

ORCHESTRA MANUAL

(1)INTRODUCTION

(1-1) Welcome



Greetings to all orchestra members:

You have made the decision to become a member of the Seabreeze High School Orchestra. The orchestra program has been a part of SHS for many years, and has had a long standing reputation of excellence. Our students will enjoy not only our reputation, but also a feeling that our orchestra is a true part of our school. This position of excellence can only be maintained by the hard work and dedication of each orchestra member. It's your responsibility to conduct your activities in such a manner as to enhance this position of honor and prestige.

Orchestra is placed in the public schools not only for future music educators, performers, composers, or arrangers, but also serves as a positive musical experience for our youth, regardless of intended career expectations. Besides the obvious musical values of orchestra, the chief objectives strived for are character building, cooperation, loyalty, respect, dependability, responsibility, punctuality, and self control. These are but a few examples of the many rewards of being associated with one of the finest music programs in the state.

I realize that communication is an important part of the music program and my office will always be open to any parent or student who desires to communicate with me, regardless of content. I want to know how you feel, and hopefully I will be able to help. Please feel free to schedule a conference with me at a mutually convenient time.

Thank you for selecting the orchestra program here at Seabreeze High School. I am very proud to be associated with you, and I am looking forward to a successful, fun-filled year of making music. ***Remember, music is a part of your life!***

Musically Yours,

Dennis J. Scaccia

(1-2) Performing Groups

The music program at Seabreeze High School consists of the following classes and ensembles:

- Orchestra
- String ensembles
- Marching band
- Concert band
- Jazz Band
- Sunsations
- Illusions
- Majorettes
- Music Theory
- String/Woodwind/Brass/Percussion Ensembles

(1-3) Expectations

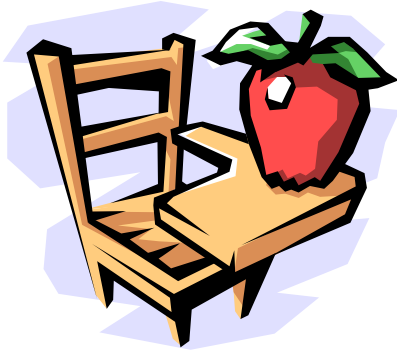
The SHS Orchestra seeks discipline through individual responsibility. As a SHS Orchestra member, you are a representative of your school, the orchestra program, your community, your family and yourself. You are going to play an important role in keeping with the long-standing tradition of discipline through individual responsibility. With this in mind, and knowing that no one is perfect all the time, a criterion has been set forth that all members of our orchestra will be expected to follow. Each member shall:

1. Be in attendance at all rehearsals and performances (know your calendar of events.)
2. Be on time for all orchestra activities. **To be on time is to be late; to be early is to be on time.**
3. Be prepared for all aspects of the rehearsal. **KNOW** your music and have all necessary equipment/accessories with you. Do your part and please do not waste time.
4. Keep your instrument and/or equipment clean and in working order. You are responsible for all repairs to your instrument.

The instrument rental fee is \$**80.00** per school year.

5. All members are requested to participate in at least 1 (one) fundraising event per semester and to get two golf sponsors.
6. You must communicate with the director, especially if you need to be excused from an event. **YOU MUST SEE THE DIRECTOR BEFORE THE EVENT IF YOU HAVE A LEGITIMATE EXCUSE.** You are responsible for yourself, and the director should not, and will not excuse you from an event if you have not communicated with him prior to the event (see p.7 section 3-10).

(2) Orchestra RULES



Please Read and understand the following rules. Behind every successful organization lays a strong set of rules. It is expected of every orchestra member to abide by these on a daily basis.

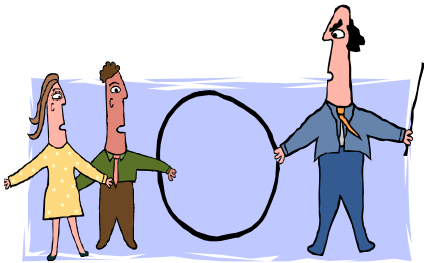
Any circumstances not covered in this handbook will be dealt with at the discretion of the director.

