

ROCKWALL-HEATH HIGH SCHOOL



ORCHESTRA HANDBOOK 2021-2022

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Dear Parents/Guardians and Orchestra Students,

We are very excited about the coming year for the Orchestra program at Rockwall-Heath High School and are so glad to have you join us this year! We are sure it will be an exciting year for all of us as we return to more of a normal routine and seek out new opportunities for our students.

One of the most important factors in the development of our students' musicianship is parent involvement and support. Aside from a dedicated practice space and practice time, one of the best ways to offer support to your student is through the offering of private instruction with a private lesson teacher. Students benefit through individualized instruction and support from these teachers, and our students develop more individual confidence in their musical abilities. If you are interested in finding out more information about private lessons please let us know or visit our website for more information. Additionally, parents can show the best support through ensuring students have good quality equipment (instrument, strings, etc) for them to be able to learn and practice.

The following pages will outline the basic requirements for the Heath High School Orchestra program. Please read the handbook, sign, and return all the attached forms to the directors with all requested information. This will indicate your notification and acceptance of the policies of the RHHS Orchestras. Please keep the remainder of the handbook for your reference.

Every member of the orchestra is vital to the success of our program. If you feel that your student may have a conflict with any dates given for rehearsals, performances, or competitions please contact us as soon as possible. In the event that any of these dates and times need to be changed, we will communicate this information with as much advance notice as possible.

We cannot wait to begin this year with you all! If you have any questions or concerns please do not hesitate to contact us via email. Thank you for your support!

Christopher Bell

Zoe Rice

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*All items in the Heath HS Orchestra Handbook are to be followed in addition to the Rockwall
ISD Student Handbook and the Rockwall ISD Student Code of Conduct*

Activity Fee for Orchestra

The activity fee for all students in Orchestra this year is \$75.00. This activity fee covers the costs of the following:

- **uniform use and maintenance**
- **basic supplies (binders and contents)**
- **a Noteflight Subscription**
- **Orchestra t-shirts (see fee sheet for details and sizing)**
- **Socials & Food (for concerts and other events)**
- **UIL/District Solo & Ensemble Contest entry fees**
- **Cello & Bass students: Using school instruments during class time will include an additional \$35.00 cello/bass maintenance fee.** Students that bring their cello or bass to school will not have to pay this fee. If your student is in need of an instrument for home use please contact Mr. Bell via email as soon as possible.
- Additional monies may be collected **throughout the year** for items such as, but not limited to:
 - All-Region entry fees
 - Accompanist fees
 - Trip fees/Costs for those participating in our trip(s)
 - Such costs will be communicated with advanced notice.

Should any portion of your student's activity fee(s) remain unpaid, an obligation or hold will be placed on his/her account until the remaining balance is paid. (This will result in seniors not being able to graduate if these fees are not paid).

Cello/Bass students using school instruments during class time at school will also need to pay the \$35 Cello/Bass Maintenance fee. Please reference the activity fee sheet at the end of this handbook.

Please contact Mr. Bell or Ms. Rice about any financial concerns you may have. We never want money to interfere with a student's ability to participate in orchestra, and we will work with students/families to come up with payment plans and other solutions if needed. If you are unable to use RevTrak you may also send payment to the school via checks made payable to Rockwall ISD. Please have payments in an envelope labeled with the student's name and Orchestra class period.

Attendance and Absences

Dates for all performances, festivals, and rehearsals will be given in advance on the orchestra calendar. All absences MUST be excused by the director. “No Showing” is unacceptable and will be considered an unexcused absence unless under extreme circumstances. The RHHS orchestra program understands that students may be involved in many extracurricular activities, and we strive to work with students, parents, and other extracurricular sponsors to be sure that all of our students achieve their goals in all activities. Every member of the orchestra is essential to our success, and this is why it is so important to communicate. We are a team!

