardian contact email _____

Parent/Guardian contact phone number _____ ☐ cell ☐ home

Program Cost and Family Contribution:

Every year the Analay Music Department spends thousands of dollars for the students' music experience. This money is spent on instruments, sheet music, instrumental coaches, festival cost, busing, repair, as well as a myriad of other expenses. The band and orchestra program receives minimum financial support from the district for these costs, it is not cheap to run this program and it is because of family support we have been so successful.

We ask for your support through donation to help keep this stellar program running. With your help we are able to outfit our students with instruments without the need to rent from an outside program. With your support we are able to play instrument music that is modern and diverse every year. Without donation support, the program would not be as strong or successful as it is today.

We are asking families to contribute \$75 per student.

This helps create the best learning environment. If you need a new (or another) hoodie for the pep band games, that will be an additional \$45 cost.

We understand that not all families will not be able to donate the \$75, any amount throughout the year helps. If you have any questions about the funds or how they are being spent, please do not hesitate to contact Mr. Jones or Analay Band Wagon President Zac Shuford (or any ABW member).



ANALY BAND WAGON (ABW)

Every year the ABW spends thousands of dollars supporting the music program. This is mostly through grants, fundraising, and individual donations. This includes the regular cost of instrument repair, sheet music, trips, busing, uniforms, and in the past, the band coordinator. That's where your support comes in!

The ABW is looking for booster support! A booster is usually a dedicated, hardworking parent/guardian of a member of the school band or orchestra. Sometimes a booster is simply a supporter. A booster's work is all too often without praise, unrewarded in terms of compensation for hours of work, and sometimes chaperones an overnight on trips.

A music booster can be a truck driver (sometimes a van driver) using the family car to chase down a loose piece of music or a music stand; a chaperone; and a problem-solver for the band or orchestra. A booster comes up with solutions to challenges and problems the program faces outside the classroom. A booster serves on the ABW committees and can take on the challenging jobs that have to be done.

Most of a Booster's time is spent in fundraising and supporting the student experience.

The band and orchestra director looks to the booster organization (ABW) to help raise the funds to finance important trips, or to buy much needed equipment that the school district cannot always provide.

It's important to understand and appreciate the important role booster organizations play in keeping school music alive. You can help by being a booster! If you want to support the band, please join Analy Band Wagon!

THANK YOU TO OUR BOOSTERS!

Visit www.Analybandwagon.org



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I. CLASSROOM RULES

1. Be on time for class. Being tardy will result in a grade point loss. Any cuts or or unexcused absences may lead to a 0 participation grade. Timeliness includes having your music and instrument out and ready.
2. Be present for Class. This includes taking part in class activities. Unless directed, cell phones will not be allowed. Please see Analý's Cell Phone Policy.
3. Eating food or chewing gum during class meetings is not permitted. Students will lose participation points for violating this rule. Water is permitted during class.
4. Each student is responsible for their own copy of music. Please have your music and expect to write on it. Each student is responsible for their instrument and its supplies. See next page for details.
5. Financial responsibility of any damage due to negligence or misuse to school equipment will be assumed by the student(s) involved, this includes accidents and normal wear and tear. If you have lost your music or materials, report it immediately.
6. Please use proper volume when participating in class activities.
7. Profanity, degrading racial, ethnic, homophobic, sexist, or religiously and culturally intolerant language or behavior will not be tolerated.



II. TARDY AND ABSENCE PROCEDURE

You will be considered tardy if you are not present in class at the assigned time. You will need to set up your instrument within the first three minutes of class and have your music with you. Music classes are largely activities based classes and being tardy can make it difficult to be successful in class.

Unexcused absences will result in a 0 grade for that day. It is the student's responsibility to log make up time by reporting to Mr. Jones, make-up work will be discussed as necessary. It is your responsibility to ask for makeup work. A cut to class will result in a score of 0 participation points.

III. MATERIALS REQUIRED FOR CLASS

Students are expected to bring the following items to class everyday:

Supplies include:

- All students: a charged Chromebook for class (some outlets available) and a pencil for writing on music.
- Music Lyre (for those in pep band).
- Reeds, cleaning swab, mouthpiece cap, ligature, neckstrap for woodwinds
- Mouthpiece, valve oil, slide grease, a clean soft rag for brass players
- Drumsticks clearly labelled if playing percussion
- Rosin and a clean soft cloth for bowed string instruments
- Cables, picks, and shoulder straps for acoustic guitar, electric guitar and electric bass. Instrument supplies should be purchased by students, but will not be provided unless it is an emergency situation. Students without music supplies may lose participation points because they are not able to play.

All folders should be put away at the end of rehearsal in the designated spots. Home practice is expected every week. Please plan to take your instrument home. Music and music folders will be checked out to all students. Lost parts will be replaced at cost, some parts may not be replaced because they are out of print. The cost of a new paper folder is 75 cents. The first paper folder is free.

