



# ORCHESTRA HANDBOOK



## *Brandeis Bronco Orchestra Department*

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Dear Orchestra Parents and Students,

Welcome to the Brandeis High School Orchestra! I hope you have had a restful and enjoyable summer. I look forward to a very exciting, successful, and rewarding school year.

Our orchestra program, the director/s, students, and parents have an opportunity to create a strong and positive foundation that will be long lasting and far reaching. The improvement and success of every student is what we look to create every day through positive communication and development.

I have tried to create a comprehensive handbook that will enable you to reference this material when needed. Included in this handbook are the grading policies, attendance requirements, and student expectations for the school year and much more. Additionally, parents and students are expected to keep track of the orchestra calendar at: [www.charmsoffice.com](http://www.charmsoffice.com) . Orchestra code: brandeishsorch.

The information found in this handbook will also help you to understand your role in the orchestra program. In this class students will have an opportunity to gain pride and ownership through daily rehearsals, concerts and activities as well as obtain experiences and skills that will remain with them forever.

I look forward to a wonderful year.

Sincerely,

Kevin Garcia-Hettinger

Brandeis Orchestra Director

## *Mission Statement*

**BHS ORCHESTRA DEPARTMENT MISSION STATEMENT:** To develop in each student an appreciation of music as part of general culture; to teach techniques of orchestral music expression; to discover and develop the talents of students in the field of orchestral music; to develop knowledge and skills in listening to, reading and performing orchestral music.

**PROGRAM GOALS:** Students will develop the following skills and concepts:

- I. A high degree of music reading and performing encompassing: correct rhythm, tempo, bowing and left hand techniques, dynamics, precision, tone, and the ability to be versatile and adjust to any given musical circumstance.
- II. The ability to work cooperatively with others toward the performance of music in the ensemble.
- III. The knowledge of a wide variety of orchestral literature.
- IV. A high level of quality artistry through individual musical awareness, control, and technical facility.
- V. Self-discipline; self-confidence; responsible and dependable behavior.
- VI. Respect for others, loyalty to the ensemble, and pride in the organization.
- VII. Respect for and proper use of equipment.
- VIII. The ability to comprehend and foster higher-level thinking skills.

## *Specific Objectives*

Orchestra I (9th grade), II (10th grade), III (11th grade) and IV (12th grade) shall include the following essential elements and students will be expected to master the objectives in each of the identified areas:

1. Care and handling of instruments
2. Posture and playing position
3. Instrumental technique
  - A. Develop tone and intonation
  - B. Develop right-hand and left-hand techniques; vibrato
  - C. Develop rhythmic skills
  - D. Develop ability to phrase musically
  - E. Develop dynamic control
  - F. Develop articulation
4. Music reading skills
  - A. Develop eye-hand coordination
  - B. Interpret in actual sound musical symbols and terms from the printed page
5. Musical sensitivity through performance and listening
6. Evaluation of musical performance quality
  - A. Evaluate progress toward self-established musical goals
  - B. Evaluate solo and group rehearsals and performances
  - C. Recognize quality of sound, pitch, style, tempo, rhythm, blend, balance, phrasing, dynamics and articulation
7. Creative self-expression
  - A. Express oneself in every performance experience
  - B. Explore careers
8. Cognitive skills (to come to know and to develop better judgment in learning more about the elements of perception)
9. Group attitudes
10. Performance & Listening Etiquette
11. Global elements of music including but not limited to: History, culture, modern day practices.

# Placement Auditions, Seating, Class Assignment

## **Placement Auditions**

For students currently enrolled at Brandeis HS and its feeder schools, auditions for the following school year will be held in May of the current school year. Students who are transferring in to Brandeis HS from a school that does not belong to the Brandeis HS cluster must contact the director to schedule an appointment.

### **Current Brandeis HS Orchestra student audition requirements:**

- An etude or an excerpt from orchestra repertoire
- A major and minor scale (3 octave scales required for Chamber Orchestra consideration)
- Placement in an orchestra will also be determined by a student's overall performance and attitude during the current school year.

### **Incoming freshmen and transferees:**

- A solo that best showcases a student's technical and musical abilities
- A two or three octave major and minor scale (shifting to 3<sup>rd</sup> position is a requirement)
- The director will also consider the recommendation of the student's former orchestra director.

