

Brookwood Orchestra
www.BrookwoodOrchestra.com
Handbook / Syllabus 2018-2019

Welcome

The Brookwood High School Orchestra Program seeks to provide quality instruction for all students enrolled in the program. It is the directors' goal to inspire, motivate, and engage students to excel as musicians, to become productive, responsible citizens, and to have a lifelong appreciation and enjoyment of music.

The Brookwood Orchestra Program consists of nearly 350 students, performing in six different ensembles: the Maroon Orchestra, Gold Orchestra, Concert Strings, Symphonic Strings, Symphony Orchestra, and Philharmonic Orchestra. Some of these students are also athletes and AP scholars but they all have a love for and commitment to orchestra and music-making.

Directors

D. Philip Reesman	Philip_Reesman@Gwinnett.k12.ga.us	2:10 – 2:30 pm, daily
Megan Kendall	Megan_Kendall@Gwinnett.k12.ga.us	7:00 – 7:20 am, daily
Dr. Cathie Hudnall	Cathie_Hudnall@Gwinnett.k12.ga.us	by appointment

Required Supplies and Equipment

- Your own (or rented) instrument. Only use your own instrument. Never anyone else's.
- Brookwood Orchestra uniform (concert black and spirit polo)
- Microfiber cleaning cloth to wipe rosin off your instrument daily.
- Shoulder rest for Violin and Viola
 - New strings every year
- Rock Stop for Cello and Bass
 - New bow hair every year
- Rosin
 - Music folder/binder
- Mute
 - Short fingernails
- Pencils

Table of Contents

1. Welcome, Directors, Required Supplies and Equipment
2. Calendar / Important Dates
3. Student Progress, Academic Honesty
4. Attendance, Excused Absences and Make-Up Assignments
5. Orchestra Room Procedures, Digital Citizenship
6. Student Responsibilities, Rules and Consequence
7. Parent Responsibilities, BOPA
8. Sign and Return by 17 August 2018

Calendar / Important Dates

Fall Semester 2018

6:00p	August 16	Convocation – BHS Theater
6:00p	August 24	Orchestra Tailgate – BHS “Horseshoe” (bus lane)
6:00p	August 25	GCYS/Kendall auditions – Hull MS
6:00p	September 17	CONCERT – BHS Theater (M, CS, SO)
6:00p	September 18	CONCERT – BHS Theater (G, SS, PO)
	October 13	All-State district auditions - Brookwood HS
2:30p	October 18	Philharmonic/Chorus Vivaldi, Gloria rehearsal – Chorus Room, E-5
2:30p	October 31	Philharmonic/Chorus Vivaldi, Gloria rehearsal – Chorus Room, E-5
	November 1	KSU Invitational Performance (PO)
2:30	November 7	Philharmonic/Chorus Vivaldi after – school rehearsal in theater (PO)
6:00p	November 8	Philharmonic/Chorus Vivaldi concert – BHS Theater (PO)
6:00p	November 15	CONCERT – BHS Commons (M, G, CS, SS, SO)
6:00p	December 3	SIDE-BY-SIDE CONCERT – BHS Commons (PO + 8th graders)

Spring Semester 2019

	January 12 (19)	All-State auditions – Westminster Schools
4p-8p	February 1	MINICAMP (PO, SO) – Brookwood HS
9a-5p	February 2	MINICAMP (M, G, CS, SS) – Brookwood HS
6:00p	February 5	Pre-LGPE CONCERT – BHS Theater
6:00p	February 7	Pre-LGPE CONCERT – BHS Theater
TBA	February 21-23	LGPE – Lanier HS
	Feb 28-March 2	All State Orchestra – Athens, GA
2:30p	March 26	CHAMBER MUSIC CONCERT – BHS Theater
6:00p	April 30	SPRING CONCERT – BHS Commons
6:00p	May 4	Senior/Alumni Concert – BHS Theater
6:00p	May 17	Awards Banquet – BHS Theater
TBA	~June 1	Depart for Europe!

Dates in **BOLD** are required for the orchestra listed.

