

Jordan High School Orchestra

“Excellence Lives Here”



2020-2021
ORCHESTRA HANDBOOK

JORDAN ORCHESTRA CONTACT INFORMATION

ADDRESS

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DIRECTOR EMAIL

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TELEPHONE

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WEBSITE

www.jordanorchestra.org

SOCIAL MEDIA

Facebook: [@jordanorchestra](#)

Instagram: [@jordanhsorch](#)

Twitter: [@jordanhsorch](#)

REMIND TEXT ALERT

Find your orchestra code (@...) and then text the code in your message to 81010:

Camerata: [@jhcamerata](#)

Philharmonia: [@jhphil](#)

Lyrca: [@jhlyrica](#)

Sinfonia: [@jhsinfonia](#)

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JORDAN ORCHESTRA'S MANTRA & VISION

Mantra

"Excellence Lives Here" is Jordan High School Orchestra's mantra. Jordan musicians will always exhibit excellent work ethic, character, responsibility, integrity, and musicianship.

Vision

Our vision for every Jordan orchestra musician is to create a lifelong love and enjoyment in creating music. All Jordan orchestra musicians will receive a string education that covers a solid foundation in music theory, aural skills, music history, and diverse orchestral repertoire. Jordan High School will serve as a model of an exemplary orchestral program as evidenced by its superb musicianship and excellent character among its musicians and director.

JORDAN ORCHESTRAS

Jordan orchestra musicians are placed in the ability-based orchestras during elective periods. Attendance at outside-of-the-school-day rehearsals and performances are requirements of these classes. Specific calendars of rehearsal and performance are available from the orchestra director for each level of orchestra. Calendars are distributed at the beginning of the school year and updated as needed. Placement is by performance criteria established by the director and requires an audition.

Camerata Orchestra: *Sub Non-Varsity B. Grades 9-12. Full year. Audition required.*

The Camerata Orchestra may compete at the UIL Evaluation. Solo and Ensemble participation is strongly encouraged. The students perform 4-6 concerts per year. Private lessons are strongly encouraged. Additional rehearsals/sectionals may be required as necessary.

Philharmonia Orchestra: *Sub Non-Varsity A. Grades 9-12. Full year. Audition required.*

The Philharmonia Orchestra may compete at the UIL Evaluation. Solo and Ensemble participation is strongly encouraged. The students perform 4-6 concerts per year. Private lessons are strongly encouraged. Additional rehearsals/sectionals may be required as necessary.

Lyrice Orchestra: *Non-Varsity. Grades 9-12. Full year. Audition required.*

The Lyrice Orchestra competes at the UIL Evaluation. Symphony Orchestra participation (full orchestra) is required. Solo and Ensemble participation is required. Students are encouraged to participate in the All-Region and All-State process. The students perform 5-7 concerts per year. Private lesson enrollment is expected. Additional rehearsals and sectionals are required.

Sinfonia Orchestra: *Varsity. Grade 9-12. Full year. Audition required.*

The Sinfonia Orchestra is the top-performing string ensemble and competes at the UIL Evaluation and TMEA Honor Orchestra Competition. Symphony Orchestra participation (full orchestra) is required. Solo and Ensemble participation is required. Students are expected to participate in the All-Region and All-State process. The students perform 5-7 concerts per year. Sinfonia Orchestra regularly competes in state, national and other competitions/festivals. Private lesson enrollment is expected. Additional rehearsals and sectionals are required.

Symphony (Full Orchestra): *Varsity. Grade 9-12. Full year. Audition required.*

The Symphony Orchestra is our full orchestra and competes at the UIL Evaluation and TMEA Honor Orchestra Competition. The Jordan Symphony Orchestra is comprised of Sinfonia and Lyrice string musicians and auditioned wind ensemble musicians. Weekly after-school rehearsals are required during UIL full orchestra season.

AUDITIONS & PLACEMENT

Jordan Orchestra does not utilize a chair ranking system. Every orchestra player is an important team member! Like all professional orchestras, Jordan musicians will rotate seating during preparation for a concert. **Students should expect to regularly rotate seating and sections** (violins are divided into two sections) throughout the course of the year. Once concert time approaches, principal players and section seating will be determined based on several factors including audition, classroom behavior, orchestra grades, and leadership ability. Where a player sits does not determine his or her personal worth. Region, youth symphony, or All-State orchestra placements do not determine Jordan orchestra placements. No complaints about seating or orchestra placement will be entertained by the director.

