

Guyer High School
Orchestra
Handbook



2017-2018

Guyer Orchestra Handbook

Web Address: Website: www.dentonisd.org/ghsorchestra

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Parents and Students:

It is in your best interest to read this entire handbook. Students/Parents will be held responsible for upholding/adhering to these rules/payment schedules.

The administration, faculty, and staff of Guyer High School are excited to be able to offer a full and varied instrumental music program. Many schools across the country do not offer orchestra, so we in Denton ISD are lucky to have an orchestra program, and a very strong one at that! All students who are interested in studying a stringed instrument and who have demonstrated an adequate level of proficiency and commitment are welcome to enter the GHS orchestra program.

The orchestral program is a yearlong commitment; students will be expected to stay in the program for the entire year.

Orchestra Student Responsibilities

Every member of our organization will be expected to act with dignity, respect, and honor. Your character is based on the choices you make and the responsibility you show to yourself and others. These responsibilities are the **most important thing** in setting a standard of excellence for our orchestra. Excellence isn't just about how well you play; it is about being responsible for your actions and thoughtful with your words.

Communication

- Call or send a note **IN ADVANCE** if you are going to be absent.
- **Written verification of an absence which has been approved is a requirement and a courtesy. Do not assume approval will always be given.**
- Let me know **well in advance** about any schedule conflicts.
- If you are ever troubled or unsure about something that has to do with this program, please **talk to me** about it! I cannot work to solve problems of which I am unaware.

Attendance

- Be at all rehearsals and performances **early!** (10 min is generally good)
- **Being absent from a performance is not like missing a class such as English or History.** We rely on every member of our group to be there and play. Even if only one member of an orchestra is missing, the sound is diminished. **Concert attendance should be an absolute priority over any other rehearsal, practice, or optional event.**

Respect

- You should know by now that people do not appreciate their belongings being handled by others without their permission. It shows a lack of respect for that person and their possessions. If it isn't yours, don't mess with it!
- Respect the right of others to learn, and the teacher to teach by not causing an interruption to the rehearsal. Being disruptive in rehearsal is rude to the teacher and your peers, and it will **NOT** be allowed.
- If you cannot say something positive, do not say anything at all. Nothing can alter the general mood of a class like one pessimistic or sarcastic remark. Negative people and thoughts are like poison: **avoid** them.

How to act in rehearsals

- Be in your seat with all needed supplies, ready to play as soon as you possibly can.
- **NO CELL PHONES OUT IN REHEARSAL!!!!**
- Instrument cases and backpacks should be placed against the wall of the room.
- Tune quickly and quietly.
- Stop immediately when the conductor stops rehearsing.
- Raise your hand if you have a comment/question/answer.
- Stay in your seat unless you have permission to do otherwise.
- The bell does not dismiss the class, the director dismisses the class.
- **DO NOT** start to pack up before I have dismissed the class. It is rude and distracting.

These rules are in place so we can have productive and enjoyable rehearsals.

Consequences

The inability of the student to adhere with these responsibilities will include the following consequences:

- A conference with the student and/or parent and/or principal or assistant principal.
- Teacher detention (I'm fond of manual labor: cleaning, stacking chairs/stands, etc.)
- All-school detention.
- A referral to the principal.
- Removal from the orchestra.

Supplies

Please have the following supplies in orchestra class every day. Missing supplies will result in points deducted from the student's participation grade.

1. An instrument and bow in good playing condition (<1yr old strings, clean and ample bow hair, smoothly turning pegs, clean tuners, etc.); **if your instrument needs work, please have it taken care of promptly. Failure to do so will only make playing more frustrating and that is not our goal! :)**
2. Your music notebook. You will be issued a 1-inch black view binder to use this year. **Your music notebook will need to go home after every rehearsal and return for the next class period.**
3. **Pencil (this is important!!!)**
4. Shoulder rest or rock stop
5. Rosin (you should rosin your bow hair regularly!)
6. **A soft cloth for wiping rosin dust from instrument and bow after use**

The following are required for home practice: Music stand, Metronome

Concert Uniform Policy

Girls: Girls will be issued an orchestra dress for concerts. They will be responsible for providing their own **black pantyhose** and **black formal shoes** with closed toe and closed heel. Excessive/distracting makeup or jewelry will not be permitted for concerts.

