



Handbook  
2011 - 2012

Susan H. Brown, Director

## Susan J. Hendrixson, Asst. Director

Dear Orchestra Families,

Welcome to new and returning families of our orchestra program! Playing in the orchestra encourages creativity and helps young people learn discipline and focus. We hope each student will take advantage of the many opportunities available through the orchestra program and continue music as a life long pursuit.

This handbook serves as your reference for the activities we have planned this year. It also includes classroom policies and procedures. Please review the information and mark your home calendar with concert and activity dates. Assist your child in completing the student information form.

Parents are encouraged to be involved with the orchestra program. There are many areas that require assistance such as data entry, uniforms, chaperoning, piano accompaniment, and pre-concert assistance. Please consider volunteering and indicate your choice(s) on the student information sheet.

Please contact us if you have any questions or concerns about your child's progress in orchestra. It is best to reach us through school email but you can also call the number printed below. We look forward to an outstanding year of music learning and performance

Musically Yours,

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# Materials

## Method Books:

Sixth Grade – Essential Elements for Strings, 2000, Book 1

Seventh Grade – Essential Elements for Strings, 2000, Book 2

Eighth Grade – Muller-Rusch, Book 3

***Make sure you purchase the book with your instrument name!***

## Orchestra Supplies:

Case, well identified with name and pod.

Rosin (Bass students must have rosin specifically for bass).

Soft cloth

Shoulder rest, violins and violas (You should try with your instrument before buying).

Endpin stop (rockstop), cellos and basses

3 ring - 1” inch black binder

Pencil

Music stand for home practice (folding wire stand)



Reminders

## Instrument Storage:

**Each student will be assigned a school locker. Students will receive this assignment during the first week of school. Personal instruments and school instruments must be stored in the proper place. Students will lose participation points if they fail to put away materials.**

- *Put your name on your case, book, shoulder rest, and endpin stop.*
- *Violins and violas keep a soft cloth in your case.*
- *Keep your case on the left side of your chair. Make sure it is closed!*
- *Cello and bass students should bring rosin to donate for class use.*
- *Each student is responsible for putting away his/her instrument and music at the end of class.*

## Locker Information:

All students are personally responsible for their assigned orchestra lock. Should this lock be lost or stolen, the student will be charged a lock replacement fee of \$7. Keeping your orchestra locker locked at all times should avoid any loss or theft.

Students are responsible for keeping their lockers locked at all times.

Only items for orchestra class should be kept in the locker (including music, instrument, instrument accessories and binder).

# Performance Attire

The Hightower Trail Orchestra performance attire consists of the following:

**Sixth Grade**            Orchestra Shirts/Blue Jeans/Casual Shoes (no sandals)  
(Shirt order form will be sent home at a later date)

**Seventh/Eighth**      Orchestra Shirt (order form will be sent  
home at a later date)  
Black slacks/black belt  
Black socks/hose, black shoes  
**No sandals, flip-flops, open-toed shoes,  
white sneakers, white socks or black jeans!!**



Orchestra concerts are considered formal events for our students and it is very important that students look their best for each performance. Please address uniform issues long before the concert date. Students who arrive for a concert without acceptable clothing will not be allowed to participate in the event. If you have a problem obtaining an outfit, please contact us immediately so we can work together to resolve this matter.

# Performance Attendance

Students are expected to attend all performances unless a director has approved an acceptable excuse *two weeks prior to the performance*. Students who do not attend the performance must submit a recording of the concert music on the next school day following the concert. Students who fail to submit a recording will have points deducted from their participation grade.

Our performances are intended to showcase the orchestra students' hard work and are also designed to teach stage and audience etiquette. Therefore, students are expected to behave in a courteous and professional manner before, during, and after the performance.

Performance attendance and make-ups are required for students attending any orchestra field trips. Students who do not meet these requirements will be asked not to participate in these special events. Field trips are a reward (and not a privilege) for the hard work these students put forth throughout the year and their dedication to the orchestra program.