Auditions for placement in orchestra formally occur during spring semester of the previous academic year. Circumstances that require movement between orchestra levels during the academic year may include behavioral, academic, and musical needs of the student. Orchestra placement is based on the following: playing ability, student behavior, orchestra grades, sectional and concert attendance, and the director's recommendation. **In short, a student's musical ability, behavior, and class participation demonstrated throughout the year serves as his or her audition for next year's placement.** Orchestra placement is at the sole discretion of the orchestra director. Placement results are final. Complaining about results and/or bullying the director about orchestra placement will not be tolerated or entertained at any time.

JORDAN ORCHESTRA STUDENT COUNCIL (JOSC)

The Jordan Orchestra Student Council is comprised of five orchestra co-presidents who share responsibility with planning and organizing social events, fostering a unified orchestra spirit, and assisting with orchestra responsibilities (inventory, library, fundraising, etc.) throughout the year. JOSC co-presidents must demonstrate strong emotional, social, and academic maturity in their ability to support Jordan orchestra's vision, plan and budget for events, and communicate with orchestra musicians and community stakeholders. In addition, all JOSC representatives must demonstrate a strong desire to foster an inclusive environment among all Jordan orchestra musicians and their families.

For the 2020-2021 academic year, the JOSC will be selected by Mr. Butz through an application and interview process. After the co-presidents are selected, one student from each orchestra class period will be elected to serve as an orchestra representative on the JOSC. Representatives from each orchestra will be nominated and voted for by their respective orchestra class sections at the beginning of each fall semester.

All JOSC members must remain academically eligible (70% or higher in all classes) in order to serve in a leadership role. Any person who is unable to commit to serving duties with integrity and/or in a responsible manner will be dismissed from the JOSC and will not allowed to campaign for or serve again on the JOSC.

Starting in Spring 2021, all current Jordan orchestra students will have the opportunity to create their own five-member-team and campaign for serving as next year's co-presidents (incoming freshmen are not eligible to serve as co-presidents). All teams must submit their application by the announced deadline and attend a mandatory leadership meeting before receiving formal approval to run for JOSC. Any team(s) or incomplete team(s) that do not attend the mandatory meeting will automatically forfeit their ability to run for JOSC. All campaigning teams will present their platform via video format to every orchestra class. Finally, all Jordan orchestra musicians will formally vote for the JOSC team that they desire to lead the orchestra for the next academic year. The team receiving the most student votes wins the election.

EQUIPMENT

The following will be expected of all orchestra members:

- Personal instruments (violins/violas) and binders should be placed in your locker storage area. After class, all instruments should be completely packed (end pins in and bows loosened) and stored in their assigned areas for safekeeping.
- All instruments are to be in good playing condition. Proper maintenance is required. **Leaving your instrument at the repair shop is not a valid reason for lack of an instrument.** Most shops will provide a “loaner” instrument while yours is being repaired.
- Students are expected to have rosin, shoulder rests, mutes, rock-stops, cleaning cloths, sharpened pencils, good strings, etc. Cellos and basses should always have rock-stops.
- All instruments kept in the orchestra room during the day **MUST** have the student’s name clearly printed on a name badge on the outside of the case.
- Students are to purchase replacement strings immediately following a string breaking. **You are responsible for immediately replacing your own broken string.** Jordan does not provide strings for purchase. Please utilize local string specialty shops (Lisle Violin, Sam’s Strings, and Katy Violin) to replace your string.
- **Violinists and violists must transport their personal instrument to and from school every day.** No exceptions. Daily participation points will be lost for each day an instrument is not taken home. Jordan does is not responsible for any theft or misplaced personal instruments.

INSTRUMENT USAGE FEE & INSURANCE

KATY ISD-OWNED INSTRUMENTS: All students using Katy ISD-owned cellos, basses, and harp must pay a \$80 instrument usage fee (Make check payable to ‘Katy ISD’). This fee is minimal but necessary in order to keep the district’s instruments in proper playing condition for many years to come. Students who do not pay this mandatory instrument fee will NOT be allowed to use school district equipment.