- (2-1) All students and parents will read understand and sign this handbook. This handbook is based on many years of experience, and will be updated to conform to school policies.
- (2-2) During rehearsals, all orchestra members must stay quiet, be attentive, be in their assigned place, and have a pencil and music in their folders.
- (2-3) All instruments will be stored in their assigned racks. Your books will be stored away from your seats. All school owned instruments carry a rental fee. This rental fee covers normal wear and tear of the instrument. Any repairs above the normal level will be the student's responsibility.
- (2-4) Gum is allowed with prior director approval only.
- (2-5) No eating or drinking in the orchestra room is allowed unless told otherwise by the director. (Exception: water)
- (2-6) The orchestra room must be kept clean at all times. If you see something on the floor, pick it up and put it away.
- (2-7) All orchestra members must follow the instructions of the orchestra officers. Do not argue with an officer. If you feel you have been dealt with unfairly, report it to the orchestra president immediately.
- (2-8) When in concert dress, wear the complete outfit, not just parts of it, and never run while in uniform (unless otherwise instructed due to emergency).
- (2-9) Public displays of affection and profanity will not be tolerated.
- (2-10) When applicable: All orchestra members must ride the bus to performances together. No excuses. Parents may pick up a student after the performance is completed.
- (2-11) Take pride in your school. Respect others and do not deface school property.

Orchestra RULES (continued)

- (2-13) No horseplay of any kind will be tolerated; you could be injured or you may injure someone else.
- (2-14) Orchestra members are generally the top students in the entire school. Our members will be expected to conduct themselves accordingly while attending all classes and functions at SHS.
- (2-15) All orchestra members must maintain a 2.0 GPA in order to participate in orchestra performances. If your GPA falls below 2.0, you will have until the next grading period to bring your GPA up to the minimum, if you complete the FSMA form. If you fail to bring your GPA up to the minimum you may continue to participate in class, but you may not perform with the orchestra until you have met the GPA requirements.
- (2-16) Infractions of any orchestra rule will result in disciplinary action. Please refer to the Disciplinary Actions section 3-4 of this handbook.

(3) POLICIES AND PROCEDURES



(3-1) Attendance

Attendance at all rehearsals and performances is 100% required. Work is not (and never will be) an excuse. Excuses, no matter how good they are, will not produce a musical organization of which our school and community can be proud. (See all sections in Chapter 5).

(3-2) Bulletin Boards and Marker Boards

The bulletin boards and marker boards must be checked for notices on a daily basis. These are the main methods of communication between directors and students. You will find printouts containing all of your orchestra account information, rehearsal and performance information, and all sorts of information that you need to know. Do not tamper with any posted material; it is posted for a reason. If something is posted you are responsible for knowing it.

(3-3) Challenge System

You may challenge any person in your section. The selection will be chosen by the person you have challenged, but the date will be chosen by the director (2 week min. waiting period between challenges). A re-challenge is allowed with the permission of the director. The orchestra director's word is final.

(3-4) Disciplinary Actions

For all rules there must be a set of consequences. As stated earlier in this orchestra manual, orchestra members are usually the top students in the school, but at times even the best student can make a mistake. The following is the disciplinary procedure that will be followed for all students:

First Offense- Verbal warning

Second Offense- Punishment (in this order)

1. Cleaning or orchestra work*after practice.
2. Conference with the orchestra officers.
3. Sit out in auditorium in concert dress during next performance.
4. Expulsion from orchestra.

This procedure will be enforced all school year. It is hoped that this disciplinary procedure will never have to be used with a student, so it is very important that you understand the information given to you on this page. **Orchestra is a privilege, not a right.**

PLEASE REFER TO THE SHS CODE OF CONDUCT FOR MORE INFORMATION.

(3-5) General Bus and Travel Procedures



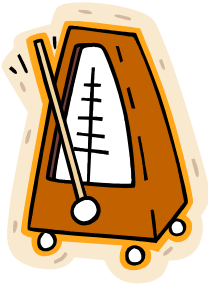
Remain seated at all times for safety. Do not use excessively loud behavior; you must use headphones with your audio/video equipment. Always be dressed appropriately upon arrival at the event. The bus captains will be in charge of travel procedures during a trip, including roll call. Pay attention to the bus captains and chaperones; they make the bus ride comfortable and safe during trips. You are expected to behave appropriately in public during the entire trip. Order of dismissal is as follows: Director(s), chaperones, and then students.

(3-10) Orchestra Rehearsals



Orchestra rehearsals are scheduled for after school from 3:00 pm-5:00 pm on Mondays. Every practice will begin in the orchestra room, so always be on time. **To be on time is to be late; to be early is to be on time!** If a student has an employment conflict, he or she must have an agreement with the employer to endorse the SHS orchestra program by permitting the student to participate in orchestra functions.

(3-11) Music and Music Library



The purpose of the music library is for storage and filing of music. Each student will be issued his or her own music. You must keep this music in your issued folder and your folder must be stored in its designated slot. Do not fold, spindle or mutilate this music. At the end of each musical season, some music may be collected from you. If your music is in unacceptable condition, you will be charged for it. Only the directors and librarians are allowed in the music library. If you need music, ask a librarian, not the director. The fee for replacement of lost or mutilated music can range from \$1.00 to \$100.00, depending on the type of music, and the availability of new arrangements of replacement music.