IV. LATE WORK POLICY

Late work will be accepted a week after the due date. Late work past the due date will not be accepted. Late assignments after the due date may be penalized up to half credit. Please talk to Mr. Jones if you have any issues. Students may be asked to redo assignments for the following reasons:

- Not following the directions in Google Classroom
- Bad audio quality
- Turning a blank or incorrect assignment.

Google Classroom does not clearly communicate who turned in late work. It is the students responsibility to communicate any late work that is turned in. Because of the timing and volume of late assignments, late assignments may not be graded until the end of the quarter/semester.

V. GRADING

Grading is divided into three basic parts: Participation, Assignments, Performances (playing test for Instrumental Music). The final semester performance will count as "Final Exam" Grade. Students are responsible for playing the parts that are assigned to them, to the best of their ability. Students do not compete for a grade with anyone else. Grades are affected by effort, participation, class assignments and willingness to do what is expected. **Outside practice and work is expected.**

Grade scale:

A= 100%-90% B= 89%-80% C= 79%-70% D= 69%-60 F= 59%-0%

Participation

Participation in class includes playing in class and being a part of class activities. Students will receive a weekly score for participation. Students will receive 10 points per day. Participation includes bringing all materials and instruments to class. Students are expected to bring their own copy of music to class, every time they attend class. Although sometimes students will share copies of music for a performance or rehearsal, they are expected to have their own music at all times. Students may request backup copies on request.

Practice

Students are expected to practice their instrument to better their skills and understanding of music. Students will not be graded on practice, but given assignments to record give an example of their practice at home.

- Band (Concert Band) and Orchestra students are expected to practice up to an hour outside of class per week.
- Symphonic Band students will be expected to practice up to an hour and a half a week.
- Honor Symphonic Band/Orchestra will be expected to practice up to an hour and a half a week as well as submitting work and recorded auditions to outside organizations.
- Jazz Ensemble students will be expected to practice up to an hour a week
- Instrumental Music students should expect to spend an hour or so each week creating music and learning about instruments.

Class assignments.

Most of the assignments in performance classes will be focused on playing and performing music. Students will be expected to complete assignments to support their playing, please let Mr. Jones know about any issues immediately. Class assignments will be communicated and scheduled via Google Classroom. Blank assignments turned in will receive a 0. Further instructions may be found on YouTube, and other applications when appropriate. Class assignments may include recordings, reflections, listening assignments, music writing, etc.

Recording Assignments in Jazz/Band/Orchestra consist of brief recordings. Recordings are an assessment of home practice. Please submit recordings via Google Classroom. Instructions will be provided on Google Classroom as well as Soundtrap. Recording will be done through Soundtrap. If students are unable to record, they may make it up in person by setting up an appointment with Mr. Jones.

Performances

Throughout the semester and school year students in performing classes will be expected to perform music that is rehearsed in class. This will include such things as football games, parades, the fall festival, and various other performances. These will require a certain uniform dress code which will be outlined prior to the performance. Performances are an integral part of music experience and are to be taken seriously as tests or finals. Students in Instrumental Music are expected to attend a music performance outside of class to see an example of a musician in action. Students will write a one page paper reflecting on the experience and will provide proof of attendance. All performances must be approved by Mr. Jones. Examples would include: Winter Band Concert or the Choir Concert.

“Playing Test”

Throughout the semester and school year, instrumental music students will be expected to perform or present music that is practiced and rehearsed in class, this is similar to how other classes have a test. For instrumental music these performances will occur during class for Mr. Jones. The purpose of the playing test is to demonstrate knowledge and understanding.

Performances are an integral part of music experience and are to be taken seriously. Students will be graded on their progress and improvement.

In order to be successful on tests a student MUST take their instrument home to practice.

In this class it will start out as assignments on their Chromebook and then will eventually include physical instruments as well.

Major Concert Performance

A major concert is a culmination of work from throughout the semester and is a chance to share hard work and practice with parents and the public. This is considered the final and will be at an extracurricular time. Students are expected to support all groups performing at the winter concert and expected to stay the entire time of the event. This will include: Fall Festival, CMEA/Festival performances. Students will be graded on participation and etiquette. All rules for major performances will be reviewed prior to the major concert performance. The final semester performances (Winter/Spring Concert) will count as “Final Exam” Grade.

Extra Credit

Extra credit for assignments will be given on a case-by-case basis. Please see Mr. Jones for extra credit opportunities. Please do not count on extra credit for major projects and performances.

VI. STUDENTS EXPECTATIONS

Outside of class rehearsals may be called during tutorials. Students will be expected to participate or follow the same procedure for missing a rehearsal. This may include several combined pep-rehearsals in the Fall and marching practice in the Spring as well as full orchestra ensemble, schedule pending.

Instrument Check out:

Some school-owned instruments are available to check out for students who are unable to provide their own instrument. If you need to rent an instrument, you must talk to Mr. Jones. Before you may use or take home the instrument, you must return the form, signed by you and your parent/guardian. The student and parent are responsible for repair and maintenance during the school year. At the end of the year, the instrument will be inspected for damage and an additional charge may be assessed if needed. If you should choose, or a school-owned instrument is unavailable to rent, then you can rent one from a local music shop.

