

# Lamar High School Orchestra Handbook

**2020 - 2021**

Adventures in Online Orchestra



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## Orchestra Director Manifesto

I am an orchestra director. My job is to make you a better person. My vehicle to accomplish this is excellence in music.

Because of this, I will demand that you:

Use all of your brain.

Think for yourself.

Problem solve.

Meet deadlines.

Show up on time.

Are held accountable.

Admit when you are wrong.

Apologize when you hurt someone.

Listen to understand.

Evaluate and improve.

Try something new.

Push yourself.

Be patient.

Practice self-control.

Know that it's okay to make a mistake as long as you learn from it.

Try.

Contribute to the group.

Learn to cooperate with people that are different than you.

Be a part of a community bigger than yourself.

Express yourself.

Never be okay with doing the bare minimum.

Not settle for mediocre when you can be great.

Never give up.

Never sell yourself or others short.

Tell the truth, especially to yourself.

Refuse to quit improving and growing.


Demonstrate grace and humility.

Treat each other with kindness.

Help those around you.

This is why I do the things I do and say the things I say. I want to empower you to become the best person you can possibly be. My goal is to give you **my best every day**. I will ask you to do the same.

# THE LAMAR WAY *Classroom Expectations*

	<b>Entering Online Classroom</b>	<b>Classroom Lesson and Assignments</b>	<b>Classroom Discussion</b>
<b>Ready</b>	<ul style="list-style-type: none"> <li>Wash hands before touching shared electronics (phone, computer, tablet).</li> <li>Choose a quiet space.</li> <li>Have all needed materials.</li> <li>Log into classes regularly/on time.</li> </ul> <p><i>For video classes/meetings:</i></p> <ul style="list-style-type: none"> <li>Wear clothing that meets the student dress code in <a href="#">AISD Student Code of Conduct</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a quiet space.</li> <li>Have all needed materials available and use them.</li> </ul> <p><i>For video classes/meetings:</i></p> <ul style="list-style-type: none"> <li>Wear clothing that meets the student dress code in <a href="#">AISD Student Code of Conduct</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared to share thoughts when opportunities are given.</li> <li>THINK before commenting/posting.</li> </ul> <p>Is it...</p> <ul style="list-style-type: none"> <li>T= True</li> <li>H= Helpful</li> <li>I= Inspiring</li> <li>N= Necessary</li> <li>K= Kind</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Minimize distractions and conversations with others.</li> </ul> <p><i>For video classes/meetings:</i></p> <ul style="list-style-type: none"> <li>Video on, microphone off (muted).</li> <li>Use kind words and facial expressions.</li> </ul>	<ul style="list-style-type: none"> <li>Follow all instructions given.</li> <li>Complete assignments on time.</li> </ul> <p><i>For video classes/meetings:</i></p> <ul style="list-style-type: none"> <li>Video on, microphone off (muted).</li> <li>Use kind words and facial expressions.</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' thoughts and points-of-view.</li> <li>Make thoughtful comments.</li> </ul> <p><i>For video classes/meetings:</i></p> <ul style="list-style-type: none"> <li>Take turns asking questions aloud.</li> <li>Use kind words and facial expressions.</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>Be sure electronics are fully charged (phone, computer, tablet).</li> <li>Keep electronics away from food /drinks.</li> <li>Keep logins, passwords and private information private.</li> </ul>	<ul style="list-style-type: none"> <li>Fully participate; avoid doing other things.</li> <li>Ask questions for assistance.</li> <li>Do your own work.</li> <li>Show your best work.</li> </ul>	<ul style="list-style-type: none"> <li>Stay on topic.</li> <li>Assist others when allowed.</li> <li>Encourage others when working together.</li> </ul>

# **Online Orchestra Behavior Expectations**

## **1. Sign on every class**

This means:

- Using Asynchronous time effectively
- Being ready for Synchronous time with your instrument
- Signing on to Synchronous time for Attendance
- Adhering to the school dress code (put on a shirt)

## **2. Have your instrument and music ready for class**

This means:

- Instruments are required for success in online orchestra
- Knowledge of how to tune your instrument
- Having a tuning app
- Having your music ready to read to practice

## **3. Responsible Digital Citizenship**

This means:

