

App 6-8 talk about  
Financial obligations

# Syllabus

1

## HAYFIELD SECONDARY SCHOOL

### High School Orchestra Handbook 2014-2015

Dear Parents and Students,

Welcome back to the Orchestra program at Hayfield Secondary School! I hope that you have enjoyed a relaxing summer as we enter the first weeks of a new academic year.

I would like to take a moment to formally introduce myself. My name is Daniel McCarthy, and I am the new High School Orchestra Director at Hayfield Secondary School. Prior to my appointment at Hayfield, I was Co-Director of the Orchestra program at Lake Braddock Secondary School. I received a Bachelor of Music magna cum laude in Instrumental Music Education and Viola Performance from the Catholic University of America, and am currently pursuing a Master of Music in Music Education from Boston University. In addition to my teaching responsibilities, I am also a freelance violinist and violist. I look forward to my collaborations with Ms. Lewis, and I hope to continue the strong traditions that Mrs. Vien put forward.

As an educator, my goal for each student is to develop a deeper understanding about musical practices including written understanding, playing the instrument, and understanding the connections of music to our local, regional, and global communities. Music transcends boundaries as a universal language -- whether it's goose bumps during an orchestra concert, or turning to a familiar song in a moment of distress. It is through our work together that I hope to broaden the perspective of string music education from being more than playing an instrument, but also understanding the deeper possibilities that music has to offer.

The expectations set forth in this handbook summarize the key points of success in the Orchestra program at Hayfield. This includes the active understanding of the students, the parents, and the teacher. Please familiarize yourself with the handbook and complete the required sections by **Friday, September 5, 2014**.

Parents: if you are looking to become more involved with the Hayfield Orchestra Program, please consider joining that Hayfield Orchestra Boosters! The Hayfield Orchestra Boosters is an organization of orchestra parents dedicated to helping the orchestra program through a number of supportive services. The orchestra parents depend upon the Booster Club to run fundraisers, help with trip preparations, chaperoning, as well as aid the orchestra program in other efforts. More information about the Boosters can be found in this Handbook.

I look forward to a successful year for all students in the Orchestra Program at Hayfield Secondary School!

Sincerely,

Daniel McCarthy  
[dcmccarthy@fcps.edu](mailto:dcmccarthy@fcps.edu)  
(703) 924-7429

## *Course Descriptions*

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**Sinfonietta Orchestra** - This course is for high school freshmen only. An audition with the orchestra conductor is required for enrollment in this course. Ownership or rental of an instrument is required. Musical literature will be provided by the school. The orchestra for freshmen offers instruction to the advancing player. A variety of musical styles will be studied through the playing of orchestral literature. Rehearsals and performances outside of normal school hours are required as part of this course. Students are encouraged to take private lessons to strengthen their skill set outside of the classroom.

### *Objectives*

- The student will reinforce and/or improve his/her working knowledge of the proper position and technique necessary in playing a musical instrument.
- The student will develop the ability to play a string instrument from notation at the grade III/IV level and above as described by the Virginia Band and Orchestra Directors' Association (VBODA).
- The student will experience the performance of musical literature at the grade III/IV level and above as described by the VBODA.
- The student will clearly demonstrate a practical understanding through performance of expressive musical concepts.
- The student will be able to assess adequately his/her performance of expressive musical concepts.

**Symphonic Orchestra** - This course is for 10<sup>th</sup> through 12<sup>th</sup> grade students. An audition with the orchestra conductor is required for enrollment in this course. Ownership or rental of an instrument is required. Musical literature will be provided by the school. Symphonic orchestra offers instruction to the advancing player. A variety of musical styles will be studied through the playing of orchestral literature. Rehearsals and performances outside of normal school hours are required as part of this course. Students are encouraged to take private lessons to strengthen their skill set outside of the classroom.

### *Objectives*

- The student will reinforce and/or improve his/her working knowledge of the proper position and technique necessary in playing a musical instrument.
- The student will develop the ability to play a string instrument from notation at the grade IV/V level and above as described by the Virginia Band and Orchestra Directors' Association (VBODA).
- The student will experience the performance of musical literature at the grade IV/V level and above as described by the VBODA.
- The student will clearly demonstrate a practical understanding through performance of expressive musical concepts.
- The student will be able to assess adequately his/her performance of expressive musical concepts.

**Chamber Orchestra** - This course is for the advanced musician. An audition with the orchestra conductor is required for enrollment in this course. Ownership or rental of an instrument is required. Musical literature and method books will be provided by the school. Chamber orchestra offers instruction to the advanced player. An in depth study of musical styles will be realized through challenging orchestral literature. Rehearsals and performances outside of normal school hours are required as part of this course. **Private lessons are required** for this course *and* all students must audition for Senior Regional Orchestra *or* District Honors Orchestra. **The spring trip is also mandatory for students enrolled in this course.**

### *Objectives*

- The student will reinforce and/or improve his/her working knowledge of the proper position and technique necessary in playing a musical instrument.
- The student will develop the ability to play a string instrument from notation at the grade V/VI level and above as described by the Virginia Band and Orchestra Directors' Association (VBODA).

- The student will experience the performance of musical literature at the grade V/VI level and above as described by the VBODA.
- The student will clearly demonstrate a practical understanding through performance of expressive musical concepts.
- The student will be able to assess adequately his/her performance of expressive musical concepts.

## *Grading Policy*

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The following grading policy is in effect for all high school orchestra students:

40% - Daily Grade

30% - Assessment

30% - Performances / First Quarter Music Theory

### **40%: Daily Grade**

You are expected to participate in class every day without exception. This means you must bring your instrument, music, pencil, and a willing attitude to class every day. You are awarded 10 points for every class and 30 points for every after-school rehearsal. Grades are based on participation and for following the criteria below.

**The daily grade (10 points) will be based on the following categories:**

- Punctuality and readiness to play when the bells rings.
- Understanding of the concept that music, to be properly performed, evaluated or rehearsed, must be rendered in an atmosphere of silence.
- Attention to the conductor and an attitude of cooperation
- Alertness and readiness for the downbeat, including proper posture and hand position for the instrument.
- Sensitivity towards conducting gestures
- Full participation in class
- Prepared with instrument and equipment, music, and pencil every class.

**Points will be deducted for:**

- Tardiness - 3 points
- Talking / Chewing Gum / Disruptive Behavior - 2 points
- Lack of attention and/or poor posture - 2 points
- No instrument - 10 points
- No music - 5 points
- No pencil and/or proper equipment - 3 points

**Unexcused** absences cannot be made up, and will result in a zero for the day missed.

### **30%: Assessment**

**The assessment portion of your grade will be based upon both written and playing tests.** You are expected to learn your instrument and to read music. Playing tests will be held regularly for chair placement and progress evaluation. These may occur announced or unannounced at the discretion of the director.

**Orchestra Seating:** Students are seated according to their musical and technical proficiency on their instrument, as well as to balance sections, develop leadership skills, or other reasons at Mr. McCarthy's discretion. (This placement may be referred to as what "chair" a student has, such as 1<sup>st</sup> chair, 2<sup>nd</sup> chair, etc.) Each student is responsible for his/her own performance regardless of seating. Seating remains at the discretion of the director at all times.

### 30%: Performance / First Quarter Theory Assignments

The performance portion of your grade will be based upon the following:

- Concerts at Hayfield Secondary School
- Performances at District 10 Orchestra Assessment
- **Chamber Orchestra** members must audition for either Senior Regional Orchestra or District Honors Orchestra.
- During the first quarter, all students will complete eight written theory units (one per week) from Alfred's "Essentials of Music Theory." Theory units are distributed at the first class meeting of the week and are due at the first class meeting of the following week. Each unit is graded out of 25 points for a total of 200 points possible.

If a performance is missed, the student will have one week upon returning to school, to make-up the grade. To make-up the grade, the student must perform his/her concert music in front of a video or audio recorder that will be reviewed and graded at the discretion of the instructor. **It is the responsibility of the student to make-up the grade. The instructor will not "hunt you down."** After 1 week, the grade becomes a zero. Students who do not perform at District 10 Orchestra Assessment will *not be permitted* to attend the spring trip.

### Late-work Policy from Hayfield Secondary

"Assignments are given due dates so that learning can progress sequentially in a timely manner. Students who have not had an adequate opportunity to demonstrate mastery of content because of excused absences or extenuating circumstances should work with their classroom teachers and school counselor to complete the missing assignments. Students who habitually fail to turn in work on the assigned due date will be subject to an academic intervention. Late work will be accepted with a maximum penalty of 20%. Work will not be accepted after the unit test has been administered. If there is an overlap between the unit test and the end of the quarter, then the turn-in deadline will be the last day of the quarter. If the academic intervention was unsuccessful and no work has been submitted, a failing mark may be assigned."