Guys: All Guys will be issued tuxedo jackets and pants, and need black socks and black formal dress shoes.

Non Rhapsody gentlemen will be responsible for providing their own white **tuxedo** shirt (not just a dress shirt), a black bow tie.

Rhapsody gentlemen will be fitted (if new or if size changes) for a uniform black dress shirt in lieu of the white tuxedo shirt/black bow tie, and will need to pay \$25 for this dress shirt.

Rhapsody girls are provided blue ribbons for their hair and Rhapsody guys have blue pocket squares provided for concerts.

Intermezzo girls are provided silver ribbons for their hair and Intermezzo guys have silver pocket squares provided for concerts.

Student At-Home Practice and Accountability

The more time and effort you put into your instrument, the more fun it will be and the more varied music you will be able to play! Orchestra music is more fun if you know your individual part. It is imperative to the success of your orchestra and to your own individual improvement that your orchestra music is worked on at home. You will be accountable for your orchestra music and playing tests will be used to evaluate home practice.

Chair Challenges Between chair tests, students may utilize challenges to move up in the ranks of their section. Chair challenges are never for a grade. They determine nothing more than seating/rank. In order to keep their chair, students are encouraged to be able to play their parts proficiently. The Director judges all challenges and does not allow anything but the performance that day to affect the results. No challenges will be allowed for the UIL concerts after seating is determined. The challenge cut-off date prior to a concert is left to the discretion of the director.

Midterm/Final Exam Each semester students will have a written final exam consisting of music theory, appreciation, handbook knowledge, essay, and terms. Review Packets will be provided and students are encouraged to study for these exams. They are cumulative, and there are no retakes allowed on these exams.

Eligibility

In order to participate in UIL activities (All-Region, All-State, Solo and Ensemble, Concert and Sight-reading, etc.), students must not receive a grade lower than 70 in ANY class. In other words, students must be passing ALL courses in order remain eligible. (see district calendar for dates regarding eligibility) Consistent ineligibility can and will compromise a student's placement in the Rhapsody or Intermezzo Orchestra.

The Orchestra Hall

Only Current GHS Orchestra Members are allowed in the Orchestra Hall. Non-orchestra members will only be allowed during lunch or after school at the discretion of the Director, and must be approved by the Director.

During rehearsals, only bottled water is permitted in the orchestra hall. Please help keep our facility looking awesome and new. Offenders will clean the entire Orchestra Hall or will perform any other tasks as assigned by the Director. Repeat offenders will be issued an all-school detention.

Concert Behavior and Etiquette

Students are expected to conduct themselves in a mature manner and act as professionals would on and off the stage.

That means:

- No talking (or whispering!) when an orchestra is playing.
- All students are required to stay for the entire concert.
- Do not leave your seat unless there is an emergency; try to wait until the end of the piece.
- Turn cell phones, electronic devices, pagers, and watch alarms OFF! Never, ever, **ever** use your cell phone during a performance!
- Do not say negative things about the students on stage. It is not nice and you never know if their parents are sitting right behind you listening to you.
- Never chew gum or have food or drink in the auditorium!

Orchestra Officers:

All orchestra students in grades 10, 11, and 12 will have the opportunity to serve as officers and leaders in the orchestra program. Applicants will interview with the director within the last few weeks of school and will submit their completed officer applications at that time. Freshmen are able to attend officer meetings to volunteer to help. Officers are leaders and will be expected to maintain their conduct, grades, attitude, and honor. Performance ability has no bearing on whether or not a student is selected.

Lockers

Violinists and Violists will be assigned a locker and a combination lock to keep your instrument safe. Please leave valuable personal items at home. The director is not responsible for lost or stolen property. Don't keep FOOD in your LOCKER...bad things happen! Outside locks, or locks on unassigned lockers will be cut and the contents confiscated. Personal items of any kind are not to be left lying around the room. It is your responsibility to see that your music supplies are labeled with your name and properly put away each day. **Your instrument should be going home for practice each day and when it is at school it should always be locked in your instrument locker. Locks must remain locked on lockers to prevent them from "walking away".**

Practice Rooms

There are six practice rooms available for student practice, rehearsals, and lessons. Students must always ask and receive permission before going upstairs to practice. If the teacher finds that students are using the practice facilities for anything other than practice, they will be asked to leave. Repeat offenders will lose their practice room privileges. **Food and drinks are never permitted in the practice rooms**, other than bottled water.

