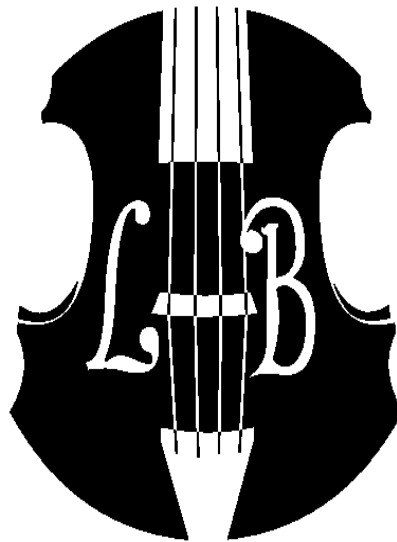


# **Lake Braddock Orchestra**



**High School  
Handbook  
2011-2012**



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# Message from the Directors

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Welcome back to Orchestra!

Ms. von Bernewitz-Wright and I are excited to welcome you back to Orchestra at Lake Braddock. We have many new and exciting things planned for this school year and look forward to your growth in playing your string instrument. I am joining you for my seventh year and Ms. von Bernewitz-Wright's second year (HURRAY!) at Lake Braddock. There are over 325 middle and high school Orchestra students, so our family is large, but supportive.

I hope all of your summers were revitalizing and fun. Ms. von Bernewitz-Wright and I have had a summer of journeys across the world that will bring experiences of joy, hope, and vitality to the new school year. I had the opportunity to travel to Europe with students and perform in France (with a view of the Eiffel tower), Germany, Austria (with a grand view of the Alps), and Switzerland. I went to and discovered a new country, Lichtenstein (very tiny). It was a beautiful journey. Ms. von Bernewitz-Wright truly experienced Europe while backpacking for little over a month in England, France, Italy, Germany, and Belgium. I am sure some of you travelled and I hope you share your experiences with us, too.

So as we journey into a year of exciting possibilities of great music making I look forward to sharing our musical endeavors with family and the community. The Burke community has always been such a strength in supporting music and the arts, and I hope we can continue making music for many years to come. I have great joy in teaching the students at Lake Braddock; each day is a new adventure filled with high expectations and amazing music making.

Changes and revisions have been made to this handbook; please look over it carefully! Below is the contact information for Ms. von Bernewitz-Wright (this has changed- please NOTE) and myself. Please feel free to e-mail or call if you have any questions or concerns about the upcoming year. Check out our web site at: [www.lakebraddockorchestra.com](http://www.lakebraddockorchestra.com).

Cheers,

Beth Reed and Amy von Bernewitz-Wright

Directors of Orchestras

[EAReed@fcps.edu](mailto:EAReed@fcps.edu) and [Avonbernewit@fcps.edu](mailto:Avonbernewit@fcps.edu)

703-426-1074

## **TO DO LIST for ORCHESTRA**

- READ & UNDERSTAND the NEW grading policy on p. 10-12 . Everyone should receive an "A" if you work hard & practice.
- Practice Logs are TOTALLY New this year so make sure you understand the policy. Logs begin on Monday, Sept. 12th.
- **Sign the commitment form on the last page after reading through the material and return with Orchestra fees made out to LBOB by Friday, September 9th.**
- NOTE the dates on the Orchestra calendar and place in a location that will be useful for remembering the dates. We will send out email reminder dates throughout the year. There is also a calendar on the website at [www.lakebraddockorchestra.com](http://www.lakebraddockorchestra.com). If you never get calendar reminder updates, it means I do not have your correct email address. Please update your email onCharms (See next bullet.)
- We have a new database system. You will need to register and update your information at <https://www.charmsoffice.com/> Click Enter and Login: LBSOrchestra Student ID: the first and last initial of your name with the last four digits of your student id
- For Private Teacher Lists see Ms. Reed or Ms. von Bernewitz-Wright . The more people taking private lessons, the better the orchestra.
- JOIN the Orchestra Boosters- There is \$5 admission fee for all concerts, but if your family is a member at the booster level or higher, admission shall be free. Membership information is available on the website. You can also pay online via PayPal.
- Extra help with Orchestra music and make-up tests is available during Bruin Block or before school. Please make an appointment in advance.
- Mark your calendars now for junior regional events (grades 7-9), senior regional (grades 9-12) and All-State auditions (see the list of important dates that has been provided for each student). Ninth graders must pick which regional orchestra they wish to audition for (they cannot do both.) You must be in Senior Regional to be eligible for All-State Auditions.

## **PURCHASES for ORCHESTRA**

- 3-Ring Binder- 1/2 to 1" with pockets to keep materials.
- Students need to make sure they have the right size instrument at home and at school; many of you have grown and may need a new size. Ms. Reed or Ms. Von Bernewitz-Wright will contact you if your student needs a new size. Strings and bow-rehairing should be done yearly.
- All violin & viola players should own a shoulder rest and use it each time he/she plays. Email for suggested brands.
- All cello & bass players should own a rock stops and use it each time he/she plays on a non carpeted surface.
- All students should own and use a metronome in daily practice.
- All students should have a stand to practice at home.

