

Navo Orchestra Handbook 2017–2018



Mrs. Sarah Dominguez, Director

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www.dentonisd.org/nmsorch

972-347-7583

Dear Orchestra Parents and Students:

Welcome to the Navo Middle School Orchestra program! Our Orchestra program is large and extremely successful. We are going to have an awesome year filled with fantastic music, new and old friends, and incredible experiences! I'm so glad that you have chosen to be a member of the Panther Orchestra!

We have many required performances throughout the year, so please check out the Orchestra calendar and make sure the dates are on your family calendar. One of your most valuable resources as a Navo Orchestra parent or member is www.dentonisd.org/nmsorch and www.charmsoffice.com. All Orchestra events will be tracked through this system and you can find copies of the calendar, forms, music, and class curriculum.

The Orchestra handbook is full of very important information to make your year in Orchestra a success. Please review the information in this handbook and feel free to email me with any questions you might have.

It is required that the last page of the handbook is initialed and signed by a parent and returned to school by **Friday, August 25th**. Thank you.

I look forward to working with you all this year!

Musically Yours,

Mrs. Sarah Dominguez

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SUPPLIES

- ★ Instrument (includes case, bow & rosin)
- ★ Violins/Violas – Everest shoulder rest (recommended)
- ★ Cellos/Basses – rock stop
- ★ Cleaning Cloth
- ★ Folding wire music stand (for at home practice)
- ★ 1 inch 3-ringed BLACK binder with pockets
- ★ Dividers (8 with labels)
- ★ Pencil Bag (3 holed for binder)
- ★ No.2 Pencils (NO pens)
- ★ 1 Highlighter (Any color)
- ★ Supplemental Method book
 - “**PRIMIA VOLTA**” 6th Grade –String Explorer
 - “**OPUS**” 7/8TH JV – String Explorer Bk 2
 - “**FANTASIA**” 7/8TH VARSITY – Expressive Techniques for Orchestra Book 1
- ★ Violin/Viola Tuner: D’Addario NS MIRCO VIOLIN/VIOLA Tuner (*first come first serve rental from NMS Orchestra--Limited supply!*)
- ★ Cello/Bass Tuner: Korg PitchClip Low Profile Clip on Tuner

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Orchestra Objectives & Organization

Our overall objective in orchestra is to obtain a sense of self-discipline through being accountable for our own learning. We strive to MASTER THE CONTENT rather than focusing on “making an A”. The following are not going to be taken into consideration for grading purposes but will be considered in overall achievement and should be used as tools to keep track of progress and growth as the weeks go on.

I. Practice Records

- A. Instrument, notebook and music should go home each day for practice.
- B. Students are given specific practice assignments daily. Students should record practice time on their practice records each day.
- C. Practice records need to be signed by a parent at the end of the week.

II. Objective Charts

- A. Objective Charts are passed out every 9 weeks and should be used in accordance with home learning.
- B. Students should keep track of weekly TEKS, rehearsals, sectionals, and social events.

III. Notebook

Students are required to have a 1 inch, black, 3-ringed binder with pockets. This notebook should be brought to class every day. It should go home every night to aid in practice. The notebook should be replaced if lost or damaged.

The Orchestra notebook should be organized as follows:

- 1. Method Book name written on the inside of the front cover
- 2. Label Full Name on the inside front pocket
- 3 Pencil Bag: Pencils, Highlighter and Flash Cards

LABEL DIVIDERS AS FOLLOWS:

- 1. Music
- 2. Scales/Warm-ups
- 3. Theory
- 4. Minor Grades
- 5. Major Grades
- 6. Handouts and Reminders
- 7. Private Lesson Materials

Grading Policy

FORMATIVE ASSESSMENT (30%)

All students start out with 100 points at the beginning of each week.

Points will be subtracted for any infractions of the following daily expectations:

I. Playing Quizzes

Grades are determined by intonation, rhythm, hand position, posture, tone, bowing, etc.

