



# **Hillsdale Music Student Handout 2019-2020**

Welcome to the Hillsdale Middle School Music Department!

We look forward to the year secure in the belief that it will be another banner year for Hillsdale. Through the music program, Hillsdale music students will not only learn to play a musical instrument, but will also learn the essential qualities of self-discipline, rehearsal conduct, performance deportment, instrumental and vocal care, music theory, and an appreciation of the musical fine arts. There are four main components - **Recording, Performance, Expert Evaluation, and Character Development.**

We will perform for adjudicators and family and be recognized for our outstanding behavior on and off the stage. Students will be given opportunities to audition for honor groups that will give them direct links to colleges and their recruiters. We have seen students use music to get ahead in life and finance their college. More than ever, colleges have seen the music student as an important part of their college, and we have many examples of colleges choosing our graduates over non-musicians. In fact, recently a former student received a full-ride to UCLA in music. Our students have also fed into every Ivy league school.

Studies have shown that taking a music class enhances higher brain function, improves reading and math performance, raises IQ scores, provides important experiences, increases SAT Scores, teaches a habit of excellence, develops quick and decisive thinking, builds teamwork, and enhances cooperation, which ultimately will prepare our children for their futures.

Membership in these close-knit and active groups is a source of considerable pride. While music probably requires more time than some activities, these activities are richly rewarding. The requirements of the class are demanding, yet entirely within reach of any student willing to work.

We are so fortunate to have an amazing community of parents and H.M.D.P.A, a non-profit 501(c)(3). Because of them, we can continue to foster the musical development of all our students. Please consider being a part of this organization. A separate packet is designed to answer questions about what they do.

Please complete the Music Department Survey at <https://forms.gle/MWVj2iGHnuU2VfzQ9> by **August 30th**. If you are a **New Hillsdale Music Parent** or simply wanting a refresher, please come to an Informational Meeting on **August 29, at 6:30 PM in Room 101**. The music room is through the door closest to the parking lot to the right of the Marquis.

Thank you for your participation, and we look forward to working with all of you.

**Mr. Spencer Caldwell (Beginning Band and Orchestra, Concert and Symphonic Band, and Drumline)**

Email: [caldwells@cajonvalley.net](mailto:caldwells@cajonvalley.net)

Webpage: <https://www.cajonvalley.net/Domain/429>

Twitter: @Mr\_CaldwellHMS

**Mrs. Monica Disselkoen (Beginning/Intermediate Band, Intermediate Orchestra)**

Email: [disselkoenm@cajonvalley.net](mailto:disselkoenm@cajonvalley.net)

Webpage: <https://sites.google.com/cvusd.co/hillsdaledisselkoen>

**Mr. Casey Hernandez (Assistant Director, Advanced Orchestra and Choir)**

Email: [hernandezc@cajonvalley.net](mailto:hernandezc@cajonvalley.net)

**Music Dept. Youtube:** [https://www.youtube.com/channel/UCoWHaI\\_IWEf01JgIVnLSI9Q](https://www.youtube.com/channel/UCoWHaI_IWEf01JgIVnLSI9Q)

**Hillsdale Music Dept Parent Association (HMDPA)**

Webpage: [www.hmdpa.org](http://www.hmdpa.org)

Facebook: <https://www.facebook.com/HMDPA>

Twitter: @HillsdaleRocks

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Reminder to fill out Music Department Survey to acknowledge you have read the packet at <https://forms.gle/MWVj2iGHnuU2VfzQ9> by August 30th, 2019.

## **COURSE DESCRIPTIONS**

All classes listed below will perform regular concerts for the school, parents, and local festivals. Students this year will be exposed to recording studio concepts, professional performance environments, and music theory with an emphasis in cutting edge technology. All classes will either perform on stage at a theme park, do a “recording Session” workshop backstage, or go through an amazing music workshop. We will be planning an optional overnight music festival as well.

### **Orchestra**

#### **Beginning String Orchestra**

This is the first step to becoming a music student. No music experience is needed. Students will learn the basics of note reading and explore the orchestra instruments: violin, viola, cello, and bass. Students will then pick one to study for the year. There are instruments available for students to use if needed. Towards the end of the year, they will have the opportunity to go on either a recording workshop trip with Intermediate Orchestra or a music workshop in Disneyland.

