

Bay High School
Orchestra Handbook
2015 – 2016



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I. INTRODUCTION

The purpose of this handbook is to eliminate student misunderstanding and/or misconduct by providing a reference for all orchestra policies. It is imperative that **every** student read this document and understands these procedures.

A. Membership

A Bay Village Orchestra Member is a student who has, by choice, committed and dedicated himself or herself to the objectives of the Orchestra. A Bay Orchestra Member takes pride in his or her work and strives to be **Trustworthy, Respectful, and Responsible.**

II. STUDENT CONDUCT

A. Expectations

1. Be on Time
2. Have Your Instrument, Music, and Accessories
3. Be Quiet and Attentive – **NO CELL PHONE or other electronic device may be in use after the bell rings except when given specific permission by the teacher.**
4. Show a Willingness to Try

B. Consequences

Well-disciplined and efficient rehearsals are crucial to our success. Inattentive behavior, disrespect to directors, and excessive talking during rehearsals contribute to negative results and wasted time. Therefore, these actions will result in a student-teacher conference and one or more of the following:

1. “Drop and Give Me Twenty” 20-Minute Musical Calisthenics Session. Failure to serve will result in a detention.
2. Musical Community Service. Failure to serve will result in a detention.
3. School Detention
4. Parent Conference

III. ATTENDANCE POLICIES

A. Daily Attendance: Be in the Music Wing by the bell. Be in your seat ready to begin one minute after the bell. If you arrive late do not interrupt the class. Come in quietly, give your pass to the director, then take your seat and join the rehearsal. **DO NOT ARRIVE LATE WITHOUT A PASS. Do not leave the room without permission, EVER.**

B. Reporting an Evening Event Absence:

Absences at rehearsals and performances affect the entire orchestra. With advanced notice, directors can often make changes or adjust plans to accommodate an absence, minimizing the negative impact on the other students. Therefore, **absences must be reported with a phone call to 440-941-2135 ahead of time.** Reporting an absence does not necessarily mean the absence will be counted as “excused”.

C. Performances

All orchestra members are required to attend all orchestra performances. The only excuses for missing performances are as follows:

1. **A court or legal case that cannot be changed.**
2. **Personal illness severe enough that the student cannot attend school.**
3. **Participation in another school event as determined by Administration.**
4. **A death in the family.**

Other extenuating circumstances* are at the discretion of Mrs. Singler.

D. Procedure for Reporting Performance Conflicts

If you have a scheduling conflict with a date on the orchestra calendar, the director must be notified in writing no later than 30 days prior to any performance or evening rehearsal. Orchestra is a group learning experience. Each person is vital to the entire ensemble’s performance and learning. This allows another student time to learn a new so the entire ensemble is not penalized.

E. Excused Absence Make-up Assignments

- 1. Missed Orchestra Concert:** Compose a 1,000-word essay about a composer whose music we have performed in class. Be sure to include a Bibliography with your references listed correctly. The essay is due no later than two weeks after the concert you missed.
- 2. Missed Contest Sectional Rehearsal, Evening Rehearsal, or Preview Concert:** An hour of personal practice at Bay High School with intermittent instruction from the director. This must be completed before State Orchestra Contest.
- 3. Missed State Orchestra Contest:** Compose a 2,000-word essay about a composer whose music we have performed in class. Be sure to include a Bibliography with your references listed correctly. The essay is due no later than two weeks after Contest.

IV. EQUIPMENT

- A. Instruments** You are responsible for securing and maintaining a musical instrument and the necessary accessories for it. Orchestral musicians are responsible for their own mutes, rosin, strings, cleaning cloths, and an instrument in optimal working condition. **Your name must be on your case.**
- B. School Instruments** A student using school-owned equipment outside of school must fill out an instrument loan contract and maintain the equipment properly. The board of education and music department has invested thousands of dollars for the instrument you are borrowing. While the school district will absorb the cost to maintain the instrument, any negligent damage (dropping, unwarranted abuse, etc.) will be the responsibility of the student and parent.
- C. Music Care** Music is very expensive and must be preserved for many years to come. Under no circumstance should it be bent, folded, rolled, or marked on with any form of ink. Music returned in poor condition or not returned at all must be paid for by the student.
- D. Lockers** You will be assigned an instrument locker or shelf slot at the beginning of the school year. All instruments must be stored in their assigned spot. If you have a locker the lock should be locked at all times as the locker room itself will remain unlocked throughout the day. Do not leave your locker unlocked **ever**, even during rehearsals. At the end of the year your lock must be returned and the locker must be as clean as when it was first assigned. You will be charged for missing locks.