PERSONAL INSTRUMENTS: It is highly recommended that all instruments be covered by the parent’s homeowner’s or renter’s insurance. If coverage of the instrument on the policy proves to be cost prohibitive, there is a specific insurance available for a very reasonable premium.

REPAIRS

Instruments should not be put in repair without first being inspected by the directors. Typically, minor adjustments can be made by the director which may eliminate a trip to the repair shop. The choice of the repair company for school-owned instruments is at the discretion of the director. Please do not attempt to repair the instrument yourself. Realize that neglecting a repair may lead to long term damage and depreciation in the value of your instrument.

String instruments are fragile. Keep your instrument in good repair. Here are some general guidelines for every string musician:

- Carry extra strings in your case.
- Have your bow re-haired at least once a year.
- Use a Dampit when traveling to dry climates.
- Always loosen your bow after playing.
- Keep your instrument in a climate-controlled location.
- If your instrument is “buzzing”, check the following: 1) Is the fine tuner touching the instrument’s belly?; 2) Is the chinrest loose?; 3) Are the finger tapes touching the string?; 4) Is the shoulder rest interfering with sound production?; 4) Is the tailpiece loose?; 5) Are you wearing jewelry that is making the instrument buzz?; 6) Is there an open seam or crack on the instrument?

BEHAVIORAL EXPECTATIONS

Participating in the Jordan orchestra program requires a high level of commitment and dedication from all participants. Jordan orchestra members will follow these guidelines:

- We will think of ourselves as artists and not only as students.
- We will show maturity by always listening to and cooperating with the director the first time that instructions are provided.
- We will demonstrate a desire to learn and become the best musicians and humans possible.
- We will respect the rehearsal and concert process by arriving early to orchestra events with all our necessary music supplies and equipment.
- We will be in our seat with our instrument out, music binder open, with a pencil on music stand, ready to tune when the tardy bell rings.
- We will respect the director and learning environment by not packing-up our instruments and supplies until given permission to do so by the director at the end of class.
- We will honor and show respect for one another by putting others first.
- We will avoid horseplay, gossip, and unnecessary socializing. Inappropriate social media groups regarding the orchestra members and/or directors will not be tolerated.
- We will carry ourselves with pride by showing respect for their school and families that they represent and for one another socially and musically.
- We will arrive to orchestra with spirits calmed and ready to make music. Low energy and apathy are not allowed in orchestra!
- We will think positively and support their fellow orchestra members.
- We will show pride in our beautiful facilities by not bringing food, candy, gum, or beverages into our classroom in order to keep the room and valuable instruments clean and safe.

- We will always listen and respect the directors/conductors, or whomever is on the podium.
- We will show maturity by not using cell phones during rehearsals and/or sectionals.
- We will wear the correct concert attire to performances.
- We will respect the hard work of our fellow musicians and directors by never talking during concerts or using cell phones during concerts.

CONSEQUENCES FOR MISBEHAVIOR

- Receive a verbal warning & immediate loss of daily participation points.
- Talk to parents.
- Send to assistant principal.

ATTENDANCE

Orchestras are considered curricular performing groups, therefore its members are required to attend all rehearsals, after school sectionals/rehearsals, contests, and concerts. Apart from extreme cases (sickness, death in the family, etc.), students will not be excused from school concerts, events, and other performance venues. Students who do not attend a concert but are present during regular school hours on the day of and the day after the concert will receive a failing grade for the concert. Examples of unexcused absences, among other things, include: working a job, college visits, driver's education, birthday parties, lack of transportation, too much homework, studying for an exam in another class, headache, attending a non-school sponsored activity, "forgetting", or try-outs for a non-graded extracurricular activity.

NON-SCHOOL SPONSORED activities, teams, and organizations must not conflict in any way with the practice or performance schedule of the orchestra. Good communication between teacher, student, coach, and/or parents can prevent misunderstandings.

Remember:
*To be early is on time,
To be on time is late,
To be late is unacceptable.*

ABSENCE FORM

Conflicts are a reality in life. To eliminate unnecessary stress on the student, family, and director, students must fill out and return the **Orchestra Absence Form** to Mr. Butz at least two weeks prior to a known conflict. **The Absence Form does not guarantee an excused absence.** Notifying the director of a conflict on the day of a concert and/or scheduled rehearsal is unacceptable and will result in grade penalty.