Private Lessons

Private lessons are strongly encouraged for each and every student. The individual attention helps each student reach their full potential, and gives students the opportunity to focus on their unique needs and interests. **This is the number one way for students to make individual improvement.** Private lessons will be offered at the school during and after school hours subject to teacher availability. Parents of students wishing to audition for All Region or All State should consider private lessons a **PRIORITY**. The DISD approves certain private instructors through auditions and interviews and the list will be available on the website after the new teachers are approved.

Lettering

Students may letter in orchestra. There is a point system in place and students must keep track of their points on the District's Letter Jacket Tally Sheet. Points are earned by participation in various orchestra activities. Directors have letter jacket forms for students use. (form is on Charms)
Letter Jackets may not be ordered until the director has verified the request.

Information about High School Orchestra Activities

All Region Orchestra

This orchestra is made up of the best players, chosen by competitive audition, throughout our region. Students who are selected by region judges participate in a clinic and concert with a guest conductor in December. All members of the Rhapsody Orchestra will be required to audition for the top Region orchestra unless serious conflicts arise that are OKed by the Director in advance. Intermezzo members are expected to audition for at least the Intermediate Region Orchestra. Please see your director for an audition packet if you are interested in this event. There are now two levels of High School Region Orchestra and this provides students who are not yet ready for the HS Region Full Orchestra to still be able to compete and participate in a great Region Orchestra. (Intermediate)

All State Orchestra

This is the highest level of high school performance in our state (and some say the country). Students who are interested should start learning the audition materials in May. The auditions are taped and are held the last Saturday in October. The audition recordings from all over the state are judged in two separate rounds (some are eliminated after the 1st round), and those selected have the honor of participating in one of the three levels of All State Orchestras: String Orchestra, Philharmonic Orchestra, and Symphony Orchestra. These students travel to San Antonio in February for the annual Texas Music Educators Association convention, where they rehearse as a group for 3 days, culminating in a performance on the 4th day. These are the best players in Texas and the groups are *extremely* strong.

UIL Solo and Ensemble

At the high school level, students have the opportunity to participate in UIL Solo and Ensemble contest. Students perform music from a prescribed list for a single judge. They are given a comment sheet and a rating (1-5, 1 being the best) Students medal by receiving a rating of "1" (Superior).

State Solo and Ensemble

Students performing a grade one solo by memory or a grade one ensemble and who receive a superior rating are eligible for state solo and ensemble contest, which takes place in Austin at UT at the end of the school year. The school district no longer funds our travel to the State level of this event, HOWEVER, parents may take their child to compete if they qualify and would like to participate.

UIL Concert and Sight-reading Contest

This event will involve only Rhapsody, Intermezzo, and Cadenza, and happens in March. In many ways this is the most important performance that we give, as we are judged on the state standard. Three pieces are performed for three judges, and then a piece that the students have never seen is sight-read before three different judges. The scores are combined to make an overall rating. Rehearsals and the Pre-UIL Concert are quite important for the big event.



Denton Independent School District

Fine Arts Department

Phone: 940.369.0076 Fax: 940.369.4983

Dear Music Parent,

The most outstanding fine arts programs in the state all have one thing in common: a high percentage of their students participate in a quality private lesson program. Very few exceptional school music groups have been developed and maintained without the aid of individual private instruction. Private lessons provide an opportunity for students to receive individual instruction on their instrument/voice from a qualified specialist. Private lessons also allow each student to progress and develop as quickly as the student is able. Students who study privately often perform better at Region/All-State Music Auditions and the Region/State Solo and Ensemble Contests. This level of accomplishment certainly enhances their entire school music experience. Because of the many benefits, the Denton ISD music staff strongly encourages parents and students to participate in the DISD Individualized Music Instruction Program (IMIP).

The Denton ISD is again offering private lessons through the Fine Arts Program. A staff of outstanding private instructors will be available to provide private instruction at our secondary campuses. The cost of private lessons is \$20.00 per half hour lesson. Lessons are paid for in advance on a monthly basis. **ALL CHECKS MUST BE MADE PAYABLE DIRECTLY TO YOUR CHILD'S PRIVATE LESSON TEACHER.**

If you wish to provide this excellent opportunity for your child, simply have him/her contact the appropriate director, or contact the teacher directly (a list of DISD approved teachers may be obtained from the appropriate director). Lessons will be scheduled upon receipt of the first monthly payment.