2 nd Period	(SO)	Symphony Orchestra (Advanced Orchestra)
3 rd Period	(PO)	Philharmonic Orchestra (Mastery Orchestra)
4 th Period	(CS)	Concert Strings (Intermediate Orchestra)
5 th Period	(SS)	Symphonic Strings (Intermediate Ensemble)
6 th Period	(M)	Maroon Orchestra (Beginning Orchestra)
7 th Period	(G)	Gold Orchestra (Beginning Orchestra)

(Students may earn extra credit for other concerts attended)

Student Progress

Students will receive Progress Reports at the 6-week and 12-week mark during each semester and will receive a Report Card at the conclusion of each semester. Student grades are available on the Parent Portal and eClass. Students and parents are advised to check the academic progress of students throughout the semester. Parents may request access to the Parent Portal by visiting the Brookwood High School Main Office. Students who do not meet the academic requirements of passing their classes may be assigned mandatory Academic Intervention which meets during Extended Lunch periods.

- Classroom assignments: 35%
 - (20%) Rehearsal Skills: Preparation, Participation, Professionalism, etc.
 - (10%) Digital Assignments: VPLs, eClass Discussions, etc.
 - eClass is Gwinnett's digital content, learning, assessment, and support system. Brookwood students are expected to check their eClass course pages on a regular basis.
 - (5%) Playing Quizzes: Expression, Tone, Rhythm, Articulation, Pitch, etc.
- Concert Performances and Professionalism: 40%
 - Professionalism is being in the right place at the right time with the right equipment and the right attitude.
 - Performance Quality based on Expression, Tone, Rhythm, Articulation, and Pitch, etc.
 - Fall Semester
 - September Concert: Professionalism & Performance (two grades)
 - November Concert: Professionalism & Performance (two grades)
 - Spring Semester
 - MINICAMP: Professionalism
 - Pre-LGPE: Performance
 - LGPE: Performance
 - April Concert: Performance
- Performance Midterm: 5%
 - Expression, Tone, Rhythm, Articulation, Pitch, etc.
- Final Exams: 20%
 - Fall Semester
 - (10%) Performance Exam
 - (10%) Multiple Choice Exam
 - Spring Semester
 - (5%) SPG Post-Test
 - (10%) Performance Exam
 - (5%) Multiple Choice Exam

Academic Honesty

All students are expected to abide by the Brookwood Honor Code. Cheating includes any attempt to defraud, deceive, or mislead a teacher in arriving at an honest evaluation of student achievement. Cheating is inexcusable conduct and will be dealt with strictly. Students and parents should refer to the Student Agenda Book for more information on cheating, plagiarism, and sloppy scholarship.

ANY electronic device visible during ANY assessment can be considered cheating.

Attendance

Attendance is required at every rehearsal.

- Rehearsals take place every day during your orchestra class period, and occasionally after school hours or on weekends.
 - *Required out-of-class activities, as stipulated by the teacher, will determine a portion of the student's grade (Gwinnett County Public Schools policy).*
- Minicamp is a required out-of-class rehearsal in preparation for LGPE. Depending on your orchestra, you may be in rehearsal after school on Friday or on Saturday. Please reserve this weekend as soon as you receive our calendar. Failure to attend Minicamp will result in a zero. In the event of an excused absence, the student will have up to five school days to perform their part for the class as a make-up assignment (up to 89%).
- Students must be present for 70% of rehearsals to be eligible to perform in the upcoming concert. If students fails to attend the minimum required amount of rehearsal (excused or unexcused), he or she will not be permitted to perform with the orchestra at the concert and an alternate work will be assigned. Attendance at the concert is still required and expected.

Attendance at concerts scheduled for your class period are required.

- Failure to attend a concert will result in a grade of zero. In the event of an excused absence, the student will have up to five school days to perform their part for the class as a make-up assignment (up to 89%).
- LGPE (Large Group Performance Evaluation) is a required performance that takes place away from Brookwood High School. The weekend and location is on the calendar, however, please reserve the entire weekend as we will not know our performance times until the spring semester. Failure to perform at LGPE will result in a grade of zero. In the event of an excused absence, the student will have up to five school days to perform their part for the class as a make-up assignment (up to 89%).

Excused Absences and Make-Up Assignments

- Alternate assignments may be allowed for students with absences due to the following reasons:
 - Personal illness or attendance in school endangering a student's health or the health of others. (In case of an emergency, a written note must be provided within five school days of the absence to be excused.)
 - A serious illness or death in a student's family necessitating absence from school
 - A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
 - Celebrating verifiable religious holidays necessitating absence from school (with advanced notice).
 - The cancellation of school by GCPS due to conditions rendering attendance impossible or hazardous to student health or safety.
 - A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
- Absences are unexcused for all other reasons. Absences for medical or court appointments will be classified as unexcused until the proper documentation is received from the physician or office of the court. Make-up work will not be assigned for unexcused absences.
- It is the student's responsibility to make arrangements to make up work due to an excused absence within five days upon return to school. If the make-up assignment is not completed within this time frame, the grade will stand as a zero.