II. Written Quizzes

Quizzes covering music theory, musical terms, music history, etc. will be given

III. Sectionals

Concert and Symphonic Orchestra may have weekly sectionals. Attendance is required.

IV. Rehearsals and Sectionals

All students are required and expected to attend all scheduled rehearsals or sectionals in preparation for concerts and performances.

SUMMATIVE (70%)

I. Dress Rehearsals and Concerts

A. Each student is required to attend all dress rehearsals and concerts. Students will receive an Orchestra calendar with the dates for the entire year.

II. Major Presentations & Performances

B. ABSENCE POLICY:

Written notice from parents is required for any absence.

Verbal or written excuses from students are not accepted.

Excused absences include:

1. Personal illness
2. Family emergency
3. A prior commitment. In this case, the instructor must be notified NO LATER than the sixth week of school.

C. Please check calendars carefully. It is your responsibility to avoid scheduling conflicts with the planned calendar. Students with an excused absence will have the opportunity to make up this grade, but it is the student's responsibility to make arrangements for any make up work. Unexcused absences from concerts will count as a zero on a major grade.

I. Playing Tests

Grades are determined by intonation, rhythm, hand position, posture, tone, bowing, etc.

II. Written Tests

Tests covering music theory, musical terms, music history, etc. will be given

Orchestra Rehearsals & Sectionals

Rehearsals, whether full orchestra or a sectional, are important in a quality orchestra program. ALL orchestra students are required to attend rehearsals throughout the year for a grade. During these rehearsals, students will work on the fundamental skills of their instrument, practice difficult sections of the orchestra music, learn the All-Region Music, and have chair tests on these areas. Academic grades can and will be taken during this sectional time before or after school. Every attempt will be made to accommodate to schedule around athletic games and other school activities. All sectionals will be after school from 3:30pm until 4:30pm. Please try to schedule doctor's appointments, tutorials, etc. at times that do not conflict with weekly rehearsals. If unavoidable conflicts occur, please communicate these conflicts promptly in writing along with a verbal explanation from the students and/or parent. Communication is vital to a successful program.

The director reserves the right to remove a student from performing at a contest if that student has accumulated 2 or more missed rehearsals.

Orchestra Competition & Festivals

All orchestras will have the opportunity to perform in at least one orchestra competition during the school year. Criteria must be met for students to have the privilege to perform at these contests.

Criteria include:

1. Pass all classes for the nine weeks.
2. Attending all rehearsals
3. Demonstrate competency in the music. (bowing, intonation, rhythms, dynamics, etc.)
4. Demonstrate appropriate behavior in class daily
5. Demonstrate teamwork and willingness to improve everyday

Orchestra Attire & Performances

ALL Orchestras perform 4 school concerts per school year. Each Student is required to attend the concerts with the proper attire. In addition to the school concerts, each orchestra will also participate at a Contest or Festival. Feel free to check on the orchestra calendar, www.dentonisd.org/nmsorch , or www.charmsoffice.com for these important dates.

Remember, an orchestra that looks good will sound good too!

I. FORMAL CONCERT ATTIRE:

Formal All-Black: Girls & Boys: black bottoms, black socks or tights, and black dress shoes.

- **NO tennis shoes, leggings, flip-flops, spaghetti straps, shorts, or jeans.** Please see your director if you have questions or concerns.

II. CASUAL CONCERT ATTIRE:

Orchestra Spirit T-Shirt, blue jeans, and tennis shoes

Orchestra Fees

This section explains the expenses that will be required this year of each orchestra student.

All fees cover the required supplies that are provided by the director and maintenance on school-owned inventory used by individual students, such as uniforms, class sets of books, lockers and locks, rosin, and music copies.

How to Pay:

All fees may be paid by cash or check made out to NMS Orchestra EXCEPT the DISD School Instrument Lease Fee, which must be made out to DISD.

Required Fees – due in full by Friday, September 15th:

The orchestra fee for the school year is \$50 per student. This includes your required orchestra t-shirt. The fee goes into the orchestra activity account and will help the orchestra to have enough money to operate throughout the year, including busing to various events, help bring clinicians to work with the students, and help offset the cost of purchasing sheet music and uniforms.

