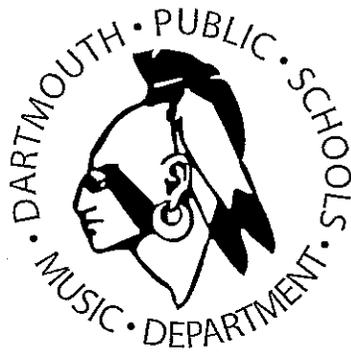


WILLIAM F. KINGSLAND, JR.
DIRECTOR OF MUSIC



555 BAKERVILLE ROAD
DARTMOUTH, MA 02748
(508) 961-2750

Dear Orchestra Parent:

Welcome to a new school year and one which we hope will be productive and rewarding for your young musician. There are exciting plans for this year and we look forward to a rewarding experience for your son or daughter.

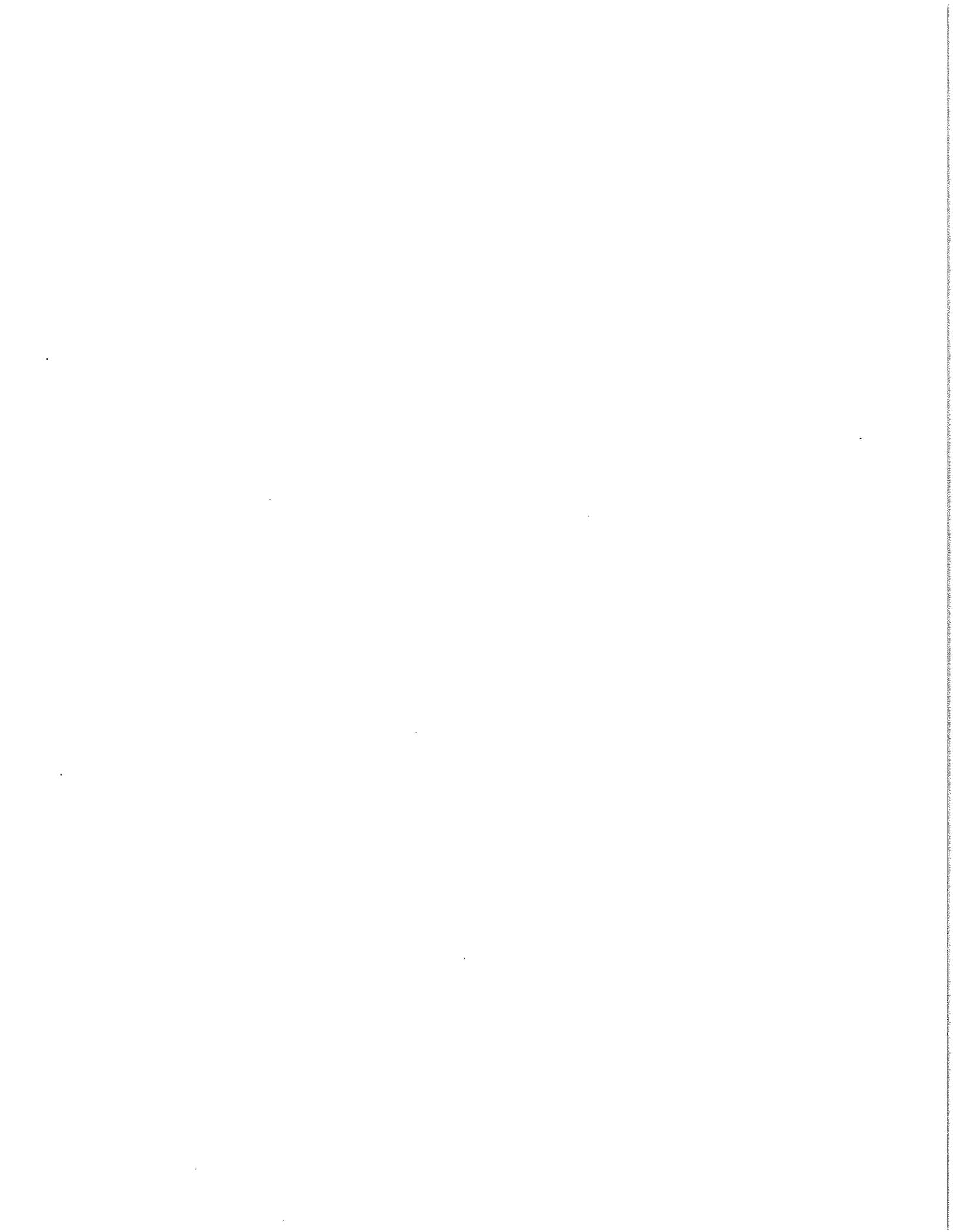
In order for the year to be successful, we feel that a better understanding between the student, parents and the music department would be beneficial. Musical ability and understanding, an experience of cooperation and teamwork, and the development of self worth and confidence will be developed by a student who understands and assumes the responsibilities listed on the following pages. The parent plays an important role in aiding the student to meet these responsibilities. With students, parents, and teachers working together, an educational, rewarding, & magical year of creating music will surely be in store.

