

Sylvania  
Northview High School  
Orchestra  
Handbook

*A TRADITION OF  
EXCELLENCE*

2019-2020

Pamela Thiel, Director

## I. INTRODUCTION

Welcome to the Northview High School Orchestra program. The Northview Orchestra has a long history of excellence and achievement. We are confident that you will find membership to be a satisfying and rewarding experience.

As we continue to strive for excellence we are reminded that the orchestra experience is an exercise in cooperation. Orchestra is a team effort and success comes from commitment and dedication to a common goal.

This handbook has been written for the Northview High School Orchestra members and their parents with the intention of giving information regarding the various policies, regulations, and activities of the Northview orchestra program.

## II. THE ORCHESTRA PROGRAM

As a member of the Northview orchestra, you will have the opportunity to participate in a number of diverse musical activities.

### CONCERT ORCHESTRA

The Concert Orchestra is comprised less experienced players. The primary goal of concert orchestra is to cultivate an enjoyment and higher understanding of orchestral music by studying music of various styles, music theory, and technical drills. Emphasis in this ensemble is devoted to building orchestral techniques, and the orchestra performs standard educational string literature.

### ACADEMY ORCHESTRA

The Academy Orchestra is an intermediate orchestra, designed to be a stepping stone for Chamber Orchestra. Membership is by audition. The primary goal of the Academy Orchestra is to cultivate an enjoyment and higher understanding of orchestral music by studying music of various styles, music theory, and technical drills. Emphasis in this ensemble is on intermediate techniques, and the literature covered will be a combination of standard string educational string literature and beginning higher level literature.

### CHAMBER ORCHESTRA

The Chamber Orchestra is Northview's most select orchestra. Membership is gained by audition and is competitive. Members of the Chamber Orchestra must demonstrate advanced proficiency on their instrument. The primary goal of the chamber orchestra is to cultivate an enjoyment and higher understanding of orchestral music by studying music of various styles, music theory, and technical drills. Emphasis in this ensemble is on advanced techniques, and the literature covered will be of the highest levels. This Orchestra emphasizes high level thinking, processing, executing, and interpretation.

### SYMPHONY ORCHESTRA

Winds, brass, and percussion are added to both orchestras in December and May. The Symphony Orchestras perform a wide range of classical and pops music.

### MUSICAL PIT ORCHESTRA

Each year the Northview Drama Department presents a musical production. Students may be asked to become members of the orchestra for the musical based on the instrumentation needed.

## HONORS PROGRAM

An Honors Option will be available to students who are enrolled in the Chamber Orchestra and have permission of the director. This program will focus on the development and application of critical thinking skills - analysis, synthesis, evaluation, and problem solving. Students must demonstrate an appreciation of the aesthetics and an understanding of the creative process in music. Student responsibility, intrinsic motivation, independent study, and research will be emphasized. Students must study privately on their orchestra instrument, complete the quarterly Honors Projects, and perform a 'Class A' or 'B' solo AND ensemble at solo and ensemble Adjudicated Event. **It should be noted that students who sign up for Honors but do not complete the quarterly requirements will receive one letter grade lower than that which they earned.**

## SOLO AND ENSEMBLE ADJUDICATED EVENT

Students are encouraged to participate in the annual Ohio Music Education Association Solo and Ensemble Contest. The purpose of this contest is to promote and encourage students to improve basic musicianship through solo and small ensemble performance. Music performed must be selected from a list published by the Ohio Music Education Association.

## III. ORGANIZATIONAL STRUCTURE

### STUDENT OFFICERS

The Orchestra Council is comprised of three elected members from each Orchestra. Elections will be held at the start of each school year. The Orchestra Council will meet twice a month at a time to be determined by the Council and the Director.

The Orchestra Council will be responsible for all social, fundraising, financial, and secretarial functions of the Orchestras.

The Orchestra Council will elect officers from their members. Council members who are not elected as Officers will be Members at Large.

