



# HHSO Student Handbook

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## **Introduction**

Welcome to orchestra! The Hebron Orchestra has a rich tradition of excellence, and each of us is responsible for both maintaining and building upon that excellence. Many students indicate that they enjoy being part of the orchestra program due to the thrill of playing a variety of music, the experience of being part of an ensemble, and participation in an activity on a daily basis that provides some degree of stress relief. For you to experience the most joy, it is important that we experience a strong sense of ensemble cohesiveness and have high expectations of ourselves for musical excellence. You can help reach these goals by demonstrating:

1. Responsible behavior
2. Dependability
3. Musical Vigor
4. Dedication

We hope that you are motivated to learn, develop better self-discipline and responsibility, and take pride in the ensemble you are a member of. To achieve these goals, it is important that you accept certain responsibilities.

This handbook outlines the policies and procedures for the Hebron Orchestra, and should be used as a reference for any future questions. Please read it carefully. Policies listed in this handbook may be amended at any time, and policies not listed may be put in place. You will receive notification of any new or amended policies.

## **Orchestra Goals**

The orchestras at Hebron High School are academic classes that meet regularly during the school day. The nature of each class requires the development of skills, concepts, and attitudes to be learned in class. These must also be demonstrated outside of class by varied forms of public performance. Different than some other classes, we function as an ensemble, and each member has a direct impact on everyone else's experience. The goals of the Hebron High School Orchestras are:

- To promote an atmosphere that will promote self-esteem and pride in each student through a creative environment.
- To promote student involvement in extra-curricular activities by encouraging participation in auditions and performances such as All-District, All-Region, All-State, Solo & Ensemble, UIL Concert and Sightreading, and Community Performances.

- To serve the community we are members of in traditional and innovative ways

### **Important Information**

You are responsible for keeping up with important information and announcements. Information will be available in the following ways:

- Announcements displayed in class each day
- Canvas
- Social Media
- Classroom bulletin board

### **Scheduling**

Being in the Hebron Orchestra is a yearlong commitment. You must be enrolled in an orchestra class to participate in the orchestra program or any related activities. If you are having any difficulty finding a way to fit orchestra in your schedule, please do not hesitate to ask for help.

### **Expectations**

We are all responsible for maintaining the highest of expectations for each other and ourselves. Our one classroom rule is *respect*. We will be successful when we all respect ourselves and each other, as well as our teachers, rehearsals, facilities, and equipment in all aspects of our effort and behavior. Respecting our rehearsal includes, but is not limited to:

- Coming to class prepared
- Being in your seat ready to begin on time
- Using technology appropriately
- Being silent during tuning
- Leaving your seat only when absolutely necessary
- Taking care of personal grooming before or after rehearsal
- Waiting until teacher dismissal to pack up
- Putting forth your full effort throughout every rehearsal

### **Facilities**

The Orchestra room is your place at Hebron, and you are welcome in the room under normal circumstances. We do share this space with other groups. This is a privilege and carries with it the expectation that you respect our facilities in the following ways:

- Only orchestra students are allowed in the Orchestra Room
- Pick up after yourself
- Get permission to use practice rooms, ensemble rooms, pianos, or to enter the office
- If there is a rehearsal in the room, respect that rehearsal through silence

### **Practicing**

“Do not mistake hours for productivity.” ~Tony Dungy

Respecting each other and our rehearsal means coming to class prepared every day. You will have to practice on a regular basis to be prepared. You are expected to learn and practice your parts outside of class. Practice is your daily homework assignment for orchestra. The amount of practice time needed will differ from student to student. Everyone has a very busy schedule, but regular practice is essential to our progress.

### **Private Lessons**

Private lessons are available at school! While not required, you are highly encouraged to take private lessons, as it is a key way to support your progress.

Please submit a request for private lessons if you are interested in taking lessons, available on the orchestra website.

Every effort is being made to bring top-level private teachers to the Hebron Orchestra.

### **Attendance**

**CLASS ATTENDANCE:** Class attendance will be enforced as per school policy. Everyone is expected to be in your seat ready to play by the bell. If you feel that is not possible due to the distance from your previous class to the Orchestra Room, discuss this with the teacher BEFORE it is an issue.

Orchestra activities are planned so that the least amount 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 required to participate in all orchestra rehearsals and performances - remembering that a **grade is given for each event.**

All absences, whether excused or unexcused, must be made up and it is the student's responsibility to obtain the makeup assignment with their director. Only excused absences will be given full credit. Last minute excuses cause problems in scheduling and may not be excused. The only exceptions would be a student illness, death in the family, or religious holiday. Not having a ride to an orchestra function does not qualify a student for an excused absence. If this occurs, please try to get a ride from another student. As a last resort, contact your director. Please make efforts to make sure that you have reliable prearranged transportation to all activities. The attendance guidelines do not apply to social events.

Attendance is required at all scheduled rehearsals, sectionals, chamber music rehearsals and performances.

