

EAST VIEW  
HIGH SCHOOL  
**ORCHESTRA**  
HANDBOOK



2018 - 2019

# GEORGETOWN ISD HS ORCHESTRA HANDBOOK

## 2018-2019

### Orchestra Director

Kevin Behlmann

EVHS

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512-943-5000 ext. 8141

### Orchestra Web Page

The Orchestra keeps important information and upcoming events at [charmsoffice.com](http://charmsoffice.com). The orchestra directors highly encourage all parents and students to check the CHARMS website regularly! To access the charms system:

Go to [www.charmsoffice.com](http://www.charmsoffice.com) Pull down the "enter" tab - select parent/student

**School Code:** EVHSOrch

**Student Area Password:** this is your student's GISD ID number to start and should be changed to be their last name followed by their first initial. (ex. behlmannk)

Please update CHARMS every year, directors always need current contact information for students and parents to communicate effectively!

### EVHS Orchestra Parent Club and Volunteering

We could not have a successful orchestra program without the help of active and supportive parents! GHS Orchestra Parents hold meetings once a month on the first Tuesday of the month to discuss supporting the EVHS Orchestra Program. All parents are welcome to come to the meetings, and help with activities!

ALL Parents are asked to fill out a volunteer background check on the GISD website:

[www.georgetownisd.org](http://www.georgetownisd.org)

Under the tab, Careers and Volunteers, click Volunteers and Mentors, then follow directions for completing the background check. Please renew each year after August 1.

### EVHS ORCHESTRA Goal & Mission

The goal of the orchestra program is to provide for all students a well-rounded, sequential course of study in music. The arts are a core element of any academic curriculum. We strive to integrate literature, science, math, social studies, visual arts, and the performing arts into our academic program. The mission of the Orchestra program is to create students who are musically literate, with a love and appreciation for all music, prepared upon graduation to pursue music as a consumer, a leisure activity, an avocation or a career.

### Classroom Expectations

1. Bring **all** equipment and supplies daily.
2. Be on time for all rehearsals & concerts.
3. Be prepared - perfect practice makes perfect.
4. Be respectful to others during rehearsals & concerts.
5. Be informed - check the calendars & websites often

### Concerts

**Concert Attendance** is required of all Orchestra students. The orchestra concert is the "final test" following many hours of preparation and study. In an ensemble like orchestra, each musician is important to the total sound. During class rehearsals, musicians become dependent upon each other in the musical matters of blend, intonation, style, articulation, tone quality, and dynamics. When individual students are missing from the concert, the group sound changes dramatically. This can be very unfair to the other musicians. So being mindful of the orchestra calendar is really important!

If conflicts occur, other than serious illness or a death in the family, notification and a request for permission for the student to miss the event must be submitted in writing by the parents to the orchestra director at least **two weeks** in advance of the scheduled rehearsal or performance. Medical and dental appointments are not usually emergencies. Lack of transportation is not an excuse - arrange to carpool!

## Concert Etiquette

Concerts are different from sporting events rock concerts, and have their own etiquette.. The following guidelines should be followed by not only students, but by all people attending formal concert performances, to show respect for all performers!

1. Talking during a performance is not allowed. Talking is disrespectful to other performers and to audience members who wish to hear the performance. Talk in between pieces of music, and stop talking when you see that music is about to start.
2. Do not leave your seat for any reason other than emergency. You have ample time to use the restroom and drinking fountain before concerts begin; therefore, these are not considered emergencies. If you must leave, do so quietly and inconspicuously between pieces or during applause. Make sure the auditorium doors do not slam shut.
3. No food or drink in the auditorium, including the stage and the backstage area. Water must be in a closed container.
4. Support your fellow orchestra members with appropriate applause. Yelling, whistling and calling names are considered inappropriate during formal concerts. Audience members should never cause attention to be taken off the performers on stage.
5. During serious music, applaud when the conductor lowers his or her arms.
6. During pop or jazz music you may applaud for a soloist during the piece.
7. In pieces that have more than one movement, applaud after the final movement. This will be noted in the concert program. The conductor will lower his or her arms when the final movement is over.
8. Set a good example for the audience. Other people may not know how to act at an orchestra concert and will be watching you for clues.
9. Cell phones and pagers should be turned off during concerts. So, no texting or gaming please!
10. Move to the stage carefully and quietly. Watch for instruments that are beside you and on the floor, especially when you reach the stairs.
11. Enjoy the concert. This is the only time you will ever get to see it!

