

Lennard High School
Concert Orchestra
Informational Packet and
Member Handbook

Greetings Longhorns!

First of all, congratulations on making the decision to be a part of the LHS Orchestra. Here at Lennard, we provide a variety of musical opportunities from Orchestra, Band, and Chorus, including keyboarding and guitar!. These ensembles provide students with an unforgettable experience that will inevitably develop them into confident, dedicated, and committed young people. It is without a doubt that the benefits of participating in this program will follow you long after you graduate.

With this being my second year here at Lennard, I am already so excited for all that we will get to accomplish this school year. From preparing concerts to making great music together, I am confident that this year will be one to remember. There will be times where the going gets rough, but with great teamwork, even greater things will come!

Please keep this handbook to help you refer to its contents every now and then. It is intended to be a useful source of information and to help answer questions as they arise. Communication is dire to the success of our program, so feel free to contact me with any questions, comments, or concerns.

Again, this is going to be a great year as we get yet another opportunity to make memories with one another. I look forward to working with each and everyone of you!

Musically,

Ms. Coral Navarre

Director of Instrumental Studies

Earl J Lennard High School

Orchestra Expectations and Basic Principles

Respect Yourself

Here in the LHS Band program, we take great pride in what we learn and accomplish each and every day. This includes taking the time to prepare appropriately for each rehearsal and performance. By respecting yourself, you are able to improve and become a better member each and every day.

Respect Your Facilities

As a member of the LHS Band program, you are given access to many facilities and materials on our campus as well as others. We will always treat our instruments with the utmost of care and leave any space cleaner than how we have found it. By respecting our facilities, we as a team will operate smoothly.

Respect Your Peers

The previous two rules go hand-in-hand towards respecting your peers. As a band program, we are constantly working alongside one another to put together a well-presented product. As a member of the LHS Band program, you will respect your peers by showing up to rehearsals punctually and prepared, as well as treating others as you wish to be treated. By respecting your peers, everyone will be able to work close together as a team.

As a Member of the LHS Orchestra, I...

- Am an integral part of the program
- Hold a valuable place in the ensemble that I am in.
- Am responsible for my behavior and the results of that behavior
- Will push through any challenge, big or small.
- Will put forth my 110% effort every day.
- Will show up prepared for all rehearsals.
- Will strive for musical excellence through individual and group performance and commitment.
- Will develop character, leadership, and professionalism through the maintenance of high moral standards, discipline, and teamwork.

Attendance & Grading Policy

ATTENDANCE at all rehearsals, performances, etc. is REQUIRED. Orchestra is a Co-Curricular subject in Hillsborough County - this is very different from an extra-curricular subject. Attendance at all orchestra functions will be an enormous part of each student's grade. This packet exists and is distributed very early on to allow for ample planning time. Parents, if you plan to schedule an out of town vacation or doctor's appointment, please check the calendar as to not schedule these during a rehearsal or performance. It is important to notify Ms. Navarre at the beginning of the year of any vacations or appointments.

Grade Breakdown and Point Values

The majority of students' grades are participation based. If a student is in attendance and actively engaged, they will receive full credit. Students who are not actively engaged and/or are tardy/leave early will receive half credit. This includes participation during normal class time. Attendance is recorded every event by student leaders and the director.

Students' grades are broken down by the following:

Performances and Concerts	500 points each
Rehearsals	300 points each
Weekly Class Participation	100 points per week

Reminder: all information contained in this packet is subject to change at the discretion of the director.

Excusal Policy

We understand that life happens and things can get in the way. The **PARENT** must notify Ms. Navarre as far **IN ADVANCE** as possible if a student is to miss a rehearsal or performance by:

- E-mailing Ms. Navarre with the date and reason for absence(and/or message in Canvas)
- Submitting an Absence Form on the Band & Orchestra Website. www.lennardmusic.com

Music Performance Assessment(MPA) Performance, Winter/Spring Concerts

These performances are the equivalent to a class's End of Year Exam. You should treat this as one of the most important events for the band, alongside the concerts. It is expected that you can perform. If you cannot attend these events, a formal email must be sent **to the director as soon as the concern arises**. Additionally, a typed letter, signed by your parent/guardian, is to be submitted. If no notice is sent, then the student's grade will be directly affected.