All requests for excused absence from rehearsals, sectionals, chamber music rehearsals and performances are to be **REPORTED IN WRITING OR EMAIL BY A PARENT OR GUARDIAN**. If an absence is anticipated, a written request for an excused absence should be submitted at least two weeks in advance. Emergency circumstances may justify an excused absence for reasons other than those listed above. In the case of illness or family emergency, an explanatory telephone call or email prior to the rehearsal or performance is appropriate.

Examples of excused absences:

- **Death in the family**
- **Medical emergency or illness**
- **Religious holiday**

Examples of unexcused absences:

- **Family trips**
- **Jobs**
- **Personal business or entertainment**

## **Fingernails**

Short fingernails are essential to the proper playing of string instruments, and you are expected to keep your fingernails trimmed to an appropriate length at all times. Fingernails must be trimmed to a length no longer than the end of the fingertip.

## **Materials**

Everyone is expected to have the following materials and equipment at your seat every day. Having the required materials and equipment is essential to being able to complete our goals.

- Instrument
- iPad or tablet – charged
  - All devices set on silent at all times
- TonalEnergy
- App that will allow you to write on .pdf files
- High quality rosin
- Cleaning cloth

## **Grading**

If you work hard, put forth your full effort, and do what is expected on a daily basis, you will earn a high grade in orchestra. As per school policy, there will be five grades per three week period.

- Rehearsal Technique
- Quiz Grades
- Major Assessments

## **Playing Tests**

Playing tests are an important part of the orchestra experience. These tests can be both emotional and stressful to students. It is important to remember that playing tests will be held on a regular basis and one test is just a quick snapshot of the student musician for that day.

## **Instrument Maintenance & Upkeep**

It is critical that your instrument is in good, playable condition. Three simple, common maintenance items that can make a huge difference:

1. Setup: make sure the bridge, sound post, and tailpiece are set properly. Proper placement can be a difference as small as fractions of a millimeter, and can move and change over time due to normal use and weather changes. Basic setup checks are something most reputable string shops will do free of charge.
2. Strings: strings wear out over time and “die,” meaning they lose tone quality, bow response, and pitch accuracy. Most students need to change their strings about once a year. It is important to purchase a good quality set of strings, available at local music stores and online. The teacher will be happy to recommend strings to you, and to help you change your strings.

3. Bow hair: bow hair also wears down over time, getting dirty, brittle, and losing its ability to grip the string properly. Most students need to rehair their bow once a year. If you rent from a local music store, see if they offer bow rehairs as part of your rental contract.

Instrument quality is also a major factor in your students' ability to progress as well as enjoy playing their instrument. If possible please consider a high quality instrument for your student. Fiberglass bows are not suitable for school orchestra. Please replace any fiberglass bow with a high quality pernambucco or carbon fiber bow. If you would like to upgrade to a higher quality instrument or bow, the teacher will be happy to help you with this process.

## **INSTRUMENT USAGE & STORAGE**

You are expected to use only your instrument and to store your instrument in your assigned locker. Please do not use your locker to store anything besides your instrument.

Students using school instruments are expected to treat those instruments with the utmost care, and are responsible for any damage while the instrument is in your care. Students using a school instrument must pay a non-refundable usage fee. Please read the rental contract later in this handbook, and sign the usage portion of the Handbook Acknowledgement form.

## **INSURANCE**

LISD does not carry insurance for privately owned instruments, and is not responsible for loss or damage to privately owned instruments. Many rental plans include instrument insurance, or it may be an option through your home owner's or renter's insurance policy. In addition, loss or damage to a school owned instrument while in your care will be your responsibility. Should you be interested, insurance for musical instruments is available from The Music Agency. Visit <http://www.musicagencyinc.com/> for details.

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## **PERFORMANCE UNIFORM**

Students will have a formal performance uniform and a casual performance uniform.

**FORMAL PERFORMANCE UNIFORM:**

Hebron Orchestra has three formal uniform options:

- Suit Uniform:
  - Provided by the Orchestra
    - Tuxedo Jacket
    - Tuxedo Pants
  - Provided by the student
    - Solid black dress shirt
    - Solid black dress tie
    - Solid black dress shoes – No sneakers
    - Solid black dress socks – calf length
- Dress Uniform
  - Provided by the Orchestra
    - Black uniform dress
  - Provided by the student
    - Solid black dress closed toed shoes
- Blouse and Pants Uniform
  - Provided by the student
    - Solid black dress blouse
    - Solid black dress pants – shoe length
    - Solid black dress closed toed shoes

Details about uniform check out and return will be sent home during the year.

CASUAL PERFORMANCE UNIFORM: the casual uniform will be the Hebron Orchestra t-shirt provided as part of the Program Fee, jeans, and sneakers.

### **Hebron Orchestra Leadership Team**

The Hebron Orchestra Leadership Team is relied upon heavily to help guide activities. Officers are selected through an application and interview process that includes input from students in the orchestra program.

