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# ATHOLTON ORCHESTRA

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## Atholton High School Orchestra Handbook 2016-2017

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Dear AHS Orchestra Students and Family,

Welcome to Atholton High School Orchestras! Please read the following handbook carefully, and refer to it throughout the year. I want all students to succeed and do their personal best. If students follow the guidelines provided in this handbook and put forth their personal best effort, all students will be successful. I look forward to getting to know all of our wonderful orchestra students and supportive parents. Please do not hesitate to contact me if you have any questions. I am looking forward to another exciting school year!

- Mr. James Woomert  
Director of Orchestras

## ***METHODS OF COMMUNICATION***

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**Website** - <http://www.atholtonmusic.org>

- The music department website will be utilized as the “PR” tool of the program. In addition, important announcements and links to registration forms (All-State, Solo & Ensemble, Spring Trip, etc.) will be posted here. *\*It is the responsibility of everyone involved in the program to frequently check the website.*

**Charms** - Access via the website (instructions are located at the back of this handbook)

- Charms is the “Members Only” area of our website. Each student has a personal ID (use your HCPSS Student ID) to grant access. Here forms such as permission slips, medical forms, music, and other resources will be stored for your access. In addition, *make sure your individual student AND adult contact information is always up to date.* If your information is out of date, you may not receive important emails from the music department.
- The Charms Student Information Handout is at the end of this handbook. *Please follow directions to update information BEFORE signing and returning your Syllabus Acknowledgement Form.*

**Canvas** - HCPSS Learning Management System (LMS)

- Canvas is the online learning environment where students can access assignments, grades, and additional resources. All students will be using Canvas for all classes.. **NOTE:**The Canvas calendar is *not* our official calendar. The Canvas calendar *only* shows homework assignment due dates. All **EVENTS** for the Orchestra/Music Department are on the website calendar. ([www.atholtonmusic.org](http://www.atholtonmusic.org))

**Twitter** - @AtholtonOrch (please follow us!)

- Frequently updated with “what’s happening in orchestra,” as well as reminders about big events and announcements.

## ***COURSE MATERIALS***

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### **Everyday Materials** (factored into participation grade)

Instrument, other equipment relating to the instrument (rosin, extra strings, peg compound, etc.), your OWN copy of any music being studied, and pencils (no pens, please). Failure to bring all above listed items will impact the student's grade. Please bring these items DAILY, as they allow for optimal learning and continuity from day to day.

### **Tuner**

For string instruments to function properly, they *must* be in tune. Therefore, all string players are STRONGLY encouraged to have their own tuning equipment. Nowadays, there are many tuning device options ranging from tuner/metronome combinations, to free apps downloadable to your phone or mobile device.

### **Metronome**

For all assigned recorded playing assignments, students will be asked to prepare the scales or musical excerpts at a specific speed. This requires the use of a metronome. This item should be a standard practice tool used just about every practice session. As with tuners, there are a myriad of metronome options ranging from fancy devices with many functions, to free online, or downloadable metronomes.

## ***CONCERT UNIFORMS***

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The school owns uniforms that all students are expected to wear for each performance (except POPS Concert). The Music Boosters maintain these uniforms, and in accordance with HCPSS Policy, charge a maintenance cost to the student for dry cleaning, repairs, and eventual replacement of the uniform. More information will come shortly from the Music Boosters, however costs are as follows:

- Marching Band – \$30.00
- Women's black dress/garment bag – \$35.00
- Men's jacket/pants/tie/cummerbund/garment bag – \$50.00
- Men's tuxedo shirt – purchased new \$20.00 if you do not already have one (each student owns this and keep it at the end of the year for future use)
- The MAXIMUM fees (excluding Marching Band uniforms and dress shirt purchases) are \$75.00 per student and \$100.00 per family to accommodate students in multiple groups and/or families with multiple students in the department.

PLEASE NOTE: Failure to return a uniform in good condition at the end of the school year will result in the following additional amounts being assessed (not subject to maximum fees listed above.)

