



The Crowden School Family Handbook

The Crowden School Family Handbook serves as your guide to the school day, including important policies and procedures. We're excited to have you as part of our community.

The Crowden School Community

The Crowden School (TCS) is divided into the Lower School (grades three through five) and the Upper School (grades six through eight).

All parents/guardians and students are expected to abide by the policies and procedures as stated here. Guidelines and rules may be altered under certain circumstances when the school deems it appropriate to do so. Many decisions, policies, and situations are left to the good judgment of the faculty and the administration. Please refer to our website, www.crowden.org, for general information.

Our Mission

The Crowden School provides students in their foundational stages with excellent musical and academic teaching within a supportive school environment.

Our Values

- We instill students with self-confidence, adaptability, maturity, critical thinking, and perspective to sustain their continued development and personal fulfillment throughout their lives.
- We value quality musical training and performance in balance with scholarly education as a core educational development of a whole person.
- We foster creative, problem-solving, compassionate young people with integrity and a sense of responsibility, who enrich their communities.
- We develop collaborative classrooms and school community where each staff member, student, and family take responsibility for the collective success and well-being of all.

School Ethics

In the interest of creating and sustaining an equitable and just community, The Crowden School follows these selected Principles of Good Practice as established by the National Association of Independent Schools (NAIS):

- To respect, affirm, and defend the dignity and worth of each member of the school community
- To establish, publish, implement, and monitor policies that promote equality and justice in the life of the school
- To support the ongoing education of the Board, parents/guardians, and all school personnel
- To value each and every child, recognizing and teaching to his or her learning style, ability and life experience
- To adhere to local, state, and federal laws and regulations that promote equity
- To develop in our students a sense of responsibility for equity and justice in the broader community

Building Hours/Facilities

Main Office and Phone Hours

7:45am–6:00pm Monday through Friday.

Additionally, the building is open after school and in the evenings and weekends for scheduled lessons, rehearsals, concerts, and other events.

We share our building with hundreds of private students, renters, and visitors. Care and respect of communal space is essential to our day-to-day schedule.

Fundraising and fees from the Crowden Music Center community provide the school with thoughtfully chosen equipment and facilities. All members of the community are expected to take responsibility for cleaning up after themselves, and treat equipment, grounds, and our heritage building respectfully so that they remain in good condition. Any member of the community who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face disciplinary action.

Parking and Traffic Safety

TCS parking-lot spaces are reserved for staff and faculty. There is ample parking in the neighborhood. Beware of parking restrictions in front of TCS and the Ruth Acty School and note the signs designating street-sweeping days.

Please use the green-curbed bay in front of the school when dropping off or picking up students. Adults who park on the opposite side of the street must accompany students across the street using the crosswalks.

Out of consideration for our neighbors, please avoid parking—even temporarily—in such a way as to disturb families in the vicinity. This includes parking in illegal areas, driveways, or in any way that inconveniences or obstructs the neighbors.

Double parking and U-turns in front of the building are illegal and dangerous; do not double park as that impacts school bus safety during morning drop-off and afternoon pick-up times.

Please note that Rose Street and surrounding areas are regularly patrolled by Berkeley traffic and parking officials. Families are responsible for resolving any parking fines incurred.

Visitor Check-in Procedure

To ensure building security and student safety during the school day, all parents/guardians and visitors must check in at the front desk during school hours and sign a registration book indicating purpose of visit, time of entry, and time of departure.

All visitors who require access to school grounds beyond the lobby, including parents/guardians, must wear visitor tags visibly. Visitors may not enter classes when they are in session, except by prior arrangement with the teacher.

The School Day

Schedule

The school day begins at 8am except on Thursdays, when school begins at 9am. Third graders are dismissed each day at 2pm. All other grades are dismissed at 3:30pm.

Arrival and Attendance

Students may enter the building at 7:40 by the Rose Street entrance. Parents/guardians are responsible for their child's safe arrival at school. Please do not leave your child unattended before 7:40am.

Upon arrival, third graders are expected to report to their classroom. All other students are expected to:

- Check in with front desk personnel taking attendance.
- Check in cell phones. [see *Cell Phone and Electronic Equipment Policy*, p. 11]
- Be seated in the auditorium.

A bell is rung at 7:55 and another at 8am to signal the start of music announcements. All fourth–eighth grade students are expected to be present for this meeting before going to first period classes.

Punctuality Expectations

Prompt attendance is of supreme importance for all classes, starting with the morning music assembly in the auditorium at the start of the day. Each student is a vital component of a class/ensemble and must be in his/her place on time. Repetitive tardiness jeopardizes the progress of the entire group, and may result in inadequate preparation for activities and performances. Attendance and punctuality are key considerations in students' ensemble assignments. After three tardies, parents/guardians will receive a warning letter that must be signed and returned. Persistent tardiness will be addressed by the Director of Music and Principal, and may result in further disciplinary action.

Attendance is a standard component of music and academic classes and is considered part of a student's overall grade. Tardy students will be responsible for catching up on missed material, and may not be allowed to participate in class activities or ensemble performances, as applicable.

Absences and Tardies

Parents/guardians are required to report student absences by phone or email before 8:00am on the day of absence. The front desk notifies faculty and staff of planned absences through a daily email and notes on the whiteboard in the front hallway.

Notification of unexpected tardiness is appreciated so that classes and ensembles can continue as scheduled, but **will not be considered excused**.

Ample vacation time is provided in the school calendar. Parents/guardians should not take children out of school unless it is absolutely necessary. Unnecessary absences may cause a child to fall behind in his/her work, and **teachers should not be expected to prepare assignments ahead of time for a non-essential absence**.

Textbooks, Supplies, Required Materials

Crowden supplies textbooks, workbooks, music folder, manuscript paper, calculator, and spiral notebooks. In general, families purchase binders, dividers, graph and binder papers, pencils, highlighters, music stands (labeled with the student's name, please), a mute, rosin, and soft cloths (for string instruments), and other supplies. We suggest that each student carry a tote bag for music and music equipment (rock stops, shoulder rests, etc.) only. Periodically, students will need to buy a new supply of paper, pencils, and pens. Students should come to school prepared with the materials they need and are required to bring necessary materials and supplies to every class period.

Failure to bring proper materials wastes valuable class time and will be addressed as a discipline matter.

Storing Personal Property

Each student is provided a space to store personal belongings, lunches, and instruments. Backpacks should never block doorways. Keeping the school tidy is everyone's responsibility. Students are expected to store and take home backpacks, lunches, instruments, and other materials daily and not leave them in common areas.

Lost and Found

A lost and found area is located near the front hallway restrooms. Smaller items (eyeglasses, keys, etc.) and unclaimed sheet music are typically held at the front desk. Unclaimed items are periodically donated to charity throughout the year. Families are asked to label all items with their child's name so that students can easily identify their belongings in the lost and found.

Lunch and Recess

Breaks are scheduled after every two class periods. Lunch is scheduled from 11:40–12:15.