Please fill and return pages 10-13 and pay the town fee payment (\$25). The health information sheet will suffice for the entire school year and will be used for field trips. Please return by Friday, September 9th.

We suggest you keep the list of responsibilities, requirements, orchestra performances and equipment information on file for your reference.

Thank you for your cooperation.

Musically yours,
Heather Church
Charlene Monte
Strings Specialist
Dartmouth Public Schools



Dartmouth High School Orchestra Handbook 2016-2017

Policies, Procedures & Student's Responsibilities

- I. Class Preparation
- II. Rehearsal Etiquette
- III. Practice Requirements
- IV. Chamber Orchestra
- V. Performance/Rehearsal Requirements
- VI. Grading Policy
- VII. Odds & Ends
- VIII. Forms to Sign (3)

Keep this handbook so that you may refer to it throughout the year.

I. Preparation/Materials for Class

1. Instrument and bow must be in good playing condition. Violins and violas should have some type of shoulder pad (we highly recommend the brand, "Everest") and celli should have a rock stop. Cases must be labeled with name, address, and telephone # and should contain rosin and a cleaning cloth. Instruments must be placed neatly in designated music room lockers when not in use.
2. Pencil. Students must have a pencil on their stands when rehearsal starts as we regularly use them throughout class. It is suggested that students leave a pencil in their folder so they are readily available.
3. Music and Folder. It is impossible for students to participate in orchestra class if they do not have their music. Every student will be assigned a music folder for the duration of the year. **This folder is to stay in school.** Students will be given copies of music to practice at home which should be placed in a 3-ring binder. This policy should prevent students from losing music.
4. Extra Set of Strings. Every student should have an extra set of strings in their case as strings will surely break. We highly recommend Dominant strings, but any will do. Strings should be changed once a year as they wear out.
5. Tuner/Metronome. A tuner is mandatory for this course as it will greatly assist in the tuning process both at home and in class. We recommend the Snark Tuner, which can be purchased at the Symphony Shop. These should remain in instrument cases and will be used in every school rehearsal. A Metronome will greatly assist students establish a strong understanding of pulse and rhythm.
***Tuners and metronomes can also be found on any mobile device app store for free or for a small fee.**
6. Music Stand: Every student should have a music stand for home practice.

II. Classroom Conduct

Student conduct in rehearsal is a very important factor for the development of an outstanding orchestra. The following objectives are given as an outline of expected conduct. In situations not covered below, good judgment is always the rule.

A. Expectations

Students will:	Be respectful of everyone at all times
	Use good manners
	Be a team player
	Practice
	Work hard
	Give 100% effort

B. Procedures

1. Students are to be in the room when class begins. An additional 5 minutes is given to students for setting up, but this time is to be spent in the room. Any students entering after start time will be marked tardy. After five minutes of set up, students are to be in their seats, with music, stands, chairs, instruments, and pencils ready to go.
2. The rehearsal order is usually listed on the board before class starts. Students should have their music in order for the start of rehearsal. Once students are seated, the tuning process will begin.
3. Permission to use the restroom, drinking fountain, or see the nurse will be given at the discretion of the director.
4. Students are to listen carefully and refrain from talking when class is in session-this includes the tuning process. In addition, students are not to pluck or play their instruments except when instructed to do so.
5. Absolutely no food, gum, or drink in the rehearsal room.
6. Students are not to touch instruments or equipment that does not belong to them (other instruments, percussion equipment, etc...).

