Orchestra Families:

I look forward to meeting each of you as we come together to learn, rehearse, perform, and create musical memories this year!

This packet will serve as our Orchestra Handbook / Syllabus. It is the responsibility of each student to read and abide by all information contained in this handbook in order to better understand your role as a responsible member of this organization. In addition to the handbook, you will find additional forms and information on our website; some of which must be signed and returned:

To be returned/completed by **August 30th:**

- **Text Messaging and Survey** – Every student must complete the survey and everyone is invited to sign up for the appropriate class text messages for concert reminders, etc.
- **Acknowledgement Form** (from the back of the Orchestra Handbook) – Please read, sign and return.
- **Student Transportation Consent Form** – We will be involved in various activities throughout the year involving district transportation. I have pre-checked the necessary bus/suburban/rental van box. If you would like your student to be able to have other transportation options, please check them. Please read, sign and return.
- **Substance Abuse Agreement** – The district has a strict policy concerning alcohol and substance abuse; especially for students participating in activities. Please read front and back, sign and return.
- **Uniform and Equipment Maintenance Agreement** – Please check all equipment that applies, review maintenance expectations, then sign and return.
- **Orchestra Financial Obligations** – Please read, sign and return. Outstanding balances will be reflected in your student orchestra account on CharmsOffice.com.
- **Orchestra Donations** – Optional but greatly appreciated. Please help support the orchestra above and beyond the basic obligations.
- **Consent & Medical Authorization** – Please read front and back, sign and return.

Additional information:

- **Orchestra Calendar** (please transfer to your own calendar): located on our website
- **Orchestra Awards and Points Worksheet**: located at the end of the handbook

As we move into this new school year together, I understand that many of you may have questions or concerns. Please feel free to contact me at any time. It is a personal priority for me to build strong relationships with students, families, and community. This can only be accomplished through open communication and teamwork.

Sincerely,

Michael Hanf
Director of Orchestras
Olathe East High School
mjhanf@olatheschools.org
(913) 780-7120

Daniel Lytle
Assistant Director of Orchestras
Olathe East High School
dclytle@olatheschools.org
(913) 780-7120
Guidelines

I. Expectations
An orchestra requires the participation and cooperation of all students. In order to make orchestra beneficial for all students, the following components must be in place:

- **COOPERATION.** Follow directions. Work together with the director and members of the orchestra.
- **COMMITMENT.** Maintain a dedication to individual improvement and progress of musical ability. Practice!
- **CONDUCT.** Attitude is often more important than ability.

II. Rehearsal Procedures
Class time must be used well to benefit everyone. In order to make the most of rehearsal time and receive full rehearsal credit, please remember the following:

1. **BE PROMPT AND PREPARED.**
   a. Always have your equipment ready when class begins.
   b. Be both physically and mentally ready for the upcoming rehearsal.

2. **SHOW RESPECT AND SELF-DISCIPLINE**
   a. **The Director.** Be quiet as soon as the director steps onto the podium. Rehearsal time is only beneficial when everyone is attentive.
   b. **Others.** An ensemble must work together. Remember the Golden Rule.
   c. **The equipment.** Orchestral equipment is expensive and should be treated with care. Future students should be able to use this equipment long after you’ve left Olathe East.
   d. **Distractions.** *No electronic devices or homework is to be with you during rehearsal.* These and other distractions should be left in your locker or along the wall with your case during rehearsal.
   e. **The facilities.** No food, gum, or drinks are allowed in rehearsals and concerts (with the exception of bottled water). Do what you can to keep the room in pristine condition. Please remember that other students use this room throughout the day, and that it has been recently redone for our use!
   f. **The process.** An orchestra can only improve through rehearsal. Treat every rehearsal as an important part of the progress of the orchestra.

3. **PUT YOUR THINGS AWAY.** Return your instrument, music, stand, and chair to their proper places. Throw away all trash.

III. Attendance
An orchestra cannot perform at its best with its members missing. Attendance at all rehearsals and concerts is required, as outlined in the course description book published by Olathe Public Schools. A calendar is provided with this packet. **All concerts and extra rehearsals are an absolute priority.** There may be additions or changes to the calendar throughout the year. If this should occur, I will inform you of the change as far in advance as possible. Any conflicts or problems should be brought to the director’s attention immediately. **Absences are excused only if approved in advance by the director.** Please refer to the unexcused tardy and absence policy in the Olathe East Student Handbook for details.

