

Revere High School Orchestra Program **Official Handbook**

TABLE OF CONTENTS

Forward	1
Course Description	2
Private Lessons	2
Seating Policy	2
Section Leader Selection	2
Challenge System	3
Instrument Repairs	3
Grading Policy	3-4
Attendance Policy	4-6
Concert Uniforms	6
General Rules and Regulations	6-7
Transportation Policy	7
Concert Hall/Performance Venue Rules	7
Public Display of Affection	8
Penalties for Rules Violations	8
Conclusion	8
Concert Dates	9
Excused Absence Request Form	10

FOREWORD

Each orchestra member is supplied with a handbook at the beginning of the academic year through Google Classroom. To consistently achieve and maintain the high standard of excellence desired by the membership of these organizations, individual members should familiarize themselves with the rules and regulations of the orchestra.

This handbook is a manual of the Revere High School Orchestra policies. All current Revere Local Schools Board of Education and Revere High School Code of Conduct policies will be enforced in addition to all orchestra rules and regulations contained in this document. It is hoped that some of the questions always prevalent regarding orchestra will be answered in this handbook. If a question or problem not covered in this handbook should arise, the director should be consulted.

COURSE DESCRIPTION

Orchestra

Prerequisite: None, though previous experience on a string instrument preferred.

This class is designed to train the intermediate string player (violin, viola, cello or string bass) in proper performance and rehearsal techniques and to nurture their potential through the rehearsal and performance of quality string orchestra literature appropriate to the level of their development. Musical, historical and theoretical concepts are discussed and applied appropriately to every piece of music. Musicians in this class are encouraged to take private lessons and participate in the OMEA Solo and Ensemble Festival. These ensembles will perform in concerts, festivals, and at the Ohio Music Educators Association (OMEA) Large Group Adjudication in February.

PRIVATE LESSONS

Private study is not a requirement of the program but is extremely beneficial to the students and the total orchestra program. Those students who take advantage of private lessons will find that their musicianship and technical abilities will increase considerably. Please look on the orchestra website for a list of teacher recommendations.

SEATING POLICY

Seating auditions will be held at the beginning of each semester and when Mr. Bowman sees fit otherwise. The purpose of seating auditions is to find a fair and consistent manner in which to seat students in order and in sections. Students will be given access to a scoring sheet following the seating audition that should help them determine the areas in which they need to improve and the areas in which they have performed well. If a student is not satisfied with their seat, there is a challenge procedure to earn higher seats within their section. There will be no changes to seats two weeks prior to any performance. **Mr. Bowman reserves the right to make seating changes at any time to best serve the ensemble. This also includes assigning Violin 1 and Violin 2 parts to the violin players.**

SECTION LEADER SELECTION

Once seating auditions have been completed at the beginning of the year, the director will determine which student is the best choice for Concertmaster (lead 1st violin) and Section Leader (2nd violin, viola, cello, bass). Violin sections (first and seconds) must be balanced so that there are strong players in both sections. Where the student sat in the orchestra the previous year, semester, or concert will have nothing to do with the new chair placement (if assigned). In the case of a tie, the oldest student will sit ahead. Section Leader players are expected to:

- Lead their sections in large group rehearsal (cueing, being a model performer).
- Have the ability to instruct and work with their section in sectionals throughout the year.
- Mark any bowing/fingering/shifting changes that the director gives them, and make sure their section has it marked in their music as well.
- Help members of the section tune and warm up before concerts.

CHALLENGE SYSTEM

In order to provide a way for students to practice and improve their seating position, the following challenge system will be used **at Mr. Bowman's discretion and choosing**.

1. Students may challenge the person sitting directly in front of them.
2. The Challenger must notify that person and submit a challenger form to the Director.
3. Mr. Bowman will judge the challenge, with the guidance of the ensemble.
4. Challenges will be on Fridays only, during class time.
5. If you refuse to accept a challenge, or have an unexcused absence for a challenge, you automatically forfeit your seat.
6. Challenges can consist of scales, orchestra music (the music the person you are challenging plays), or sight-reading.
7. There will be no challenges beginning 2 weeks prior to a performance.
8. Mr. Bowman holds the right to disallow challenges for any reason.