- *Women - black dress* - \$95.00
- *Men's jacket* - \$50.00
- *Men's pants* - \$30.00
- *Bow tie* - \$5.00
- *Cummerbund* - \$10.00
- *Garment bag* - \$10.00
- *Marching Band* - assessed on a case-by-case basis depending on the item that is misplaced or destroyed

## ***CLASSROOM RULES AND PROCEDURES***

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1. **Students will come to class prepared to learn.** Each orchestra member will be given **three minutes after the bell** to be in their seat with their instrument out of its case, and have all materials needed for class (music, pencil). It is essential that all orchestra members are ready to begin promptly in order to use our time together as efficiently as possible. With some classes taking place a significant distance from the orchestra room, it can be difficult to get to class and be ready in the given passing period. Please let me know at the beginning of the year if you have a schedule that creates this difficulty.
2. **Students will be attentive and respectful.** When the director, their designee, or a student is addressing the ensemble, there will be no talking unless specific instructions are given for a particular activity. Students should raise their hand and address all major questions to the director. When the conductor works with one section or an individual not directly involving you, your focus of attention should remain on the conductor as concepts being worked on likely apply to you as well. It is important to maintain a respectful and focused rehearsal environment to ensure that all students can learn, distraction free.
3. **No food is allowed in the music rooms.** We are very fortunate at AHS to have wonderful facilities and it is important that we work to keep them that way.
4. **Complete participation is expected in class.** There will be no books, homework, cell phones/electronics, or other activities unrelated to rehearsal allowed during rehearsal. To achieve success as a group, it is important that every member participate fully.
5. **Music and Music Folders.** It is the responsibility of each student to care for the folder and the music issued to them.
6. **Be kind and courteous to your fellow Raiders.** A smile, “please,” and “thank you,” go a long way in making our community a more pleasant, enjoyable place to be.
7. All students are expected to abide by the Atholton Honor Code at all times and will be held accountable for any violations of the Honor Code.
8. The use of personal communication devices and other electronics will not be permitted during class time unless teacher permission is given. Students must follow all relevant HCPSS Policies, including but not limited to Responsible Use of Technology and Social Media (Policy 8080) and Technology Security (3040) policies. The student takes all responsibility for the device’s safety, security, and maintenance. Staff members will confiscate these items if the above expectations are not followed, and the items will only be returned to a parent/guardian in the front office

## ***ORCHESTRA REHEARSAL ETIQUETTE***

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1. Never be late for a rehearsal. Students should be in their seats, ready to start at the designated time. It goes without saying, never be late for a performance.
2. There should never be ANY cell phones or mobile devices out or on your stand during rehearsal, unless required for a specific activity. The device will be confiscated should it become a distraction. Devices also need to be silenced or turned off during all rehearsals so no inadvertent rings go off.

3. No gum chewing at any time during rehearsal.
4. Do not talk during a rehearsal unless required by a specific activity, or if you are asking a question. Sometimes if you are marking parts (bowings etc.) you may whisper to your stand partner or within your section. Excessive talking makes it difficult for your classmates to hear instructions as well as the music they are making.
5. Always position your stand so that you can see both the music and the conductor. You are learning how to play in an orchestra, so you will need to develop the ability to watch the conductor, if only out of the corner of your eye, at the same time as the music.
6. Students are expected to be engaged in rehearsal at all times. This includes knowing what is being rehearsed, even if it doesn't include your part or section. This also includes proper posture.
7. Both you and your stand partner can write in the music on the stand, but often the inside person on the stand (the person on the stand furthest from the audience) should mark the parts. BOTH students should have their own copy of the music and a pencil at their seat during rehearsal.
8. Bowings must be consistent within your section, however, it is up to the conductor to coordinate these bowings. Always ask for clarification if there is confusion regarding bowings, fingerings, etc.
9. Try to always keep your instrument in top playing condition. This includes carrying an extra set of strings (and changing them periodically), keeping the instrument clean, and making sure your bow hair is in good condition.

## ***GRADING CRITERIA***

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Students learn and grow by playing their instruments and actively participating in daily, in-class rehearsals, evening rehearsals, and all performances. This type of learning cannot be “made-up” and *each person’s attendance is crucial to the success of everyone else*. **Everyone in the orchestra is important!** Full participation is essential and this includes full attendance at all rehearsals and performances including HCPSS Orchestra Assessment.

### **Participation**

Students will be evaluated on their level of participation on a daily basis. Failure to fully participate in rehearsal by having all necessary materials and actively engaging in the rehearsal process will result in a lowered grade by 10 points. This applies to both in-class and evening rehearsals.