## **“TO DO” List**

**Please Detach and Return the following forms to your Director  
by Friday, Sept. 9th:**

- 1) **Commitment Form** (p.20)
- 2) **Medical Form** (p.21-22)

Please note that this medical form will be used on all field trips. If anything changes medically during the year you will need to provide a new form for any/all scheduled trips.

- 3) **Uniform and locker fee check.**

My uniform/locker fee is : \$ \_\_\_\_\_ (checks made out to LBOB)

My instrument rental fee\*: \$ \_\_\_\_\_ (checks made out to LBSS)

\*This is for students (mostly cellists and bassists) that received a county instrumental rental form from Ms. Reed or Ms. von Bernewitz-Wright.

- 4) **Contact information** (now being obtained via Charms Office Database).

Students/Parents **MUST** update this information as part of the forms & turn in electronically. (If for some reason you do not have access to the internet at home please have your student talk to the director to update in class. )

**To do this please follow the instructions:**

1. On your home computer go to the following website: [www.charmsoffice.com](http://www.charmsoffice.com)
  2. Click ENTER (right hand side of the screen)
  3. Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
  4. Login to your using the School Code: **LBSOrchestra**
  5. You will be asked to enter your case sensitive student password:  
**First Initial/Last Initial/Last 4 digits of your student ID**  
Ex: Beth Bruin (student ID 12345678) would be BB5678
  6. Click **“UPDATE INFO”**
  7. Check your name/address/phone #, etc. Make any changes necessary.
  8. Enter your personal email address in the space provided.
  9. Click on **“Adult’s Information”** tab at bottom of screen.
    - a. Enter information for parent 1 if applicable.
    - b. Enter information for parent 2 if applicable.
  10. Click the green **“UPDATE” button in upper right hand corner to save your info.**
  11. Exit or look at other information on Charms such as how to volunteer or the calendar.
- 5) **3-Ring Binder**– 1/2 to 1” with pockets for all practice logs, technique materials, and other assignments. You will need to bring this to school every time you have class.

# Instrument Lockers

Each orchestra student will be issued an instrument locker, a combination lock, and an instrument luggage tag. There will be a **\$5 fee** for these items. Checks or cash are accepted and you may combine this fee with your uniform fee. Please make all checks payable to **LBOB**. Your filled out instrument luggage tag must be on your instrument at all times. If you are a cellist or bass player and use a school instrument, please place your tag on your home instrument. Please keep your lockers locked at all times, including during rehearsals to deter theft. Bookbags will be stored in the instrument storage room. Only instruments, music, folders, assignments, and pencils are needed in the Orchestra room.

## Instrument Rental

The school instruments are designed for those students that have difficulty transporting an instrument to school (e.g. cello & bass) and for those students on free or reduced lunches. If students are using two different instruments they **MUST** be the same size because playing on two different-sized instruments requires constant adjustment and can impede technique. Instruments for celli and basses will be rented to you for a nominal fee (see schedule below). Students will be **REQUIRED**, however, to have an instrument at home for daily practicing. All students should have an instrument & other required materials by Friday, September 9th. School instrument rental contracts will be filled on a first-come, first-serve basis. If an instrument is damaged the school cannot guarantee that it will be fixed in a timely fashion. If a student causes damage to the instrument that requires long-term repair, students must provide his/her own instrument for the rest of the year. If Ms. Reed or Ms. von Bernewitz-Wright feel that a student is being abusive to an instrument, the privilege to use it will be revoked. We do not have the funds to replace these instruments once they are destroyed, so please treat them with care. Students will be expected to clean off their instruments after each use as well as loosen the bows before storing them in the case. If a student neglects to do this chronically, the use of that instrument will be suspended. All contracts and fees should be returned no later than **Friday, September 9th**.

**All fees are good for the entire school year.**

The figures quoted below were issued from the FCPS music central office on August 20, 2011.

**Please make all instrument rental checks payable to LBSS-Lake Braddock Secondary School.**

CELLO & BASS - \$46 Yearly (in school use only)

VIOLIN, VIOLA, CELLO & BASS - \$92 Yearly (take home)

STUDENTS ON FREE OR REDUCED LUNCH - \$20 Yearly

## Music & Music Folders

Music folders and 3-ring binders will be required on a daily basis. **EVERYONE MUST HAVE THEIR OWN SET OF MUSIC IN CLASS EACH AND EVERY DAY SO THAT ALL BOWINGS, DYNAMICS, ETC. GET MARKED!!!!!!!!**

This will be checked on an ongoing basis as part of your rehearsal skills grade. Each student will be issued their own folder to keep music in. Do not fold music in half and store in your case. If your folder becomes damaged or worn ask Ms. Reed or Ms. Von Bernewitz-Wright to issue you a new one. Practice Logs, music technique pages, handbooks, music consumer projects, and other resources need to be kept in your 3-ring binder and brought to every class. Extra copies are available on Blackboard/Charms.

## Section Leaders

If you are seated as first chair in any section you are the section leader. The section leaders duties shall include:

- ◆ Developing bowing for the section that will need to be approved by the director. You are not permitted to change bowing without the director's permission two weeks before any performance.
- ◆ Passing out or collecting music for your section.
- ◆ Setting up the chairs for your section each rehearsal.
- ◆ Helping the director in any way you can.