Orchestra Room Procedures

Rehearsal Procedures

- Before Rehearsal
 1. Unpack your instrument and music, rosin your bow, and come to your seat with a pencil before the "2-Minute Alarm."
 2. At the sound of the 2-Minute Alarm, begin warming up. Directors will take attendance and note late arrivals.
 3. Announcements: Listen quietly as the directors share new information and reminders.
 4. Joys and Concerns: Students' chance to share with the class.
 5. Meditation: Quiet your mind and prepare for rehearsal.
 6. Tune: listen first
- Technique
- Rehearse concert music
- Packing up: Another alarm will sound with two minutes left in class.
 - Director may ask the ensemble to play passage once more.
 - Students may not stand or leave rehearsal until dismissed.

Concert Procedures

- All concerts are at 6:00 p.m. either in the Theater or in the Commons.
 - LGPE location, day and time will be announced as soon as possible.
 - **Do not schedule other events for the LGPE weekend.**
- Performing students are expected to arrive and sign-in at least 30 minutes prior to concert time.
 - LGPE call times for each orchestra will be announced.
- Concert etiquette: Letting others enjoy the musical performance undisturbed.
- Clean up: please help stack chairs. Black chairs and stands go on racks and come downstairs.

Digital Citizenship

Being responsible stewards of electronic devices and practicing digital citizenship are important skills for students.

- Students are extended the privilege of possessing and using electronic devices on school grounds in the following situations:
 - During classroom instruction when explicitly authorized and supervised by the classroom teacher during that specific class period.
 - It is expected that students unplug when speaking to any adult. Students must be able to respond to an adult when spoken to.
- Electronic devices should not be used in the following situations:
 - To film or take pictures
 - In a way that can cause disruption or distraction to the learning environment
 - In any assessment (**Any electronic device visible during any assessment may be considered cheating**).
- Consequences
 - Violations of the electronic device policy will result in consequences as determined by the administration.
 - Upon request, failure to surrender a device to an administrator or staff member may result in additional disciplinary consequences, including Out of School Suspension.
 - At the third violation, the electronic device will be confiscated and the parent/guardian must collect it.
- *Exceptions, changes, and additions to the Brookwood High School Electronic Device Policy may be made by the Principal or his/her designee for specific reasons.*
- **Brookwood High School is not responsible for loss or theft of electronic devices. It is the responsibility of the student to secure these items of value.**

Student Responsibilities

Students are expected to be in the Right Place at the Right Time with the Right Equipment and the Right Attitude.

The Right Place at the Right Time

- F-102, Orchestra Room – Students are expected to be in the room by the time the bell rings. It's a long way from A-hall but very possible to arrive on time. Plan to go to the bathroom or your locker *before* or *after* your orchestra class period. Once rehearsal begins, everyone is expected to remain in rehearsal. Students must remain in the room until the dismissal bell rings.
- BHS Theater – Students are expected to arrive at least 30 minutes prior to the concert.
- BHS Commons – Students are expected to arrive at least 30 minutes prior to the concert.
- LGPE – This year, LGPE will be hosted at Lanier High School. Days and times will be announced as soon as possible.

The Right Equipment

- See **Required Equipment and Supplies** (above)
- Students are expected to have *their* instrument *and* music at each concert.
- NO PHONES in rehearsal or at concerts unless directed to do so.
- Appropriate performance uniform (concert black or spirit polo w/ jeans)

The Right Attitude

- Focus, Patience, Enthusiasm, and a Sense of Humor
- Courtesy and Respect towards directors, students, and everyone else.
- Concert etiquette on and off the stage is part of the AKS for orchestra and will be graded.
- Approach the instrument in a serious manner. It is a tool for musical expression, not a toy.
- Remember that everything you do affects everyone else.
- Abide by the guidelines set forth in the Brookwood High School Agenda Book and the Brookwood Orchestra Handbook.
- No complaining.
- No excuses.