Students bring their own lunches, utensils, drinks, and snacks to school; we do not provide disposable items so please make sure food is brought in appropriate, microwave-safe, reusable containers. All student lunches and snacks should be clearly labeled. Microwave ovens are available for student use. TCS discourages the consumption of candy and sodas during the school day and asks that parents/guardians make healthy choices in terms of food brought to school parties and events. Food should be nutritious and served in appropriate quantities to avoid waste. For safety, food should be stored in a thermos or with a cold pack. We ask you to monitor your child's food needs and modify amounts accordingly.

To maintain a clean campus, students may not eat in the classrooms or on carpeted areas during the school day.

Students are not permitted to enter the kitchen/staff room during school hours unless accompanied by an adult.

Passing Periods

The school provides a five-minute passing period between classes so that students may consistently arrive on time. **Students are considered tardy if they are not present at the start of class.** After the first two weeks of school, students will be expected to be responsible for their own schedules.

Please refrain from scheduling appointments during the school day that affect a student's attendance in class. Excessive tardiness will be noted and addressed by an academic and/or music administrator, and will affect class grades. Students who are routinely late or absent from class will be asked to meet with a school counselor or administrator. Families may also be asked to meet with the Principal and Director of Music should the issue continue.

Dismissal

Students are dismissed from the Rose Street entrance, where a faculty or staff member will wait with them until 2:15pm (for third grade dismissal) or 3:45pm (for all other students). Students who have written parent/guardian permission on file may leave school at the end of the day without an adult. Permission to leave must be renewed each year. All students who leave TCS on a bicycle or skateboard must wear a helmet. After fifteen minutes, any child who has not been picked up will be escorted back and signed into Aftercare. At no time is any child permitted to wait unsupervised in front of the school. Students who leave TCS after dismissal at the end of the school day may only return that same day if accompanied by an adult.

Early Release From School

Parents/guardians must notify the front desk by email at least 24 hours in advance if students need to leave school early. As a courtesy, we ask that you inform the teacher(s) of any class that your child will miss. We understand that medical appointments may come up. However, last-minute notification of early dismissal is disruptive to students and classes and should be avoided.

Parents/guardians requesting early pick up of a child prior to the scheduled dismissal must sign them out in the binder at the front desk; a staff member will retrieve the child from class. **All releases are made at the front desk. At no time will any child be released to anyone at the classroom door.** Children are not permitted to wait unsupervised for early pickup.

Pick-Up Authorization

If anyone other than the child's parent or legal guardian is to pick up the child, the parent/guardian must authorize this action in writing. The written note should include the authorized person's name, address, phone number, and relationship to the child.

Aftercare

The after-school program, known simply as “Aftercare,” begins just after dismissal time (2pm for third grade, 3:45pm for grades 4–8) and ends at 6:00pm. Students who are not enrolled in Aftercare must leave the school grounds by their designated dismissal time or they will be automatically signed into Aftercare. The Aftercare Supervisor and faculty members oversee homework and supervised recreation during the after-school hours. Healthy snacks are provided. Aftercare is available on a limited basis on concert nights. Students will be required to sign up in advance on these evenings. Students are expected to follow appropriate school behavior standards, and may not be permitted to take part in Aftercare if those are not respected.

Aftercare Charges & Sign-Out Procedures

The daily charge for Aftercare is \$15.00 for students picked up by 5:00pm; \$20.00 if picked up by 6:00pm. Students who leave for and return from a Crowden lesson pay \$15.00 regardless of the time they are picked up. All students must be picked up by 6:00pm or parents/guardians will be charged \$8.00 per minute for every minute they are late in retrieving their child. Monthly billing statements are sent through our FACTS payment program.

Students will only be discharged to parents/guardians or to an adult whom the parents/guardians have specified in writing. The adult must come to the library personally and sign out the student. This not only helps guarantee the safety of your child (which is always paramount), it helps prevent incorrect billing and further hassles for you. TCS will not release any student unless an approved adult comes in person for pickup. Please do not call and ask that your child wait in the lobby or in front of school.

Campus Safety/Emergency Preparedness/Supervision

Safety and security is everyone’s responsibility. Students, faculty, staff, and parents/guardians are requested to report violations promptly to the administrator in charge. The building is equipped with an electronic security system. The front door and back gates are locked and monitored throughout the day. In the event of an unauthorized person on campus, the Berkeley Police Department will be notified.

Fire and Earthquake Drills

Practice drills are held at the school periodically throughout the year. Students are trained to duck and cover and to evacuate the buildings and assemble with their teachers on the lawn.

Earthquake Preparedness

On the first day of school, each student should bring their own personal Earthquake Kit in a standard-size backpack labeled on the outside with the child’s first and last name. If your child has a prescription medicine in the backpack, please place a large “P” next to their name. Emergency Backpacks are due on the first day of school. These backpacks are stored in a shed outside of the school building, along with a supply of food and emergency equipment, and will be distributed in the event of an actual emergency.

Supervision

Students are not allowed to leave school property without adult supervision at any time during school hours. Students should remain within eye contact of adults during the school day and notify adults about their location on the premises. At no time are students to be onstage, backstage, in the kitchen, or in classrooms without adult supervision.

Communications

Clear and frequent communication among Crowden students, parents/guardians, faculty, private teachers, and administration is crucial. The staff, faculty, and administration at the Crowden School value effective communication between home and school. So that you receive information in a timely manner, please use the following guidelines:

Front Desk: Emergencies, reporting absences, courtesy calls for tardy arrivals, last-minute changes to student pick-up schedules, school forms and general school information.

Teachers: Matters directly related to individual classes including materials, routines, curriculum, assignments, activities, student progress.

School Counselor: Individual student or family issues, social difficulties between students, or other emotional concerns.

Principal: Questions regarding academic curriculum or school program, Thinkwave, student concerns or questions including learning issues and special needs.

Director of Music: Questions regarding music curriculum, placements, practice, student concerns or questions including learning issues or special needs.

Vice Principal: School events, field trips, volunteering, general school life matters.

Parent Volunteer Coordinator: Volunteering opportunities or requests, Signup.com and volunteer hours, room parents.

Finance Office: Matters relating to invoices and payments.

Communications Director: Student news and photo submissions, questions about the newsletter or website.

Assistant Director of Community Programs: Community programs classes and registration.

Families should not contact faculty and staff members on private home or cell phone numbers or through text messages, but instead send an email.

Primary means of (and resources for) communications include:

Email

Email is the best way for parent/guardians to contact faculty with individual questions or concerns. TCS is committed to protecting the privacy of our families. We try to limit mass email communications to important news, updates to or changes of information, and concert announcements. Families can sign up for alerts and find information about school policies and events on Crowden's website.

Faculty and staff can all be contacted by first initial and last name (lowercase; no spaces) @crowden.org. Due to varying teaching schedules, it may take two business days to respond.

Phone Guidelines

Messages to Faculty and Staff

The front desk receives and distributes all phone messages. Please note that faculty and staff schedules vary and messages may not be received immediately. The front desk reception can answer many general questions, but cannot offer specific information about classes or other administrative matters.

The best way to get the information you need is to contact the specific individuals by email.

