

Lee High School Orchestra Program



2014-2015 Handbook

Robert E. Lee High School
Lancer Orchestras
6540 Franconia Road
Springfield, VA 22150

September 2, 2014

Dear Orchestra Parents/Guardians and Students:

As we begin the new school year together, I want to take this opportunity to say "Welcome Back!" to all of our former students and their parents or guardians, and extend a warm "Welcome!" to all newcomers to the Lee High School (LHS) Orchestra program. I am excited to work with the students, and I know we will have a productive and musical school year.

During the course of the year, I will not only be getting to know the students, but their parents/guardians as well. A successful orchestra stems from support from all areas, especially those who are involved with their students, so I encourage all of you to fill out the Volunteer Form.

The purpose of this handbook is to familiarize you with the orchestra program and to establish guidelines for a successful program. This handbook will inform the students as to what is expected of them as members of the orchestra program and of the many opportunities which the program at Lee offers to each of them to share and improve their musical skills.

A number of evening concerts and special activities have already been scheduled for the school year. For your convenience, they have been listed on a separate calendar page. Please mark these dates on your home calendars. There might be several additions or changes, and I will notify you of these as soon as possible.

I am looking forward to working with you this year. If you have any questions or concerns, please do not hesitate to contact me at LHS 703-924-8359 or by email rcgladys@fcps.edu.

Sincerely,

Rachael Gladys Altekruise
Orchestra Director

WHY STUDY INSTRUMENTAL MUSIC?

Music education is unique and necessary for all students. Music is a basic way of knowing oneself and one's world. Music offers meaningful, cognitive experience unavailable to us in any other form. All meanings cannot be adequately expressed by words. If they could, then music would not exist. Music education develops this unique intelligence and is necessary for all students if their essential humanness is to be realized.

The creative process of music is most important. The composer has certain ideas and life experiences that influence a piece of music. The performer brings other ideas and life experiences that influence the interpretation of and reaction to the piece. The listener brings still other ideas and life experiences to the process that affects their reaction to the piece. Music is something different and meaningful to each of us and captures emotions and ideas too complex for words.

Playing an instrument is a powerful tool for brain stimulation involving such areas as aesthetic beauty, creative expression, communications, cultural science, history, math, physics, and science.

Goal setting, self-discipline, self-evaluation, stress management, and time management are other skills that are learned in the process of music making. These are invaluable to the successful person, no matter what profession they pursue.

Playing an instrument can become a career or a meaningful hobby for life. Colleges, communities, and religious organizations welcome capable string players, and may even offer scholarships. Great opportunities for education, profit, and travel are also often made possible by playing an instrument.

PROGRAM DESCRIPTION

The LHS orchestra program is designed to develop, in a sequential pattern, ensemble skills to parallel Standards One – Ten as listed in the Fairfax County Public School's (FCPS) [Program of Studies](#). The program offers advanced technical instruction with emphasis on musical styles and a variety of music literature. String orchestra is emphasized as a working means to develop depth of tone, style, compatibility of individual abilities, technical adjustment, and musical maturity. The study of music theory and ear training is emphasized as an extension of the previous levels of instruction. Performance activities as educational experiences are an important consideration at the secondary level. These activities include string orchestra, full orchestra, small ensembles, solos, festivals, community performances, and concert attendance. String orchestra classes are considered an integral part of the academic educational structure, and appropriate course credits are awarded towards graduation.

MATERIALS

- Instrument*
- Accessories (rosin, shoulder rest, rock stop, etc.)
- Music in folder (textbook equivalent)
- Method/study books
- Pencils
- Orchestra Uniform
- Orchestra T-Shirt (The cost of this shirt is included in the student's orchestra fee)
- Tuner
- 1 spiral-bound 8.5 x 11 in notebook

*** Students who use school-owned instruments must complete the Fairfax County Public School "Music Instrument Contract." Fees are \$92.00 for the year; \$46.00 if the instrument is shared with another student (checks payable to Robert E. Lee High School). All contracts and rental fees are due no later than Wednesday, September 10, 2014. ***Those who play cello or bass MUST rent an instrument through the school. Students will not be allowed to use school-owned instruments until contracts have been completed.**

ORCHESTRA FEES

Orchestra fees cover the cost of awards, some supplies, an orchestra t-shirt, and other consumable materials as indicated by FCPS notice 5922. Please make checks payable to **Robert E. Lee High School** for \$35.00, and return check with your student's name on it by **Friday, Sept 26th**.

NOTE: Instrument Rental Fee and Class Fee must be paid on separate checks and/or cash payments. Students eligible for the federal Free and Reduced-Price Meals program must turn in the FCPS Consent To Share Information for Benefits for Other Programs form in order to have fees reduced or waived.

SCHOOL INSTRUMENT INFORMATION

There are a limited number of school-owned violins and violas for rent and these will be offered to students as needed. Priority will be given to students who do not already own an instrument.

If a school owned instrument is damaged due to normal wear and tear, then the repairs will be handled by the county's instrumental repair service, ATEC. If the damage is the result of a willful act against the instrument, then the student will be responsible for the repair costs.

INSTRUMENT STORAGE AND MAINTENANCE

Instruments should not be stored in a student's vehicle for long periods. Cold, dryness, heat and humidity must be regulated for your instrument's health. For security reasons, students will not be permitted to retrieve his or her instrument from their car during the school day. Store your instrument at school in the storage area or lockers provided. Please make sure that you lock your lockers after you put your instrument away.

Regularly check your bridge to make sure that it is standing straight and is not warped. Regularly check the humidity of your instrument and use a “Dampit” as needed. Monitor the temperature and humidity of the area in your home where you store your instrument. While at home, always store your instrument in its case and make sure it is latched.

You should schedule a maintenance check for your instrument and have your bow rehaired, if needed, at a reputable violin shop.