Fees for Optional Activities (due dates listed in orchestra calendar):

Cello/Bass Lease Fee (\$100 - checks made out to DISD).

All Region audition (\$12)

Solo/Ensemble Contest (\$5 per event)

Replacement binder (\$3)

Field Trips (cost to be determined) to Sandy Lake and Six Flags.

UIL participant Overnight Trip (cost to be determined)

DISD Cello & Bass School Instrument Lease Policy

All students are expected to rent or own an instrument for home practice. Because of the size of the

instruments, it is recommended that cello and bass students also lease a school

instrument to use during class throughout the year. **The cost to lease the school instrument is \$100 a year, payable to DISD, NOT NMS**, which covers regular maintenance and repair. The school instrument must stay at school at all times. Students who prefer to use their personal instrument may do so and will be assigned a locker in the orchestra room. The student is responsible for bringing their cello back after every time they take it home to practice. No student may use a school cello/bass at any time if they have not paid the lease fee, even if they forget their home instrument for class. A student will receive a daily grade of 0 if they do not have their instrument. Please fill out a DISD Instrument Lease Form to arrange a school instrument lease. Each cello and bass student will be solely responsible for the care of his instrument and bow, including packing and locking it up safely, handling it carefully, and wiping off rosin and the fingerboard. Students will be responsible for paying for repair because of damage caused by extreme carelessness or defacement (e.g. intentionally striking bows against objects, knocking over instrument repeatedly due to carelessness, etc.).

Instrument Usage Policy

Students who are on the free/reduced lunch program may qualify for our DISD instrument usage program. The student is responsible for bringing Mrs. Dominguez a copy of their district free/reduced lunch approval letter as soon as possible to enroll in the program and receive an instrument. The instrument usage program provides the student an instrument, case, bow and rosin. Students will only receive an instrument when they have all other required supplies. Instruments loaned to the student under the instrument usage program are for the use of the student during this school year only and must be turned in at the end of the school year. The student must re-apply for the program each school year. Students are responsible for the proper care of their instrument at all times and may be required to return their district instrument if they are not demonstrating proper care and handling of the instrument. Students on our instrument usage program will still owe the required orchestra fee for their group and be responsible for getting all other required supplies except those provided by the program.

Policies

- **Fingernail Policy:** All students both male and female are responsible for keeping their fingernails short and clean. Students in violation of this policy will receive a verbal warning for first offense, parent phone call for 2nd and 3rd offense, parent/teacher/administration conference after the 3rd violation.
- **Tardy Policy (school policy)**
Students will be issued an after school detention on their team in accordance with school policy upon their 4th tardy to ANY class, including orchestra. Each successive tardy that semester will result in another detention. Upon a 4th detention for tardies, students will

be issued an office referral. Students who are tardy to a required orchestra event such as a rehearsal or performance will have points deducted from the grade for that activity.

- **Restroom Passes (orchestra policy)**

In order to use the restroom during orchestra class time, students may leave their seat without raising their hand and hole punch their restroom pass. The student will show Mrs. Dominguez their name on the restroom pass and Mrs. Dominguez will tell them if they are allowed to leave the room at that time. Students may use the orchestra restroom pass 9 times per 9 weeks. On the 10th and each subsequent restroom pass, the student must agree to serve a detention to gain permission to use the restroom. This ensures that students will not miss class time unless truly necessary.

- **Locker Policy**

All students will be provided a locker and a combination lock. The school will not be held liable for any damage or theft of an instrument. The following rules ensure the protection of the student's property:

Memorize your combination. You may write your combination on a slip of paper inside your ID holder if necessary as long as you do not write down your locker number and combination on the same paper.

You MAY NOT give your combination to anyone else. Mrs. Dominguez has everyone's combination. If a family member or friend has permission to retrieve your instrument for you in a special circumstance, Mrs. Dominguez can get it for them.

Keep only orchestra materials in your orchestra locker and clean it out regularly.

Keep your locker locked at all times except during class.