**50 points per performance**

   a. 10 – Call Time Sign In
   b. 10 – Uniform (wearing all tux parts, black socks, etc.)
   c. 10 – Performance (posture, music, instrument, etc.)
   d. 10 – Concert Etiquette (not talking during other performances, stage presence)
   e. 10 – Strike Stage / Full Concert Attendance Sign In

IV. Before- and After-School Rehearsals and Home Practice
**Before- and After-School Rehearsals:**
Because there are four separate orchestra classes, it is occasionally necessary to combine in before- or after-school rehearsals (especially close to concerts). There may be additional rehearsals for symphonic orchestra or choir/orchestra collaboration. Pit orchestra is an optional activity which includes several after-school rehearsals during our musical theatre productions.

- **Symphonic Orchestra** – 2nd / 3rd Qtr. Tuesday mornings @ 7am
- **Concert Orchestra** – See orchestra calendar for combined rehearsal dates
- **Chamber and Concert Orchestra Combined** – See orchestra calendar
Home Practice:
Practicing your instrument is the homework for orchestra. Practicing regularly is essential in order to improve. Daily school rehearsal time is **NOT** individual practice. Instruments should be taken home for practice, especially over the weekend. Get in the habit of taking your instrument home every day, and never leave your instrument at school over a vacation break.

V. Supplies and Equipment
The following items need to be brought to class daily:

1. **INSTRUMENT**
   a. Violins/violas: Bow, case, rosin, cleaning cloth, shoulder rest, mute, extra set of strings.
   b. Cellos/Basses: Materials will be provided. You should have an instrument at home for practice.
   
   **All cello and bass students should bring their own instrument from home for concerts!**

2. **MUSIC/METHOD BOOK**
   a. Supplemental Method Books will be used and provided as necessary.
   b. Sheet Music
      i. Music will be provided along with a binder to hold your method book/sheet music.
      ii. You must have YOUR OWN binder every day in order to ensure appropriate markings exist in all parts. Otherwise, valuable time is wasted in future classes.

3. **PENCIL**
   a. This is extremely important. NO PENS!

Instrument Care:
All equipment is to be treated with respect. All instruments should be kept in good playing condition. Strings should be wiped for rosin with a soft cloth after playing. Strings should be replaced as needed. Bows should be loosened before storage. Endpins must be stored properly. Students using school instruments are responsible for damage that occurs while the instrument is in their possession.

Fingernails:
Fingernails must be kept trimmed. The director may ask a student to cut their nails if deemed too long. No fake nails will be allowed. It is **IMPOSSIBLE** to play with proper technique with nails that are too long.

Lockers:
Lockers will be available for storage of violins and violas. Personal cellos can be locked up as needed, but most students borrow a school cello at school. Basses will use school basses for rehearsal. Lockers will be assigned during the first full week of school.

VI. Uniforms
Appearance is an important part of a performance.

Chamber and Concert Orchestras:
Men: Black tux pants & jacket, white tux shirt, black bow tie and cummerbund, black socks and black dress shoes.
   **NO TENNIS SHOES. NO UNDERSHIRTS WITH VISIBLE PRINTING SHOWING THROUGH TUX SHIRT.**

Women: Black concert dress, black dress shoes.
   **NO TENNIS SHOES OR HIGH HEELS. LIMIT JEWELRY TO SMALL, QUIET UNCOLORED PIECES.**

Freshman Orchestra:
Men: Black tux pants, black tux shirt, black vest and orange long tie, black socks and black dress shoes.
   **NO TENNIS SHOES.**

VII. Seating
Performance seating of the orchestra will be determined by daily performance and leadership skills. Ultimately, seating is at the discretion of the directors and decisions are final. Seating plans must be made to enhance the sound of the orchestra, and will never be based on a top-down ranking order.
- Seating will rotate by stand every day to allow each student to experience a different area of the section visually and audibly.
- 2 weeks before each concert, rotation will stop.
- 1st and 2nd violin sections will be set at the beginning of each semester.

If you are given the responsibility of Section Leader, you will be responsible for...
- Rehearsal and performance activities in the absence of the director.
- Tuning at rehearsals and performances
- Bow markings, fingerings, and other markings in parts for the section.
- Running sectionals.
- Keeping the section on-task and focused during section and class rehearsals.

**VIII. Leadership Opportunities in Orchestra**

In addition to the duties covered by our **Orchestra Leadership Team**, students will have frequent opportunities to volunteer both during/after class:

**CONCERT SET-UP**: Volunteers are always needed before concerts to help with chairs and stands as well as other equipment.

**TUNING/ASSISTANCE**: When we host younger orchestra students high school students are often invited to lead sectional rehearsals and activities, as well as assist with tuning before performances.

**PHOTOGRAPHY**: It is important to document all the great things we do as a group. Students may use their own digital cameras or the OE Orchestra camera. Parent photo contributions are also welcomed.

**IX. Orchestra Letters**

Letters will be awarded to those students who have earned 1,000 points throughout the current school year. Points may be earned through participation in various activities throughout the year. See attached point worksheet which we will fill out in April before the Awards Concert in May.