Absence Policy Specifics:

- Absences should be cleared with the director in advance whenever possible.
- Sleeping in, babysitting, forgetting a rehearsal, hair appointments, private lessons, etc., are not considered to be excused absences.
- Absences due to other extracurricular practices, rehearsals, etc. are **not** considered excused unless approved by the director. Students are expected to communicate with their coaches/sponsors about any obligations between orchestra and their other extracurricular activities. We will do our best to respect students’ involvement in other extracurriculars, and we ask that our rehearsals and practices are also respected with the same involvement.
- Illness and specific family emergencies will be considered an excused absence if written notice is given within 24 hours after returning from absence.
- Students who are absent from school due to illness will be considered excused from after school rehearsals/performances.
- Please feel free to call or email the directors to discuss any other situations that may arise. The directors will handle conflicts on an individual basis. Communication and accountability are of the utmost importance.

Auditions

All students planning to participate in the RHHS Orchestra program must complete an audition in the spring to determine their group placement for the upcoming school year. Auditions are reviewed by the orchestra directors and are assessed based on a rubric scoring system. Students are placed in their orchestra group based on skill level represented by the audition results and also based on the number of available placements in the group for their instrument. Audition results are final upon publication and no re-auditions are allowed/permitted.

Care of Equipment, Music, and Rehearsal Facilities

Students are responsible for the care and return of all music they receive. Missing or damaged original music must be replaced, and a replacement fee of \$3.00 must be paid. Students are never to mark on music with anything other than a pencil. All marks must be erased on classroom sets before the music is returned.

Students are to use only equipment that has been assigned to them or is their personal instrument. They should never play anyone else’s instrument. Accidents can happen and have the potential to be very costly. Instruments should always be kept in playing condition. Proper maintenance is required. Do not try to play on “dead strings” or on a bow that needs to be rehaired.

To keep our facilities clean and in order, we ask that everyone hold themselves personally responsible for the care of our rehearsal rooms, practice rooms, music library, instrument and uniform storage areas.

Chair Placement

During class, students will use a rotating system of chair placement to better enhance the ensemble and its camaraderie. Placement in chairs for Pre-UIL, UIL, or any event will be at the discretion of the directors and will be in the best interest of the entire ensemble. Placement in the first or second violin section will be at the discretion of the directors but does not label students in any specific way. Both violin parts are essential to the Orchestra’s success and provide opportunities for development for each student. All violin students will be expected to learn BOTH violin parts. The RHHS orchestra directors look at many factors in determining section placement. Music at the high school level is equal in both sections and balance of sound and ability across the orchestra is important for the entire ensemble to be successful.

Concert Attire

Students will be required to wear a concert uniform for all of our formal concerts and performances throughout the school year. Some of our formal concert attire is provided for our orchestra members and some will need to be purchased or provided by students and families.

	<u>Concert Tuxedo</u>	<u>Concert Dress</u>
Provided by Orchestra	Tuxedo Jacket Tuxedo Pants Black Bowtie and Cummerbund Garment Bag	Black uniform dress Garment Bag
Provided by Students	White Tux Shirt Black Socks Black, Closed-Toe Dress Shoes (No Sneakers or open-toe shoes)	Black Closed-Toe Dress Shoes (No sneakers or open-toe shoes)

Students will be sized for uniforms prior to the start of the school year at our Back-to-School Orchestra Orientation in August. Uniforms will be issued prior to the first concert. Students who lose or damage their orchestra uniform will be charged a \$75.00 replacement fee. Uniforms must be returned at the end of the school year. (Tentatively Wednesday, May 18th, 2022) An obligation or hold will be placed on your account until the uniform is returned or the replacement fee is paid. (This could result in seniors not being able to graduate if these items are not returned).

Daily Expectations

A smooth rehearsal requires everyone to follow certain daily expectations.