7. The class is usually allowed to dismiss a minute or two early to break down and clean up. Students may not leave the room until class officially ends and the director dismisses them. Music folders must be put away neatly and the room must be in order.
8. Student's should be prepared with any daily assignment, and/or be able to demonstrate improvement in his or her playing skills on the music.

III. Practice

Home practice is essential to improving one's skills and technique. Though practice charts are not required at the high school level, students may choose to maintain records for extra credit.

*Practice must occur a minimum of 4-5 days per week at 30 minutes a day.

*Practice logs must be signed by a parent or guardian to receive credit.

Students who take private lessons/participate in one of the area youth orchestras may include the time spent practicing for these events on their logs. Charts are attached with due dates.

IV. Chamber Orchestra

Chamber Orchestra is offered for the more serious young musician. This orchestra performs additional music at concerts and is also required to perform at functions outside of school throughout the year. Chamber Orchestra auditions will be held the 2nd week of school and at the beginning of 2nd semester. Students are expected to know 3 octave scales up to 3 sharps and 3 flats. Additionally, students will be asked to play an excerpt of music chosen by Ms. Church and Mrs. Monte. Students will be notified of audition results within one week.

V. Concert Information

Concert attendance is especially important. A concert is the culminating experience of our daily rehearsals. It is our joint effort that makes us a success, hence each member of the orchestra is important in making the team strong. If a student does not attend a performance, this affects the other members and weakens the team. For these reasons, members are required to attend all concerts unless excused by the director.

A. Excused Performance:

1. If a student is ill the day of a concert and absent from school, please call the music office at (508)961-2750 to notify the director prior to the concert. Students should make every attempt to be in class the day of a concert. Please avoid scheduling doctor's appointments during orchestra time the day of a concert. Many important last minute announcements are given during this time.
2. School is cancelled for any reason.
3. If the student gives the director a written excuse from her/his parent prior to the performance. The written excuse should state the reason the student is requesting to be excused and must be accepted by the director.

B. Unexcused Performance

1. A student/parent who has not informed the advisor of the reason for the absence with a written excuse or phone call.
2. When the director does not feel that the excuse given is reasonable or acceptable. The parent will be notified if this occurs.
3. "I forgot"
4. Lack of transportation. If the director is given enough notice, transportation will be arranged before hand.

5. Work is NOT an acceptable excuse. Students are notified well in advance to arrange for work adjustments. School functions should take priority.

Because concerts are so important, unexcused absences will be penalized by a reduction of one letter grade.

Students are to arrive 45 minutes prior to concert time for tuning and warm-up.

C. Concert Dress (PLEASE NOTE CAREFULLY)

Concert dress is as follows for all members of orchestra:

Boys: Long-sleeved white dress shirt, black dress pants, black dress socks, black dress shoes, black bow tie. Black bow ties can be purchased at any men's formal wear store or some department stores.

Girls: Long black dress, skirt or pants, black dressy top, black stockings, black dress shoes.

D. Concert Calendar

The Orchestra will perform several times throughout the school year. Calendar to follow.

E. Rehearsal Attendance

If a student is in school, he/she is required to participate in orchestra rehearsal. On rare occasions, a student may not be able to participate fully in orchestra due to health problems, injuries or instrument repairs- in cases such as these, an explanatory note from a parent or guardian is required to excuse him/her from playing. An excused rehearsal will also be accepted if a student is detained by a teacher and informs the director with a note.

F. Unexcused Participation

1. Again, *work* is not an acceptable excuse. School functions should take priority and the director reserves the right to deny the student to perform in concerts due to absenteeism from rehearsals with excuses such as this.
2. A student who does not attend because she/he forgot their instrument or music. Attendance is still mandatory and those should plan to listen quietly and participate as much as possible during the rehearsal.