#### **Intermediate String Orchestra**

This class is the second step in the Hillsdale Music Program, and it’s designed for students who have at least one year of experience. They will experiment with new key signatures, different tonalities, a variety of bow techniques, and an extension of musical styles. Towards the end of the year, they will have the opportunity to go on either a recording workshop trip or a music workshop in Disneyland.

#### **Advanced String Orchestra**

This is the top orchestra here at Hillsdale. Students in this class will further develop their musical skills and have greater opportunities to perform, such as Disneyland, local Solo and Ensemble festivals, and possibly the San Diego Chamber Orchestra. They will also have an opportunity to go on an optional overnight music festival trip in the spring.

### **Band**

#### **Beginning Band**

This is a highly accelerated first step in the Hillsdale Music Program. No music experience is needed. Students will choose a concert band instrument and then study it for the year. If a student passes “Sawmill Creek,” they may have the opportunity to move up to Intermediate Band after the winter concert. Towards the end of the year, they will have the opportunity to go on either a recording workshop trip with Intermediate Band or a music workshop in Disneyland.

#### **Intermediate Band**

This year, Intermediate Band will be formed after the winter concert. It will be made out of Beginning Band students who have excelled in their course of study and ready for new challenges. They will experiment with new key signatures, complicated rhythms, a variety of articulations, and an extension of musical styles. Towards the end of the year, they will have the opportunity to go on either a recording workshop trip or a music workshop in Disneyland.

#### **Concert Band**

This class is the third step in the Hillsdale Music Program. Students enter Concert Band after at least two years of training or with permission from Mr. Caldwell. Students in this class should also consider trying out for county, state, and all-southern CA honor bands. They will have an opportunity to perform on a Disneyland stage in the Performing Arts Showcase.

#### **Symphonic Band**

This is the top concert band here at Hillsdale. It is only for those students who have shown excellent progress in the past and have a desire to develop their music skills to the utmost of their ability. This class will operate with a greater emphasis on ensemble performance excellence. They will have an opportunity to go on an optional overnight musical festival trip in the spring.

## **BEFORE AND AFTER SCHOOL PROGRAMS**

We have a great compliment of extra ensembles before and after school. Every ensemble before and after school will be asking for a participation fee for your child's participation in order to cover staff, music costs, and performance attire. Participation in these groups is open to the entire school and is dependant on committed participation. Students enrolled in these before/after school programs will enhance their music skills and may even receive practice credit towards their regular enrolled music class. These ensembles' start-up times and enrollment procedures will be advertised through the school daily bulletin and our website. Every ensemble will have a unique attire.

### **Zero Period Jazz Ensemble:**

*Times: 8:30 - 9:30 M W F*

*Voluntary Contribution: \$30*

We have been given permission to rehearse the Jazz Band during Zero Period. Your schedule will be moved into the Zero Period in room 101. Students will study many styles of music including Swing, Latin, and Rock as well as an introduction to advanced music theory and improvisation. The Jazz Band will perform in many community events and the overnight musical festival trip this year.

### **After School Drumline:**

*Times: TBD*

*Participation Fee: TBD*

Students will learn and perform a 15 min. stage show using percussion equipment. We will perform in community events, community concerts, and school concerts and compete in the overnight musical festival trip.

### **After School Mixed Ensemble Choir:**

*Times: Monday 2:45-4:30 PM and Wednesday 3:45-5:30 PM*

*Participation Fee: \$190 (includes the attire)*

This choir is a group open to all Hillsdale students, both girls and boys. No experience is necessary; auditions will be based on singing abilities and effort. Once accepted, the student is expected to participate in all practices as well as other performances. Please see Mr. Hernandez for a choir packet in early September for additional information.

## **HMDPA** (Hillsdale Music Department Parent Association) [HMDPA.org](http://HMDPA.org)

HMDPA is a non-profit 501(c)(3) whose objective is to serve all of the music students in the Rancho San Diego Area. They usually hold general meetings on the 2<sup>nd</sup> Tuesday of each month from 7:30PM-8:30PM in Room 101. (See calendar) Because of this organization's diligent efforts, we are able to provide all of the incredible opportunities you've seen in this packet.