## Contests & Evaluations

### TMEA All-Region Orchestra– TMEA All-State Orchestra Auditions

HS Students can choose to audition for the Texas All-State Orchestra, an incredible musical experience! Students must be accepted for the Region Orchestra to become eligible for the All-State audition. To become a member of the All-State Orchestra, a student must be selected through a series of auditions:

1. Region Auditions (October 13 - 14)
2. All-State Taping (October 28)

Individual help sessions will be provided at no cost to students with school directors.

### UIL Solo & Ensemble Contest

This is an optional contest for students who choose to attend.

- Students are judged based on their individual or small group performance.
- Directors choose pieces from the UIL Prescribed Music List
- Participation in this event will require extra time outside of the school day.
- Students must demonstrate proficiency on their solo before participating at contest.
- **If a student drops out of the contest process at any time for any reason, their money for fees and accompanist will not be refunded. Fees:**
  - Entry Fee - \$10
  - Practice sessions with accompanist, and performance at contest - \$50.00
  - **State level only:** Practice/performance sessions with accompanist - \$100.00

## **UIL Concert & Sight-Reading Evaluation**

This is a required contest for all ACADEMICALLY ELIGIBLE students in selected ensembles.

Students are judged based on the overall performance of the ensemble in which they participate.

- This UIL contest takes precedence over other school activities and any absence from school is considered excused. Students are responsible for any missed work.
- Rehearsals for this contest will take place during class; however, sectional and other rehearsals before or after school will be required.
  - Any student who misses required UIL rehearsals will not be allowed to participate in the contest, at the director's discretion.
  - Students will be asked to demonstrate proficiency on the music before being allowed to participate.

## **Conflicts with Orchestra Activities**

We orchestra directors LOVE that our students are multi-talented! But when a student is involved in more than one activity that requires after school time, conflicts may occur. Students, orchestra director, parents, coaches, and sponsors need to know when there is a conflict so that there is time to determine how to handle the conflict (compromise – try to go to both activities for a shorter time, miss one or the other activity, work out a ride, etc.).

This list should help students to handle a conflict between two events.

- A UIL event takes precedence over any non-UIL event.
- A district level event takes precedence over any non-district, lower level event.
- A performance/district level event takes precedence over a practice.
- A practice for a UIL or district level event takes precedence over a practice for a non-competitive performance/game.
- When there are two activities of equal importance (practices, performances/games, competitions) the student will need to work out a compromise with all parties involved.
- A practice for a one time performance takes precedence over a routine, regularly scheduled practice.
- A school event takes precedence over a non-school event, even if that non-school event is a competition.

Students MUST check event calendars for ALL of their scheduled activities for conflicts as soon as dates are available. Sometimes, a student will need to make a choice regarding activities that are of equal importance without fear of reprisals or forfeiture of status/position. Family events must be scheduled around REQUIRED orchestra activities.

## **Conflicts - Student Jobs**

Having to work is NOT considered an excused absence.

Students will have access to the Orchestra concert calendar the first week of school - make arrangements with employers well in advance to eliminate conflicts.

If employers are reluctant to let a student take off work, please let Mr. Behlmann know. He can contact employers to see if there is a solution to the conflict.