Thank you for making music education an integral part of your child's life. We want to do everything possible to make music study a productive and enjoyable experience for your child. Together, we can make this the best year ever for our music programs.

You need to learn how to use **CHARMS**

- Log on to www.charmsoffice.com
- Locate the “PARENT/STUDENT LOGIN” section of the web page.
- Login to your child’s program account using the following login:
GuyerHSOrch
- This will bring up the main parent page. This will allow you to look at your child’s program’s **calendar, event list, handouts and other files.**
- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities. Clicking on “event list” puts all of the calendar information in a list form for easy printing.
- When you enter your child’s student ID, then you will be prompted to create a password. Once entered, another more detailed screen appears with even more options to view your student’s uniform assignments, financial records, forms and much more.
- You can help the director maintain his/her records:
 - **Student information form** –You should make changes to your child’s **student information page** (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively. Including email is very important!
- Most importantly, the parent page assists both you and the teacher to communicate with each other.

When you have updated all of you and your student’s data AND have read the handbook, please indicate as such by finding the field labeled “Acknowledgement” and entering YES into the field. PLEASE...only type in “YES” after you have UPDATED ALL of your information. 😊😊😊

Grading Policy:

Major Summatives: 60% Minor Summatives: 40%

Rehearsals/Sectionals = Minor Summatives

These events are considered curricular activities and are therefore an extension of the school day. Consequently, the students will be graded for participation in these activities.

It is the student's responsibility to avoid scheduling conflicts with the planned calendar. **PLEASE: Check all sports and other activity schedules with our calendar the first week of school and report any major conflicts!!!**

- Excused absences include the following: serious illness, death in the family, family emergency or previously scheduled conflicts excused by the director. **A written note of explanation from the parents or phone call from the parents (within one school day of the performance) is required or the absence is unexcused.**
- An unexcused absence will result in a grade of 'missing' and an unexcused tardy will result in a point deduction for that performance or rehearsal.
- **Work is not an excuse** and should be scheduled accordingly. See the director if you need an employer letter.

Daily Performance/Written Work = Minor Summatives

Students will be given a grade through daily observation for:

- Being in seat on time with needed supplies.
- Playing and maintaining a correct playing position, posture and bow hold.
- Music folder must be organized and present at every rehearsal.
- Staying on task and participating to the best of one's ability.

Tests and Concert Performances = Major Summatives

Throughout the year, students will receive a grade for playing tests. These tests are usually individual/in a separate room, but can be one at a time in front of class. Directors will provide feedback on selected passages and playing tests may be used for seating. Students will be given the opportunity to raise their grade by replaying the tests **BEFORE THE CONCERT**. Written tests are generally given once every grading period. They cover Music Theory/Music History.

Concert performances are the culmination of all of our class work and are a major part of each student's grade. Concerts are of utmost importance and are major grades. Remember that an unexcused absence from a concert IS NOT ACCEPTABLE. Optional concert attendance simply doesn't work. An unexcused tardy will result in a point deduction for that performance or rehearsal.

Unexcused absences will result in a zero.

Determination of whether or not an absence will be excused is made by the Director.

For all playing tests, worksheets, written tests (not midterms/finals), students may re-do/re-take (before the end of the 6wks. or before the concert for playing tests) to raise their grade.

FEES

Orchestra Activity Fee \$100

(Checks made out to Guyer HS Orchestra)

A \$100.00 fee covering the cost of student binders, sheet protectors, pencils, Kleenex/Clorox wipes for the room, clinicians, sectional teachers, recording equipment/services, an orchestra T-shirt, cost of formal uniform alteration and cleaning, and often also print music and programs.

Free/Reduced Lunch qualification does NOT reduce the amount of this fee. Cash or checks will be accepted. Checks should be made out to the Guyer High School Orchestra.

DISD Instrument Usage Fee \$125*

For the use of School CELLOS and BASSES

(Checks made out to Denton ISD)

The Denton ISD fee (Instrument Usage Fee) for a school instrument is \$125.00 a year, which helps to cover basic wear/tear, bow re-hair, strings and minor repairs. Guyer High has a number of cellos and basses available for school use, which eliminates the need for the transportation of large instruments to and from home.

