



Orchestra Handbook 2017-2018

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Orchestra Course Syllabus 2017-2018

I. Instructor:

Catherine Bond, Orchestra Director and Fine Arts Department Chair
Office Phone: 703.714.5320
E-mail: cabond@fcps.edu
Room: Orchestra Room 301; Orchestra Office Room 302
Office Hours: by appointment before school and during LEARN

II. Course Descriptions:

Intermediate Orchestra

Grades: 9, 10, 11, 12

Prerequisite: Attainment of beginning level skills and permission of instructor
Students continue developing as individual musicians and as members of a musical group. Emphasis is placed on the development of intermediate level technical and ensemble skills necessary for performance. Students must meet both the school day and outside of the school day participation requirements to receive credit for the course. **This course requires a student materials fee as listed in FCPS Notice 5922.**

Advanced Orchestra

Grades: 9, 10, 11, 12

Prerequisite: Successful audition
Students in this course form the representative string performing group(s) for the school. Emphasis is placed on the sequential development of advanced technical, ensemble, and disciplinary skills necessary for refined rehearsal and performance both in and out of school. Based on successful completion of sequential concepts for each level, students will continue as specified in course level. Students must meet both the school day and outside of the school day participation requirements to receive credit for the course. **This course requires a student materials fee as listed in FCPS Notice 5922.**

FCPS Co-curricular Requirement:

*Many courses include participation requirements outside the regular school day. In order to receive credit for the course, students must be enrolled in the course and meet both the school-day and after-school requirements. Additional details for these courses can be found in the course descriptions of the FCPS Standard and Optional Course Offerings catalogs. FCPS Regulation 3866.1:
[http://www.boarddocs.com/vsba/fairfax/Board.nsf/legacy-content/867SM82A9465/\\$FILE/R3866.pdf](http://www.boarddocs.com/vsba/fairfax/Board.nsf/legacy-content/867SM82A9465/$FILE/R3866.pdf)*

III. Course Objectives:

Students will learn and refine the following musical skills: proper instrument posture and position, major and melodic minor scales, various bowing techniques, acceptable tone and intonation, acceptable musical balance as a group, proper care of and cleaning of instruments, and the performance of selected music, to include music written at an advanced level from various historical eras. All students will rehearse and perform as a group in concert venues.

FCPS Program of Studies: <http://www.fcps.edu/is/finearts/music.shtml>

IV. Course Materials:

- Instrument (of correct size) with new strings and fresh bow hair annually (**students who play cello and bass may rent a school instrument for use in class, however all cello and bass students must provide their own instrument for rehearsals, concerts, and individual practice*)
- Instrument Accessories:
 - name tag/name identification clearly marked on instrument case
 - end pin rest (cello/bass)
 - shoulder rest (violin/viola)
 - soft cloth (for cleaning)
 - rosin
 - spare set of strings (*save your old set when you get your strings changed!*)
- Music Binder/Folder
- Metronome that plays at least A 440 (a metronome/tuner combo is best)
- Short fingernails
- Uniform
- Music Practice Accessories: Metronome (that plays at least A440) OR Tuner (preferred); music stand

V. Evaluation and Grading Policy:

30% Daily Grade
30% Individual Performance Assessments
40% Ensemble Performance Assessments

Daily Grades – are based on preparation and participation in class. Students must come to rehearsal prepared with instrument, all necessary equipment, and folder. In order to actively participate in rehearsal, students must practice assigned selections. Practice journaling will occur in class as part of the daily grade. Remediation/re-assessment of Daily Grade is not possible, however the lowest Daily Grade for each quarter will be dropped.

Individual Performance Assessments -- will be announced in advance and will occur in class or by appointment. Individual Performance Assessments may also serve as a seating test. Individual Performance Assessments may be live or recorded. Students who wish to re-take a playing test may do so by scheduling an appointment. The higher of the two grades will be the grade that is recorded in the gradebook. All re-takes must be completed prior to one week before the quarter ends.

Ensemble Performance Assessments -- include After-School Rehearsals and Performances and are *mandatory* for all members of the orchestra. Please see attached *Policies, Procedures, and Expectations* for details regarding rehearsal and performance attendance policies.