Messages to Students

The front desk will give messages to students during the course of the school day and post last-minute updates for students on the whiteboard in the hallway, but will not pass on information about homework assignments or after-school social arrangements. We ask parents/guardians to reserve sending messages for emergencies only.

Student Phone Use

Students are discouraged from making unnecessary phone calls during the school day. Students may use the front desk telephone for non-urgent matters at the discretion of and with permission from Crowden faculty or staff. **No student is allowed to use the phone unless there is an adult at the desk.** Messages for students must be phoned through the front desk (See *Cell Phone and Electronic Equipment Policy*, p. 11 for further guidelines).

Board Postings

The whiteboard in the hallway posts daily information regarding student attendance, early departures, and special reminders. Room, class, and rehearsal schedules are typically posted on the TCS board on the wall opposite the kitchen.

Bulletin boards dedicated to community programs, TCS, and broader community events are located in the main lobby. If you'd like to post a flyer for an outside organization or concert on the Community Events board, please submit it to the front desk for approval. Only approved materials will be posted.

Directories

Staff/faculty contact information is available on Crowden’s website, just check our faculty/staff pages. For privacy purposes, our *TCS Family Directory* is distributed to families in hard-copy only. Directories include contact information for students, family members, and TCS faculty and staff.

Families may specify what contact information, if any, Crowden should publish in the directory. Each year families receive an intake form to update contact information along with a Do Not Publish (DNP) option. Contact information requested as “Do Not Publish” is not included in the family directory. Crowden will not release any contact information to members of the outside community. The information in the directory, as well as administrative and staff contact information, should be considered confidential and not for public use. Families may not disclose any TCS student contact information to any person, or permit any person to examine or make copies of this information.

Website

Our website, www.crowden.org, is also a great source of information (and often downloadable forms you may need) on special events, calendars and schedules, supporting Crowden, community programs, our talented faculty, and so much more.

We strongly encourage you to bookmark our TCS parent page, <https://www.crowden.org/the-crowden-school/for-current-parents>, where you can find handy links to Signup.com, Thinkwave, and many other parent resources.

TCS Weekly Newsletter

The weekly newsletter, published every Thursday, is a vital means of communication between the school and TCS parents/guardians and students. Please read it carefully every week for important information on all aspects of TCS life: upcoming concerts, rehearsals, field trips, fundraisers, special events, tests, birthdays, and more.

We also love to highlight our students’ many and brilliant achievements in the weekly newsletters. Please submit a newsletter entry for any upcoming concerts, soccer tourney wins, acting debuts, or other news. To submit, just send an email to our Director of Communications at press@crowden.org. The deadline for weekly newsletter submissions is 11:00am the morning prior to publication.

The weekly newsletters are archived on a password protected page: <https://www.crowden.org/the-crowden-school/for-current-parents>. Please contact the front desk for password assistance.

School Policies

Animals on Campus

Due to concerns about health, child safety, and campus cleanliness, pets must not be brought onto the school grounds, with the exception of service animals.

Birthdays/Celebrations

If a student wishes to celebrate a birthday at school, parents/guardians should make arrangements in advance with the student's teacher. Typically, special celebrations are scheduled during the lunch period. Any classroom activity planned for a birthday or other celebration should include the entire class.

Bicycles/Skateboards/Scooters/Skates/Unicycles on Campus

For the safety of everyone on campus, skateboards, bicycles, scooters, and skates should must not be used on campus or stored in the auditorium, classrooms, or hallways. Bicycles should be locked during the day on the racks provided and not against the fences. For security reasons, bicycles must not be left on school property overnight.

All students who leave TCS on a bicycle or skateboard must wear a helmet.

Cell Phones and Electronic Equipment

Except with teacher permission, students are not allowed to use mobile phones at school, at school events, or on school outings. Phones must be checked in at the front desk upon arrival each day. Therefore, please do not try to reach your child via their cell phone during school hours. If a student must make a phone call while at school he or she must request permission from a supervising adult.

School iPads and Chromebooks are available for class use. Laptops from home may occasionally be used for instruction as specified by the teacher. Use of unauthorized electronic devices during instruction, lunch time, recess, or Aftercare is prohibited and will result in confiscation until the student is picked up or dismissed. Repeated infractions will be subject to further disciplinary action. **The Crowden School cannot assume responsibility for personal electronic items that are broken, lost, or stolen.**

Change of Contact Information

It is critical that school personnel are able to contact you at all times in case of illness or emergency. It is your responsibility to keep us informed of changes in work and/or home addresses, telephone numbers,

and persons authorized to pick up your child. Please notify the front desk whenever any contact information, including email address, needs to be updated.

Child Custody

Unless informed in writing to the contrary, the school shall presume that parents/guardians have equal legal rights in regard to the custody of any student. To encourage privacy, a letter signed by both parents/guardians (guardian, if applicable), setting forth the custody agreement, will be satisfactory. If a joint letter is inconvenient, a copy of the court order will suffice.

Child Abuse and Mandated Reporting

The California Penal Code (section 11166.5) requires all educational and child care employees to sign a statement to the effect that they have knowledge of and will comply with the provisions of Penal Code section 11166 that require reporting known or suspected instances of child abuse. Employees exercise strict confidentiality regarding child abuse and its reporting, and will not discuss any aspects of the report or situation with any other employee or the family itself. For more information on child abuse and mandated reporting, please consult the Alameda County Child Abuse Prevention Council's website at www.alamedasocialservices.org/public/community/partners/accapc/mandated.cfm.

Drugs/Alcohol/Cigarettes

Any student possessing or using drugs, tobacco, or alcohol on the campus, or at any authorized school activity, is subject to immediate expulsion. This includes any student who uses drugs or drinks off campus and returns to campus, or who is found to be using drugs or alcohol off campus at any time while representing TCS.

Gum

Gum is not allowed on campus.

Possession of Dangerous Items

The possession of items that may be considered dangerous in any way is strictly forbidden. This includes, but is not limited to, laser pointers, guns, knives, and chains. Firecrackers or fireworks of any description, lighters, matches, or any flammable materials are not allowed on campus. Employees will immediately report any student infractions as applicable.

Harassment

The Crowden School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student, faculty, staff, or family member by another student, faculty, staff, or family member is prohibited. Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating based on race, color, ancestry, national origin, religion, age, gender, sexual orientation, physical disability, mental disability, marital status, or veteran status. Harassment is contrary to the school's standards of conduct and is unlawful. The school treats allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

While a charge of harassment does not create the presumption of wrongdoing, substantiated acts of harassment will result in disciplinary action including immediate expulsion or dismissal from the school or termination of employment. Any form of intimidating or harassing conduct between TCS community members, whether done in person, in print, or electronically is subject to response by the school administration.

Harassment includes, but is not limited to, any or all of the following:

- Verbal Harassment: derogatory comments and jokes; threatening words spoken to another person.
- Physical Harassment: unwanted physical contact, assault, deliberate impeding or blocking of movements, or any intimidating interference with normal work or movement.
- Visual Harassment: derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, or gestures.
- Sexual Harassment: this includes all unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

It is the responsibility of the Crowden School to:

- Implement this policy through regular meetings with all administrators, ensuring that all understand the policy and its importance.
- Make all faculty, staff, students, and parents/guardians aware of the policy and the commitment of the school to its strict enforcement.
- Remain watchful for conditions that create or may lead to an offensive school environment.
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's and parent/guardian's responsibility to:

- Conduct themselves in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Consider immediately informing anyone harassing them that the behavior is offensive and unwelcome.