### After-School Rehearsals & Attendance Policy

All high school orchestra students will be expected to participate in after-school rehearsals, beginning in October. These rehearsals provide additional instructional time in preparation for performances, and often include sectional time to focus on instrument-specific concerns. After-school rehearsals do not occur each week, and a detailed calendar that notates the rehearsal schedule is released several weeks prior to the first rehearsal. Attendance at scheduled after-school rehearsals is *mandatory*, as indicated in the course descriptions.

*Sinfonietta* meets after school on Wednesday afternoons from 2:30-4:00pm. *Symphonic* meets after school on Thursday afternoons from 2:30-4:00pm. *Chamber* meets after-school on Monday afternoons from 2:30-3:15pm. *Please take note of the day that your child has an after-school rehearsal, and please do not schedule doctor's appointments or other conflicts on this day of the week!*

Attendance at an after-school rehearsal requires the student to be present for the entire duration of the rehearsal. Students should be seated in the Orchestra room with their instrument, bow, music, and a pencil, ready to begin the rehearsal. An unexcused absence from an after-school rehearsal results in a 0/30 grade for the Daily Grade category. After-school rehearsals cannot be made up. Students who participate in athletics or co-curricular activities should inform Mr. McCarthy of their schedule to provide ample time for creating a solution. "Same day" notifications will result in an *unexcused* absence. *Excused* absences from after-school rehearsal include:

1. Excused absence from school
2. Death in the family
3. Religious holidays or conflicts
4. Pre-arranged absences *at the discretion of the director* with at least **one week** notice
5. Unforeseen emergency situations to be reviewed *at the discretion of the director*

## *Classroom Conduct & Expectations*

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“Fairfax County Public Schools (FCPS) does not discriminate on the basis of race, color, sex (including sexual harassment, Title IX, and pregnancy), marital status, religion, national origin, age (40 or older), disability, or genetic information in its programs and activities. These protections apply to students, employees, and other members of the public. FCPS also provides equal access to the Boy Scouts and other designated youth groups. FCPS is committed to equal access and equal opportunity in all services and employment; to include its policies, complaint process, program accessibility, religious accommodations and other Equal Employment Opportunity matters. FCPS prohibits retaliation against individuals who report allegations of discrimination, file a formal complaint, or participate in the investigative process.”

### Expectations for Orchestra Students

1. One minute after the bell rings, all students should be in their assigned seats with their instruments unpacked, sheet music, materials for the day, and a pencil. After that minute, Mr. McCarthy will take attendance, and tardiness will be accounted for.
2. Conversations in the Orchestra room and storage room are allowed and encouraged. However, once Mr. McCarthy has begun the class and stepped on to the podium, all conversations are expected to conclude.
3. Practice your instrument for a minimum of 30 minutes each day. A small amount of consistent practice time greatly outweighs the benefits of “cramming.” There is no “i” in Orchestra; you are accountable to your classmates for practicing all music, scales, and exercises assigned!
4. Attend your scheduled after-school rehearsals and concerts. Be on time. A good rule of thumb is: *Early is on time, on time is late, and late is unacceptable!*
5. Communicate effectively. Conflicts and concerns can often be solved through a simple conversation. Be proactive about these issues. *If you make a mistake, own up to it and offer a solution.*
6. Respect your classmates and their differences. Mr. McCarthy maintains a *zero tolerance* policy for bullying, discrimination and/or harassment based on race, color, religion, gender, national origin, disability, genetic information, or sexual orientation.
7. Think critically during class time and put forth an effort every day. Music is not an “overnight” success; it is the product of much trial-and-error. Mistakes are preferred over an apathetic attitude!

**Consequences:** When expectations are not met or grade infractions occur, an intervention will be established involving the student, teacher, and parent (if applicable). If a severe infraction occurs, in addition to academic and grading consequences, Mr. McCarthy reserves the right to deny students the opportunity to attend the spring trip.

## *Senior Solos*

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Due to the large number of seniors who would like to perform a senior solo, beginning in the 2014-2015 school year, seniors will have the opportunity to audition for a select performance during the May concert. Auditions will take place on Wednesday, January 7<sup>th</sup>. Seniors who are planning on auditioning will need to complete a Senior Solo Application Form, due to Mr. McCarthy by Friday, December 5<sup>th</sup>, and will need to secure an accompanist. Musical selections should represent the traditional canon of literature available for the instrument, including concerti, sonatas, show pieces, and other works. Selected senior solos with orchestral accompaniment may be eligible for a performance with the Chamber Orchestra.

## *Calendar Dates*

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Thursday, December 4, 2014 – HS Orchestra Concert, 7:00pm

Wednesday, February 25, 2015 – MS & HS Pre-Assessment Concert, 7:00pm

Friday-Saturday, March 6-7, 2015 – District 10 HS Orchestra Assessment @ West Potomac High School

Thursday, May 14, 2015 – HS Orchestra Concert, 7:00pm

### **Additional Opportunities**

Monday, September 29, 2014 – Senior Regional Orchestra Auditions @ McLean High School

*\* Note: this is a student holiday, but auditions will be held on this day.*

Thursday-Saturday, November 13-15, 2014 – Senior Regional Orchestra Event @ Herndon High School

Tuesday, November 18, 2014 – Senior District Orchestra Auditions @ Lee High School

Wednesday, January 7, 2015 – Senior Solo Auditions, 7:00pm

Friday-Saturday, January 9-10, 2015 – Senior District Orchestra Event @ Falls Church High School

Saturday, February 28, 2015 – All-Virginia Orchestra Auditions @ James Madison University

Thursday-Saturday, April 9-11, 2015 – All-Virginia Band and Orchestra Event @ Christopher Newport University

Friday-Saturday, April 24-25, 2015 – District 10 Solo & Ensemble Festival @ Henderson Middle School

Wednesday-Sunday, April 29-May 3, 2015 – HS Music Department Spring Trip (Orlando, FL)

## *Supplies & Sheet Music*

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Students are required to have the following supplies:

1. Instrument (of correct size) with new strings and fresh bow hair annually
2. Shoulder rest (violin/viola) – Some recommended brands are Everest, Kun, or Resonans.
3. “Rock stop” (cello/bass) – Cellists/bassists will need this for concerts only.
4. Soft cloth (for cleaning)
5. Rosin – Cellists/bassists will bring this to and from school daily.
6. Metronome / tuner combination
7. Pencil

Students are also required to purchase one method book for home use and practice. These books should be purchased by Monday, September 15, 2014. Please e-mail Mr. McCarthy if there are any questions/concerns.

Sinfonietta: *Essential Technique for Strings (Essential Elements Book 3)* by Allen, Gillespie, and Hayes - \$7.99

Symphonic/Chamber: *Advanced Technique for Strings (Essential Elements)* by Allen, Gillespie, and Hayes - \$5.99

All students will receive a folder to keep sheet music in. It is the student's responsibility to maintain their sheet music and mark their parts in class. If a copy of sheet music is lost, the student is responsible for procuring another copy. All sheet music for the class is available electronically on BlackBoard.

## *Instrument Rental and Purchase*

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All students must have an instrument of correct size with a set of fresh strings (to be changed annually). Bows should be re-haired annually, as well.

**Cello and bass students** will pay an annual rental fee of \$46 for use of a Hayfield instrument during *class time*, to be returned with the Instrument Rental Contract during the first week of school (FCPS Regulation 5922). Checks are to be made payable to Hayfield Secondary School. Students who qualify for Free and Reduced Lunch qualify for a *reduced* rental fee through Fairfax County Public Schools program "Instruments for All." Please e-mail Mr. McCarthy for further information.

**Violin and viola students** (and cello/bass students who need an instrument for *home use*) have the option of renting an instrument from Hayfield. The annual rental fee of \$46 should be returned with the Instrument Rental Contract during the first week of school. Checks are to be made payable to Hayfield Secondary School. Students who qualify for Free and Reduced Lunch qualify for a *reduced* rental fee through Fairfax County Public Schools program "Instruments for All." Please e-mail Mr. McCarthy for further information.