Sample Orchestra Grading Rubric:

Name _____	1 – Not evident. Remediation needed.
Score _____ / 30 = _____	2 – Very weak. Remediation needed.
	3 – Shows basic understanding. Lacks precision.
	4 – Not as solid. Minor issues.
	5 – Clearly demonstrated.
Technique <i>(correct instrument position, left hand shape, bow hold, etc.)</i>	1 1.5 2 2.5 3 3.5 4 4.5 5
Intonation <i>(correct notes played in tune, ringing tones, half steps, etc.)</i>	1 1.5 2 2.5 3 3.5 4 4.5 5
Rhythm/Tempo <i>(appropriate/ steady tempo, correct rhythm, etc.)</i>	1 1.5 2 2.5 3 3.5 4 4.5 5
Tone Quality <i>(clear sound, correct bow placement/ contact point)</i>	1 1.5 2 2.5 3 3.5 4 4.5 5
Bowing Facility <i>(correct bowings, style, articulations, bow distribution, etc.)</i>	1 1.5 2 2.5 3 3.5 4 4.5 5
Dynamics/Phrasing <i>(correct dynamics/ phrasing, vibrato (when applicable), etc.)</i>	1 1.5 2 2.5 3 3.5 4 4.5 5

FCPS Grading Scale:

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

The GCM General Course Policy and Procedures, provided as a separate document, will govern general grading practice, attendance, make-up work, Learn, Technology Use, and the Honor Pledge regarding cheating and plagiarism.

VI. Course Expectations

- All George C. Marshall High School and FCPS rules and regulations apply at all times. Orchestra members are expected to be respectful at all times, and have: “respect for oneself, respect for one-another, and respect for our community.”
- Please see attached Policies, Procedures, and Expectations for further details



2017-2018 George C. Marshall High School Orchestra Course Fees

FCPS and The George C. Marshall High School Orchestra will not charge students a fee for any mandatory aspect of the Generic Orchestra program except for musical instrument and course material fees which are permitted by the Virginia Department of Education regulations. Schools or Booster organizations cannot require a student to pay fees for course materials in excess of the amount approved by the FCPS School Board in Notice 5922.

FCPS Required Fees			
	Amount	Who pays this fee?	This pays for...
Orchestra Course Materials Fee Due August 31, 2017	\$40	All Orchestra Members	This fee covers <u>consumable</u> items/expenses for the school year. Examples of these items include orchestra t-shirt, instrument accessories, copyright, etc. Course fees will be used to purchase consumable items for the orchestra within that school year. Remaining course fees will go towards a uniform replacement fund.

FCPS Sponsored Optional Activity Fee		
<p>This is a fee that students are expected to pay if they choose to participate in any activities/trips associated with the George C. Marshall High School Orchestra Program. This fee is determined and assessed based on the estimated cost of the trip/activity – including such costs as transportation, accommodation, registration, food, instruction, and other miscellaneous expenses.</p> <p>Students who do not pay the fees associated with a trip/activity will be ineligible to perform/participate in the trip/activity.</p>		
Optional Activity	Amount	Due Date
Spring Trip to Orlando, Florida	To Be Determined	To be Set/To be paid in payments

FCPS Instrument Rental Fee		
<p>This required fee only applies to students who play school-owned instruments and covers maintenance costs of those school-owned instruments. Students who are verified to be on free/reduced meal plans are to pay \$20.</p>		
Instrument Rental Fee	Amount	Due Date
Cello/Bass	\$92 year / \$46 semester or shared	8/31/2017

(over)

Uniform Fee

Uniforms must be purchased separately by the students. Students have to purchase the uniform once, with the idea that they use it for their four years in orchestra. Uniform or uniform pieces that are lost or damaged must be replaced by the student, and ordered through the supplier directly. Students who need to trade in their uniform for a different size can do so as long as their uniform piece(s) are in good condition. All costs listed below are based on the 2016-2017 actual cost and may vary slightly in 2017-2018.

