

**Bay High School**

# **Orchestra Handbook**

**2012 – 2013**

*For Members and their Families*



**Mrs. Carrie Singler, Director**  
**CARRIE.SINGLER@BAYSCHOOLSOHIO.ORG**  
**440-941-2135**

***Please make sure you have this contact information as it has changed.***  
Report all evening activity absences to this number so we can adjust plans to accommodate the absence, minimizing the negative impact on other students.

## **Table of Contents**

- I. Introduction**
  - A. Course Objectives
  - B. Membership
- II. Student Conduct**
  - A. Expectations
  - B. Consequences
- III. Attendance Policies**
  - A. Daily Attendance
  - B. Procedure for Reporting an Absence
  - C. Performances
  - D. Procedure for Reporting Performance Conflicts
  - E. Excused Absence Make-up Assignments
- IV. Equipment**
  - A. Instruments
  - B. School Instruments
  - C. Music Care
  - D. Lockers
- V. Uniforms**
  - A. Gentlemen
  - B. Ladies
- VI. Grades**
  - A. Grading
  - B. Extra Help
  - C. Extra Credit
- VII. Seating**
  - A. Twelve-Tier System
- VIII. Use of Music Wing Facilities**
  - A. Band Room
  - B. Practice Rooms
  - C. Locker Rooms
- IX. Honors Ensembles**
  - A. Bay High Chamber Orchestra
  - B. OMEA Northeast Ohio Region Orchestra
  - C. OMEA All-State Orchestra
  - D. Bay High Honors String Quartet
- X. Parent Volunteering**
  - A. Volunteer Opportunities
  - B. Music Money
- XI. Recommended Practice Schedules**

## **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. Course Objectives**

That every player develops into the best musician he or she can by:

1. Executing each detail with the understanding that it is critical to the larger musical work.
2. Performing with a heightened awareness of how each part interacts with other parts.
3. Performing with an understanding of the history and culture that created the music and the role the music plays in other cultures including our own.
4. Identifying areas in his or her personal playing that could be improved and creating a plan to build those skill areas.
5. Taking advantage of opportunities in class to improve his or her musical skill set.
6. Promoting and supporting the musical growth of his or her peers.

### **B. 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
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 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

The Bay High School Orchestra has a long history of excellence. The following policies have always been, and will continue to be **STRICTLY ENFORCED** while students are participating in **ALL** orchestra activities:

**Students of the Bay High School Orchestra will not possess, use, sell, give or otherwise transmit or be under the influence of any drug, alcohol, controlled substance, or tobacco product, real or counterfeit, which is prohibited by law, while at any music sponsored or sanctioned activity or event away from or within the school district. Violation of this policy will result in the immediate removal from the activity or event, loss of all orchestra privileges, and further disciplinary action by the administration.**

**Students of the Bay High School Orchestra will not participate in any unlawful or criminal activity including, but not limited to, theft, willful destruction of property, fighting or physical assault, or harassment. Violation of this policy will result in the immediate removal from the activity or event, loss of all orchestra privileges, and further disciplinary action by the administration.**

When rehearsing, performing, or traveling as part of the Bay High Orchestra, students are required to follow all school rules as described in the Bay High School Student Handbook.

### **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. Procedure for Reporting an 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.**
5. 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 mouthpieces, mutes, sticks and mallets, rosin, strings, reeds, valve or slide oil, swabs, 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 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 at the beginning of the school year. All instruments must be stored in their assigned locker and should be locked. 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 Band (& Orchestra)

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** Tuxedos will be issued before the first concert and collected at the end of the year. In the interim, it is the student's responsibility to store and care for the garment. Tuxes and shirts should be dry-cleaned as necessary. **Men supply their own black socks and black dress shoes.**
- B. **Ladies** Black Concert Dresses will be issued to ladies before the first concert. 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.**

## VI. GRADES

- A. Grading is designed to give a multi-faceted picture of a student's achievement in Orchestra. This grading system rewards work-ethic, teamwork, and drive.
  - 1. **Rehearsal Participation (25%)**: 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. **Tests (50%)**: Students will be tested to assess their growth as musicians on specific material studied in class. This will include one playing test each quarter and may include part checks, listening evaluations, or sight-reading tests.
- 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.