There are many local stores that also provide instrument rentals and instruments for purchase. Here are some questions to consider when renting or purchasing an instrument:

1. Does ALL of the money that you spend renting an instrument go towards the purchase or do you only get some of your money? (You should get it all)
2. When purchasing an instrument, do you get the list price or the lowest price? (You should get the lowest price that the instrument will sell at)
3. Do you have to purchase the instrument that you are renting or can the money you spend on the rental go towards the purchase of another instrument? (You should be able to purchase another instrument. Your child might grow out of it, or you may want to upgrade to a better model)
4. Will the rental rate change? Is there an introductory rate and then after so many months, the rate goes up? (The rental rate should stay the same)
5. Are there insurance, maintenance fees or any other hidden fees? (You can insure the instrument on your homeowner's policy. If you want to put money aside for maintenance, put it in your bank account. If you give them the money and don't use the services, you will not get the money back)
6. Will the store take back the purchased instrument for the amount that you paid for it and use 100% of that towards an upgraded instrument? (They should)

**A note about purchasing instruments online:** While there are some very credible websites for instrument and bow purchase, there is a growing trend for many online shops to "pop up," touting deals of violins for less than \$99. Many of these instruments also end up on eBay. *If you are considering purchasing an instrument online, please verify with Mr. McCarthy that the instrument and website appear to be legitimate and worth the money!* Some of these instruments arrive with poorly carved bridges, pegs that do not fit, tailpieces that do not work, instrument "buzzes," and other factors that will frustrate the developing musician. Save yourself some time and frustration by checking with the director prior to purchasing!

### **Local Music Dealers**

Potter's Violin Shop\*  
4706 Highland Avenue  
Bethesda 301.652.7070  
www.pottersviolins.com

Day Violins\*  
14221A Willard Road, Suite 500  
Chantilly 703.391.9444  
www.dayviolins.com

Music and Arts, Springfield  
6418 Springfield Plaza  
Springfield 703.451.0875  
www.musicarts.com

Brobst Violin Shop\*  
5584 General Washington Dr.  
Alexandria 703.256.0566  
www.brobstviolins.com

Foxes Music Company  
416 S. Washington Street  
Falls Church 703.533.7393

*\*Specialize in stringed instruments*

## *Uniforms*

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Students new to the orchestra program will have the opportunity to purchase uniforms at the beginning of the school year. Uniform purchases are a one-time fee, as the uniform will be used for all four years of high school. Uniform fittings for new students will occur during the month of September.

Gentlemen: High school gentlemen wear a complete black tuxedo, consisting of tuxedo pants, a tuxedo jacket, a wing tip pleated tuxedo shirt, a black bow tie, a black cummerbund, black dress socks, and black dress shoes. Shoes and socks are to be furnished on behalf of the student. The cost of the complete tuxedo will be \$99. (Additional costs may be included for larger pants and jacket sizes.) Students have the option to also furnish their own jacket and tuxedo pants, and they may purchase the shirt, bow tie, and cummerbund separately for \$21. Information on purchasing tuxedos will go home during the second week of school.

Ladies: High School women wear black concert dresses. The cost of the dress will be \$67-78. Information on purchasing dresses will go home during the second week of school.

Each student is responsible for cleaning, pressing, hemming, and repairing his/her uniform before each performance.

## *Lockers and Instrument Storage*

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An instrument storage room is available for students to keep their instruments during the school day. Students using the room must reserve a storage bin at the beginning of the year by signing a logbook. At that time, the student will be assigned a combination lock to use at all times on the locker. Students who opt to use the storage room do so at their own risk.

**Students may not store their instrument in the storage room without a lock for their storage bin.** Instruments and music binders are the only items allowed in the storage room. NO BACKPACKS, LUNCHES, BOOKS, ETC.

Combination locks are to be used at all times and combinations are to be kept with Mr. McCarthy. Care should be taken to shield your locker combination from others. Lockers should never be left in the open position.

**You enter the storage room AT YOUR OWN RISK.** Use of the storage room is a privilege. Any student found tampering with another student's locker or playing around in the storage room will lose that privilege.

Students who store their instruments in hall lockers should avoid placing music or instruments on the ledge above the lockers. Many binders and instruments go missing this way. Instrument cases must be labeled with the student's name at all times. This will ensure that misplaced instruments are promptly returned to their owners.

## *Fundraisers*

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Fundraisers through the Hayfield Orchestra Boosters are a great way to reduce the cost of the spring trip and support the orchestra program. All funds raised from these fundraisers enter student accounts. These are intended to increase student participation in the middle and high school orchestras, Orchestra Boosters activities/fundraising, and to recognize individual efforts. A portion of the profits earned by individual student fundraising efforts will go into an account. The student uses the money in his/her account to help defer the cost of the Spring Trip. **This money can only be used to defer the cost of the Spring Trip. If the money is not used, it rolls over into the general orchestra fund.**

Claire's Gourmet and Virginia Diner:

Fundraiser begins on September 18/19, 2014

Orders and money **due** by Friday, October 10, 2014

Orders distributed at the HS Orchestra Concert (Thursday, December 4, 2014)

Chipotle Dinner Nights: A portion of the profits from these evenings goes towards assisting the Orchestra Boosters. Mr. McCarthy will announce these dates in class.



## *Hayfield Orchestra Boosters*

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The Hayfield Orchestra Boosters is an organization dedicated to helping the orchestra program through a number of supportive services. The Boosters support the Hayfield Secondary School seventh through twelfth grade Orchestra Program by providing assistance and support to the Orchestra Directors by running fundraisers, helping with trip preparations and chaperoning, and aiding the orchestra program in other efforts as needed. Volunteering in the Boosters is a way for parents to become involved in their child's education. Our tradition of excellence relies on a team of volunteers, educators, and students.

### **Membership**

Membership will be voluntary and unlimited and classified as follows:

**Active** membership is extended to all middle and high school Orchestra parents, guardians and students.

**Honorary** membership may be extended by the Boosters to any person in recognition of a worthwhile contribution to the Orchestra Program. Honorary members will be entitled to all benefits of, participation in, and patronage of, the Boosters, except they shall not vote, hold office, or participate in the management of the Boosters.

**Alumni** membership is extended to all previous Orchestra parents, guardians and students. Alumni members will be entitled to all benefits of, participation in, and patronage of, the Boosters, except they shall not vote, hold office, or participate in the management of the Boosters.

Through your membership and fundraising, the Booster organization pays for items such as: Various performance fees and transportation, clinicians to work with small groups of students, professional development, substitute teachers during our competitions, end-of-year gifts for our seniors and Directors, MS & HS Awards, sheet music, instruments and supplies, and hospitality receptions, MS Picnic, and HS Graduation lunch. The Donation/Membership Form is attached. All members will be recognized in our Concert Programs.

### **Officers**

**President: Open**

**Secretary: Open**

**Vice President: Lisa** [REDACTED]

**Treasurer: Shay** [REDACTED]

**High School Director: Daniel McCarthy**

**Middle School Director: Stephanie Lewis**

### **Committee Chairs**

**Fall Fundraiser: Open**

**Volunteer Coordinator: Lisa** [REDACTED]

**Restaurant Nights: Open**

**Senior Night: Open**

**Spirit Wear: Open**

**February Raffle Fundraiser: Open**

**Middle School Picnic: Open**

### **Meetings**

Booster meetings are open to all Orchestra parents, guardians, students and booster members. Please join us! We meet at 6:30 pm in the Orchestra Room, three to four times a year. Meeting dates are communicated by email to all booster members. If you are interested in one of the open positions, please email Lisa [REDACTED] at [REDACTED] or contact Mr. McCarthy or Ms. Lewis. We value your help!!

## Hayfield Orchestra Student and Parent Handbook Agreement 2014-2015

Orchestra: \_\_\_\_\_

Class Period: \_\_\_\_\_

**Student Agreement:**

I, \_\_\_\_\_, attest that I have done the following:

*(student name)**Student should initial each item:*

\_\_\_\_\_ I have read the orchestra handbook and understand the membership requirements and grading policies of the Hayfield Secondary School HS Orchestra Program. I will work hard and do my best so that I, as well as all members of the orchestra, can have a successful experience.

\_\_\_\_\_ I have entered all Orchestra dates that pertain to me into my calendar. I have notified Mr. McCarthy of any direct conflicts. I understand the attendance policies in regards to rehearsals and concerts.

\_\_\_\_\_ I will purchase the necessary method book indicated on page 6 by September 15<sup>th</sup>, and have all other supplies necessary to begin instruction at my orchestra's 2<sup>nd</sup> class meeting.

\_\_\_\_\_ My parent and I have completed the online Google Form.

\_\_\_\_\_ My parent and I have completed the following forms and I will turn them in at my orchestra's 2<sup>nd</sup> class meeting:

- ☐ Orchestra Handbook Agreement
- ☐ Emergency Care Form
- ☐ Cello/Bass only: Complete Instrument Rental Contract and payment of \$46 (cash or check made payable to "Hayfield Secondary School")

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 Student Signature

Date

**Parent Agreement:**

As a parent(s)/legal guardian of this student, I/we understand the criteria set forth in regard to being a member of the Hayfield Secondary School HS program, specifically in regard to practicing, grading, and rehearsal/concert attendance.