## **Seating:**

The Brandeis Orchestra will be employing fixed principle and leadership positions. Those students selecting audition placement and not standard testing can be seated in principle/outside positions/chairs of their sections. Violin sections may also rotate between 1<sup>st</sup> and 2<sup>nd</sup> violin. The competitive and non-competitive student can find a place in the orchestra. Students that play standard testing material will be placed by the director in the chair the director sees fit.

## **Class Assignment**

**Prep Orchestra** is composed primarily of students who are experienced musicians who will work to solidify their instrumental technique and prepare them for more advanced technique and repertoire.

**Varsity B Orchestra** is composed primarily of students who are experienced musicians who have achieved and will work to solidify their instrumental technique and prepare them for more advanced technique and repertoire. These students should have some shifting experience and have demonstrated vibrato.

**Concert (JV) Orchestra** is composed primarily of students who are experienced musicians who have achieved and will work to solidify their instrumental technique and prepare them for more advanced technique and repertoire. These students should be able to comfortably play in positions 1-4 and have demonstrated vibrato. These students are expected to attend all rehearsals and performances, audition for region orchestra, participate in UIL Contest, and in Solo & Ensemble Contest.

**Chamber (Varsity) Orchestra** is composed of students who continue to work at mastering instrumental technique, work toward a higher level of proficiency, demonstrate their commitment to the organization and to learning, and consistently model proper orchestral etiquette and behavior. Chamber Orchestra students are required to have passing semester grades in all courses. Students who do not maintain these standards may be transferred to a different orchestra the next year. These students should be able to comfortably play in positions 1-7 and have demonstrated mature musical expression. These students are expected to attend all rehearsals and performances, audition for and make region orchestra, audition for All-State, participate in UIL Contest, and in Solo & Ensemble Contest.

### ***All Orchestras***

50% Tests/Performance tests (Concerts are counted as two test grades)

20% Pass-Offs/Practice Card

20% Sectionals/Rehearsals

*Students who miss before or after school rehearsals may lose the privilege of performing in concerts with the orchestra. In that case, students will be given an alternate assignment.*

10% Daily Performance Grade/Materials/Theory & History Quizzes

# TESTS

Tests will be given over a variety of materials such as:

- |                                    |   |
|------------------------------------|---|
| A. Technique drills                | B. Orchestral music                           |
| 1) Scales--major and minor         | 1) Bowings                                    |
| 2) Arpeggios--major and minor      | 2) Tone quality                               |
| 3) Position and shifting exercises | 3) Intonation                                 |
| 4) Rhythm studies                  | 4) Style                                      |
| 5) Finger pattern studies          | 5) Counting and rhythmic features             |
|                                    | 6) Precision and articulation                 |
|                                    | 7) Musicality and qualities of interpretation |

## ***Each Concert/Performance counts as two test grades.***

*No final grade lower than 50 shall be given for any six weeks. However, Progress Reports, given to students not passing at the three-week mark, will reflect the actual grade.*

If a student misses a test due to absence, the test must be made up by the 5<sup>th</sup> Friday of the six weeks.

The “No-Pass-No-Play” rule affects all Fine Arts classes, including orchestra. If you fail another course in any given six weeks you will *NOT* be eligible to participate in any orchestral activities for the next three (3) weeks. These participation-type activities include: Region/All-State auditions and/or performances; UIL Solo and Ensemble Contests; Solo and Ensemble Contest; UIL Concert and Sight-reading Contest; and Music Festivals (Trip). The activities listed above are spaced out over the year in such a way that it is possible to be **INELIGIBLE** for *any* or *all* of them, depending on when a course is failed. So, **KEEP UP YOUR GRADES**. Daily orchestra rehearsals in class and local concerts at school are exempt from the “No-Pass-No-Play” rule because they are considered to be an “extension of the classroom activity.”

Maintaining a high grade in an elective course such as orchestra is very important. If you are in the Chamber or Concert orchestra and your grades begin to drop, consideration for a change of placement into a lower orchestra may be discussed.

Parents, if your child is making below a 90 in orchestra, he or she is not practicing enough to be successful. Anything below a 90 in orchestra should be seen as a letter grade of a “D” or lower.

A comprehensive, written and/or performing semester exam will be given.