GRADING POLICY

According to the policy guidelines set forth in the Fairfax County Public Schools Administrative Handbook for Music, grades will be “based upon observation of individual students in the group and a grade balance between effort and achievement.” (page X-2) **Students will be evaluated in the following manner:**

50% Rehearsal Participation
25% Tests/Assignments (both playing and written)
25% Performances

- A. Rehearsal Participation** - The participation grade will consist of daily performance in class and at all after-school rehearsals. Students will receive ten points for every class period that occurs. Failure to have the proper materials or to make significant progress on assigned music from one rehearsal to the next will result in a deduction of rehearsal points.

In order to receive full credit for each rehearsal, students must do the following on a daily basis:

1. Read the board or rehearsal sign upon entering the rehearsal area
2. Set up with the required materials (see materials list above)
3. Store cases, backpacks, and other materials not needed for rehearsal in orchestra lockers or assigned locations in the orchestra room.
4. Put music in the rehearsal order written on the board
5. Be in seats ready to begin at the start of class or rehearsal
6. Actively participate in all facets of the rehearsal (i.e.: following all instructions, playing, singing, listening, counting, writing)
7. Demonstrate proper posture and instrument position while playing or singing
8. Have no gum, food, drink (except for water), or electronic devices during rehearsal
9. Have paper and pencil (NO PEN)
10. Have completed homework assignments (practiced music or completed written work)
11. Follow classroom electronics policy – electronics devices are off and stowed, unless specifically requested to be used by the teacher. Electronics are never permitted while in uniform.

There will be mandatory after-school rehearsals scheduled throughout the school year. Students will be notified of them at least one week in advanced through classroom communication and Blackboard. Please see section titled **Attendance and Make-Up Work Policy** for information regarding the absence from a mandatory after-school rehearsal.

B. Tests

1. **Playing:** Students will perform at least one playing exam during each grading period. Exams will be performed live during class. Make-ups will be available on a case-by-case basis. Frequent assignments will be posted on FCPS 24-7 Learning.
2. **Written:** Information to be covered will include music theory, music history and literature, musical terms, and definitions. Types of assignments will include work sheets, reports, intonation charts, and harmonic and rhythmic dictation. Frequent assignments will be posted on FCPS 24-7 Learning.

****** Any assignments (written or not) for points must follow the Lee HS code of Academic Integrity. Written assignments will most often be in research paper form, with bibliography and correct citing required.***

Cheating and Plagiarism: Plagiarism and/or cheating on any assignment will result in an automatic zero; this includes sharing of materials with other students – both parties will lose all credit for the assignment in question. Additionally, all formal papers, essays, etc. will be submitted to turnitin.com or credit will not be given. For major assessments, all parties involved will be given the opportunity to re-do the assignment for a maximum of 60% credit; this opportunity will only be given after a conference with the teacher and contact with parents

C. Performances

CONCERT ATTENDANCE is of utmost importance. Quarterly concerts are considered the final exam of each term. The auditioned groups may have more than one concert requirement per quarter. Students who are absent from a concert performance must do a **performance videotape of their part as a solo to be graded by the VMEA Assessment rubric provided in the video format as required by the teacher.** All make-up assignments are due within two weeks or the end of the quarter, whichever comes first. Students who do not complete the make-up work will receive the grade of an F.

A student whose family is planning a trip during a scheduled concert must submit a pre-arranged absence form to the school **at least two weeks prior to the trip.** The student will prepare a videotaped performance of their solo part to be graded by the Assessment Grading Rubric due the last day they attend school before they leave.

Performing Arts Department Absence Form

If you know in advance that you will be absent from a concert performance and/or required rehearsal, then complete and submit the **Performing Arts Department Absence Form** to Ms. Gladys Altekruze prior to the event.

AFTER the absence, it is your responsibility to do all of the following:

1. Complete the **Performing Arts Department Absence Form** if the absence was not prearranged.
2. Complete assigned make-up work if the absence was excused according to the terms of the **Performing Arts Department Absence Form.**

A student who is absent because of an emergency or sudden illness can submit the form within one day of returning to school.

Assessment

District 10 Orchestra Assessment is the SOL (Standard of Learning) Test for Music Classes. It is the culminating evaluation of the entire year's intense study. **STUDENTS MAY NOT MISS THE ASSESSMENT PERFORMANCE FOR ANY REASON.** The dates of Assessment are determined at the state level each year. Specific performance times for each orchestra are assigned a few weeks prior to the Assessment. Therefore it is imperative that students and families reserve the entire Assessment block of time listed on the calendar.

This year all co-curricular activities will be subject to the FCPS participation policy. As stated by the policy, "students must be in school the entire day to be eligible to participate in any student activities scheduled on that that day. Exceptions may be made with prior approval of the principal or his designee."

Student's grades will be evaluated on the following scale:

A (93-100)	= 4.0
A- (90-92)	= 3.7
B+ (87-89)	= 3.3
B (83-86)	= 3.0
B- (80-82)	= 2.7
C+ (77-79)	= 2.3
C (73-76)	= 2.0
C- (70-72)	= 1.7
D+ (67-69)	= 1.3
D (64-66)	= 1.0
F (below 64)	= 0.0

A Student demonstrates superior work in daily rehearsals; shows evidence of regular, thorough home practice; always works to the best of ability in all daily rehearsals; is able to work effectively with teacher and classmates (can function as a leader if needed); has correct music, equipment, and materials at all times; is attentive always.

B Student demonstrates above average work in daily rehearsals; shows evidence of regular home practice; works to the best of ability in most daily rehearsals; is able to work effectively with teacher and classmates (can work independently); has correct music, equipment, and materials regularly; is attentive.