Rules and Consequences

Orchestra Room Rules

- Only orchestra students are allowed in the Orchestra Room and in the Band/Orchestra hallway.
- Treat others the way you wish to be treated.
- Respect other people and their property.
- Do not disturb people who are working.
- Come to class prepared to make music.
- Be responsible for your own learning.
- Laugh with each other, never at each other.
- **Food, gum, candy and drinks are NOT allowed in the orchestra room** (clear water is OK).

Consequences

- Students who fail to abide by orchestra room rules or otherwise cause a disruption to the learning environment will be asked to leave rehearsal. Lack of participation in rehearsal for any reason will result in Rehearsal Skills grade deduction.
 - Students may receive a verbal warning.
 - Once a student is asked to leave the rehearsal space, they are expected to stay in the room and remain quiet for the duration of the rehearsal.
 - Students who continue to disrupt rehearsal once asked to pack up, will be directed to an administrator.
- Phones and other electronic devices
 - Students are expected to store their phones (earbuds, etc.) away for the duration of rehearsal unless directed otherwise.
 - See **Digital Citizenship** – Consequences

Parent Responsibilities

Orchestra students are most successful when provided with the necessary tools and appropriate encouragement.

- An Instrument of Quality – One of the most important tools a music student requires is an instrument of quality. Instruments should be assessed by their playability and tone production (Avoid "violin-shaped-objects" that are difficult to tune and play). A quality instrument is an investment but rental plans can be very manageable. It is important that the student play the instrument before purchase or contract rental. Music teachers and directors can help!
 - Keeping an instrument in good playing condition is easier and cheaper than repairing one. Here are some tips to keep an instrument in good condition:
 - Instruments should be wiped off after being played.
 - Bows should be loosened every time it goes in the case.
 - Strings wear out and need replacing every year.
 - Bow hair breaks own and needs replacing every year.
- Positive reinforcement does wonders for student effort. Creating opportunities for students to perform for family and friends creates opportunities for encouragement!
- A private, comfortable, quiet and well-lit space is vital for music students to focus when they practice at home.
- Communication is essential for the success of our orchestra and the development our students. Please contact us with any questions, comments or concerns.
- Students learn responsibility by being given opportunities to be responsible. What we expect from our students is outlined here. We hope to have support from home as we guide young musicians into adulthood.
- Private lessons are encouraged for all students. Students may apply for the Catherine R. Hudnall Honorary Scholarship at the end of the school year to help with these costs.

Brookwood Orchestra Parents' Association

The Brookwood High School Orchestra program is supported by the financial and volunteer efforts of the Brookwood Orchestra Parents' Association (BOPA). Program fees collected by BOPA help provide:

- Free family admission to all BHS Orchestra concerts
- Sheet music, classroom materials, equipment and supplies, etc.
- Instrument storage for violinists and violists
- Student awards including plaques, trophies, letters, bars, etc.
- LGPE registration, preparation, and participation costs
- Professional recordings of LGPE Performances
- Compensation for Guest Artists and Clinicians in class and Mini-Camp
- Transportation for BHS Orchestra to community performances
- All-State Auditions hosted by BOPA at BHS
- Support for Special Events: Tailgate Party, Trips, Awards Reception, etc.
- Support for Fundraising activities: Car Wash, Donut Sales, Concerts, etc.
- Car magnet to proudly display your membership for all to see "We Support Brookwood Orchestra"

BOPA Officers

Coralee Benton and Dr. Boone Benton, Co-Presidents

Kim Shoaf, Secretary

Vilaphone Thornton, Treasurer

Stacey Taylor and Jaime Cook, Ways and Means

Shannon Lightcap, Special Events Coordinator

Sign and Return by Friday, 17 August 2018

By signing below, I affirm that:

- I have read and understand the policies, procedures and expectations as stated in the Handbook.
- By enrolling in orchestra, I agree to comply with these policies, procedures, and expectations.
- I have this year's orchestra calendar and am responsible for attending all required events.

Student Name (print): _____

Orchestra: M, G, CS, SS, SO, PO

Student Signature: _____

Date: ____ / ____ / 2018

Parent Name (print): _____

Parent Signature: _____

Date: ____ / ____ / 2018

5 points extra credit if turned in before Convocation

Volunteers

Parents, if you are available and willing to volunteer at any of our concerts or events, please include your contact information below. If your company or business would like to support Brookwood Orchestra please let us know how we can partner together.

Volunteer Phone: _____ - _____ - _____

Volunteer email: _____