

American Heritage Lyceum Orchestras Parent Handbook (updated 9/25/2018)

- *Admission.* Students are admitted based on audition. Returning students generally do not need to re-audition to return to the same ensemble.
- *Changing Ensembles.* Ensemble placement should be considered final. Students are placed based on playing level and maturity. Students are not permitted to change ensembles once enrolled. Any exception to this policy must be overseen by the orchestra coordinator and requires unanimous permission from all directors involved.
- *Attendance.* Students are expected to attend all rehearsals, sectionals, and performances listed on the orchestra calendar. Please understand that it is not the *reason* for the absence that creates a problem for the orchestra, but the *absence itself*.

Philharmonic & Concert Orchestra Attendance Standard: Students with more than 2 absences in a given concert cycle may not be eligible to perform in that concert regardless of the reason for the absence. Students are able to make-up for an absence by attending the assigned makeup rehearsal(s) for the concert cycle during which the absence took place. Arriving late or leaving rehearsal early counts as 1/2 of an absence.

Disclosure: We strongly encourage students to support their school music programs. Students with pre-existing commitments to any other potentially conflicting organizations such as sports teams, other after-school orchestras, marching band, after-school dance, or drama productions are required to disclose the potential conflicts at the time of enrollment. The preferred method of disclosure is marking the ensemble calendar with the conflicts and emailing the calendar to the designated ensemble email address. If mid-season the student chooses to pursue a potentially conflicting activity, such as try out for the soccer team or musical, we ask that the student disclose to the potential coach or director the pre-existing commitment to Lyceum. Students who fail to disclose at enrollment commitments to conflicting organizations other than school music ensembles are not eligible to automatically return to their ensemble the following season. If the student wishes to return to their ensemble for the following season, he or she will be required to audition and be considered against all others who are auditioning for that seat in the orchestra. In accordance with our Concert Attendance Policy, students who play a unique part may also be asked to provide a suitable substitute for the Lyceum concert at their own expense should they miss a concert.

Concert Attendance: We strongly encourage students to support their school music programs and understand absence due to unexpected illness. Students who miss concerts due to illness or academic commitments including school, choir, band, or orchestra conflicts are excused with a doctor's note or communication from the school director. Students who miss a concert for personal reasons such as a date dance, family vacation, or church activity are not be eligible to automatically return to their ensemble the following season. If the student wishes to return to their ensemble for the following season, he or she will be required to audition and be considered against all others who are auditioning for that seat in the orchestra. Students who play a unique part who choose to miss concerts for personal reasons such as a date dance, family vacation, or church activity are responsible to provide a suitable substitute at their own expense.

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, Concert@ahsmail.com, LSS@ahsmail.com, LCE@ahsmail.com, LCO@ahsmail.com, LPS@ahsmail.com.

- *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 music.
- *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.
- *Sponsoring Organization.* American Heritage School sponsors the Lyceum Orchestra Program. All students enrolled in Lyceum Orchestras are considered American Heritage School students and are expected to abide by the school's honor code found online (<http://american-heritage.org>). Orchestra performances serve the mission of the school to educate hearts and minds this includes performance of classical, patriotic, and religious music as well as fundraising, and development for the sponsoring organization. American Heritage School does not discriminate because of race, creed, color, religion, sex, age, national origin, physical and/or mental 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 their ensemble.
 - Philharmonic: Women: modest, black dress, sleeves at least to the elbow, skirt or slits below the knees or floor length, or black/white blouse and black skirt. Men: black tuxedo, black shoes/socks, black bowtie and cummerbund.
 - Concert Orchestra: Women: modest, black dress, sleeves at least to the elbow, skirt or slits below the knees or floor length, or black/white 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 includes 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.
 - Cell phones are not allowed during rehearsals. Students using cell phones during rehearsal time may be excused immediately from rehearsal and not readmitted until parents have met with director Kayson Brown.
- *Cleaning and “Stewardship Minute.”* Students are responsible for replacing their chair and stand, and picking up garbage in their immediate area. All members of the school community, including employees, students, volunteers, and guests, are encouraged to help keep the building clean.
- *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.