An Absence will fall under (1) of (3) categories:

1. **PERMITTED**: Advance must be given at least 10 school days in advance

Applicable reasons: LHS-Sanctioned activity(Field trip, sports, etc)

Student will not lose points for the activity/event

Note: A permitted absence may not be granted for a day in which the band gives a public performance.

2. **EXCUSED**: Reasons: Family emergency or illness.

Ms. Navarre must receive notification within 2 days of returning to school.

Student loses points for the activity/event; make-up is allowed

3. **UNEXCUSED**: Reasons: Any absence, which is not permitted or excused.

Student loses points for the activity/event; no make-up is allowed.

Things that are NOT excusable and will count against a student's grade include but are not limited to:

- Work
- Tutoring/Studying
- Family get-togethers, dinners, birthday parties, and other events
- A friend visiting from out of town

Consequences for Absences

1. 1st Unexcused Absence: Loss of points from that rehearsal and call home to parents
2. 2nd Unexcused Absence: Loss of points from that rehearsal, call home to parents, and a video submission on the material that was rehearsed.
3. 3rd Unexcused Absence: Same as 2nd absence and scheduled time to practice/clean the Orchestra room.

Please understand that rehearsals and performances are the same as exams in other classes. Since there is no way to “make up” these events, **missing a rehearsal or performance is equivalent to not taking an exam and receiving a zero as a grade.** However, **ANY** rehearsal or performance missed for an **acceptable** reason must be made up by completing an assignment approved by Ms. Navarre. **FAILURE TO MAKE UP AN ABSENCE WILL RESULT IN LOWERING OF THE BAND GRADE.**

Tardy Policy

TARDINESS will not be tolerated. Tardies cause delays in time schedules and are discourteous and irritating to your fellow instrumental members who have to wait for you. All tardies are unexcused unless excused by valid reasons or a written pass. The procedure for tardies is the same as that for absences

1. EXCUSED - Student does not lose points.
2. UNEXCUSED - Student loses $\frac{1}{3}$ of points for the activity/event; no makeups.

UNACCEPTABLE EXCUSES

Excuse	Solution
“Had to work”	Make arrangements with your employer early
“Couldn’t get a ride”	Be proactive. Communicate with your family and Section Leader.
“Didn’t know about it”	Be responsible. You have been given advance notice.
“Parents leaving town”	Be responsible. Clear your schedule in advance.

“Parents made me stay home to work/study/babysit”	Attendance is required! This is a co-curricular graded class. Be proactive and communicate.
“Had an appointment”	Be proactive. Do not schedule appointments during a band event.
“I’m grounded”	Be responsible. This is a co-curricular class and attendance is a part of your grade.

FAILURE TO MAKE UP AN ABSENCE WILL RESULT IN LOWERING THE GRADE

Students are NOT to pick and choose the band events in which they participate. If the band/guard rehearses or performs, **everyone** is to be there **every time!** Conflicts with other activities (i.e. sports practice or other school related activities) are to be resolved as far in advance as possible, NOT the day of the event.

Rain does not cancel a rehearsal or performance. In the case of inclement weather, always report to the band room unless otherwise stated.

Performance takes precedence over practice concerning another school activity(i.e. Concert on the same day of a sports practice; soccer game on the same day as band rehearsal).

Academic Eligibility/Commitment to program

In order to participate in band activities, a band student must maintain a cumulative GPA of 2.0 or higher. A student must be in attendance at school at least a ½ day on the day of, or the last day before a performance. A student must attend the last rehearsal before a performance in order to be eligible to perform. Ineligible students are to attend band rehearsals and take rehearsal notes, or do alternate work, as approved by the Director. They are to attend performances, sit in the stands, and help with equipment. They may not participate in performances.