ABSENCES

Every during- and after-school rehearsal and performance is graded. Promptness is part of the grade as well. Your rehearsal grade will be lowered if you arrive late for rehearsal or concert.

- **Written notices from parents are required for all absences.** Verbal or written excuses from students are not acceptable. **Students must fill out the Absence Form which is available online or in class.**
- Advance notices are required for all prior commitments. A prior commitment is defined as an event already committed to before the orchestra time schedule is announced. **A notice of such a commitment should be sent to the director the next school day after a scheduled rehearsal or concert date is announced.** In the case of an unscheduled or extra rehearsal being called, each student is expected to make every attempt to attend. Conflicts with extra rehearsals are easily resolved with good communication.
- In the case of illness and/or family emergency, the parents should send a written notice or email to the orchestra director as soon as they are aware that such a situation exists. If it is an emergency it may be impossible to get in touch with anyone. In this case, please follow-up with a written note within four days after the fact. This is the only category where absences will be excused the same day, or after the event.
- Religious holidays or conflicts with individual religious beliefs are considered excused if the director is notified in writing by a parent before the scheduled date.
- All absences in the above categories, verified by parent note and Absence Form, will be considered excused.
- **Non-school sponsored activities will not be excused for any reason.**

Please communicate directly with Mr. Butz if there are individual, or unusual circumstances that pose a problem. Unexcused absences and tardiness affect the morale of the entire orchestra.

In order to encourage regular attendance at scheduled events, the following policies will take place.

- Three points will be deducted for every minute that a student is late to a rehearsal or concert.
- Any absence from rehearsal without a note from the parent/guardian as well as the student Absence Form will be considered unexcused, unless prior arrangements have been made with the director.
- Any unexcused absence will result in an immediate last chair placement within the section.
- Two unexcused absences for a series of rehearsals will result in the loss of performance privileges for the next performance event.
- Attendance at all scheduled performances for the year is mandatory – no exceptions.
- Failure to meet the attendance requirements for orchestra can result in a student losing the privilege of traveling with the orchestra on any extracurricular trips. Furthermore, a student may be demoted an orchestra level based on poor attendance record.
- Unexcused tardiness will result in the lowered grade for that rehearsal.

REHEARSALS

REHEARSAL = Learning how your individual part aligns with other orchestral parts.

Each rehearsal will review learned material and introduce new learning. In order to make the most of rehearsal time, it is important that each student be in his/her seat with instrument, music, and pencil by time the tardy bell rings. **Students not seated in their chairs and ready to tune at the tardy bell will be counted as tardy and automatically lose daily participation points.**

Gum, food, or drink is never allowed in the orchestra room.

The use of mobile phones or any other device of electronic communication is not considered acceptable rehearsal etiquette and will result in immediate loss of daily participation points. Cell phones should not be on the stand or on the floor.

Students should focus all their attention on orchestra when rehearsals start. **No outside class material may be used during our orchestra rehearsal time.** When the director works with another section individually, the time may be used to review orchestra materials, play along with shadow bowing, or listen and help critique another section's improvement. Most of the suggestions made to one section of the orchestra apply to all players as well. So, using the opportunity to carefully listen to another section of the orchestra being rehearsed, and applying it to one's own playing, improves the total group.

Talking or displaying poor playing posture will not be tolerated during any rehearsal and will result in the loss of daily participation points.

PRACTICE

PRACTICE = Isolating and reviewing the difficulties in your music outside of rehearsal time.

Jordan orchestra musicians take pride in how great our ensembles sound. Individual practice is essential to productive rehearsals and concerts. It is required that musicians take initiative and ownership in learning their individual part outside of classroom rehearsals. While practice record assignments are not an assigned grade, several playing tests (individual and ensemble assessments) will be regularly administered to keep musicians accountable for learning their individual parts to the best of their ability.

