

2013-2014 Orchestra Handbook

Navo Middle School



Pride, Tradition, Excellence

Phillip Anderson, Director

972-347-7583

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Dear Orchestra Students and Parents,

Welcome to the 2013-14 school year with the Navo Middle School Orchestras! My name is Phillip Anderson, and I am excited to be the new director here at Navo. I hope that you had a fun and productive summer, and I am looking forward to working with you all.

I have developed this handbook as a way for you to understand the rules, procedures, and expectations that I have for the Navo Orchestra, so please take the time to read it thoroughly, as you will be expected to abide by it. My primary goal is to help you learn to love and appreciate music, and I hope to do this by instilling within you enough technique and ability to meet your musical goals, whatever they may be. Music and the Arts are extremely important to the development of young minds, so I hope that you will give me your very best effort so that we can all learn and grow together.

Please take special note of all of the forms in the back of this booklet. They are designed to help me know who is in my program, who is willing to help out, as well as other informational forms that will help me organize this program more effectively. The forms will all have due dates printed on them, but please return them promptly so that we can “hit the ground running” and start making wonderful music together.

If you have any questions throughout the school year, please do not hesitate to ask. I am most easily reached by email at panderson@dentonisd.org, and my office phone number is 972-347-7583.

Let's have a GREAT year!

Sincerely,

Phillip Anderson

About the Director

A native of Florida, Mr. Anderson began his string education in his 5th grade elementary music program. He was a three-time Florida Music Educators Association All-State violinist in high school. Mr. Anderson attended Stetson University in Florida, receiving a bachelor's degree in music education, and serving as a concertmaster for the school's symphony and chamber orchestras. He then made the move out to Texas, where he received his master's degree in violin performance from the University of North Texas. After three years of teaching private violin and viola lessons in the Lewisville ISD, he made the transition to classroom teaching, and has taught at MacArthur High School in Irving for the past seven years. An active performer, Mr. Anderson plays in the Las Colinas, Garland, and Arlington Symphonies. When not at school, he enjoys spending time at home with his wife and their two dogs.

Course Descriptions

6th Grade Orchestra

Who:

6th grade students who have participated in 5th grade orchestra, as well as those who are just beginning to play an instrument. This group is divided into three classes which meet 3rd, 4th, and 5th period.

Objectives:

- Demonstration of fundamental instrument techniques such as posture, hand position, and tone production
- Successful music reading and performance of basic notes and rhythms
- Understanding of basic music vocabulary words and composers
- Demonstration of a basic understanding of intonation and how to adjust intonation
- Demonstration of basic tuning procedures using fine tuners
- Demonstration of proper performance etiquette during concerts including correct dress, behavior, and procedures
- Evaluation of music and musical performances in verbal and written form
- Demonstration of self-discipline and acceptable behavior during class time

Expectations and Requirements:

- Attend all school concerts
- Attend any after-school rehearsals prior to each concert
- Have all required materials in class daily (see materials list in this packet)
- Participate fully in all classes and performances

Optional Activities:

- District Solo and Ensemble Contest
- Sandy Lake Contest
- Private Lessons (highly encouraged!)

Concert Orchestra

Who:

7th and 8th grade students who are developing in ability at a normal, healthy pace. This group will participate at the UIL concert and sight-reading contest.

Objectives:

- Mastery of fundamental techniques including posture, hand position, and tone production
- Introduction of advanced techniques such as vibrato and shifting
- Successful music reading and performance of intermediate rhythms and key signatures
- Successful application of orchestra vocabulary words in verbal and written form
- Understanding of basic music history time periods and composers
- Adjusting of intonation without prompting
- Understanding of advanced tuning procedures using fine tuners and pegs
- Demonstration of proper performance etiquette during concerts including correct dress, behavior, and procedures
- Evaluation and analysis of music and musical performances in verbal and written form
- Demonstration of self-discipline and acceptable behavior during class time

Expectations and Requirements:

- Attend all school concerts
- Attend all UIL-related activities (pre-UIL, clinic, performance)
- Attend any required after-school rehearsals
- Have all required materials in class daily (see materials list in this packet)
- Participate fully in all classes and performances

Optional Activities:

- All-Region auditions
- District Solo and Ensemble Contest
- Private Lessons (highly encouraged!)