Progress Monitoring

One of the greatest morals that is learned in band is that of holding high standards, both in and out of music. Students are expected to be on top of their academics and always try their best in the classroom. Once each semester, students are to fill out a progress report that lists their current grades in each class, signed by the respective teacher. If a student’s grade were to fall below a “D” in a class, they are then put on Academic Probation. While on Academic Probation, a student will not be allowed to participate in after-school rehearsals until their grade is to improve. Once their grade reaches the appropriate level, they can resume participation in rehearsal.

Discipline Policy

Here in the LHS Band Program, we take great pride in how we conduct ourselves in and out of the classroom. It is widely known that our members demonstrate great behavior in other classes, as we are constantly setting an example for our program. Skipping is STRICTLY prohibited in the program. Be on time and be present.

If a student were to receive ANY disciplinary measure from the school administration, the appropriate action will be as follows:

- Referral/Detention/ISS: Student is expected to attend rehearsals, but is not allowed to participate. Length of probation is determined on length of discipline. Ex: 1-day ISS = 1 rehearsal out.
 - For each rehearsal, the student must type a 500-word summary about what was learned at that rehearsal.
- Off Campus Suspension(OSS): If a student were to receive OSS, they are not allowed to attend after-school rehearsals/activities for the length of their suspension. This includes Football games, MPA's, and concerts. Make-up work will be discussed on a case-by-case basis.

If there are any concerns about the above reasons, or a potential absence for a reason not listed above, it will be communicated with the director on a case-by-case basis.

School-Owned Instruments

All Students that are using a School-Owned instrument must sign a contract for each instrument that is used. Additionally, a one-time rental fee is required. This contract makes everyone aware that the student and parent(s) are responsible for the instrument for the school year; this includes any damage or theft that may occur. Students are responsible for keeping these instruments in proper playing condition and to purchase all necessary accessories for the instrument's proper maintenance. **This year's instrument rental fee is \$42.80.** All payments from instrument rental go directly toward needs such as instrument repair and the purchasing of additional materials(i.e. Reeds, mouthpieces, etc).

Orchestra Dues

All students are responsible for annual orchestra dues that go towards the general expenses of the program. Dues can either be paid in full, or paid over the pre-set payment plan. If you require a specialized payment plan, please speak with Ms. Navarre ASAP.

This year's Orchestra Dues : \$60

What are our dues used for?

- Music
- Banquet
- Instrument repair
- Festival Registrations
- Clinicians
- Banquet
- Festival Registrations
- Etc

You can submit dues payments by either cash or check.

Please make checks out to:

LHS Music Booster Association

Required Materials

Depending on what section or class you are in, you will need a different set of materials to best fit your learning experience. These are your responsibility to obtain, as each item is specific to each student. These materials are **required** of all members:

- 1 inch binder(any color)
- Instrument(please refer to school instrument rentals for more info)
- Tuner app or physical tuner
- Pencils pencils pencils!

Optional Fees

The following list are fees that are only applicable to students that wish to audition for honor ensembles. A more detailed description of each event is located towards the end of the handbook.

Optional Fees	Amount	Due By	Notes
All-State Audition	\$15.00	TBA	Only students auditioning for All-State Band
All-County Audition	\$5.00	TBA	Only students auditioning for All-County Band
District Solo/Ensemble	\$5.00 per event	TBA	\$5 per event entered for Solo and Ensemble (4 events maximum)
State Solo & Ensemble	\$15.00 per event	TBA	\$15 per event entered for Solo & Ensemble (4 events maximum)

Assessments

Throughout the year, students will be actively graded on attendance and performance. In addition, each District performance and concert will count as a portion towards each semester exam, as shown below:

Winter Concert	Performance portion of Semester I
Spring Concert	Performance portion of Semester II

The performance portion of the exam counts towards 75% of a student's semester exam grade.

Written Exam

The written portion of the semester exam will make up 25% of the total exam grade.

