

GRIFFIN MIDDLE SCHOOL



6th, 7th, 8th Grade

ORCHESTRA HANDBOOK 2019-2020

Selinda Proctor, Director

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Ian Connolly, Assistant Director

Ian.Connolly@Cobbk12.org

WELCOME BACK!

Dear Students and Parents,

My name is Selinda Proctor and I would like to welcome you to the Griffin Middle School Orchestra. This is my seventh year here in Cobb County, but I am not new to the teaching profession. I am a graduate of Georgia State University and VanderCook College of Music. I previously taught orchestra in Fulton County Schools for several years and have been an active member of Georgia Music Educators Association, the National Association for Music Education as well as the American String Teachers Association. I have also performed with several community orchestras, been a judge for Orchestra Solo and Ensemble, All State Orchestra, taught private lessons and orchestra clinician.

Our Assistant Orchestra Director, Ian Connolly will also be returning this year. Ian is a recent graduate of the University of Georgia. This is his second year teaching in Cobb, but he grew up and went to school in Cobb County. He is a member of the Georgia Music Educators Association and the National Association for Music Education. Ian has been performing in music groups around Atlanta and Athens for the past few years. Ian is excited to return here at Griffin Middle School and looking forward to working with everyone!

This year students will have the opportunity to perform at least two concerts on campus for winter and spring along with off campus performances. The concert calendar that is attached to this handbook has concert dates and times listed. Any changes to concert dates will be sent home to students. I look forward to working with all the parents and students this year. Communication is very important, please be sure to clearly print your name, email and phone number on the parent-student information form so that I know the best way to contact you. Parent make sure you subscribe to our blog for important information and updates <http://griffinmsorchestra.weebly.com/>. Parents if you have any concerns feel free to contact me via e-mail at Selinda.Proctor@Cobbk12.org or call 678-842-6917 ext. 1304.

Musically,
Selinda Proctor

Class Materials

Method Books *Purchase the book with your instrument name!*

6th & 7th Grade – Essential Elements for Strings Book 1 (Orange & Tan)

8th Grade – Essential Elements for Strings Book 2 (Purple & Tan)

Other Supplies

Violins and Violas

- Instrument, Case & Bow (In good condition. Use a school instrument or rent/purchase your own)
- Black 2 pocket plastic folder
- Music Accessories- Rosin (dark or light), Shoulder Rest (Muco, Kun or Everest), Soft cloth or old t-shirt (*To clean instrument*) and Spare set of strings
- Folding Music Stand *for at home practice*
- Concert Attire (*see below*)

Cellos and Basses

- Instrument, Case & Bow (In good condition. Use a school instrument or rent/purchase your own)
- Black 2 pocket plastic folder
- Music Accessories- Rosin (dark or light), Rock stop (only if you rent/purchase your own instrument) and Soft cloth or old t-shirt (*To clean instrument*)
- Folding Music Stand *for at home practice*
- Concert Attire (*see below*)

Concert Attire

6th, 7th & 8th grade- Orchestra Polo Shirt (*Form will be sent home at a later date*)

Boys: Black slacks, black belt, black socks, black dress shoes

Girls: Black slacks, black stockings, black dress shoes

No sandals, flip-flops, open-toed shoes, sneakers (in any color), or black jeans. For boys and girls- jewelry should be small and neat, NO large earrings, bracelets, necklaces, or chains. No long fingernails or false nails. Fingernails must be kept at a short length to play correctly.

Orchestra concerts are formal events and students should look their best at each performance. Uniform issues should be addressed long before the concert dates. Students who arrive for a concert without acceptable clothing will not be allowed to perform. If you have a problem obtaining the appropriate clothes, please contact the teacher immediately so we can work together to resolve this matter.