- Daily Rehearsals: 10 points per day (approximately 450 points per quarter)
- After-School Rehearsals: 20 points per rehearsal

### **Playing Tests & Assignments**

Individual student progress will be evaluated periodically through performances tests. These tests will be based on exercises, scales, and ensemble music as a measurement towards attainment of musical goals. Test requirements and guidelines will be announced well in advance and cover material being worked on in class. Mr. Woomert is happy to provide extra help to interested students before school, at lunch, or after school. Please do not wait until the night before a playing test is due to voice individual difficulties with materials. Be proactive!

## **Performances**

All performances are required except for Spring Trip. This includes performing at orchestra concert nights *and* also attending either the choir or band night at Winter and Spring Concerts as audience members.

## ***ATTENDANCE POLICY***

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Absences negatively affect the **entire** ensemble. **Everyone is an important and valued member of the ensemble** and we need you at rehearsals, on time. Rehearsal is for learning how your part fits into other peoples' part as well as solidifying your own! A calendar of events is published far in advance here and on the website. Please mark your calendars accordingly. Work, vacations, and homework are **NOT** valid excuses for an absence or being late.

- HCPSS Policy regarding excused or unexcused absences will be followed for all rehearsals and performances.
- Unexcused absences may result in loss of participation points *and* loss of privilege to perform if the director believes participation may adversely affect the ensemble's performance due to missed time learning the material.
- Performances cannot be missed for any reason. Should an *extreme* situation arise, contact the Director **as soon as** the conflict is known.

## ***HOWARD COUNTY ORCHESTRA ASSESSMENT***

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The Howard County Orchestra Assessment is required of ALL Howard County Orchestra students. *This is a one-time performance opportunity that cannot be made up.* Please plan for this NOW:

- ALL STUDENTS will travel with the orchestra to and from the adjudication. This insures that this is a team effort and that all students are rested and focused for their performance.

Every attempt at flexibility with athletics, clubs, churches, etc. will be made during the rest of the year; however, with Assessment, this is the one day we will require that everyone be present for the duration of the day.

Failure to participate in the HCPSS Assessment will result in a maximum grade of 'C' for third quarter.

## **COMMUNICATION OF ABSENCES**

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*All absences must be communicated **in advance**.* Note that *just because an absence is communicated does not automatically excuse the absence: HCPSS guidelines will be followed.*

- The Director must be made aware of all conflicts as soon as the student or parent becomes aware of the conflict.
- PLEASE check athletics calendars as soon as you join a team, note conflicts and immediately tell the director.
- Assuming sufficient notice has been given, every effort will be made to work with students in resolving conflicts with school-sponsored activities or excused absences.
- Absences due to non-school sponsored activities, or unexcused absences, are unexcused and may affect performance opportunities.

**Mr. Woomert is best reached via email at [james\\_woomert@hcpss.org](mailto:james_woomert@hcpss.org).**

**[www.atholtonmusic.org](http://www.atholtonmusic.org)**

## ***PRIVATE LESSONS***

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Large ensemble rehearsals, by nature, limit the ability of the director to interact with students and their individual skills. Though not required, only the students who take advantage of private instruction will fully meet their potential. *It is no coincidence that the majority of students who make the HCPSS GT and Maryland All-State ensembles study with great private teachers.* Mr. Woomert would be happy to direct you to resources that will help you find an appropriate private instructor.

**\*\*\*EXTRA HELP FROM MR. WOUMERT** Whether you take private lessons or not, ASK MR. WOUMERT FOR HELP!!! He is available during lunches, Raider Time, before and after school, and can make appointments. Take advantage of the help and find out exactly what is going to get you to where you want to be!

## ***FUNDRAISING***

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Fundraising is an integral part of the success of both the program and YOU. Without fundraising **from BOTH students & parents**, we could not afford to provide:

- New music
- New instruments
- Transportation to events
- Guest clinicians/conductors/artists
- Awards
- College Scholarships
- The list goes on and on...

Fundraising is not graded, however students and parents are should contribute towards the success of the group via fundraising, rather than solely taking advantage of the work that others do for them. **Students are expected to be present at school for two fundraisers.** Keep in mind, the more you contribute the more you will get back.