Offices and their responsibilities will be as follows:

#### President

- student representative of the Orchestra within the School and Community
- heads and appoints committees for social events, fund raising, etc.
- coordinates all student officers

#### Vice President

- assist the president with all activities
- assume the duties of president when necessary

#### Secretary

- arrange to send invitations, thank you & get well cards, & other correspondence from the orchestra
- take minutes at all orchestra officer meetings

#### Treasurer

- collect all monies due from orchestra members
- keep accurate records

## IV. RULES AND REGULATIONS

### A. ORCHESTRA REHEARSAL RULES

1. You must be in the Orchestra Room when the tardy bell rings.
2. You must put your electronic devices, including cell phones and smart watches, in your assigned cell phone slot at the start of each class period.
3. You must be in your seat with instrument & music three minutes after the tardy bell rings.
4. Class begins when the Concert Master rises to tune. Be quiet from this point on.
5. You are not to talk when the director is rehearsing the Orchestra.
6. You must stop playing your instrument when the director stops the Orchestra.
7. There is no gum, food, or drink allowed in rehearsal. \*Some students who have permission from the director may eat their lunch at the start of class.

### B. PRACTICE ROOMS

Orchestra members may use one of the practice rooms (FOR PRACTICING) during their study hall. A signed pass must be obtained from one of the directors and given to the study hall teacher. Practice rooms are for practicing a musical instrument or voice. They are not to be used as a replacement for the study hall.

NO FOOD OR DRINK will be permitted in the orchestra room, practice rooms, North Commons, or PAC at any time.

### E. TRIP AND BUS REGULATIONS

- All orchestra members must travel to and from all activities on transportation provided by the school.
- Only orchestra members, staff, and chaperones are permitted to ride school busses.
- If a parent wishes to have their child ride home with them after a performance, the parent must present a note to the designated chaperone in advance, and must personally meet with the designated chaperone upon leaving with their child.
- Be courteous to drivers and chaperones. They are in charge and you are to follow their directions.
- No food or beverage on the bus unless otherwise noted.
- Remain on the same bus both going and coming home.
- Remain seated at all times. Keep heads, hands, and arms inside the bus.
- No screaming, whistles, or other loud noises are permitted.
- No playing of instruments is allowed on the buses
- Upon arrival, all are to remain on the buses until you are given directions.

### F. ATTENDANCE POLICY

Students must attend all rehearsals and performances. All rehearsals and performances will begin and end on time. Members who are not in their places at the designated time with the proper equipment will be marked absent, tardy, or excused as the case may be.

Excused absences – The few exceptions to the rule of mandatory attendance at all performances are a personal illness or injury, a family emergency, a religious holiday, or participating in another Northview sponsored activity (with the permission of the director).

In order to be excused, a note, written by the parent or guardian, must be presented to a director as soon as possible. Phone calls from parents or guardians prior to the absence are acceptable but need to be followed by an email. *The director will determine whether or not the absence is excused.* Failure to present a valid excuse will result in an unexcused absence.

An unexcused absence from a required performance WILL result in the lowering of a student's letter grade, and could lead to dismissal from orchestra. At least a two week notice will be given for additional performances not listed in this handbook.

If the director determines that an individual student is not adequately prepared to perform at a specific event (due to an illness or missed rehearsals) the student is still required to attend the event in unless personally excused by the directors.

## G. GRADING SYSTEM

Orchestra is a full-year class that carries one full credit. Orchestra is both a curricular and an co-curricular activity. Therefore, every orchestra activity in which a student participates, both inside and outside of the classroom must be taken into consideration in the grading process.

Students will be graded on the following:

1. REHEARSAL ATTENDANCE: Students should remember that their attendance is important and affects the total success of the group.
2. PERFORMANCES: Attendance is mandatory at all required performances. The opportunity to perform for a public audience is an integral part of the curriculum that cannot be taught, provided, or experienced during the school day.
3. WORK HABITS: Students will be evaluated on their participation and conduct in daily rehearsals.
4. MUSICIANSHIP: Students will be evaluated by individual performance assessments as well as evidence of regular practice outside the classroom.

