

A photograph of a red cello, positioned diagonally from the top left towards the bottom right. The cello is set against a warm, orange-to-yellow gradient background.

Orchestra Handbook 2018-2019

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This handbook has been developed to familiarize the orchestra members and parents with the general operations and procedures of the orchestra and standards by which all orchestra members are expected to conduct themselves. It is not intended to be all-inclusive with every possible situation and question; however a thorough knowledge of the handbook is necessary for the smooth operation and success of the orchestra.

Discipline

Discipline The purpose of discipline is to create an environment that enhances learning and performance and to provide for the safety of the students. Every student has the right to participate in the learning process without interference. Consequences for infractions will follow the school and district policies.

The system of consequences is not intended to be all encompassing for every situation. Depending on the severity, frequency, or context of the infraction the director reserves the right to bypass the warnings to deal with the situation. Please see the school handbook for campus rules.

Supplies

Students need the following supplies:

1. Instrument/bow in good working condition
2. Rosin
3. Shoulder rest (violin/viola only)
4. Rock stop (cello/bass only)
5. Folding wire stand (keep at home)
6. Essential Elements for Strings (Book 1 for 5th grade, Book 1 & 2 for 6th grade)
7. Cleaning cloth
8. 1" black 3-ring binder
9. 3 subject dividers
10. 1 3-ring pencil pouch
11. 2 sharpened pencils with erasers
12. 1 highlighter (any color)

It is HIGHLY recommended that your student have a metronome at home.

Any equipment stored at school (including instruments and/or music binders) **MUST** be brought home each day. Students then afford themselves the chance to practice if an unexpected spare moment pops up. ***10 minutes here and there of practice time is better than no practice time at all.***

Grading

Orchestra is a performance-based course. Concerts are a major part of the student's grade as are practice evaluations. Attendance at concerts is mandatory. Grades will be determined by the following criteria:

- Academic Achievement (Major Grades) - 66.7% of final grade
- Academic Practice (Daily Grades) - 33.3% of final grade

Academic Achievement Grades

- Concerts
- Playing & Written Tests
- Before/After School Rehearsals
- Note Strips
- Quick Check Items
- Any other assignment designated as an academic achievement grade

Academic Practice Grades

- Practice Logs – due every Monday
- Rehearsal Skills – this grade will be based on daily participation for each week. Points will be taken off for unnecessary talking, not having necessary supplies (instrument, binder, book, etc.), general attitude and willingness to contribute in a positive manner, fingernails, incorrect playing positions, not following rehearsal rules and anything that disrupts the student's (or those around them) ability to participate fully in class. Students who do not bring their instruments to class will lose 20 points for that day. Students are always free to check and see what they might be losing points for during class.
- Music Binder: All music in alphabetical or concert order by title, any in class assignments, calendars, orchestra handbook, handouts given during the year, dividers, pencil pouch with 2 PENCILS and a highlighter as well as a rock stop and cleaning cloth for cellos and basses, and Essential Elements for Strings book. Each student should have his or her orchestra binder at every rehearsal and concert.
- Worksheets
- Any other assignment designated as an academic practice grade

Make up and late work policies will follow school and district guidelines.

Practice Logs

- In order to succeed in orchestra, students need to practice on a regular basis.
- Practice log weeks are from Monday-Sunday and are due EVERY MONDAY (unless school is not in session that day or the student is absent).
- Goals must be specific and need to be skill based.
- Time practiced should be listed in minutes (20 minutes/ 5 days a week).
- Practice time needs to be verified. Though a parent/guardian signature is often easiest, other options can be discussed with your orchestra director.
- Time practiced over the 5 days a week/ 20 minutes per session minimum is eligible for extra credit
- Maximum grade to be received for 5-7 Days per week- 100+, 4 Days per week- 90, 3 Days per week- 80, 2 Days per week- 70, 1 Days per week- 60, 0 Days per week- 50.

Concert/Rehearsal Attendance

Orchestra is a performance-based course. Therefore, attendance at concerts and rehearsals are **mandatory**. Concerts and rehearsals will count as achievement grades. Those who must miss a concert or rehearsal need to consult with their director well in advance of the function. Failure to attend these events without prior permission or good cause may result in a failing grade. Conflicts with other organizations, unless worked through with both sponsors, and lack of transportation are not excused absences.

Concert Dress

In order to participate in concerts, students must wear the appropriate concert dress. Concert dress includes:

1. Orchestra Polo shirt (must be purchased from the orchestra).
2. Black slacks or long skirt (cellos- make sure skirts are appropriate to your instrument)
3. Black socks or tights/hose
4. Black dress shoes (flip flops and tennis shoes are not appropriate)

If there is difficulty obtaining the appropriate concert dress, contact the director well in advance of the first concert.

Fingernails

In order to position the fingers of both hands properly, it is necessary to keep the fingernails trimmed. Any unwillingness to cut nails will result in a deduction from a student's rehearsal skills grade and a parent conference to discuss the student's future in orchestra.

Orchestra Room and Lockers

In the morning, students may drop off instruments and binders. Unless coming in to practice, students must then immediately leave the room; it is not a place to socialize. Only orchestra students are allowed to be in the orchestra room.

No food, drinks or candy are allowed in the orchestra room. Prior permission is required for the chewing of cough drops.