- Discontinue conduct immediately if informed that the conduct is perceived as discriminatory, intimidating, or harassing.
- Report all incidents of discrimination or harassment to a teacher or any member of the staff or administration, including the Executive Director.

Immunizations and Health Information

Immunizations

All students enrolled at TCS must have an immunization card on file. The California Department of Health enforces its “no-shots, no-school” policy. Updated medical information is requested every year; forms are distributed in June for the following school year.

New students and seventh graders must show proof of updated immunizations or they may not attend school. Effective July 1, 2011, all students entering grades 7–12 must obtain the Tdap (Tetanus Toxoid, Reduced Diphtheria Toxoid, and Acellular Pertussis) vaccine booster.

As of January 2016, state law no longer allows for personal exemptions regarding immunizations. Please see www.shotsforschools.org for more information.

Health Information

It is important to provide us with complete medical information and emergency contact information for your child’s safety and well-being. TCS must have on file the following information from families:

- Verification of medical insurance
- Yearly medical update form (contains information about allergies and medications)
- Emergency contact information
- Student immunization forms
- Written consent to administer medications

Medical Insurance

The Crowden School does not carry medical insurance for families and requires every student to carry their own. The student’s medical insurance verification form, yearly update form (with information about allergies, medications, etc.), the locator card, and the student’s Immunization Form are kept on file.

Medicine on Campus

All medications must be kept in the main office. Students are not allowed to carry or store medication on campus at any time, with the exceptions of inhalers and EpiPens that are required for the treatment of allergy symptoms.

If a student requires prescription medication during the school day, it must be brought to school in the original container along with a doctor's note. All medications must be clearly labeled with the child's name and clear instructions for quantity and time it should be taken.

Non-prescription medication (Advil, Tylenol, etc.) may be distributed for minor discomfort if written consent from the parent/guardian is on file.

Photocopying

Copy machines are for staff and faculty use only. Students are not permitted to use the copy machines. Students should not send assignments electronically to the front desk for printing.

Required School Forms

School forms are distributed in June. All school forms are due back before the next year begins.

Re-enrollment

The Crowden School strives to ensure that processes for re-enrollment, financial aid, and tuition payment are as easy and transparent as possible for families. Please read this section carefully for important policies and deadlines. If you have any questions, please don't hesitate to ask us.

Students are invited to re-enroll each year at the discretion of the administration. By signing an enrollment contract, the parent(s)/guardian(s) agree to all conditions of enrollment and tuition payment schedules as stipulated, including:

- **Compliance with TCS policies:** By signing an enrollment contract, you agree that you and your student will comply with school policies as set out in this handbook. It is understood that The Crowden School may, on occasion, issue additional policies that you and your student will be expected to follow. Failure to comply with these policies may result in dismissal or disciplinary action for your student.
- **Disclosure agreement:** It is understood that the well-being of each child at TCS is of the greatest concern to all parents/guardians and staff. By signing an enrollment contract, you agree to disclose to the Principal in a timely fashion any conditions that may affect your child's academic performance or threaten their well-being or the well-being of other students. The Crowden School agrees to keep such information confidential unless the Principal deems that withholding such information might risk harm to your student, other students, or employees.
- **Payments:** Parent(s)/guardian(s) select and commit to a tuition payment option on enrollment contracts, and agree to be bound by all tuition policies and payment deadlines. For specific payment schedules and penalties, please read our "Tuition" section below.
- **Withdrawals:** In the event that your student withdraws from The Crowden School for any reason, the request must be in writing. Parents/guardians will be responsible for tuition as follows:

- 50% after April 1
- 100% after July 1
- **Parent Participation:** Parent/guardians agree to commit volunteer hours to Crowden. Parent participation at The Crowden School is beneficial for the school community and your child, and we hope that it is an engaging and rewarding experience.

Required Hours: 25 per enrolled student, 35 for families with two or more children enrolled, 10 for single-parent families. Volunteer hours are prorated for mid-year enrollment.

Tuition

Tuition is set by the Board of Trustees to cover a major portion of annual operating costs. Each year the Board of Trustees sets tuition for the following school year. A payment of \$2,000 is due with the signed enrollment contract.

Crowden uses FACTS Tuition Management Company to collect tuition. Families may choose to make payments to FACTS by either credit card or automatic debit from a designated bank account.

Crowden offers two different tuition payment schedules: our annual plan (two installments) and monthly plan (ten installments). Families are billed according to the payment plan selected. Monthly payment plans are subject to a \$300 administration charge. Late payments are subject to late fees as described below. Please direct questions about tuition payments to the Director of Finance and Operations (510.559.6910 ext. 126 or finance@crowden.org).

Late Payments/Returned Checks

Payments not received by the due dates shall result in the assessment of a \$15 per month late fee until the payment is brought up to date. Returned check charges of \$25 per check apply for all checks returned due to insufficient funds.

In the event that your account becomes overdue by 30 days or more, The Crowden School reserves the right to:

1. refuse enrollment to your student,
2. deny participation in musical performances,
3. withhold transcripts, and
4. withhold recommendations until payments are made current.

These actions do not relieve you of your financial obligations.

Financial Aid

Financial aid is based on musical and academic potential, the commitment of the student and parents, and the financial need of the family. Awards are revised annually, and the Financial Aid Committee requires an application and financial statement each year. Provision of continued aid is based on yearly

qualification, musical and academic growth, and adherence to the school's standards. Parents/guardians are obliged to inform the school if there is any significant change in the family's income level or eligibility for aid during the school year.

In the case of divorced or separated parents, the school requires that both parents/guardians complete all required forms. The school will consider the assets of both parents/guardians before making any award, and will not be bound by the assertion that one parent has disclaimed responsibility for educational expenses. If either parent/guardian has remarried, we also consider the assets of the stepparent, bearing in mind, of course, the obligations of that step-parent to their children from previous commitments.

Questions about the school's financial aid policy should be addressed to the Admissions Manager 510.559.6910 ext. 122 or admissions@crowden.org

Parent Volunteer Hours

The volunteer coordinator organizes parent participation opportunities through signup.com at the beginning of the year, and email communication for new opportunities that arise during the year. Numerous events and activities run on the energy and goodwill provided by our parents, who help with set-up, clean-up, receptions, photography and videography, and much more. Parents unable to participate may pay the school \$12.50 per hour in lieu of volunteer service, and are billed at the end of the school year. Parents/guardians can track their hours through their signup.com account. Questions about volunteer hours and opportunities should be addressed to the Volunteer Coordinator or Vice Principal.