1. Be in your chair uncasing when the tardy bell sounds. Any student not in their chair at the sound of the bell, without the director's permission, will be counted tardy.
2. Students are expected to TUNE EVERYDAY. They are to use their own tuner or a classroom tuner calibrated to 440. Warm-ups will begin three minutes after the tardy bell, and tuning must be finished by this time.
3. Students may only leave the classroom one at a time when given a hall pass by their orchestra director. Students are not permitted to leave during the first 10 minutes or last 10 minutes of class time unless there is an emergency.
4. Students are expected to have their supplies every day. See the Supplies section for details.
5. Do not play, pizzicato, or make any other noise unless instructed to do so.
6. Cell phones and electronics are prohibited during rehearsal/class time unless otherwise permitted by the director(s).
7. No chewing gum.
8. Keep fingernails short/trimmed.
9. Respect your classmates' learning environment and time.
10. Clean up your area and put your chair and stand back where they should be.
11. Follow directions the first time and be prepared.
12. Only one person may be out of the room with the hall pass at a time for the restroom.
13. Do not touch an instrument that is not your own.
14. Be polite, respectful, patient, and courteous.
15. Students will abide by the RISD Student Handbook and Code of Conduct.

Discipline Procedures

Although some infractions will be considered automatic office referrals, consequences for not following expectations are as follows:

1. Warning
2. Teacher Warning Documented in Skyward
3. Detention & Documented in Skyward
4. Teacher Referral Documented in Skyward

Parents will be contacted at each stage of the above mentioned disciplinary process.

Dress Code

All students are expected to follow the Rockwall ISD dress code at all times as an RHHS Orchestra member. Please review the Rockwall ISD Student Code of Conduct and Handbook for more information.

Eligibility

Please take a moment to read the section in the Rockwall ISD student handbook entitled Extracurricular Activities, Clubs, and Organizations. RHHS orchestra follows the no pass, no play

policies set forth in these guidelines with no exceptions. RHHS orchestra also follows all policies, rules, and regulations of UIL and TMEA for all of their sponsored events.

Extra Rehearsals and Events

Rehearsals outside of school will be called when necessary. Occasionally, the orchestra is asked to perform at outside events. Plenty of advanced notice will be given by the director for any calendar changes. Students in our more competitive and advanced orchestras will be expected to attend more frequent rehearsals throughout the school year. Please check the Orchestra calendar for more details on your class's rehearsal schedule.

Forms

The forms attached to this handbook (including Orchestra fees/obligations) are due by **Friday, September 3rd**. This handbook and attached forms will also be shared electronically via email and our website.

Fundraising

Fundraising opportunities will be provided throughout the school year to support the Heath Orchestras. Money raised from fundraising will be applied to specific fundraising goals for the benefit of the Orchestra students. This could be to offset costs of bringing in guest clinicians, repairs, new music, educational opportunities and trips, and social events. All students are encouraged to participate in fundraising activities for the Orchestra program. All fundraisers will be run and supported by our Heath Hawk Orchestra Booster organization.

Grading Policies

All grading policies and procedures set forth by Rockwall ISD and Heath High School will be followed. We strive to support our students in any way that we can. Due to UIL No Pass, No Play, and to further support our students, we will be actively monitoring students' grades in their classes and reaching out to support however possible.

1. Students are expected to practice daily on music and techniques covered in class. This will help students be better prepared for any playing tests/performances/quizzes throughout each term. (Orchestra teachers will always be available for guided practice by appointment. Please have your student reach out to us for additional practice time with a teacher).
2. Students will have a minimum of **3 summative grades in a nine week period**. Summative grades include but are not limited to: all concerts and performances, rehearsals, ensembles, and playing tests including scales, arpeggios, technique, and other music assigned. Summative grades account for 60 percent of the student's grades per term.
3. Students will have a minimum of **9 daily grades/formative grades** in each grading period. Daily grades or informal assessments may include but are not limited to: sight-reading, daily rehearsal grades, marking checks, practice journals, theory assignments, listening

assignments, reflection assignments, and any other assignment the director may assign. Formative grades account for 40 percent of the student's grade per term.

