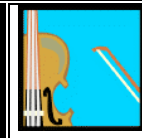


# ORCHESTRA CLASSROOM EXPECTATIONS AND PROCEDURES 2008-2009



## CALENDAR

The Orchestra Calendar is mailed to each student in August, though it is subject to change. Students should mark these dates NOW so plans can be made to avoid conflicts with performances and rehearsals. Students should alert coaches and/or employers in advance so that conflicts do not occur.

- a. Together, parents and students in each family should look over the calendar carefully. Note which performances are required for your particular group.
- b. Write dates in your family calendar NOW. Keep the full calendar handy as a reference.
- c. Note that it is the responsibility of the student to inform parents of changes in the calendar. Calendar updates will be posted on the orchestra website and will be addressed in class. The new web address for the orchestra will be provided to the student in class as it becomes available.

## GRADING POLICY

1. **DAILY REHEARSALS (25%)**: At the beginning of each marking period, each student is given 100% of the grade. Rehearsal grades are lowered for disruptive behavior (i.e. talking), lack of attention, poor participation, and other inappropriate behaviors. Chewing gum during a rehearsal, not having a pencil with which to mark music, or not having music will lead to an automatic loss of a portion of the grade. If a student is absent from an after-school rehearsal, the grade will drop one degree for each rehearsal missed: i.e., from “A” to “A-“. Prior notification **and conductor approval** will result in no drop in grade.
2. **PERFORMANCES (25%)**: All orchestra performances are required and participation is a part of the orchestra grade. If a student is absent from a concert performance, his/her performance grade will drop one letter-grade for each concert missed: i.e., from “A” to “B”. Prior notification **and conductor approval** will result in no drop in grade. Students are expected to follow the Performance Absence Procedure detailed below. Inappropriate behavior or dress will result in a lower grade.
3. **PARTICIPATION (20%)**: Excellent participation is shown in such factors as being ready to begin on time, working hard to improve each day, respecting the director(s) and fellow orchestra members, and demonstrating a desire to help the group improve. Properly maintaining orchestra materials for daily use is a part of the participation grade.
4. **ASSIGNMENTS (10%)**: These include playing and written quizzes as well as daily assignments.
5. **FINAL EXAMINATION (20%)**: At the end of each semester, a final examination will consist of both a playing AND written exam. Students will be provided with sufficient time to prepare for these exams.

## PERFORMANCE ABSENCE PROCEDURE

1. Together, parents and students in each family should look over the calendar carefully. Note which performances are required for your particular group.
2. Write dates in your family calendar NOW. Keep the full calendar handy as a reference.
3. Note that it is the responsibility of the student to inform parents of changes in the calendar. Calendar updates will be posted on the orchestra website.
4. When you must miss a required performance, a parent must make every effort to notify the director by written note or telephone, as far in advance of the concert as possible. At least two weeks notice is required for you to be granted make-up privileges. In cases of last-minute emergencies, the parent must leave a voice-mail message at 994-2189, or send an e-mail to Mr. Glawe at [glawej@aaps.k12.mi.us](mailto:glawej@aaps.k12.mi.us)
5. Excused concert absences can be made up. Although actual make-up for a missed concert is, in practice, impossible – we cannot recreate the performance opportunity or offer the same listening experience. However, the student can complete one of the two assignments below in order to receive full credit for an excused absence from a missed performance:
  - a. Attend a musical performance, pre-approved by the director, within three weeks of the missed performance. Write a detailed description and critique of the performance (approx. 250 words; content, spelling and grammar are all graded) and submit it to Mr. Glawe. An excellent source for concerts, which are often free, is the University of Michigan Music School. Go to <http://www.music.umich.edu> (“www” is required) for an event schedule. Many excellent performances are run through the University Musical Society, found at <http://www.ums.org>. This paper must be turned in within four weeks of the missed concert.
  - b. Play the concert music for Mr. Glawe or Mr. Bailey for evaluation. This playing test must be completed within one week of the missed concert.