**Graduation:** It is expected that ALL CHAMBER and ACADEMY ORCHESTRA MEMBERS will participate in Graduation. In addition, leaders of the Concert Orchestra may be invited to participate in the Graduation Ceremony as instrumentation allows. This is a tremendous honor.

Any Orchestra Member who has committed to perform at Graduation, and who has not made prior arrangements to be excused by the Director will receive a grade of '0' for their final semester exam.

The Northview Orchestra Grading Scale is as follows:

Weekly Grade = 10 points

Full credit will be given each week to students who participate in daily rehearsal and have all of the necessary equipment, music, and supplies

Weekly grade points will be taken from students who do not attend rehearsal for an unexcused reason, and from students who do not have the necessary equipment, music, and supplies.

Concert Attendance = 30 points

Full credit will be given to students who attend evening or out of school required performances, have the necessary equipment, music, and supplies, and display proper concert etiquette. These performances are listed in the back of the handbook in the orchestra calendar.

Partial credit will be given to students who attend the evening or out of school concert, but do not have the necessary equipment, music, and supplies. Partial credit will also be given to students who do not display proper concert etiquette.

School-Day performances = 30 points

Periodically the orchestra is asked to perform for events during school. Examples of this would be the junior high tour, the senior assembly, or graduation rehearsal.

Full credit for a school day performance will be given to students who attend these performances with all necessary equipment, music, supplies, and display proper concert etiquette. Partial credit will be given to students who attend, but do not have the necessary equipment, music, supplies, or who do not display proper concert etiquette.

Playing tests

Playing tests may be given periodically. The total points possible will be based on the length of the playing test.

Students' quarterly grade will be based on the total number of points earned.

#### H. HONORS PROGRAM GRADING

A student who is enrolled in Orchestra may take Orchestra for Honors credit with the approval of the instructor. To receive an "H," students must fulfill the criteria for an "A," as listed above, as well as fulfill the following additional criteria:

1. Student is taking private lessons and receives a "good" or "excellent" evaluation for the quarter.
2. Student is studying Class "A" or "B" literature for the soloist.
3. Participation in Solo/Ensemble contest at the Class "A" or "B" level is required.
4. Students must follow the director approved Honors Projects, including theory, aural skills, honors ensembles, and volunteer hours.
5. **It should be noted that students who fail to fulfill the quarterly requirements will have their grade lowered by one letter accordingly.**

#### V. ORCHESTRA AWARDS

Throughout the year, orchestra members are able to earn a number of awards through their participation in various orchestra activities.

##### A. SOLO AND ENSEMBLE AWARDS

These awards, distributed by the Ohio Music Education Association, are earned by students receiving a I or a II rating on their solo or ensemble performed at the district solo and ensemble contest. (Students may purchase medals)

##### B. FINAL AWARDS

These awards are presented at the spring Orchestra Awards Banquet:

The National School Orchestra Director Award, chosen by the director, is presented to the outstanding senior musician.

The Director's Award for Orchestra, chosen by the director, is presented to the student who has proven outstanding dedication and leadership during his or her four years in orchestra.

The following awards will be presented to all orchestra members in good standing:

1st year award - a certificate

2nd year award - an official Northview chenille letter with the orchestra insert added.

3rd year award - instrument patch

4th year award - senior plaque

## VI. ORCHESTRA UNIFORM

Students will be fitted for a uniform each year to ensure proper sizing. Uniforms will be stored at school and may not be taken home without permission.

The orchestra uniform consists of a dress for ladies, and a tuxedo, cummerbund, and bow tie for men. All students must purchase shoes to be worn with the uniform, and men need to purchase a tuxedo shirt.

### UNIFORM REGULATIONS

1. The uniform is to be worn as a complete unit at all times unless otherwise directed
2. Do not wear large jewelry while in uniform.
3. Men must wear black socks.

## VII. BAND AND ORCHESTRA BOOSTERS

The Northview Band and Orchestra Boosters have done much over the years to provide a great deal of assistance to our program. Meetings will be held on a regular basis in the band room. Parents of all students in the orchestra program are automatically considered members. However, membership is open to all interested persons. Parents are encouraged to attend as many meetings as possible. Your opinions and help are genuinely needed.

