

American Heritage Lyceum Orchestras Parent Handbook, 2013-2014

- **Attendance.** Students are expected to attend all rehearsals, sectionals, and performances during the season. The orchestra calendar is published at the beginning of the season. If a student has a conflict with a pre-existing commitment we ask that they make that conflict known at the beginning of the season so that appropriate adjustments can be made for the individual. Otherwise we expect students to work new commitments around the published orchestra schedule to which they have committed.

If a student is asked to miss a rehearsal due to an organized school activity such as band, orchestra, choir, debate, or student government, then the school teacher/conductor/advisor must email the ensemble personnel director at the designated address in order for the absence to be excused. Students with excessive school-related absences may be asked to not participate in concerts or adjust seating per the discretion of the director. Students are allowed two absences per concert cycle for non-school reasons such as church activities, family vacations, or illness. Students with more than two non-school related absences in any given concert cycle may not be permitted to participate in the concert at the director's discretion.

An email notification should be given for each absence either by the parent for personal absences or teacher/advisor for school related absences. Emails should be sent in advance, except in cases of emergency. Please send emails to the appropriate ensemble manager Phil@ahsmail.com, LSS@ahsmail.com, LCE@ahsmail.com, LCO@ahsmail.com, LPS@ahsmail.com.

Please understand that it is not the *reason* for the absence that creates a problem for the orchestra, but the *absence itself*.

- **Admission.** Students are admitted to orchestras based on audition or invitation. Returning students need not re-audition. Entrance into the five ensembles is determined by the following criteria:

Philharmonic: Students should read music including all clefs and transpositions common to their instrument, be proficient in every technique common to their instrument. Display maturity required to accommodate the rigorous rehearsal and performance schedule. Students must be in high school (9-12th grades).

Symphonic Strings: Students should read music well with good intonation and beautiful tone, be comfortable shifting in higher positions, vibrato, and be capable of playing fast passagework including in difficult key signatures.

Chamber Ensemble: Students read music well, play in tune with beautiful tone, vibrato, and be comfortable playing in first through fifth positions.

Crescendo Orchestra: Students should read music, maintain rhythm with the ensemble, and play in tune with good tone in first, second, and some third position.

Prelude Strings: Students should read simple music and play in tune with good tone in first position including 2nd and 3rd finger as well some extensions.

- **Preparation.** All music should be prepared in a timely manner and should be included in the student's daily practice regimen. It is expected that each student will employ the help of their private teacher to help learn the demanding music we perform.

- **Volunteering.** Each family is required to complete a minimum of one volunteer assignment per student who participates. Opportunities to volunteer include bringing concert refreshments, acting as an usher, stage setup, publicity, and many other details pertaining to the success of events. Volunteer assignments are coordinated through the Parent Volunteer Coordinator.

- **Annual Commitment.** Students enrolled in any of the ensembles are committed to play in and pay for the ensemble for the entire season or from the month of enrollment through to the end of the season. Exceptions to this policy include a move outside our geographic area or illness. Withdrawals due to illness require a note from a physician.

- **Sponsoring Organization.** American Heritage School sponsors the Lyceum Orchestra Program. All students enrolled in Lyceum Orchestras are considered American Heritage School students. Orchestra performances therefore serve the mission of the school including performance of religious music, fundraising, and development. No student will be discriminated against based on religion, race, or disability. Understand that this is a mutually beneficial relationship for all orchestra families regardless of other school affiliations and that tuition alone pays for only a portion of the total cost of orchestra events, staff, music, facility, etc.

- *Concert Dress.* Each student is required to own concert dress for the ensemble.
 - Philharmonic: Women: modest, black dress, sleeves at least to the elbow, skirt or slits below the knees or floor length, or black blouse and black skirt. Men: black tuxedo, black shoes/socks, black bowtie and cummerbund.
 - Symphonic Strings: Girls: black dress or black blouse/skirt; sleeves to elbows, hem/slits at least to mid-calf; black hose, black dress shoes. Boys: black tuxedo or suit, black bow tie, black socks, and dress shoes.
 - Chamber Ensemble: Girls: black dress or black blouse/skirt; sleeves to elbows, hem/slits at least to mid-calf; black hose, black dress shoes. Boys: black tuxedo or suit, black bow tie, black socks, and dress shoes.
 - Crescendo Orchestra: Girls: White blouse to elbows, black skirt and/or slits below the knees, black hose or white socks, and black shoes. Boys: White dress shirt and black bow tie, dress slacks, black socks and shoes.
 - Prelude Strings: Boys: white shirt, black pants, dress shoes/socks. Girls: white blouse, black skirt, dress shoes/socks.

- *Rehearsal Dress.* Dress modestly at all times. “Immodest” clothing includes short shorts and skirts, tight clothing, shirts that do not cover the stomach, and other revealing attire. Young women should wear clothing that covers the shoulder and avoid clothing that is low-cut in the front or the back or revealing in any other manner. Young men should also maintain modesty in their appearance. All should avoid extremes in clothing, appearance, and hairstyle. Always be neat and clean and avoid being sloppy or inappropriately casual in dress, grooming, and manners.

- *Instruments, Equipment and Sheet Music.* Students will be provided with folders containing copies of their music. They are expected to have their music, instrument, pencil and all other necessary equipment with them at each rehearsal. Each folder is the sole responsibility of the student to whom it is checked out. Any lost, damaged or unreturned music will be charged to the student's account with a minimum \$25 charge.

- *Standards of Conduct.* Students and parents are expected to be respectful of all orchestra members and directors at all times. This means coming to rehearsals prepared, on time, and being willing to help other students to be better musicians. All parents and participants will be expected to conduct themselves on and off the School premises in accordance with the following standards:
 - Use good manners and polite speech. Use of profanity or other vulgar or offensive language may result in dismissal.
 - Treat all students and adults with respect.
 - Be honest and truthful in all dealings.
 - Accept corrections respectfully.
 - Display a good and positive attitude.

- *Cleaning and “Stewardship Minute.”* The last minute of each rehearsal should always be used for replacing chairs and stands, and picking up garbage that can easily be picked up from the floors. All members of the school community, including employees, students, volunteers, and guests, are encouraged to help keep the building clean. Vacuums are accessible for use by volunteers, and are expected to be used by students and teachers on a regular basis, particularly after special events or celebrations that result in crumbs or other debris on the carpets.

- *Food and Drink.* Food and drink are not permitted outside of the lunchroom, including in hallways, unless specifically approved by administration for consumption of food and drink. Students, parents, and guests are asked to please eat in the lunchroom or outside.

- *Designated Areas and Unsupervised Children.* Parents are welcome to attend rehearsal with children. Any children who are not enrolled in the School or Orchestra must be supervised by an adult at all times. All students in afterschool music programs and their guests must remain in designated rehearsal and performance areas at all times. Students should not be in any unsupervised areas of the building including the second and third floors, the library, elevators, classrooms, etc. Children (except nursing babies) and students, even if supervised by a parent or adult, are not permitted in the Faculty Lounge at any time, including in the summer and after-hours.

I have read, understand, and agree to these policies.

Parent of Participant

Student Participant