General practice rules:

- Only practice on the days that you eat.*
- Practice until you can't play something wrong.*

SECTIONALS & AFTER-SCHOOL REHEARSALS

Sectionals are rehearsal times for specific groupings of students. Because the group is small, individual help is given to challenges in the music. Sectionals develop student confidence and contribute to better sounding music. Significant progress is made during sectionals. Sectionals are required for students in the performing orchestras. At times, playing tests will occur during sectional times. If a student has an unexcused absence during a playing test during sectional time, he/she will perform the test before the entire orchestra during regular class time. Sectional times/dates are posted on our class website and will be announced at least one week prior to rehearsals. Advanced notice will be given via email and class website when a sectional day/time change is needed.

After-school and evening rehearsals will be a reality for Jordan's every orchestra at some point in the year. Rehearsal calendars will be distributed to students during the year.

Students must fill-out the Absence Form prior to the sectional and/or after school rehearsal that they will miss. In addition, students missing a sectional rehearsal for any reason will be required to bring their director a **45-minute recording of their practice time the next school day** (day after the absence) to replace the missing grade. A make-up sectional recording that is turned in late will result in a "zero" in the gradebook. Students whose absence is unexcused must still record their at-home practice, but will receive a "zero" the gradebook for not honoring their orchestra responsibilities.

PRIVATE LESSONS

All students are highly encouraged to study privately during the school year. Private lessons are essential in taking the steps to become a better and more solid musician. With private study, students receive individual attention that will help him/her with string techniques such as vibrato, shifting, intonation, tone production, and advanced bowings. Plus, private lessons are extremely fun as well since there is time to work on outside solos that can be performed for friends and family! Please contact Mr. Butz for further information regarding private lessons in Katy and the greater Houston area.

Private lessons are offered by the Katy ISD Fine Arts Program to instrumental music students that are interested. These teachers' dedication and service to our orchestra program is exemplary and worthy of your consideration. The Katy ISD private lesson rate is established each year by the district. The lesson fees are to be paid directly to the teacher.

COURSE MATERIALS

1. INSTRUMENT

- Correctly sized
- Good condition
- Wood bow or Coda bow recommended
- Mute
- Rosin

Good quality strings on instrument: *Red Label or generic label strings are not allowed. Higher quality string brands such as Dominant, Pirastro, Evah Pirazzi, Larsen, etc. are preferred.*

2. BINDER

- 1" Black Binder (with pockets)
- Three Ring Pencil Bag (pouch)
- #2 Pencils

3. MUSIC METHOD BOOKS

Camerata	Essential Elements Book 2, (<i>Hal Leonard</i>) Essential Technique for Strings, (<i>Hal Leonard</i>) Habits of a Successful Middle Level String Musician, (<i>GIA Publications</i>)
Philharmonia	Essential Technique for Strings, (<i>Hal Leonard</i>) Habits of a Successful Middle Level String Musician, (<i>GIA Publications</i>) Essential Elements Advanced Technique for Strings, (<i>Hal Leonard</i>)
Lyrica	Essential Technique for Strings, (<i>Hal Leonard</i>) Essential Elements Advanced Technique for Strings, (<i>Hal Leonard</i>) Habits of Successful String Musician, (<i>GIA Publications</i>)
Sinfonia	Essential Elements Advanced Technique for Strings, (<i>Hal Leonard</i>) Habits of Successful String Musician, (<i>GIA Publications</i>)

4. TUNER & CLIP

Korg TM-60 with tuning clip, other models must be approved by Mr. Butz.

5. TonalEnergy TUNER APP

App download available on Android and iOS devices.

6. SHOULDER REST FOR VIOLINS and VIOLAS

7. COMBINATION PADLOCK FOR VIOLINS and VIOLAS

Violin and viola students must provide their own combination padlock in order to secure their instrument in the orchestra lockers while at school.

8. A SOFT CLEANING CLOTH

Cleaning cloth to wipe off rosin dust and human sweat on instrument.

9. MUSIC STAND

Collapsible wire or Manhasset-style music stand used for practicing at home.

10. ROCK STOP (for cello and bass only)

Cellos should use straps for their endpins. Basses should use Xeros endpin strap or "donut" model.

11. CONCERT DRESS

See Concert Dress section.