Symphony Orchestra

Who:

7th and 8th who are developing in ability at an advanced level. Students must audition to be in this group at the end of the school year. If you are new to Navo this year, please see Mr. Anderson if you would like to make arrangements to audition for this orchestra. This group will participate at the UIL concert and sight-reading contest, as well as other extra performances throughout the year.

Objectives:

- Successful use of advanced techniques such as vibrato, shifting, and advanced bow strokes
- Successful music reading and performance of advanced rhythms and key signatures
- Successful application of orchestra vocabulary words in verbal and written form
- Analysis of music history time periods, styles, and composers
- Quick adjusting of intonation without prompting

- Successful use of advanced tuning procedures using the fine tuners and pegs
- Demonstration of exceptional performance etiquette during concerts including correct dress, behavior, and procedures
- Evaluation and analysis of music and musical performances in verbal and written form
- Demonstration of self-discipline and acceptable behavior during class time

Expectations and Requirements:

- Attend all school concerts, as well as any extra performances throughout the year
- Attend all UIL-related activities (pre-UIL, clinic, performance)
- Attend any required after-school rehearsals
- All-Region auditions
- District Solo and Ensemble Contest
- Have all required materials daily (see materials list in this packet)
- Participate fully in all classes and performances

Optional Activities:

- Private Lessons (*HIGHLY encouraged!*)

After-School Rehearsal Conflicts

All ensembles will at some point be having after-school rehearsals which will be graded. It is your responsibility to notify the director *in advance* if there is a conflict, with a note signed by a parent/guardian. Except in the case of an emergency, do not wait until the day before to notify the director. Should the conflict be with a required athletic event, the director and the coach will work out a compromise that will work for both groups.

Concert Expectations

The success of an ensemble such as an orchestra requires a group effort and everyone's participation. Also, because the primary focus of an orchestra class is to perform the material we have been rehearsing, concerts are graded as a major test. By being in the Navo Orchestra, students and parents are committing to attend all orchestra concerts.

Excused Absences:

Students will only be excused from a performance due to personal illness, a death in the family, or a family emergency. Conflicts with athletic games (which a coach would consider a performance) should be dealt with *in advance* so that the coach and orchestra director can determine the best solution. As with after-school rehearsal conflicts, the director needs to be notified by a note signed by a parent/guardian. If there is no advance notification, the absence will not be excused except in cases of a serious emergency.

Inability to arrange a ride to and from a concert is not considered an excused absence!

Concert Etiquette:

All students and families are expected to stay for the duration of a performance. While we may perform as three separate ensembles, the Navo Orchestra is one group and everybody should be proud to listen to the accomplishments of their peers. All persons in attendance should remain seated during the performance so as not to distract the performers and the rest of the audience. Crying children should be removed from the performance area until they have quieted down. All cell phones should be put on silent or vibrate and remain away during the performance.

Concert Attire:

Casual or formal attire will be clearly announced in advance of any performance.

Casual Concert Attire:

2013-2014 Navo Orchestra T-shirt (included in orchestra fee), blue jeans, white socks, and tennis shoes. No shorts, skirts, or skorts unless specified. Casual attire will be used for Sandy Lake Fun-Fest, 5th grade recruiting concerts, and other extracurricular activities.

