***Roswell High School Orchestras***

***Handbook 2016-2017***

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**470-254-4500**

**GOAL OF THE DEPARTMENT**

To provide the orchestra students of RHS with the opportunity to develop into responsible, contributing adults of society.

**OBJECTIVES**

To provide:

* A safe learning environment
* Opportunities to develop musical and technical skills on string instruments
* Opportunities for leadership development
* Performance opportunities in the following settings:

Large Group

Ensembles

Solo Literature

Alternative Styles

Community

Judged Events

Honor Organizations – National, State, County

To accomplish the stated objectives, we set forth the following guidelines:

**REHEARSAL AND PERFORMANCE ATTENDANCE POLICIES**

1. Attendance is expected at all rehearsals
2. Attendance is expected at all performances
3. Be on time for all Orchestra activities **(early is on time, on time is late)**
4. Be prepared for each and every class and rehearsal with the necessary equipment: instrument, bow properly haired, rosin, sharpened pencil, professional quality strings, rock stop, and shoulder rest.
5. Be sure your instrument is always in great condition.
6. A “0” will be recorded each day you are without your instrument or do not play in rehearsal.

The rehearsal and performance schedule is separate from this handbook and handed out at the beginning of the year. **Please do not schedule other events at the same time as orchestra rehearsals and concerts.**

 **Unacceptable Excuses Solutions**

1. “Had to work” 1. Make arrangements

 in advance with employer

 2. “Couldn’t get a ride” 2. Plan ahead, be responsible

 3. “Forgot”, “Didn’t Know” 3. Be responsible, read schedule

 often, write down changes

4. “Parents didn’t know about it” 4. Clear Schedule in advance with

 parents

5. “Parents made me stay home 5. #2, #3 & #4 and study”

We are pleased that you are with us this year and know that you will be responsible for all orchestra rehearsals, performances and activities.

 **Acceptable Reasons**

1. Sickness or death in the family
2. Emergencies that cannot be helped (bring a note from parent the following day)

If you are sick and cannot attend a performance, it is your responsibility to call and let Ms. Payne know in advance. Her voice mail is:\_\_\_\_470-254-4500\_\_\_\_\_\_\_

**GENERAL ORCHESTRA ROOM GUIDELINES**

1. You may come into the room before school, after school, and during your class time, but you should not be in the room at any other class time unless you have permission prior to that time. This permission must come from the Director, unless it is official business.
2. There will be absolutely NO EATING, DRINKING OR CHEWING GUM IN THE ROOM AT ANY TIME. Exceptions will be at the discretion of the Director.
3. All books, personal items, etc., should be placed in your bag during class. All items left in the room after class will be turned in to lost and found.
4. Homework for other classes is to remain in your bag during orchestra class. Cases stay in your instrument locker, bookbags on the shelves in the orchestra room.
5. Vandalism is a criminal act, punishable by law. Report vandalism immediately, no matter how small.
6. NEVER leave money or other valuables unattended in the Orchestra Room. We cannot be responsible for your personal belongings.
7. All instruments shall be stored in the orchestra storage room or A-104 during the day unless specified by the Director. Instruments should be taken home each day for practice purposes. The school does not assume responsibility for instruments left overnight or over the weekend. All instruments should be labeled at all times w/ student name. **All violin and viola students must obtain a lock for their instrument locker.**
8. Only play on your instrument. It is difficult to determine liability if you are playing someone else’s instrument without the Director’s permission.

**REHEARSAL GUIDELINES**

1. Have all items needed for rehearsal at your chair/music stand at the beginning of rehearsal; i.e. all music, instrument, bow, rock stop, shoulder rest, sharpened pencil, “Essentials for Strings” book. Even if you are sharing a stand partner’s music, **your music must be under your chair to mark changes in the music!!**
2. Number every measure in performance music once it has been determined by the Director that it is a performance selection. This is a part of class preparation for which you are graded.
3. When the conductor is on the podium, all talking and playing ceases so that everyone may hear instructions. The Director will give you time during the rehearsal to discuss passages with stand partners and section leaders.
4. Do not do homework from other classes during rehearsal. Instruction to another section will almost always be pertinent to your part.
5. At the designated time, students must be in their seats with all equipment and materials.

6. Rehearsal is over when the Director dismisses the group.

**UNIFORM GUIDELINES AND ORDERING INFORMATION**

**\*Please see attached notice and fitting instructions for ordering uniforms and deadline.**

Ladies: Black concert dress

 Black, **closed toe** shoes

 Black hose or knee highs

Gentlemen: Black Tux outfit – Jacket, trousers, bow tie, cummerbund, cuff links, studs, white formal shirt

 Black socks

 Black dress shoes

**INSTRUMENT GUIDLINES**

1. All instruments should be cleaned and polished for each performance. Every Orchestra member should have in their case the necessary tools and cleaning materials needed to keep their instrument in its best playing condition.
2. All instruments are to be stored in the orchestra storage room (A-104)), in their cases, with the tops closed and latched. Take care of your instrument; it is delicate and expensive. NEVER play another person’s instrument. Do not ask a custodian to unlock the music facility to get an instrument. Only Band and Orchestra Directors or Administration may unlock the facility.
3. RHS has a *limited number* of school-owned instruments. Students using a school-owned instrument shall complete a County loan contract, have parental consent, and pay a nonrefundable usage fee of $25.00 per school year, plus $25.00 over the Summer (this is about what it costs to rent an instrument *PER MONTH* from a music store). Repairs will be your responsibility with school instruments. Instruments will be checked in and inspected at the end of the school year. Any extensive damage to a school-owned instrument will be billed to the student. Lost instruments must be replaced by the student who checked the instrument out.
4. ALL REGULAR MAINTENANCE of instruments (cleaning fluid, cleaning cloth, rosin etc.) shall be supplied by the student. Major routine repairs (routine meaning *not caused* by any type of abuse) for large school owned instruments will be taken care of as needed

by RHS.

