

Iroquois High School Orchestra Handbook 2019-2020



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A note from Ms. Louttit....

Dear Students,

Welcome to another exciting school year! We have a full year of musical activities lined up for us, and this handbook contains the pertinent information needed for a successful year. Please keep this handbook in a place where you can refer to it periodically throughout the year. Feel free to come to me at any time with questions, concerns, ect.

Please review the enclosed calendar of events very carefully. These dates generally are mandatory attendance, so please make note of each event on your calendars at home. After returning the signature form at the end of the handbook, I would suggest removing the list of dates and posting it someplace noticeable at home.

There are a number of other performing opportunities available to you outside of concert orchestra. These include: Chamber Orchestra, Small Chamber Ensembles, Rock Orchestra and Musical Pit Orchestra. Members of the Chamber Orchestra, Small Chamber Ensemble and Rock Orchestra will receive Extra Credit toward their orchestra average.

It is expected that you will give your best effort toward making this year a success. I look forward to another memorable year of make music together!

Musically yours,

Ms. Louttit



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Orchestra Expectations and Rules of Conduct

The success of the orchestra depends on the active and appropriate participation of each individual musician. We are a team and everyone is expected to work together and be supportive of one another. **Failure to adequately follow any of these rules will affect the student's making period average.**

- 1. Be punctual** for weekly lesson and daily rehearsals.
Students are expected to have used the lavatory **before** entering into the room for rehearsal or their lesson. Students upon entry will **immediately** get their instruments, get tuned, have music in order and be ready to warm up together at the sound of the bell. ***If a student is late he/she must sign in the Late Log and immediately get their instrument out and get ready for rehearsal.*** Excessive tardiness will affect the student's marking period average.
- 2. Act Responsibly** for weekly lesson and daily rehearsals.
Students must be adequately prepared for their lesson/rehearsal. This includes but it not limited to; good working instrument, orchestra folder, orchestra music (in folder), tuner, pencil, method book materials, scale sheet/book. If a student is not prepared for lessons or rehearsals this will affect the student's marking period average.
- 3. Act respectful and considerate.**
Students are expected to act appropriately in the orchestra classroom; inappropriate language, gestures or conversations will **NOT** be tolerated. Students are expected to respect and follow and listen to all adults at all times. Iroquois High School is an institution for learning and will be treated as such. Students are expected to follow the school code of conduct and act appropriately to maintain an environment of learning.
- 4. Be prepared for your weekly lesson.**
Students are expected to have spent daily time on their weekly lesson assignments and orchestra music throughout the week. It is imperative that the student continues to progress on their instrument so that they can be the best musician as possible. Practicing is the homework required for this class. Students who do not practice their instruments outside of school will see their marking period grade adjusted to reflect this lack of preparation. **Students are expected to have their lesson materials, pencil, scale sheet and instrument for their weekly lesson.**
- 5. Marking your music.**
Students must have a pencil at each rehearsal and weekly lesson in order to mark music neatly according to the teacher's instructions. Mark parts neatly as other students may use school owned music in the future. Extraneous marks not relating to the music will not be tolerated.
- 6. Makeup Lesson Policy**
It is expected that conflicts with weekly lessons will be minimal and a sincere attempt will be made to attend the scheduled lesson. Make up lessons are half the length of a regular lesson, and by nature not as productive as scheduled lessons. It is in the student's best interest to attend the weekly lesson, and repeated absences from regularly scheduled lesson will not be tolerated.

7. Leaving a class for a lesson

Students are expected to let their classroom teacher know that they have a lesson scheduled during that time. If a student cannot come to their lesson they need to let Ms. Louttit know as soon as possible. **Students may only leave a class for a regularly scheduled weekly lesson.** Study hall students may obtain a green pass from Ms. Louttit to practice, attend a different lesson time, or complete a makeup lesson with prior approval. Taking advantage of the weekly lesson system for the purpose of leaving classes without approval will not be tolerated.