Daily practice is an expectation of the class, therefore it is to the student's advantage to have his/her own instrument at home for practice.

*Free/Reduced Lunch qualification DOES reduce the DISD Instrument Usage Fee. Please bring a copy of the letter from Child Nutrition stating which plan you qualified for, and we will send home an information sheet you will need to sign.

Free Lunch Qualifiers pay \$25 for the year. (cash or check to Denton ISD)

Reduced Lunch Qualifiers pay \$50 for the year. (cash or check to Denton ISD)

Payment Plans are listed on the following page.

PAYMENT PLANS:

(Remember, if your child is using a school instrument, they will have the Activity AND the DISD Instrument fee)

ACTIVITY FEE (\$100)- All Students.

Make checks to Guyer Orchestra

Plan A

September 9th- \$50

October 7th- \$50

Plan B

September 9th- \$25

October 7th- \$25

November 4th- \$25

December 2nd- \$25

DENTON ISD INSTRUMENT USAGE FEE (\$125)- Students who use a school instrument.

Make checks to Denton ISD

****Students on Free/Reduced Lunch have reduced fees: (Full \$25) (Reduced \$50) (*Letter from Child Nutrition is required to receive a reduced fee.)****

Plan A (GuyerHSOrch/DISD)

August- \$50/75

September- \$50/75

Plan B (GuyerHSOrch/DISD)

August- \$25/25

September-\$25/25

October-\$25/25

November- \$25/25

ALL fees should be paid in full by December 2nd at the latest.

***Keep in mind that the Activity Fee and are separate. If paying both Orchestra Activity at DISD Instrument Usage, please DO NOT write ONE check. Thank you. 😊 (the two checks are made out to different entities. 😊)**

Orchestra Booster Club

\$10/20 Membership Dues Payment will provide general membership into the Guyer HS Orchestra Booster Club for 2 adults from the same family/household (\$20 membership includes an orchestra decal.) Memberships are available at more basic and also higher levels for interested families to support the orchestra. Forms will be available in the orchestra room, and Cash or checks will be accepted- please indicate the student's name with payment. Checks should be made out to the Guyer HS Orchestra Boosters. Payment should be received within the first six weeks of the school year and may be placed in the Booster club mailbox in the back of the orchestra room.

Guyer High School Orchestra Handbook Acknowledgement Page

PLEASE... Read the handbook in its entirety before signing below.

By signing and dating this document you are aware of and agreeing to abide by all policies and rules as stated in the Guyer 2017-2018 Handbook.

Student Printed Name: _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

DEADLINE is SEPT. 1st for ALL of the following:

- **This form, signed and dated by Parent and Student**
- **MEDICAL FORM, filled out and signed and dated**
- **AT LEAST the down payment for all fees. (see Fees page for specific information)**
- **UPDATING your CHARMS information pages with current information (don't forget to type "YES")**

*****Print and Return at your next orchestra class*****

Denton Independent School District
**AUTHORIZATION TO SECURE EMERGENCY
MEDICAL TREATMENT OF MINOR STUDENT**

Student Name: _____ Birthdate: _____
Date: _____ School: _____ Grade: _____
Address: _____ Home Ph.: _____
City: _____ Zip Code: _____

TO PARENT OR GUARDIAN: To serve your child in case of ACCIDENT or SUDDEN ILLNESS, please provide the following information:

Mother/Guardian: _____ Bus. Phone: _____
Father/Guardian: _____ Bus. Phone: _____

List two people who will assume temporary care of your child if you cannot be reached:

Name: _____ Name: _____
Address: _____ Address: _____
Phone: _____ Phone: _____
Relation: _____ Relation: _____

List any health conditions such as heart problems, diabetes, epilepsy, eye or ear problems, or any chronic condition:

List any allergies: _____

List any medications taken regularly:

Doctor: 1st Choice: _____ Phone: _____
2nd Choice: _____ Phone: _____

Dentist: _____ Phone: _____

Hospital: Choice: _____ Phone: _____

Medical Insurance Provider: _____

Policy No.: _____

Please initial ONE of these statements:

_____ I authorize immediate medical treatment for the above-named student.

_____ Contact this student's parent/guardian before seeking medical treatment.

Parent/Guardian Signature

Date