*Monetary Support:* They ask for each student to fundraise and/or contribute \$100 to support them, which in turn supports the music department. A contribution to HMDPA is tax deductible. (See HMDPA packet for more specific details.) A "contribution" is your Opt-Out of fundraising. HMDPA helps students who couldn't afford this type of activity; provides sheet music we play in concerts; purchases instruments; and pays for festival entrance fees, DVD/Blu-Ray production, concert costs, expert staff, non-profit filing expenses, insurance, running costs, and more. HMDPA also enables every student the opportunity to participate at the fullest level. For 20 years, HMDPA has supported students in their music endeavor by increasing our instrument inventory from 15 instruments in 1997 to the 250 instruments we have available today. Because of their support, we have never turned a student away from music in these 21 years.

**\*\*HMDPA will be providing amazing support staff, educational experiences, and more.\*\***

### **SmartMusic**

We have been piloting SmartMusic for the last 5 years, and every year it gets cheaper and better. It's now only \$12 to have full access, just a few years ago this was \$40. This software has revolutionized the music experience and will make your job as the parent much easier. We will be assigning music that will report the grade and track practice time. This is a web-based software that can be used on most devices including Chromebooks. If you don't have internet, then there will be labs on campus before and after school that students can use.

### **Fundraising**

HMDPA will provide many fundraising opportunities; these are always optional. For some fundraisers, the profits will be recorded into your child's account, and then you can decide what those funds will go towards: instrument supplies, trip expenses, or a contribution to HMDPA that will then give you benefits like VIP seats in concerts, VIP Receptions, and more. Some fundraisers will go to HMDPA's General fund, which pays for running expenses, new instruments, sheet music and staff.

The goal to make our program meet its educational goals is \$100 per student.

### **Approximate trip costs** (more exact info will come as dates are set) *Trips are optional*

California Adventure/Disneyland (Beginning and Intermediate ensembles) \$150

Forum Festival: Overnight Disneyland (All groups except Beginning and Intermediate ensembles) \$350 ea.

## **EVENT DESCRIPTIONS**

### **Festivals**

*Groups that participate: Symphonic Band, Concert Band, Advanced Orchestra, Jazz Band, Mixed Ensemble Choir, possibly Intermediate Band or Orchestra.*

Festivals usually take place at a local high school or college during the school day. Students will be excused from school but will be required to make up any missing school work. (The day after a festival we will allow students to use the class period, if needed, to visit teachers for make-up work or lectures.) Students will perform in their formal attire. Judges will give us written and taped comments. There is usually also a clinic or a sight-reading session. These events are free to the public and very educational. We receive ratings (best to worst) of Superior, Excellent, Good, Fair and Poor. These are mandatory performances and thus part of the 45% of the academic grade directed to performances. There is no direct cost to students for these activities. (HMDPA funds our festival participation.)

### **Knott's Berry Christmas**

*Groups that may participate: Husky Band and Advanced Orchestra*

Students will get to perform on stage at Knott's Berry Farm! More information to come in the future.

### **Disneyland "Workshops"**

*Groups that participate: Intermediate Band, Intermediate Orchestra, Beginning Band, Beginning Orchestra*

Music workshops take place behind the scenes at Disneyland. In the recording workshop, intermediate ensemble students get to record Disney music and watch their music to actual Disney movie scenes. In the Music 101 workshop, beginning ensemble students get to learn about how music affects movies, amusement parks, and our emotions. They will get to compose their own songs and work with a group to create mood-appropriate music when given a specific scene. The cost is approximately \$150 (busing and a discounted Disneyland ticket, behind the scenes workshop). Disneyland allows schools to participate based on an audition, so it is not a guaranteed activity.

### **Petting Zoo Concert**

*Groups that participate: Symphonic Band, Advanced Orchestra*

This beginning of the year concert is a demonstrative, informational concert with hands-on experience. The Symphonic Band and Advanced Orchestra will demonstrate music and identify the different families of instruments for the audience. There will also be local music stores there with instruments to sell and rent. Then, the Symphonic and Advanced students will facilitate areas where students can try out some of these instruments. The target audience of this event will be the beginning students of Hillsdale and of all the local feeder elementary schools.

### **High School Halftime Shows**

*Groups that participate: Symphonic and Concert Band*

We will combine the Concert band and Symphonic band to participate in a football game halftime show with our local high schools. The Hillsdale students will get a taste of what the high school experience may be like while being surrounded by a great community of band students. We have been on TV in the past for this.