12. JORDAN ORCHESTRA T-SHIRT

Informal Concert Performances

UNIFORM

Please adhere to these concert dress guidelines. The **informal uniform** must be supplied by the student. Katy ISD covers the purchase of the **formal uniform**; however, students must supply their own shoes and undergarments. A district cleaning maintenance fee is charged once per academic year for the formal uniform. All new Jordan orchestra students must purchase a **garment bag** from the district.

Please do not wear black athletic shoes, boots, or sandals/flip-flops. Please do not wear jewelry.

Students who do not wear the appropriate concert attire will receive one letter-grade reduction on their performance grade (Ex: 100% (A) would be lowered to an 85% (B)).

INFORMAL UNIFORM
<ul style="list-style-type: none"> • Jordan Orchestra T-shirt • Blue jeans (no holes) • Tennis shoes • No jewelry

WOMEN'S FORMAL UNIFORM	MEN'S FORMAL UNIFORM
<ul style="list-style-type: none"> • Black formal dress • Black hose • Black dress shoes (closed toe, conservative heel) • No jewelry • No scrunchies, bracelets, watches 	<ul style="list-style-type: none"> • Black dress shoes • Black dress socks • Black tuxedo • White tuxedo shirt • Black cummerbund & bow tie • No jewelry • No bracelets, watches

COURSE ACTIVITY FEE

Jordan musicians are required to pay a yearly \$150 orchestra course activity fee which helps defray the costs of formal and informal uniform, garment bag, uniform cleaning fee, bus transportation, guest clinicians, music supplies, and concert recordings. This fee benefits the string education for all orchestra students. Students will pay this course activity fee in the Katy ISD 'PayNGo' system.

FUNDRAISERS

All musicians benefit from the funds received from fundraisers. Therefore, every Jordan musician is required to participate in at least one orchestra fundraiser per year. Fundraisers help the orchestra program secure funds for music purchase, music supplies, clinicians, and travel. All musicians benefit from the funds received from fundraisers.

CONTESTS

Jordan musicians are highly encouraged to participate in several local and area contests. All contest situations challenge students to prepare to the best of their musical ability. Contests are a wonderful way to work towards a long-term goal and receive additional guidance from music clinicians and adjudicators.

The UIL Solo & Ensemble Contest (which occurs in February) allows students to perform solos and/or in ensembles and receive comments from a judge. Those who perform well may advance to state competition. State UIL Solo Contest is held in May.

The UIL (University Interscholastic League) Concert & Sight Reading Evaluation occurs in the latter part of the year. Additional after-school rehearsals may be required to fully prepare for this important event.

ALL-REGION & ALL-STATE

Students may audition for the All-Region Honor Orchestra which is made up of select high school musicians. Top players from area high schools rehearse and work with special guest conductors before the concert. This is an extreme honor and privilege for students who participate in this orchestra! Jordan Sinfonia and Lyrica orchestra students are encouraged to learn the audition material as well as take the audition in October.

The most successful All-State musicians typically take and win the All-Region auditions. Participation in the All-Region and All-State audition is not a graded activity. At no point should All-Region and All-State activities outweigh a musician's responsibility in preparing for and/or attending Jordan rehearsals and concerts. Furthermore, chair rank in honor orchestra ensembles never determines Jordan orchestra placement.

STUDENT RESPONSIBILITIES

Participating in the Jordan orchestras is an exciting and rewarding experience! Student loyalty and cooperation in orchestra are essential to having a successful and fun orchestra year. Student obligations and responsibilities include:

- Honoring commitments by paying attention to important dates and deadlines.
- Attending all rehearsals and concerts. Being early is the same as being on time.
- Doing his/her best always by coming to rehearsals and concerts with a mind focused on learning and making music.
- Being in his/her seat at the start of rehearsal (when the tardy bell rings) with music, pencil, and instrument ready.
- **Practicing every day.** This requires instruments to be taken home after school daily.
- Taking proper care of the instrument by wiping off rosin and loosening the bow after playing.

- Being courteous and supportive of fellow musicians by offering praise and uplifting comments or being silent rather than criticizing another's mistakes.
- Representing the school and community proudly with their best behavior when on field trips or at contests.
- Taking pride in our beautiful facilities by not bringing food, gum, or drink into the orchestra room.
- **Keep your fingernails trimmed short** so that you can perform with correct technique.
- Communicating all conflicts in advance with the director, **not** on the day of the conflict.