Student Citizenship

Be Safe, Be Respectful, Be Responsible

Students learn to be accountable for their actions and choices, to treat each other and their environment respectfully, to finish class and homework assignments, and to cooperate with faculty, staff, and administration. Lower School students are taught to take responsibility for their behavior and the well-being of their classes. As the students mature in Lower School, they begin to share responsibility for the welfare of the entire school community. Upper School students act as role models for the Lower School students. Upper School students grow into their positions of leadership with greater responsibilities awarded to them as they move from sixth to eighth grade. They learn to share in and to take responsibility for the welfare of the school. If a student has difficulties meeting these expectations, or following these guidelines, parents/guardians will be informed in a timely manner and appropriate actions will be taken to resolve the problem.

At no time will the safety of others be allowed to be compromised.

The Crowden community will not tolerate the following behaviors:

- Disrespect to others
- Offensive, abusive, or foul language
- Verbal or physical harassment
- Teasing or insulting others; derogatory remarks; “bullying”
- Defacing or damaging school or personal property
- Stealing
- Inappropriate clothing; offensive or racist messages
- Leaving campus without supervision/permission
- Possession or use of alcohol, tobacco, or illegal substance
- Possession of weapons or dangerous objects of any sort

Academic Honesty

Academic honesty is integral to the Crowden School. All students are expected to understand the difference between an honest exchange of ideas and academic dishonesty. This understanding exists to protect the integrity of each individual as well as the school community.

During all tests and quizzes, backpacks are propped against the walls and students are separated; talking or looking at another student’s work is prohibited. Students found to have been dishonest will lose the grade on that piece of work and may be subject to further disciplinary action. It is also considered academic dishonesty when a student allows another person to copy work. Plagiarism, a form of academic dishonesty, is the copying of four or more words without attributing them to the original author. Students who plagiarize material will be disciplined for academic dishonesty. This understanding exists to protect the integrity of each individual as well as the Upper School community. The administration and faculty reserve the right to consider disciplinary action when any infraction involving academic dishonesty is discovered.

Acceptable Internet Use and Social Media

Accessing electronic information resources is a privilege, and is conditioned upon the responsibility and proper conduct of its users. The internet connection at school is intended to support educational activities only. The Crowden School *Acceptable Internet Use Policy and Family Agreement* is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of access to sensitive information, and to comply with the Children’s Internet Protection Agreement. Students and parents/guardians are expected to review and sign the agreement each year.

The Crowden School uses measures to protect school computers and to block or filter detrimental content. Students are assigned Google accounts with tailored student permissions settings. Crowden asks that parents/guardians go through the set-up process for this account before handing over the account information to the student. This ensures that parents/guardians have reset the password themselves and, thus, can access and monitor their child’s account at any time. Families should direct

specific questions about student accounts to the front desk. Students are expected to use the internet in a responsible manner. Students and parents/guardians must sign and return the *Acceptable Internet Use* agreement each year.

Attendance

Prompt attendance is of supreme importance for all classes, starting with the morning music assembly in the auditorium at the start of the day. Each student is a vital component of a class/ensemble and must be in their place on time.

Repetitive tardiness jeopardizes the progress of the entire group, and may result in inadequate preparation for activities and performances. Attendance and punctuality are key considerations in students' ensemble assignments. After three tardies, parents/guardians will receive a warning letter that must be signed and returned. Persistent tardiness will be addressed by the Director of Music and Principal, and may result in further disciplinary action.

Attendance is a standard component of music and academic classes and is considered part of a student's overall grade. Tardy students will be responsible for catching up on missed material, and may not be allowed to participate in class activities or ensemble performances, as applicable.

Absences and Tardies

Parents/guardians are required to report student absences by phone or email before 8:00am on the day of absence. The front desk notifies faculty and staff of planned absences through a daily email and notes on the whiteboard in the front hallway. Notification of unexpected tardiness is appreciated so that classes and ensembles can continue as scheduled, but **will not be considered excused**.

Ample vacation time is provided in the school calendar. Parents/guardians should not take children out of school unless it is absolutely necessary. Unnecessary absences may cause a child to fall behind in their work, and **teachers should not be expected to prepare assignments ahead of time for a non-essential absence**.

Behavior Expectations for Concerts, Guest Visits, School Events

Because it is a privilege to share music with each other, and because we take pride in our musical achievements, we show our respect and appreciation in the following ways:

- Students who are audience members must be accompanied to concerts by an adult.
- We listen attentively, giving our full attention to performers. Clapping and cheering are encouraged. Distracting behavior and conversation are inappropriate while pieces are in progress.
- We remain seated unless expressly directed to prepare for an onstage performance. Audience seating arrangements may vary during concerts. Parents/guardians are requested to help supervise their child's behavior and support good concert etiquette.

- It is very helpful if the audience can help put away chairs after a school performance.
- Glowing citizenship remarks and grades may be noted in grade reports for exemplary rehearsal and concert behavior, but inappropriate or rude behavior may result in lowered student citizenship grades and disciplinary action.

These rules of conduct apply any time a student is on campus, participating in or attending a school event on or off campus, officially representing the school, and traveling on school-authorized transportation.

If a student has difficulties meeting these expectations or following these guidelines, parents/guardians will be informed in a timely manner and appropriate actions will be taken to resolve the problem.

Counseling Services

The counselor conducts age- and gender-specific group sessions in order to help develop strong social skills, and to discuss or address specific matters as needed. The counselor also acts as The Crowden School's contact person for outside professionals (e.g. therapists and psychiatrists), provides observations about the child's functioning at school, and assists Crowden staff in understanding and implementing recommendations for special needs. Counseling for students is available on a drop-in basis for talking about troubles and worries, assisting with social issues, addressing behavioral problems, and addressing learning difficulties. Counseling for parents is available on a drop-in basis for discussing a family matter that may affect the student's school life, or as a resource for questions and concerns about social and psychological aspects of middle school life and child development.

Dating/Romance Guidelines

Although it is normal and healthy for middle school students to develop an interest in romance and sexuality, it is not appropriate for students to conduct romantic relationships on school time. Such behavior distracts both those involved and onlookers from their learning, and creates an uncomfortable social environment during recesses and breaks. Students are not allowed to kiss or engage in other forms of inappropriate physical affection on campus or during school-related events off campus. Students are expected to know the difference between friendly and inappropriate hugs and to use good judgment, but ultimately that determination lies with the supervising adult, and students must obey given directives.

Dress Code and Demeanor

Clothing should be neat, whole, clean, and modest. See-through clothing, visible underwear, cleavage, and bare midriffs are inappropriate. Shirt straps must cover all undergarments. Skirts and shorts must be at least mid-thigh in length, and sagging pants are not permitted. Shoes should be worn at all times and should allow students to play safely in all playground activities. T-shirts and other clothing should not display words or drawings that are offensive, inappropriate, or in poor taste. Hats of any sort are NOT

permitted to be worn inside school building, including classrooms. Hats may be worn outside the school building. The administration reserves the right to determine whether student clothing is appropriate for school. Parents/guardians of students whose clothing is deemed inappropriate can expect to be called to retrieve the student from school or to bring a change of clothes.

Concert Attire

The general dress code for all performances is as follows:

- Black Crowden School sweatshirt in good condition with a white collared shirt
- Black skirt or neat black pants
- Black tights or socks
- Black closed-toe shoes

Crowden t-shirts are worn at the annual Spring Concert and for some school events.