C Student demonstrates average work in daily rehearsals; shows evidence of adequate, but irregular, home practice; works below ability during many daily rehearsals; experiences a little difficulty working with teacher or classmates; is without proper music, equipment, and materials occasionally; is inattentive occasionally.

D Student demonstrates below average work in daily rehearsals; shows little evidence of home practice; works below ability in most daily rehearsals; experiences much difficulty working with teacher or classmates (needs supervision often); is without proper music, equipment, and materials frequently; is inattentive frequently.

F Student demonstrates poor work in daily rehearsals; shows no evidence of home practice; works below ability (shows little or no effort); is unable to work with teacher or classmates (is unable to work independently and constantly requires supervision); is without proper music, equipment, and materials regularly; is inattentive regularly.

EXTRA CREDIT POLICY

An important aspect of growing as a performer and listener is to experience performances from the audience perspective. Students may earn **5 extra credit points** for attending a concert in which they are not performing. These performances may include, but are not limited to: Lee H.S. chorus and band concerts, church or community concerts, studio recitals, and events throughout the Northern Virginia, Maryland, and DC area. Concerts must be those that reinforce literature and concepts covered in the student's own Lee H.S. ensemble. Students need to check with their director in advance to make sure the concert they wish to attend will be acceptable. After the performance students need to turn in a concert program signed by a parent/guardian.

SPRING TRIP

The spring trip is an exciting and important activity for orchestra members. It gives the orchestra the opportunity to grow closer and rewards students for their hard work and dedication. This year we will be going to Orlando. More information will be communicated at a later date.

SOME ENCOURAGEMENTS

All students are encouraged to:

- Study with a private teacher who specializes in teaching your instrument. Ms. Gladys will have lists of private teachers.
- Participate in a youth symphony orchestra. (American Youth Philharmonic, Levine School Orchestra, Mclean Youth Orchestra, Youth Orchestras of Fairfax, and Youth Orchestras of Prince William, etc.)
- Audition for the Junior District Orchestra (9th grade only) or Senior District Orchestra (grades 9-12). Remember 9th graders: if you choose to audition for the Senior District Orchestra in October and are not accepted, then you are **not** eligible to audition for the Junior District Orchestra. You must make a choice from the start!
- Perform in the District Solo and Ensemble Festival. Ms. Gladys will provide information about this event later during the school year.

UNIFORMS

FOR ALL PERFORMANCES, students must wear the complete uniform. Inspection will be conducted before all performances. Failure to pass inspection will be reflected in the student's grade.

BOYS ONLY **

- PANTS:** black tuxedo pants with satin stripe
SHIRT: white tuxedo with wing collar and pleated front (Shirt must remain tucked in at all times!) Wear ONLY solid white T-shirt or undershirt underneath the tuxedo shirt.
JACKET: black tuxedo jacket with notched collar. Jacket may be unbuttoned when students sit down. (***Jacket must remain completely on at all times*** unless otherwise specified by the director!)
CUMMERBUND: black with pleats facing up
BOW TIE: black tie, completely hooked
SOCKS: black socks (students need to provide their own socks!)
SHOES: **POLISHED** black dress shoes

GIRLS ONLY **

- DRESS:** **black concert dress (ordered through Lee H.S.), hemmed 3 inches from the floor with shoes on**
STOCKINGS: **black** hosiery (stockings or tights)
SHOES: **black** low-heel dress shoes (no boots, clogs, sandals, flip-flops, etc.)

ALL STUDENTS

- HAIR:** keep it neat and "formal." Any hair accessories used must be neutral color, black, gold, or silver.
JEWELRY: keep it simple and in good taste. Only pearls, or simple gold or silver chains may be worn. Large pendants, shell, or rope necklaces are not appropriate. Everything you wear should be neutral and match the formality of the black concert dress. You will be asked to remove anything "overdone."
MAKE-UP: simple and in good taste. No face paint or hair paint (i.e.: Lancer logo on face, blue hair, etc.)
CELL PHONES: at no time may a student possess a cell phone while in uniform!

**** Students MUST change clothes in the appropriate dressing room or rest room. Changing clothes in the orchestra room or orchestra locker room is prohibited and subject to disciplinary action.**

ORCHESTRA CALENDAR OF EVENTS

<u>Monday, Sept. 29</u>	Senior Regional Orchestra Auditions at McLean High School (Strings only)
<u>Tuesday, Oct. 28</u>	Fall Orchestra Concert 7:00pm
TBD	Pie Fundraiser
<u>Tuesday Nov. 4</u>	Orchestra Boosters Election Day Bake Sale
<u>Thurs. – Sat., Nov. 13-15</u>	Senior Regional Orchestra at Herndon High School
<u>Tuesday, Nov. 18</u>	District Orchestra Auditions at Lee High School**
<u>Thursday, Dec. 11</u>	Winter Orchestra Concert - 7:00pm
<u>Friday, Dec. 19</u>	Winter Concert Assembly
<u>Thurs-Sat. Jan 8-10</u>	District Orchestra at Falls Church High School
<u>Saturday, Feb. 28</u>	All-Virginia Band and Orchestra Auditions at JMU
TBD	Spring Fundraiser
<u>Tuesday, March 3</u>	Pre-Assessment Orchestra Concert - 7:00pm
<u>Thurs - Sat March 5-7</u>	Orchestra Assessment at West Potomac High School **Please reserve entire block of days**
<u>Thurs – Sat March 19-21</u>	Spring Trip to Orlando
<u>Thurs. – Sat., April 9-11</u>	All-Virginia Band and Orchestra at Christopher Newport University
<u>Wednesday April 22</u>	Chamber Music Recital
<u>Fri. – Sat., April 24-25</u>	Solo & Ensemble Festival at Key Middle School
<u>Thurs – Sat April 30- May 2</u>	Spring Musical
<u>Tuesday, May 12</u>	Spring Orchestra Concert - 7:00pm
<u>Tuesday, June 2</u>	Orchestra Awards Ceremony 7:00pm in Cafeteria
<u>Thursday, June 4</u>	CHAMBER ORCHESTRA ONLY – Senior Awards 2:00pm in Auditorium

**On Tues Nov. 18th Lee HS will be hosting auditions starting at 3:00pm. We will need many parent and student volunteers to work in shifts in order to make it a successful event. Please mark your calendar

Lee High School Orchestra Parent Volunteer Form

The Orchestras at Lee High School would like your help! Please consider giving some of your valuable time and talents to support the wonderful work your children are doing in orchestra. Volunteering not only supports your child's orchestra program, but also lets you get to know the other students and their parents. Please check all for that you are interested in helping and return to Mrs. Gladys Altekruze by **Friday September 26th**.