INSTRUMENT REPAIRS

If your instrument needs repairs, please show Mr. Bowman first to see if anything can be done on site. ***If it needs to be taken to a repair shop, a parent must submit an email or note stating when the instrument was taken, and where. If this note is not submitted, the student will lose points from their participation grade.*** Mr. Bowman can also recommend repair shops. Mr. Bowman may or may not have a loaner the student can use while the instrument is being repaired.

GRADING POLICY

In the orchestra program, grades are given according to the Revere High School grading policy and practices. The traditional A, B, C, D, F grading scale is used. This is a full credit class. The grading process is taken seriously.

Each student's grade will be determined through an accumulation of points based on the following criteria:

Included in the 30% of the 70/30:

- Daily participation assessments include rehearsal attendance, rehearsal participation and practice logs (if assigned). A bi-weekly grade will be recorded. Students earn 3 points a day and will obtain all points if expectations are followed.

Included in the 70% of the 70/30:

- Concert performance attendance, behavior, and participation
- Playing tests or quizzes (at least 1 per quarter)
 - Playing tests vary from playing individually just for Mr. Bowman, performing during class time individually or in a small group, or recording a test on phone/computer and submitting via the internet outside of class.
 - Playing tests that require a recording to be submitted will NOT be accepted late past one week **unless** the student contacts Mr. Bowman and a late submission is approved.
 - Students will receive reduced or NO credit if a playing test is not submitted on time.

- o Cello and bass players that do not have a home instrument **MUST** make arrangements to record their test before/after school, during lunch or a study hall, or arrange to take the instrument home overnight (must be returned next school day).
- Playing test material can vary from scales and exercises, to sight reading, rhythmic performance, or repertoire excerpts.
- Objective test or quizzes (written)

ATTENDANCE POLICY

The attendance policy of the Revere High School Orchestra Program is maintained in fairness to all those who are regular and punctual in attendance. Any absence, tardiness, or early dismissals lowers the efficiency of the entire organization, thereby negatively affecting the genuine musical and educational experience of the individual orchestra members and the success of the orchestra program. Members are required by virtue of their obligation to the Revere High School Orchestra to make ALL events scheduled (see concert/event schedule in back of this handbook). However, in rare cases this may not be possible. Should such an instance arise, Mr. Bowman must be notified using the following procedures and guidelines.

Attendance Guidelines

The following are the **only excuses** accepted for missing a **performance**:

- A death in the family
- A sudden, serious illness in the immediate family
- Personal illness

An Excused Absence Request form will need to be submitted in each of these instances within two school days following the performance.

The following conditions are the only valid reasons for missing a **rehearsal** (during or after school):

- A student is absent from school due to illness
- A death in the family
- A sudden, serious illness in the immediate family

All excuses dealing with missing a rehearsal **after school** and during the **week of a concert** are to be reported personally to Mr. Bowman and require an Excused Absence Request form.

Other excuse requests and school conflicts are to be cleared personally with the director in advance according to the EXCUSED ABSENCE REQUEST policy (see below) and require an Excused Absence Request form.

Procedures and Guidelines for filing an Absence Excuse Form:

- EXCUSED ABSENCE REQUEST FORMS are located at the end of this handbook and on Google Classroom.
- Only the “official” form will be accepted.
- ***Please have the form completed and returned 2 weeks prior to a potential performance absence or an after school rehearsal absence and 2 school days after an emergency absence.***
- The absence request will be classified as EXCUSED or UNEXCUSED by Mr. Bowman. The reason stated on the form must be specific.
- Absence forms are to be filled out for all missed after-school rehearsals, performances, or for tardiness/early release to concerts.
- All forms must be signed by the parent/guardian and student and turned in according to the appropriate timeline as stated above.
- For a sudden illness, the absence form must be filed following the student’s return.
- For all absences (excused & unexcused) the grading policy and discipline procedures will be followed.
- A copy of the absence form will be returned to the student designating the absence as either excused or unexcused.
- Absences that do not have an accompanying absence request form will automatically be counted as unexcused.