- Use your real name
- Maintaining a respectful demeanor
- Not making inappropriate, rude or disrespectful comments
- Using appropriate backgrounds and images for all web classes
- Representing yourself appropriately and honestly for all web classes
- Recommended: Use your AISD email when signing onto online meetings

## **4. Respecting Others**

This means:

- Golden Rule – Treat others as you would want to be treated by others
- Do NOT misuse all participants' private information and likenesses
- Stay muted unless called on or have an on task question
- Keep your comments in the chat respectful and school appropriate

## **5. Try your best**

This means:

- Using class time efficiently and focused
- Regular in Attendance
- Instrument & music ready for class

## **6. Bring all materials to class every day.**

Materials include:

- Your instrument
- A Pencil
- All of your music in a black, three-ring binder
- Necessary Technology (Computer, tuner, ect.)
- Growth Mindset

## **7. Be prompt to class and regular in attendance.**

# Consequences of Misconduct

## For Conduct Rules and Regulations 1-5

1. Verbal Warning
2. Conference with director
3. Detention/Telephone call to parent
4. Administrative involvement

## For Conduct Rules and Regulations 6-7

If a student is found in violation of rules 6 or 7, his/her daily weekly musicianship grade will be lowered. A five point deduction will be made for each violation. The only exception is when a student forgets his/her instrument. This will result in a percentage deduction of this weekly grade. For example, if a student is in orchestra every day (double blocked), then his weekly musicianship grade will be reduced by 20 points, or one-fifth of 100 points if he/she forgets their instrument on one day. If a student is single-blocked and it is an "A" week (meaning I see the student 3 times that week), his/her grade is reduced by 33 points. If it is a "B" week and I see the student twice, the reduction is 50 points.

## For Severe Situations

1. Office Referral to appropriate principal
2. Removal from class in one or more of the following ways:
  - a. a class change to a lower orchestra
  - b. removal from the orchestra program

**Participation in a music ensemble should be considered a privilege, not a right. Consistent academic ineligibility, in-class discipline problems, multiple placements in On Campus Suspension, discipline referrals for fighting, substance abuse and/or bringing weapons on campus, or truancy will result in a loss of privileges in the orchestra program which could include movement to a different ensemble, loss of traveling privileges, suspension from performances, or removal from the orchestra program at the directors' discretion.**

## Class Materials Needed

1. **Your instrument**
2. **Black, 3-ring binder**
3. **Device and access to internet**
4. Rosin
5. Cleaning Cloth
6. Shoulder Rest (for violins and violas)
7. High School Quality Strings ("Dominant" is a good brand.)
8. PENCIL!!! (Keep this in your case or folder at all times!)

## Online Orchestra Grading Procedures

Online Orchestra will, obviously, look very different than in-person learning. Until in-person learning is resumed, here are the following grading procedures:

### Weekly Performance Grade 40%

This includes:

- Google Forms
- Participation in meetings
- Canvas
- Having your instrument

### Test Grade 60%

This includes:

- Playing tests
- Formal assessments
- Concert preparation
- Submitted recordings, etc.

## Monetary Payments of Any Kind

If any financial transaction of any kind throughout the school year is completed by a check or money order, the student's name must be on the memo line. This helps us keep better records. Checks and money orders are preferred over cash. Credit card payments can only be paid through Fines and Fees Office for small fee and will be posted to your account.

## Uniforms

If you have a Uniform from last year, keep it in good condition. If you will need a uniform this year, we will assign it when we return to in-person instruction.

## CHARMS

We have a web-based program that will assist us in efficiently getting information to parents and students. The web site address is: [www.charmsoffice.com](http://www.charmsoffice.com). Each student and parent is required to access this site to enter contact information at the beginning of the year. This web site will also allow parents to access forms, documents, calendars and financial records that pertain to their student. It is extremely important that all information is accurate and current. **It is the parent's responsibility to update the website if any changes occur. This information is kept confidential and can only be accessed by the directors.** Your student will be given a parent letter that will give login information and explain the process.

## Instruments and Supplies:

It is the student's and the parent's responsibility to make sure that the student's instrument is in good working order and to make sure that the student has all required supplies each day. We use our instruments every day in class and it is vital to the success of your student that he/she comes

to class prepared every day with the proper supplies. Please see supply list and conduct rules and regulations.