Some of the responsibilities of the booster organization include:

1. Purchasing and maintaining uniforms for the band and orchestra.
2. Purchasing music, instruments, and supplies in the event the school budget is insufficient to meet the needs of these groups.
3. Organizing and funding social and recreational activities for the band and orchestra students.
4. Provide chaperones for trips and activities.
5. Organizing various fund raising projects to provide monies for the above activities.

## VIII. FINANCIAL OBLIGATIONS

### A. UNIFORM MAINTENANCE FEE

All students are required to pay a uniform maintenance fee. The fee for the 2019-2020 school year is \$20.00 for uniform maintenance and \$10.00 for an orchestra tee shirt. Total fees are \$30.00. This fee should be paid directly to the Northview Band and Orchestra Boosters, and should not go to the main office.

### B. PAY TO PARTICIPATE

The Sylvania Schools have a "play to participate" policy in effect. Each student is assessed a fee to help cover the cost of extra curricular and co-curricular activities. This fee is paid to the main office, and should not come to the orchestra director.

### C. SCHOOL OWNED INSTRUMENTS

A number of students use school owned instruments. There will be no fee to use these instruments if they are cleaned periodically and are cared for properly. However, the student is responsible for the minor repair and upkeep of these instruments, including replacement of broken strings. Any damage in excess of normal "wear and tear" on these instruments will be assessed to the student.

### D. SYLVANIA SCHOOLS CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES

Participants are expected to conduct themselves in a manner that will not bring discredit to themselves or their school. They should not be involved in the use of alcoholic beverages, illegal drugs, or tobacco. Failure to abide by the code of conduct, or other behavior derogatory to the individual or the program during the calendar year, will lead to denial of participation.

No student shall possess, conceal, use, convey to another, be in the presence of illegal drug/alcohol activity, or offer for sale, or attempt to purchase any alcoholic beverage, illegal drugs, non-prescribed drugs, prescribed drugs illegally used, look alike drugs, or any mind altering substance. A student will abide by the rules, regulations, and policies of the Sylvania Schools and the laws of the community at large. Included in the prohibition are any substances represented as controlled substances, drug paraphernalia, and tobacco. A violation of this policy by any student who participates in any extracurricular activity shall be deemed in violation of the Code of Conduct, and the student shall be subject to the penalties described herein. Penalties for violation of this Code of Conduct shall apply to both athletic and extracurricular participation concurrently.

This Code of Conduct must be signed before the student participates in any extracurricular tryout, practice, game or event. The student will be subject to the Code of Conduct for the entire calendar year. The Code of Conduct shall be deemed to have been violated under the following circumstances: (1) when a student is observed in violation of the Code of Conduct by school personnel or (2) when a student has been charged by any law enforcement officer with an activity prohibited by this code, or (3) by an admission of violation by the student or his parents, or (4) when a student brings discredit to himself/herself or the school (including but not limited to being at an underage party where drugs/alcohol are present, vandalism, fighting, theft...).

#### SELF REFERRAL/PARENTAL REFERRAL

Any student and parents may employ a "self referral" procedure, allowing the student an avenue to seek guidance, assessment/counseling and /or treatment in regard to use of alcohol, drugs and tobacco. Voluntary or parental referrals do not carry punitive consequences. A self referral/parental referral, however is not to be used by students and parents as a method to avoid consequences once an alcohol and /or drug policy violation has occurred. All self-referrals by a student/ athlete must begin by informing a staff member, coach/advisor, or Athletic Director/ Administrator. The Sylvania Schools believe it is extremely important to keep the lines of communication open between parents, students, coaches, teachers, and administrators. Parents and students shall be encouraged to discuss problems in a confidential manner with school personnel without punitive consequences, regardless of a student's level of participation in extracurricular and/or athletic activities.