## **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. PARENT VOLUNTEERING**

Get involved! There are lots of opportunities to support what your child does in music. The Bay Band (& Orchestra) Boosters are the adult support group designed to provide financial and volunteer assistance to the band, orchestra, and auxiliary 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.bayvillagebandboosters.org](http://www.bayvillagebandboosters.org) or speak with one of our music booster board members:

In addition, you can always call me directly at **440-941-2135** or e-mail me at [carrie.singler@bayschoolsohio.org](mailto:carrie.singler@bayschoolsohio.org) to talk about ways you can support the orchestra program!

### **A. Volunteer Opportunities**

1. Concert Chaperones/Uniform Check Parents
2. Day For Strings– Homeroom monitors and Food servers
3. State Orchestra Contest; Chaperones, Setup crew, Fan club
4. Ballroom Blitz Fundraiser
5. Membership Drive Volunteers

### **B. Music Money**

When your child participates in a fund-raiser, they are automatically entered into the Music Money program. A percentage of the proceeds will be deposited directly into your child's Music Money account. Accumulated Music Money can be used to pay for any music related expense such as summer camps, lessons, instruments, or ensemble trips. For more information, see the Bay Band Booster website: [www.bayvillagebandboosters.org](http://www.bayvillagebandboosters.org).

## **XI. SUGGESTED PRACTICE SCHEDULES**

*Levels I - IV are appropriate for most students.*

Level I: 25 minutes, 5 days a week = 125 minutes

15 minutes before dinner

10 minutes after dinner

Level II: 30 minutes, 5 days a week = 150 minutes

20 minutes before dinner

10 minutes after dinner

Level III: 45 minutes, 5 days a week = 225 minutes

30 minutes before dinner

15 minutes after dinner

Level IV: 90 minutes, 5 days a week = 450 minutes

60 minutes before dinner

30 minutes after dinner

***Advanced Levels are appropriate for students interested in performing in advanced youth ensembles. They are a must for students considering music as a major or minor in college. These sessions need not be continuous. You'll get a lot more out of them if you take breaks and come back to the instrument later.***

Advanced Level I: 120 minutes, 6 days a week = 720 minutes

15 minutes of warm-up exercises

15 minutes of scales, arpeggios, double stops

15-30 minutes of etudes

45-60 minutes on solo work

15-30 minutes on chamber, orchestra, alternative music

Advanced Level II: 3-4 hours, 6 days a week = 18-24 hours

60 minutes of warm-up, scales work, etudes

30 minutes on Bach or Baroque work

Break

60-90 minutes on concerto or sonata movement

Break

30 more minutes on concerto or sonata movement

30 minutes on chamber, orchestra, alternative music





Dear Bay Village Orchestra Parent,

Please take the time to read the 2012-2013 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 experience. If you have any questions regarding the Orchestra, do not hesitate to call the director: Carrie Singler, 440-941-2135 or [carrie.singler@bayschoolsohio.org](mailto:carrie.singler@bayschoolsohio.org).

Please review the entire handbook, but pay special attention to the following sections:

- II. Student Conduct – strict policy, please review
- III. Attendance Policies
  - B Procedure for Reporting Absences
  - C Performances**
- V. Uniform Requirements and Care
- VI. Grading

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

- 
- I. **I have received an Orchestra Events Calendar and am aware of the performance obligations for the 2012-2013 school year.**
  - II. **I have read and I also understand the orchestra policies explained in the 2012-2013 Bay High School Orchestra Student Handbook. Furthermore, I agree to abide by the policies set forth in the Orchestra Handbook.**

---

Student (Print Name)

---

Parent (Print Name)

---

Student Signature

---

Parent Signature

Date: \_\_\_\_\_

***Please return this completed form by  
Friday, August 31<sup>th</sup>.***