## Instrument Repairs

It is very important that our instruments are kept in working order at all times. It is the student's and the parent's responsibility to make sure that all repairs are done in a timely manner. It is important that a damaged instrument be taken to the repair shop on the day that the damage occurs, if possible, so that the repair person can get it back to you quickly. Broken strings **MUST** be replaced by the next class period. Strings can be purchased at any local music store and can be brought to Mr. Walton or Mr. Hogan to be put on for you. It is not necessary to leave your instrument with a repairman if it only needs the string replaced. If a repair will take longer than one class period, the student must bring a note from the parent to let Mr. Walton know what the status is.

TIP: It would be beneficial to buy an extra set of high quality strings and keep them in your case for emergencies! Strings should be changed at least once every year.

## Director Contact/Email

During online instruction, the best ways to get in contact with Mr. Walton and Mr. Hogan is through Canvas or email.

Mr. Walton's email is: [fwalton@aisd.net](mailto:fwalton@aisd.net)

Mr. Hogan's email is: [jhogan@aisd.net](mailto:jhogan@aisd.net)

## School-Owned Instruments

During online instruction, having an instrument will be an essential tool for success. If you do not have your own personal instrument and need a school instrument, you must come to an instrument pick-up event. Also, it is your responsibility to contact a director for any tuning, repair, or supply issues.

The school district supplies instruments to all students who need one. The Board of Trustees of the Arlington I.S.D. has authorized the **removal of all fees** for students who use district-owned instruments. However, an additional charge may be made to cover any cost of repairs or damage to an instrument caused by carelessness or neglect on the part of the student. A completed rental agreement must be returned signed before a student may use a school-owned instrument.

## Being Punctual

Sign on, prepared for participation, to online class on time. Out of courtesy to your directors, please submit all assignments in a timely fashion.

<p>“If you're early, you're on time; if you're on time, you're late!”</p>
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## Insuring Your Instrument

Please check with your insurance company regarding the coverage of your instrument. If the instrument is rented from a music store, check with them regarding coverage at home and school. If you own your instrument, check with your insurance provider. Most homeowner's policies cover musical instruments. Do not leave personal instruments at school overnight. **Lamar High School and the Arlington Independent School District will not be responsible for personal instruments that are stolen or damaged while on school property.**

## **Orchestra Council**

A. PRESIDENT - - The President must be a senior in the Lamar Orchestras. This person is in charge of organizing any functions that the orchestras will be participating in during the school year. This includes any parties, banquets, fund raising, the trip, etc.

B. VICE PRESIDENTS - - There will be a Vice President in each grade level which is responsible for basically the same responsibilities as the President. All of these people should work together well and be willing to donate their time to the orchestras. The Vice Presidents should handle advertisements for concerts, fund raising, etc.

C. CLASS REPRESENTATIVES - - Each class will have a representative to serve on the board of officers to represent their class. (The class rep may be in any of the orchestras.)

D. HISTORIAN - - The Historian will collect pictures throughout the year to make the slide show for the banquet and create an album at the end of the year.

E. LIBRARIAN - - The Librarian(s) will keep the music library organized and tidy.

## **Electronic Communications and Social Media Guidelines**

In order to effectively communicate orchestra information, news, call times, etc. the Lamar Orchestra will use a variety of electronic communications and social media including, but not limited to, Canvas, email, Remind, Zoom, Teams, [lamarorchestra.com](http://lamarorchestra.com), etc. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs and according to the AISD Student Code of Conduct, "Each student will be required to adhere to all district policies and to Internet Safety and Acceptable Use Guidelines in order to be granted access to district technology resources."

By following, friending, or subscribing etc. Lamar Orchestra students agree to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is prohibited.
4. Transmitting and/or viewing obscene messages or pictures are prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

All parties shall not communicate directly with any student or director through any means between the hours of 9:00 p.m. and 6:00 a.m. (excluding trips).

Violation of these terms of agreement may constitute disciplinary action in accordance with the AISD Student Code of Conduct that may be found at [aisd.net/students](http://aisd.net/students)

Upon written request from a parent or student, the directors shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.