Concert wear must be clean and without holes or rips. Open-toe shoes, sandals, and sneakers are not permitted.

New Crowden School sweatshirts and t-shirts are distributed at the beginning of each school year, provided that an order form has been returned with current size information.

Students who arrive for a concert inappropriately dressed will not be allowed to participate in the concert. Attire for solo performances must adhere to the school dress codes.

Respect for Personal and School Property

Students are assigned designated places to store personal property during the school day. All students are expected to respect the property of others and the school. Defacement, damage, or taking personal or school property will be treated as a serious discipline matter.

Student Discipline

Good citizenship is an integral part of The Crowden School's educational philosophy. Students work closely with the Crowden faculty and staff on good classroom and playground behavior. Most behavioral issues at the classroom level are resolved through the collaborative efforts of the teachers, the counselor, and the students.

When problems do arise, parents/guardians are notified in a timely manner. Generally, the following steps are taken:

- The teacher gives the student a warning.

- Children who have repeated disciplinary problems may be detained during lunch period. They write a essay and speak with the school counselor, who then contacts the family by email. The teacher may phone the family to discuss the matter further.
- If there is not adequate improvement, the parents/guardians will be called for a conference. Depending on the circumstances, this conference may be with the teacher, the school counselor, a team of teachers, and/or an administrator.
- In extreme cases, a student may be suspended for one or more days, or permanently dismissed.

The consequences of undesirable behavior may also include probation, suspension, or expulsion. The use of these consequences varies according to the offense, context, and student's record. Probationary periods are assigned for defined periods of time and for specific purposes and are agreed to by faculty, and/or administration. The specifications of the probationary period may be written in a student contract.

Suspensions are of two types:

1. **In-School Suspension** occurs when a student reports to the Main Office the day of the suspension and is assigned tasks that are considered appropriate by the faculty and administration. Parents/guardians will be notified in the case of an In-School Suspension.
2. **At-Home Suspension** occurs when a student remains at home and does not come to school. Parents/guardians will be notified in the event of an At-Home Suspension and asked to take the student home.

During a suspension, students do not attend classes or school activities. They are assigned an unexcused absence for each day they are suspended. Students are responsible for completing any work assigned during the suspension period and for turning it in punctually.

When it is determined that a student is unable to maintain the academic and musical standards and citizenship expected at Crowden, they may be counseled out or expelled. Expulsion is the abrogation of the relationship between the school and the student/family. The administration makes all the decisions regarding expulsion based on the recommendations of the faculty, expert advice, and any other relevant information.

Curricula

Academic Classes

Lower School students take the following classes: math, history, English, art, music history, and P.E. Upper School students take all of the above including French. Eighth graders take High School Prep in lieu of music history.

Music Classes

We employ a spiral music curriculum at Crowden—all of the topics are taught at every grade level with increasing complexity as students mature. Music classes include instrument technique, ensemble, orchestra, musicianship and composition, and chorus.

Course Descriptions

General curriculum descriptions are available on our website. More detailed overviews for each class are posted on Thinkwave, reviewed with students at the beginning of the year, and presented on Back-to-School Night. Individual assignments, adjustments to course syllabi, and special classroom events are posted on Thinkwave.com by individual teachers throughout the year. An overview of the fundamental objectives of the music courses is included in the appendix.

Field Trips

Field trips enrich subject curricula and the school experience. Students' safety is always of primary importance. Most field trips occur within the normal academic day, but occasionally trips begin or end outside of school time. Parents/guardians should read times carefully and arrange for timely delivery/pick up of students. Students will be reminded if they need to bring a bag lunch, and/or wear weather-appropriate clothing and footwear. Students who are required to take medication during a field trip must have it on file according to our school policies.

Permission Slips

All students must return a signed permission slip before participating in school field trips—no exceptions will be made. Crowden's insurance company does not permit permission given orally, by phone, or by email; written permission is required. Requests to opt out of any school trip must be made in writing.

Chaperones/Drivers

A designated number of chaperones will be asked to accompany and supervise the students on each trip. Parents/guardians who would like to volunteer to supervise students on or off campus must read and sign the Chaperone Guide before doing so. The number of chaperones is determined by the faculty member in charge and depends on the nature of the trip and space availability. Unfortunately, chaperones' spouses or partners, children, or guests cannot necessarily be accommodated. Parent volunteers who transport students during the course of the school year must complete the driver information on the back of the permission slip. The front desk verifies automobile insurance forms before each trip.

Back-to-School Night

Back-to-School Night is a full orientation for parents/guardians, with overviews of academic programs, citizenship expectations, school policies, and parent participation hours.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled in the middle of each semester. Parents/guardians meet with each teacher for a brief period; the school counselor is also available for conferences. Members of the music faculty hold conferences during the morning music periods. Conference sign-ups are made electronically and are typically available at least two weeks in advance.

If, after an initial conference with the teacher, additional discussion is necessary, a meeting should be arranged with either the Principal or Director of Music.

Assignments: Google Classroom and Thinkwave

Teachers post assignments electronically using Thinkwave. Homework is also posted on white boards in classrooms. Paper planners are provided in grades 3–6 and students learn how to write down and track assignments independently. Students in grades 7–8 will also use Google Classroom to access and track homework. Google Classrooms are set up for all teachers in the event that the school needs to pivot to online learning during the pandemic or other situation which would prohibit in-person learning on campus. Teachers post grades, comments on end of semester reports on Thinkwave.

Login instructions and passwords are distributed to parents/guardians and students at the beginning of each year.

Homework and Practice

Learning Philosophy

Our unique academic and music program strives to balance rigorous curricula with students' social and developmental readiness. Our small classes allow students to closely engage in ensemble learning with their peers under the expert guidance of their teachers and in partnership with parents/guardians.

Purpose of Daily Practice

Daily academic and music practice are required elements of our program. Homework is designed to enrich the classroom experience, to help students achieve mastery of the given material, and to provide feedback. Assignments are given at the discretion of the teacher to preview new concepts, check for understanding, and review and expand understanding. Academic and music practice activities may involve short exercises, preparation for the next day's class, or preparation for long-term projects and concerts.

It is the responsibility of the teacher to assign relevant practice work which students can engage with independently, to post assignments consistently, to provide feedback in a timely manner, to monitor a student's ability to complete practice and to follow up with parents/guardians should homework or music practice issues arise.

It is the responsibility of the students to use and check planners and Thinkwave/Google Classroom daily, complete and return assignments by their due dates, read and clarify instructions, ask teachers for help if needed.

It is the responsibility of parents/guardians to help students designate a well-lit, distraction-free place at home, manage extracurricular commitments in balance with practice/homework requirements, remind students to refer to planners and support tools as needed, and monitor issues that interfere with practice and homework.

Students may be asked to work on a portion of long-term assignments over a weekend. Individual teachers provide homework policies at the beginning of each year and reinforce as needed. Questions regarding homework policies should be directed to individual teachers. In general, homework is assigned daily, using the guidelines below.