Absences

- Absences during a performance week (whether excused or unexcused) may require the student to miss the upcoming performance depending on the material covered during the week’s rehearsals.
- Students may be required to make up the rehearsal/performance which they missed. If the absence is deemed unexcused or no EXCUSED ABSENCE REQUEST form filed for the absence, **the student will receive an F for that performance.**
- **When absent from school rehearsal or concert, it is the student's responsibility to speak with Mr. Bowman in person about missed material and work that needs to be made up.**

Tardiness

You are to be on time for all orchestra department functions. If for any reason you are late or have to leave a performance early, an EXCUSED ABSENCE REQUEST FORM must be filed according to the specific timelines outlined for absences above.

Consequences for unexcused tardiness to rehearsals during school:

- First tardy to a rehearsal equals a warning
- All subsequent tardies equal loss of points from rehearsal participation grade.
- Consequences reset every semester

Jobs

The tentative orchestra schedules for the entire year are enclosed in this handbook. Every aspect of the program has been thought out and **ALL** rehearsals and performances are **MANDATORY**.

- All jobs must be scheduled around rehearsals and performances. Please make sure to give your employer at least 2 weeks notice.
- **WORK RELATED ABSENCES ARE ALWAYS UNEXCUSED.**

Sports

Please check your game/practice schedule with the concert schedule as soon as you receive it. Student needs to notify Mr. Bowman of any conflicts ASAP so he may work with you and the coach to resolve the conflict. Unless the game is a playoff game, concert attendance is required as orchestra is NOT an extra curricular subject.

CONCERT UNIFORMS

Uniforms are an integral part of looking like a professional performing ensemble, and indicate pride in performance. It is important to follow these guidelines exactly. Uniforms are to be provided by the student.

- The uniform for each concert and event will be concert black.
- No bulky or brightly colored jewelry
- Men - Black button down shirt; black dress pants; black socks; black dress shoes - no sneakers or combat boots
- Women - Black floor-length dress, skirt, or black dress pants; black dress blouse - no sleeveless shirts; black dress shoes - no sneakers or combat boots

GENERAL RULES AND REGULATIONS

Overall

- When with the orchestra and at all orchestra functions, all rules found in the Revere High School Student Handbook are strictly enforced.

Orchestra Room

- *NO* food or drink (includes candy, coffee, gum, pop, any type of food) permitted during rehearsal time in rehearsal space. Only resealable water bottles are allowed.
- Keep all music and instruments in their proper places. Pick up after yourself.
- The music offices are off limits to all students unless a director is present, and a director gives instruction or permission.
- Keep locker areas and practice rooms presentable/organized.

Rehearsal

- Students are expected to be ready and prepared to start class precisely 2 minutes after the bell has rung and Mr. Bowman is on the podium. The attendance policy applies to rehearsals as well. If you know that you are going to be late to class, get a pass. Being late also lowers the student's Rehearsal Participation grade.

- Cell phones have tuning apps that students may use to tune their instrument at the beginning of class if it is used for this purpose and this purpose ONLY. **ALL PHONES and headphones/AirPods are to be stored in the designated phone space immediately following tuning.**
- Every student is expected to show utmost respect to all staff and students in leadership roles. You are expected to handle yourself in a mature manner and take suggestions constructively. If at any time you feel unjustly treated or there is an issue, you are to report this to Mr. Bowman personally.
- Be prepared for every class with your instrument, music folder, method book and pencil.
- Prepare your music on the stand in the order on the board during the first 2 minutes of class or during tuning.
- Be silent/attentive when Mr. Bowman is on the podium or approaches the podium to start class.

Personal Responsibility

- Orchestra members should read all event calendars to keep their family (and employers) informed of all upcoming rehearsals, performances, and events. It is your responsibility to keep your family informed of all events.
- Orchestra members will be expected to pay all fees by the appointed deadlines.
- Practice your instrument regularly so that you may contribute your personal best at all times!
- BE PREPARED for class with music, pencil, and a good attitude!