***IMPORTANT 2016-2017 AHS ORCHESTRA DATES***

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<b>EVENT</b>	<b>DATE/TIME</b>	<b>Location</b>
<b>Fall Concert</b>	Wednesday, October 19, 2016 7:00pm	AHS Auditorium
<b>Winter Concert Audience Member</b>	Tuesday, December 6, OR Wednesday December 7, 2016 7:00pm	AHS Auditorium
<b>Winter Concert Performance</b>	Thursday, December 8, 2016 7:00pm	AHS Auditorium
<b>POPS Concert Dress Rehearsal</b>	Friday, January 6, 2016 Schedule TBD	AHS Auditorium
<b>POPS Concert</b>	Saturday, January 7, 2017 7:00pm	AHS Auditorium
<b>Orchestra Workshop</b>	Saturday, March 11, 2017 9-5pm **Also SAT date - please plan ahead**	AHS Music Dept.
<b>Rehearsal</b>	Tuesday, March 14, 2017 6-8pm	AHS Music Dept.
<b>HCPSS Orchestra Assessments</b>	Tuesday, March 21, 2017 OR Wednesday, March 22, 2017 Time TBD	Marriotts Ridge HS
<b>Spring Concert Audience Member</b>	Tuesday, April 25, OR Wednesday April 26, 2017 7:00pm	AHS Auditorium
<b>Spring Concert Performance</b>	Thursday, April 27, 2017 7:00pm	AHS Auditorium
<b>Music Awards Banquet</b>	Wednesday, May 10, 2017 7:00pm	AHS Cafeteria



# How to access parent/student information in **CHARMS**

Charms helps us collect as much information as possible only once during the year instead of several times for various activities. This system allows you to update your own information throughout the year (if it changes), more access to department information, a safe and consistent place for handouts/forms, and a great subscribable calendar that allows parents to sign-up for volunteer opportunities within the calendar itself rather than accessing several different sites for each activity.

**Most importantly, this assists both you and the teacher to communicate with each other more effectively!!!**

- Go to [www.atholtonmusic.org](http://www.atholtonmusic.org), Click on 'Charms' in the menu on the left
- Enter Charms using the following School Code:

## **AtholtonMusic**

- This will bring up the main page and will allow you to look at the calendar, the event list, *some* (not all) handouts and other files.
- Clicking on an event on the calendar brings up the details for that event. Clicking on "event list" puts all of the calendar information in a list form for easy printing.
- You can subscribe to the calendar to put the events in your SmartPhone and/or Google/iCal by clicking on "SYNC Calendar" in Charms and following the given directions.

## **To Access Student Specific Information:**

- Enter your child's ID NUMBER (*HCPSS Student ID#*) as the **Student Area Password**. Another more detailed screen appears with your student's specific information. Here you can update contact information, t-shirt sizes, and other information.
- **PLEASE UPDATE PERSONAL INFORMATION** – Update your child's student information page (and update phone numbers and email addresses if they change) to help the teachers communicate with you more effectively. Click the *Update Info* button. Enter in all known information such as T-Shirt size or meal restrictions!!!
- **BE SURE to click on "Add New Adult" for AT LEAST ONE parent/guardian, but add as many as you'd like. All adults registered will receive emails about news and events to facilitate better communication. Parents can also link accounts of siblings.**

**SCHOOL CODE:** AtholtonMusic

**Student Area Password:** Your HCPSS ID# **OR** first initial and last name (i.e., jdoe), **OR** your own password you created.

# ***SYLLABUS ACKNOWLEDGEMENT FORM***

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**Please read the entire orchestra handbook with your family. Sign and return this form to Mr. Woomert no later than Friday, SEPTEMBER 2. This is a graded assignment.**

**We (Parent/Guardian AND Student)** have read through the orchestra handbook and discussed the co-curricular policies and expectations of this class. We understand what is expected for participation in this class in order to learn and reach full potential.

*We will collectively check the Music Calendar on the website and mark all appropriate dates on our personal/family calendars.* We understand that upcoming events and announcements are always listed on the board in class and that Mr. Woomert and the Boosters will do their best in communicating throughout the year, and we will do our best as well.

I understand that more information pertaining to uniforms, fundraising, and other general Music Department or Music Booster issues are on the website at [www.atholtonmusic.org](http://www.atholtonmusic.org).

**Before we signed this**, we have addressed any questions with Mr. Woomert *and* have updated our Charms Account Information as directed in the Charms Student Information Handout (*attached and on the website*) to insure that we are able to receive timely and accurate communications.

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<b>PRINT Parent/Guardian Name</b>	<b>Signature</b>	<b>Date</b>
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<b>PRINT Student Name</b>	<b>Signature</b>	<b>Date</b>
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