**X. Communication**

- [OEOrchestras.com](http://OEOorchestras.com) – Links to audition material, orchestra calendar, private teacher lists, and practice resources.
- [Charmsoffice.com](http://Charmsoffice.com) – Login to see current orchestra financial balance for monies owed, donated, and raised. Find more instructions on Charms at the end of the handbook.
- [Synergy/StudentVUE/ParentVUE](http://Synergy/StudentVUE/ParentVUE) – Login to see grades and communicate with the teacher.
- [Signupgenius.com](http://Signupgenius.com) – Parent and student volunteer opportunities, and to RSVP for activities.
- [Remind.com](http://Remind.com) – Used for each orchestra to communicate with director quickly and efficiently.
- [GroupMe](http://GroupMe) – Used for communication between student leadership and director.
- [Twitter](http://Twitter) – Follow us @oedorcheras
- [Facebook](http://Facebook) – Follow us @oedorcheras
- [Instagram](http://Instagram) – Follow us @oedorcheras

**XI. Grading Policy**

Student grades will be determined by the following criteria:

**I. Concert Performances—40% of total grade**

a. All students are required to participate in all scheduled performances and activities.

b. Please inform Mr. Hanf **in writing** of conflicts as soon as possible. Your absence could affect the balance of the ensemble and may require substitutions to be made in personnel and instrumentation.

c. All absences will remain a zero in the grade book until the make-up assignment has been completed. The length of the makeup assignment will be determined by whether the absence was excused or not.
1. An EXCUSED absence (defined as a student being sick, doctor’s appointments or participating in another curricular school activity) can be made up by typing and emailing Mr. Hanf a 1-page, double-spaced research paper about the composers and/or songs we are performing for that concert.

2. An UNEXCUSED absence (defined as a student skipping, not having a ride, or competing in non-curricular athletics) can be made up by typing a 2-page, double-spaced research paper about the composers and/or songs we are performing for that concert.

d. I will check all research papers for plagiarism using Turnitin.com. Any paper with more than 10% plagiarism will not be accepted.

e. Advanced (Chamber) Orchestra students must participate in either ECKMEA District Honor Orchestra Auditions or KSHSAA Regional Solo & Ensemble to fulfill their concert performance responsibilities. However, participating in both experiences is highly encouraged for all OEHS Orchestra Students! Additionally, if the student is not prepared to perform a solo or in an ensemble, they may perform for the class instead.

II. Assessments—30% of total grade

a. This grade is entirely based on a student’s ability to demonstrate curricular standards (scales, exercises, performance literature).
b. Students will participate in playing tests throughout the quarter. The literature performed will be representative of the concept being checked, and will consist of material that is being prepared daily.
c. Playing tests may be live or recorded. They may be in front of the class, in sectionals or in Mr. Hanf’s office.
d. Students will receive information regarding contents of the playing tests at least one week in advance.
e. Students may retake tests as needed to show growth and improvement after having practiced and applied the comments and feedback I provided from the previous test performance.
f. School policies as outlined in the Student Handbook will be followed in regard to make-up work following absences.

III. Class Participation/Extra Rehearsals/Materials—30% of total grade

a. Conduct: Active and positive participation throughout rehearsal, without behavioral issues.
b. Materials: Student must have all required materials (Instrument, Music, Pencil, etc.)
c. School policies as outlined in the Student Handbook will be followed in regard to make-up work following absences.

ORCHESTRA GRADING SCALE
(Percentages will be rounded to the nearest whole percent)

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>98-100%</td>
<td>A+</td>
</tr>
<tr>
<td>93-97%</td>
<td>A</td>
</tr>
<tr>
<td>90-92%</td>
<td>A-</td>
</tr>
<tr>
<td>88-89%</td>
<td>B+</td>
</tr>
<tr>
<td>83-87%</td>
<td>B</td>
</tr>
<tr>
<td>80-82%</td>
<td>B-</td>
</tr>
<tr>
<td>78-79%</td>
<td>C+</td>
</tr>
<tr>
<td>73-77%</td>
<td>C</td>
</tr>
<tr>
<td>70-72%</td>
<td>C-</td>
</tr>
<tr>
<td>68-69%</td>
<td>D+</td>
</tr>
<tr>
<td>63-67%</td>
<td>D</td>
</tr>
<tr>
<td>60-62%</td>
<td>D-</td>
</tr>
<tr>
<td>0-59%</td>
<td>F</td>
</tr>
</tbody>
</table>
For points from June 2018-May 2019:

**Participation** in 2018-2019 Orchestra 100 or none

Participation in all *required orchestra performances* this year (200 Points):
  *If you missed even one concert, you do not qualify for these points.