### **School Assemblies**

*Groups that participate: all groups*

We perform for the school usually once or twice a year. Students will miss some classes, but teachers have been very appreciative of these activities, and it is a great educational event for the school.

### **Cajon Valley Union School District Honor Band**

*Participation: Any intermediate to advanced band student who has the desire. Non-Auditioned. Director Recommended.*

Each school director submits up to 20 students from Concert Band and Symphonic Band to form a District wide honor band. Students will work with a local educator or professor over a month of one rehearsal a week and then perform a concert.

### **John Philip Sousa County Honor Band**

*Participation: Any int student who has the desire. Non-Auditioned. Director Recommended.*

This encompasses the entire county and happens over a single weekend.

### **San Diego All County Honor Band and Orchestra (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>)**

*Participation: Those who audition and make it in.*

These are auditioned ensembles comprised of students from all across the county. They will rehearse 6 times over a 3 week period and then perform a single concert for the community. We have typically had the most students in the county. This is a very educational experience, and it exposes students to great directors, such as Matt Garbutt of the San Diego Symphony, Dr. Dan Nelson of Point Loma Nazarene University, Jeanne Christensen from Cuyamaca College, Dr. Shannon Kitelinger of SDSU. Normally, this opportunity is held sometime during the spring with auditions before.

### **State Honor Band and Orchestra (7<sup>th</sup> and 8<sup>th</sup> grade only)**

*Participation: Those who audition and make it in*

<http://CBDA.org>

This is an Honor Band/Orchestra comprised of the best students of the State. The audition will be by CD, and Mr. Caldwell will work with students to record and submit the application. The commitment will be one long weekend in Fresno, CA Feb 20-23. College recruiters come to this event. The audition and application will be due late November. See Mr. Caldwell for required music and go to CBDA.org for scales and more info.

### **National Honors Performance Series at Carnegie Hall**

*Participation: Those who are nominated, audition, and make it in*

<http://honorsperformance.org>

This event is for both band and orchestra students. Students are nominated by Mr. Caldwell. Unlike all other Honor Groups, students get to choose their own music for auditioning. Usually the music has to be submitted by January. If chosen, students will spend a week in New York rehearsing and sightseeing, culminating in a Carnegie Hall performance in late June. We have had 4 students make this ensemble!



## **GRADING POLICIES**

Check grades at <https://parentportal.cajonvalley.net/>. The front office will distribute PINs.

### **SCHOLARSHIP GRADES**

**Citizenship/Participation.....35%**

- ♪ Daily Behavior
- ♪ Concert Attendance (you are letting your classmates down)
- ♪ Extra credit will be given to students who have parents/guardians attending HMDPA meetings.

**Folder /Instrument Check.....20%**

#### **Students need to have their music and handouts organized**

- ♪ Most current music calendar (passed out monthly or on the website)
- ♪ Name on the Folder
- ♪ Orderly music with pencil markings as requested by the teacher.
- ♪ Black Three Ringed Binder 1.5-2”
- ♪ Account slip (do you know how much money you have in Charms).
- ♪ Name label on your instrument case

**Home Practice, Tests, and Performances, .....45%**

- ♪ Students will be tested using software-based theory instruction “Music Ace” and playtests and practice time with **SmartMusic**.
  - Any student that does not take home the school issued Chromebook or does not have internet at home will have the opportunity to use “SmartMusic” in the classroom.
- ♪ Concerts are considered the “Final Exam “ and attendance is mandatory. (Please mark the dates on a calendar – only illness and death in family are excused.)
- ♪ Students are expected to practice outside of class time . It is recommended to practice 30 min. a day.
  - “Practice logs” may be used for individuals or classes as the teacher sees fit.

**CITIZENSHIP GRADE** (also counts for 35% of your Scholarship grade)

#### **How to earn an A on a daily basis:**

- ♪ Come to class every day with all proper materials: complete binder, pencil, highlighter, and instrument.
- ♪ Be in seat ready to rehearse within **three** minutes of the tardy bell.
- ♪ Remain in seat during duration of class (unless you ask for permission).
- ♪ Respect the rights of others.
- ♪ Work cooperatively with peers. (i.e. working in groups and ensemble)
- ♪ Put away music and place instruments in the proper location.
- ♪ Clean area before departing room.

(Extra and make up credit will be given to students who go out of their way to help others.)

## **CLASSROOM DAILY PROCEDURES**

**With up to 70+ students per class these guidelines will need to be followed to have success!**

“You need to have great silence for great music.”