All officers will be responsible for a shared pool of responsibilities. An Orchestra President, elected by his or her peers at the end of the prior school year, will guide the Hebron Orchestra Leadership Team.

### **Competitive Opportunities**

Competitive events foster personal and musical growth, and can be a good evaluative tool for individuals and for the group as a whole. Everyone is encouraged to participate in any opportunity that is available to you. Information about each opportunity will be given out as it becomes available. Opportunities to expect include:



- TMEA All-Region Orchestra
- TMEA All-State Orchestra
- LISD Solo & Ensemble Evaluation
- UIL Concert & Sightreading Evaluation

### **Letter Jackets**

To letter in any activity, a student must earn 10 points in a school year. Points are awarded as follows:

#### Accomplishment

- TMEA All-Region Orchestra – 4 points
- TMEA AREA Orchestra (recording for All-State) – 3 points
- TMEA All-State Orchestra – 2 points
- Superior on a class II solo or ensemble at LISD Solo & Ensemble Festival – 2 points
- Superior on a class I solo or ensemble at LISD Solo & Ensemble Festival – 3 points
- You are awarded 2 “starting” points for every previous year you are a member of the orchestra in good standing

You may get credit for one solo and one ensemble per year. You are responsible for the full cost of the jacket, and will pay the vendor directly. Information regarding measurement will be given to you in class.

### **Hebron Orchestra Booster Club**

As the parent organization for the Hebron Orchestra, the HHSO Booster Club provides an organized vehicle for parental involvement in the orchestra program. The booster club is an organization that asks a small commitment for a huge benefit to the students. There will be an Orchestra All-in-One meeting early in the school year (please see the calendar) at which information will be given out, fees paid, and optional spirit items will be available to order. Information regarding meetings and other opportunities to help will go home separately.

### **Fundraising**

The money raised through fundraisers directly benefits every student in the program, so everyone is asked to help. Details about each fundraiser will be given with the start of each event.

Often, the question is asked “why are fundraisers necessary if every student is paying a program fee?” This is an understandable question. The program fee covers the money spent directly on each student that is not covered by the LISD budget. Things such as the t-shirt, clinicians, and contest entry fees are covered by the program fee. Fundraising is what allows the booster club to finance special projects.

### **Student Fee**

The Orchestra Student Fee is set at \$200.00 per student. 100% of the orchestra fee goes directly into supporting your student in orchestra. The annual budget will be presented at the orchestra meeting. This may be paid in one lump sum, or may be broken into payments. Payments may be made via cash, money order, or check. If you would like financial consideration please do not hesitate to contact the orchestra director.

### **Extra-Curricular Activities**

Participation in extracurricular activities is considered a privilege and higher standards are expected from all participants as it pertains to grades, behavior in and out of school, attendance, work ethic, and commitment. Any behavior that is deemed unbecoming of an athlete or participant will be subject to punishment by the coach or sponsor of the activity. You will be held accountable for all of your actions.

**By your signature on the Handbook Acknowledgement form, you acknowledge that you represent Hebron High School in a program with extracurricular components, and that you will contribute your best effort to the success of the program. You therefore agree to the expectations and consequences as they pertain to your behavior during non-school sponsored time, while a member of an extracurricular group. You have received a copy of the Extracurricular Code of Conduct (Non-School Sponsored Time) and understand that you will be held accountable for your behavior and will be subject to the disciplinary consequences outlined in the Code.**

### **PUBLICITY CONSENT AND RELEASE AGREEMENT**

Students who are in the Hebron High School Orchestra are involved in a public activity, and as such may be included pictures or videos that may be used in school publicity efforts. Your signature on the Handbook Statement of Understanding 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 Hebron Orchestra the student's name, voice, verbal statements, portraits (video or still) and consent to their use by the Hebron Orchestra.**

The Hebron 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 Hebron High School Orchestra has no control of media use of pictures/statements taken without permission. I desire that my son/daughter be allowed to participate in the activities and travel to and from the activities of the Hebron High School Orchestra during the current school year. I fully understand and my son/daughter fully understands that students are expected to travel with the orchestra using provided transportation to and from any event for which transportation is provided. If transportation is not provided, I fully understand and my son/daughter fully understands that transportation to and from events attended by the Hebron High School Orchestra via transportation not provided by the district could create risk to the health or safety of my son/daughter. I, the undersigned, assume full and complete responsibility for any injury or accident that may occur to my son/daughter while traveling to or from the activities in transportation not provided by LISD, and hereby release and waive all claims that I or my son/daughter may have against the Lewisville Independent School District, its Board of Trustees, employees, agents, and representatives resulting, in whole or part, from my son/daughter traveling to and from the events attended by the group listed above while traveling in transportation not provided by LISD.

## **Social Media**

The Hebron High School Orchestra is on Twitter and Instagram! These tools are used to:

- Provide updates and reminders

- Post videos and articles that may be of interest to you
- Communicate to the Hebron and LISD community

Visit us at:

- @hebronorchestra
- IG: hebronorchestra