8. No food, drink or gum is allowed in the orchestra classroom.

Students are NOT permitted to eat food, drink beverages or chew gum in the orchestra classroom. Students who have given up a lunch to be in the orchestra program will only be permitted to eat lunch in the orchestra classroom during rehearsal. These special situations and circumstances do occur from time to time and should be brought to the attention of Ms. Louttit. *Students who are allowed to eat during orchestra are too due so at the beginning of rehearsal during the scale or warm up, students are to get their instrument tuned and out before going into the middle room to eat their lunch quickly and return back to rehearsal when ready.*

6. Instrument and folder storage.

Students are expected to **put their instrument back in the case and their case back in the proper location after each rehearsal and weekly lesson.** Several students use this space throughout the day, therefore no instruments should be left in practice rooms or on the floor. Students are also expected to put their folder back in the folder cubby upon completion of rehearsal or their weekly lesson. Again, this is an orchestra classroom, not your bedroom, gym locker or house. **Items such as binders, textbooks, lunch bags and clothing items should NOT be left in the orchestra classroom and need to be picked up accordingly.**

7. Cell Phones Policy.

Students are to silence their cell phones and store them in their assigned school locker or assigned folder cubby upon entry into the orchestra classroom. If a student pulls a cell phone out in rehearsal or a lesson the cell phone will be confiscated and brought to the office. A student referral will also be written in this event occurs.

8. School Owned Instruments

Students are financially responsible for school owned instruments. Normal wear and tear on a borrowed instrument will be covered by the school instrument maintenance fee. Any other damages or loss caused by malicious or blatantly careless actions must be repaired or replaced at the student's expense. Please do not leave your instrument in the car, laying on the floor or anywhere it could possibly be damaged.

9. Instrument Ownership

No one is to play an instrument other than the one they have been assigned. Pianos may be played only with the permission of a teacher.

10. Private Lessons

Private lessons with a qualified instructor are highly recommended. These lessons are geared to the individual and their level of achievement. Private lessons are the best way to achieve maximum musical growth, the students who study with a private teacher will receive extra credit. Please see Ms. Louttit for the names of recommended teachers.

11. Continually misbehaving during rehearsals and/or weekly lesson.

Student will be dismissed from the rehearsal and/or lesson, and will be reinstated only after communication has occurred between the director and parent(s).

Concert Attire

It is important as members of a performing ensemble to dress uniformly, and in a professional manner. Therefore the director will strictly enforce the concert attire. Any student with inappropriate attire will have points deducted from their marking period grade, and may not be allowed to perform at the discretion of the director.

Gentlemen: Black button down dress shirt, long tie, black pants (no jeans), dark socks, and black dress shoes.

Ladies: Solid black dress top with sleeves, long sleeves or short sleeves are fine. Solid floor length black skirt or black dress pants, black stockings (no bare legs!) and black dress shoes. **All cellist must wear black dress pants.**

Field Trips

1. Any trip is an official school function, and consequently all school rules and regulations are in effect. Students are expected to maintain the highest musical standards as a member of the Iroquois High School orchestras, and the highest standard of behavior as a member of Iroquois High School. Field trips are a privilege of membership in this organization and any violation of these rules can jeopardize trips in the future.
2. No individual or group may travel unsupervised without the permission of the directors or chaperones.
3. If listening to music on the bus, only headphones are permissible. External speakers are not allowed.
4. Students must use school provided transportation to and from all events unless there are special circumstances, and prior approval is obtained.
5. All chaperones, whether teachers, parents, or bus drivers are to be strictly obeyed.
No student should ever confront an adult chaperone in a disrespectful manner!



Grading Policy

Student grades for each marking period will be based on two main categories: Ensemble and Lessons.