V. UNIFORMS

Our uniforms are generously provided and maintained by the Bay Music Boosters. Just as athletes do not play out of uniform, **INAPPROPRIATLY DRESSED STUDENTS WILL NOT BE ALLOWED TO PERFORM and will not receive credit for playing the concert.**

- A. Gentlemen** A \$10 tuxedo dry-cleaning fee will be collected at the start of the school year (Checks should be made out to Bay Music Boosters, or you can pay using “Pay For It” on the Bay Schools website). Tuxedos will be issued at uniform night and collected at the end of the year. In the interim, it is the student’s responsibility to store and care for the garment. **Men supply their own white tuxedo shirts, black socks and black dress shoes.** Tuxedo Junction will make shirts available for purchase at uniform dispersement.
- B. Ladies** Black Concert Dresses will be issued to ladies at uniform night. Once you have been assigned a dress you will keep it until graduation unless you need a different size. These concert dresses can be machine washed (carefully follow the instructions on the label). **Ladies supply their own black dress shoes--no flip-flops.**
- C. Orchestra Polos** An orchestra polo will be assigned to each member to be used at outdoor and informal orchestra events throughout the year. Once you have been assigned a polo you will keep it until graduation unless you need a different size. These shirts can (and SHOULD) be machine washed.

VI. GRADES

- A.** Grading is designed to give a multi-faceted picture of a student’s achievement in Orchestra.

1. **Rehearsal Participation (50%)**: Prepare for class by practicing your music, arriving on time and having your music and instrument ready at the start of class Put forth your best effort in class and get involved with what we are doing. Have a positive attitude—it’s contagious! Support your peers.
 2. **Performances (25%)**: Students are required to participate in all group performances (see Attendance Policies, Section V, Article C for attendance policies and excused absence procedures). Those who participate fully, putting forth their best effort and displaying professionalism on stage and off will receive high marks. Students with an unexcused absence will receive an “F” for that performance grade.
 3. **Summative Quizzes & Tests (25%)**: Students will be tested to assess their growth as musicians on specific material studied in class and assigned for home practice. Students will need to set up a free SmartMusic Account in order to take tests in this class.
- B. Extra Help** is *always* available. See me to arrange a time.
- C. Extra Credit** All students can earn extra credit by showing proof of*
1. Attending a professional classical, jazz, or ethnic music concert
 2. Attending a Bay Music Department concert (which you don’t perform in)
 3. Participating in a recital outside of school, or Solo and Ensemble
 4. Listening to and reviewing a classical, jazz, or ethnic music recording
 5. Performing a living room concert
- *See director to approve other activities*

VII. SEATING

- A. The Twelve-Tier System** is designed to track student progress and provide step-by-step goals for advancement. Tier Twelve is the most advanced level while Tier One is least advanced. Students are seated according to their tier ranking and by seniority within each tier group—however all Freshmen Violinists will be seated by tier within the Second Violin Section.
- B. Section Leader** assignments are made for the whole year. In some cases the section leaders change from concert to concert because of the many strong auditions I heard. These positions are not subject to change except by director discretion.
- C. Tier Challenges** Section seating (*does not apply to section leaders*) is subject to change by way of Tier Challenges. Tier Challenges give students the opportunity to re-take their seating exam for a higher score. Tier Challenges will be taken using the same excerpts used for your final exam.
- D. Rehearsal Variations** The seating listed is not necessarily what we will use in every rehearsal. Students will be rotated around in their sections to give everyone experience playing in all areas of their section. You learn different things in different spots! I also reserve the right to alter seating assignments if someone cannot act professionally in a seat or next to another individual.