Fundraisers

The quality of instruments and student education are heavily relied on the fundraisers that are held throughout the year. Portions of the fundraiser profits may be directed towards membership dues and end of year field trips. Though not required, all students are expected to participate in fundraisers. **Participation in fundraisers is strongly recommended!**

Concert Uniforms

Like you see in many concert bands and other professional ensembles, we will wear what is called “concert black”. This allows us to look uniform on the stage, and so that the audience can focus on listening to the music.

Acceptable Tops

- Black, Long-Sleeved formal Dress Shirts
- Black formal blouse(Short or long-sleeve)
 - If short sleeve, must cover shoulders completely
 - Can wear a black cardigan to properly cover shoulders

Unacceptable Tops

- Non-black formal shirts
- Tank tops
- Crop tops

Acceptable Bottoms

- Black Tuxedo pants
- Black Dress pants
- Black dress belt
- Long-Black Skirts(floor-length)

Unacceptable Bottoms

- Black shorts
- Multi-colored pants
- Leggings
- Dresses that do not reach the knee

If a member wears an outfit that is deemed too short (i.e. does not reach the knee), they will be required to borrow concert attire from the band uniform closet. No exceptions!

Shoes

- All black, closed-toed, formal shoes are the only acceptable shoe for concert black. You are more than welcome to reuse your Dinkles from the marching season.
- If you choose to wear heels, they must not exceed a height of 3 inches.

Grooming/Makeup

- Hair is to be kept in a neat, and professional manner. Concerts are a formal occasion!
- Makeup is allowed!
 - Winds cannot wear lipstick, for obvious reasons.
- Facial hair is to be neatly kept and groomed.

All-in-all, this is to be formal and professional attire. If you would not wear it to your grandma's house, you should probably wear something else.

Concerts and Other Performances

Winter Concert	December 7th (12/7)
Concert Orchestra MPA	February 22nd- February 24th (2/22-2/24)
Spring Concert	April 24th (4/24)

Awards Policies

Awards are earned on the basis of participation and outstanding performance. Various awards categories are chosen both by the band director and/or voted on by the students. Awards are presented at the end- of-year Band Banquet. To be eligible to receive an award, the following criteria must be met:

1. A student must have been actively participating in the marching, concert, or color guard activities of the band for the entire school year and must be a current member of the band in good standing at the time of the award presentation.
2. A student must have at least a “B” average in band.
3. Students who do not meet this requirement may receive only a certificate of participation.
4. Any student who drops band or is dismissed from band for any reason will NOT be eligible for any band award.
5. Any student who has not cleared their individual band account by returning checked-out items or who has not paid fees owed for lost, damaged, or purchased items will have their awards held until the records are cleared.

Service Awards

- **Varsity Letter/1st Year Bar & Band/Color Guard Pin** - will be presented to each first-year student who has been in band for a minimum of two semesters.
- **2nd Bar**—will be presented to each second-year student who has been in band for a minimum of two semesters AND is currently enrolled to participate in their third year.
- **3rd Year Bar**—will be presented to each third-year student who has been in band for a minimum of six semesters.
- **4th Year Bar**—will be presented to each fourth-year student who has been in band for a minimum of eight semesters.
- **Senior Award**—will be presented to each graduating senior on behalf of the band program.
- **Highest Section GPA Award**—will be presented to each member of the section with the highest average GPA.
- **Activity Awards**—Bronze, silver and gold medals are awarded for going above and

beyond.

- **Most Outstanding Classmen**—Students that achieve gold level activity awards will be represented on a plaque displayed in the classroom.
- **The John Philip Sousa Award**—recognizes superior musicianship and outstanding dedication of a graduating senior and is the highest high school band award in the nation.
- **Band and Guard Notables**—These superlative awards are voted on by the student body.
- **Additional Awards**—may be presented at the discretion of the band director(s) to recognize deserving students.