Follow Mrs. Dominguez's instructions for putting lock back on locker when not locked to avoid locks getting switched.

Keep door to locker closed at all times after getting your instrument. It will likely injure someone if left open.

Students that do not return their issued lock at the end of the school year will be charged \$10 to have it replaced.

Parental Responsibilities

There is nothing that will assure your child's success at learning to play an instrument more than your sincere interest and participation. Some things that will help:

1. Set aside a regular time and suitable place for your child to practice.
2. Help your child to keep a daily record of his/her practice.
3. Make certain your child is on time for all school performances and rehearsals. Early is on time. On time is late. Late is stressful.
4. Email or call Mrs. Dominguez with any questions or concerns regarding your child's performance in orchestra class.
5. Attend all concerts and show your enthusiasm for your child's accomplishments.

If financially possible, obtain private lessons with a qualified instructor. Mrs. Dominguez strives to give every student as much individual attention and instruction as is possible to fit into the day. However, additional one-to-one teaching with a qualified teacher gives students even more help and can speed their progress more than anything else.

Private Lessons

According to research, the average privately tutored student outperforms 98% of students taught only under standard classroom-group-instruction. Denton ISD offers a private lesson program before and after school, as well as during your student's regular orchestra class time.

- o Teachers will be available on all instruments. All teachers are selected by interview, approved by the district, and screened through a background check.
- o Lessons are offered at the reasonable price of \$18 per lesson.
- o Students will take one lesson per week.
- o All interested students should fill out the attached enrollment form.

If you would like to take lessons at a home/studio, and wish to receive information on private teachers in the community who have private studios, please contact Mrs. Dominguez.

ORCHESTRA PRIVATE LESSONS

We will have instrumental string teachers available for private lessons on a once a week basis. Our teachers are professional musicians with teaching and performing experience. They are carefully selected for their musicianship, love of young people, conscientiousness and ethics. Assignments include technique studies as well as solo materials. The individual attention your child receives in private lessons cannot be duplicated in the classroom. Each private teacher gears the lesson to the individual abilities of the child, and allows your child to experience all that can be offered in a one-on-one teaching environment. I highly encourage students to sign up.

Private lessons in the schools are offered as a convenience for you. Participation is optional. Lessons will be scheduled during regular orchestra periods or before or after school and will last approximately 22 minutes. Lessons are \$18.00 each. Students will pay their private teachers directly (ie. if your teacher is "Mr. Whoever", then a check is made out to "Mr. Whoever").

If you request lessons, you will be notified of time, place and instructor as soon as the schedule has been established – usually by mid September. This is a first come, first served arrangement. If you wait until late September, private teachers may not have available time slots! You do not need to send any money at this time. Students will be scheduled in the order their forms are received. If you have any questions, please don't hesitate to contact your orchestra director.

_____ YES! We would like our child to be scheduled for private lesson instruction!

* Teacher Request (if you had teacher previously) _____

_____ NO! We are not interested in private lesson instruction at this time!

* I am currently taking lessons outside of school with (teacher name) _____

Student Name

Student's Signature

Period

Instrument

Parent's Name

Parent Signature

Cell/Home Number

Date

Navo Middle School
"CHARMS" Office Assistant

The Navo Orchestra is on "CHARMS" Office Assistant.

During the year, Orchestra students will participate in rehearsals, sectionals, concerts, contests, festivals, socials and other activities. It is crucial that parents keep up to date with these events. Also, parents can stay up to date with the class curriculum and help keep their students on task. All of this information is posted on the CHARMS website.

CHARMS Website: www.charmsoffice.com

ON THE HOMEPAGE: Find the <PARENT / STUDENT LOGIN>

SCHOOL CODE: NavoMSOrch

Then click on <Enter Charms>

You will now be in the Navo Middle School Orchestra – Parent and Student Information page.

STUDENT AREA PASSWORD: Enter your Student ID Number and click <ENTER>

You can access specific information about dates and assignments for your student.

PUBLIC CALENDAR: Events, activities and due dates listed by month. Click on an event to find out more details.