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 Parent Signature

Date

# Hayfield High School Orchestra

## Uniform Information – Women

All high school orchestra women are expected to purchase the standard black concert dress from Formal Fashions. These dresses will be worn during all four years of high school orchestra. Dresses are ordered through Mr. McCarthy and will arrive in the beginning of November. Students will be expected to have their dresses *hemmed* prior to the first concert (December 4<sup>th</sup>). Please make accommodations in time to do so. Dress sizes are determined through fittings during the first week of October.

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Orchestra (circle one):**

Sinfonietta

Symphonic

Chamber

**Dress Size:** \_\_\_\_\_

**Cost (circle one):**

\$67 (sizes 0-16)

\$78 (sizes 18+)

Please return this half-sheet to Mr. McCarthy along with payment (cash or check payable to “Hayfield Secondary School”) by Tuesday, October 14<sup>th</sup>. If you have questions or concerns about purchasing the dress, please e-mail Mr. McCarthy at [dcmccarthy@fcps.edu](mailto:dcmccarthy@fcps.edu).

# Hayfield High School Orchestra

## Uniform Information – Men

All high school men are expected to furnish the following uniform:

1. A white, wing collar tuxedo shirt
2. Black tuxedo trousers (with or without pleats)
3. A black tuxedo coat with notch lapel
4. A black bow tie
5. A black cummerbund
6. Black dress shoes

The five-piece tuxedo can be purchased as a tuxedo package through Formal Fashions Inc. for approximately \$96 plus shipping/handling of \$15. The Hayfield Orchestra program has used this company for many years, and the quality of their tuxedos is good. If you would like to furnish your own tuxedo through a different vendor or store (ex. JCPenney), you may do so; however, please ensure that the specifications are clear regarding the style of tuxedo shirt and jacket.

### How to Order from Formal Fashions:

1. Go to <http://www.formalfashionsinc.com>. Click on the tab that says “Store.”
2. Click on “Menswear.” Navigate through the sections for “Coats,” “Pants,” “Shirts,” and “Select-A-Tie & Cummerbund” to select the following items:
  - a. Tuxedo Coat: Style 4501 –Notch Lapel
  - b. Tuxedo Shirt: Style 2181 – Wing Collar
  - c. Tuxedo Pants: Style 6504 – Comfort Fit Non-Pleated or Style 6505 Pleated (also acceptable is the adjustable pleated style – 6502)
  - d. Black Bow Tie: Style 8250RA-BK – Satin (Black)
  - e. Black Cummerbund: Style 8450RA-BK – Satin (Black)
3. Click the “Add to Cart” button for each item and enter the correct size. **Please measure your student per the instructions. Formal wear sizes differ from ordinary clothing sizes.** Measuring tools are available for each item on the website.
4. In the upper right-hand corner of the page, click on “Shopping Cart.” Once you have all of the items in the cart, click the “Checkout” button which will navigate you through the billing process. Formal Fashions accepts credit card payments only from individuals.

In-stock items should arrive 10 business days after ordering. Please ensure that you order the uniform with ample time to receive the items and have the pants hemmed. We ask that all tuxedo parts be received by Monday, November 12<sup>th</sup> to ensure that students can maintain a professional appearance at our first concert. If you have any questions or concerns, please email Daniel McCarthy, Orchestra Director, at [dcmccarthy@fcps.edu](mailto:dcmccarthy@fcps.edu)



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## Hayfield Secondary School Orchestra Booster Membership Form 2014-15



The Hayfield Orchestra Booster organization is the parent support group for the Middle and High School Orchestra programs. Your membership helps to advance and encourage the orchestra programs by providing the extra funds to meet uncovered expenses and accelerate the purchase of music and instruments.

The Hayfield Orchestra adds richness and excitement to Hayfield events throughout the school year. You have heard the Orchestra perform at special events and concerts throughout the school year, at several competitions and at the senior graduation in June. The Orchestra works hard to develop their performing skills preparing to entertain parents, friends, teachers and visitors to Hayfield Secondary.

We need continued support from parents. Your voluntary contributions enrich the program for your child greatly. We encourage you to join and contribute to make this year a great year for Hayfield Orchestras !!!

**Print clearly so we may acknowledge your Family/Company name in our concert program**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Orchestra Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Orchestra: \_\_\_\_\_ Instrument: \_\_\_\_\_

Membership categories "Hayfield Friends of the Arts"

\_\_\_\_\_ \$20(Individual) \_\_\_\_\_ \$35(Family) \_\_\_\_\_ \$50 (Bronze) \_\_\_\_\_ \$100(Silver)  
\_\_\_\_\_ \$150(Gold) \_\_\_\_\_ \$200+(Platinum)

**Thank you for supporting the Hayfield Orchestra**

Please make checks payable to Hayfield Orchestra Boosters  
and mail this form with your check to one of the addresses below  
or send it in with your student to Ms. Lewis or Mr. McCarthy

Lisa [REDACTED]  
Vice President  
[REDACTED]  
Lorton, VA 22079

or Hayfield Secondary School  
Orchestra Boosters  
7630 Telegraph Road  
Alexandria, VA 22315

# Hayfield Orchestra Boosters

The Hayfield Orchestra Boosters is an organization dedicated to helping the orchestra program through a number of supportive services. The Boosters support the Hayfield Secondary School seventh through twelfth grade Orchestra Program by providing assistance and support to the Orchestra Directors by running fundraisers, helping with trip preparations and chaperoning, and aiding the orchestra program in other efforts as needed. Volunteering in the Boosters is a way for parents to become involved in their child's education. Our tradition of excellence relies on a team of volunteers, educators, and students. A volunteer form is attached. Please return to Mr. McCarthy or Ms. Lewis.

## Membership

Membership will be voluntary and unlimited and classified as follows:

**Active** membership is extended to all middle and high school Orchestra parents, guardians and students.

**Honorary** membership may be extended by the Boosters to any person in recognition of a worthwhile contribution to the Orchestra Program. Honorary members will be entitled to all benefits of, participation in, and patronage of, the Boosters, except they shall not vote, hold office, or participate in the management of the Boosters.

**Alumni** membership is extended to all previous Orchestra parents, guardians and students. Alumni members will be entitled to all benefits of, participation in, and patronage of, the Boosters, except they shall not vote, hold office, or participate in the management of the Boosters.

Through your membership and fundraising, the Booster organization pays for items such as: Various performance fees and transportation, clinicians to work with small groups of students, professional development, substitute teachers during our competitions, end-of-year gifts for our seniors and Directors, MS & HS Awards, sheet music, instruments and supplies, and hospitality receptions, MS Picnic, and HS Graduation lunch. The Donation/Membership Form is attached. All members will be recognized in our Concert Programs.

## Officers

**President:** Open

**Vice President:** Lisa [REDACTED]  
**High School Director:** Daniel McCarthy

**Secretary:** Open

**Treasurer:** Shay [REDACTED]  
**Middle School Director:** Stephanie Lewis

## Committee Chairs

**Fall Fundraiser:** Open

**Restaurant Nights:** Open

**Spirit Wear:** Open

**Middle School Picnic:** Open

**Volunteer Coordinator:** Lisa [REDACTED]

**Senior Night:** Open

**February Raffle Fundraiser:** Open

## Meetings

Booster meetings are open to all Orchestra parents, guardians, students and booster members. Please join us! We meet at 6:30 pm in the Orchestra Room, three to four times a year. Meeting dates are communicated by email to all booster members. If you are interested in one of the open positions, please email Lisa [REDACTED] at [REDACTED] or contact Mr. McCarthy or Ms. Lewis. We value your help!!!



★ Trip information



**Hayfield Secondary Music Department**  
*Patrick Burke, Band – Daniel McCarthy, Orchestra – Walter Krushinski, Chorus*

**Spring Trip ~ April 29- May 3, 2015 ~ Orlando, FL**

This year the high school music department is sponsoring a spring trip to Orlando, Florida on April 29- May 3, 2015. The purpose of this trip is to perform in a national music festival before highly skilled clinicians. In addition, we will experience the educational culture and diversity that makes Orlando a great destination.

All students have permission to miss two days of classes (one orange day and one white day). All schoolwork must be completed, subject to the wishes of the classroom teachers. There is a possibility that a conflict will arise with a school activity such as athletics. The athletic department's policy is that our spring trip will not be taken into consideration for participation on a team. However, it is the coach's duty to show fairness to all students. Please take this into consideration. In addition, the Music faculty has made an agreement with the AP teachers that all work that will be missed while on the trip will be made up by students **prior to the trip.**

The trip includes 2 night's lodging, bus transportation, adjudication and performance fees, 2 breakfasts, 2 dinners, admission to Wet 'N Wild Water Park, Orlando Fun Spot, and a 2-day park hopper passport for Universal Studios and Islands of Adventure – including the newly expanded Wizarding World of Harry Potter! The students will also have time to explore and shop in Downtown Disney. As in the past, we will again have a tour guide exclusively for our group while in Orlando.