Violins and violas are to be stored in the assigned lockers and kept locked at all times. Instruments and other orchestra supplies are the only items to be stored in these lockers. Students are not to store or place any item in a locker that is not assigned to them. Combinations need to remain 'secret'. Failure to comply with these rules may result in the loss of locker privileges.

The orchestra room will remain locked when the director is not there. Any basses or cellos brought from home for tuning or maintenance may be stored in the orchestra room during the day.

Maintenance of Instruments

Musical instruments, like anything, need proper maintenance to be in the best possible playing condition. Periodically check the following:

1. Bow is being loosened EVERYDAY!!! When the bow is kept tightly wound it warps the wood stick and breaks the hairs.
2. The bridge is straight and aligned between the F-holes. Unless warped, the director should be able to make the proper adjustments.
3. There are no cracks developing in the wood or seams becoming unglued. Please do not attempt to re-glue the seams as special water soluble glue is used. Any other glue could ruin the instrument.
4. Fine tuners move freely and that they never touch the top of the instrument.
5. Pegs turn easily and do not slip. Since a string could easily break, have somebody that knows how to use pegs complete this check.
6. All instruments and bows are being wiped off after every time the instrument is being played. If the rosin is not removed after playing, the finish of the instrument could be ruined and the instrument's value is greatly diminished.
7. Instruments should be stored in a cool, dry area away from direct sunlight. Instruments should NOT, under ANY circumstances be left in a vehicle. High heat or cold will destroy an instrument.

Each student is responsible for all equipment and/or materials checked out to him/her for their personal and in-class use. This includes school instruments. Equipment is to be used, not abused. Damages caused by fire (not a school fire), theft or abuse will be charged to the parent.

If a student breaks a string please do not take the whole instrument to the store to get the string fixed. Students should bring instruments to school even if they have a broken string. The director is available before and after school to put new strings on an instrument, but will not put a new string on during class time. If the student has an insurance policy that covers strings we carry, he/she will not be charged for the string. Students that do not have a string replaced after two days of it breaking will lose points on their rehearsal skills grade. Basses and cellos should bring their home instruments to school if repairs or maintenance (including tuning) are needed.

Eligibility

Students must maintain passing grades in order to participate in extra-curricular events. If a student loses eligibility at the end of the six weeks it may be regained at the time of progress reports. Trips are considered extra-curricular. Concerts and after school rehearsals however, are considered co-curricular and attendance is mandatory regardless of grades earned.

Solo and Ensemble

Students have the opportunity to participate in the Solo and Ensemble Contest held in the spring. Participation involves preparing a solo and/or ensemble approved by their director or private teacher and performing it before a judge for a rating. This will be discussed more in the spring.

Region Orchestra

Region Orchestra auditions are open to any interested 6th grader. Students who wish to audition will have to submit their own Region fee, along with any required forms, by the deadline date. If selected, the student **must** attend the clinic/concert. Both the audition and concert/clinic dates are all day affairs. Check your calendars for conflicts before choosing to participate.

Trips

All members represent the school and community and are expected to conduct themselves in a manner in keeping with the following regulations when traveling in or out of the district. Failure to follow these rules may result in being banned from bus trips or other disciplinary actions.

1. Be on time for all trips.
2. Dress as directed. School dress code is in effect with the exception of hats on the bus.
3. Be mannerly.
4. Avoid excessive noise on the bus. This includes no yelling, no loud talking, no loud music or games, etc. If the director can hear it, it is too loud.
5. Stay on your assigned bus.
6. Return equipment to its proper storage place upon returning to school.
7. Bus must be left the way it came to us – CLEAN!
8. Only G rated movies allowed on the bus with the exception of PG rated movies previously approved by the director.

If a student is placed in ISS within 3 weeks prior to an orchestra trip, parental transportation and supervision may be required in order for the student to attend. Students with 10 or more cumulative days in ISS for both the fall and spring semesters of the current school year may also be required to have parental transportation and supervision.

If a student is required to leave from an event or activity, the parent/guardian of the student must provide written notification to the director prior to the student leaving and the student may only leave with that parent/guardian as stated in the written notification.

Events Requiring Swimsuite

When attending an orchestra event at a waterpark or pool please make sure that you are appropriately covered.

Private Lessons

Private lessons can greatly enhance your musical experiences! They can help students prepare for orchestra class, solos, ensembles and Region Orchestra auditions. See your director for a list of instructors that would be appropriate for your child.

Website and Social Media Sites

- **Charms:** This is a communication and assessment tool used on a regular basis. To access the program, visit <https://www.charmsoffice.com> -OR- download the charms blue app. The school code is : cgorchestra and your student's initial password is their student ID number (1000#####).
- **cgorchestra.weebly.com** The Cypress Grove Orchestra has a website! Please check it frequently for updates. Every effort will be made to duplicate information sent home on the website.
- **Facebook and Instagram** @cgorchestra
- **myeelibrary.com** If your Essential Elements method book does not come with a CD, here is where you can find the accompaniment music that goes along with that book.
- **Remind** This will be used to remind/update families about important orchestra events. You may join by visiting <https://www.remind.com/join/cgorch5th> -OR- going to the app and using the below class name/code to register.
 - 5th Grade Orchestra 18-19; Class Code: cgorch5th
 - 6th Grade Orchestra 18-19; Class Code: cgorch6th

Photography

Periodically, photos may be taken of students within the orchestra class. Photos of students may be posted in the orchestra room and/or on the website. Website photos will never list full names of students. Please contact the director if there are any concerns regarding photos of students