LEE HIGH SCHOOL ORCHESTRA VOLUNTEER FORM

- _____ 1. Orchestra Boosters
- _____ 2. Uniforms (measuring, etc.)
- _____ 3. End-of-the-Year Banquet/Awards Ceremony
- _____ 4. Chaperones
- _____ 5. Concert set-up/ stage crew
- _____ 6. Fundraisers
- _____ 7. Hospitality (helping with receptions for concerts)
- _____ 8. Telephone/Email Tree
- _____ 9. Other: _____

_____ I am available to help during the school day.

I am available these days after
school/evening: _____

Name _____

Home Phone _____ Cell Phone _____

E-Mail Address _____

Most Convenient Time to Contact You _____

STUDENT'S COMMITMENT

I have read the LHS Orchestra Handbook. I understand the rules and regulations which govern one's membership in the orchestra at LHS, and I am confident that I have the ability, desire, and sense of responsibility to carry out what is required in order to be a positive asset to the orchestra.

Student's Name Printed

Student's Signature

Student's Email

Date

PARENT'S STATEMENT

I have read the LHS Orchestra Handbook and have discussed its contents with my child. I have also marked the calendar dates on the home calendar.

Parent's Name Printed

Parent's Signature

Parent's Email

Date

******* Please return the Instrument Rental Contract (if renting an instrument from LHS or FCPS) and Fee by Wednesday September 10, 2014. Please return the Syllabus Signature Page, Volunteer Form, Field Trip Form, Free/Reduced Lunch Consent to Share Form (if applicable), and this form, to Mrs. Gladys Altekruze by Friday, September 26th, 2014.**

Please submit separate checks for Orchestra Fee and Instrument Rental Fee (if applicable).

Checklist:

_____ Class Fee of \$35

_____ Syllabus Signature Page

_____ Field Trip Form for Orchestra Assessments

_____ Volunteer Form

_____ Free/Reduced Lunch Consent to Share Form (if applicable)

Only if renting an instrument from Lee H.S.

_____ Instrument Rental Contract (if applicable)

_____ Instrument Rental Fee (\$92, or \$46 if
instrument is shared.)

Robert E. Lee High School Performing Arts Department Absence Form

Performing Art (circle one):

BAND

CHORUS

ORCHESTRA

THEATRE ARTS

- **This form must be used for any Performing Arts absence.** E-mail your director in advance of your absence, but understand that **e-mails will not be accepted in lieu of the Absence Form.**
- In order to receive a make-up assignment, this form **MUST** be turned in and the absence excused by your director.
- If the form is not turned in, the absence will not be excused.
- If the absence is unexcused, you will not receive a make-up assignment.
- If you are absent from school or you check out early, you must turn in the Absence Form within one day upon your return to school. After one day, the absence will not be excused.
- If you have a “once-in –a-lifetime” event (i.e.: family wedding or school-approved vacation) that will conflict with a performance, you must pre-arrange your absence by completing the Absence Form no later than 6 weeks prior to the performance.*
- If there is an extenuating circumstance prior to a rehearsal, you must complete the Absence Form and turn it in at least 2 days prior to the scheduled rehearsal.*
- Details specific to your individual Performing Art are contained in your class syllabus or contract.

*If the form is not submitted prior to the absence, the absence will not be excused.

Student's Name _____ Grade _____

Date(s) of absence _____

Description of performance or rehearsal missed _____

Reason for absence

I understand that I am responsible for any make-up assignments for the absence listed above, and I will complete my make-up work in a timely manner.

Student's signature _____ Date _____

Parent's signature _____ Date _____

Director's use only:

Date _____

_____ Excused

_____ Unexcused

Notes _____



Robert E. Lee High School

FAIRFAX COUNTY
PUBLIC SCHOOLS

6540 Franconia Road
Springfield, Virginia 22150

October 2, 2014

Uniforms

Dear Students and Parents/Guardians,

As stated in the Course Outline and Syllabus sent home the first day of class, uniforms are required for all students enrolled in Orchestra.

This year all students needing an orchestra uniform will be purchasing them through the school.

FOR ALL PERFORMANCES, students must wear the complete uniform. Inspection will be conducted before all performances. Failure to pass inspection will be reflected in the student's grade as appearance is part of the performance.

For Ladies:

DRESS: black concert dress, hemmed 3 inches from the floor with shoes on
STOCKINGS: black hosiery (stockings or tights)
SHOES: black low heel dress flats (no boots, clogs, sandals, flip-flops, etc.)

The cost of the Orchestra Dress is **\$67.00**.

All checks are made payable to **Robert E. Lee High School**.