The cost will be \$690 and will be divided into **5 payments** of \$138.00 as follows:

*Payment #1.....due by October 31*  
*Payment #2.....due by November 25*  
*Payment #3.....due by January 16*  
*Payment #4.....due by February 20*  
*Payment #5.....due by March 20*

Please make all checks payable to Hayfield Secondary School. Fees will be adjusted using money from each student's individual fundraising account with his or her booster organization. All fees paid that have not already been encumbered will be refunded if the trip is cancelled.

**PLEASE NOTE: Non-refundable deposits need to be made for this trip. Trip payments that are already received may not be refunded unless an approved substitute is found.** A student, who makes payments and then decides not to attend, must find another music student to take his or her place. Otherwise, he or she will forfeit those payments. This student's replacement choice is subject to the approval of his or her director.

Please fill out the bottom portion of this form and return it along with the **first non-refundable payment of \$138.00 by November 5, 2014.**

\_\_\_\_\_ **YES, I will be** attending the Hayfield Music Department trip to Orlando, FL on April 29-May 3, 2015. I have enclosed the non-refundable 1<sup>st</sup> payment of \$138.00

Student Name (please print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Circle one:                      **Band**                      **Orchestra**                      **Chorus**

\_\_\_\_\_ **YES**, I wish to chaperone. Enclosed is my 1<sup>st</sup> payment as well.

Name (please print) \_\_\_\_\_



## Hayfield Orchestra Uniform Shirt/Cummerbund/Tie Order Form

Purchase a 3 piece package: White Wing Collar Tuxedo Shirt, Black Cummerbund and Bow Tie for \$22.00

Please use the sizing chart and instructions below to determine your shirt size and record it on this order form.  
(The cummerbund and bow tie are one size/adjustable).

**Return this form and payment** to Ms. Lewis (Middle School) or Mr. McCarthy (High School) by: October 1.  
Cash or Checks Payable to **Hayfield Secondary School**

STUDENTS NAME: \_\_\_\_\_ Grade \_\_\_\_\_

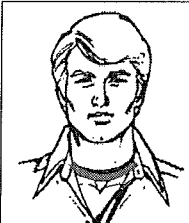


SHIRT SIZE (from chart below): \_\_\_\_\_

Wing tip collar unisex tuxedo shirt in E-Z CARE machine washable 65/35 polycotton. Features include: 1/4" pleats, barrel cuffs, banded tie guide on back of collar, convertible four stud front and convertible button/link cuffs.

### Size Chart

- If in doubt, always go up a size - a uniform that is slightly big can be worn, however one that is too small cannot.
- To discuss, call a friendly fashion consultant at 1.800.528.7909 or email at <mailto:info@formalfashionsinc.com>.
- Measurements: Visit website [www.formalfashionsinc.com](http://www.formalfashionsinc.com) to view video or follow the instructions below:

Men's & Women's Unisex Shirts																													
Size	BS	BM	BL	XS1	XS3	S1	S3	S5	M1	M3	M5	M7	M9	L3	L5	L7	L9	XL3	XL5	XL7	XL9	2X5	2X7	2X9	3X5	3X7	3X9	4X5	4X7
Neck	11	12	13	13	13	14	14	14	15	15	15	15	15	16	16	16	16	17	17	17	17	18	18	18	20	20	20	22	22
Sleeve	23	27	31	31	33	31	33	35	31	33	35	37	39	33	35	37	39	33	35	37	39	35	37	39	35	37	39	35	37
Chest	28	31	35	35	35	40	40	40	44	44	44	44	44	48	48	48	48	52	52	52	52	56	56	56	60	60	60	64	64
Fits to Height	4'2"	4'10"	5'2"	5'6"	5'11"	5'6"	X	X	5'6"	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

	<p><b>Neck Size:</b> Open shirt collar and measure 2" above base of neck.</p>		<p><b>Sleeve Length:</b> With arm down at side, start tape at center of back (at the neckbone). Measure with tape over TOP of shoulder, and down to the end of cuff (at the wrist bone).</p>		<p><b>Chest Size:</b> Place tape snugly around chest, high under arms. Be sure tape is well up on shoulder blade in back.</p> <p><b>Waist Size:</b> Medium snug measurements taken ABOVE waistband of trousers at natural waistline.</p> <p><b>Full height</b> is with shoes on (head to floor).</p>
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Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Orchestra Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Orchestra: \_\_\_\_\_ Instrument: \_\_\_\_\_

Membership categories "Hayfield Friends of the Arts"

\_\_\_\_\_ \$20(Individual) \_\_\_\_\_ \$35(Family) \_\_\_\_\_ \$50 (Bronze) \_\_\_\_\_ \$100(Silver)  
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Lisa [REDACTED]  
Vice President  
[REDACTED]  
Lorton, VA 22079

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## **Contents**

<b>The Program</b>	<b>Page 3-8</b>
Beginning Orchestra	
Intermediate Orchestra	
Advanced Orchestra	
Sinfonietta Orchestra	
Symphonic Orchestra	
Chamber Orchestra	
Practice Tips	
<b>The Grading System</b>	<b>Page 10-12</b>
<b>Late-Work Policy</b>	<b>Page 13</b>
<b>Attendance</b>	<b>Page 14</b>
Excused Absences from Rehearsal	
Co-curricular Absenteeism Policy	
<b>Conduct and Discipline</b>	<b>Page 15-17</b>
Rehearsal Expectations	
Minor and Major Infractions	
Daily Classroom Rules	
Restroom and Locker Procedures	
<b>Specific Guidelines</b>	<b>Page 18-22</b>
In the Orchestra Room	
Instrument Security	
Use of Instrument Storage	
Care of Sheet Music	
Care of Instruments	
Instrument Requirements	
Other Recommended Items	

<b>Concerts</b>	<b>Page 23-27</b>
Concert Behavior	
Concert Dress	
<b>Other Performance Opportunities</b>	<b>Page 28</b>
<b>Orchestra Field Trips</b>	<b>Page 29-30</b>
VBODA Festival	
Spring Trip Middle School	
Spring Trip High School	
<b>Financial Obligations</b>	<b>Page 31</b>
<b>Hayfield Booster Organization</b>	<b>Page 32-33</b>

## The Program

### Beginning Orchestra (Middle and High School Class)

#### *Course Description*

No prior orchestra experience is needed. Ownership or rental of an instrument is required. Musical literature and method books will be provided by the school.

#### *Objectives*

- The student will develop a working knowledge of the proper position and technique necessary in playing a musical instrument.
- The student will develop the ability to play a string instrument from notation at the grade I/II level as described by the Virginia Band and Orchestra Directors' Association (VBODA).
- The student will experience the performance of musical literature at the grade I/II level as described by the VBODA.
- The student will demonstrate a practical understanding through performance of expressive musical concepts.
- The student will be able to discriminate between various expressive levels of musical performance.

**Intermediate Orchestra  
(Middle School Class)**

***Course Description***

Previous participation in orchestra for at least one year, **and/or** an audition for the conductor is required. Ownership or rental of an instrument is required. Musical literature and method books will be provided by the school. Students in intermediate orchestra work on refining skills such as tone production, music reading, and accuracy of pitch. A variety of musical styles will be studied through the playing of orchestra literature. Rehearsals and performances outside of normal school hours are required as part of this course.

***Objectives***

- The student will reinforce and/or improve his/her working knowledge of the proper position and technique necessary in playing a musical instrument.
- The student will develop the ability to play a string instrument from notation at the grade II/III level as described by the Virginia Band and Orchestra Directors' Association (VBODA).
- The student will experience the performance of musical literature at the grade II/III level as described by the VBODA.
- The student will demonstrate a practical understanding through performance of expressive musical concepts.
- The student will be able to discriminate between various expressive levels of musical performance.

**Advanced Orchestra  
(Middle School Class)**

***Course Description***

Previous participation in orchestra for at least two years, **and/or** an audition for the conductor is required. Ownership or rental of an instrument is required. Musical literature and method books will be provided by the school. Advanced orchestra will build left-hand skills such as shifting and vibrato, as well as advanced bow techniques.

A variety of musical styles will be studied through the playing of orchestra literature. Rehearsals and performances outside of normal school hours are required as part of this course.

***Objectives***

- The student will reinforce and/or improve his/her working knowledge of the proper position and technique necessary in playing a musical instrument.
- The student will develop the ability to play a string instrument from notation at the grade III/IV level as described by the Virginia Band and Orchestra Directors' Association (VBODA).
- The student will experience the performance of musical literature at the grade III/IV level as described by the VBODA.
- The student will clearly demonstrate a practical understanding through performance of expressive musical concepts.
- The student will be able to assess adequately his/her performance of expressive musical concepts.