Supplies for class:

Students are expected to bring instrument supplies. Reed instrument players should always have at least two to three reeds in their case. Brass players should have oil, mouthpiece, etc. Percussionists should own at least one pair of drumsticks labeled with their name; it's your instrument. Students should procure their own supplies outside of class. Students should only rely on reeds from the Band/Orchestra office in an emergency. Each band student is expected to provide their own lyre for marching events, except flutes. Mr Jones is not responsible for loss of supplies left around the band room.

Football games (Pep Band)

All symphonic band and band students are required to participate in scheduled home football games. Dress for football games will be the marching band uniform unless otherwise directed.



VII. PERFORMANCE PROCEDURES AND EXPECTATION

1. Students enrolled in Jazz Ensemble, Band, Orchestra, Symphonic and Honors Symphonic Band are expected to attend assigned performances, and stay through the end of the performance to support their music colleagues. As these are performance-based classes, the goal is to perform music.
2. If you cannot appear at a given performance, Mr Jones must be contacted by written email from parent or legal guardian two weeks before the performance. Please have your parent/guardian write the best time to call for verification. Emergencies will be treated on a case by case basis.
3. If you are excused from a performance you will do a make-up assignment in lieu of the time spent performing. It is your responsibility to ask for this assignment. Make-up for performances may be equivalent work time to the performance time. This may include a written assignment and/or a recorded assignment
4. Your grade will be lowered one letter grade for each unexcused absence for performance. No make-up work will be given.
5. Sometimes we will be performing outside the town of Sebastopol. No students will be allowed to drive to these events. A parent may choose to pick up their child after an out-of-town performance, and this is permitted. The student must still ride to the performance with the group. If someone other than a parent would like to take a student home, the school district has special procedures and forms to fill out. Contact the school office if this situation arises.

VIII. MISC

There are many performance opportunities through extracurricular groups. Students may receive extra credit for participating in multiple groups outside of their enrolled class. Extra-credit will be given at the discretion of Mr. Jones

Groups may include (but are not limited to)

Drum Line

Full Orchestra

Jazz Combo

Rock Band

Chamber Groups

Mariachi

Youth Symphony

Please ask Mr Jones if you would like to be a part (or start) one of these groups. Please realize that time may be limited by Mr. Jones's availability.

DO YOU NEED A JOB? ARE YOU 15 OR OLDER? SEE MR. JONES (RIDES MAY BE AVAILABLE). Cazadero Music is hiring for the fall and spring season.

Fall 2025 Calendar (Subject to Change)

When?	What?	Who?
AUGUST 26TH - Tues	ABW INFO MEETING @6pm	PARENTS/GUARDIANS & STUDENTS
SEPTEMBER 5TH - Fri	Nat'l Anthem @ FOOTBALL GAME*	Symphonic & Honors Symph Band
SEPTEMBER 11TH - Thur	Back to School Night @ 5:45pm	Jazz "Combo" Students
SEPTEMBER 15TH - Mon	ABW MEETING @6:30pm	PARENTS/GUARDIANS
SEPTEMBER 19TH - Fri	Nat'l Anthem @ FOOTBALL GAME*	Symphonic & Honors Symph Band
SEPTEMBER 26th to 28th, Fri to Sun	CAZ MUSIC CAMP JUMPSTART	STUDENT AND PARENT VOLUNTEERS
OCTOBER 10TH & 11TH FRI & SAT	ABW FALL FESTIVAL @AHS FUNDRAISER*	ALL GROUPS PERFORM Parent & Student Volunteers
OCTOBER 17TH	FULL PEP BAND* @ HOCO FOOTBALL GAME	ALL BAND STUDENTS
OCTOBER 22ND	PEP BAND @ FLAG FOOTBALL @7pm	ALL BAND STUDENTS
OCTOBER 24-26	DRAMA PRODUCTION MUSIC	Orchestra
OCTOBER 31ST	PEP BAND FOOTBALL GAME*	ALL BAND STUDENTS
NOVEMBER 12th	School Board Meeting @5:30	Jazz "Combo" Students
DECEMBER 4TH - Thurs	SEB. TREE LIGHTING* AFTER SCHOOL @PLAZA	JAZZ ENSEMBLE
DEC. 9TH TUES	*WINTER CONCERT* (Class Final) 6:30pm	ALL GROUPS

*Graded Performance

Jazz Ensemble = 0 period

Orchestra = 3rd period

Symphonic Band = 5th period

Concert Band = 6th period

Mr. Jones uses the Remind App to communicate events and information with students and parents/guardians. Remind provides a safe way for teachers to text message students and stay in touch with parents.

Remind Code for class communication (text the @ code to the number 81010):

- 6th Period Band **@analyband**
- 5th Period Symphonic (and Honors) **@analysymph**
- 3rd Period Orchestra **@analyorch**
- 0 Period Jazz Ensemble **@analyjazz**