## **Driving Policy for Off-Campus Events**

For safety and liability reasons, the following policy must be followed:

1. Students are not allowed to drive to or from any off-campus orchestra event without written permission IN ADVANCE from their parent/guardian.
2. If a student must come late or leave early, they are encouraged to do so with a parent.
3. Students will not be released to anyone unless a permission note, signed by the parent, has been turned in.
4. No changes may be made partially through a trip without receiving notice of the change in writing.
5. Students may not ride with other students or other students' parents unless they bring written permission IN ADVANCE from their parent/guardian.

## Eligibility

Students do not have to be eligible (UIL no-pass, no-play policy) to participate in required evening concerts. Students in ISS at the time of an evening concert are not allowed to perform or attend the concert. If an orchestra activity causes the student to miss another class, the student is responsible to promptly make up all missed work. Students DO need to be academically eligible for all UIL activities.

## Curricular Orchestra Activities

Curricular Orchestra Activities are those activities that occur as an extension of the orchestra class, as designated by Texas State Law and UIL.

- Curricular Orchestra Activities include graded choir concerts, rehearsals and sectionals.
- Curricular Orchestra Activities may occur during school, before or after school, or on the weekend.
- Eligibility is not a factor when determining participation in curricular Orchestra activities.

## Extra-Curricular Activities

Extra-Curricular Activities are those activities, particularly contests, which occur beyond the regular, required orchestra activities, as designated by Texas State Law and UIL.

- Students are eligible during the next grading period if they pass all of their classes on their report card with a grade of 70 or above.
- Students who receive grades of "Incomplete" on their report card in any subject are considered ineligible. They have 7 days after the end of the 9 weeks period to complete the missing work and have their grade changed to passing to regain eligibility.
- Students who receive failing grades on their report card in any subject are ineligible, even if the student completes work to get the grade changed after the 9 weeks is over, unless the failing grade was given in error by the teacher.
- According to UIL, there is no special compensation given to Special Education students if the modifications set out in the A.R.D. have been met by the teacher.
- Students who are ineligible due to grades may regain eligibility at the end of the 4th week of a 9 weeks period by receiving passing grades for all of their classes on their progress report (given at the end of the 3rd week of the 9 weeks period). If eligibility is not regained at that time, the student will have another opportunity at the end of the 7th week by the same process as stated earlier. Students who fail to follow through with their responsibility regarding grades may be removed from choir or placed in a lower orchestra.
- Students who receive failing grades on their report cards or UIL grade checks may or may not be allowed to participate in orchestra activities. Participation will be determined by the orchestra director, in accordance with choir policy, school district policy and UIL rules.

## Equipment

1. Orchestral Music will be given to each student in class. Each student will need to buy solo material appropriate for his/her instrument and playing level.
2. Instrument and bow in good playing condition.
3. Luggage tag with name and school clearly marked.
4. A spare set of strings.
5. A rock stop for cello and bass players.
6. Rosin
7. Cleaning cloth
8. 1" Black binder with hard cover and two dividers
9. Pencil
10. Metronome and tuner (optional but recommended)- there are apps
11. Music stand for home
12. Finger nail clipper.

## Fees

The following fees allow the Orchestra to purchase music, uniforms, participate in contests and string festivals, travel to contests, pay for judges, and maintain the equipment and inventory required for a quality program.. A payment schedule is suggested for each grade.

Partial Activity Fee - \$20.00	September 1
Partial Activity Fee - \$20.00	October 1
Final Activity Fee - \$20.00	November 1

Please follow these guidelines when making payments to the EVHS Orchestra:

- If you are paying in cash, please have exact change.
- Make all checks payable to East View HS Orchestra.
- Please put the student's name in the memo area of all checks.
- Please put all money, and any extra required forms, in an envelope marked with the student's name, class period, type of payment, and GHS Orchestra.
- It is easier to receive payments, especially cash, before the school day starts.
- Turn in all payments to the orchestra director, and ask for a receipt.

\*Note: There is a way to pay activity fees with credit cards

Orchestra director will notify any individual who has a check returned for insufficient funds. Cash and money orders will be accepted in this instance.