VIII. USE OF MUSIC WING FACILITIES

- A. Band Room**: With the number of students that go through our department every day it can be challenging to keep the Music Department neat and clean. Every effort should be taken to keep the rehearsal rooms, practice rooms, storage rooms, and individual instrument compartments neat and clean.
- B. Practice Rooms**: Practice rooms have been provided for students who wish to practice their music at school. They are not to be used for studying or socializing. Anyone using a practice room for reasons other than mentioned about will not be allowed use of the practice rooms. Lesson teachers have priority of these rooms after school.
- C. Lockers**: Instruments and music should be kept neatly in their lockers or shelves. These storage areas are not to be considered lockers for books, clothing, or school supplies.

IX. HONORS ENSEMBLES

- A. **Bay High Chamber Orchestra** is an auditioned ensemble devoted to playing music from the chamber orchestra literature. The orchestra rehearses Tuesdays from 4:00 to 5:30, along with additional rehearsals in the weeks leading up to concerts. Chamber Orchestra performs on the Holiday Orchestra Concert, and the Spring Orchestra Concert. Chamber Orchestra will *not* meet in January or February.
- B. **OMEA Northeast Region Orchestra** is a full symphony orchestra made up of the finest high school musicians in Northeast Ohio. The ensemble rehearses with a guest conductor for three evenings before giving a performance at Waetjen Hall at Cleveland State University in downtown Cleveland. Auditions will be announced in the Fall.
- C. **OMEA All-State Orchestra** is the most prestigious high school orchestra in the state of Ohio. The ensemble rehearses with a high profile guest conductor for three days. The group then performs for a standing-room-only crowd at OMEA Convention. The highest ranked string players in Region Orchestra are selected to perform in All-State. Interested woodwind, brass, and percussion players must submit and audition tape to OMEA by May each year. See your directors for details.
- D. **Bay High Honors String Quartet** is an advanced study quartet that is often called upon to perform at prestigious community and school events. Membership is by audition. All members are responsible for knowing their parts and must be able to rehearse during Tuesday and Thursday QRP's. The ensemble is pulled out of Orchestra once a week for coachings. The Honors String Quartet performs at the Holiday Orchestra Concert, Bay Village District Caroling, the High School Recital, the Ballroom Blitz, and the Bay Village Foundation Memorial Day Service. Other dates may be added over the course of the year.

X. **MUSIC BOOSTERS**

Get involved! There are lots of opportunities to support what your child does in music. The Bay Music Boosters is the adult support group designed to provide financial and volunteer assistance to the band, orchestra, choir and auxiliary music programs in the Bay Village Schools. The group is governed by a board of parents and directors. We urge every parent to get involved with this fine group. For more information, check out their website: www.baymusicboosters.com

Don't have much time?

We ALWAYS need chaperones for concerts and events.

Arrive 15 minutes before your child's assigned report time and leave at the close of the concert.

To sign up go to [**bayorchestra.com/concerts--events**](http://bayorchestra.com/concerts--events) and click on *Sign-up Genius*.

Orchestra Membership Agreement Form

Dear Bay Orchestra Parent,

Please take the time to read the 2015-2016 Bay High School Orchestra Handbook with your son or daughter. This document contains vital information that will help make your son or daughter's orchestra experience a positive one. If you have any questions regarding the Orchestra, do not hesitate to contact me, 440-941-2135 or carrie.singler@bayschoolsohio.org.

You should have also received an Orchestra Events Calendar with your handbook. Please incorporate the required events into your family calendar at this time.

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- I. I have received an Orchestra Events Calendar and am aware of the performance obligations for the 2015-2016 school year.
- II. I have read and I also understand the orchestra policies explained in the 2015-2016 Bay High School Orchestra Student Handbook. Furthermore, I agree to abide by the policies set forth in the Orchestra Handbook.

Student Name _____ Student Signature _____

Parent Name _____ Parent Signature _____

***IMPORTANT - Parent Preferred Contact Info:**

Parent/Guardian Name _____ Relationship to Student _____

E-mail _____ Phone (_____) _____

Parent/Guardian Name _____ Relationship to Student _____

E-mail _____ Phone (_____) _____

For your convenience we would like to share your e-mail address with the Bay Music Boosters so you may be included in e-mails pertaining to your child's ensemble. Please select the appropriate box below to give or decline permission to share your contact information:

You may share my contact info with the Bay Music Boosters

Please DO NOT share my contact info with the Bay Music Boosters

Please return this completed form by Monday, August 24th.