**** Students eligible for the federal Free and Reduced-Price Meals program must turn in the FCPS Consent To Share Information for Benefits for Other Programs form in order to have fees waived.***

Ladies have already been measured with the help of parent volunteers. Once the dress is purchased, it becomes the property of the student. It is the students' responsibility to have their dresses hemmed 3 inches from the floor with their shoes on before the first orchestra concert, Tuesday Oct. 28. Tell your tailor to leave a large enough hem for future alterations when you grow taller. **Payment for the dresses is due by Friday, Oct. 24.**

For Men:

- PANTS:** black tuxedo pants with satin stripe
SHIRT: white tuxedo shirt with wing collar and pleated front, tucked in to pants
Wear **ONLY** solid white T-shirt or undershirt underneath the tuxedo shirt.
JACKET: black tuxedo jacket with notched collar. Jacket may be unbuttoned when students sit down.
CUMMERBUND: black with pleats facing up
BOW TIE: black tie, completely hooked
SOCKS: black socks
SHOES: **POLISHED** black dress shoes

Cost of 5 piece Tuxedo (Pants, Shirts, Jacket, Cummerbund, and Bow Tie) is **\$98.00**.

Please see attached order form for the cost of separate pieces.

Payment for Tuxedos is due no later than Friday Oct. 24th.

**** Students eligible for the federal Free and Reduced-Price Meals program must turn in the FCPS Consent To Share Information for Benefits for Other Programs form in order to have fees waived.***

If you have any individual questions or concerns, or believe a uniform might be financially stressful, please contact me at rcgladys@fcps.edu or 703-924-8359 as soon as possible.

Thank you,

Rachael Gladys
Orchestra Director

Lee High School Orchestra Uniform Order Form

Name: _____ Orchestra: _____ Period: _____

Ladies

	Regular Price
Orchestra Uniform Dress	\$67.00 _____

Men

	Regular Price
5 Piece Tuxedo Package (Jacket, Adjustable Pants, Shirt, Cummerbund, and Bow Tie)	\$98.00 _____

Men Separates

	Regular Price
Tuxedo Jacket	\$58.00 _____
Tuxedo Pants	\$26.00 _____
Tuxedo Shirt	\$13.50 _____
Cummerbund	\$6.00 _____
Bow Tie	\$2.50 _____

TOTAL AMOUNT DUE: _____

Paid by: Cash Check # _____

Payment is due on Friday October 24th. Please make checks payable to Lee High School.

To be filled out by the Director -

Ladies:

Dress size: _____

Dress received _____

Men:

Coat size: _____ Shirt size: _____

Pants size: _____

Bow Tie _____ Cummerbund _____

Orchestra Uniform Needs Checklist

Student Name: _____ Class: _____ Period: _____

Please check one:

Ladies:

_____ My orchestra dress fits.

_____ My orchestra dress does not fit and will need a new size.

_____ I do not have an orchestra dress and will need to order it.

Men:

_____ My tuxedo (jacket, shirt, pants, bow tie, cummerbund) fits.

_____ Parts of my Tuxedo do not fit, or I will need to purchase some new/additional parts to it.
(Please check what you plan on purchasing)

_____ Jacket

_____ Tuxedo Shirt

_____ Tuxedo Adjustable Pants

_____ Bow Tie

_____ Cummerbund

_____ I do not own a tuxedo and will need to buy all 5 pieces (jacket, shirt, pants, bow tie, cummerbund)

This form is due no later than Wednesday Oct 8th. You do not have to submit payment until Friday Oct. 25th.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

Lee High School Chamber Orchestra Program



2014-2015 Handbook

Robert E. Lee High School

Lancer Orchestras

6540 Franconia Road

Springfield, VA 22150

September 2, 2014

Dear Orchestra Parents/Guardians and Students:

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- Tuner
- 1 spiral-bound 8.5 x 11 in notebook

*** Students who use school-owned instruments must complete the Fairfax County Public School "Music Instrument Contract." Fees are \$92.00 for the year; \$46.00 if the instrument is shared with another student (checks payable to Robert E. Lee High School). All contracts and rental fees are due no later than Wednesday, September 10, 2014. ***Those who play cello or bass MUST rent an instrument through the school. Students will not be allowed to use school-owned instruments until contracts have been completed.**

ORCHESTRA FEES

Orchestra fees cover the cost of awards, some supplies, an orchestra t-shirt, and other consumable materials as indicated by FCPS notice 5922. Please make checks payable to **Robert E. Lee High School** for \$35.00, and return check with your student's name on it by **Friday, Sept 26th**.

NOTE: Instrument Rental Fee and Class Fee must be paid on separate checks and/or cash payments. Students eligible for the federal Free and Reduced-Price Meals program must turn in the FCPS Consent To Share Information for Benefits for Other Programs form in order to have fees reduced or waived.

SCHOOL INSTRUMENT INFORMATION

There are a limited number of school-owned violins and violas for rent and these will be offered to students as needed. Priority will be given to students who do not already own an instrument.

If a school owned instrument is damaged due to normal wear and tear, then the repairs will be handled by the county's instrumental repair service, ATEC. If the damage is the result of a willful act against the instrument, then the student will be responsible for the repair costs.

INSTRUMENT STORAGE AND MAINTENANCE

Instruments should not be stored in a student's vehicle for long periods. Cold, dryness, heat and humidity must be regulated for your instrument's health. For security reasons, students will not be permitted to retrieve his or her instrument from their car during the school day. Store your instrument at school in the storage area or lockers provided. Please make sure that you lock your lockers after you put your instrument away.

Regularly check your bridge to make sure that it is standing straight and is not warped. Regularly check the humidity of your instrument and use a "Dampit" as needed. Monitor the

temperature and humidity of the area in your home where you store your instrument. While at home, always store your instrument in its case and make sure it is latched.

You should schedule a maintenance check for your instrument and have your bow rehaired, if needed, at a reputable violin shop.