## Grading Policy

Test grades. The following are assignments that receive test grades:

Concerts	Projects
Solo performance	In class/recorded playing tests
Ensemble performance	Written tests
Etude performance	

Daily grades. The following are considered daily grades:

After school rehearsals	Daily concert preparation
Morning rehearsals	Daily solo/ensemble prep
Weekly practice report	Sectional Attendance

Orchestra classes are performance based classes. Students will be graded on their performances. In the event that a student cannot participate in a rehearsal or a concert, they will be given an alternate activity in order to receive a grade for the work. Each specific grade level will weight grades according to GISD campus grading policies.

All orchestras may have additional rehearsals before or after school as a regular part of their weekly practice. This allows the different orchestra classes to perform pieces together, and also allows wind players to join us for full orchestra. A complete schedule of rehearsals will be provided by the director. Sectionals will also be scheduled as needed. Students are welcome to use the orchestra room (when available) for individual or ensemble practice.

## Letter Jackets

HS Orchestra students may earn a letter jacket for performance and participation in Orchestra. Letter jackets are an award given to honor a student for superior achievement or long term commitment. The jacket is the property of the Orchestra until the graduation of the student. Any additional embroidery, patches or accessories beyond the basic letter jacket and letter are the financial responsibility of the student. A separate page with letter jacket information will be provided to each student.

## Instrument Information

Most damage to instruments happens from lack of proper maintenance. Teachers will educate students in proper care of their instruments.

**Students should always have spare strings in his/her case.** Strings always seem to break at the most inopportune moment, like right before a concert, or as you are walking in to play a solo! At the very least, violins should carry an extra E & A string, violas & cellos an A & D. Dominant and D'Addario brands are recommended for good sound quality. Directors have a limited number of emergency strings at school.

Broken strings and bridges that fall off are common string ailments that can easily be fixed by your teacher. Broken bridges, seams that become unglued or broken parts need special repair.

**All string repairs should be performed by a luthier - a string specialist!!!!!! The following are stores that have competent repair departments for string repair.**

- |                        |                            |          |
|------------------------|----------------------------|----------|
| ▪ Blackerby Strings    | 1111 W. Anderson Lane      | 469 9343 |
| ▪ Violins Etc.         | 8620 Burnet Rd. #132       | 452-5617 |
| ▪ Austin Strings       | 13276 N. Hwy 183 #201      | 918-1863 |
| ▪ Strait Music         | 13945 N Hwy 183 Round Rock | 918-3743 |
| ▪ Westbank String Shop | 6301 Manchaca Road         | 326-4898 |

## Private Lessons

It is the goal of the Georgetown ISD Fine Arts Department to provide the very best learning experiences for each music student. One of the most valuable learning experiences is the opportunity for students to study privately with a professional music performer/instructor. This enrichment opportunity is open to all music students grades six through twelve that are enrolled in a GISD music course. While private lessons are not required of any student; experience shows that students enrolled in private lessons typically become more skilled, more focused, more dedicated, have more competitive success and generally enjoy music courses more than students not taking private lessons.

The GISD Private Music Lesson Program allows interested students the opportunity to receive additional individualized instruction beyond what can be provided by the GISD director. Some of the credit for the successes of the music groups of GISD no doubt is tied to the individual success of students engaged in the private lesson program.

The GISD music staff works to offer the highest quality private instruction. All instructors have been screened, completed fingerprinting and passed individual background checks required by Georgetown ISD.

Private lesson rates for teachers approved by GISD are as follows -

Per thirty minute lesson:

\$20 for teachers with less than three years experience teaching lessons in Georgetown ISD

\$25 for teachers with more than three years experience teaching lessons in Georgetown ISD

Students make payment directly to the private lesson teacher, not to the school or GISD.

Some private lessons take place during the school day - usually during your child's class period. Lessons are also offered before or after school depending on instructor availability. Lessons should be taken once per week for a minimum of 30 minutes each. However, other arrangements can be made with the individual private lesson teacher.