PARENT RESPONSIBILITIES

The involvement of orchestra parents is crucial to the success of the orchestral program. These suggestions to parents will help the orchestra program to grow!

- Attend every concert to see your child's progress.
- Parent involvement strongly correlates with the level of your child's musical success.
- Help your child find a quiet space in the house where he/she can practice every day for an uninterrupted period (typically 30-120 minutes a day).
- Help your child find the appropriate concert dress for performances.
- Help your child arrive on time to all orchestra concerts and events.
- Encourage your child with daily at-home practice.
- Volunteer and assist with orchestra activities throughout the year.
- Help your child care for his/her instrument. Strings may need replacement; a bow may need to be re-haired; etc. Quality instruments make string playing more enjoyable!
- Take time to read this handbook and any orchestra newsletters with your students noting all events.
- Create a personal calendar along with your child that will help anticipate future events and avoid schedule problems.
- Regularly check our class website (www.jordanorchestra.org) and Remind alerts for announcements and updates.

ACADEMIC ELIGIBILITY

A student shall be suspended from participation in all extra-curricular activities sponsored/sanctioned by the school district during the six-weeks period following a grade reporting period in which the student received a grade lower than 70% in any class on their report card. This ineligibility begins seven days after the end of the six-week period. Events affected by this state law include Solo and Ensemble Contest, Region/All-State orchestra, and any field trip performance where admission is charged. Ineligible students are required to participate in on-campus concerts where no admission is charged.

An ineligible student may regain eligibility seven days after the grading period ends or after the three-week evaluation period if all classes are passing with a grade of 70% or higher.

LETTER AWARDS

Katy ISD policy states that in order for a student to earn a letter jacket, the student must earn a minimum of 15 points in one activity (orchestra). A student may earn only one jacket in high school, but may earn additional letters in additional areas of activity in subsequent years. This award will be a patch designed to denote the year and activity of the award. Jackets orders are taken twice a year. The requirements for earning a letter jacket can be found on our orchestra website.

TRAVEL

Traveling is a reality for Jordan orchestra musicians. Each student must maintain a standard of citizenship to be eligible to travel with the orchestra. A student that has received a suspension at any point during the year will not be allowed to travel and will not receive a refund for any payments made. Also, a student must remain academically eligible to travel on any trip off campus (as stated in 'Academic Eligibility' section above). Students who become ineligible will not receive a refund for any trip payments made.

SOCIAL MEDIA

Jordan Orchestra has a presence on various social media platforms including Facebook, Instagram, and Twitter. We use these formats to share interesting information that helps build community and keep families informed. We encourage parents, extended families, friends, and community members to interact with us on these platforms. **We ask families to please refrain from posting concert recordings on social media sites so as not to violate any potential music copyright stipulations.**

MONTHLY MUSIC NOTES

Jordan Orchestra's Monthly Music Notes serves as formal electronic communication between Mr. Butz and students/parents. It is the expectation that students and parents take time to carefully read this monthly communication so that everyone is "in-the-know" about upcoming concerts and special events in our orchestra program.

LATE WORK GRADING POLICY

Other & Minor Grades	Major Grades
1 Day Late = 0 Points	1 Day Late = -20 Points
	2 Days Late = -40 Points
	3 Days Late = 0 Points

GRADING

The Katy ISD prescribed grading scale will be followed.

A	90-100	Excellent
B	80-89	Above average
C	70-79	Average
F	Below 70	Failure to meet acceptable standards

The orchestra grade is weighted and based on the following activities.