(4) OFFICERS DESCRIPTIONS

(4-1) Officer Candidate School

One of the most prestigious and demanding jobs in the orchestra program is that of an officer. The officer must follow all rules and regulations presented in this handbook, and must also guide fellow orchestra members in a student leadership role.

(4-2) Officer Duties and Criteria



The following is a list of officers and their respective duties and responsibilities:

President (Must be a senior)

- Schedules all officer meetings, and is in charge of the proceedings of the meetings, including content, officer relations and attendance.

- Assists the director with administrative work and some rehearsals.

- In charge of delegating jobs to all other officers, makes sure all assigned jobs are completed.

- In charge of Public Relations, including delegating PR issues to the PR officer.

- The liaison between the orchestra members and the director.

- Promotes a positive school spirit and a high morale within the orchestra.

- Helps all other officers.

Vice President (Must be a senior or a junior)

- Assist the director with administrative work.
- Works with the students to maintain positive student/officer relations.
- Place the orchestra high on their priority list.
- Promotes positive school spirit.

Public Relations Officer

- Must be a senior, junior, or sophomore.
- Attends all orchestra booster meetings to represent the orchestra student body.

Secretary

- Assists all officers with their tasks.
- Helps the director with administrative work.

Head Librarian

- In charge of organization, distribution and collection of music.
- Assists the orchestra president.

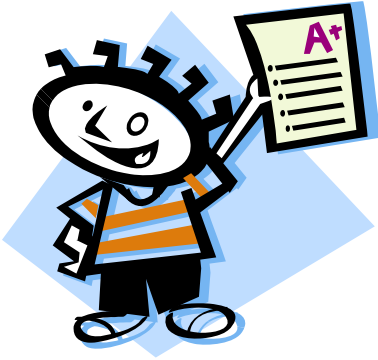
Librarians

- Maintain a clean and orderly music library
- Update music filing system on a regular basis.
- Responsible for music collection, transporting and distribution on all performing trips.
- Assists the orchestra president.

(4-3) Final Word About Officers

All officers may be asked to perform other duties not listed in this manual. Remember, you must learn how to delegate jobs to orchestra personnel; this is the key to being a successful officer. It is up to the officers to set the example of a role model. It is an honor and a privilege to have been selected as an officer, and you are expected to fulfill your duties. In the rare event that an officer fails to uphold the responsibilities and standards listed in this manual, he or she may be demoted and/or replaced. Remember, music is a part of your life.

(5) CONTRACT GRADING SYSTEM



(5-1) What is a Contract Grading System?

A contract grading system is when the student, parent and director follow a pre-defined system or “contract” for the evaluation of a student’s grade. Simply stated, it is a combination of points earned and a menu of items that can be chosen by the student. This system was first designed and implemented by Mr. R. David Smith at Seabreeze High School in the early 1980’s and has been utilized by many music programs throughout Volusia county.

(5-2) How it Works

There are two parts to our contract grading system: the core level and the project level. The core level represents the minimum amount of work the student is required to do to maintain an average status in the orchestra. This is divided into four parts, listed below:

| | |
|----------------------------------|-----|
| Class participation | 35% |
| In-class performance evaluations | 35% |
| Director evaluations | 15% |
| Final exam | 15% |

The students will earn an average status (C) based on the above core level requirements.

The project level represents the different projects a student can choose from in order to receive a higher grade. The following list is a sample of project items that are listed on the orchestra grading contract:

- FOA All-State Auditions
- Audition in All-County Orchestra
- Participate in District Solo/Ensemble
- Private lessons on your instrument
- 500 word report on an approved topic

To obtain a higher grade, the student must choose one item for a B and two items for an A. In addition, if the student has an unexcused tardy or absence from a performance or from a rehearsal, or if the student has accumulated 3 or more demerits per nine weeks grade will be lowered one letter grade (for each instance) **without the possibility of make-up work**. If a student has an excused absence or tardy from a performance or a rehearsal, they must make up the work by earning one point (for each instance) in order to meet the terms of the grade contract. This grade contract system is a proven system that works. It gives students of all ability levels an equal opportunity to strive for excellence in our music program. Each student will have his or her own personal file, which will be available for him or her to check and update at any time.

(6) Orchestra MEMBER AWARDS

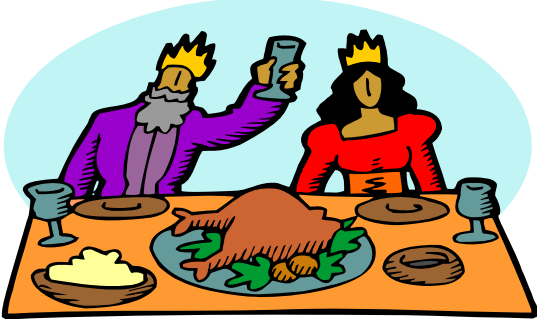


(6-1) How to earn Orchestra Awards

As a member of the SHS orchestra program, you are expected to follow the procedures set forth in this manual at all times. There are many instances, however, that a student will rise to a higher level of performance and achievement. The SHS orchestra awards are given each year to these hard-working orchestra members. You do not have to be the best musician to receive an award at the orchestra banquet, nor do you have to be the most popular person in the group. Just do your best!