# Required Materials

All students must purchase and utilize the following materials for class and home practice. Many of the materials can be purchased online for a reduced cost. Please contact Ms. Reed and Ms. von Bernewitz-Wright if you have difficulty locating these materials.

- All students must own and practice with a metronome daily. This can also be used as a pitch source to tune.
- All student must own a music stand for practice at home. Occasionally students may need to bring these stands to school or on the spring trip.
- All violin & viola players should own a shoulder rest and use it each time he/she plays.
- All cello & bass players should own a rock stop and use it each time he/she plays on a non carpeted surface . **Students are required to bring a rock stop to school every day on the week before each concert.**
- Students must have a cleaning cloth in his/her case or locker and use it after each practice session. Students must also loosen bows after each practice session.
- Students must bring rosin to each class and use it each time he/she plays.
- Student must have their bow re-haired every year. If you are unsure if your bow needs a re-hair or where to get it done, contact Ms. Reed .and Ms. von Bernewitz-Wright
- Students must replace their strings every year, or sooner. Strings may be untrue even if they have not broken. If you are unsure about the quality of your stings, contact Ms. Reed and Ms. von Bernewitz-Wright .
- Students should have an extra set of strings in his/her case.
- Students should own a scale book and utilize it in their daily practice. Some resources may be available on Blackboard.

## After School Rehearsals/Sectionals

All after school rehearsals & performances are mandatory for all students. We will hold as few after school rehearsals as possible. Please schedule other activities around these dates (doctor appointments, etc.) These dates are subject to change (changes occur mainly due to weather) and we will notify students and parents of these changes in writing each time they occur. We will also post all activities on our website [www.lakebraddockorchestra.com](http://www.lakebraddockorchestra.com) and also on Blackboard. It is the student's responsibility to inform parents of changes when they occur. Please make sure each handout I give you reaches your family. **Any student that misses all or part of rehearsal for any reason will be required to play for Ms. Reed or Ms. von Bernewitz-Wright individually to insure that they are competent on their parts during Bruin Block.** This must be done no later than two days after the missed rehearsal; we will not remind you to do so. If the student does not demonstrate competency on his/her parts the performance grade will be lowered. Failure to attend rehearsal for any reason can result in a lowered rehearsal skills grade and/or change in chair placement and/ or possible denial of participation in any orchestra activity. Calendars are issued with the handbook, on the website, and on Blackboard. I will send out a calendar reminders throughout the year via email. If you never get a calendar update, it means I do not have your correct email address. Please email me at [EAReed@fcps.edu](mailto:EAReed@fcps.edu) so I can email you information.

### HIGH SCHOOL CONCERT ORCHESTRA (PERIOD 6)

Orchestra members will rehearse Mondays after school from 2:30-3:15, when late buses arrive. These rehearsals will begin on Monday, October 17. Some of these rehearsals will be sectional rehearsals and some will be the entire orchestra. **CELLI BRING YOUR INSTRUMENTS FROM HOME FOR THESE REHEARSALS.**

### HIGH SCHOOL STRING ENSEMBLE (PERIOD 3)

Orchestra members will rehearse Tuesdays after school from 2:30-4 p.m. until late buses arrive. A few rehearsals will be on Mondays, right before the concert or Wednesday during Bruin Block; these dates are noted on the calendar and students will be reminded of these dates.. Most of these rehearsals will be sectional rehearsals, however some will be the entire orchestra. Some full rehearsals may occur during Bruin Block closer to concert time; if there is a scheduling conflict you must notify Ms. Reed immediately. These rehearsals will begin Tuesday, October 12. **CELLI BRING INSTRUMENTS FROM HOME FOR THESE REHEARSALS.**

### SYMPHONY ORCHESTRA (PERIOD 4)

Symphony will rehearse on Mondays after school in the fall from 2:30- 4:30 (Sept.-Dec.) and on Wednesdays after school in the Winter and Spring (Jan.-June) from 2:45 until 4:45. Late Buses are not available so transportation will need to be arranged. **CELLI & BASS BRING YOUR INSTRUMENTS FROM HOME FOR THESE REHEARSALS.**

These rehearsals will begin Monday, October 17.



## Performance Dates

November 29	Tuesday	Winter Concert, 7:30 p.m.
December 13	Tuesday	Symphony/Choir Performance of the Messiah, 7:30 p.m.
December 19	Monday	Messiah Sing-A-Long (Symphony), 7:30 p.m.
January 12	Thursday	Symphony Burke Tour
March 13	Tuesday	Pre-Performance Assessment Concert, 7:30 p.m.
March 15-17	Specific date & time TBA Centreville HS	District Orchestra Performance Assessment
April 19-21	Thurs-Sun	Spring Trip
May 24	Thursday	Spring Concert, 7:30 p.m.