TRANSPORTATION POLICY

- All orchestra members must ride the school bus to and from all orchestra functions outside of Revere Local Schools.
- Should a student need to travel home with their parent/guardian, Mr. Bowman must be informed in advance in writing with a note signed by the student's parent/ guardian.
- Mr. Bowman must receive the note BEFORE departing Revere High School.
- Prior to being excused after the event, personal contact must be made between the director and the parent/guardian.
- If a student departs with another student's family, Mr. Bowman must have written consent from both parties.

CONCERT HALL/PERFORMANCE VENUE RULES

The following will apply when the orchestra is in any concert hall/venue, both the Performing Arts Center or an away venue:

- Stay in your assigned area/seat at all times
- No talking is permitted while attending another group's performance
- No obscene/vulgar language is ever permitted. This includes all aspects of the performance experience, including warm-up rooms, hallways and cafeterias.
- No Cell Phones or electronic devices allowed on stage or while in the audience.

PUBLIC DISPLAY OF AFFECTION (PDA)

Public display of affection by orchestra members while at rehearsal, any orchestra event or performance is strictly prohibited. Disciplinary actions will be taken by the director or staff for violation of this rule. Please be respectful of others.

PENALTIES FOR RULE VIOLATIONS

I hope that you are a member of this organization because you want to be part of the finest possible orchestra program. Disturbances and discipline problems will only slow the orchestra's progress and will not represent Revere High School or the Revere High School Orchestra Program in a positive manner. In addition to all school rules and regulations, the following items are some examples of unacceptable conduct:

- Showing disrespect to student leaders, fellow students, parents, or orchestra staff.
- Use of vulgar language.
- Improper care of an instrument or equipment.
- Failing to bring needed materials to practice or a performance.
- Leaving the group at an out-of-school event without permission.
- Switching buses without permission on a field trip or out-of-school event.
- Untidiness in uniform.
- Failing to obey deadlines for fees.

Consequences for rule infractions will range from the loss of points in performance or participation grades, parent contact, lunch detention, and/or referral to the appropriate school administrator for disciplinary action.

CONCLUSION

No handbook can possibly cover all situations. All disciplinary action will be determined by Mr. Bowman in consultation with high school administration. The disciplinary action will be consistent and will be strictly adhered to. The best rule to follow in determining your own behavior is always to question whether your actions are the best for you personally for the Revere High School Orchestra. ***Your continuing and appropriate contribution as a member will only add to the shining reputation we are trying to create!***

After reading this handbook, please contact Mr. Bowman with any questions.

Complete the Google form located in both Google Classroom and the Orchestra website to indicate you have read, understand and agree to comply with all of the policies and procedures outlined in this Handbook by Friday, September 1st.

Orchestra website: <https://sites.google.com/revereschools.org/revere-orchestras/home>

2023 - 2024 Concert Dates

Thursday, December 7

All Strings Concert - RHS Auditorium 7:00

Thursday, February 29

All Strings Concert - RHS Auditorium 7:00

Thursday, May 16

All Strings Concert - RHS Auditorium 7:00

If other performance opportunities arise, you will be notified as soon as possible and with plenty of notice.

Revere High School Orchestra Excused Absence Request Form

Student's Name: _____ Today's Date: _____

Date of Requested Absence: _____

All concert absences, excused or unexcused, will require a make-up assignment to be determined by the director. Concerts may have an additional out of school dress rehearsal.

EXCUSED ABSENCES FROM PERFORMANCES/ REHEARSALS

1. Personal illness - Form is due within 2 school days after the absence.
2. Death in the family - Form is due within 2 school days of returning to school.

UNEXCUSED ABSENCES FROM PERFORMANCES/ REHEARSALS

1. WORK IS NOT CONSIDERED AN EXCUSED ABSENCE
2. Observation of other school activities or other performance groups is not considered an excused absence.

Reason for Requested Absence:

Student's signature

Parent's signature

Director's signature

EXCUSED

UNEXCUSED

THIS FORM MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE REQUESTED ABSENCE