6th Grade Formal Attire:**Ladies:**

- White long-sleeved blouse (NO short sleeves)
- Black skirts that touch the knee or longer *when seated* or black dress slacks (jeans are not acceptable)
 - It is recommended that all cello players wear slacks. If you do wear a skirt, please make sure that it is long enough for you to perform comfortably.
- Black hose of stockings which cover the leg (NO bare legs)
- Black dress shoes (NO sneakers or flip-flops)

Men:

- White, long-sleeved button-up shirt, tucked in
- Black dress slacks (jeans are not acceptable)
- Black or dark solid colored belt
- Black socks and black dress shoes (NO sneakers)

7th/8th Grade Formal Attire:**Provided Uniform Pieces:**

- White long-sleeve tuxedo shirt
- Gold vest and bowtie (Symphony Orchestra)
- Black cummerbund and bowtie (Concert Orchestra)

Ladies:

- Black skirts that touch the knee or longer *when seated* or black dress slacks (jeans are not acceptable)
 - It is recommended that all cello players wear slacks. If you do wear a skirt, please make sure that it is long enough for you to perform comfortably.
- Black hose of stockings which cover the leg (NO bare legs)
- Black dress shoes (NO sneakers or flip-flops)

Men:

- Black dress slacks (jeans are not acceptable)
- Black or dark solid colored belt
- Black socks and black dress shoes (NO sneakers)

Uniform Return Policy:

At the end of the year all provided items must be returned. Tuxedo shirts must be professionally dry-cleaned. Students will be charged a replacement fee for any items that are lost or damaged beyond reasonable wear and tear.

Orchestra Room Rules, Procedures, and Consequences

Classroom Rules:

1. Respect everyone
2. Be prepared
3. Follow instructions quickly

Consequences:

All orchestra classes will follow the Navo Middle School discipline plan as follows:

1st infraction: Documented verbal warning.

2nd infraction: Documented parent contact, 30 minute teacher detention (before or after school).

3rd infraction: Documented parent contact and administrative referral (administrative assigned Thursday detention; guidance counselor referral)

4th infraction: Documented parent contact and administrative referral; ISS placement.

*****Severe infractions will result in immediate referral to an assistant principal.**

In the event that an instrument is damaged by a student due to improper care or horseplay, the student responsible for the damage will be expected to pay for any repairs or replacement. Proper handling and care of school instruments will be reviewed during the first weeks of school so that expectations are set.

Being in orchestra demands the highest conduct, character, and citizenship. In-School Suspension (ISS) is a severe breach of this commitment. In the event that a student is placed in ISS, they may not be permitted to participate in extracurricular activities such as orchestra festivals or events. Students in ISS more than three times in one year may be removed from the orchestra program.

Tardy Policy:

All orchestra classes will follow the Navo school-wide tardy policy as follows:

1st tardy: Documented conference with student

2nd tardy: Teacher assigned 30 minute detention and call parent

3rd tardy: Office referral with above documentation attached. AP will call parent

4th tardy: Office referral and a consequence

CHAMPS Classroom Expectations:**C – Communication**

- Set-up/Tune – Voice level 1 (whisper)
- Rehearsal – Voice level 0 (no talking)
- Pack-up – Voice level 2 (normal, conversational tone)

H – Help

Raise your hand. During set-up/tuning/pack-up, students may approach the director for help without raising their hand.

A – Activity

Participate fully in class

M – Movement

- Set-up/Tune – Get instrument and tuner and sit down
- Rehearsal – No movement unless directed to do so by the director
- Pack-up – Put instrument and tuner away and return to your seat

P – Participation

Focus and participate fully in all parts of rehearsal

S – SUCCESS!**Before-School Procedures:**

- *Only orchestra students are allowed in the orchestra room at any time!* Friends may wait at the door while you put your instrument away before school or retrieve it after school.
- Lockers are for instruments and music only.
- Bring your instrument to your locker between 7:45 and 8:20. Navo MS faculty will be monitoring the room during this time. Drop off your instrument and go to class.
- Do not take your instrument to other class or try to put your instrument in your school locker.
- Students caught loitering in the orchestra room when the director is not present will be subject to the behavior consequences outlined above.