**PRIVATE LESSONS**

Students who would like to progress at a more rapid rate are encouraged to secure a private instructor on their instrument. A list of available private instructors is available on the Atlanta Violins website. Private lessons also increase the chances of success for events such as Solo and Ensemble Performance Evaluation, All-State Honor events, section leader positions, college scholarships, etc.

**GRADING POLICY**

Grades are weighted at the following percentages. The percentages do not have to equal 100% to be valid:

DAILY GRADES - 20%

1. points per day, 1 point for each completed category:
	1. on time
	2. Materials: all music, technic book sharpened pencil, agenda, rosin, rock stop or shoulder rest
	3. Posture, RH & LH Postions
	4. On task entire rehearsal
	5. Prepared assignments

Daily points are totaled at the end of each reporting period to gain a daily grade for that period.

REHEARSALS & PERFORMANCES– 20%

 100 points per performance possible; 0 for unexcused absence from performance.

WRITTEN EXAMS – 15% - 100 points per exam possible

PLAYING EXAMS – 25% - Points vary with each playing exam. A rubric will be used for each playing exam to indicate areas of excellence or needed improvement.

FINAL EXAM – 15% - End of Semester Exam; including performance and written sections.

QUIZ –5% - Shortened written or playing exam.

EXTRA CREDIT – 10% - Concert Attendance: Attendance at other concerts such as ASO, Chorus, Band, feeder schools etc…

**EARNING A LETTER & THE MERIT/DEMERIT POINT SYSTEM**

Students may earn a letter for participation in Orchestra events. 30 merits earn a letter (or bar if letter already earned), 40 merits earn a star in addition to the letter or bar.

Points for merits are earned as follows:

Officers (15/semester)
Section leaders (for most of semester) (2/semester)
ASYO Audition/Membership (7/10)
Solo Ensemble Festival (rating of 1 = 4 points) (rating of 2 = 3 points) (rating of 3 = 2 points)
Fulton County Honor Orchestra Auditions (audition = 2) (member = 4) (First Chair = 5)
ROA Membership (10)
Fundraiser participation (2 merit points per fundraiser)
Concerts (1 per concert)
Afterschool Rehearsals (1 per rehearsal)
Private lessons (2 points/ month)
All-State Auditions/Membership (Audition 1 = 3) (Audition 2= 4) (Membership = 7) (First Chair = 10)
Other Youth Orchestras (2 points/ month)
Practice Records (1 per record signed and turned in, up to 18 in a semester and 36 in a year)
Other Random Mrs. White performances (2 per performance)
Visiting other Concerts ( 1 per concert, ASO = 2)
Challenge and Win (2 points)
Summer camps (5 points / week)
GHP, (Music Major = 5 points / week, Minor = 2 points / week)

**DEMERITS**

Demerits are points withheld based on the infractions listed below. Demerits may be removed by special assignments approved only by the director.

1. Unexcused absence from rehearsal
2. Unexcused absence from performance
3. Unexcused tardy for class or warm-up for performance (1 per each 5 minutes tardy)
4. Use of alcohol, tobacco or illegal drugs (also subject to school discipline cycle)
5. Dirty or improper uniform parts ( 1 per infraction)
6. Music or instrument stored improperly
7. Instrument left in storage room over night without director permission

DEMERITS ARE GIVEN IN ADDITION TO GRADE DEDUCTIONS LISTED IN SYLLABUS

**AWARDS**

Orchestra students are presented awards each spring at the Awards Banquet. Some awards are earned through accumulation of “merit” points, others by student vote, etc.

**Orchestra Letters.** Students earn a school letter in Orchestra by accumulation of 30 or more merits.

**Gold Bar.** Students who earn more than 30 merit points and have previously been awarded a school letter, receive a gold bar to attach to their letter.

**Gold Star.** Students who earn 40 or more merit points receive a gold star to attach to their letter.

**Most Merits Earned Plaque.** Students who earn the most merit points for their grade level are presented a plaque.

**Senior Musician Statues.** Graduating seniors are presented a “wire musician” statue.

**Orchestra Officer Plaques.** Orchestra officers are presented a plaque in recognition of their service to the orchestra.

**National School Orchestra Award.** The NSOA award is presented to a graduating senior who has contributed in an outstanding way the RHS Orchestra program and is selected by majority vote of the string orchestra. The award consists of a certificate, a pin, a desk trophy and a plaque which is displayed in the rehearsal room.

**ORCHESTRA OFFICER DUTIES AND RESPONSIBILITES**

**9th Grade students: Look for your leadership Application soon!**

**President**

The President/s of the orchestra presides over all business meetings of the orchestra, leads the orchestra in fundraising events, oversees duties and responsibilities of all other orchestra officers, and represents orchestra membership at officer meetings.

**Librarian**

The Librarian is responsible for the issue, collection and filing of all music, accomplishing library work, and keeping the library facilities neat and orderly.

**Secretary**

The Secretary maintains to daily roll book, keeps records of attendance, tardiness, etc.., for rehearsals, maintains merit records, and calls orchestra members regarding any emergency.

**ROSWELL ORCHESTRA ASSOCIATION (ROA)**

**PARENTS** are urged and encouraged to participate in the Roswell Orchestra Association. With its growing number of members, it only takes a little effort on the part of all willing parents to have a tremendous impact on the instrumental music students of Roswell High School. Our first meeting will be on August 25th at 6:30pm in the orchestra room.