A. **ENSEMBLE GRADE** will constitute $\frac{1}{2}$ of the marking period average. The following are requirements for this portion of the marking period average:

1. PERFORMANCES – Perfect attendance at all required events is **MANDATORY**. Please refer to the orchestra calendar at the end of this handbook for required dates. Please plan accordingly! Orchestra is a performance oriented class, so students must treat all performances as an exam. A performance is the student's chance to exhibit progress on all material covered in the course by meeting performance standards, and contributing to the performance level of the group. These performance opportunities are impossible to make up. Failure to participate in these performances will severely affect a student's grade. Extreme cases that prevent a student from participating in a performance will be considered on an individual basis, and determination of whether the absence is excused will be solely at the discretion of Ms. Louttit. Any student who misses a performance, regardless of whether it is excused or unexcused, may not receive full credit for the performance portion of the marking period average. Some examples of unexcused absences include, but are not limited to: work, transportation issues, recitals/dress rehearsals for other groups, athletic event.

- a. Excused absences – In order for an absence from a performance to be considered excused, advance notice must be given to Ms. Louttit at the beginning of the marking period so that parts may be assigned accordingly (i.e. – solo or other important parts cannot be assigned to a student who will not be attending the performance.) Students will need to provide written documentation from a parent/guardian explaining the details of the conflict at the beginning of the marking period. Students who are granted an excused absence from a performance will be required to complete a written research assignment, as well as a performance test on the ensemble music from the missed performance. A written assignment and performance test can never match the experience of a performance, and will only be assigned to students who have been granted an excused absence prior to the performance. Students who fall under this category and successfully submit a written alternate assignment and complete a performance test on the ensemble music from the missed performance will receive a 90 for that marking period's performance grade.
- b. Emergency absences – It is understood that in an emergency, acceptable advance notice may not be possible. In these instances, please contact Ms. Louttit at the earliest opportunity so that the necessary arrangements and adjustments may be made. Students will need to provide written documentation from a parent/guardian explaining the details of the conflict at the earliest opportunity. Students who are granted an excused absence from a performance due to an emergency will also be required to complete a written research assignment, as well as a performance test on the ensemble music from the missed performance.

Once again, a written assignment and performance test can never match the experience of a performance, and will only be assigned to students who have been granted an excused absence due to an emergency. Students who fall under this category and successfully submit a written alternate assignment and complete a performance test on the ensemble music from the missed performance may receive full credit for that marking period's performance grade.

- c. Athletics – The Iroquois Music and Athletic Department sometimes have events scheduled at the same time. Students must check the orchestra calendar as soon as they receive their team schedule, and deal with conflicts at the beginning of the team's season. If there is a conflict (or possible conflict such as playoffs), the student is personally responsible for informing their coach of the conflict, and explaining that they must attend the performance. This must be done at the beginning of the team's season, no later! Ms. Louttit will work with the Athletic Director to minimize such conflicts, but be aware that a performance is a graded mandatory event. Any student who does not address an athletic conflict at the beginning of their team's season, and misses a performance, will be considered absent unexcused.
- d. Unexcused absences – Any non-emergency absence from a performance for which acceptable advance notice (beginning of marking period) has not been given will be considered unexcused. A student who is absent unexcused from a performance will receive a grade of zero for the entire ensemble portion of the marking period average, which will result in an automatic failing grade for the marking period. There are no exceptions for unexcused absences.

2. PERFORMANCE TEST – Each marking period, students will be required to complete a performance test based on the ensemble music being prepared for that marking period's concert(s). These tests will be given approximately one month prior to a schedule concert to assess the level of proficiency a student achieves on their ensemble music. These test will also act as seating auditions when necessary. Students who are focused during ensemble rehearsals, and who consistently practice their ensemble music outside of school, will find the most success in this portion of the grade.

- a. Test will be given during a regularly scheduled weekly lesson time. Students will be given advance notice of when their test will be, and should be prepared to perform any portion of the ensemble music.
- b. Due to the limited amount of time available for these tests, punctual attendance at a weekly lesson when a test is scheduled is required.
- c. Students must inform Ms. Louttit at least one day prior to the scheduled performance test of any conflict in order to schedule a makeup test. Make up tests may only be scheduled when advance notice of an excused absence is given, and makeup tests must be completed on the same day as the missed test. Excused absences may include class tests, quizzes, projects and field trips. A student who is absent from school on the day of their test may also schedule a

makeup test. Excused absences may be made up with no penalty if completed on the same day as the missed test.