## Additional Performance Opportunities



Sept. 24	Saturday	VA Cellobration (Cellists only)
Sept. 27	Tuesday	Tri M Music Honor Society Inductions
Oct. 3	Monday	Senior Regional Orchestra Audition @ Madison HS
Nov. 11 & 12	Fri & Sat	Senior Regional Orchestra Event @ South Lakes HS
November 21	Mon	Junior District Orchestra Audition @ LBSS (9 <sup>th</sup> grade only)
Jan. 6 & 7	Fri & Sat	Junior District Orchestra Event @ WSpringfieldHS
Jan. 10	Tuesday	Senior Solo Competition
January 25-28	Wed-Sun	Lake Braddock Musical
Feb. 25	Saturday	All State Orchestra Audition @ JMU
April 12-14	Thurs-Sat	All State Orchestra @ James River HS
April 27	Friday	Solo & Ensemble Festival @ Franklin MS

## Fundraiser Dates



Cheesecake Sale	October 3-18	Cheesecakes must be picked up in Orchestra Room, P-121 on Nov.10 from 2:30-6 pm. Students can earn funds for their individual spring trip account through this fundraiser.
No Frills Fundraiser	October 24-28	Students will conduct a letter writing campaign to raise funds for Orchestra music and equipment.
Election Day Bake Sale	November 8	Students can deliver baked goods to the school on Nov. 7 from 8:00 am -8 pm. This helps the Orchestra raise funds for music and equipment.
Citrus Sale	December 16, February 24	Citrus must be picked up on these days. Students can earn funds for their Individual spring trip account through this fundraiser.
Coffee Sale	January 4-20	Coffee will be delivered in early February.
Tag Day	February 4	Students can earn funds for their individual spring trip account . Students will conduct a community outreach campaign to raise funds for Orchestra music and equipment.
Scrip Orders Due	Sept. 14, Oct. 12, Nov. 9, Dec. 7, Jan 18, Feb 15, March 14, April 11, May 16, June 11	Students can earn funds for their individual spring trip account See <a href="http://www.lakebraddockorchestra.com">www.lakebraddockorchestra.com</a> for details.

## Senior Solos

Due to the overwhelming interest in each senior performing a solo on the spring concert we will hold a "Senior Solo Competition" each school year. I can no longer accommodate every student interested in soloing. The only fair way to do this is to have students compete for spots in the spring concert. In January we will hold a competition and each interested senior will perform his/her solo with an accompanist before a panel of judges in the Little Theatre. This performance will be open to the public and students are encouraged to invite their friends & family. The **top two** performers will be invited to play with the orchestra on the spring concert. Details on this process will follow. The deadline for applications to participate in the competition is December 16<sup>th</sup>. The competition will be held on January 10<sup>th</sup>.

# Concert Attire

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Formal concert attire is subdued and sophisticated, following classic lines. It “dresses” the concert performance without distracting from the music itself. Please read the following guidelines carefully, as it includes changes from prior years. Failure to follow these guidelines will result in a lowered performance grade. **All checks for attire rental should be made out to Lake Braddock Orchestra Boosters (LBOB). All attire fees should be paid by Friday, September 9th.** If there are any financial issues please contact the directors via email or phone.

## High School Men

Required concert dress for all high school boys consists of a black tuxedo, white pleated tuxedo shirt with wing-tip collar, black cummerbund, black bow tie, black socks and black dress shoes. The tuxedo, cummerbund and bow tie are provided by the Orchestra Boosters for a rental fee of \$45 for the school year. Measuring for size will be done during class time. **Any required hemming of pants must be done by the student’s family. (No cutting, please.)** The shirt, socks and shoes will be also provided by the student’s family.

- ◇ It you have outgrown your tuxedo shirt you may purchase one though the boosters for \$18.
- ◇ Please make sure your undershirt is white with no writing. Socks must be black and above the ankle.
- ◇ Students should bring their tuxes home in November. Please try on your tux as soon as you receive it to ensure it fits.
- ◇ Tuxedos must be returned the evening of the final concert, May 24th.

## High School Women

Required concert dress for all high school girls consists of a black floor-length dress or black floor-length skirt (palazzo pants for cellists) with a black long-sleeved or ¾ length sleeve top, black stockings, and black dress shoes. We will measure for size during class. An order form will be sent home with your student. **Please note that the garments will need hemming.** All high school women must choose one of the following options (you may view these items in the orchestra room during the first week of class or online at [www.lakebraddockorchestra.com](http://www.lakebraddockorchestra.com) under Handbook):

- ◇ Geneva - Floor-length dress with a square neck and long sleeves. Purchase price: \$85
- ◇ Angelique - Scoop neckline long sleeve, full skirt dress suitable for cellists. Purchase price \$85
- ◇ Maltese - An empire-waist, floor-length dress with a scoop neck and long sleeves.  
(This dress is for violin/viola & bass only). Purchase price: \$85

Ladies are not permitted to wear shorts or pants under their skirts & they are not permitted to roll over the elastic of their skirt. Jewelry should be understated and anything in the hair should be white or black. **Hair should be tied back. Open toed or backless shoes are not appropriate or permitted.** If you are not sure if your shoes are appropriate show them to Ms. Reed or Ms. von Bernewitz-Wright.

# Tri-M Music Honor Society

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The Tri-M Music Honor Society is the international music honor society for high school students in grades 10-12 that motivates and recognizes musical achievement. Founded in 1936 by Alexander and Frances Harley, incorporated and renamed Modern Music Masters in 1952, and in 1983 recognized as the Tri-M Music Honor Society, a program of MENC, Tri-M has helped young people provide years of service through music in thousands of schools throughout the world. Through more than 4,100 chartered chapters, thousands of students have received recognition for their efforts and honor for their musical accomplishments. There will be a meeting for all students interested in participating in Tri-M on Monday, September 12 at 2:30 pm in the HS Choir Room, P-133.; at this time the membership process shall be explained. All Tri M dates are included on the calendar in this handbook.