Lower School students learn how to write down homework assignments daily in their planners, complete them, and turn them in punctually. Learning how to manage homework independently allows students to develop greater confidence and responsibility for their own learning goals. Homework in the lower grades is assigned regularly and monitored by teachers carefully. Some teachers assign homework as part of what develops from the day's classroom discussions; others give weekly assignments. Long-term projects are assigned periodically. Lower School students hone valuable time-management skills by using planners and build confidence, responsibility, and independence by communicating with teachers regularly about their understanding. Every student is different. Lower School students should expect to spend 40–50 minutes on academic and 20–30 minutes of music practice per night.

Part of the **Upper School** experience is adjusting to specialized content-area teachers. Upper School students learn that each discipline may have different expectations for class participation and homework. Some teachers assign homework as part of what develops from the day's classroom discussions; others give weekly assignments. Long-term assignments are assigned periodically. Upper School students are expected to keep track of deadlines using their planners and Thinkwave accounts and manage their homework schedules independently. Upper School students should expect between 60–80 minutes of homework and 45–60 minutes of practice each night.

Note that at the beginning of the year and after holidays some students take longer to adjust to the demands of their new or changing schedules. **Persistent difficulty understanding or completing homework assignments should be brought to the attention of the individual teacher, who can work with the student and make appropriate adjustments as needed.**

Do's and Don'ts Homework Guidelines for Parents

- Do help students set up for success by setting up a distraction-free zone at home for homework and practice, stocked with necessary supplies.
- Do encourage students to read over instructions and use planner and support tools as needed.
- Do promote a growth mindset; encourage perseverance over perfection.

- Do allow students to work independently to the extent possible and encourage them to report issues to their teachers.
- Do establish limits around screen and bedtime and regular routines for homework and practice.
- Don't complete homework assignments for students.
- Don't require error-free results; mistakes are stepping stones
- Don't continue homework/practice if the student is hungry, overtired, or ill.
- Don't panic over homework and practice; we're all on the same learning team!

Grading and Assessments

The academic school year is divided into two semesters, fall and spring. Parent-Teacher Conferences are held twice a year. Progress reports and final grades are posted on Thinkwave mid and end of each semester. Grades at Crowden reflect a balance of classwork, homework, tests/quizzes, projects, and participation.

Parents/guardians are encouraged to monitor their child's grade results on Thinkwave. Students who fail a course may be asked to repeat it, do summer work, or in other ways demonstrate successful mastery of the material.

Lower School students learn how to take tests and quizzes as part of the evaluation of their progress in the core subjects. In addition to providing teachers with a means of evaluation, these tests and quizzes allow students to gain subject mastery and improve study skills.

Exams, tests, and quizzes are regularly assigned as part of the Upper School academic program. Exam schedules are coordinated at the end of each semester. In general, teachers strive to limit tests and quizzes to no more than two a day. Quizzes do not carry the weight of a test, and usually assess completion and understanding of homework or class assignments. Tests may require more time for review and mastery. Students are expected to learn the difference between a quiz and a test in terms of the preparation time needed for each.

Beginning in fourth grade, standardized tests are administered to students in the spring of each year, with the results for individual students e-mailed to their parents/guardians.

Special Events

TCS students and families participate in quite a few special events throughout the year. In addition to student performances, our regular non-musical school events include the following:

Welcome Barbeque is a strictly social event that enables new and returning students, parents/guardians, teachers, Board members, and staff to become acquainted.

Community Music Day is Crowden’s largest public outreach event of the year, attracting more than 1,000 people annually. The entire Crowden School community is encouraged to contribute to this very fun day in many ways: students perform, staff our popular “Instrument Petting Zoo”, and fundraise (usually with a bake sale); family members volunteer in a variety of ways.

The **Holiday Party** is celebrated just before Winter Break. We have an all-school potluck dinner, followed by an informal evening of music featuring some favorite Crowden musical traditions.

Photo Day happens once a year. All-school, class, and individual photos with instruments are taken. Families may order prints directly from the photographer. Students are required to wear concert dress for the all-school photo.

Graduation takes place after the last day of school. The sixth and seventh grade classes play music in honor of the graduates. In some years the eighth grade class also presents a performance as part of their culminating activities.

Student Fundraising: each year, the eighth grade class raises funds under the supervision of a faculty member to provide a community service to the school. Fundraising activities have included bake sales, dances, and many other industrious endeavors. The class then purchases a meaningful gift for the school, as a token of their appreciation and to leave a class “legacy” for the Crowden community.

Roughly every two years, Crowden holds a **Gala** to raise much-needed funds for our artistic programs and student scholarships. The success of our Gala is very much dependent upon the energy, dedication, and time of our TCS families, who help by soliciting auction items, sponsors, volunteering behind-the-scenes and at the event itself.

Musical Expectations and Guidelines

Required Private Lessons

Students are required to study their major instrument(s) with their own teachers outside of school. If desired, the school can recommend teachers for private lessons. The school respects and supports the special relationship each student has with his or her chosen private teacher. Lines of communication are open; where there may be differences in approach or philosophy, the private teacher’s opinion is always honored, first and foremost. Any changes in private instruction should promptly be reported to the Director of Music.

Instrument Care and Insurance

Care

Instruments should be kept in good playing condition and kept in their cases when not in use. An extra set of strings should be carried in the instrument case at all times. **It is the student's responsibility to stow his/her instrument safely out of harm's way during the school day, at off-site concerts, and school concerts.** String instrument cases are to be left under or on top of tables, away from doors and foot traffic. Instruments that are temporarily out of their cases should be placed in a secure fashion along the walls and away from foot traffic. Cello and bass endpins should be put inside the instruments when not in use. Piano and harpsichord lids must be carefully closed and covered after music classes.

Insurance

The Crowden School does not carry insurance for the loss of or damage to students' instruments. Loss of or damage to an instrument, whether accidental or otherwise, is the responsibility of the owner or user (or borrower, in the case of Crowden instruments). The student's insurance verification part of the school forms packet and should be reviewed annually.

Borrowing Instruments

Crowden Music Center has instruments available to enrolled students; please contact the Director of Music with inquiries. Violin students in grades seven and eight will learn to play the viola during their studies at Crowden. Violas will be assigned to those who need them. **Any borrowed instrument then becomes the responsibility of the student.** Instruments must be signed out with a parental signature signifying assumption of financial responsibility before removal from campus.

Healthy Practice Habits

Careful home practice is crucial to the success of our musical endeavors at school; students both benefit from and contribute more fully to our music program if they are prepared for their coachings, rehearsals, and concerts. During class time, our music teachers specify how best to accomplish personal goals during home practice.

Healthy playing habits are of prime importance to all performers. We urge families and private teachers to communicate promptly with the school if a student exhibits any signs of strain or if there are concerns about their participation in school activities.

Students are expected to practice daily. Specific practice time varies according to class assignments and concert cycles. As a general guideline, Lower School students will typically be asked to practice at home 20-30 minutes. Upper Schoolers should work toward 40-60 minutes per day

We realize that preparation for school music classes needs to be balanced with homework and private music studies so that students are not overburdened. Academic and music faculty members coordinate homework and practice loads to avoid overburdening students before and after concerts.