Activity	Cost/Details
Orchestra Uniform (All Orchestra Members)	<p><u>Men:</u> Jacket - \$60.00 Shirt - \$15.00 Pant - \$27.00 Bow tie - \$3.50 Cummerbund - \$7.00 Mens Full Set (discount if ordered all at once): \$103.00</p> <p><u>Ladies:</u> Dress - \$57.00 Shrug jacket - \$32.00 Ladies Total: \$89.00</p> <p><i>*All students must provide their own dressy black shoes and black socks/ hosiery.</i></p>
Polo Shirt (Sinfonia members only)	Sinfonia members must also have a Polo Shirt. Cost is \$11.00. This is a one-time purchase, unless a student needs to replace their Polo.

Individual Performance Events

There are opportunities throughout the school year for individual students to choose to audition and/or participate in other opportunities. Examples include the All-District Honors Orchestra, Senior Regional Orchestra, and the Solo and Ensemble Festival. Audition or participation fees are often assessed for these opportunities by the sponsoring organization. The George C. Marshall High School Orchestra does not establish such fees, but will assist in the collection of these fees from individuals who elect to participate and the submission of one group payment to the respective sponsoring organization. These fees are communicated at the time other information about these opportunities is communicated.

Payment Policies

Payments of course fees and uniform fees will be made at ORCHientation on August 31, 2017.

Check

- Payments can be made out to **George C. Marshall High School**. Please include the student's name and fee being paid in the memo line of the check or money order.
- Payments made by check or money order should be placed in the lockbox within the orchestra room (just inside the door of the orchestra room to the left). All checks/money orders must be put in an envelope labeled with the student's name, amount paid, and reason for payment.

Cash

- Please put the money in a sealed envelope and write the first and last name of the student and the name of the fee being paid (ex. Jane Doe, Uniform fee) and turn the fee in to the designated staff member in the MAIN OFFICE. The GCMHS staff responsible for collecting such cash payments will give you a receipt to acknowledge the cash payment. **NO CASH PAYMENTS SHOULD BE DEPOSITED INTO THE LOCKBOX IN THE ORCHESTRA ROOM.**

Refunds: Typically fees paid are non-refundable once commitments and purchases have been made. These refund policies will be communicated separately as they relate to individual activities.



2017-2018 George C. Marshall High School Orchestra Calendar

Required events are in bold.

- August 31** **ORCH-ientation Night @ GCM 7-9pm**
- September 9 Orchestra Car Wash @ GCM 10am-2pm (*Rain date: Sept. 16*)
- September 25 SRO Auditions @ Oakton HS
- October 4 MOPA meeting @ GCM 7:00pm
- October 20** **Fall Concert Dress Rehearsal *and* Fall Concert @ GCM**
 Rehearsal: 3:15pm-4:30pm
 Pizza Dinner for performers provided by MOPA/Change 4:30-6pm
 6:00pm Call Time
 7:00pm Concert
- November 9-11 Senior Regional Orchestra Event @ Marshall HS (*we are hosting!*)
 (**Participants selected from 9/25 audition*)
- November 14 All-District Honors Orchestra Auditions @ Rocky Run MS
- December 4&5** **Winter Concert Rehearsals (*times TBA*)**
- December 6&7** **Music Dept Winter Concerts @ GCM 7:00pm (**Call time 6:00pm*)**
 **Specific night(s) that you will perform TBA*
- December 8** Sinfonia performs at Kilmer/Marshall Orchestra 6th Grade Night
- December 12&13** **Ensemble photos taken during class time (**Bring uniform to school!*)**
- January 5-6 All-District Honors Orchestra event @ TBD
 (**Participants selected from 11/14 audition*)
- January 23 MOPA meeting @ GCM 7:00pm
- Jan-Feb Citrus Fundraiser

February 7	Sinfonia performs at Rising 9 th Grade Orientation (time TBA)
February 20	Pre-Assessment Dress Rehearsal 3:15-5:00pm
February 21	<u>Pre-Assessment Concert</u> @ GCM 7:00pm (<i>*Call time 6:00pm</i>)
February 26	Assessment Rehearsal 3:15-4:30pm – groups TBD
February 27	Assessment Rehearsal 3:15-4:30pm – groups TBD
March 2-3	District 12 Orchestra Assessment @ South Lakes HS <i>*Day/time TBA - please keep both days open</i>
April 13-16	<i>*Tentative*</i> Spring Trip dates – Orlando, Florida!
April TBA	Solo and Ensemble Festival
May 10	MOPA meeting @ GCM 7:00pm
May 21	Spring Concert Rehearsal 3:15-5:00pm
May 22	<u>Spring Concert and Awards</u> @ GCM 7:00pm (<i>*Call time 6:00pm. All orchestra students are required to stay for the entire concert and awards presentation.</i>)
June/TBD	Sinfonia Performs at Baccalaureate Service (6pm call)

All dates are subject to change, and additional dates may be added. Please check the orchestra website www.gcmorchestra.org for more details and updates. Refer to the Orchestra Policies and Procedures for information on concert attendance.