EMAIL DIRECTOR: Send Mrs. Dominguez an email

Once you have logged in, here are the options you will have:

CALENDAR: Events, activities and due dates listed by month.

EVENT LIST: Look at the events, activities and due dates for the entire school year.

VOLUNTEER: A list of activities for volunteers.

EMAIL DIRECTORS: Send Mrs. Dominguez an email

HANDOUTS & FILES: Files for your orchestra class (General and Specific)

FINANCES: Fundraiser and Fees

FORMS COLLECTED: Forms that need to be turned into the teacher

ABSENCES: THIS OPTION WILL NOT BE USED. Navo Office.

POINT SYSTEM: THIS OPTION WILL NOT BE USED.

INVENTORY: THIS OPTION WILL NOT BE USED

UPDATE INFO: Update your address and other contact information.

CHANGE PASSWORD: DO NOT change your password!!! You may lose the ability to access CHARMS and your student account.

DISD Instrument Lease Fee Schedule FOR SCHOOL OWNED INSTRUMENTS

Justification

Students may lease a school instrument for at-school use to avoid transporting their home instrument to and from school. The student is still expected to keep a home instrument for at-home use and for concerts. This instrument usage fee is collected for the purpose of helping instrumental programs provide routine maintenance and repair of school-owned instruments.

Policies

The student will be assigned a school instrument to use the entire year during class time. The student may be asked to bring their home instrument to concerts. The lease fee covers routine maintenance and repair due to the use of the instrument under normal circumstances. The student is responsible for caring for their instrument properly. The student may be asked to pay for any damage done to the instrument due to obvious carelessness or intentional defacement.

Fee Structure

\$125 per year payable to DISD, (Not NMS Orchestra).

Payment must be placed in an envelope with the student's name on it.

Payment Plans – Parents may opt to pay according to one of the following schedules.

Option 1 Full \$125 dollars in one payment by September 6 (recommended)

Option 2 \$25.00 by September 6; \$50.00 by October 4; \$50.00 by December 8

**Option 3 \$25.00 if student qualifies for free lunch status. \$50.00 if student qualifies for reduced lunch status. Copy of letter by September 6

**The District Instrument Usage option will be available only to those students who qualify through free/reduced lunch criteria (requires district approval).

DISD Instrument Usage Fee – See back and return to teacher by assigned dates.

Navo Middle School Orchestra Handbook Statement

Please INITIAL the appropriate information and return by Friday, August 26, 2016:

Orchestra Grading Policy

_____ I understand and consent to the responsibilities outlined in this policy.

Concert Attire & Performances

_____ I understand and consent to the responsibilities outlined in this statement.

Orchestra Fees

_____ I understand and consent to the responsibilities outlined in this statement.

DISD Cello & Bass School Instrument Lease Policy

_____ I understand and consent to the responsibilities outlined in this policy.

DISD Instrument Usage Policy

_____ I understand and consent to the responsibilities outlined in this policy.

Orchestra Classroom Policies

_____ I understand and consent to the responsibilities outlined in this policy.

Navo Orchestra Website www.dentonisd.org/nmsorch

_____ I understand how to navigate to this page and know how to obtain information from this website.

CHARMS Office Assistant

_____ I have logged on at www.charmsoffice.com and updated my information.

Orchestra Calendar

_____ I will review the calendar and will notify the Director of any conflicts by the end of the first nine weeks grading period.

Orchestra Handbook Statement (This Form!)

_____ I have read the Navo Orchestra Handbook and understand the policies and expectations of the Orchestra.

T-SHIRT (PLEASE CHECK A SIZE and INDICATE HOW MANY OF EACH)

YOUTH MEDIUM _____ YOUTH LARGE _____

ADULTSMALL _____ ADULT MEDIUM _____ ADULT LARGE _____

ADULT X-LARGE _____ ADULT XX-LARGE _____

Student's Name

Student's Signature

Period

Instrument

Parent's Name

Parent's Signature

Home Phone #

Alternate Phone #

Date