Music Class Materials/Preparation

Materials for music classes include two sharpened number two pencils, a music stand (with the exception of bass players and pianists), neatly marked and taped music, music folder, a mute, an extra set of strings, and tissues if necessary. Cellists are also required to bring a rock stop. Students should have access to a metronome for home practice, but need not bring one to school. It is advisable for the student to keep extra copies of marked music in a safe place, in case of emergencies. A tote bag is highly recommended to carry music and supplies.

Concert Attire

The general dress code for all performances is as follows:

- Black Crowden School sweatshirt in good condition with a white collared shirt
- Black skirt or neat black pants
- Black tights or socks
- Black closed-toe shoes

Crowden t-shirts are worn at the annual Spring Concert and for some school events.

Concert wear must be clean and without holes or rips. Open-toe shoes, sandals, and sneakers are not permitted.

New Crowden School sweatshirts and t-shirts are distributed at the beginning of each school year, provided that an order form has been returned with current size information.

Students who arrive for a concert inappropriately dressed will not be allowed to participate in the concert.

Attire for solo performances must adhere to the school dress codes.

Performances

Evenings of Music take place periodically throughout the year. Evening concerts are usually followed by receptions in the Dalby room. Student attendance is required for Evenings of Music as specified in the newsletter.

Junior Bach Festival is an independently produced, off-campus event held in conjunction with J.S. Bach's birthday. It features student performers from all over Northern California who have successfully

competed in professionally judged Festival auditions. Since the School's early years, TCS has contributed performing choral and instrumental ensembles to the Junior Bach Festival.

Solo Performances allow every student in the school the opportunity to perform a solo piece chosen by the student and her/his private teacher. We provide an accompanist and rehearsal time during regular music program hours.

Second Instrument Concert features the efforts of students who play an instrument in addition to their primary school instrument and who would like the opportunity to perform. Sign-up sheets are voluntary and available a few weeks in advance.

The **Spring Concert** is our big, end-of-the-year musical extravaganza, involving chamber music, the Upper and Lower School choruses, and orchestra. This concert is typically held off-site and is preceded by a morning rehearsal at the concert location in lieu of regular classes.

Rehearsal and Concert Expectations

Dress Rehearsal Guidelines

A dress rehearsal is a final run-through of music in concert order before a performance, and is usually held during regular school music hours. Concert clothing is not required at a dress rehearsal. **Dress rehearsals are mandatory; if a student misses a dress rehearsal prior to any concert or performance, he/she may not be allowed to perform in the actual concert and the student's class and citizenship grades may be lowered accordingly.** Please avoid scheduling appointments, music lessons, or visits to high schools on dress rehearsal dates.

School Concert Guidelines

Call and Performance Times

Most concerts take place in the evening beginning at 6:30pm, with a 6:00pm call time for participants.

Warming Up

Student performers will be assigned warm-up rooms and instructions for each school concert. It is the student's responsibility to stow his/her instrument safely out of harm's way.

Being Prepared

Students will be held accountable for appropriate concert dress and for bringing his or her neatly marked, taped music to each rehearsal and concert. Failure to fulfill these responsibilities may be reflected in the student's music grades, and the student and/or the affected ensemble may not be permitted to perform.

Student Supervision

For your child's safety, all students, performers and audience members, must be accompanied by an adult when attending a school concert. Faculty must be informed if someone other than a parent/guardian plans to supervise your child during a concert.

Appendix of Music Course Objectives

Music Curriculum from a Developmental Perspective

We employ a spiral music curriculum at Crowden—all of the topics below are taught at every grade level with increasing complexity as students mature.

Instrument Classes develop the ability to:

- Approach technical challenges efficiently and understand how to use practice time to the best possible advantage. Many practice strategies are carefully explored, including but not limited to slow practice, use of the metronome, and playing in varied rhythms. (For string players, this includes specific but varied bowings at different tempi, and specific left-hand games/exercises.)
- Support the instrument (or the body, if seated at the piano) in a balanced way for maximum technical efficiency, agility, and optimal sound production.
- Play with facile yet stable left-hand position for string players; a solid frame in all positions, accurate but flowing shifting, ability to hear and to measure across intervals. For pianists, this includes appropriate articulation and voicing, accuracy, and fluidity, with ample finger strength and correct hand positions.
- Play with a facile bow hold and technique in a variety of bow strokes (detaché, martelé, spiccato, etc); use a straight bow, understand how to divide the bow, understand the use of bow speed in relation to pressure and distance from the bridge; use a variety of bow strokes in a range of dynamics.
- Play all chromatic, major and minor scales from memory (for string players: in tune and eventually in three octaves) with a variety of bowings and/or rhythms.
- Play with vibrato at various speeds as appropriate to the music (strings).
- Make a supported sound.
- Shape phrases.
- Play in a variety of musical styles and characters.
- For violinists: read the alto clef fluently and play viola.

Ensemble Classes develop the ability to:

- Play accurately and expressively as a group: breathe together; use eye contact and body language to give/take appropriate cues; communicate mood, and sound quality.

- Learn how to rehearse efficiently; how to play in tune (in different temperaments for string or mixed string /piano groups), compromise/discuss diplomatically and respectfully, phrase as an ensemble, tackle technical and musical challenges as a group, make musical decisions about phrasing and style, decide when to lead and when to follow, play out or blend; balance the various voices in the ensemble with inner voices as the core of the sound.
- Read a score.
- Play with character and an understanding of style appropriate to the period/composer.

Orchestra Classes develop the ability to:

- Participate actively in sectionals, rehearsals, and concerts (by making eye contact and accurately following the conductor's cue, playing with the character and articulation the conductor has indicated, notating orchestral parts accurately, and practicing and preparing meticulously and adequately at home).
- Prepare for an audition or concert through home practice and sectionals.
- Lead a section as a principal player or blend as a section player.
- Play with character and an understanding of style appropriate to the period/composer.

Chorus Classes develop the ability to:

- Demonstrate appropriate conduct during rehearsals and performances (communicate respectfully with the conductor and other colleagues, maintain proper decorum, take bows together, enter and exit the performance area in an orderly manner, etc.).
- Fine-tune the ear; recognize intervals; sight sing.
- Sing with fine technique (good vocal support, appealing sound quality).
- Further explore ensemble skills.
- Play with character and an understanding of style appropriate to the period/composer.

Musicianship and Composition Classes develop the ability to:

- Identify and accurately notate (in student's own compositions) key signatures, time signatures, clefs, modes, intervals, dynamics, chords, and chord progressions.
- Identify and employ basic compositional forms and techniques. .
- Analyze basic musical forms.

(N.B.: Many of our students have scored well on the AP Music Theory exam upon completion of Level V!)

Music History Classes develop the ability to:

- Become a sophisticated listener.

- Identify various periods and styles of music with a thorough understanding of historic context /perspective (concurrent developments in religion, politics, philosophy, technology, and art, etc).
- Recognize and identify individual composers' contributions and innovations.
- Inform student's own playing and approach to music of various styles.