Sylvania Schools will maintain a current list of community treatment and evaluation providers, which will be available to parents and students employing this self-referral procedure, as well as to any student found in violation of this Code of Conduct. The cost of assessment and/or treatment is the sole responsibility of the student, parents or guardians.

#### PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT: CLUBS AND ORGANIZATIONS

- (a) First violation: The student shall not participate in any extracurricular activity in which he or she is involved for one calendar year. The penalty will be modified for any student who elects to receive professional assessment and assistance. Following the due process hearing, the student will be denied participation in all performances or activities as defined by each club or organization for up to twenty (20) consecutive school days (including weekends).

- The student will also be denied the privilege to drive to school for 20 consecutive school days following the due process hearing.
- (b) Second violation: The student shall not participate in any extracurricular activity or performance for one calendar year. Any student who elects to receive professional assessment and assistance will be denied participation in the remainder of the performances or activities in which they are involved for the remainder of the quarter as well as the following quarter. [A second violation occurs any time in a participant's career after a first violation. Junior High (grades 7- 8) and High School (grades 9-12) are considered separate careers.] The student will also be denied the privilege to drive to school for the remainder of the school year.
  - (c) Third violation: A third violation of the Code of Conduct will result in the termination of all eligibility for performances and activities for the remainder of the student's career. Any student who has received professional assessment and assistance may petition the Code of Conduct Committee at the conclusion of one calendar year from the date of the violation for permission to participate in performances and activities for the following year. (The Code of Conduct Committee will consist of the Assistant Principal and four building staff members.) The student will be denied the privilege to drive to school for the rest of their career in Sylvania Schools.
  - (d) Fourth violation: A fourth violation of the Code of Conduct will result in the termination of all eligibility for performances and activities for the remainder of the student's career in Sylvania Schools. At this point, no petition for reinstatement may be made.

#### Due Process

When an Athletic Director, Principal, or Assistant Principal has been notified of a student violation of this Code of Conduct, the following shall occur:

1. The Athletic Director and/or Assistant Principal shall hold a meeting with the student to determine if a violation of the Code of Conduct has occurred. The Athletic Director/Assistant Principal shall make every reasonable attempt to contact the parents or guardians of the student before holding this meeting and parents may attend.
2. When a determination of a violation of the Code of Conduct has been made by the Athletic Director/Assistant Principal, the parents/guardians of the student shall be notified in writing. Parents/Guardians shall be considered notified if they are present at the first meeting with the Athletic Director/Assistant Principal. This does not waive the obligation of written notification by regular mail.
3. Any student, parent, or guardian may appeal a violation decision by notifying the Athletic Director/Assistant Principal of their intent to appeal. Such notification must be made in writing to the Athletic Director/Assistant Principal, within 5 days of the date of determination of violation of the code. The Athletic Director/Assistant Principal will convene the Code of Conduct Committee, and will establish a date for the Appeal Hearing.
4. After hearing the appeal, the Code of Conduct Committee will forward its recommendation to the Building Principal, who shall have the authority to either accept or overrule the recommendation of the Committee. It shall be the responsibility of the Building Principal to notify the student and his parents of the decision of the Code of Conduct Committee and the determination of the Building Principal.
5. Any further appeals shall fall under the guidelines as established by the Board of Education.