Please contact your campus music director to get recommendations about which of the GISD private lesson teachers would be best for your child. The GISD staff has the best understanding of the individual needs of each student and can make the best recommendations for pairing a student with a teacher.

## General Information for Private Lessons

1. Verification of personal screening and fingerprinting is completed by the Georgetown ISD Fine Arts Department.
2. Private Lessons are available for students in grades six through twelve enrolled in a GISD music course.
3. Private lessons are **optional**. **No student can be required or expected to take private lessons.**
4. Students electing to study privately are taught once per week during music class or before/after school.
5. If a student must miss a private lesson for any reason the private lesson teacher must be notified in advance. Twenty-four hour advance notice is preferred. If the student attends classes on particular day, but misses his/her private lesson on that same day without proper notification, the student is expected to pay for the private lesson that is missed.

## School-Owned Instruments

All students should have a quality instrument in good condition to play and practice. Violin and viola players are asked to provide their own instrument for use at school and at home. If the student is qualified for the free/reduced lunch program, an instrument may be provided for the student by GISD. Cello and Bass students are asked to rent an instrument for home practice, and use a school owned instrument for school playing if desired. A student is expected to care for a school -owned instrument as if it were his/her own. This includes providing rosin, rock stop, and the replacement of broken strings. Repair of damage caused by the student is the financial responsibility of the student. **When an instrument is shared (and used at school as a convenience) both students will share the cost of routine maintenance items.** Parents of students using school instruments are responsible for transporting the instrument to concerts.

The Georgetown Independent School District is able to provide a limited number of musical instruments for student use throughout the school year. GHS director will provide appropriate instructions on the safe care and handling of this GISD-owned musical instrument. The rental fee for a calendar year is \$100. This fee covers the actual rental plus regular maintenance to be determined by GISD music staff members. This fee does not include repairs or replacement cost caused by student or parent/guardian negligence. For this reason, students and parents should work to insure the safety and security of the instrument at all times, including appropriate care regarding temperature and weather conditions. GISD staff members will verify the condition of the instrument upon check-out and document this condition with photograph(s). The full repair or replacement cost for any damage caused by negligence after check-out will be the sole responsibility of the student and the parent/guardian. As with all GISD property, if the student moves out of this attendance zone, the instrument will be returned to the assigned campus.

Fees should be paid on the following schedule (checks payable to student's campus – ask director for specifics) –

Payment 1: \$20 minimum due within one week of check-out

Payment 2: an additional \$40 due by November 15 of this school year

Payment 3: final \$40 due by February 10 of this school year

*Note – this fee schedule can be altered by agreement between director and parent/guardian.*



## **Trips**

All GISD Orchestra students may be involved in small trips during the year. Parents are encouraged to attend these trips as chaperones. Trips may include:

- Local performances at the PAC
- Region auditions
- Special field trips (master classes, etc)

## **Festival Trips**

HS orchestra students take trips as a performing group within and/or outside the state of Texas. Trip location is determined by the Orchestra director and announced at the beginning of the school year. Students are highly encouraged to attend. A payment installment schedule is suggested to spread the cost over the year.

- Trip refunds are controlled by the tour company. The refund policy will be sent out with trip information. Students will forfeit part or all of the money they paid to attend the trip if they cancel after the refund deadlines.
- Students are expected to conduct themselves in a manner that reflects positively on Georgetown ISD. Students must follow the GISD Code of Conduct, as well as legal, ethical and moral requests from directors or chaperones while on the trip.
- Trip balances are available for each student on the CHARMS system.
- Please make trip payments on time so that we may pay the tour company.
- Parents are invited to attend the trip as chaperones.

Trip itineraries are followed as closely as possible. Sometimes the exact return time from trips is difficult to predict due to traffic, weather, or bus breakdown. To help parents with this, the Orchestra follows this policy:

Approximately 40 minutes before our planned arrival time, students will be asked to use cell phones to call their parents. Please be prompt when picking up students from trips!