- d. Unexcused absences, or excused absences that are not completed on the same day as the missed test, may also be made up at the teacher's discretion. However, an automatic 10 point penalty will be assessed to any such makeup test.
- e. A test "redo" will not be allowed for an ensemble music performance test.

3. REHEARSALS – Each student will receive a mark of 0-100 based on the quality of performance and participation in daily rehearsals. This portion of the grade will be adjusted for chronic absence or tardiness from daily rehearsals. A large portion of the required course work is done during daily rehearsals, therefore absence or tardiness indicated that a student is not fulfilling course requirements. This portion of the grade will also be adjusted for behavior and /or discipline issues. Please refer to the expectations and rules of conduct section of this handbook for further details on course expectations.

4. WRITTEN PERFORMANCE EVALUATIONS – Following each performance, students will complete a written evaluation of the ensemble's performance. These evaluations will be completed during class time, and will be based on the recording of the performance. Evaluations must be well-written with few spelling and/or grammatical errors. Students must use musical terms when evaluating the ensemble, and demonstrate critical listening skills. Evaluations will be graded as Pass/Fail. Any student that receive a failing grade will be give one opportunity to redo an evaluation.

5. WRITTEN QUIZZES – Each marking period, there may be written quizzes given to assess the understanding of certain concepts discussed during rehearsals. These quizzes will be brief, and will be graded as Pass/Fail. Any student that receives a failing grade will be given one opportunity to redo a quiz.

B. LESSON GRADE will constitute $\frac{1}{2}$ of the marking period average. The following are requirements for this portion of the marking period average:

1. LESSONS – Weekly lessons are a student's chance to obtain individualized instruction that cannot be afforded during the daily ensemble rehearsal. Lessons are scheduled throughout 3/6 days within the A-F six day rotation. Because of the limited time I have at the high school it is essential that every effort is made to minimize the amount of makeup lessons. Lessons take place once in a six day rotation, and are one half of a class period. All students, including those who study privately outside of school, are required to take part in the weekly lessons to ensure proper instrumental development. Certain concepts of ensemble playing are emphasized during the weekly group lesson, which directly, influence the performance quality of each ensemble. These concepts can only be taught and replicated by the weekly group lesson experience.

- a. Lesson attendance is one of the most important factors in determining a student's rate of success in this class. Therefore, lesson attendance and lesson

preparation are what determine this portion of the grade. A student will receive full credit for each lesson they attend, and no credit for each lesson missed. Additionally, no credit will be given for a lesson attended if a student is determined to be unprepared. The amount of time spent practicing weekly assignments is considered in determining the level of preparedness, so regular practice is an expectations for success in this class.

- b.** Students should inform Ms. Louttit at least one week prior to the scheduled lesson of any conflict in order to schedule a make-up lesson. Make up lessons may only be scheduled when advance notice of an excused absence is given. Excused absences may include class tests, quizzes, labs, projects and field trips. A student who is absent from school on the day of their lesson may also schedule a make-up lesson. Make up lessons must be completed within two weeks of the schedule missed lesson in order to maintain educational continuity. No credit will be given for lessons that are not make up within this time period.

2. PERFORMANCE TEST – Each marking period, students will be required to complete several performance tests based on the assignments being prepared during the weekly lessons. These tests are given to assess the level of proficiency a student achieves on the weekly lesson assignments. Students who regularly attend lessons, and consistently practice weekly lesson assignments outside of school, will find the most success in this portion of the grade.