There are three requirements to maintain your membership in the Tri-M Music Honor Society:

- 1) Maintain Your GPA. All members must maintain a 3.0 overall GPA and a 3.5 or higher in music.
- 2) Complete the Service Hours requirements:
  - Each member must complete three service hours per nine-week grading period. These service hours can include any of the following (if you have any questions about what is an appropriate service project, ask Ms. Reed or Mrs. Cartwright)
  - Assist any Music Teacher
  - Tutor a student in music
  - Assist at a music concert
  - Participate in an instrument petting zoo
- 3) Attend all Tri-M Meetings. ALL MEETINGS ARE MANDATORY!

**The first Tri M Meeting is Monday, September 12 in the HS Choir Room P-133.**

**All students interested in participating in Tri M this year must attend.**



## Etiquette for Musicians

- ◆ Performers in concert dress should remain with their orchestra until the conclusion of the concert.
- ◆ Musicians should never talk to audience members from the edge of the stage.
- ◆ DO NOT GO ON STAGE WITH CHEWING GUM or a CELL PHONE.
- ◆ Once on stage, musicians should warm up and get comfortable, until the concertmaster begins the tuning process.
- ◆ At the concertmaster's signal, musicians will begin tuning. Winds tune before strings in a symphonic orchestra. Musicians should be silent during and after tuning.
- ◆ When the conductor steps onto the stage, the principal cellist stands. The rest of the orchestra should stand, watch the principal cellist, and sit when he/she does.
- ◆ There should be NO TALKING during the performance.
- ◆ If a mistake is made, by yourself or others, do not draw attention to it by making faces or laughing.
- ◆ At the end of each piece, soloists should stand at the conductor's request. When a conductor shakes the hand of a principal player at the end of a concert, he/she is congratulating the entire section.
- ◆ When the audience is applauding, SMILE! The audience is congratulating you -- feel proud of your performance!

## Etiquette for Audience Members

- ◆ Turn off cell phones, beepers, watch alarms and any other sound-emitting devices.
- ◆ Please do not text or email during a performance.
- ◆ Unwrap candy and cough drops before the performance begins.
- ◆ Please do not talk, hum, sing, tap fingers or feet, or jangle jewelry.
- ◆ Wait until a pause or intermission before rifling through a purse or backpack.
- ◆ Try to finish reading the program before the music starts so that you can devote your attention to the music.
- ◆ Try not to rustle your program.
- ◆ Be conservative with the perfume and cologne - some people are allergic.
- ◆ PLEASE STAY FOR THE ENTIRE PERFORMANCE. Let's face it - we are all here to hear our children play. To arrive late or leave early in order to avoid sitting through the 'other' class performances, or to get out of the parking lot a little earlier than everyone else, is unfair to the students. They have worked for months to prepare this performance for our enjoyment. can't we find a few extra minutes in our schedules to give them our attention?





# 2011-2012 Grading Guidelines

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Each student's grade consists of 3 parts:

I.	Playing Tests, Performances, Recordings & Music Consumer Projects	50%
II.	Rehearsal Skills	25%
III.	Practice Logs and Checks	25%

## PLAYING TEST and PERFORMANCE GRADES

Grades will be given for playing tests. These tests will be on specific parts of the music, which have been assigned for practice.

- Playing tests grades will be broken into rhythm, pitch, bowing and tone production. Playing tests must first be done in the class but may be retaken during Bruin Block. An improved grade can be given during Bruin Block, but chair placement will not be changed. If a student is absent during a playing test, that student must make up this test within two days after returning to school. It is the student's responsibility to arrange to make up work. Assistance in preparing for playing tests is available by appointment with Ms. Reed and Ms. von Bernewitz-Wright during Bruin Block.
- Playing tests will be given two or more times per quarter for most classes.
- Chair placement within a section will be determined by playing tests scores NOT BY ABILITY.
- Challenges - If a student wishes to challenge for a higher chair, that student may do so by setting up a challenge with Ms. Reed or Ms. von Bernewitz-Wright. Students must fill out a challenge form and submit it to Ms. Reed or Ms. von Bernewitz-Wright. You must inform the student you are challenging. You must give at least two days notice for a challenge. You may not challenge two weeks before a concert. You may challenge no more than two chairs higher than your own. You may not challenge the same student more than 3 times per nine-week period. If you wish to become a section leader through a challenge this must be done three weeks before the next concert.
- The purpose of playing tests is two-fold: to evaluate a student's progress and to improve the overall group.
- Grades may also be given for occasional "Pop Quizzes" which are unannounced tests of music or exercises currently being worked on (in the folder). They will be graded the same as playing tests.
- Each performance counts as a performance test grade. Students are expected to be at all performances unless there is an emergency. Parents must contact the directors as soon as possible if there are any conflicts with performance dates.