Orchestra Policies, Procedures, and Expectations

I. Attendance and Participation

- Class attendance – all FCPS and GCM during-school attendance policies apply at all times. It is the responsibility of the student to see director or a member of their section to see what they missed in class rehearsal.
- After-School Rehearsals – are mandatory and count as part of the Ensemble Performance Assessment Grade. Unexcused absences cannot be made up.
- Performances – are mandatory and count as part of the Ensemble Performance Assessment Grade. Orchestra is a performance class, and performances serve as formative assessment for the orchestra. Performances show the progress of both the individual student as well as the ensemble as musicians. Unexcused absences cannot be made up.

Excused absences from After-School Rehearsals and Performances include:

- Death in the family
- Religious holidays or conflicts
- Pre-arranged absences at the discretion of the director with at least six weeks notice, pursuant to FCPS Fine Arts Office policy
- Unforeseen emergency situations to be reviewed at the discretion of the Director and the GCM Administration

**Excused absences can be made up by the student performing their concert music individually for the director. Make up assignment must be completed prior to missed rehearsal/performance, or in the case of emergency, within a week of the student's return to school.*

II. Classroom Procedures

- Students must be in the classroom, focused on setting up for rehearsal when the bell rings. Students must be their seats with their instruments two minutes after the bell rings; failure to do so will constitute an unexcused tardy.
- Students are not to bring any outside work or reading with them to orchestra. During times when the conductor is working with other sections, students are to be actively participating by practicing fingerings and air-bowing silently.
- Students are encouraged to use their cell phones or other electronic devices when entering calendar dates, recording assignments, setting reminders, etc., before and after rehearsal. However, once the director steps on the podium and rehearsal begins, all devices must be off and out of sight or they will be confiscated.

- Students will maintain standard adult rehearsal demeanor; non-compliance will result in a warning and then after-school detention.

III. Sheet Music

- All original parts will remain at GCM in the black concert folders. One original part will be assigned to each stand. Students may make light markings in pencil only. Students will be responsible for their assigned part and will be charged to replace parts that are ruined or missing.
- Practice copies will be given to each student so that students can practice at home. Only one copy of each selection will be handed out. Students who misplace practice copies will need to make their own copies from another member of the section. All practice copies must be turned in or shredded once we are finished working on the selection. Practice copies are to be kept in a separate folder and brought to class so that any markings or changes can be made in class.
- Method books are provided for each student, but are property of GCM. Books must be returned in good condition, or the student/parent will be charged to replace the book.

IV. Practice

- In order for the orchestra to perform its best as a group, each and every member must practice the new skills and music taught in class at home. Parents are asked to support your child's success by encouraging them to practice every day. Provide a quiet, well-lit place for them to work. Purchasing a music stand is highly encouraged – folding stands are available at most local music dealers for around \$15.
- Practice journaling/planning will take place during class and will be part of the students Daily Grade. Students who are not able to demonstrate improvement on skills and music taught in class will be assigned a practice chart to complete, or possibly moved down an ensemble level. Mrs. Bond is also available by appointment for extra help.
- Private lessons are not required, but are encouraged. Private lessons help students at any level to progress more rapidly on their instrument than classroom instruction alone. The FCPS/FCODA list of local private instructors can be found on the GCM Orchestra website www.gcmorchestra.org.