Eligibility:

Students who participate in orchestra are expected to pass their classes. Activities such as UIL contest and other competitions are considered extra-curricular and are subject to “No Pass No Play” rules. Students cannot participate in these events unless they are maintaining passing grades in all classes.

Grading Procedures

Fundamentals/Processes/Participation: 50%

Includes but not limited to daily participation grades, written work, daily warm-ups, materials checks, posture, hand-position

Skills: 20%

Includes but not limited to sectionals and other after-school rehearsals, practice records, minor playing quizzes

Performance/Product: 30%

Includes but not limited to concerts, written tests, major playing tests, project presentations, research papers

Practice Records

Daily practice is the best way to improve your ability on your instrument. It is therefore vital to have consistent, daily practice time at home. In order to encourage the formation of this habit, all students will maintain and turn in a weekly practice record documenting time and items practiced and skills worked on. Practice records will be turned in every Monday and will be signed by a parent/guardian. Records turned in after Monday will be subject to a 10 point deduction for each day late, and will not be accepted after the Friday of the week they are due. Required practice minutes will be given for each orchestra class.

Required Materials

The following items need to be purchased and must be in class every day unless otherwise stated. Regular materials checks will be done and grades will be lowered for students who do not have all of their materials.

- Black 1-inch view binder (provided as part of orchestra fee)
- *Essential Elements 2000* book for your class (See below for correct book)
- Pencil
- Shoulder rest (violin/viola only)
- Rosin
- Cleaning cloth to wipe your instrument (wash cloth, old clean piece of t-shirt are acceptable)

Essential Elements 2000 Books: Must be purchased and in class by September 5

- 6th Grade: *Essential Elements 2000 for Strings, Book 1*
- 7th and 8th Grade: *Essential Elements 2000 for Strings, Book 2*
- 7th and 8th Grade: *Essential Technique 2000 for Strings, Book 3*

Books may be purchased from Pender's Music in Denton (940-382-7124), Music & Arts Centers in Lewisville (972-315-8400) or sharmusic.com. Always be sure to call ahead first to check on availability.

Quality Instrument Policy

Students are required to have and maintain an instrument that is in good working order. This includes but is not limited to quality strings, bow hair, workable tuners and pegs, and free of cracks. Instruments that do not meet these standards are difficult to play and generally do not sound very good. In the event that an instrument is deemed to not be in good working order, it will not be allowed in orchestra class and steps must be taken to resolve the problem.

Always check with your director and/or private teacher before purchasing an instrument or bow. There are a number of online vendors who sell inferior instruments. Your director or private teacher can often help you find something that is more worth your money.

Orchestra Fees

The orchestra fee for the school year is \$50 per student. This includes your required orchestra t-shirt. The fee goes into the orchestra activity account and will help the orchestra to have enough money to operate throughout the year, including busing to various events, help bring clinicians to work with the students, and help offset the cost of purchasing sheet music and uniforms.

Any fund raisers that are done during the year may be used to help students pay off their fees.

Private Lesson Program

According to research, the average privately tutored student out-performs 98% of students taught only under standard classroom group instruction.

Denton ISD is extremely cognizant of this and has a private lesson program available to all of its Middle and High Schools before and after school, as well as during your student's regular orchestra class.

Teachers will be available on all instruments. All teachers selected for the program are interviewed and approved by the Denton ISD orchestra faculty and undergo a complete background and qualification check.

At this time, lessons through the district are offered at the price of \$17 per 25 minute lesson. Lessons are offered once a week. Anyone interested should fill out the private lesson enrollment form in the back pages of this packet.

Parent Responsibilities

Parents play an integral role in their child's success in the arts. The following are some suggestions to help encourage your student to be the best musician they can be:

1. Set aside a regular time and place for your child to practice
2. Help your child maintain his/her practice record
3. Make sure your student is on time for all rehearsals and performances
4. Stay informed of any orchestra news through the orchestra website
5. *Attend all performances and be enthusiastic!*
6. If at all possible, acquire a private lesson teacher for your child.