## Music Consumers Project

In an effort to advocate being a music consumer and an advocate of music in the community, in addition to being a performer/student of music, students will participate in the year-long Music Consumer project. The project information is provided on Blackboard, the website (under handbook) and will be handed out and discussed in class. Students will be required to complete a consumer option each grading period for a test grade. Options include attending a concert in the community or at Lake Braddock (students are required to choose this option at least once), reviewing a musical performer or composer, creating a playlist of music, or reviewing music of specific composers. Pre-assignment cards will be filled out at interim to make sure students have a plan of action and be given an extra practice log grade for the filled out form. Students must keep all pre-assignments, documentation of the assignments, and grade sheets throughout the entire year. Students may turn in assignments electronically or by hard copy before or on the due date.

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## Tardy Policy

- ◆ For every 2 unexcused tardies students will receive after school detention.
- ◆ For every three unexcused tardies, students must receive a referral and parents will be notified. Continued tardies will be handled by the joint efforts of an administrator, teacher, student & parent.
- ◆ Unexcused absences can & will adversely affect a student's grade. Please really help the students by calling in promptly to clear absences so they don't get "caught" when they were truly excusable.

# Rehearsal Skills



25% of each student's grade will be composed of weekly rehearsal skills. Since orchestra is active participation, there is no real way to make up missed orchestra rehearsals. Consistent participation and attendance are very important to rehearsal skills. All students will begin each week with 100 points in this category.

## REQUIREMENTS FOR 100 POINTS IN REHEARSAL SKILLS

- ⇒ Correct Posture - sitting with feet on the floor, backs away from the back of the chair, and maintenance of correct instrument playing position.
- ⇒ Attention to Instruction - Always knowing where we are rehearsing in a piece of music, listening to instructions and attempting to implement them, marking your part when asked (must have pencil in class daily). Having a pencil on the stand will be "checked" from time to time for a letter grade.
- ⇒ Self-discipline - Causing no unnecessary disturbance to the group, not playing or talking unless directed to do so, not wearing hats during rehearsals, not chewing gum in class, and no food or drink into the classroom unless approved by the teacher.
- ⇒ Shoulder Rests and Rock Stops - All violinists and violists are required to use a shoulder rest at each rehearsal and performance. I will not provide them for students who have forgotten them. When we are not rehearsing in the orchestra room, cellists and bassists are required to provide their own rock stops.
- ⇒ Instruments & Music - Instruments are to be in class DAILY unless written explanation is provided by the parent. If a student does not have an instrument in class, he/she must bring a signed note from a parent/guardian on the day of the missing instrument.
- ⇒ Instrument Care: Students must **rosin** his/her bow at the start of each class period and clean his/her instrument with a **cleaning cloth** and the end of each class. Rosin and cleaning cloths must be provided by the student.
- ⇒ **SHEET MUSIC- VERY IMPORTANT!!!** - MUSIC IS TO BE IN CLASS DAILY SO THAT ALL PARTS CAN BE FINGERED, BOWED, ETC. FOR HOME PRACTICE. DO NOT RELY ON YOUR STAND PARTNER TO PROVIDE YOUR STAND'S MUSIC! THIS WILL BE CHECKED FOR A GRADE ON A REGULAR BASIS!!!
- ⇒ Attendance: ALL rehearsals, sectionals, and at ALL scheduled events and performances is mandatory, unless excused prior to the event by the director.
- ⇒ Personal Care: Students must keep his/her fingernails trimmed so as not to impede playing. **Long false or acrylic nails cannot be worn for they impede playing.**

While the goal is to have all students keep their allotted 100 points per week,  
The following provisions are in place to deduct points as warranted.

DEDUCT THE FOLLOWING NUMBER OF POINTS FOR:		CODE:
• CHEWING GUM IN CLASS	5 PTS.	G
• LONG FINGER NAILS	10 PTS.	N
• NO PENCIL IN CLASS	10 PTS.	P
• NOT MARKING MUSIC WHEN ASKED	5 PTS.	MM
• TALKING DURING THE REHEARSAL	5 PTS.	T
• SLOPPY PLAYING POSTURE	5 PTS.	SP
• MUSIC NOT IN CLASS OR ON MUSIC STAND (REQUIRED DAILY)	10 PTS.	M
• INSTRUMENT NOT IN CLASS (REQUIRED DAILY)	10 PTS.	IN
• FAILURE TO BRING SHOULDER REST (FOR VIOLINS/VIOLAS) OR ROCK STOPS (FOR CELLO/BASS)	10 PTS. 10 PTS.	SR RS
• CAUSING A DISRUPTION DURING CLASS	10 PTS.	D
• FAILURE TO USE ROSIN (REQUIRED DAILY)	10 PTS.	R
• UNEXCUSED ABSENCE FROM A REHEARSAL	100 PTS.	UR
• UNEXCUSED ABSENCE FROM A PERFORMANCE	100 PTS.	UP



# Practice Logs

Practice logs and checks are a way for all of us (teacher, parent, and student) to help direct & focus a student's practice time. They also provide information based on specific areas of need and can help student's establish a regular practice routine. The final 25% of a student's grade will be based on practice logs and checks. These will be required for all classes in order to maintain and improve musical performance. Practice logs will be given out every 2 weeks with specific skills and assignments. At the end of the 2 week period students will turn in logs for a grade and be required to record, in the Charms database (please see p. 4 for log-in details) one of the assignments given over that period of time. Students will receive a grade based on their recording. Please note that extra practice for other music and techniques above and beyond the assignment will receive extra credit and are expected.