4. Sectionals or Additional Rehearsals: Depending on the class, students may be assigned an additional rehearsal weekly. Sectionals will occur before or after school. **Your attendance is mandatory, and you must make up the rehearsals you miss.** Students must have transportation home. Sectionals/Rehearsals will count for a grade.
5. Concerts and Ensemble Performances: Students who miss these events with an *excused* absence will have an alternate assignment to complete within one week of the event for full value. Students who miss these events with an *unexcused* absence will have the option to complete an alternate assignment within one week of the event date for a grade no higher than 70%. Absences will be reviewed on a case by case basis. Please review the absence policy above.

Handbook Adjustments

This handbook normally serves as the official record of rules and requirements of the RHHS Orchestras. At times during the school year it may become necessary to develop new rules or amend old ones. When this need arises, the changes will be made at the discretion of the RHHS Orchestra directors and will be communicated to students and families accordingly. Students are expected to be in compliance with any adjustments to the handbook once communicated.

Heath Hawk Orchestra Boosters

Our Booster organization is a phenomenal group of supportive parents that work together to support and offer opportunities for our students and our Orchestra program beyond what our budgets can provide. This organization works for your students and their needs. All fundraising for our organization will be facilitated by the Booster organization to support the program through educational opportunities, guest clinicians, additional supplies, additional repair costs, new music, and social events. If you are interested in knowing more about the Heath Hawk Orchestra Booster Organization please visit our website and/or complete the form.

Letter Jackets

Opportunities will be provided for eligible students to be sized for a letter jacket at the beginning and end of each school year. Students must meet one of the criteria below to be eligible for sizing of letter jackets:

- Be a student in the Varsity Orchestra
- Earn a placement in the TMEA Region 3 All-Region Orchestra
- Qualify for the Texas State Solo & Ensemble Competition
- Be a senior that has contributed and been involved in the Heath Orchestra program all 4 years of high school.

Lockers

Every orchestra student will have a locker for instrument storage during the day. The student has no expectation of privacy and should keep **ONLY their instrument and music** in the orchestra room. Instruments should not be stored overnight or over a break. Students who leave their instruments overnight do so at their own risk and the orchestra program and Rockwall ISD are not liable for damages, thefts, etc. Students are responsible for securing their instrument before school

and after class. Students should pick up their instrument at the end of the day, every day. For security, locks will be given out to all students. Combinations should not be shared with other students unless sharing is needed. It is always recommended that insurance be placed on personal instruments that are owned by the student. Most rentals have insurance or a fee for lost, stolen, or broken instruments, but one should check their contract with their rental company. Any lock that is damaged or lost will incur a \$5.00 replacement fee.

Photo, Video, and Publicity Consent Agreement

Students who are in the Rockwall Heath High School Orchestra are involved in a public activity, and as such may be included in pictures or videos that may be used in school publicity efforts. Your signature on the Handbook Acknowledgement Form indicates approval for the student's name, picture, work, voice or verbal statement to appear in school publicity, videos, or other media used for school purposes. For example, pictures and articles about school activities may appear in local newspapers or district publications. These pictures and articles may or may not personally identify the student. The pictures and/or videos may be used by the district in subsequent years.

AGREEMENT

Student and Parent/Guardian release to the Rockwall Heath High School Orchestra the student's name, voice, verbal statements, portraits (video or still), and consent to their use by the RHHS Orchestra. The Rockwall Heath High School Orchestra agrees that the student's name, voice, verbal statements, portrait or picture, shall only be used for public relations, public information, school or district promotion, publicity, and instruction.

Student and Parent/Guardian understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- The photo, video, or student statements may be used in subsequent years.

If the Student and Parent/Guardian wish to rescind this agreement they may do so at any time with written notice. The Rockwall Heath High School Orchestra has no control of media use of pictures/statements taken without permission.

Private Lessons

Private lessons are a tool to receive extra attention for enhancement to your student's string playing. We encourage all students to sign up for private lessons. Students in the Varsity and JV groups are **highly encouraged** to seek out a private teacher with either a school private lesson instructor or another local teacher. Private lessons are designed for the following purposes:

- Continued growth of musical technique
- Opportunities to work on advanced solo literature
- Working with an expert on their specific instrument
- Being given feedback in a one-on-one setting that is tailored specifically to the needs of your students.