School Instrument Leasing Policy

All students are required to have an instrument for practicing at home. Because of the size of the instrument, cello and bass students also lease a school instrument to use during class so they can leave their instruments at home except for performances. The cost to lease the school instrument is \$100 per year, payable to DISD (NOT NMS), which covers string replacement and normal wear and tear. The school instrument must stay at school at all times. Students who are able to transport their cellos between home and school on a daily basis may do so, but no student will be allowed to use a school instrument if they have not paid the instrument lease fee. Please see the attached *DISD Instrument Lease Form and Schedule*.

District Fee-Waiver Policy

Students who qualify for Free or Reduced Lunch are entitled to assistance in acquiring an instrument. Students on the free lunch program will receive an instrument at no cost. Students on the reduced lunch program will receive an instrument at the cost of \$50 per year. If your child qualifies for this program and you do not receive a form, please be sure to ask the director for one. These forms must be returned during the first few days of school.

Navo Orchestra Information Form and Handbook Agreement 2013-2014

Due Friday, August 30th – This will count as a 100 point assignment.

Print Neatly:

Student Name _____

ID # _____

Instrument _____

Class period _____

Parent(s)/Guardian(s) name(s) _____

Street Address _____ City _____ Zip _____

Home phone # _____ Cell phone # _____

Daytime phone # _____

E-mail (required): _____

I certify that I have read, and am familiar with the NMS orchestra Handbook, its contents and procedures and agree to abide by the outlined rules.

Signature of Student _____

Signature of Parent/Guardian _____

Navo Orchestra Fee Form

2013-2014

Due Friday, September 20th unless other arrangements are made with the director.

Orchestra Fees Payment Option #1

Please attach your \$50 Orchestra Music Fee to this paper
Symphony Orchestra Members should include an additional \$12 for Region Orchestra auditions (the additional \$12 is mandatory). Members of the 6th grade and Concert orchestras should include this fee if they are planning on auditioning for Region Orchestra.
Make checks out to NMS Orchestra

OR

Orchestra Fees Payment Option #2

Participate in the Passbook fundraiser beginning Thursday, September 5th.

If the student sells

3 passbooks \$25 off the orchestra fee!!!

5 passbooks \$50 off the orchestra fee + 1 free passbook for your family!!!

Detach and return to Mr. Anderson by Friday, September 20th.

Make checks payable to NMS Orchestra

	<u>Amount</u>
Orchestra fee \$50 (or less based on fundraiser participation)	_____
Region fee \$12 (Required for Symphony members. Optional for Concert members.)	_____
Total enclosed	_____

Student Name _____

Navo Orchestra T-Shirt Order Form

2013-2014

Due Friday, September 20th

All Navo orchestra members are required to have a 2013-2014 orchestra T-shirt to wear to casual performances (String Fling, concert for 5th graders), festival performances (Six Flags, Sandy Lake), other extracurricular activities (parties) and on Fridays (if you like!). The cost of the shirt has been included in the orchestra fee. Extra shirts for family members/friends/etc... may be purchased for \$15.00.

The students will be selecting the t-shirt design shortly after the start of the school year. It will be posted on the website once it has been selected.

PLEASE CHOOSE YOUR T-SHIRT SIZE CAREFULLY. We will be using these shirts throughout the school year. It is best to get the shirt a little big so you don't outgrow it before May!

Navo Orchestra T-shirt Order Form

Student name _____

Class period _____

Youth Small _____

Adult Small _____

Youth Medium _____

Adult Medium _____

Youth Large _____

Adult Large _____

Adult X-Large _____

Adult XX-Large _____
(Add \$2.00 for XX-Large)

One Student Shirt Included in orchestra fee

Extra Shirts _____ x \$15

Total Enclosed _____

Navo Orchestra Private Lesson Enrollment Form

*****Return this form as soon as possible. Spots will be filled on a first-come, first-served basis. Once all lesson spots are filled, a waiting list will be started.*****

Student Name _____ Class Period _____

Instrument _____

Previous Private Teacher _____

Guidelines: Private Lessons are available with highly qualified Denton ISD approved teachers before, during, and after school. Lessons are \$17 per lesson (half a class period). One lesson per week is recommended.