## ***Private Lessons***

Students who are interested may choose to take private lessons. Private instruction can greatly enhance a student's orchestra experience. A list of private teachers is posted on the large bulletin board in the orchestra room

## ***Grading System***

**Grades will be based on the director's evaluation of each student's work in class and during performances, with emphasis on daily participation, preparation for performances, and general improvement in individual playing and ensemble skills.**

### **Daily Participation – 40%**

- Has instrument, notebook, method book, and pencil
- Actively participates in rehearsal and/or class activities
- Demonstrates correct playing position
- Strives to improve identified weak areas through daily home practice and in class rehearsals.

### **Performance Tests – 45%**

- Scales and techniques
- Method book selections/Repertoire Excerpts
- Pass-offs (Sixth Grade students must perform assigned selections from the method book during morning and/or after school sessions. Selections will be listed on a Pass-off sheet. Pitch/rhythm accuracy, correct instrument position, and tone quality are evaluated before students can progress to the next piece.

### **Theory and Written Assignments – 15%**

- Theory Workbook/Worksheets
- Rhythmic and Melodic Dictation
- Music Literacy/Essential Questions

Grading scale is subject to change. Parents and students will be notified in writing two weeks prior to starting a grading period if any changes should take place.

# ***Music Department Behavior Management Plan***

*All school wide rules and expectations are in effect in the music classrooms and on any trip the students may take with the Hightower Trail Middle School Music Department.*

Each music classroom exists to educate each and every child in the fundamentals of music on his/her instrument. Respect for school/individual property and each other is expected at all times. The behavior management plan will be based on “Give me Five”.

1. Eyes on Director
2. Quiet
3. Be still
4. Instrument in rest position
5. Listen

## ***Consequences***

- 1<sup>st</sup> offense: Conduct demerit in Behavior Infraction Log; conference with teacher after class. Parent notified via email.
- 2<sup>nd</sup> offense: Conduct demerit in Behavior Infraction Log; conference with teacher after class. Parent notified.
- 3<sup>rd</sup> offense: Parent called; intervention to be determined.
- 4<sup>th</sup> offense: Student behavior turned over to the appropriate administrator.

## ***Conduct Grade Determination***

Each 9 week grading period Conduct Grade will be determined as follows:

- 1<sup>st</sup> and 2<sup>nd</sup> offenses: Satisfactory (S)
- 3<sup>rd</sup> and 4<sup>th</sup> offenses: Needs Improvement (N)
- 5th offense: Unsatisfactory (U)

*Parents will be notified by email in the event of a conduct infraction.*

## ***Ingredients for Success in Music***

- Provide a quiet place, music stand and proper chair when your child practices
- Schedule consistent, daily time for practice.
- Encourage your child to make at least a two year commitment to orchestra.
- Keep your child's instrument in working condition.
- Provide tutoring by an accomplished musician, if possible.
- Show support by attending orchestra functions and concerts.
- Encourage your child to play for family and friends.
- Praise your child's efforts and accomplishments.

## ***What to do if your child gets frustrated...***

Occasionally, students may become frustrated with progress on an instrument...especially when the "newness" is over. It is important to guide your child through these situations.

- ◆ Discuss the situation with your child and determine why their interest is fading
- ◆ Discuss the situation with an orchestra teacher
- ◆ Encourage the child to continue for a specified amount of time
- ◆ Find an older student in orchestra to serve as a mentor

Orchestra is a yearlong commitment. Withdrawals will be accepted at the end of the school year.

## ***Extra Help Sessions and Rehearsals***

The orchestra room is open for extra help, pass-offs, and practice on designated mornings each week from 8:00am – 8:45am and afternoons from 4:15-5:00pm. Students should check classroom announcements and write times down in their agenda. Additional help sessions may be added as schedule permits. Seventh and eighth grade will have sectional rehearsals on Tuesday and/or Thursday mornings as needed. Information will be sent home to notify parents and students of these rehearsals. Students may also use these extra sessions to rehearse with other students for Solo and Ensemble practice or audition preparation.