G. Consequences for unexcused absences:

- 1st unexcused absence-staff conference with student, parents will be notified.
- 2nd unexcused absence-conference with staff, student and parents
- 3rd unexcused absence-parents will be notified that student is being dropped from the program.

VI. Grading Policy

The grade that all students receive in orchestra is a direct result of the work they do at home and in class. Grades are assigned to students in four areas, which are then averaged to obtain the final grade.

Class Participation: Behavior, attitude, preparedness, punctuality, cooperation and attendance. Class participation is one of the most important factors in a student's progress. Students will receive 1 point per day for class participation. This point will be deducted for not having all materials or because of inappropriate behavior. At the end of the semester, points will be averaged for a final class participation grade.

Playing Participation: This category focuses on each student's sincerity of effort and desire to improve. Students must demonstrate steady progress and a serious approach to playing in class. This will ensure the high quality orchestra which will enable us to advance as the year unfolds.

Testing: The average of all playing and/or written tests given in orchestra is worth 25% of the final grade. Students who miss tests because of absences are responsible for arranging to make-up the test with the director. Individual playing evaluations will be held at school prior to each performance.

Performances: Performances are worth 25% of the final grade. Each student is expected at every performance. Students are expected to stay for the entire performance. Points will be deducted for improper concert dress, tardiness, not having materials, or inappropriate behavior.

VII. Odds & Ends

Private Lessons

By the time they get to high school, all students are strongly encouraged to study privately with a qualified teacher. This will ensure strong practice habits and the continuance of technical development. Private lesson participation is awarded with extra credit points towards a student's quarterly grade. Below is a list of teachers.

Professional Private Teachers (please contact directly):

Tessa Belkin - 508-971-8797

Denise Bovie (viola/violin) - denisebovie@gmail.com or 508-674-4604

Merrilin Melberg (violin/viola) - 212-542-4350

Adam Nunes (cello) - 774-526-4541 or adamnunist@gmail.com

Johann Soultz (cello) - jas1005@mac.com or 617-504-4316

Jim Petersen (bass) contact through the Symphorty Music Shop at 508-996-3301

Communication

Communication is of key importance in any partnership. The best way to communicate directly with us is through e-mail. You may also contact us at the music office.

Important Information

Music Department Secretary, Rhonda Clement:

(508)961-2750 rhondaclement@dartmouthschools.org

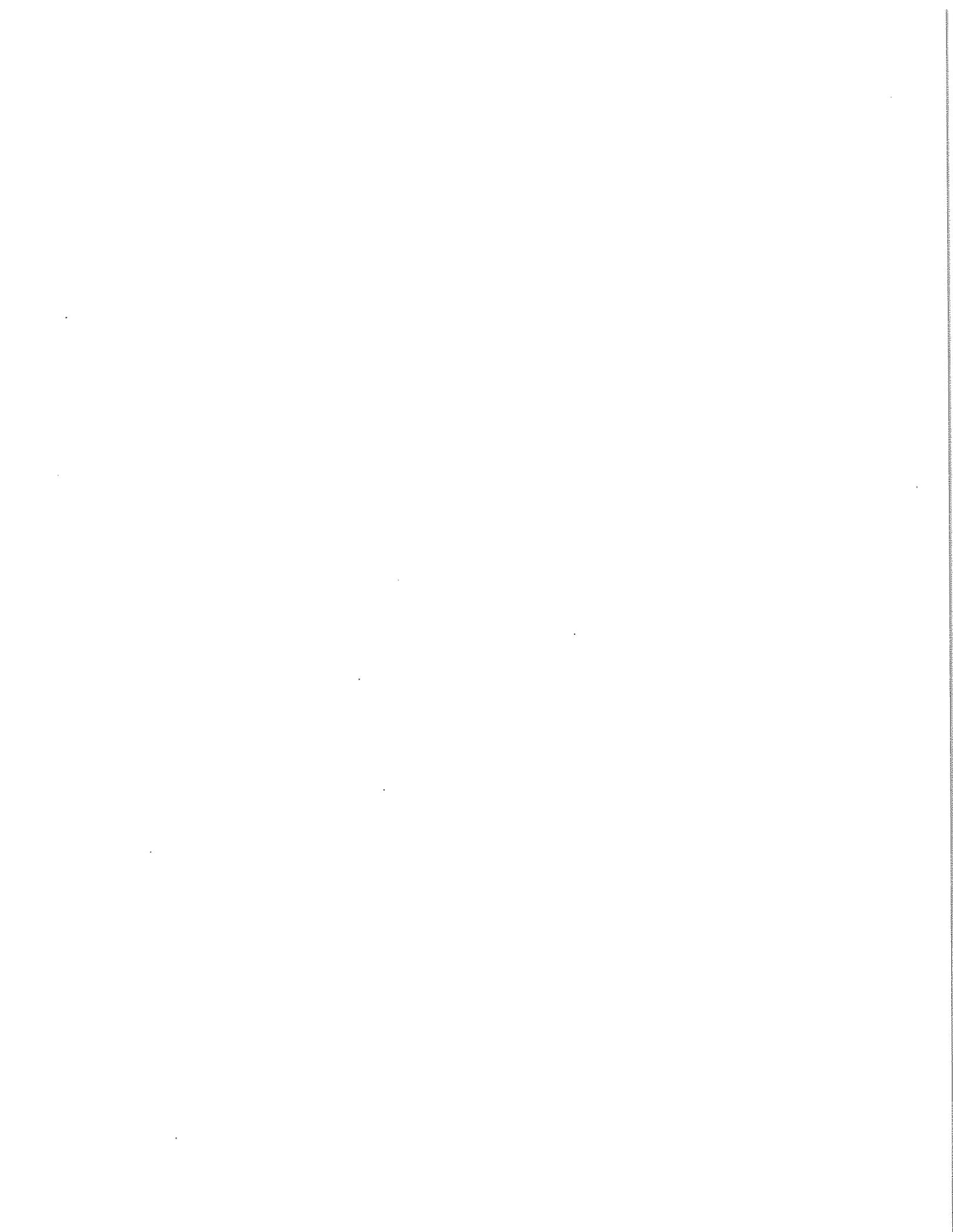
Ms. Church email: heatherchurch@dartmouthschools.org

Mrs. Monte email: charlenemonte@dartmouthschools.org

Shar Music Products: www.sharmusic.com or 1-800-248-7427

Johnson String Instruments: www.johnsonstring.com or 1-800-359-9351

Symphony Music Shop (508)996-3301



Requirements to become an orchestra member

We acknowledge having read the prior pages and we understand the requirements to become an orchestra member.

Student's signature

email

Parent's signature

email

Student's telephone #

Parent's telephone #

Address

Parent/Guardian Orchestra Help

Though we don't often need help with orchestra happenings, at times we do. May we call on you to help out on occasion?

Please leave your name, email, and phone number so that we may call on you from time to time.

NAME: _____ PHONE: _____

EMAIL: _____

**SECTIONS 17, 18 AND 19 OF THE STATUTE PROHIBITING HAZING,
CHAPTER 269 OF THE
MASSACHUSETTS GENERAL LAWS.**

Section 17

PENALTY Whoever is a principle organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment on a house of correction for not more than one year, or both such fine and imprisonment. **DEFINITION** The term of "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation or sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18

DUTY TO REPORT Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19

NOTICE Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirement that an institution issue copies of this section and section seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations. Each student group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges and applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institutions has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate relations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

HAZING FORMS

Dartmouth High School forbids hazing of any kind. This also pertains to the Marching Band, Colorguard, Indoor Teams, Orchestra, & Chorus. We abide by the Massachusetts General Laws, Chapter 269, Sections 17-19, an Act Prohibiting the Practice of Hazing, and that the Dartmouth High School Music Department understands and agrees to comply with the law. Dartmouth High School authorities will act accordingly in all hazing matters.