GRADING POLICY

According to the policy guidelines set forth in the Fairfax County Public Schools Administrative Handbook for Music, grades will be “based upon observation of individual students in the group and a grade balance between effort and achievement.” (page X-2) **Students will be evaluated in the following manner:**

50% Rehearsal Participation

25% Tests/Assignments/Semester Project (both playing and written)

25% Performances

- A. Rehearsal Participation** - The participation grade will consist of daily performance in class and at all after-school rehearsals. Students will receive ten points for every class period that occurs. Failure to have the proper materials or to make significant progress on assigned music from one rehearsal to the next will result in a deduction of rehearsal points.

In order to receive full credit for each rehearsal, students must do the following on a daily basis:

1. Read the board or rehearsal sign upon entering the rehearsal area
2. Set up with the required materials (see materials list above)
3. Store cases, backpacks, and other materials not needed for rehearsal in orchestra lockers or assigned locations in the orchestra room.
4. Put music in the rehearsal order written on the board
5. Be in seats ready to begin at the start of class or rehearsal
6. Actively participate in all facets of the rehearsal (i.e.: following all instructions, playing, singing, listening, counting, writing)
7. Demonstrate proper posture and instrument position while playing or singing
8. Have no gum, food, drink (except for water), or electronic devices during rehearsal
9. Have paper and pencil (NO PEN)
10. Have completed homework assignments (practiced music or completed written work)
11. Follow classroom electronics policy – electronics devices are off and stowed, unless specifically requested to be used by the teacher. Electronics are never permitted while in uniform.

There will be mandatory after-school rehearsals scheduled throughout the school year. Students will be notified of them at least one week in advanced through classroom communication and Blackboard.

Please see section titled **Attendance and Make-Up Work Policy** for information regarding the absence from a mandatory after-school rehearsal.

B. Tests

1. **Playing:** Students will perform at least one playing exam during each grading period. Exams will be performed live during class. Make-ups will be available on a case-by-case basis. Frequent assignments will be posted on FCPS 24-7 Learning.
2. **Written:** Information to be covered will include music theory, music history and literature, musical terms, and definitions. Types of assignments will include work sheets, reports, intonation charts, and harmonic and rhythmic dictation. Frequent assignments will be posted on FCPS 24-7 Learning.
3. **Semester Project:** Students in Chamber Orchestra will be required to complete a semester project. More details, including project choices, will be communicated at a later date.

***** Any assignments (written or not) for points must follow the Lee HS code of Academic Integrity. Written assignments will most often be in research paper form, with bibliography and correct citing required.**

Cheating and Plagiarism: Plagiarism and/or cheating on any assignment will result in an automatic zero; this includes sharing of materials with other students – both parties will lose all credit for the assignment in question. Additionally, all formal papers, essays, etc. will be submitted to turnitin.com or credit will not be given. For major assessments, all parties involved will be given the opportunity to re-do the assignment for a maximum of 60% credit; this opportunity will only be given after a conference with the teacher and contact with parents

C. Performances

CONCERT ATTENDANCE is of utmost importance. Quarterly concerts are considered the final exam of each term. The auditioned groups may have more than one concert requirement per quarter. Students who are absent from a concert performance must do a **performance videotape of their part as a solo to be graded by the VMEA Assessment rubric provided in the video format as required by the teacher.** All make-up assignments are due within two weeks or the end of the quarter, whichever comes first. Students who do not complete the make-up work will receive the grade of an F.

A student whose family is planning a trip during a scheduled concert must submit a pre-arranged absence form to the school **at least two weeks prior to the trip.** The student will prepare a videotaped performance of their solo part to be graded by the Assessment Grading Rubric due the last day they attend school before they leave.

Performing Arts Department Absence Form

If you know in advance that you will be absent from a concert performance and/or required rehearsal, then complete and submit the **Performing Arts Department Absence Form** to Ms. Gladys prior to the event.

AFTER the absence, it is your responsibility to do all of the following:

1. Complete the **Performing Arts Department Absence Form** if the absence was not prearranged.

2. Complete assigned make-up work if the absence was excused according to the terms of the **Performing Arts Department Absence Form**.

A student who is absent because of an emergency or sudden illness can submit the form within one day of returning to school.

Assessment

District 10 Orchestra Assessment is the SOL (Standard of Learning) Test for Music Classes. It is the culminating evaluation of the entire year's intense study. **STUDENTS MAY NOT MISS THE ASSESSMENT PERFORMANCE FOR ANY REASON.** The dates of Assessment are determined at the state level each year. Specific performance times for each orchestra are assigned a few weeks prior to the Assessment. Therefore it is imperative that students and families reserve the entire Assessment block of time listed on the calendar.

This year all co-curricular activities will be subject to the FCPS participation policy. As stated by the policy, "students must be in school the entire day to be eligible to participate in any student activities scheduled on that that day. Exceptions may be made with prior approval of the principal or his designee."

Student's grades will be evaluated on the following scale:

A (93-100)	= 4.0
A- (90-92)	= 3.7
B+ (87-89)	= 3.3
B (83-86)	= 3.0
B- (80-82)	= 2.7
C+ (77-79)	= 2.3
C (73-76)	= 2.0
C- (70-72)	= 1.7
D+ (67-69)	= 1.3
D (64-66)	= 1.0
F (below 64)	= 0.0

A Student demonstrates superior work in daily rehearsals; shows evidence of regular, thorough home practice; always works to the best of ability in all daily rehearsals; is able to work effectively with teacher and classmates (can function as a leader if needed); has correct music, equipment, and materials at all times; is attentive always.

B Student demonstrates above average work in daily rehearsals; shows evidence of regular home practice; works to the best of ability in most daily rehearsals; is able to work effectively with teacher and classmates (can work independently); has correct music, equipment, and materials regularly; is attentive.

C Student demonstrates average work in daily rehearsals; shows evidence of adequate, but irregular, home practice; works below ability during many daily rehearsals; experiences a little difficulty working with teacher or classmates; is without proper music, equipment, and materials occasionally; is inattentive occasionally.