**Sinfonietta Orchestra**  
**(Freshman High School Class)**

***Course Description***

This course is for high school freshmen only. An audition with the orchestra conductor is required for enrollment in this course. Ownership or rental of an instrument is required. Musical literature and method books will be provided by the school. The orchestra for freshman offers instruction to the advancing player. A variety of musical styles will be studied through the playing of orchestra literature. Rehearsals and performances outside of normal school hours are required as part of this course. Students are encouraged to take private lessons.

***Objectives***

- The student will reinforce and/or improve his/her working knowledge of the proper position and technique necessary in playing a musical instrument.
- The student will develop the ability to play a string instrument from notation at the grade IV/V level and above as described by the Virginia Band and Orchestra Directors' Association (VBODA).
- The student will experience the performance of musical literature at the grade IV/V level and above as described by the VBODA.
- The student will clearly demonstrate a practical understanding through performance of expressive musical concepts.
- The student will be able to assess adequately his/her performance of expressive musical concepts.



## **Symphonic Orchestra (High School Class)**

### ***Course Description***

This course is for 10<sup>th</sup> through 12<sup>th</sup> grade students. An audition with the orchestra conductor is required for enrollment in this course. Ownership or rental of an instrument is required. Musical literature and method books will be provided by the school. Symphonic orchestra offers instruction to the advancing player. A variety of musical styles will be studied through the playing of orchestra literature. Rehearsals and performances outside of normal school hours are required as part of this course. Students are encouraged to take private lessons.

### ***Objectives***

- The student will reinforce and/or improve his/her working knowledge of the proper position and technique necessary in playing a musical instrument.
- The student will develop the ability to play a string instrument from notation at the grade IV/V level and above as described by the Virginia Band and Orchestra Directors' Association (VBODA).
- The student will experience the performance of musical literature at the grade IV/V level and above as described by the VBODA.
- The student will clearly demonstrate a practical understanding through performance of expressive musical concepts.
- The student will be able to assess adequately his/her performance of expressive musical concepts.

## Chamber Orchestra (High School Class)

### *Course Description*

This course is for the advanced musician. An audition with the orchestra conductor is required for enrollment in this course. Ownership or rental of an instrument is required. Musical literature and method books will be provided by the school. Chamber orchestra offers instruction to the advanced player. An in depth study of musical styles will be realized through challenging orchestral literature. Rehearsals and performances outside of normal school hours are required as part of this course. **Private lessons are required** for this course *and* all students must audition for District Honors Orchestra. **The spring trip is also mandatory for students enrolled in this course.**

### *Objectives*

- The student will reinforce and/or improve his/her working knowledge of the proper position and technique necessary in playing a musical instrument.
- The student will develop the ability to play a string instrument from notation at the grade V/VI level and above as described by the Virginia Band and Orchestra Directors' Association (VBODA).
- The student will experience the performance of musical literature at the grade V/VI level and above as described by the VBODA.
- The student will clearly demonstrate a practical understanding through performance of expressive musical concepts.
- The student will be able to assess adequately his/her performance of expressive musical concepts.

## Practice Tips

1. Spend a minimum of 20-30 minutes practicing each night. A little work every day is better than long sessions every other day. Parents are encouraged to help their orchestra student keep a practice log. Forms are available from the orchestra instructor.
2. Practice slowly and accurately. Using a metronome is recommended.
3. Set goals for yourself... maybe work only 8 measures, but make sure you learn those 8 measures.
4. Practice the difficult sections longer than the easy sections.
5. Play everything with expression.
6. Learn from mistakes.
7. Think for yourself. Be creative with your practice, and find out that works best for you.
8. Be optimistic. You may not be able to play as well as you would like to, but you will improve.
9. The "UPSIDE": The more you practice, the better you become. The better you become, the more fun it is to play your instrument. The more fun it is to play your instrument, the more you want to practice!
10. The "DOWNSIDE": The less you practice, the more difficult it is to play your instrument. The more difficult it is to play your instrument, the less enjoyable it is to play. The less enjoyable it is to play your instrument, the less you want to practice!

Music is fun when you are able to play your part and be a part of the team, so do yourself a favor and... **PRACTICE!**

Always remember... **PRACTICE MAKES PERMANENT, BUT *PERFECT* PRACTICE MAKES *PERFECT*!**

## **The Grading System**

### **40%: Daily Grade**

You are expected to participate in class everyday without exception. This means you must bring your instrument, music, pencil, and a willing attitude to class every day. You are awarded 10 points every class for participation and for following the below criteria.

**The daily grade (10 points) will be based on the following categories:**

- Punctuality and readiness to play when the bells rings.
- Understanding of the concept that music, to be properly performed, evaluated or rehearsed, must be rendered in an atmosphere of silence.
- Attention to the conductor and an attitude of cooperation
- Alertness and readiness for the downbeat, including proper posture and hand position for the instrument.
- Sensitivity towards conducting gestures
- Full participation in class
- Prepared with instrument and equipment, music, and pencil every class.

### **Points will be deducted for:**

- Tardiness during music rehearsal- 3 points
- Talking/Disruptive Behavior- 2 points
- Lack of attention and/or poor posture- 2 points
- No instrument- 10 points
- No music- 5 points
- No pencil and/or proper equipment- 3 points

**Unexcused** absences cannot be made up, and will result in a zero for the day missed.

### **30%: Assessment**

The assessment portion of your grade will be based upon the following:

- Playing Tests
- Written Tests
- Projects

You are expected to learn your instrument and to learn to read music. Playing exams will be held regularly for chair placement and progress evaluation.

The following FCPS grade scale is used:

A (93-100)  
A- (90-92)  
B+ (87-89)  
B (83-86)  
B- (80-82)  
C+ (77-79)  
C (73-76)  
C- (70-72)  
D+ (67-69)  
D (64-66)  
F (below 64)

### **Orchestra Seating**

Students are seated according to their musical and technical proficiency on their instrument. This is done to insure proper blend and balance throughout the ensemble. Seat placement is relative to the abilities of those in the group. (This placement may be referred to as what "chair" a student has, such as 1<sup>st</sup> chair, 2<sup>nd</sup> chair, etc.) Each student is responsible for his/her own performance.

### **30%: Performance**

The performance portion of your grade will be based upon the following:

- Concerts and State-Assessment
- In-class group performances
- **Chamber Orchestra** members must audition for District Orchestra. Auditions are held in November and music will be available during the first week of school.

If a performance is missed, the student will have one week upon returning to school, to make-up the grade. To make-up the grade, the student must perform his/her concert music in front of a video or audio recorder that will be reviewed and graded at the discretion of the instructor. **It is the responsibility of the student to make-up the grade.** The instructor *will not* "hunt you down". After 1 week, the grade becomes a zero.

### **\*BONUS\***

**5% bonus for private lessons:** Students who take private lessons on a weekly basis from an approved instructor will be rewarded with a 5% bonus each grading period. Only the conductor can approve the private lesson teacher. Approved instructors are professional musicians on a particular instrument with teaching experience. **To receive your bonus, please submit a 3x5 index card with the following information:** your name and instrument, your teacher's name, and your teacher's phone number and/or email address **-OR-** submit your teacher's business card with your name on the back.

**2% bonus for participation in youth orchestras:** submit your program, which includes your name, to your teacher

## Late-work Policy *from* Hayfield Secondary

Assignments are given due dates so that learning can progress sequentially in a timely manner. Students who have not had an adequate opportunity to demonstrate mastery of content because of excused absences or extenuating circumstances should work with their classroom teachers and school counselor to complete the missing assignments.

Students who habitually fail to turn in work on the assigned due date will be subject to an academic intervention. Late work will be accepted with a maximum penalty of 20%. Work will not be accepted after the unit test has been administered. If there is an overlap between the unit test and the end of the quarter, then the turn-in deadline will be the last day of the quarter. If the academic intervention was unsuccessful and no work has been submitted, a failing mark may be assigned.

## **Attendance**

Absence affects performance in orchestra classes. Each student's participation affects the group outcome, and each student plays a valuable role in the process. It is imperative that we establish attendance guidelines that support this learning process for both the individual and the group. Attendance is related to both self-discipline and learning.

**Orchestra students are required to attend all after school rehearsals. It is your responsibility to attend all rehearsals and performances.**

### **Excused Absences from Rehearsal Include:**

- personal absence which confines you at home (*excused absence from school*)
- death in the family
- religious holiday (*please notify ahead of time*)
- other prearranged absences approved by the school and/or instructor (*5 day written notice is required*)

### **Co-Curricular Activity Absenteeism Policy**

In order for a student to participate in an after-school performance or practice, he/she must either:

- attend for more than half of the school day.
- have an excused absence.