## *Pass-offs, Practice Cards, Private Lessons*

### **Pass-offs**

Pass-offs are evaluations over excerpts from the assigned music, technical exercises, and method books. Pass-offs occur during class unless otherwise specified. **Students will have a pass-off approximately every 2-3 weeks.**

- Orchestra students will perform individually.
- Some pass-off assignments must be memorized-Scale Pass-offs.
- A grade of 90 or above is required in order for an assignment to be “passed-off.”
- Pass-offs will be due on the Thursday of the week the assignment is due.
- A student who did not get a 90 or above has until the next pass-off to retake.
- Test absence policy is in effect for Pass-offs.

### **Practice Cards**

**(For ALL Orchestra Students)**

Please see practice card policy on the practice card shown.

### **Private Lessons**

With the growth and excellence of the Brandeis HS Orchestra, it is impossible for the conductor to meet the individual needs of each student. With private lessons, participating students can have the luxury of extra help on a one-to-one basis. Each lesson taught on at Brandeis costs approximately \$28.00 for 45 minutes of instruction. **I highly recommend private study.** Your growth as a player will be significantly affected by individual study with a specialist on your particular instrument.

### **Practice**

Individual home practice is an integral part of any musician’s learning process. It is also very important to the state of the orchestra that effort is being made by each student to be responsible for learning his or her individual parts outside of the classroom. Ideally, class meetings and rehearsals are not to be used as a practice session, but as time for working out ensemble concerns.



# Daily Performance Grade/Materials/Quizzes, Sectionals/Rehearsals, Evening Rehearsals

## **Daily Performance Grade/Materials/Quizzes**

The daily performance grade should be the easiest 100 for students. Students receive a 100 for satisfying the following expectations:

1. Follow class rules: be appropriate, punctual, prepared.
2. Be in your seat 1 minute before rehearsal time with your required materials READY and ACCESSIBLE. Student tuning is an essential skill. Thus, students not tuning during the designated tuning time will be deducted 10 pts on their daily performance grade.
3. Observe proper posture and instrumental position & technique.

A 20 point deduction will be assessed for each time the student fails to satisfy each expectation..

Students will receive an automatic 60 per rehearsal in their performance grade for the following Infractions:

1. Food or drink in the orchestra room; even if not consumed.
2. Eating or drinking in the orchestra room.

Students' daily performance grade for the 6weeks will lowered by one letter grade for:

1. Forgetting one's instrument.
2. Refusal to play.
3. Consistent Unacceptable fingernail length. (one warning will be given)
4. Chewing gum.

## **Sectionals/Rehearsals**

*Students will have some sectionals and/or rehearsals in preparation for concerts or contests/competitions.*

**Attendance at sectionals/rehearsals is mandatory. *Students who miss before or after school rehearsals may lose the privilege of performing in concerts with the orchestra.*** Students will receive information during the year regarding sectional and rehearsal dates and times. Any student holding a principal position must attend rehearsals/sectionals. Any student holding a principal position who does not attend a rehearsal/sectional is subject to losing his or her placement in the orchestra and/or participation in the performance. Please review our calendar at [www.charmsoffice.com](http://www.charmsoffice.com). Code: brandeishsorch.

## **Morning & Evening Rehearsals**

Brandeis Symphony Orchestra combines members of the orchestra and band, thus it is necessary to have some before and after school rehearsals. These rehearsals are the only time where we can rehearse as a full group in order to prepare for concerts of **BHS Symphony** when applicable. Rehearsals will occur before or after school. We will decide which day at the onset of school. Students need to review our online annual calendar with concert/activity dates telling them about the rehearsal schedule for that particular month or semester.

To make last minute adjustments and preparations for concerts, the orchestra schedules dress rehearsals. While it is not necessary to wear uniforms to these rehearsals, a final run-through and final polishing of the music will be the purpose of these rehearsals. Again, these are required functions.

## *Performance & Attendance*

### **Performances**

*Performances are a privilege. Students that do not attend rehearsals/sectionals may lose the privilege of performing with their ensemble or taking part in extracurricular activities. Students are required to attend concerts and performances. An alternate assignment will be given to those that are not allowed to participate. Students who miss multiple performances are subject to removal from the orchestra program.*

### **Attendance**

Orchestra activities are planned so that the least number of activities will conflict. All students are encouraged to participate in as many activities as they wish, but at the same time, orchestra members are expected to participate in all orchestra events, rehearsals and performances, remembering that a grade is given for each event.