**Practice Amounts: A specific daily time is no longer required, only certain skills for the 2-week period. Here is a break-down of suggested minutes per day.**

Period 6	Concert Orchestra	30 min. each day
Period 3	String Ensemble	45 min each day
Period 4	Symphony	60 min. each day

## Practice Log Recordings



Every two weeks you will be asked to record specific techniques or excerpts from your music. This assignment will count as part of your practice log grade. Please note that this is a way to prepare for you playing tests in class. Assignments will be given in class and via email. You can record at home using your computer (it must have an internal microphone) via Charms. Click on Recording Studio, Click the red button to record excerpt, Say your name, what you are playing, record, Stop when finished, Check to Save as Assignment #. It will be submitted to me and once I have reviewed the items you will receive a grade and feedback online. You can also record as an MP3 file and then save it via Charms. If you do not have a way to record at home you can schedule a time during Bruin Block or before school to use our recording equipment. School recordings must be done BEFORE the due date of the assignment. Late recordings will result in 10 points off for every day they are late.

A review of logging in to Charms:

1. On your home computer go to the following website: [www.charmsoffice.com](http://www.charmsoffice.com)
2. Click ENTER (right hand side of the screen)
3. Locate the "PARENT/STUDENT/MEMBERS LOGIN" section of the web page.
4. Login to your using the School Code: **LBSOrchestra**
5. You will be asked to enter your case sensitive student password:  
**First Initial/Last Initial/Last 4 digits of your student ID**  
 Ex: Beth Bruin (student ID 12345678) would be BB5678
6. Click the Practice Log button or Recording Studio Button for assignments.



## Strings

All students should own an extra set of strings in addition to the strings currently on his/her instrument. This allows the students to immediately replace a broken string so that practice time will not be disrupted. Just because a string has not yet broken does not mean the string is still good. Strings rarely can last longer than a year. It is imperative that your strings are of good sound quality so that your tone & pitch will not be impeded. If you do not remember the last time you changed your strings, then it's time to change your strings. Ms. Reed and Ms. von Bernewitz-Wright will be happy to assist you with this.

## Bow Repair

Bows should be re-haired as least once a year or sooner if need be. Bow hair loses its elasticity and ability to adhere to the string over time. You will need to go to a string instrument repair shop to get your bow re-haired. If you are unsure if your bow needs re-hairing consult Ms. Reed and Ms. von Bernewitz-Wright.



## Obtaining an Instrument

The quality of the musical instrument you select for your child will have a direct impact on their success in playing it, but with the wealth of opportunities available to you, it is challenging to know where to begin. As with every major purchase, low cost is not the only factor in a good bargain. Learning the answers to the following questions will help you discover whether or not you are being offered a good deal.

**Does the store specialize in string instruments?** A store that specializes in string instruments will be your first line of defense in the case of improperly working instruments. They will also be your resource for accessories such as strings, shoulder rests, rockstops, and rosin.

**Does the store have a string repair facility on site?**

Even in the hands of the most careful child, most instruments will require a visit to the repair shop. A store that has local repair facility will be able to return the instrument more rapidly than if the instrument needs to be "sent away".

**Will the store provide a loaner instrument while one is being repaired?**

Remember that while your child's instrument is out of commission for repair, they will be unable to practice and complete their assignments unless they are able to borrow another.

**What is the rental/purchase price of this exact instrument at another store?**

Be sure you are comparing the same thing when price shopping – just like cars, all instruments are *not* created equal.

The only way to determine whether or not a used instrument is in good working order is to play it. If you are shopping yard sales or responding to classified ads in person, take someone with you who knows how to play the instrument. If you are unable to determine the quality of the instrument, get something in writing from the seller stating that the final sale is pending inspection and estimate from an instrumental repair person. Most used instruments (especially if they've been stored in an attic for a number of years) will require some work to be returned to peak condition. Sometimes, that can be achieved at a minimal expense, but more often, an "overhaul" may cost you more than the purchase price of the instrument. Be sure the instrument is in good condition before sending your child to class with it.

## CARING FOR YOUR INSTRUMENT AND BOW

### The Pegs

The pegs are shaped so that their taper exactly fits that of the peg hole. They should turn smoothly and hold without undo forcing. If they stick, you can use peg dope to lubricate them but do so sparingly, for too much will make the pegs slip. If the pegs are slipping, they need to be looked at. Don't try to jam them in to make them hold, or knock them free if they are stuck; you risk splitting the peg box.

### Humidity

Changes in humidity can be quite damaging to your instrument or bow. Wood and horsehair shrink when it gets dry, and glue softens when the air is excessively hot and damp. You can't eliminate the problem, but you can mitigate it. Air conditioning helps reduce excessive humidity. As for dryness, room humidifiers can help, as well as commercial products like "Dampits." Always loosen the hair on your bow; the weather can turn dry enough overnight to shorten the hair so much that it can pop the head off the stick. Occasionally a part of the top or back will come unglued from the sides. If you do get an opening, take it to a shop: attempting to glue it yourself can cause real damage.



# Keeping Your Instrument Clean

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When done playing, use a soft cloth to wipe off any perspiration or rosin. If there seems to be a lot of rosin then you are using too much of it, for rosin works best when used sparingly. Instrument varnish is quite susceptible to wear and perspiration, which can be extremely corrosive. Avoid using commercial cleaners and polishes, for they leave a residue that absorbs dirt and rosin to create an unpleasant second layer of varnish. Instead use polish designed specifically for string instruments. You might have to have the instrument professionally cleaned once a year or so.