D Student demonstrates below average work in daily rehearsals; shows little evidence of home

practice; works below ability in most daily rehearsals; experiences much difficulty working with teacher or classmates (needs supervision often); is without proper music, equipment, and materials frequently; is inattentive frequently.

F Student demonstrates poor work in daily rehearsals; shows no evidence of home practice; works below ability (shows little or no effort); is unable to work with teacher or classmates (is unable to work independently and constantly requires supervision); is without proper music, equipment, and materials regularly; is inattentive regularly.

EXTRA CREDIT POLICY

An important aspect of growing as a performer and listener is to experience performances from the audience perspective. Students may earn **5 extra credit points** for attending a concert in which they are not performing. These performances may include, but are not limited to: Lee H.S. chorus and band concerts, church or community concerts, studio recitals, and events throughout the Northern Virginia, Maryland, and DC area. Concerts must be those that reinforce literature and concepts covered in the student's own Lee H.S. ensemble. Students need to check with their director in advance to make sure the concert they wish to attend will be acceptable. After the performance students need to turn in a concert program signed by a parent/guardian.

SPRING TRIP

The spring trip is an exciting and important activity for orchestra members. It gives the orchestra the opportunity to grow closer and rewards students for their hard work and dedication. This year we will be going to Orlando. More information will be communicated at a later date.

SOME ENCOURAGEMENTS

All students are encouraged to:

- Study with a private teacher who specializes in teaching your instrument. Ms. Gladys will have lists of private teachers.
- Participate in a youth symphony orchestra. (American Youth Philharmonic, Levine School Orchestra, Mclean Youth Orchestra, Youth Orchestras of Fairfax, and Youth Orchestras of Prince William, etc.)
- Audition for the Junior District Orchestra (9th grade only) or Senior District Orchestra (grades 9-12). Remember 9th graders: if you choose to audition for the Senior District Orchestra in October and are not accepted, then you are **not** eligible to audition for the Junior District Orchestra. You must make a choice from the start!
- Perform in the District Solo and Ensemble Festival. Ms. Gladys will provide information about this event later during the school year.

UNIFORMS

FOR ALL PERFORMANCES, students must wear the complete uniform. Inspection will be conducted before all performances. Failure to pass inspection will be reflected in the student's grade.

BOYS ONLY **

- PANTS:** black tuxedo pants with satin stripe
SHIRT: white tuxedo with wing collar and pleated front (Shirt must remain tucked in at all times!) Wear ONLY solid white T-shirt or undershirt underneath the tuxedo shirt.
JACKET: black tuxedo jacket with notched collar. Jacket may be unbuttoned when students sit down. (***Jacket must remain completely on at all times*** unless otherwise specified by the director!)
CUMMERBUND: black with pleats facing up
BOW TIE: black tie, completely hooked
SOCKS: black socks (students need to provide their own socks!)
SHOES: **POLISHED** black dress shoes

GIRLS ONLY **

- DRESS:** **black concert dress (ordered through Lee H.S.), hemmed 3 inches from the floor with shoes on**
STOCKINGS: **black** hosiery (stockings or tights)
SHOES: **black** low-heel dress shoes (no boots, clogs, sandals, flip-flops, etc.)

ALL STUDENTS

- HAIR:** keep it neat and "formal." Any hair accessories used must be neutral color, black, gold, or silver.
JEWELRY: keep it simple and in good taste. Only pearls, or simple gold or silver chains may be worn. Large pendants, shell, or rope necklaces are not appropriate. Everything you wear should be neutral and match the formality of the black concert dress. You will be asked to remove anything "overdone."
MAKE-UP: simple and in good taste. No face paint or hair paint (i.e.: Lancer logo on face, blue hair, etc.)
CELL PHONES: at no time may a student possess a cell phone while in uniform!

**** Students MUST change clothes in the appropriate dressing room or rest room. Changing clothes in the orchestra room or orchestra locker room is prohibited and subject to disciplinary action.**

ORCHESTRA CALENDAR OF EVENTS

<u>Monday, Sept. 29</u>	Senior Regional Orchestra Auditions at McLean High School (Strings only)
<u>Tuesday, Oct. 28</u>	Fall Orchestra Concert 7:00pm
TBD	Pie Fundraiser
<u>Tuesday Nov. 4</u>	Orchestra Boosters Election Day Bake Sale
<u>Thurs. – Sat., Nov. 13-15</u>	Senior Regional Orchestra at Herndon High School
<u>Tuesday, Nov. 18</u>	District Orchestra Auditions at Lee High School**
<u>Thursday, Dec. 11</u>	Winter Orchestra Concert - 7:00pm
<u>Friday, Dec. 19</u>	Winter Concert Assembly
<u>Thurs-Sat. Jan 8-10</u>	District Orchestra at Falls Church High School
<u>Saturday, Feb. 28</u>	All-Virginia Band and Orchestra Auditions at JMU
TBD	Spring Fundraiser
<u>Tuesday, March 3</u>	Pre-Assessment Orchestra Concert - 7:00pm
<u>Thurs - Sat March 5-7</u>	Orchestra Assessment at West Potomac High School **Please reserve entire block of days**
<u>Thurs – Sat March 19-21</u>	Spring Trip to Orlando
<u>Thurs. – Sat., April 9-11</u>	All-Virginia Band and Orchestra at Christopher Newport University
<u>Wednesday April 22</u>	Chamber Music Recital
<u>Fri. – Sat., April 24-25</u>	Solo & Ensemble Festival at Key Middle School
<u>Thurs – Sat April 30- May 2</u>	Spring Musical
<u>Tuesday, May 12</u>	Spring Orchestra Concert - 7:00pm
<u>Tuesday, June 2</u>	Orchestra Awards Ceremony 7:00pm in Cafeteria
<u>Thursday, June 4</u>	CHAMBER ORCHESTRA ONLY – Senior Awards 2:00pm in Auditorium

**On Tues Nov. 18th Lee HS will be hosting auditions starting at 3:00pm. We will need many parent and student volunteers to work in shifts in order to make it a successful event. Please mark your calendars!