## HOW STUDENTS MAY MOVE UP TO AND REMAIN IN A HIGHER ORCHESTRA

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Below are listed *some* of the criteria necessary for you to be considered for membership in a higher Orchestra:

1. A POSITIVE attitude toward the Orchestra Program and a willingness to COOPERATE with the director and the other students involved in the program. This is very important and is considered to be the number one priority.
2. An ability to listen to and follow detailed and intricate instructions and to comprehend and foster higher-level thinking skills.
3. An audition is required. Technical and musical ability on your instrument is judged by the director to be competent for the level of music that will be performed by the orchestra for which you are auditioning. IN ORDER TO MOVE UP, IT IS STRONGLY RECOMMENDED THAT YOU ARE TAKING PRIVATE LESSONS ON YOUR INSTRUMENT.
4. In the event of a mid-year schedule change, a student must display a willingness to agree to an alteration of your class schedule, which could be major or minor.
5. An amount of personal practice judged by the director to be sufficient to warrant moving you into either orchestra.
6. An ability to PASS ALL CLASSES AND REMAIN ELIGIBLE for performances and competitions. Students are expected to monitor and maintain eligibility throughout the school year. Students with consistent eligibility problems will be removed from auditioned ensembles so that they may focus their time on academics.

NOTE: Any member of the Orchestra may be asked to re-audition at the end of a semester, especially if the director determines that the individual's conduct, attitude and willingness to cooperate and/or technical skills are not meeting the criteria for that particular orchestra.

If we all abide by these guidelines and all give each other our best, we will have an amazing year growing together as musicians and as people.

# **Lamar Orchestra Parent/Student Handbook Acknowledgement Form & Media Release 2020 - 2021**

Students who are in the Lamar High School Orchestra are involved in a public activity, and as such may be included in pictures or videos that may be used in school publicity efforts. Your signature on the Handbook Acknowledgement Form indicates approval for the student's name, picture, work, voice, or verbal statement to appear in school publicity, videos, or other media used for school purposes. For example, pictures and articles about school activities may appear in local newspapers or district publications. These pictures and articles may or may not personally identify the student. The pictures and/or videos may be used by the district in subsequent years.

**AGREEMENT: Student and Parent/Guardian release to the Lamar High School Orchestra the student's name, voice, verbal statements, portraits (video or still), and consent to their use by the LHS Orchestra. The Lamar High School Orchestra agrees that the student's name, voice, verbal statements, portrait or picture, shall only be used for public relations, public information, school or district promotion, publicity, and instruction. Student and Parent/Guardian understand and agree that:**

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- The photo, video, or student statements may be used in subsequent years.


If the Student and Parent/Guardian wish to rescind this agreement they may do so at any time with written notice. The Lamar High School Orchestra has no control of media use of pictures/statements taken without permission.

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Parent/Guardian Signature

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Date

(Please see Handbook Acknowledgment Agreement on  Back)

The success of the Lamar Orchestra is dependent upon each individual orchestra student adhering to the policies and procedures set forth in this handbook. Orchestra members are expected to fulfill all orchestra commitments and responsibilities.

How to access the Lamar Orchestra Handbook:

- Log on to [www.charmsoffice.com](http://www.charmsoffice.com)
- Locate the “Parent/Student Login” Section on the web page.
- Login to your child’s program account using the following school code: LamarOrch
- You will then be taken to a page where you will be asked to enter you student’s password. This will take you to look at your child’s program calendar, event list, handouts, etc.
- Click on the purple icon that says “handouts”. Then select the “LHS Orchestra Handbook 19-20” icon. This is the information that you and your student need to read and discuss.
- You may also pull this handbook from [lamarorchestra.com](http://lamarorchestra.com) on the “Resources and Forms” page

After reading the Lamar Orchestra Handbook, I /We agree to adhere to the policies and rules to the best of our ability. I/We further understand that I/We will be held accountable for the information in this handbook. I/We understand the expectations and responsibilities of the course and also understand the consequences for failing to meet these requirements may include removal from the program at the directors’ discretion at any time. I/We understand that it is our responsibility to make sure all information is correct and updated using the Charms website: [www.charmsoffice.com](http://www.charmsoffice.com).

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Student Signature

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Parent/Guardian Signature

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Student Name Printed

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Parent/Guardian Name Printed

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Date

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Parent/Guardian email