Activity Awards

- **Bronze Activity Award**- will be presented to each wind or percussion student who has earned a minimum of 15 activity points during the course of one year (12 points for 9th graders).
- **Silver Activity Award**- will be presented to each wind or percussion student who has earned a minimum of 20 activity points during the course of the year (16 points for 9th graders).
- **Gold Activity Award**- will be presented to each wind or percussion student who has earned a minimum of 25 points during the course of the year (20 points for 9th graders).

Activity Point List

Numbers in () parenthesis indicate point total for receiving a Superior rating in the activity.

Points Activity

- 2 - Orchestra member both semesters
- 1- Orchestra Leadership
- (4)- Each entry at District Solo/Ensemble
- 1 (2) - Participation at District Concert Orchestra MPA
- 3 (4) - Each entry at State Solo/Ensemble
- 1 - Audition for and Made All-County Honor Orchestra
- 1 - Audition for All-State Orchestra
- 4 - All-State Orchestra Participant (audition-only ensemble)
- 1 - Switch over to another instrument at director's request
- 3 - Straight A's in Orchestra Q1, Q2, and Q3
- 1 (2) - Play off 12 Major Scales (Online video submission - bonus for Memory)
- 2 - Private lessons (minimum 1/2-year w/ letter from teacher)
- 1 (4) - Raising the goal amounts on selected fundraisers (TBA)
- 2 - Each enrollment in a summer music camp

Special Projects:

- a. 1- Five 100-word summaries of articles from the Instrumentalist or School Musician Magazine (typed and uploaded to Canvas in Assignments as one document). Must also include copy of article
- b. 1- 500-word essay on how band has impacted your life in a positive way. Must be well-written with correct spelling, grammar and of course genuine. 12 pt, Times New Roman font. Upload to Canvas in Assignments
- c. 1- Band service project as approved by Director

Additional Performance Opportunities

Solo and Ensemble

Solo and Ensemble is an opportunity for individual growth and development in music. Students prepare a solo on their instrument. There are piano accompaniments that go along with these solos. Students are responsible for learning their solo and can be practiced with Smart Music or Youtube at home. The accompaniment will follow you. This will give you an advantage over practicing without the piano part. For the actual performance at solo and ensemble, students can choose to play with a live accompanist or the Smart Music computer. There may be a small fee for the piano accompaniment for which students will be responsible.

Students perform for a judge from the Florida Bandmasters Association, who will give the student feedback. Students can also participate in ensembles, where they play with other students in a small group. The types of groups vary, and have all different numbers and mixes of instruments. Students may participate in up to **FOUR** events at solo and ensemble. Students are responsible for the entry fee/accompanist payments.

If a student receives a rating of a “Superior” at district on a grade 5 piece of literature or higher, they may opt to participate in state-level solo and ensemble. This is typically held around spring break each year. College professors serve as the judges, and student expectations are much more rigorous. Performing at state solo and ensemble is quite an honor, and students should be thoroughly prepared when facing an expert on their instrument. Students must be well prepared for this event. The Director reserves the right to deny unprepared students from participating. Doing well at District and State solo and ensemble can be used to set you apart in college and job applications.

You must select a piece of music from the FBA Solo & Ensemble Music List. These pieces are divided by Grade Level (Ability Levels 1-7). Please see Ms. Navarre if you have a question of which Grade Level you should play. This music list will be posted on Canvas.

All-County Honor Band

The Hillsborough County All-County Band is a great individual honor for students, as well as for the Band Program here at Alonso.

Students complete a live audition for judges behind a screen. Selected students then attend rehearsals in January for the All-County Honor Band, and perform a concert. Experienced artists from other parts of the state and country are flown in to work with our students for three days. The director reserves the right to deny unprepared students from participating in the audition process. Students can be pulled from the All-County experience by the director at any time based on rule/behavioral infractions as explained in previous sections of this handbook. Students are responsible for the entry fee.

All-State Orchestra

The All-State Orchestra is the highest honor in the Florida Orchestra Association.

This is a VERY prestigious group, and takes great amounts of practice, preparation, and discipline to be selected. Students must have their auditions recorded at a live site. Music requirements are posted on the Florida Orchestra Association website and given out by the Orchestra Director at the end of the school year for the following year.