**IMPORTANT:** In the event of a conflict, the student has the responsibility of submitting a signed Absence form from a parent or the appropriate teacher or sponsor stating the reason for the conflict. Forms are available from the orchestra office. ***Notes are expected to be submitted 10 days before the orchestra event.*** This form does not automatically excuse an absence. Each case is considered individually and privately according to its circumstances.

All absences, whether excused or unexcused, must be made up and it is the student's responsibility to obtain the makeup assignment

## Eligibility

It is very important that each student maintains passing grades in all classes in addition to orchestra. Most orchestra activities are *curricular*. However, any student that is not passing any class may not participate in any *extra-curricular* activity of the orchestra during that grading period. If you are having trouble passing a class, please notify your conductor. We expect each member of the Brandeis Orchestra to do all the work necessary to pass all his or her classes. A reminder - your grades in *all* of your classes help determine your placement in orchestra.

## Extracurricular Activities

The opportunity to participate in extracurricular activities is a *privilege* extended to the students of NISD. Participation in extracurricular activities places a student in a position of recognition and often bestows the position of role model upon the student participants. Any student who elects to accept the privilege of participating in extracurricular activities must recognize that he/she is a representative of the school and District, and will be held to a higher standard of conduct than that applied to other students. **This applies to both school-related and non-school related activities.** The student is subject to state law, school district policies, school rules and regulations, the organization's requirements, and University Interscholastic League (UIL) rules (if applicable). Failure to adhere to policy will result in the student being removed from the Orchestra program.

## Extracurricular Competitions

All students are encouraged to participate in competitions outside the scope of the orchestra experience. The Brandeis Orchestra will enjoy the successes of individual as well as collective performances.

There are several concerto competitions in the area. Many students elect to participate in UIL (University Interscholastic League) events, such as solo and ensemble and state solo and ensemble contests. TMEA (Texas Music Educators Association) sponsors auditions for the Region XI and All-State Orchestras.

Students desiring extra help in preparing for these events should see your conductor to schedule an appointment.

## *Rehearsal Rules & Classroom Policies*

### **Rehearsal Rules**

- 1) Be on Time
- 2) Rehearse Appropriately
  - perform with proper posture and technique
  - be polite
  - address the teacher properly
  - follow instructions the first time
  - do not talk excessively
  - do not speak or make noise on your instrument while the teacher is speaking
  - raise your hand to ask a question
  - do not swear or use objectionable language
  - do not engage in horseplay
- 3) Refrain from eating or drinking food, or chewing gum, in the classroom
- 4) Bring your music and pencil to every rehearsal.
- 5) Bring your instrument to every rehearsal.
- 6) Take proper care of your instrument at all times.

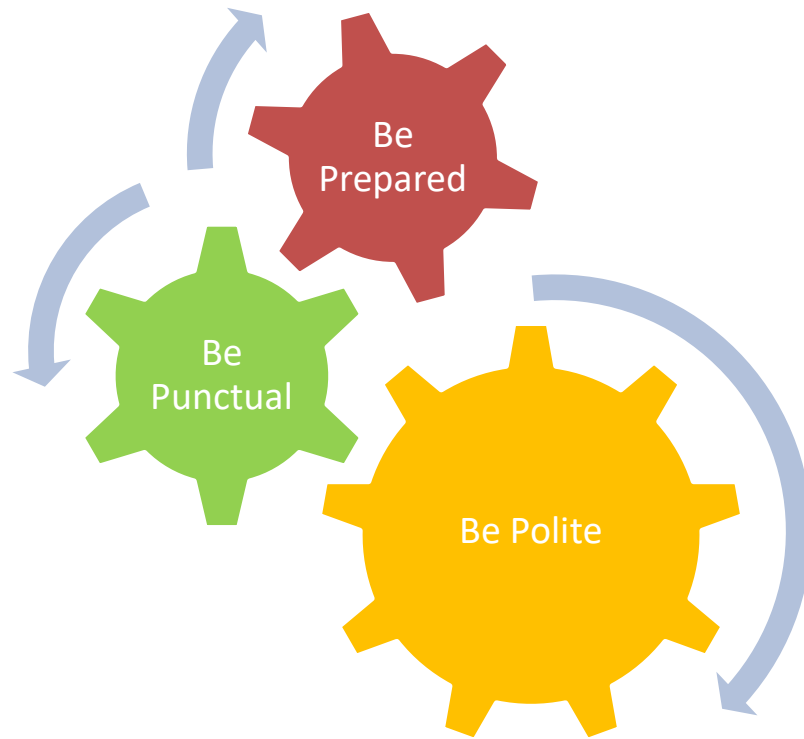
### **Consequences**

- 1) Warning
- 2) Repeated warning and/or Conference with student
- 3) Call home and/or Office Referral
- 4) Office Referral