Lee High School Orchestra Parent Volunteer Form

The Orchestras at Lee High School would like your help! Please consider giving some of your valuable time and talents to support the wonderful work your children are doing in orchestra. Volunteering not only supports your child's orchestra program, but also lets you get to know the other students and their parents. Please check all for that you are interested in helping and return to Ms. Gladys by **Friday September 26th**.

LEE HIGH SCHOOL ORCHESTRA VOLUNTEER FORM

- _____ 1. Orchestra Boosters
- _____ 2. Uniforms (measuring, etc.)
- _____ 3. End-of-the-Year Banquet/Awards Ceremony
- _____ 4. Chaperones
- _____ 5. Concert set-up/ stage crew
- _____ 6. Fundraisers
- _____ 7. Hospitality (helping with receptions for concerts)
- _____ 8. Telephone/Email Tree
- _____ 9. Other: _____

_____ I am available to help during the school day.

I am available these days after
school/evening: _____

Name _____

Home Phone _____ Cell Phone _____

E-Mail Address _____

Most Convenient Time to Contact You _____

STUDENT'S COMMITMENT

I have read the LHS Orchestra Handbook. I understand the rules and regulations which govern one's membership in the orchestra at LHS, and I am confident that I have the ability, desire, and sense of responsibility to carry out what is required in order to be a positive asset to the orchestra.

Student's Name Printed

Student's Signature

Student's Email

Date

PARENT'S STATEMENT

I have read the LHS Orchestra Handbook and have discussed its contents with my child. I have also marked the calendar dates on the home calendar.

Parent's Name Printed

Parent's Signature

Parent's Email

Date

******* Please return the Instrument Rental Contract (if renting an instrument from LHS or FCPS) and Fee by Wednesday September 10, 2014. Please return the Syllabus Signature Page, Volunteer Form, Field Trip Form, Free/Reduced Lunch Consent to Share Form (if applicable), and this form, to Mrs. Gladys Altekruze by Friday, September 26th, 2014.**

Please submit separate checks for Orchestra Fee and Instrument Rental Fee (if applicable).

Checklist:

_____ Class Fee of \$35

_____ Syllabus Signature Page

_____ Field Trip Form for Orchestra Assessments

_____ Volunteer Form

_____ Free/Reduced Lunch Consent to Share Form (if applicable)

Only if renting an instrument from Lee H.S.

_____ Instrument Rental Contract (if applicable)

_____ Instrument Rental Fee (\$92, or \$46 if instrument is shared.)

Robert E. Lee High School Performing Arts Department Absence Form

Performing Art (circle one):

BAND

CHORUS

ORCHESTRA

THEATRE ARTS

- **This form must be used for any Performing Arts absence.** E-mail your director in advance of your absence, but understand that **e-mails will not be accepted in lieu of the Absence Form.**
- In order to receive a make-up assignment, this form **MUST** be turned in and the absence excused by your director.
- If the form is not turned in, the absence will not be excused.
- If the absence is unexcused, you will not receive a make-up assignment.
- If you are absent from school or you check out early, you must turn in the Absence Form within one day upon your return to school. After one day, the absence will not be excused.
- If you have a “once-in –a-lifetime” event (i.e.: family wedding or school-approved vacation) that will conflict with a performance, you must pre-arrange your absence by completing the Absence Form no later than 6 weeks prior to the performance.*
- If there is an extenuating circumstance prior to a rehearsal, you must complete the Absence Form and turn it in at least 2 days prior to the scheduled rehearsal.*
- Details specific to your individual Performing Art are contained in your class syllabus or contract.

*If the form is not submitted prior to the absence, the absence will not be excused.

Student's Name _____ Grade _____

Date(s) of absence _____

Description of performance or rehearsal missed _____

Reason for absence

I understand that I am responsible for any make-up assignments for the absence listed above, and I will complete my make-up work in a timely manner.

Student's signature _____ Date _____

Parent's signature _____ Date _____

Director's use only:

Date _____

_____ Excused

_____ Unexcused

Notes _____

Lee High School
Orchestra Booster Club Events
2014-15

	Activity	Parent & Student Volunteers
October	Uniform Fitting	Measure students
	Booster Club Meeting (Oct 9)	All parents
	Pie Sale (TBD)	All students
	Fall Concert (Oct 28)	Set up refreshments Serve refreshments Clean-up
November	Election Day Bake Sale (Nov 4) 0600-1200	Set-up/clean-up Donate baked items, coffee, etc Participate (students) Supervise (parents)
	Pick up Pies (TBD)	Help sort pies when delivered (approximately 12pm)
	District Orchestra Auditions at Lee HS (Nov 18)	Parent and Student Volunteers Needed Snack table Other?
December	Winter Orchestra Performance (Dec 11)	Set up refreshments Serve refreshments Clean-up
February	All VA Band and Orchestra Auditions (Feb 28)	
March	Orchestra Pre-Assessment Concert (Mar 3)	Set up refreshments Serve refreshments Clean-up
	Orchestra Assessments (Mar 6-7)	Parent chaperones
	Spring Trip (Mar 19-21)	Parent chaperones
April	Solo Ensemble (Apr 24-25)	Student participation
May	Spring Orchestra Concert (May 12)	Set up refreshments Serve refreshments Clean-up
	Chipotle Fundraiser (TBD)	All participate; bring flyer
June	Orchestra Awards (Jun 2)	Set up refreshments Serve refreshments Clean-up
	Senior Awards (Jun 4)	Chamber Orchestra plays
	Fundraiser: Sweet Frog (TBD)	All participate; bring flyer