Expectations

Every effort is made to teach students more than just the vocational skills they will need to work. In orchestra, students are expected to learn and demonstrate a strong work ethic, professional and respectful conduct, and good communication skills that are required in every workplace. In class and especially in the community, students are expected to:

- Show up early to events
- Prepared with the materials and attitude they need to perform their best
- With a respectful, responsible, and positive demeanor toward themselves, each other, and their teachers, parents, and community members

Rules

1. Be on time to class and early to every rehearsal and performance.
2. Bring the materials you need—your instrument, music and a pencil—and not the ones you don't: cell phones, work for another class, food/drink, or other distractions.
3. Follow instructions the first time they are given, and mark your music without being asked.
4. Speak or play your instrument only when you've been instructed to do so.
5. Put your name, class and grade level on your instrument case and store it in the proper place (lockers for violins and violas; cellos and basses on instrument rack)

Consequences

- 1st offense---verbal or visual warning
- 2nd offense--- removal from rehearsal and parent contact
- 3rd offense---citation
- 4th offense---pod isolation/silent lunch
- Extreme offenses---written referral to administrator

INSTRUMENT STORAGE

- Lockers are provided for violins and violas. Cellos and basses will have an area of the classroom designated for their instruments. Students who use personal instruments will be assigned a locker and a combination lock.
- **LOCKERS ARE FOR INSTRUMENTS ONLY!!!**
- Students are not to switch lockers or locks at any time.
- Students are to keep up with their locker combinations. The director will not take up class time to lookup combinations.
- All instruments must be clearly labeled with student's name, grade level, and class period.
- Students are not to uncase or play their instruments at the bus stop or on any other school grounds!
- Please keep a record of the instrument serial number at home. For your convenience, we will keep a record of that information at school as well.
- Students assigned to school-owned instruments are not to leave personal items in the cases. Please store these items in your bookbag or school locker.
- Personal instruments and school instruments must be stored in the proper place. Students will lose participation points if they fail to put away materials. Each student is responsible for putting away his/her own instrument.
- Students with personal instruments are responsible for keeping their lockers locked at all times to avoid loss or theft.
- Students must keep their instrument locker neat and organized at all times.

Concert Attendance

Students are expected to attend all performances unless the director has approved an acceptable excuse *2 weeks prior to the performance*. Each student is important to the overall success of a performance. Concert attendance is REQUIRED. Accepted excuses are personal illness or family emergency. The teacher MUST be notified in writing from the parent no later than 2 days after the concert date. If a performance is missed, the student will be required to schedule a time to perform the concert music for the director. Students may also be assigned written work in addition to or in place of a student missing a concert. Students may miss no more than one concert during the school year.

Our performances are intended to showcase the orchestra students' hard work and are designed to teach stage and audience etiquette. Therefore, students are expected to behave in a courteous and professional manner before, during and after the performance. Students should arrive before the concert with all materials for concert, in appropriate concert dress and be prepared to stay for the entire concert.

BEFORE AND AFTER SCHOOL ACTIVITIES

Practice is very important to the success of students in the orchestra. It is highly encouraged that the students attend Morning Orchestra sessions in order to become successful on their instrument. During this time students can receive more individual attention from the teacher. Students can practice alone or with other classmates. After school opportunities are also available upon student request from the teacher.

Morning Orchestra will be Monday through Friday from 8:00 a.m. to 8:50 a.m. and is open to all 6th, 7th and 8th grade students. Students can use this time to practice alone or with other students and/or seek help from the teacher. Morning Orchestra is only cancelled in the event of faculty/parent meetings or teacher trainings. Students will be notified in advance of any changes in the schedule and they are posted on the orchestra room door.

Sectionals: Throughout the year students in 6th, 7th and 8th grade will have before and after school sectionals, as well as during the school day. Sectionals are used to help sections of the orchestra prepare for orchestra festival, all state auditions, solo and ensemble, clinics and other workshops throughout the year. Working in smaller groups by instrument allows the teacher to isolate and resolve problems related to their specific instrument. All students are expected to attend scheduled sectionals. The orchestra weekly calendar in the classroom will list when these occur.

*****PARENTS AND STUDENTS: Please be aware that if any student is a behavior problem in any before or after school activity, he/she will no longer be allowed to participate. Extra-curricular activities are activities for which the orchestra director is giving up their time. This should be a fun and educational experience for everyone involved.**

Griffin Middle School Orchestra Course Syllabus

Instructor: Ms. Selinda Proctor Selinda.Proctor@Cobbk12.org 678-842-6917 ext. 1304

Course Description: This performance-based class focuses on basic instrumental skill development and music reading. The goal of this class is to teach students the proper way to hold and play a string instrument. Students can elect to play their instrument of choice (violin, viola, cello, or bass) with the orchestra director's approval and recommendation. Participation in concert performances outside of regular class hours is required. Students may leave the program only at term changes. Students are given opportunities to perform and participate in musical concerts, competitions, ensembles, chamber groups and workshops in school and outside of school. Participating in the orchestra requires students to stay for before or after school rehearsals and evening performances. Each student in the orchestra is expected to practice at home and participate in class in order to be prepared for performances throughout the school year. Students are expected to demonstrate appropriate conduct in class and outside of class as students are representing Griffin Middle School and the Orchestra.