Students selected participate in rehearsals at the annual Florida Music Educators' Association annual convention, here in Tampa. Prestigious conductors are flown in from around the globe to work with students for four days.

Students selected are responsible for transportation to and from the convention center, convention, registration fees, and must have a chaperone with them. Directors are required to be at the convention, and will check in on students in rehearsals periodically. The Director reserves the right to deny unprepared students from auditioning. Students who make the orchestra but do not attend rehearsals/performances as expected will be denied the opportunity to audition in the future, audition for leadership, and be given a grade deduction.

Travel Policies

The LHS Longhorn Band band travels frequently during the year, in county, and out-of-county. Trip fees pay the cost of transportation and lodging. In the event of an overnight trip, a detailed itinerary will be distributed to all students and parents. All Hillsborough County, Lennard High School, and Longhorn Band policies are in effect for the duration of the trip. We will be representing ourselves, the Longhorn Band, Lennard High School, the city of Ruskin, Hillsborough County, and the State of Florida whenever we travel; we will all do our best to maintain the highest of standards.

In the case that parents wish to take their student home from an event, a release form **MUST** be signed and returned to Ms. Navarre by the designated date. Failure to turn in a signed form will require your student to travel home with the band.

Not all events will allow for students to travel home separately from the band. An announcement will be made by Ms. Navarre on whether or not sign-outs are allowed prior to the week of the event.

Cuttime

The LHS Band will be using a parent/student information system called CutTime. This system is for current band/colorguard students and their parents. A more detailed explanation can be found in Canvas.

How to Access Parent/Student Information In CutTime:

1. Open invite email from info@cuttime.net (if you did not receive an invite, check junk/spam first)
2. Click on “Get Started with CutTime” then create a username and password
3. Click on “Ok, Let’s Go”

Review all data already entered and correct if needed. Please use an email address you check often. Online payments for your student’s account will be available shortly.

Student Contract and Acknowledgement of Understanding

_____ I will represent myself, the Orchestra Program, and Lennard High School with pride and will always act in a respectful, courteous, and appropriate manner, no matter the circumstances, and that failure to act in an appropriate manner and/or not meeting the behavior expectations set by Ms. Navarre or any member of the program staff is cause for immediate dismissal from the Orchestra Program with no refunds given.

_____ I understand that I must commit to attend 100% of all rehearsals, performances, concerts, and any other events that may be scheduled, and that failure to attend an Orchestra Program event will have a negative effect on my grade which could impede me from participating in future performances, which would have further effects on my grade.

_____ I understand there are financial obligations for being a member of the Orchestra Program and that failure to pay these fees in a timely manner could mean my possible suspension or termination as a member of the Orchestra Program with no refunds given.

_____ I accept responsibility for any instrument, equipment, and other items entrusted to me by the Orchestra Program and understand I may be held liable for any damages and related costs for repair or replacement.

_____ I understand that the Orchestra Program, and its Director, program staff, and Booster Board; Lennard High School; and Hillsborough County Public Schools are not responsible for lost, stolen, or damaged property left in the band room, rehearsal and performance areas, or anywhere else the Orchestra Program visits.

We have read the Lennard High School Orchestra Handbook and we understand the procedures, expectations and consequences defined within it. We have set aside all dates listed on the calendar, and we understand that two weeks' notice constitutes fair warning for additions to this calendar. We understand that these procedures and guidelines will be handled at the director's discretion and that the director has the final approval in all situations.

Please return this signature sheet to the director stating that you have read and understand all procedures set forth in this handbook. Please remember to check the website: www.lennardmusic.com for any updates and all pertinent up to date information.

Date: _____

Student Signature

Printed Student Name

Email (printed clearly)

Parent/Guardian Signature

Email (printed clearly)

**Please return this document to Ms. Navarre no later than
Wednesday, August 16th. This will serve as your first grade of this
school year.**