Revised: December 2004

Board Adopted: January 24, 2005

2019-2020 NORTHVIEW ORCHESTRA CALENDAR

Date	Event	Students Involved	Location/Time
August 10	Car Wash	All Students	10-3 Dave White Acura
August 12	1 <sup>st</sup> year Orchestra/Band Parent meeting	1 <sup>st</sup> Year Parents	6:30 Band Room
August 15	Performing Arts Picnic on the "Hill"	All Families	6:00 PM NV Hill
August 22	Orchestra Florida Trip Meeting	All Students/Families	7:00 PM Band Room
August 23	<b>Commitment Forms Due</b>	All Students	
August 23	<b>Audition Excerpts Shared</b>	All Students	Google Classroom
August 29	<b>Audition Videos Due</b>	All Students	10:00 PM Google Classroom
September 7	Tag Day	All Students	8:30-12:00 NV
October 10	Side x Side SCO Rehearsal	Chamber Only	7-8 PM Orchestra Room
October 17	Side x Side SCO Rehearsal	Chamber Only	7-8 PM OrchestraRoom
October 22	Toledo Area String Orchestra Festival	Academy Only	<b>7:00 PM PAC</b>
October 24	Side x Side SCO Rehearsal	Chamber Only	7-8 PM Orchestra Room
November 3	Side x Side Concert	Chamber and Concert Only	<b>3:00 PM PAC</b>
November 6	Black Violin Concert	Selected Students	Valentine Theatre 7:30 PM
November 11	Solo and Ensemble Forms/Fees Due	Selected Students	Class
November 14	OMEA Regional Orchestra Rehearsal	Selected Students	6-9 PM BGSU
November 16 & 17	OMEA Regional Orchestra	Selected Students	BGSU
November 21-24	Fall Musical – Pit Orchestra	Selected Students	NV PAC
December 3	North Covers/Jazz Band Concert	North Covers	7:00 PM PAC
December 12	<b>Orchestra and Band Winter Concert</b>	All Students	7:00 PM PAC
December 18	1 <sup>st</sup> Semester Exam	All Students	Class period
January 23	OMEA DI Honors Orchestra	Selected Students	Perrysburg HS
January 25/26	OMEA DI Honors Orchestra	Selected Students	Perrysburg HS/Stranahan Theatre
January 29-31	OMEA All-State Orchestra	Selected Students	Cincinnati, OH
February 6	Orchestra Solo Recital	Selected Students	7:00 PM Black Box Theater
February 7	Orchestra Ensemble Recital	Selected Students	7:00 PM Black Box Theater
February 8	Solo and Ensemble	Selected Students	Location and Time TBD
January 30-Feb 2	OMEA All-State Orchestra	Selected Students	Columbus, OH
February 19	Winter Orchestra Concert	All Students	7:00 PAC
February 28 or 29	OMEA State Large Group Adjudicated Event	Chamber and Academy Only	Perrysburg HS Time TBA
April 23	Pops Concert	All Students	7:00 PAC
April 24	JH Tour	All Students	AM MC and AH
May 6	Orchestra Awards Banquet	All Students	6:30 Cafeteria
May 20	Senior Assembly	All Students (no seniors)	Time TBA, NV Gym
May 21	Graduation Rehearsal	Chamber, Academy, select Concert	Time TBA, Huntington Center
May 31	Graduation	Chamber, Academy, Select Concert	4:00 Huntington Center

**Bold denotes required event**

BAND AND ORCHESTRA BOOSTER MEETINGS

September 17	Band Room, 7:00 PM
October 15	Band Room, 7:00 PM
November 12	Band Room, 7:00 PM
January 14	Band Room, 7:00 PM
February 11	Band Room, 7:00 PM
April 14	Band Room, 7:00 PM

Print this page and return it to school by Friday, August 23

IX. CONTRACT FOR MEMBERSHIP IN THE NORTHVIEW HIGH SCHOOL ORCHESTRA

I hereby affirm that I have read and thoroughly understand the Northview High School Orchestra Handbook. I further affirm that I will abide by the rules, regulations, and intent of said handbook, and understand the penalties for not doing so. I agree to follow the SYLVANIA SCHOOLS CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES. I understand that an unexcused absence from a rehearsal or performance will seriously affect my grade and could lead to expulsion from orchestra. I have had all my questions concerning the content of this handbook answered and will do my best to live up to the intent of this contract.

I have printed the orchestra calendar and have transferred the dates to my calendar.

Print Student's name \_\_\_\_\_

Student's signature \_\_\_\_\_

date \_\_\_\_\_

I/We have read the Northview High School Orchestra Handbook and have discussed it with our child. I/We will do our best to encourage him/her to abide by the rules and regulations of the orchestra as expressed in the orchestra handbook.

We have printed the orchestra calendar and have added the dates to our family calendar.

Parent's signature \_\_\_\_\_

date \_\_\_\_\_