## *Additional Classroom Policies*

### ADDITIONAL CLASSROOM POLICIES

1. You will be considered tardy if you are not inside the room when the tardy bell *begins* to sound. Be in your seat with your instrument and music, and be ready to tune within one minute *after* the tardy bell sounds. A second tardy within any six-week period will result in a lowering of your conduct grade by one letter. Excessive tardies and absences could result in a demotion or removal from the orchestra program at the discretion of the directors.
2. It is *YOUR* responsibility to see that your instrument is safely locked in your locker.
3. It is *YOUR* responsibility to see that *YOUR* instrument (whether you own it or it is loaned to you by the school) is kept cleaned and well maintained; i.e., no rosin dust, good strings, well-haired bow, clean case, cleaning cloth. If you are using a school-owned instrument, you will be asked to replace broken strings or pay for necessary repairs that are in excess of “normal usage.” The directors retain the right to make that determination.
4. To play a stringed instrument well, one must have *short* fingernails; therefore, it is expected that fingernails be trimmed short and neat. This is applicable to EVERYONE in the Orchestra. Noncompliance with this rule will result in a lowering of your conduct grade by one letter. You will receive *one* warning before the grade is lowered.
5. We take great pride in the orchestra students at Brandeis especially when it comes to personal appearance. The orchestra is a high-profile organization and, as such, it is up to **each individual** to maintain a positive image within the school community. Violations of the School Dress Regulations will be dealt with on an individual student basis at the director’s discretion.



### Be Prepared.

Know your music and have your materials with you at all times.  
Know your role.

### Be Punctual.

You are punctual if you are in your seat with your instrument and your materials ready and accessible when the director begins the rehearsal or performance. You are NOT punctual if you walk in right as the director starts the rehearsal or performance, even when you come in right when the bell rings. On time is late and early is on time!

### Be Polite

- A. Obey policies set by the district, your school, and your director.
- B. Observe procedures set by your director.
- C. Treat your director and classmates with respect
- D. Respect the property of other individuals. Do not handle anyone else's music or instrument.
- E. Observe good behavior

## *If you need to leave your seat & Off-limit areas.*

### **If You Need To Leave Your Seat**

1. If you need to sharpen your pencil or throw trash in the trash bin, you do not need to ask permission, but do it quickly and quietly to avoid distracting others.
2. Restroom breaks are permitted only AFTER the tuning period. Students may not leave the classroom during the first and last 10 minutes of class. Students must ALWAYS ask permission from the director. Once permission is given, the student must take the restroom pass with him or her before leaving the room.
3. Only ONE student at a time is allowed to leave the room.
4. Restroom breaks are limited to 5 minutes. A student who does not have a reasonable excuse for taking longer than 5 minutes in the restroom will receive a 20-point deduction from their Rehearsal Technique Grade and will lose restroom privileges. Students may also be reported for truancy.
5. Students who go to the restroom before the start of class need not ask permission from the director but MUST be in his or her seat with his or her instrument by the time the tardy bell rings. If the student does not return from the restroom in time, he or she will be marked tardy.
6. The director may deny restroom privileges to a student who abuses it.
7. You may not see your other teachers, counselors, or administrators during class unless you are called for or unless the director receives official notification in the form of a phone call, e-mail or an official pass.

### **Off-Limit Areas and Items include but are not limited to the following:**

1. The podium and the director's stand are off-limits to students. The podium may only be used by students who are assigned leadership roles.
2. Students may not write on the whiteboard, but students may use the message envelope by the director's office to leave a message or reminder for the director.
3. Students may not enter the director's office or music library without permission.
4. Students may retrieve their instruments from the instrument storage room after school but may not linger in the instrument storage room. Only students who have their instruments in the storage room may enter the storage room.

## *Grounds for removal*

**Grounds for immediate removal from the orchestra program include but are not limited to the following:**

1. Blatant and habitual disrespect and insubordination towards the director.
2. Habitual disruption of class
3. Disregard and disobedience of orchestra policies
4. Frequent absenteeism and truancy from class without any valid excuse
5. Refusal to pay for district-required instrument usage fees  
(only applies to students who need NISD instruments)
6. More than one unexcused absence from a performance
7. Any malicious act with the intent of discrediting the director, the orchestra, and its members
8. Consistent below average performance due to lack of effort

If immediate removal is not possible due to scheduling conflicts, the director has the right to refuse student enrollment for the next school year.