Georgia Performance Standards for Music

(1) Creating: MSBO.CR.1 Impvise, compose, and arrange music within specified guidelines. (2) Performing: MSBO.PR.1 Perform a varied repertoire of music on instruments, alone and with others. (3) Performing: MSBO.PR.2 Read and Notate music. (4) Responding: MSBO.RE.1 Listen to, analyze, and describe music. (5) Responding: MSBO.RE.2 Evaluate music and music performances. (6) Connecting: MSBO.CN.1 Demonstrate an understanding of the relationships between music, the other arts, and disciplines outside the arts. (7) Connecting: MSBO.CN.2 Understand music in relation to history and culture.

All of the above standards will be provided year long for the 2019-20 school year. Special attention will be given to fundamentals during the first semester.

General Course Objectives

6th Grade

(1) Students will learn the fundamentals of playing their particular instrument. (2) Students will learn to read and play rhythmic and pitch notation on the music staff. (3) Students will develop the technique necessary to properly play the instrument. (4) The student will be introduced to the experience of being a member of a performing ensemble. The ensemble will perform a minimum of two concerts this year. The music for each concert becomes gradually more challenging as the students progress on their instrument.

7th Grade

(1) Students will continue to improve their individual skill on the instrument through exercises in tone, technique, articulation, and musical reading skills. (2) The class operates as a full time performing ensemble. Concerts are planned throughout the year for students to demonstrate the skills they have mastered. (3) Students learn to interpret written musical symbols in order to perform on a more expressive and musical level. (4) Students expand their musical vocabulary to include rhythm, melody, tone, color, texture, dynamics and harmony. Students discover the role of each element in forming a musical composition. Students demonstrate these elements in their own ensemble performances.

8th Grade

1. Students will continue to improve their individual skill on the instrument. The goal is not only to prepare to be a member of the high school orchestra, but for music to become a lifelong hobby. (2) The class performs as an ensemble more frequently than in 7th grade. Each performance continues to be more expressive and musical as students strengthen their knowledge of the elements of musical composition. (3) Students will perform more advanced literature from a variety of historical periods.

GRADING PROCEDURES

FOR 6TH, 7TH, and 8TH GRADE ORCHESTRA:

Formative Assessments 70%

- Classwork/HW/Practice Logs
- Participation/Rehearsal Techniques

Summative Assessments 30%

- Quick Checks/Quizzes/Pass-offs
- Tests/Projects/Labs/Essays/Concerts

PARTICIPATION/REHEARSAL TECHNIQUE It is imperative that each orchestra student learns how to function properly in a rehearsal situation. The participation portion of a student's grade will be determined by the student's ability to:

1. Be in the proper place with all materials at the proper time each day.
2. Have his/her instrument in proper playing condition at all times.
3. Follow all rules and rehearsal procedures.
4. Actively participates in rehearsal and/or class activities.
5. Set a good example for other members of the ensemble.

If the students' instrument is not in class daily the participation grade is impacted. If a student's instrument is in the shop for repairs, or if the student cannot play due to illness or injury, a written excuse from a parent will enable the student to earn their participation points for those days.

CLASSWORK-HOMEWORK/PRACTICE LOGS Students must practice on a regular basis. There is no excuse for students not to be able to practice as morning orchestra takes place Monday through Friday before school from 8:00 am to 8:50 am and after school rehearsal time can be arranged if necessary on a day and time determined by the student and teacher.

PASS-OFFS Students will pass off selected lines of music in their orchestra method books and selected pieces of sheet music by playing them perfectly for the director. Students will be given the opportunity to pass off music during orchestra class. Extra pass off times will be offered during morning orchestra.

PLAYING TESTS Students will perform lines from sheet music or exercises in method books assigned for a grade.

CONCERTS The students will have a minimum of 1 summative assessment grade per nine weeks. These summative assessments may be performed on an instrument or written. Orchestra concerts are also counted as summative assessment grades.