- a.** Test will be given during a regularly scheduled lesson time. Students will be given advance notice of when their test will be, and what assignments to prepare for the test.
- b.** Due to the limited amount of time available for these tests, punctual attendance at a weekly lesson when a test is scheduled is required.
- c.** Students must inform Ms. Louttit at least one week prior to the scheduled performance test of any conflict in order to schedule a make-up test. Make-up tests may only be scheduled when advance notice of an excused absence is given, and makeup tests must be completed on the same day as the missed test. Excused absences may include class tests, quizzes, projects and field trips. A student who is absent from school on the day of their test may also schedule a make-up test. Excused absences may be made up with no penalty if completed in the same week as the missed test.
- d.** Unexcused absences, or excused absences that are not completed within the same week as the missed test, may also be made up at the teacher’s discretion. However, an automatic 10 point penalty will be assessed to any such makeup test. A student may also submit a video or them playing their test and submit it via e-mail or OneNote to Ms. Louttit for grading.
- e.** Students who are unhappy with the result of a performance test may be allowed at the teacher’s discretion, and as time and scheduling allows, to complete one “redo” of a performance test per marking period. A test “redo” will not be

granted to students who are blatantly and consistently unprepared for weekly lessons and performance tests. Rather, a “redo” is for the students who is consistently prepared for weekly lessons and performance tests, but has difficulty meeting the expectations for a give test. Feedback regarding the original test will be given to the student prior to completing a “redo”, and a “redo” must be completed prior to the next weekly lesson. Once again, a “redo” will only be granted at the teacher’s discretion, and as time and scheduling allows. Otherwise, the original grade will stand. Please be advise that if a “redo” is granted, the grade of the “redo” will stand, even if it is lower than the original grade. Also, the expectations for proficiency will be higher for a “redo” than it may have been for the original test due to the extra time allowed to prepare. Students should carefully consider these stipulations before deciding to take advantage of this opportunity.

C. EXTRA CREDIT will be added into the formula used to derive the marking period grade. Extra Credit can only be earned up to a pre-determined limit, and can be earned in the following ways:

1. Chamber Orchestra
2. Solo Performances (Erie County, NYSSMA)
3. Private lessons (Must submit form)
4. Selected to participate in: All County, Area All State, Conf. All State, Masterclasses.
5. Participating in Roycroft Chamber Ensemble Festival or the Small Ensemble Program.
5. Attending an approved music performance and submitting a program or ticket stub and the performance critique form.
6. Assisting with orchestra fundraisers or events.

Seating Auditions

Seating auditions for each ensemble will take place at various times as needed throughout the school year. These auditions are for seating purposes within the ensemble only, and are not for a grade. Students of like instruments will audition on the same piece of music and the same part. Seating within the ensemble may be changed at any time, and the final seating arrangement is at the discretion of the director as leadership, maturity level and reliability may come into consideration.

Principal Seats: These students must complete a seating audition but needs to also have a “mini” Interview with Ms. Louttit.

Concert-Master: Student(s) must not only complete a seating audition but needs to also have an interview with Ms. Louttit and another Iroquois Music Department Member. Students who seek to be the concert-master should also be taking private lessons.

Students who choose to seek a principal seat or a concert master seat must show great character, tremendous leadership skills and exhibit a great attitude in rehearsals. If a student who holds this position is not fulfilling their duties as a leader in the orchestra program they will be replaced by another student.

Small Chamber Ensembles/Roycroft Festival

In the Iroquois High School Orchestra program we are very fortunate to have a small chamber ensemble opportunity for students. There will be many opportunities for these student quartets, trios, duets and other ensembles to play throughout the community and to also be selected to play at the well-attended Roycroft Chamber Music Festival. Students who participate in the small chamber ensembles will also receive points onto their average as extra credit.

Application: If a student is interested they must fill out an application which need to be submitted to Ms. Louttit at the end of October. From there Ms. Louttit will select the group based on student's abilities, character and leadership skills.

Group Selection: Ms Louttit has the ultimate authority in the group selection process. Students will be grouped based on ability, playing level, and character and leadership skills. Once a group is selected it is expected that ALL members of the group work together as a musical unit.

Rehearsals: Once groups are selected students are expected to get with their groups to sight read and pick out their small chamber ensemble music, Ms. Louttit will make suggestions and help assist the groups as well. Students are expected to get together on a weekly or bi-weekly schedule to rehearse their music, whether it be in school or outside of school. Students will then schedule multiple coaching sessions with Ms. Louttit on their music, this can be before school or after school.