**Hightower Trail Orchestra**  
**2011- 2012 Concert and Activity Calendar**

<u>Date</u>	<u>Event</u>	<u>Location</u>	<u>Time</u>
Aug. 30	Registration Deadline Solo and Ensemble, All-State	N/A	N/A
Oct. 12	Fundraiser Kick-off	HT Theater	Class
Oct. 13	8 <sup>th</sup> Orchestra and Band* Fall Concert	HT Theater	7:00 pm
Oct. 15	Solo & Ensemble Festival	Campbell HS	TBA
Oct. 22	District All-State Auditions	Kell HS	All day+
Nov. 3	6-1 Fall Concert* 6-2 Fall Concert*	HT Theater	6:45 pm 7:30 pm
Nov. 10	7-1 Fall Concert * 7-2 Fall Concert*	HT Theater	6:45 pm 7:30 pm
Dec. 8	8th Grade and Chamber * Winter Concert	HT Theater	7:00pm
Jan. 14	Final All-State Audition	Westminster School	All day+
Feb 15	LGPE** – 7 <sup>th</sup> Grade*	HTMS	TBA
Feb 16	LGPE** – 8 <sup>th</sup> Grade*	HTMS	TBA
March 1 - 3	All-State Orchestra	Savannah, GA	Inclusive
March 20	Sixth Grade String Jamboree*	TBA	7:00pm
March 27	MS Honor Orchestra Auditions	Mabry MS	5:00pm+
April 12	Night of the Arts	HT Theater	7:00pm
April 13 - 14	MS Honor Orchestra Event	McEachern HS	Fri PM./Sat All day
May 1	6-1/7-1 Spring Concert*	HT Theater	7:00pm
May 3	6-2/7-2 Spring Concertt*	HT Theater	7:00pm
May 11	8 <sup>th</sup> Spring Trip (tentative)	TBA	All day
May 15	8th Grade Spring Concert*	HT Theater	7:00pm

\*Required event for the orchestra listed + Individual audition times TBA  
 Event times and places may change. Notices will be sent home with these changes.

\*\*Large Group Performance Evaluation

***HTMS Orchestra***  
***Student Information Sheet***

Name \_\_\_\_\_ Instrument \_\_\_\_\_

Instrument Serial number \_\_\_\_\_ Brand \_\_\_\_\_

**Parent/Guardian #1** \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email address \_\_\_\_\_

**Parent/Guardian #2** \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email address \_\_\_\_\_

***Orchestra information (concerts, events, forms and other notifications) will be sent home via e-mail.***

*\*\*\*If your contact information should change throughout the school year, please notify us so that we may be in contact with you!*

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**I have read the HTMS Orchestra Handbook and I understand the behavior management plan and the expectations for successful participation.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Parents: please complete the reverse side of this sheet)*

**7<sup>th</sup> and 8<sup>th</sup> Please sign and return all forms by Friday, August 19/ 6<sup>th</sup> Return by Friday, September 9**

## ***Parent Volunteer Sheet***

**During the year, we will need assistance with different aspects of the orchestra program. Please check any areas where you are willing to assist!**

Clerical \_\_\_\_\_ Hospitality \_\_\_\_\_ Other \_\_\_\_\_  
 Fundraiser \_\_\_\_\_ Pre-Concert Assistance \_\_\_\_\_  
 Post-Concert Assistance \_\_\_\_\_ Chaperoning \_\_\_\_\_

### **Parent Correspondence (for teachers only)**

<b>Date:</b>	<b>Type of Correspondence:</b> _____	<b>Notes:</b> _____ _____
<b>Date:</b>	<b>Type of Correspondence:</b> _____	<b>Notes:</b> _____ _____
<b>Date:</b>	<b>Type of Correspondence:</b> _____	<b>Notes:</b> _____ _____
<b>Date:</b>	<b>Type of Correspondence:</b> _____	<b>Notes:</b> _____ _____
<b>Date:</b>	<b>Type of Correspondence:</b> _____	<b>Notes:</b> _____ _____
<b>Date:</b>	<b>Type of Correspondence:</b> _____	<b>Notes:</b> _____ _____