### **Entering the Classroom:**

- ♪ Students must enter the classroom quietly.
- ♪ You have to be in the room by tardy bell and seated by three minutes after tardy bell rings
- ♪ Get your instruments out in a timely manner; don't socialize in locker room.
- ♪ Get necessary equipment and stands.
- ♪ Percussion: all equipment must be set up and ready by 3 min. or ALL will receive tardies

### **Locker room:**

- ♪ Storage room will be open before and after school. 8:40am-3:45pm (sometimes later)
- ♪ Place your instrument in your assigned locker (not on floor!)
- ♪ Do not touch anyone else's equipment!! EVER
- ♪ If someone's instrument is in your locker, let your teacher know. Do not touch it.
- ♪ Place empty cases back in locker; do not leave them on the floor. Small instrument cases (flutes/clarinets) can be stored under chair during class.
- ♪ Do not dispose of trash in lockers. Please do not eat in locker room.
- ♪ The locker is not designed for overnight storage. Store at your own risk.

### **Rehearsal Conduct:**

- ♪ Students should not be talking or playing out of turn during rehearsals.
- ♪ Non-verbal communication methods are encouraged. You will learn some sign language.
- ♪ Do not get out of seat for any reason without permission during a rehearsal.

### **Handouts and Music Distribution**

- ♪ Music and handouts will be primarily passed out through Google classroom.
- ♪ Once you have printed it at home, please write your FULL name, period, instrument/voice part on the top of **every handout**.
- ♪ Place handout or music in appropriate place in music binder.
- ♪ Lower citizenship grade will be given for leaving music out or a chronic losing of music.
- ♪ Students who do not have a means for printing at home will need to request copies to be made by the “class librarian”.

### **Sight-reading School Music**

- ♪ School owned original music must never leave the classroom.
- ♪ After sight-reading, all music must go back to the Director.
- ♪ You are not to write on music with anything but a pencil. Any damage to music may result in the loss of the song for future classes to perform.

## **Communication Tools**

The Music program has established several lines of communication. You are not required to do any of the following listed items, but the success of your child will depend on communication.

**Music Webpages.** Very important information will be available on these web pages. This will be the crucial key to your child's success. *Please bookmark on your computer and explore.*

<http://www.hmdpa.org> Information about our music parent foundation.

<https://zangle2.cajonvalley.net/parentconnect/default.aspx> On-line Grade book

<http://charmsoffice.com> This will be used for communication purposes and for you to monitor money transactions and more.

## **Google Classroom**

Ensure Your child has signed up for the correct google classroom:

This will be used for assignments and music distribution.

- Zero Jazz Ensemble **msO5kqo**
- Per 1 Beginning Orchestra: **Ku24rO**
- Per 2 Advanced Orchestra: **l8hu96**
- Per 2 Intermediate Orchestra: **yv8rjy**
- Per 3 Symphonic Band: **wOjmhs**
- Per 6 Concert Band: **85s9kht**
- Per 7 Intermediate Band: **ccfpfk**
- Per 7 Beginning Band: **ockqnp**

## **Charms Office Music Management Software**

Update or create your Charms account.

- Go to [Charmsoffice.com](http://Charmsoffice.com)
- School Code: HillsdaleMSMusic  
You can always look this up if you forget the code.
- Password: 1<sup>st</sup> time is your child's 6 digit School ID#.
  - ◆ If you forgot what it was, please let your teacher know.
- Once you enter the site you will be asked to create a new password, please update all of your info. This site will be used for tracking money deposits, fundraiser profits, and trips emergency contact info.

## **EQUIPMENT NEEDED FOR EACH REHEARSAL**

Hillsdale Music Department and HMDPA have made available a “student store” through charmsoffice.com. Students can order instrument supplies (listed below) the day before and have them by next class, students can order them during rehearsal as well but no guarantee there will be available supplies, HMDPA will offer to charge their account, and students can pay it back or fundraise as needed at a later time.