# Uniforms

Each student will be issued a uniform. It is *your* responsibility to care for it and maintain it throughout the year. The orchestra fee includes the cleaning fee and will be collected from each student in the orchestra.

## ITEMS THAT NEED TO BE RETURNED

- |             |               |                 |
|-------------|---------------|-----------------|
| LADIES -    | 1. GOWN       |                 |
|             | 2. HANGER     |                 |
| GENTLEMEN - | 1. COAT       | 4. BOW TIE      |
|             | 2. PANTS      | 5. TUXEDO SHIRT |
|             | 3. CUMMERBUND |                 |

## CARE OF UNIFORMS

**GOWN** - After each performance, it should be taken to the cleaners and dry-cleaned.  
**DO NOT WASH OR TUMBLE-DRY THE GOWN.**

**TUX** - You will be issued a complete tuxedo which will include coat, pants, shirt, bow tie, cummerbund. After each performance, it should be taken to the cleaners and dry-cleaned.

Any student who does not return the gown or tux by an announced date at the end of the year will have an “unclear record” form submitted to the office and will be unable to receive grades or register for the next semester until this obligation is met. **PARENTS:** Please do not make “home repairs” to hems, cuffs, sleeves, seams, etc. **The directors will provide information regarding a professional tailor to do this work.**

## WHAT YOU ARE EXPECTED TO PROVIDE:

- |                |  |
|----------------|--|
| LADIES -       | Shoes must be <i>ALL-BLACK, plain leather pumps with closed toes</i> ; heels should be no more than two inches in height (no flats). Black hose only must be worn; no exceptions. Earrings are not recommended, but stud earrings only are acceptable. Hair ornaments are not recommended, but are acceptable <b>only if black</b> . No rings, bracelets or watches during performances, please. All students will be required to make a one-time purchase of a zippered, long plastic gown bag that will be issued at school. If it is damaged, you will have to pay for the replacement. |
| GENTLEMEN -    | Shoes must be <i>ALL-BLACK, plain leather dress shoes</i> which may be loafer-type or standard lace-up. <b>Black socks only</b> must be worn; no exceptions.<br><br>No rings, bracelets or watches during performances, please. Hair below the collar must be pulled back in a ponytail <b>at all public performances</b> . Hair ornaments are not recommended, but are acceptable <b>only if black</b> . All students will be required to make a one-time purchase of a black zippered tux bag that will be issued at school. If it is damaged, you will have to pay for the replacement. |
| ALL STUDENTS - | NO CURRENT “TRENDY” SHOES WILL BE ACCEPTABLE. If you are unsure, ASK a director. Wearing unacceptable attire of <i>any</i> kind to a concert could result in your being denied the opportunity to perform, which will affect your grade.   |

## Concert Attire

What does the audience first notice when a performing group walks onto the stage? Appearance, of course! A performing group's appearance and grooming are noticed by the audience before the group is even given the opportunity to prove that they are good performers, so a good impression always serves a group well.

1. The school will provide the students' formal concert attire: tuxedos for the gentlemen and formal concert dress for the ladies. The concert attire is rightful property of the school.
2. The non-refundable \$15.00 cleaning fee collected at the beginning of the school year to cover the cost of dry cleaning is included in your Orchestra Guild Membership. Uniforms will be not released until this fee is paid.
3. Report any damage to the uniform to the director. All repairs to damaged uniforms will be done professionally by an alterations shop chosen by the director.
4. Students who lose their formal concert attire or components of the concert attire will be charged the full replacement cost of the lost item.
5. All students are required to purchase the following as part of the formal concert attire:
  - a. Gentlemen: PLAIN black leather DRESS shoes, plain black dress socks
  - b. Ladies: PLAIN black closed-toe DRESS shoes (shoes with 1-2 inch heels are recommended), plain sheer black stockings/pantyhose (no patterns).
6. For *informal* performances, the students are required to have the following:
  - a. Blue jeans that comply with the NISD dress code
  - b. Official orchestra t-shirt (tucked in)
  - c. Any closed shoes (sneakers are acceptable) as long as they are neat and presentable
7. Ladies must keep jewelry to a tasteful minimum.
8. Gentlemen may not wear earrings.
9. No other body or facial jewelry is allowed for performances.
10. Watches may not be worn during the performance.
11. Both ladies and gentlemen should have neatly groomed hair. Hairstyles must conform to District policy.
12. Ladies may wear a little bit of make-up to add to their well-groomed appearance.
13. Gentlemen with hair below the collar must have their hair pulled in a ponytail or combed neatly away from the face.
14. Only black hair ornaments of simple design will be allowed during the performance.
17. Do not wear cologne or perfume.
18. Students who are not dressed in the appropriate concert attire will not be allowed to join the performance.