A student may not participate in an after school performance or practice if:

- the absence from school that day is unexcused.
- the student is serving an out-of or in-school suspension.
- the student has not been in school half of the school day.



## **Conduct and Discipline**

Our positive behavior has the potential for lasting impressions on people with whom we may not have direct contact. It is, therefore, important for everyone to maintain a positive and cooperative attitude when associated with the Orchestras of Hayfield Secondary School.

**Inappropriate or offensive behavior or language will not be tolerated. We represent each other, Hayfield Secondary School, and ourselves, and we represent the best in high standards and positive traditions. FCPS policies and guidelines apply to the orchestra in all activities both on school and off school property.**

### **Rehearsal Expectations**

Each section shall exemplify the highest standards of efficiency, conduct, and musicianship during rehearsals and public performances. High standards will demand the utmost in determination, concentration, and self-control from each individual. Orchestra members are expected to take a serious, musical approach to their instruments. Take pride in yourself, your section, and in the entire ensemble. If you do not have a part to play, support others by listening and exercising courteous behavior.

**Minor Infractions**

From time to time, student behavior management issues occur. Due to the unique group relationship in a musical ensemble, these issues must be addressed. A pro-active policy and quick resolution will ensure a positive atmosphere for all students. Parental support to correct such behavior is critical. Disciplinary procedures include:

1. general reminder to class
2. personal reminder in class
3. private conversation
4. consequences beyond class period  
(detention, phone call or email home)
5. removal from rehearsal or performance (referral)

**Major Infractions**

The school policies that apply to the school day also apply to all orchestra activities **on and off** school property.

**Examples:** competitions, festivals, the spring trip

### **Daily Classroom Rules**

1. Students are not permitted to eat, drink, or chew gum in class or in the auditorium. ONLY WATER IS ALLOWED
2. Students are expected to come into class in an orderly manner. YOU MUST BE IN YOUR SEAT, WITH YOUR INSTRUMENT, WHEN THE TARDY BELL SOUNDS.  
(unexcused tardies will result in 3 points taken from the daily grade)
3. Students are to play only their own instruments!
4. Students are expected to keep their fingernails short. NO EXCUSES! Long fingernails interfere with curving the fingers correctly to produce a quality sound.
5. Students are to speak to the conductor and to each other with respect and courtesy.
6. Students are expected to try their best and to take pride in this organization.

### **Restroom and Locker Procedures**

Students should use the restroom and visit their lockers between classes. Students may use the restroom during class at the teacher's discretion.

## **Specific Guidelines**

### **In the Orchestra Room**

Students need to be prompt and prepared for rehearsal each day. Attendance will be taken daily. Students will have their instruments assembled, warmed-up, and have the proper music out of their folders and ready for rehearsal. Each day an agenda will be on the board. Students must have a sharpened pencil available for taking notes.

Students should treat the rehearsal areas and surrounding department areas well (*i.e., no food, gum, drinks, etc.*). Papers, pencils, and all other materials should be picked-up. It is important to have and maintain a neat and orderly room for rehearsals.

### **Instrument Security**

At the beginning of the year, each student will be asked to write his/her name, instrument, and instrument model and serial number on a security list. This list will be used to identify any lost and/or found instruments. Parents are encouraged to obtain insurance for their child's instrument. Fairfax County Public Schools will not replace lost or stolen instruments.

We suggest that parents check into coverage through their homeowner or renter insurance policy.

### **Storage Room**

An instrument storage room is available for students to keep their instruments during the school day. Students using the room must reserve a storage bin at the beginning of the year by signing a logbook. At that time, the student will be assigned a combination lock, or asked to provide a lock, to use at all times on the locker. Students who opt to use the storage room do so at their own risk.

**Students may not store their instrument in the storage room without a lock for their storage bin.** Instruments and music binders are the only items allowed in the storage room. **NO BACKPACKS, LUNCHES, BOOKS, ETC.** Combination locks are to be used at all times and combinations are to be kept with Mrs. Vien. Key locks are not allowed. Care should be taken to shield your locker combination from others. Lockers should never be left in the open position.

**You enter the storage room AT YOUR OWN RISK.** Use of the storage room is a privilege. Any student found tampering with another student's locker or playing around in the storage room will lose that privilege.

Students who store their instruments in hall lockers should avoid placing music or instruments on the ledge above the lockers. Many binders and instruments go missing this way. Instrument cases must be labeled with the student's name at all times. This will ensure that misplaced instruments are promptly returned to their owners.

### **Care of Sheet Music**

ALL SHEET MUSIC MUST BE STORED IN BINDERS.

Students who do not return original copies of sheet music on time and in good condition will be charged for the cost of replacement (*\$1 per page*). Names are submitted to the obligation list in the Hayfield Secondary School Finance Office.

Students should write their name in pencil at the top of each page of music.

**Students will be charged \$0.20 for lost photocopied pages.**

### **Care of Instruments**

All instruments should be treated with care and stored properly. It is the responsibility of the student to maintain accessories and to keep the instructor informed of instrument problems that affect his/her ability to participate.

Please follow these guidelines:

- Loosen the bow hair when you are done playing.
- Never use household cleaners to clean or polish the instrument. Gently wipe it with a clean, soft cloth.
- The instrument and the bow should be stored in the case. String instruments break easily when left unprotected.
- Retract endpins before placing in a storage bin. Never leave an instrument on a chair or hanging from a music stand.
- Never put an instrument down on top of the bridge, even when it is in the case.
- Never touch the bow hair with your hands. This deteriorates the hair, which causes poor tone quality on the instrument.

## **Instrument Requirements**

### **Violins and Violas**

- Shoulder rest. Kun is a good brand.
- A clean, soft cloth.
- Rosin
- Pencil
- Mute

### **Cellos and Basses**

- An end pin "rock stop".
- A clean, soft cloth.
- Rosin. Bass players should buy special bass rosin such as Pops Bass Rosin.
- Pencil
- Mute (cellos only)

### **School Instruments**

Most instruments are available for rent at local music stores. Those students who are eligible for free or reduced cost lunch may be able to rent an instrument through Fairfax County Public Schools at a reduced cost. These instrument rentals are subject to eligibility requirements and availability. Students should see their orchestra instructor for details.

### **Cello and Bass Fee**

There is an annual fee charged to cello and bass students (\$46 per year) for the use of the school's instruments. This does not replace the need for students to come to class with their own rock stop, cleaning cloth, rosin and mute.

## ***Great Gift Ideas!!!***

### **Recommended Items**

**Music Stand**—For home practice, foldable/portable stands come in a variety of models. Heavy-duty music stands are also available at many music stores.

**Metronome**—This device sounds a steady pulse at a number of given tempos. Electronic metronomes are the most reliable.

**Electronic Tuner**—This device tells the student the exact pitch being played. Students can learn to play in tune with the help of an electronic tuner. Pocket-sized models are recommended.

Visit [www.sharmusic.com](http://www.sharmusic.com) for a great selection of instruments and accessories at reasonable prices.



## **Concerts**

A number of concerts are scheduled throughout the school year. Students are required to attend each concert designated for their orchestra, and are strongly encouraged to attend the concerts of other ensembles.

These concerts are mandatory:

### **Winter Concerts**

*(All Middle School Orchestras)*

Wednesday, December 4, 2013, 7:00 p.m.

*(All High School Orchestras)*

Thursday, December 5, 2013, 7:00 p.m.

### **Pre-Assessment Concert**

*(All Groups)*

Thursday, February 20, 2014, 7:00 p.m.

### **Spring Concerts**

*(All Middle School Orchestras)*

Wednesday, May 21, 2014, 7:00 p.m.

*(All High School Orchestras)*

Thursday, May 22, 2014, 7:00 p.m.

### **VBODA Orchestra Assessment**

*(All Groups)*

Thursday, Fri. & Sat., March 6, 7 OR 8, 2014/ Annandale HS

Exact date and time to be announced

**\*DO NOT SCHEDULE AN SAT TEST FOR SATURDAY,  
MARCH 8**

## **Concert Behavior**

### **10 Rules for Students**

#### **1. Refrain from talking**

The first and greatest rule. It also includes whispering during the music.

#### **2. No singing, tapping fingers or feet**

The musicians do not need your help, and your neighbors need silence. Learn to tap your toes quietly inside your shoes- it's a good exercise.

#### **3. Please have nothing in your mouth, besides your teeth and tongue**

Gum and candy are not allowed.

#### **4. Do not wear watches with alarms and turn all cell phones to the silent mode**

You may enjoy the sound, but it is disturbing to everyone around you.