### **All Music Classes will need:**

- ♪ Snark Tuner (highly recommended)
- ♪ Flat head eyeglass screwdriver (except for drummers)
- ♪ Pencil, highlighter
- ♪ Black .5"+ three ring binder with several 8 1/2 x 11 sheet protectors with:
  - Name page, calendar, alphabetical music, method book (see below)
- ♪ Music Lyre (for Concert band and Symphonic Band football games, Padres baseball game, Hockey Game, and the mothergoose parade)

### **Strings instruments (Violin, Viola, Cello, Bass):**

- ♪ Rosin, extra set of strings, rag or cleaning cloth, chin rest, shoulder rest, sandpaper any size.

### **Brass Instruments:**

- ♪ Valve oil, slide grease, cleaning cloth, cleaning brush.

### **Reed Musicians:(Clarinet, Sax, oboe, Bassoon)**

- ♪ At least 4 reeds - a box of ten is recommended (Rico or Beg and int and Vandoren Con/Sym)
- ♪ Cleaning swab, cork grease, small eyeglass flathead screwdriver(optional)

### **Flutes:**

- ♪ Cleaning cloth, cleaning rod, eyeglass screwdriver(optional).

### **Percussionist: (Drummers)**

- ♪ Percussion bell set kit.
- ♪ Percussion stick bag: Snare sticks, hard and soft yarn mallets)
- ♪ Rubber practice pad (for home)
- ♪ Drum key

## **Music Class Textbook** (purchased through HMDPA or Charmsoffice.com)

Beginning and Int. Orchestra	“ <b>Sound Innovations Book 1</b> ” by Phillips, Boonshaft, & Sheldon
Beginning and Int. Band	“ <b>Standard of Excellence Book 1</b> ” by Bruce Pearson
Concert and Sym. Band	“ <b>Foundations for Superior Performance</b> ” by Williams & King
Advanced Orchestra	“ <b>Essentials for Strings</b> ” by Gerald Anderson

\*Most of the items listed above can be purchased through the student store at Charmsoffice.com

\*\*Most school owned instruments and music stores have these items.

## **Obtaining an Instrument**

Part of the instrumental experience is the responsibility and pride that comes from caring for and maintaining a valuable and beautiful musical instrument. You have two options:

**1. RENT/BUY from a local store.** (*preferred*) \$15-45 a month. All students are encouraged to rent or buy their own instruments. This can be done easily and relatively inexpensively at any music store. Rent can usually be applied to the purchase of that instrument or towards a better one.

**2. Borrow from School** (*less preferred*) We do have school owned instruments that students can borrow BUT the instruments are much older, and if they break down, it takes months to get repaired.

**\*\*Beginning classes** will not use instruments until at least the third week. I recommend waiting until I can evaluate each student to find the best instrument for them, based on these four factors: student interest, physical makeup of student, personality, and cost/availability of instrument.

## **Local Music Stores**

### **Alan's Music Center**

8510 La Mesa Blvd  
La Mesa, CA 91941  
619-466-1938

### **Sam Ash**

3148 College Ave.  
SD, CA 92115  
619-573-9669

### **Nick Rail Music**

12640 Sabre Springs  
SD, CA 92128  
858-679-7333

### **Bertrand's Music**

9906 Carmel Mtn. Road  
SD CA 92128  
1-858-780-1812

## **CONCERT PERFORMANCE ATTIRE**

The visual appearance of a performance ensemble is an important part of a concert. The music can be enhanced with uniformity, and it shows a certain professionalism. This is one of the most important details that has given the students 41+ performances at Disneyland Park.

### **Formal Attire:**

*Groups: Only* for Advanced Orchestra, Concert Band and Symphonic Band.

Formal attire will be used for formal night time or festival stage performances. The outfits for boys and girls are:

#### **Boys:**

- Black dress pants
- Black belt (if pants have belt loops)
- Black dress shoes
- Black socks (higher than just ankles)
- Black dress shirt (long sleeve with black buttons)

#### **Girls:**

- The above option for the boys **OR**
- Black dress below the knee. Quality Material. No colors other than black.
- Black Nylons or Tights.
- School dress code applies.

### **Informal Attire**

*Groups: Beg Band, Int Band, Beg Orch, Int Orch.*

*Also, Concert Band, Symph Band, and Adv Orch for assemblies and football games.*

- Music department polo shirt (Purchased through HMDPA at charmsoffice.com or meetings)
- Black dress shoes
- Black dress socks (higher than just ankles)
- Black belt (if pants have belt loops)
- Black dress pants (no Dickies or jeans)

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<https://forms.gle/MWVj2iGHnuU2VfzQ9> by August 30, 2019.