Activity	Weighted Percent	Description
Major Grade	50%	<p><u>Playing Tests</u>: Performs a passage or technical skill for the teacher demonstrating skill and improvement.</p> <p><u>Written Tests</u>: Major written exams covering music theory, ear training, and music history assignments.</p> <p><u>Performances</u>: Participating in each concert and contest during the school year; Arrives on-time at "concert call time"; Stays for the entire concert; Wears appropriate concert attire; Appropriate behavior.</p> <p>Each concert penalty will lower the student's grade by one letter. For example: talking will lower the grade from 100% (A) to 89% (B). If another problem arises with the same student such as cell phone use, his/her grade will then be lowered to 79% (C). Students with severe discipline problems, even after receiving verbal warnings, will receive a zero, attend a parent/student/director/administrator conference, and will be required to sit with their parent at all future school concerts as well as assist with the tear-down of concert equipment for the remainder of the academic school year.</p> <p>Three-points will be deducted from the concert grade for every minute that a student is late to warm-up. For example: if the call-time is 6:30 p.m., and the student arrives at 6:40 p.m., the highest concert grade that the student can earn is an 70% (70/100 points).</p>
Minor Grade	35%	<p><u>Written Materials</u>: Completes daily worksheets, written quizzes covering music theory, ear training, and music history assignments.</p> <p><u>Sectionals/After-school Rehearsals</u>: Three-points will be deducted from the concert grade for every minute that a student is late to a sectional or after-school rehearsal.</p>
Other Grade	15%	<p><u>Participation</u>: 100 participation points are possible each week (20 points per day). Points will be earned by the following: Fingernails are trimmed short; On-time to rehearsals and concerts; Seated with pencil, music, and instrument at the tardy bell; No gum, food, drink; No cell phone use; Alert and on-task during class; Taking instrument and music binder home daily; Respectful and polite to others; Attends scheduled after-school sectionals, rehearsals, and concerts. Any infraction automatically results in the loss of all daily points.</p>

EXTRA CREDIT

Extra credit is awarded to students who attend classical orchestra, choir, or band concerts throughout the year. Students must turn-in a concert program to receive extra credit. Mr. Butz has the final say on whether the concert is appropriate for extra credit. For example, attending a Coldplay concert is not appropriate for class credit. However, attending the Houston Symphony, Houston Grand Opera, or Rice University Shepherd School Symphony concerts are appropriate examples of events acceptable for receiving additional class credit. **Extra credit does not serve as a replacement grade for any missed assignments.**

CHARMS

Please follow these simple steps in order to gain access to the Jordan Orchestra Charms page:

- Log on to www.charmsoffice.com from any computer with an Internet connection
- Locate the **“Parent/Student/Member Login”** section on the web page
- Our **“username”** is: JordanHighOrchestra
- Your **“password”** is your **Katy ISD ID number**. Everything is case sensitive.
- You will then be re-directed to **create a new password**. Everything is case sensitive.
- Upon entering, you may view your financial records, forms, email, and student information
- **Update Student Information Form:** Please update address, email, and phone numbers to help Mr. Butz communicate with you more easily.
- **Please insert a semi-colon between more than one email address. Please make sure you have at least one parent email address entered.**

Changes can be made at any point in the future in the event your information changes.

REMIND TEXT ALERTS

We highly encourage all students and parents to join Remind! This is a text alert system that allows fast communication and important reminders for students and families. Your phone number is hidden when using this service. Standard text message rates do apply.

DIRECTIONS:

1) Text this number: 81010

2) Find your class below and enter the code as your message.

CAMERATA

Class code: *@jhcamerata*

PHILHARMONIA

Class code: *@jhphil*

LYRICA

Class code: *@jhlyrica*

SINFONIA

Class code: *@jhsinfonia*

EXAMPLE:

If you are in the Jordan Philharmonia, you will text the message '@jhphil' to the number '81010'. You will receive a confirmation response that you have successfully joined Mr. Butz's class.

ONLINE & VIRTUAL LEARNING PROTOCOL

During the COVID-19 pandemic, our district will utilize online Zoom learning. It is vital that we all do our best to remember the following procedures and online etiquette when participating in virtual learning situations:

- 1) Please use your first and last name as your screen name.
- 2) Please consider using a Zoom background.
- 3) Arrive to your Zoom class meetings on time. Log-in at least two minutes prior to start time.
- 4) Do not take screen shots and post/share them on public social media sites.
- 5) Always mute your sound unless given permission by director.
- 6) Make sure that your instrument and body is angled towards and visible in the entire screen.
- 7) Concentrate only on the Zoom class—do not do other classwork when class is in session.
- 8) Respond only with school appropriate language.
- 9) Use the response icons and dialogue box appropriately.
- 10) Value your time with your leaders and fellow classmates.
- 11) Email Mr. Butz immediately should you experience any technology problems that are preventing you from participation in the Zoom classroom.