## *School Owned Instruments*

A certain number of instruments that are owned by the district are assigned to each school. Depending on availability, the district instruments will be loaned to selected students. While a student's inability to purchase his or her own quality instrument is a consideration that the teacher makes in deciding who receives the loaned instrument, other factors are also considered (e.g. a student qualifies for solo and ensemble competition but owns a low quality instrument).

### **Students who are loaned district instruments must be aware of and agree to the following instrument loan conditions:**

1. The instrument loaned to the student remains the rightful property of the district. It must be surrendered at the end of the school year on the deadline set by the orchestra director. If the instrument is not turned in by the deadline, the director will file for a stolen item report through the NISD Police.
2. Each district-owned instrument is marked by a tag that contains the instrument's inventory number. By no means must this tag be removed.
3. A NON-REFUNDABLE instrument maintenance fee of \$30.00 will be collected by the director at the beginning of the school year. The Orchestra Guild Membership does NOT include this fee.
4. Instruments will NOT be released until the student submits the signed school instrument loan agreement AND maintenance fee to the director. This maintenance fee and loan agreement must be submitted on or before the date set by the director. Students who fail to submit these requirements by the deadline will not be allowed to perform in concerts until dues are settled.
5. Parents must contact the director and submit a letter of explanation if there are any circumstances that prevent payment of the maintenance fee by the deadline.
6. The \$30.00 instrument maintenance fee will cover any repairs that the instrument may need during the school year due to normal wear and tear and routine maintenance. This fee will NOT cover repairs for instruments that were damaged due to misuse or carelessness. The fee will NOT cover replacement of individual strings.
7. Damages sustained to the instrument due to carelessness or misuse will be repaired at the student's expense through a district-approved instrument repair shop.
8. NEVER attempt to make home repairs on district-owned instruments. Minor repairs such as string replacement will be done by the orchestra director. Major repairs will be entrusted to district-approved instrument repair technicians.
9. Students may take home their instruments on the condition that proper care and maintenance guidelines set by the director will be observed while the instruments are in their possession.
10. Students must clean their instrument and loosen the bow after each use. The instrument must also be secured in its case when not in use.
11. Each student who uses a school instrument must secure their orchestra locker with a combination lock. The student is required to keep these locks secured when their instrument is stored in the school locker. Combination locks will be replaced at the student's expense if they are lost or damaged.
12. Students are obligated to immediately report any loss or damage—major or minor—to the instrument.
13. A loaned instrument may be recalled from the student if it is determined that loss or damage to the instrument was caused by misuse or carelessness.

# Materials

## **All students**

A Tourte rubber mute

A sturdy combination lock for your locker

An identification tag for your instrument

Your assigned instrument (a limited number of school violas, cellos, and basses are available)

A lint-free cleaning cloth

Rosin

Several No. 2 pencils with good erasers

Blue or black pens

**Violin, Viola, and Cello:** An extra set of strings; purchase 2 more of the two highest strings in addition to the set (see your director for brand recommendations)

Violin and Viola: A shoulder rest/pad IF you use one

**Cello and Bass: A rock-stop or end pin anchor (Mandatory)**

## **Prep, Varsity B Orchestras**

Essential Elements 2000 BK.2

Essential Technique for Strings (Green Book)

## **Concert Orchestra**

Essential Elements 2000 Bk.2

Essential Technique for Strings (Green Book)

Expressive Techniques for Orchestra (Scale bk)

## **Chamber Orchestra**

Expressive Techniques for Orchestra

## **It is strongly RECOMMENDED that you have the following at home:**

Full-length mirror for practice

Metronome-tuner

Music stand

Instrument cleaning fluid (NOT furniture polish)