- Private lessons are not a tutorial or tool for remediation, but they are a means to enhance and supplement your student’s musical growth in the Orchestra program.

Private lessons during the school day will be first come, first served with limited space. Lessons with a district-approved private teacher are \$19 per 25-minute lesson once a week. There are also many private lesson instructors that teach out of their homes and/or the Rockwall School of Music. These teachers set their own rates. Attached is a form for private lesson interest that we encourage all of our families to consider and complete. Please contact Mr. Bell or Ms. Rice for more information regarding the Private Lesson Program in Rockwall ISD.

REMIND 101-Text Reminders

Remind 101 is a great service that is free for communication of important reminders. It will be used on a limited basis for very important and timely reminders to our students and families. In order to receive these messages, students will need to text one of the following class codes to the number 81010.

- All Orchestra Students: @rhhsorch
- Varsity Orchestra: @hvo2122
- Junior Varsity Orchestra: @hjvo2122
- Concert Orchestra: @hhsco2122
- String Orchestra: @hstro2122
- Chamber Ensemble: @hche2122

Social Media

RHHS Orchestra members will strive to maintain positive and encouraging communications via social media platforms such as but not limited to Remind101, Twitter, Instagram, Facebook, Snapchat, TikTok, etc. Our organization will promote, encourage, empower, and equip our students to be supportive of its members, appreciative of one another’s contributions, and celebrate each other’s accomplishments.

Remember that what you post belongs to Facebook, Twitter, etc. and it will be in cyberspace for eternity. Students will not use social media while in the orchestra classroom. Please DO NOT tag or label anything as RHHS Orchestra, HHS Orchestra, Rockwall-Heath High School Orchestra, Heath High School Orchestra, or any other derivative on the internet without direct permission from the directors.

In the event that any content is posted via social media that is in violation of the Rockwall ISD Student Handbook or Rockwall ISD Student Code of Conduct pertaining to Orchestra or any other aspect of our school/district, the student may be subject to consequences of these posts as outlined by the Rockwall ISD Student Handbook and Rockwall ISD Student Code of Conduct.

Follow the Heath Hawk Orchestra:

Website: <https://heathorchestra.weebly.com/>

Facebook: Heath Hawk Orchestra (facebook.com/hawkorchestra)

Twitter: @HawkOrchestra (twitter.com/hawkorchestra)

Student Travel and Spring Trips

Students in the orchestra program may have the opportunity to travel locally at various points throughout the year (for UIL, performances, and other events). In order for students to participate in such travel, they must submit all of the appropriate paperwork.

The orchestra program will also go on an optional, larger-scale spring trip each year alternating between in-state and out-of-state trips. Students who choose to attend are responsible for paying for their own trip. Students must strictly adhere to the payment schedule.

In some cases, one of our orchestras may be invited to perform at a prestigious state or national level music conference. Such an invitation is an incredible honor, and all students in the associated ensemble will be expected to attend and pay for their own trip. Fundraising opportunities will be made available.

Supplies

Required supplies for class everyday

1. Instrument and bow (in playing condition - instruments will be inspected prior to Labor Day)
2. Rosin
3. Two Pencils (provided in activity fee)
4. A highlighter (provided in activity fee)
5. Black 3-ring binder and zipper pouch with orchestra music (provided in activity fee)
6. Set of extra strings (unless renting from Dallas Strings or another music store that provides replacement strings)
7. Mute
8. Tuner
9. Cello/basses need – rock stop
10. Violin/violas need – shoulder rest

Additional Materials for Home

1. Music Stand
2. Metronome
3. Laptop, Chromebook, iPad/tablet, or phone for recording
4. Fingernail clippers

Questions or Concerns

Please contact Mr. Bell or Ms. Rice with any questions, concerns, or general inquiries. Due to traveling between several elementary and secondary campuses the fastest form of communication will always be email. ☺

Christopher.Bell@rockwallisd.org or Zoe.Rice@rockwallisd.org
(All attempts will be made to return email and phone calls within 24 hours.)