I certify that we have received a copy of the M.G.L. located on the back of this sheet.

DATE

Student's Signature

DATE

Parent's Signature

INSURANCE INFORMATION

We acknowledge having read the handbook and we understand the requirements as listed in order to be a band/colorguard member.

I am aware of the school insurance plan which costs \$8.00 for the school year and that it covers my child in all Dartmouth High School functions and that it is a non-duplicating insurance. I **(plan to)** or **(do not plan to)** enroll in school insurance under the Gerard Lefebvre Insurance Agency. **(Please cross one out)**

USER FEES

All members of interscholastic teams for Dartmouth High School will be assessed a \$50.00 participation fee for Marching Band, Indoor Percussion, Fall & Winter Colorguard; \$25.00 for Orchestra, not to exceed \$250.00 per student for the school year, and not to exceed \$500.00 per family per school year.

Fees are to be paid for online on the Dartmouth website at dartmouthps.dhs.schoolfusion.us and click on the music tab on the left. We also accept checks or money orders made payable to: **Town of Dartmouth/Music** which can be mailed or dropped at the high school, 555 Bakerville Rd., Dartmouth, MA 02748.

If a student does not make an activity or leaves the activity voluntarily prior to the first scheduled performance, the fee will be refunded. Any student who must leave the activity after the first performance his/her situation will be reviewed on a case by case basis. Any student who voluntarily leaves the activity after the first scheduled performance or is removed from the activity for disciplinary or eligibility reasons will not be granted a refund.

Fees collected in this manner are designed to help offset program expenses. Students who qualify for free or reduced lunches are entitled to a scholarship and the fee will be waived. Any family that may be facing financial difficulties may have the fee waived by contacting the music office and speaking with the Music Director. NO student will be deprived of participating in music at Dartmouth High School due to a financial hardship.

~OVER~

CIRCLE ONE: BAND CHORUS COLORGUARD **ORCHESTRA**

Year of graduation: _____

2016-2017
Dartmouth High School Music Department
AUTHORIZATION FOR MEDICAL TREATMENT AND EMERGENCY
INFORMATION

I give my permission for the evaluation/treatment of _____ by any duly licensed
Student's Name - PLEASE PRINT
physician and/or hospital facility in the event of illness or injury. I also authorize transportation in an ambulance if necessary.

Parent/Guardian's Signature: _____ DATE: _____
Address _____ City _____ Zip Code _____
Date of birth _____ Telephone # _____ Age _____
Parent/Guardian's Name _____ tel # _____
Emergency Contact: _____
Relationship _____ Telephone # _____
Family Physician _____ Telephone # _____

Please answer the following medical history questions:
Please check if he/she has any of the following:
Concussions: YES _____ NO _____ (if yes, please fill out attached form)

- Diabetes _____ Epilepsy _____ Heart Condition _____ Asthma _____ Other _____
- Diabetic students must have glucose tablets and a glucometer present at all practices and competitions.
 - Asthmatic students must have inhaler present at all practices and competitions.
 - All students must report any medical changes to the Music Department and the nurse.

Please list ALL medications, including inhalers and directions for use:

Please list ALL allergies, including medications, food and insects:

Please list any other pertinent medical information:

Date of last Tetanus booster: _____

Please provide all insurance information below:

Policy Name Policy Number Subscriber's Name

Primary Care Physician (if applicable)

Authorization: This health history is correct insofar as I know, and the person herein described has my permission to engage in all prescribed to our activities, except as noted by me in the space provided above. In the event that I, or the individuals listed above for emergency notification cannot be reached, I hereby give my permission to share any medical information regarding my child's injury, illness, past medical history to the physician selected by Mr. Kingsland, Mr. Aungst, Mr. Flint for band; Mr. Rodriguez for Chorus; Ms. Heather Church & Ms. Charlene Monte for Orchestra; Mr. Sousa for Elementary and Middle School Bands; Addison Kaeterle for Colorguard, and authorized personnel involved in my child's care to secure proper treatment.

Parent/Guardian's Signature Date

Student's Signature Date