**Section Leader this year** in at least ONE major concert performance (200 Points):

**Officer** on the Orchestra Leadership Team? 400 or none

**Tri-M Music Honors Society Member** (200 Points):

**ECKMEA District Orchestra Audition** (200 Points):

**ECKMEA District Orchestra Participation** (200 Points):

**KMEA All-State Orchestra Audition** (200 Points):

**KMEA All-State Orchestra Participation** (200 Points):

Any **National High School Honor Orchestra Audition** (400 Points):

Any **National High School Honor Orchestra Participation** (400 Points):

Participation in **Pit Orchestra this year** (400 Points):

**Instrumental Events only:**

**KSHSAA Regional Solo & Ensemble Participation** (200 Points per event):

**KSHSAA State Solo & Ensemble Participation** (200 Points per event):

Attended **Summer Music Camp** for your instrument (200 Points/camp):

Have you received?...

**Private Lessons** on your stringed instrument this year (400 Points):
  *Must have met regularly with a paid, private teacher.

**Mentor Lessons** on your stringed instrument this year (200 Points):

Name of mentor: ________________________________________

Have you been an **active orchestra mentor**? (400 points):
  *Must have turned in a log of mentor hours to me for this to count.

Olathe or Kansas City **Youth Symphony** Participation (400 Points):

Traveled with either Youth Symphony internationally (100 Points):

**Adult Community / Church Orchestra Participation** (400 Points):
  *Must meet regularly to count.

**Public Solo/Ensemble instrumental performances** (200 Points Each):

List or Describe: _______________________________________

Do you already have an OE Letter—for ANY Sport/Activity?
  *The school will only give you ONE letter to count for everything.

Yes or No

**TOTAL:** _____________ points
Orchestra Awards

Student’s Choice:

Most Inspirational – Selected by students: recognizes a student (in each class) who epitomizes the quality of an orchestra student. This person has a positive attitude every day, is always prepared for rehearsals, and is dedicated to the Orchestra program.

Senior Superlatives – Nominated and selected by students. Based on student character and experiences throughout their years in orchestra. May be humorous but not offensive.

Director’s Choice:

Musical Improvement Ribbon – To recognize students who have shown great improvement throughout the concert season.

Musicianship Ribbon – To recognize students who are consistently prepared and play at a high level.

Musical Leadership Ribbon – To recognize students who are not only fine musicians, but who provide leadership to others.

Point-based Awards:

Fine Arts (Varsity) Letter – A chenille “OE” for Olathe East will be awarded to a student who has been enrolled in the High School Orchestra for at least 2 semesters, has earned a total of 1,000 points or more, and has maintained at least a “B” average for both semesters.

*Orchestra Pin – An “ORCHESTRA” pin will be awarded to students who have earned 1,000 points after they earn their Orchestra Letter. Essentially, anyone who has at least 2,000 cumulative points will qualify.

**Service Bar – A gold bar will be awarded for each 1,000 points after the Orchestra Letter and Orchestra Pin.

Director’s Award for Orchestra – Honors the top leader(s) of high school orchestra. It is commonly used as a runner-up for the National School Orchestra Award. May also be given at Director’s discretion.

National School Orchestra Award – This is sponsored by the National Association for Music Education and is presented to a single graduating senior who has demonstrated qualities of leadership, responsibility, and musicality throughout their entire orchestra career. The senior must have met the requirements for a Fine Arts Letter in order to be eligible for this award. Most likely will be awarded without bias, to a senior with the most orchestra points.

Participation-based Awards:

Instrument Pin – A pin indicating a student’s instrument will be awarded to all graduating seniors who have served in the OE Orchestra for four years.

Senior Blanket – An embroidered fleece blanket will be given to all graduating seniors.

Participation Medals: Pit Orchestra, NEKMEA District Honors Orchestra (Freshman and High School), Regional and State Solo/Ensemble 1-ratings, KMEA All-State Orchestra

Participation Certificates: Regional and State Solo/Ensemble 2-ratings
CHARMS: Orchestra Student Accounts

- Visit [www.charmsoffice.com](http://www.charmsoffice.com)
- Hover over the “Login” tab in the top right corner.
- Select “Parents/Students/Members”.
- Enter your school code: oorchestra
  - Username = Student ID
  - School Code = oorchestra
  - Password = Student ID (unless you have already changed it)
- You may be asked to create a new password
  - If you have forgotten your password, try to reset it or email me to reset it back to your student ID.
- Once you are in your Charms account, make sure your profile is updated.
- Use the “Finances” tab to follow your account and learn what you owe towards Orchestra fees and trips.
- Charms can track other features like instrument inventory and uniforms, but for now, we will use it for financial accounts.

Please let me know if you have any questions!

Michael Hanf
mjhanf@olatheschools.org
913-780-7120
[www.oorchestras.com](http://www.oorchestras.com)