V. Uniforms

- Orchestra uniforms are required for every member, and currently consist of a tuxedo for gentlemen and a dress with shrug for ladies. Students are expected to arrive at each performance with a clean, pressed uniform. Ladies are asked to wear hair out of their face and refrain from wearing any flashy jewelry.
- Returning students whose uniform is complete and still fits are not obligated to purchase any further portions. New students and freshmen will need to purchase their uniform. Fittings will occur during ORCH-ientation. Students who own a uniform but need to swap for a

different size must bring the pieces for trade to ORCH-eintation for inspection. Please be sure that pieces are dry cleaned.

- Students must also provide their own footwear. Ladies must wear an appropriate black close-toed shoe with black tights or hosiery. Gentlemen must wear an appropriate black dress shoe and black socks.
- An orchestra t-shirt will also be required for us to be uniform at certain events. Orchestra t-shirt will be paid for as a part of the course fee.

VI. Instrument Lockers

- Instrument lockers will be assigned to each orchestra member for storage of their instrument during the school day. Students must use the GCM lock and are NOT to share their combination with any other students (with the exception of violinists, who will share their locker with one other violinist.)
- Instrument storage rooms will be unlocked by 8:00am each morning and will be locked in the afternoons at 3:15pm or later. Students who decide to leave instruments overnight do so at their own risk.

VII. Seating

- Placement within each string section will be at the discretion of the director and may be decided through individual performance assessments, seating rotations, or placements that are in the best interest of the ensemble. Seating decisions are based on many factors including leadership, intonation, tone quality, phrasing/artistry, rhythm, bowing, and consistency. Determining seating is one the more important, yet most difficult aspects for a director! All attempts will be made to be fair and to serve the best interest of the ensemble at all times.
- Seating will rotate during the first few weeks of school in order to give students different viewpoints/sound perspectives. Prior to the Fall Concert, playing tests for seating will be held. However, every day is an audition! Section leaders must not only be strong players but also demonstrate other leadership abilities such as taking responsibility for (and passing back) bowings, participating responsibly in rehearsal, maintaining professional and courteous behavior to all members, leading sectionals, etc. Students who cannot fulfill their duties as section leaders will be relieved of their duties and replaced with qualified candidates.
- If a student is away for an extended length of time or unable to play due to injury or illness, the student may have to forfeit prior seating. The student will be placed within the section by the director.

Marshall Orchestra Parent Association

The GCM Orchestra Booster group is called the “Marshall Orchestra Parent Association” or “MOPA.” The group was founded in the fall of 2009, and consists of an executive board as well as any parents of current Marshall Orchestra students who wish to be involved! MOPA supports the Orchestra students and program through providing volunteers for various events, funding various enrichment opportunities such as sectional coaches, helping to acquire and maintain instruments and accessories, and providing social and enhancement activities for students enrolled in the orchestra program.

The majority of MOPA's funding comes from donations from members and sponsors, as well as fundraisers such as the citrus sale and car wash. MOPA is a 501c3 organization.

2017-2018 MOPA Executive Board:

Andrew Skinner, President

Joann Swift, Vice President

Kathe & Gary Peiffer, Co-Treasurers

Gail Mulligan, Secretary

If you are a parent of a current GCM Orchestra member and are interested in volunteering with MOPA this year, please attend our meetings or reach out to our President, Andrew Skinner at ajskinner@verizon.net.

2017-2018 MOPA Meetings (all GCM Orchestra parents invited and welcome!) All meetings will be held in the Orchestra Room 301 at 7:00pm.

October 4th

January 23rd

May 10th



GCM Orchestra Student and Parent Handbook Agreement 2017-2018

***complete and turn in at your next orchestra class meeting**

Student Agreement:

I, _____, attest that I have done the following:
(student name)

Student should initial each item:

_____ I have read the orchestra handbook/syllabus and understand the membership requirements and grading policies of the George C. Marshall 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.

_____ My parent and I have completed the online Student Information Form.

_____ I have entered all GCM Orchestra dates that pertain to me into my calendar. I have notified Mrs. Bond of any direct conflicts. I understand the attendance policies in regards to rehearsals and concerts.

_____ I will be attending the ORCH-ientation on August 31st from 7-9pm with at least one parent/guardian. *(If you have an unavoidable conflict, please notify Mrs. Bond immediately.)*

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 George C. Marshall Orchestra program, specifically in regard to practicing, grading, and rehearsal/concert attendance.

Parent Signature

Date