GRADING: All grades will be based on a total versus possible point. Final grades will be numeric. The grading scale is as follows:

- A = 90 and above
- B = 80 – 89
- C = 74 – 79
- D = 70 – 73
- F = 69 and below

GRADE RECOVERY- Grade recovery will be permitted on summative assessments only. The purpose of grade recovery is to give the student an additional opportunity to show that he/she has mastered the standards of the course. The following rules will apply for this process.

- To be eligible to take the retest, students must complete a process of remediation, including but not limited to Saturday School, before and/or after-school tutoring, test analysis, or on-line remediation. The method of remediation will be determined by your teachers.
- Only one retest is permitted per summative assessment.
- The retest will not be the same as the original.

Late Work Policy- For every day an assignment is late, teachers **may** deduct a total of 5 points per day, up to 5 days that an assignment is late. If after the fifth day the assignment still has not been turned in, the student will receive a zero until they make up the work. Students with zeros may be required to attend Saturday School for grade recovery, or before and/or after-school tutoring. Students have until 10 business days to turn in work after the end of a grading period.

MAKE-UP WORK FOR ABSENCES: Students who are absent when an assignment is made will be given the same number of days to complete the make-up work as they were absent, not counting the day of return. Make-up of graded work will be as scheduled with the teacher. Students have until five (5) days prior to the end of the grading period to turn in missing work. Assignments made or announced prior to a student's absence, including tests/quizzes, that are due on the day of the student's return will be due at that time. (Quizzes and tests will be taken with class.) Homework and any other make up work will be accepted according to school policy. Students are responsible for requesting and following through on make-up work, not the teacher!!!

CONDUCT

Griffin Middle School is on a school-wide discipline plan. The orchestra class is included in the plan and the same policies and procedures apply. We encourage you to review the discipline plan in your child's agenda and refer to it as necessary during the school year.

TEACER BLOGS- Content-specific blogs will be updated weekly at a minimum. Please check team blogs for missing assignments, interactive activities you can do at home, classwork, and any other materials your teachers deem necessary to ensure your mastery of the content standards. These blogs are an added benefit for you, the student, to ensure you are receiving every tool possible to help you succeed. If you are absent, please check your content-specific team blogs first for the work you missed. Please use your content-specific blogs regularly.

Student – Parent Information Sheet

By signing below, I affirm that:

- I have read and understand the policies stated in the Orchestra Handbook & Syllabus and will agree to comply with these policies, procedures, and expectations.
- I understand that my child will potentially be photographed as a result of participation in the orchestra program. Pictures and/or quotes may be used in our band newsletters, web page, yearbook, slide show presentations or other school-appropriate publications.
- I agree to sign up for the Remind 101 and Orchestra Blog in order to receive communications about rehearsals, concerts and events.
- I have this year's orchestra calendar and am responsible for attendance at all required events.

Student Name (Print)

Date

Parent/Guardian Signature

Date

Parent/Guardian Name (Print)

Date

Home Address: _____

City and Zip Code: _____

Telephone Number: _____

Parent E-mail (print clearly): _____

Emergency Contact Name and Relationship: _____

Emergency Contact Number: _____

How would you like for me to primarily contact you? (CHECK ONE OR MULTIPLE)

Home: _____ Cell: _____ Work: _____ Email: _____

Language: English _____ Spanish _____ Other (please list) _____

I would like to help with the following (check at least one)

- Classroom Volunteer (organize music/uniforms/fundraiser)
- Photography/Videography of concerts
- Chaperone for Field Trips
- Donate Tissues
- Donate Hand Sanitizer

Should you have any questions please contact, Mrs. Proctor at Selinda.Proctor@Cobbk12.org or Mr. Connolly at Ian.Connolly@CobbK12.org or call 678-842-6917 ext. 1304.

6th GRADE ORCHESTRA EVENTS 2019-20

Aug. 5th -9th	6th grade Recruitment
Aug. 8th	6th grade Music Department Parent Night 6:30 pm -7:30 pm
Aug. 29th	Deadline for Instruments and Music Materials
Sept. 4th	Music Department Fundraiser Kickoff
Sept. 14th	KSU String Day @ Kennesaw State University (only for those signed up)
Sept. 18th - 20th	Fundraiser Collection Forms & Money
Oct. 16th	Fundraiser Delivery Day
Dec. 18th	6th Grade Orchestra Demonstration Concert & Chamber Orch Cafeteria, 6-1 @ 6:30 pm, 6-2 @ 7:30 pm
Jan. 17th	Orchestra Fundraiser Kickoff!
Jan. 31st	Orchestra Fundraiser Collection for Forms & Money
Apr. 2nd	6th grade Orchestra String Jamboree @ Campbell MS
May 1st	6th, 7th, 8th grade instrument Collection
May 4th	6th, 7th, 8th Final Instrument Turn in and Locker Clean Out