**In the EVHS Orchestra we hold ourselves to high standards. Students that have behavioral problems in school may be removed/not allowed to participate in trips.**

## **Uniforms**

Students are expected to follow the listed uniform guidelines below, without exception. Students may not be allowed to perform if the guidelines are not met.

### **Formal HS Uniform**

GHS provides the formal uniform for High School. Black dresses are used for the women, tuxedos for the men. The student is responsible for shoes. Women need to purchase black, low heel, closed toe shoes. Flip Flops are not acceptable, and super high heels are not acceptable. Men need to purchase black socks and black dress shoes. Black athletic shoes are not acceptable. Men may prefer to purchase their own tuxedo shirt to use with the school tux. Check with your director for the specific style before purchasing.

Uniforms will be issued to each student prior to the first formal concert of the year. Students are financially responsible for all parts of their formal uniform that they use, including dresses, jackets, pants, ties, cummerbunds, and garment bags. Repair and replacement costs if uniform is damaged or lost are the responsibility of the student. Cost for replacement is \$80.00 for a dress, \$100 for a tux, \$60 for tux jacket, \$40 for tux pants, and \$15.00 for a bow tie/cummerbund set and \$15.00 for the garment bag.

### **Informal Uniform**

The informal uniform consists of an orchestra T-shirt and either blue jeans or khaki shorts. Informal uniforms are worn to all outdoor concerts and on orchestra trips.

## Hazing, Bullying and Intimidation in GISD Fine Arts Programs

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It is the philosophy of the Georgetown ISD Fine Arts Department that every student enrolled in a Fine Arts course is entitled to a positive experience that encourages a life-long love for and involvement in the arts. Based upon this belief, it is critical that each student, parent and faculty member have a positive experience while participating in GISD Fine Arts activities. Students have the right to a safe and positive learning environment. This learning environment should be free of disruptions to the learning process. Hazing, bullying, intimidations, and physical or emotional threats must be considered as serious impediments to the learning process and cannot be tolerated. These incidents could occur in any combination between students, parents and/or staff members. Any event such as these must be reported to school district personnel immediately so that corrective actions can be made before events could escalate. All students must be made aware of how to recognize these dangerous behaviors and must be informed of procedures to safely report these types of activities with no fear of retribution or negative consequence. Likewise, parents have the responsibility to report inappropriate activities to school district personnel with no fear of reprisal by district personnel toward any student in the program. The recommended course of action when inappropriate action is witnessed or experienced is as follows:

- a. Witness, victim or any other person who is aware of a potential problem should report the inappropriate behavior to the activity sponsor as quickly as possible – normally within 24 hours.
- b. The activity director will immediately report this information to campus level administration. The director and campus administration will begin investigating the report with the intention of quickly putting an end to the inappropriate behavior(s). The Director of Fine Arts will be informed of the report(s).
- c. When appropriate, the campus administrator will instigate disciplinary action if such action is warranted.
- d. Campus administration will report to the Director of Fine Arts: 1) the alleged incident; 2) investigation outcome(s) and 3) actions taken, if any, to correct the behavior(s)

## GISD FINE ARTS CODE OF CONDUCT

In Georgetown ISD, participation in Fine Arts Extracurricular Activities is a privilege - not a right. Students who participate in these activities represent themselves, their families, their group, the school, the district and the community. GISD fine arts students are expected to be positive role models and representatives.

As a result, students involved in extracurricular activities will be held to a higher standard than those not involved. This expectation extends to conduct that occurs at any time, on or off school property. *(GISD Policy FNC Local and Policy FO Local)*

**Based on these statements, the student named below is willing to -  
be held to a higher standard of student conduct  
adhere to the GISD Student Code of Conduct, including appendices  
that apply to extracurricular activities  
adhere to the all guidelines and procedures set forth by the  
sponsor(s) of this activity**

Student Printed Name \_\_\_\_\_ Grade \_\_\_\_\_

Activity or Group \_\_\_\_\_

Campus \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_