Expectations:

1. Payment must be made on time according to the private teacher's instructions (weekly/monthly). Payments are turned in to the private teacher, not Mr. Anderson.
2. Students are responsible for letting their private teacher know one day in advance if they will be absent from school on a lesson day. Failure to do so except in emergency situations or sudden illness may result in the lesson being unexcused. In the case of an unexcused absence, the private teacher will request to be paid for the missed lesson.
3. Students must treat their private teacher respectfully and follow all instructions given to the best of their ability. *Your teacher is an expert at what they do and they are there to help you improve!*
4. At times, students may be asked by their private teacher to purchase specific music for use in their lessons.
5. Failure to follow the rules listed above may result in the student being dropped from the lesson program to allow other students to take their lesson time.

Lesson Scheduling: Lessons will be scheduled during the student's regular orchestra class period when possible. In the event that a teacher's schedule does not permit enough time during the school day to teach all assigned students, some students may be asked to take lessons before or after school.

Please check all that apply:

_____ I am never available for before or after school lessons.

_____ If needed, I am available on the following days for before or after school lessons:

_____ If there are not enough lesson times open during my class period, I would still be interested in arranging lessons outside of the school program (a list of recommended teachers will be provided).

Private Lesson Program Agreement Student Agreement: I have read and understand the student expectations for participating in the private lesson program. I feel confident that I can meet or exceed all of these expectations.

Student signature: _____ Date: _____

Parent Agreement: I have read the expectations for participating in the private lesson program. I agree to help my child meet all of these expectations, especially in the area of timely payment and notification to the private teacher of absences.

Parent signature: _____ Date: _____

DISD INSTRUMENT LEASE FEE SCHEDULE

Cello/Bass Only - for use of School Owned Instruments at school

Justification

Cello/Bass students may lease a school instrument for at-school use to avoid transporting their home instrument to and from school. The student is still expected to keep a home instrument for at-home use and for bringing to concerts. This instrument usage fee is collected for the purpose of helping instrumental programs provide routine maintenance and repair of district-owned instruments.

Policies

The student will be assigned a school instrument to use the entire year during class time. More than one student may be assigned to each instrument. The student may be asked to bring their home instrument to concerts. The student is responsible for caring for their instrument properly. The student may be asked to pay for any damage done to the instrument due to obvious carelessness or intentional defacement.

Fee Structure

\$100.00 per year **payable to DISD, NOT NMS**. Payment should be turned in to orchestra director. **The full \$100 must be collected no later than December 6, 2013.**

PAYMENT OPTIONS

Parents may opt to pay the entire fee at once or choose one of the alternative options:

Option 1 Full \$100 dollars in one payment before September 20 (recommended if possible).

Option 2 \$30.00 by September 21; \$30.00 by October 26; \$40.00 by December 6.
The student and parents must make sure each payment is made by the due date.

Option 3 An alternate payment schedule approved by the orchestra director (contact director).

Option 4 The student qualifies for fee-waiver status (parent must fill out and turn in the DISD fee waiver form available through the orchestra director).
The District Fee Waiver option will be available only to those students who qualify for the district free or reduced lunch program (requires principal and district approval).

Option 5 Decline the use of the school instrument and transport your home instrument to and from school.

DISD Instrument Lease Fee - Navo MS Orchestra

Detach and return to teacher by Friday, September 6th. The first payment is due by Friday, September 20th.
Make checks payable to DISD

Student name _____

Instrument _____ Date _____

Parent name _____

I understand the payment schedule and policies of the Denton ISD School Instrument Lease Policy.

Parent Signature

Option Selected (1-5) _____