(6-2) The Annual Awards Banquet

Every spring the orchestra patrons host the annual orchestra awards banquet. During this time awards and medals are given to deserving members of the Seabreeze High School orchestra. The following is a list of the various awards that can be earned in orchestra:

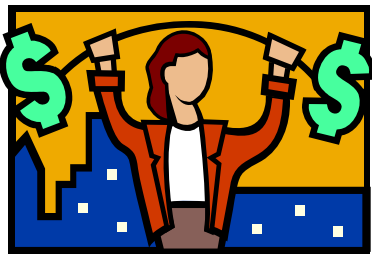


Orchestra Letters—given to all orchestra members who successfully complete one full year in the SHS orchestra program. All must exhibit excellent leadership, conduct and academics.

In-service Award—given to the students with the most in-service hours.

Director's Choice Award—given to the student(s) who the orchestra director feels has gone above and beyond the call of duty for the orchestra program.

(7) STUDENT INVOLVEMENT - (7-1) Fundraising



In order to operate an orchestra program, we must raise funds from the community to meet financial obligations. By meeting these obligations we free ourselves to pursue performance opportunities in a variety of locations. Every member of the orchestra is responsible for assisting in this endeavor.

There are two focuses in our fund-raising activities. A \$250.00 orchestra **OBLIGATION** has been set for the 2008-09 school year, to which each student who participates in orchestra throughout the year must contribute. Students are encouraged to seek out sponsors for their orchestra obligation and participate in other fund-raising activities to meet the requirement. The second is **PRODUCTS AND SERVICES**. Products and services consist of car washes and other organized events where we collect money for goods and services provided by the orchestra. Students may earn points by fund-raising that can be applied towards the financial obligation of the orchestra fee. *ANY STUDENT WHO HAS CHALLENGES MEETING THE OBLIGATION MUST SEE THE DIRECTOR/SPONSOR FOR ALTERNATE FUND RAISING AND SERVICE OPPORTUNITIES.*

(7-2) In-Service Hours

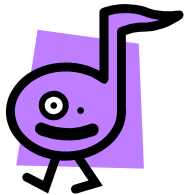


In-service hours are extra hours of service that you do. This can be in the form of staying after school for extra work or additional fundraising, or cleaning. When any opportunity to receive hours is given, it will be posted on the bulletin board so everyone will have an opportunity to earn hours.

(8) PARENT INVOLVEMENT

(8-1) Orchestra Parents

All parents of students are expected to volunteer their services at some point in the year. The orchestra will need chaperones and parents to work at certain fundraisers; setting up equipment before show performances and general day-to-day help will always be needed. There are frequent orchestra parent meetings where are parents are encouraged to attend and they can find out how they can offer their services for the good of the program.



(9) CONCLUSION

(9-1) A Final Note

Hopefully this orchestra manual has enlightened you on all you need to know about the orchestra program. **Be sure to sign the attached form on the following page.** The following form lets us know that you have read and understand the orchestra manual.

The string program has enjoyed a rich musical heritage throughout the years. Each member of the orchestra has the opportunity of a lifetime that most high school students do not get the chance to experience: making music a part of their lives. We ask that each member's parent(s) not be *apart* from your child's development, but to be *a part* of your child's growth through music. With your signing of this manual, you are giving your child a key which will unlock a wonderful musical experience; a once in a lifetime chance to make music a part of their lives as a member of the Seabreeze High School Orchestra program.

(9-2) HANDBOOK FORM

DO NOT SIGN THIS FORM WITHOUT READING THE HANDBOOK FIRST!

It is strongly advised not to sign this form unless you have read and understood all the contents of this handbook. The parent (or legal guardian) and the student should take the time to understand this document together. If you have already read through the manual, then please sign this form, with sincere gratitude from the director.

(Student portion)

I, _____, have read this orchestra manual completely, and I understand I will abide by the rules and regulations set forth in this document. As a Seabreeze Orchestra member I do solemnly swear that I will always conduct myself in the greatest manner to represent my orchestra, school and community.

(Parent portion)

I, _____, have also read this orchestra manual with my child and I understand and will help enforce the rules and regulations set forth in this document. I also agree to support my child's musical endeavors in any way that I can and to become an active member in the **Music Boosters Association (SOBA)**.

DATE _____ SIGNED _____
(parent or legal guardian)