Roycroft Chamber Music Festival: Only a few select groups will be chosen to participate in the Roycroft Chamber Music Festival, which happens in the middle of June. The student groups will need to audition and the best groups will be picked for this festival.

Fundraisers

Fundraising activities will be offered at various time throughout the school year. The purpose of these fundraisers is to raise funds for the Iroquois High School orchestra, and the money raised is the sole property of the Iroquois High School Orchestra. Individual student profit is calculated following the completion of each fundraiser, and students may put the at amount towards the cost of Iroquois High School orchestra related activities, such as Orchestra trips and Music Department Banquet tickets for senior orchestra members and their immediate families. In no way should students consider their fundraising profit to be a "personal bank account," as funds raise are not for personal use, and cannot be used for other school activities. Officers are expected to help with running and organizing the fundraisers throughout the school year.

Awards

A. Orchestra Varsity Letter: student must be enrolled in a credit-bearing orchestra for three years. Student also must have a perfect attendance record for all concerts, which have been regularly scheduled by the major credit-bearing ensemble to which the student belongs.

B. National School Orchestra Award: Is awarded to a senior who demonstrates: leadership, reliability and outstanding musicianship. In short, all the qualities that an orchestra director finds in an outstanding student and musician.

2019 – 2020 Iroquois High School Orchestra Calendar

Dates highlighted in **bold** print are considered to be **MANDATORY** attendance. Participating in other events, although not necessarily mandatory, is strongly encouraged.

| | |
|---------------------------|---|
| September 13 | Handbook Agreement From Due |
| October 22 | Harvest Concert, 7:30pm – HS Aud. |
| November 1 & 2 | Jr. HS Area All State @ Pioneer |
| November 15 & 16 | HS Musical/Orchestra Fundraiser! |
| November 22 & 23 | Sr. HS AAS @ SUNY Fredonia |
| Dec 5 – Dec. 6th | Conference All State – Rochester, NY |
| December 10 | Orchestra Winter Concert, 7:30pm – HS Aud. |
| January 11 | ECMEA Jazz Auditions @ Depew |
| January 18 | ECMEA Jr. HS Auditions @ Orchard Park |
| January 25 | ECMEA Sr. HS Auditions @ BAVPA |
| March 3 | Sacred Music Dress Rehearsal @ ICSD 7 – 9pm (CO) |
| March 5 | Sacred Music Concert, 7:30pm @ SS Peter & Paul, Hamburg (CO) |
| March 13 & 14 | All County Jazz Festival |
| March 20 & 21 | All County Jr. HS Festival |
| March 27 & 28 | All County Sr. HS Festival |
| April 28 | District Orchestra Concert, 7:00pm @ MS |
| May 26 | Instrument Recruitment Night, 6:30pm @ HS Aud. |
| June 2 | Music Banquet @ Ilio DiPaolo's |
| June 5, 6, 12, 13, 19, 20 | Roycroft Chamber Music Festival |
| June 26 | HS Graduation (CO) |

Iroquois Orchestra Handbook Agreement Form

- I have read the Iroquois High School Orchestra program Handbook and understand the obligations and commitments involved in the course requirements and understand I am responsible for fulfilling them.
- I am aware of the course outlines, expectations and performances for the year and agree to abide by all Iroquois Orchestra expectations and rules of conduct.
- In signing this contract, my child and I are committing to a **full year of participation** in the orchestra program.

Print Students Name: _____

Student Signature: _____

Print Parent/Guardian Name(s): _____

Parent/Guardian Signature: _____

Preferred Phone Number: _____

Student e-mail: _____

Parent e-mail: _____

Date: _____

Teacher Survey

About Student:

Do you have access to the Internet at home? (Y) (N)

Does your child take private lessons? (Y) (N)

Teacher's name: _____

Are you thinking about taking private lessons if you are not already? (Y) (N)

About Parent/Guardian:

Are you willing to volunteer or help out with certain orchestra events throughout the year?

Yes

No

If yes, please make sure that your current number and e-mail address is up to date on this form.

Please sign and return this page to Ms. Louttit no later than Friday, September 13, 2020