#### **5. Do not open and close your purse, or rip open your velcro wallet**

The best plan is to leave purses, etc., in a locked classroom or at home.

#### **6. Do not sigh with boredom**

If you are in agony, keep it to yourself. Your neighbor just may be in ecstasy, which should also be kept under control.

#### **7. Do not applaud between movements**

Wait for the conductor's hands to drop, and for him/her to turn around. This is your cue that the piece is over.

**8. Do not embarrass your teacher, parents, or school**  
Remember that you are a representative of the Hayfield Orchestras. There are many eyes looking at you.

**9. Do not read or play with electric devices in your pocket or in your hands**

To listen means just that. Use the time to turn on a "video screen" in your mind and create a story to the music.

**10. Do not go to a concert thinking you will hate the music**  
You may be surprised- millions of people all over the world enjoy classical music, and if you give yourself a chance, you might, too!

### **Concert Attire**

The student furnishes the uniform. Each student is responsible for cleaning, pressing, and repairing his or her uniform before each performance.

### **Middle School Orchestras**

#### **Gentlemen**

Black pants

Wing tip pleated tuxedo shirt

Black bow tie

Black cummerbund

Black socks

Black dress shoes

\*You will have the opportunity to purchase your shirt, bow tie and cummerbund at the beginning of the year.

#### **Ladies**

Black ankle-length skirt with black blouse or  
black ankle-length dress

Black or nude hose

Black dress shoes (no open-toed shoes)

Ladies may wear black dress pants. **Black jeans and pants with spandex (even a minimal amount) will not be allowed!**

\*Dresses and blouses must have sleeves. No spaghetti straps or off-the-shoulder attire. Absolutely no bare upper arms, legs, midriffs, or backs. Try to play your instrument in your concert attire at home before the concert. If your knees show when you sit down, or your midriff is exposed, **FIND ANOTHER OUTFIT!** You will not be allowed to perform in inappropriate attire and your grade will be lowered if you are unable to perform.

## **High School Orchestras**

### **Men (full tuxedo)**

Tuxedo pants

Tuxedo jacket

Wing tip pleated tuxedo shirt

Black bow tie

Black cummerbund

Black socks

Black dress shoes

### **Women**

High School women wear black uniform dresses. Students will have the opportunity to purchase or rent their dress. The cost of the dress will be approximately \$65. Information on renting and purchasing dresses will go home at the beginning of the school year.

## **Other Performance Opportunities**

### **Senior Regional Auditions**

Monday, September 30, 2013/ JEB Stuart High School

### **Senior Regional Event**

Thursday, Friday and Sat., November 7-9, 2013/ Hayfield SS

### **Junior/Senior District Orchestra Auditions**

Tuesday, Nov. 19, 2013/ South County Middle School  
(mandatory for Chamber Orchestra)

### **Junior/Senior District Orchestra Event**

Thursday, Friday and Saturday, January 9, 10 and 11, 2014  
TC Williams High School

### **All-State Orchestra Auditions**

Saturday, February 22, 2014  
JMU

### **All-State Orchestra Event**

Thursday-Saturday, April 4-5, 2014  
Location TBA

### **Solo and Ensemble**

Friday, April 4, 2014  
Luther Jackson Middle School

## **Orchestra Field Trips**

**VBODA Orchestra Assessment-  
March 6-8, 2014**

### **Mandatory Event**

Each year in March, the Virginia Band and Orchestra Directors' Association (VBODA) sponsors an adjudicated orchestra festival at a nearby high school. Orchestras from local middle schools and high schools perform at the festival and are evaluated by a panel of notable orchestra judges. Each orchestra performs a warm-up piece and two concert selections from a required list. After the performance, the orchestras go to a separate room to play a selection of music from sight. Ratings of I-Superior, II-Excellent, III-Good, IV-Fair, and V-Poor are presented. In addition, each orchestra receives taped and written comments from each judge assessing a variety of performance details. This is a very important event for the orchestra, and a highlight of the year. A minimum of one chaperone for every ten students is needed for this event.

### **Spring Trip- (Middle School) Busch Gardens 2014 - May 30**

On Friday, May 30<sup>th</sup>, the middle school orchestras will travel to a local theme park to perform in a music festival. This event is similar to the VBODA festival, but the rules are a bit different. In addition to ratings, each orchestra is given the choice of competing against other orchestras for trophies.

Unlike the VBODA festival, sight-reading is not a part of this event.

After performing, the students are allowed into the theme park to ride the attractions!

A minimum of one chaperone for every ten students is needed for this event.

**Spring Trip- (High School)**

**New York City**

**May 1-4, 2014**

**\*As stated in the course description, this trip is mandatory for Chamber Orchestra members.**

Every year the high school orchestras schedule a Spring Trip. The trip is usually a 4-5 day outing to a location where the orchestras can perform for nationally renowned adjudicators and where they can receive comments and awards in an educational setting. Time is also scheduled for "fun," enabling students to bond and enjoy each other's company.

A trip proposal, including itinerary, is sent out in the fall. The fee for the trip includes hotel, transportation, and most meals. The fee is paid in installments spread over several months. A deposit is required within 3 weeks of the proposal date. Since fees are based on group rates, all fees are nonrefundable. This is a great opportunity for fun and memories so don't miss out!

P.S. Moms and Dads! We also need chaperones for this trip—one adult for every 10 students. Please consider spending a fantastic opportunity with your son or daughter.



## **Financial Obligations**

### **Concert Attire**

Students furnish their own uniform. Please read section on Concert Uniforms in handbook.

### **Instrument Rental**

A rental fee (FCPS Regulation 5922) is required for all students who are renting a cello or bass from Hayfield inventory. During the first week of school, students will receive contracts that must be returned by mid-September. Fees are categorized by instrument type. Please read the contract carefully; both parents and students must sign the contract. These fees are processed and set aside for instrument repair and replacement. It is important to pay fees promptly in order to generate funding for repairs.

### **Collection of Money**

All sums of money collected by the Orchestra Boosters or the orchestra program for trips, fees, fundraisers, or any activities are non-refundable unless otherwise stated. Costs for trips are computed at group rates. Changes in the number status will disrupt and cause additional fees to the group that may limit or cancel the project.

### **Student Accounts**

This program is intended to increase student participation in the middle and high school orchestras, Orchestra Boosters activities/fundraising, and to recognize individual efforts. A portion of the profits earned by individual student fundraising efforts will go into an account. The student uses the money in his/her account to help defer the cost of the Spring Trip. **This money can only be used to defer the cost of the Spring Trip. If the money is not used, it rolls over into the general orchestra fund.**

## **The Hayfield Booster Organization**

The **Hayfield Orchestra Boosters** is an organization of orchestra parents dedicated to helping the orchestra program through a number of supportive services. The orchestra parents depend upon the booster club to run fundraisers, to help with trip preparations and chaperoning, and to aid the orchestra program in other efforts.

Volunteering in the booster club is a way for parents to become involved in their child's education. Our tradition of excellence relies on a team of volunteers, educators, and students. Following is a list of volunteer opportunities:

### **Booster Officers**

**President:** Leads the booster meetings and works with the vice-president to organize volunteers.

**Vice-President:** In charge of coordinating volunteers.

**Treasurer:** Deposits checks from fundraisers and writes checks for booster purchases, keeping track of all transactions.

**Secretary:** Keeps a written log of all meetings.

### **BOOSTERS MEETING DATES:**

October 10, 2013     6:30pm

November 21, 2013     6:30pm

April 10, 2014         6:30pm

## **Additional Volunteer Opportunities**

**Pre-Concert Orchestra Room Chaperone:** Helps the orchestra members with bow ties, cummerbunds, nerves, etc. prior to the concert.

**Concert Audience Chaperone:** Sits in the audience near students, reminding them to enjoy the concert, *quietly*.

**Post-Concert Orchestra Room Chaperones:** Monitor the students as they return chairs and stands to the room. Make sure that students left a tidy room and help reorganize the orchestra room after each concert.

**Fundraiser Delivery Volunteers, Catalog Sales:** Supervise the delivery of the product boxes and help students account for their products.

**Fundraiser Delivery Volunteers, Cheesecake/Cookie Dough:** Supervise the delivery of the product and help bundle orders.

**Chaperones, VBODA Festival:** Escort students to the Virginia Band and Orchestra Director's Association festival, a local event.

**Chaperones, Spring Trip:** Escort the students on the spring trip. There is a fee for chaperones.

**Concert Program Graphics Editor:** Assemble the layout and graphics work for the concert programs.

General meetings for parents of orchestra students are held throughout the year. Notification is sent through email and the dates are listed on our website at [www.hayfieldorchestras.com](http://www.hayfieldorchestras.com).