## UNIFORMS

1. Uniforms are distributed to **Chamber** and **Symphony Orchestra** students. **Philharmonia** students wear black on the bottom, white on top, dark dress shoes, and dark socks (or nylons). All skirts and dresses must go past the knees while seated, and all shirts must have some kind of sleeve. Tennis shoes are NOT considered dress shoes.
2. Uniforms are initially issued clean and in good repair. All students are expected to return the uniforms dry cleaned and in good repair. Students may be fined for damaged uniforms.

## INSTRUMENT STORAGE

All students are provided with a space in the orchestra's instrument storage room. These are not lockers, but rather open shelving. Any student using the instrument storage room should LABEL AND LOCK his/her instrument case to protect the instrument and discourage misuse or theft. Though the orchestra directors routinely patrol this room, it is still ultimately **the student's responsibility** to care for rented or owned instruments.

Students may use school instruments during daily rehearsals ONLY if the student has been through the proper check out procedures for the orchestra as defined by the Orchestra Director. To check an instrument out, appropriate paperwork must have been filled out PRIOR to using the instrument, which will be provided by the Director at the beginning of the school year. Seniors will be given priority in choosing instruments to use for the year followed by juniors, sophomores, and freshman. If abuse of an instrument is suspected and verified, the student may not be allowed to checkout an instrument from the school anymore, and the student's eligibility in the orchestra program will be reexamined. Mr. Glawe and Mr. Bailey will do random, periodic checks of instruments in class to determine if students are using their assigned instruments and putting them away properly. Failure to use assigned materials may result in a lowered participation grade. This policy has been modified for the protection of YOUR materials.

## CELLULAR PHONE, PHOTOGRAPHIC, AND ELECTRONIC DEVICES

Orchestra policy regarding the use of all electronic devices aligns directly with that of Pioneer High School (refer to PHS Handbook on page 15 for 2008-2009 guidelines). See below for orchestra specific guidelines.

1. Electronic tuners and metronomes are permitted if they are not causing a distraction in class.
2. If an orchestra classroom presentation warrants a sound or video recording, electronic devices will be permitted but only with prior permission of the Orchestra Director.
3. Electronic devices are NOT permitted on stage during a performance. If a student is seen using an electronic device during a performance, the device will be confiscated at the earliest convenience of the director (even if it is between movements of a piece) and the student's grade will automatically be lowered by one degree of a letter grade, i.e., from "A" to "A-". The student's eligibility in the ensemble will also be re-evaluated.

## TARDIES

Entering the classroom after the bell has rung constitutes a tardy. Chronic offenders (two or more in nine weeks) will lose a percentage of their daily participation grade (up to 5%). When a student exceeds five tardies in nine weeks, the parent will automatically be contacted, and the student's membership in orchestra will be re-examined with administration. This policy is in effect for ALL orchestra classes, extra scheduled rehearsals, and concerts unless permission by the Director has been granted prior to the rehearsal. This policy is in accordance with the PHS Handbook for 2008-2009 (page 11).

## RESTROOM BREAKS

Though most restroom breaks come on a legitimate "need to go" basis for students, there have been an unfortunate few who have taken advantage of this situation at Pioneer in the past. To prevent this situation from occurring in the orchestra classroom, students will be granted ONE restroom pass per semester, cleared by the Orchestra Director, exceeding no more than five minutes at a time. Only one student may go to the restroom at a time. Each additional restroom trip will result in a tardy for the day. If a student is gone for an extended amount of time (more than five minutes), further disciplinary action will occur, including a lowered participation grade. Ultimately if the problem continues to occur, the student's eligibility in orchestra will be reexamined.

## EXTRA CREDIT OPPORTUNITIES

Each semester, students who have not exceedingly violated the previously mentioned policies will be given the opportunity to earn extra credit up to 3% of their final grade. Extra credit projects can be individualized by the student, but roughly should amount to 1 hour of work per 1% extra credit. This option is here to provide students with an opportunity to go above and beyond daily classroom activities that can benefit the ensemble as a whole. The student should propose the idea to Mr. Glawe for approval before completing the extra credit. Results of the extra credit may be shared with the orchestra class, but is not required. If you have questions, please see Mr. Glawe.