7th GRADE ORCHESTRA EVENTS 2019-20

Aug. 29th	Deadline for Instruments and Music Materials
Sept. 4th	Music Department Fundraiser Kickoff
Sept. 18th - 20th	Fundraiser Collection Forms & Money
Sept. 13th	7th gr Music Dept. Ice Cream Social 4:30 pm to 6:00 pm
Sept. 14th	KSU String Day @ Kennesaw State University (only for those signed up)
Oct. 19th	All State Orchestra Auditions @ Pope HS (only for those signed up)
Oct. 16th	Fundraiser Delivery Day
Oct. 12th	Orchestra Solo & Ensemble @ Simpson MS (only for those signed up)
Oct. 22nd	7th grade Orchestra Fall Concert Cafeteria, 7-1 @ 6:30 pm, 7-2 @ 7:30 pm
Dec. 12th	7th grade Orchestra Winter Concert, Cafeteria 7-1 @ 6:30 pm, 7-2 @ 7:30 pm
Jan. 11th	All State Orchestra 2nd Round Auditions
Jan. 17th	Orchestra Fundraiser Kickoff!
Jan. 30th	7th Orchestra Pre LGPE @ 7:00 pm, Campbell HS
Jan. 31st	Orchestra Fundraiser Collection for Forms & Money
Feb. 8th	MS Honor Orchestra Auditions @ Palmer MS
Feb. 10-12th	7th and 8th gr Orchestra LGPE @ Walton HS, Time TBA
Feb. 28 - Mar. 2	All State Band/Orchestra @ UGA (Finalists Only)
Mar. 27-28	MSHO Rehearsal and Concert at Sprayberry HS
Apr. 30th	7th grade Spring Concert, GMS Cafeteria @ 7:00 pm
May 1st	6th, 7th, 8th grade instrument Collection
May 8-9th	8th grade Orchestra/Band/Chorus Spring Trip
May 4th	6th, 7th, 8th Final Instrument Turn in and Locker Clean Out

8th GRADE ORCHESTRA EVENTS 2019-20

Aug. 16th	8th grade Music Dept. Ice Cream Social @ 4:30 pm – 6:00 pm
Aug. 29th	Deadline for Instruments and Music Materials
Sept. 4th	Music Department Fundraiser Kickoff
Sept. 14th	KSU String Day @ Kennesaw State University (only for those signed up)
Sept. 18th – 20th	Fundraiser Collection Forms & Money
Oct. 12th	Orchestra Solo & Ensemble @ Simpson MS (only for those signed up)
Oct. 16th	Fundraiser Delivery Day
Oct. 19th	All State Orchestra Auditions @ Pope HS (only for those signed up)
Oct. 24th	8th grade Orchestra Fall Concert, Cafeteria, 7-1 @ 7:00 pm
Nov. 7th	8th gr KSU Orchestra Invitational- Off Campus Performance
Nov. 11th	8th gr Orchestra/Band/Chorus Veteran's Day Concert @ 7:00 pm
Jan. 11th	All State Orchestra 2nd Round Auditions
Jan. 17th	Orchestra Fundraiser Kickoff!
Jan. 22nd	8th Orchestra Pre LGPE @ 7:00 pm GMS Cafeteria
Jan. 31st	Orchestra Fundraiser Collection for Forms & Money
Feb. 8th	MS Honor Orchestra Auditions @ Palmer MS
Feb. 10-12th	7th and 8th gr Orchestra LGPE @ Walton HS, Time TBA
Feb. 28th - Mar. 2nd	All State Band/Orchestra @ UGA (Finalists Only)
Mar. 27th -28th	MSHO Rehearsal and Concert at Sprayberry HS
Apr. 29th	8th grade Orchestra Spring Concert & Chamber Orchestra Cafeteria, @ 6:30 pm
May 1st	6th, 7th, 8th grade instrument Collection
May 8-9th	8th grade Orchestra/Band/Chorus Spring Trip
May 4th	6th, 7th, 8th Final Instrument Turn in and Locker Clean Out