## Keeping Them Safe

If properly cared for, instruments and bows can last forever - instruments made before 1600 are still being played on. Even though remarkably durable, they require maintenance to stay in their optimum playing condition, and can easily suffer damage if you're not careful. Always keep in mind that damage is what reduces value. The most important thing you can do is not to take either the instrument or bow for granted. By far, the greatest part of the repairs that go to the shop stem from inattention or carelessness. Much of it is during rehearsals. A violin left on a chair is vulnerable to being knocked to the floor, while a cello left on its edges is asking to be kicked over. Never, ever leave a bow on a music stand, or a violin dangling from it by its scroll. The best course is to put them back in the case when you're not using them. When you do, be sure to put them in properly; a violin or bow can be severely damaged just by the lid of the case falling, or the restraining neck strap of a cello case that has been left standing up coming undone and the instrument tumbling out. Fasten the latches, too; aside from the fact that you might forget they aren't completely secured and pick up the case, it is the best way to foil theft. Keep your case out of the direct sun and away from heaters and vents. And under no circumstances put a case in the trunk of your car. Not being insulated, the trunk can get extremely hot or cold very quickly.

## The Bridge and Sound Post

The bridge and sound post are custom made for your instrument. They are not glued on; it's pressure that keeps them in place. The strings keep the bridge from moving. The back of the bridge should be perpendicular to the plane of the top; ask to be shown if you're not sure about this. It's important to keep it straight, because once out of place it can easily warp. When you change the strings, do so one at a time. Use a soft pencil to put some graphite in the notch on the top of the bridge and the groove in the top nut (at the upper end of the fingerboard) -- the lubrication will help reduce the tendency to pull or fray. While you're doing this leave the other three strings at full pitch, and then bring the new one up slowly. Allow it to stretch completely with most strings, a few hours is enough time before moving on to the next. Never loosen all the strings at once, or change them all in one sitting. The sound post is wedged between the top and the back, just behind the treble foot of the bridge. It is adjusted to find the balance, focus, and response of the strings that suits you the best. Don't try to move it yourself because you can easily do irreversible damage to the top or the back, aside from having the post fall down. Adjusting a sound post takes years of practice and experience to know how to do it properly. Sometimes after an abrupt change in the weather, particularly in the fall, you will open your case and discover that all the strings have come loose. If the bridge or sound post have moved, or if they have fallen down, put a soft cloth between the tailpiece and the top, take off the bridge, and bring the instrument to Ms. Reed or Ms. von Bernewitz-Wright to set it back up. If the bridge does break (it almost never happens), but if it does do not glue it back together. There is no glue that can hold against the pressure exerted on it. Bring it to a shop, and they will make a new one.

## Buzzes

Your instrument, put simply, is an amplifier: the whole reason its there is to make the vibrating strings audible. The problem is that in doing so it amplifies all vibrations and with over one hundred twenty separate parts, there is a lot on a violin to vibrate. If your instrument has developed a buzz, check the usual suspects: an open bout, the tuner, a loose chinrest; and also make sure that it isn't a button on your shirt or an earring (more common than you might think). If you can't find it, ask your director to take a look.

## The Bow

When done playing, always wipe the rosin from the stick and loosen the hair completely before putting the bow away. Avoid touching the hair, as the oil on your fingers will reduce its ability to grab the strings. And use the bow only for playing: tapping the stand with it, as a way of applauding the conductor is a good way to pop the head off. How often you need to re-hair will vary. The average is around every 12 months, but it can be more frequently if you've been playing a lot. You know you need new hair if the bow doesn't seem to grab the strings as it once did. The hair might also stretch, as the weather turns warm and humid; if so, get it shortened. Keep an eye on the leather grip by the frog; if it has worn through, bring it to a shop so it can be replaced, for your thumb will soon wear a hole in the stick. You should also keep a close eye on the ivory faceplate on the head of the bow. A wedge inserted in the head underneath the hair is what holds it in place, and the ivory is crucial in reinforcing the head. If a crack goes unprepared, the head might split.

# Commitment Form

Name \_\_\_\_\_

Class Period \_\_\_\_\_

Grade \_\_\_\_\_

Student's e-mail address \_\_\_\_\_ (please register on Blackboard)

Language Spoken at Home \_\_\_\_\_

Do you have a computer at home? (Circle)    Yes            No

Do you have internet access at home? (Circle)    Yes            No

I approve having my child's photo on the Orchestra website: (Circle)    Yes            No

## Student Commitment

I have read and understand the expectations and grading policies which govern membership in the Lake Braddock Orchestra Program, and I am confident that I have the ability and sense of responsibility to carry out what is required in order to become a fine musician and a contributing member of the group.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Parent Commitment

We have read and understand the expectations and grading policies that govern membership in the Lake Braddock Orchestra Program. We are aware of the importance of the responsibility required as a member of the Lake Braddock Orchestra Program and we will help our student to meet his/her obligations to the group. We will also communicate any problems or circumstances that may arise that would in some way hinder our student and their success in the orchestra program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

