

# Boardman High School Orchestra



## Description of Policies and Procedures

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## A Handbook for Orchestra Members and their Families.

It is the *right* and *responsibility* of  
every orchestra member to be familiar  
with this document

Twelfth Edition

**Rev. 2011**

### **Mission Statement of the Boardman Schools**

The Boardman School System in partnership with its shareholders, the community, is dedicated to providing an opportunity for a quality education which meets the needs of all students within a safe and caring, learning environment. The partnership is further dedicated to nurturing personal development and to graduating into society responsible, contributing citizens that are prepared to adapt and grow in an ever-changing world. Through sound fiscal management and effective resource utilization, we will continue to strive for educational excellence.

### **Mission Statement of the Boardman Orchestra**

The Boardman Orchestra program strives to expose students to the great musical works of history's great composers, and the intricacies, joys, and lessons of commitment, garnered from the day to day study of performing on a musical instrument. We also endeavor to teach the social fundamentals of participating in a group function with a common goal.

*“In Orchestra, We Learn to Play Music on Our Instruments”*

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# Orchestra Department Guidelines

## THE CODE OF THE ORCHESTRA..

The Orchestra is a voluntary, co-operative musical organization that can be no better than the actions of any of its members. The Staff pledges to students and parents alike, 100% of our best effort at all times. NO LESS will be acceptable from members of our groups either.

No one wants to be part of a group that does not accomplish its goals, or that does not strive for, and produce excellence. Our aim as a staff is to provide a “healthy” Orchestra program which students and their families can work hard for, and be proud of.

Regulations are set up and maintained out of fairness to all members of the organization. Students who do not follow regulations and directions hurt the efficiency of the group, thereby diminishing our chances of success.

Orchestra members are to adhere to our code, as outlined in this document, of “Respect, Responsibility and Thoroughness.”

## ENSEMBLES

- *Symphony Orchestra* - A select ensemble dedicated to the study of full symphonic music, including a full wind and percussion section.
- *Classical Orchestra* - An ensemble dedicated to the study of symphonic music to help prepare musicians for more advanced study and to develop future leaders.
- *Chamber Orchestra* - A select ensemble dedicated to the study of advanced literature for strings, sometimes requiring a few wind & percussion players.
- *Theater Orchestra* - An ensemble dedicated to the preparation and performance of music for the stage in conjunction with the Boardman Drama Guild and Vocal Music Department.
- *Project Mayhem* - An ensemble dedicated as an alternative string ensemble to classical ensembles. Group plays in the rock music idiom with instruction in all areas of show work.
- *Ensembles* - (Solo & Ensemble Contests) - Small select ensembles dedicated to the study of Chamber Music and small ensemble performance.

### **ENSEMBLE PREREQUISITES:**

- *Symphony Orchestra*: 1. Audition. 2. Private Music Lessons on Orchestral Instrument. 3. Appointment by Staff.
- *Chamber Orchestra*: 1. Member of Symphony Orchestra.  
2. Audition. 3. Private Lessons. 4. Staff Appointment.
- *Theater Orchestra*: 1. Member of BHS Band or Orchestra.  
2. Appointment by Staff.
- *Classical Orchestra*: 1. All Freshmen except those placed in Symphony Orch. 2. Audition results. 3. Appointment by Staff.
- *Project Mayhem*: 1. Membership in Symphony Orchestra.  
2. Audition. 3. Appointment by staff. 4. Membership in Chamber Orchestra recommended.
- *Ensembles*: 1. Member of Orchestra Department. 2. Appointment by Staff.

### **RESPECT...**

*PEOPLE* Yourself, Staff, Chaperones, Peers, Officers, Managers/ Librarians, Section Leaders.

- Help your peers when they need support. Whining and picking on one another is NOT healthy for ANY group, especially a musical one. No "Put-Downs".
- Disrespect for adult and/or student workers is not permitted. All adults are to be obeyed without hesitation or complaints.
- If you feel that you have been unfairly treated, by a fellow student or an adult, it is your duty to report this to a staff member as soon as possible.

*BUILDING* Rehearsal & practice rooms, Equipment, Boardman Performing Arts Center.

A variety of items are not permitted in our department. Tens of thousands of dollars have been spent adding carpeting and sound-proofing to our rehearsal rooms and purchasing chairs and music stands. Millions of dollars have been spent on our new Performing Arts Center. It is our intention to keep this material in good shape for as long as possible. If you see an item on a shelf, on the floor, or in an instrument locker that belongs in the trash, please pick it up and throw it out. Over 400 students use our department every day. It takes everyone's effort to keep the department clean.

**INSTRUMENTS** Musical Instruments are Personal Property.

1. Whether you use your own instrument, or one is bonded to you by the department, you are personally responsible for it. Take care of it by keeping it clean, away from potentially damaging situations, packed and properly stored. Instruments in lockers are to be placed in with care. Take care that instrument will not fall or be broken by careless placement in case or locker. YOU are responsible for how your instrument is packed in it's locker or case.
2. Our department policy is KEEP YOUR INSTRUMENT IN YOUR HANDS OF IN IT'S CASE. Never leave it laying around where it can be knocked down or damaged.
3. NEVER touch anyone else's instrument or case. If you forget your instrument, do not take someone else's without written permission from the student's parents/guardians. Present the letter of permission to the appropriate ensemble director BEFORE the start of class or performance. Any unauthorized use of another student's instrument will be considered theft. Names are to be clearly marked on each case.
4. All privately owned instruments, cases and accessories should be insured against damage, theft, or loss, through the individual family's homeowners insurance. Boardman Orchestras, Boardman Schools and the Boardman Band and Orchestra Parents' Association Inc. assume no liability for damage, theft or loss of a privately owned instrument, case or accessory while in use at, or transport to, Boardman Orchestra events and/or during the school day.

**MUSIC** Maintain your folder in good condition.

1. Students are responsible for keeping their music folder up to date and available at every rehearsal.
2. If you need extra parts or have any problem with folders and music, you must see an orchestra librarian.
3. There will be a financial obligation for lost or damaged music or folder.

**ADULTS** Band and Orchestra Parents Association -

3. The Boardman Band & Orchestra Association (BBOP) provides many services for students that our staff is unable to. They make student's participation in Band/Orchestra easier and more enjoyable. All BBOP members are parent volunteers who give of

their time **in addition** to taking care of their families and meeting employment responsibilities.

4. Disrespect shown to these volunteers, or any other adult who is providing you a service, by any student or adult in any way will not be tolerated.

### **RESPONSIBILITY ...**

Members of the Boardman Orchestra and their families have certain responsibilities in order to belong to the Orchestra Program. **One of the first responsibilities is to read this booklet and be familiar with it.** Other responsibilities are...

#### **FOR THE INSTRUMENT:**

1. Students and their families are responsible for the securing and maintaining a musical instrument. Some instruments are provided by the school system for a nominal charge.
2. Instruments are to be in good working condition for all rehearsals and performances of the Boardman Orchestra.
3. It is the responsibility of the family to provide for repair of a broken instrument in a timely fashion and/or the securing of a "loaner" instrument to be used while repairs are underway.

#### **School Owned Instruments:**

1. Families are responsible for routine maintenance such as reeds, oil, strings, rosin, etc.
2. It is the responsibility of the student and the family to notify the orchestra staff when a **school-owned instrument** is in need of repair as soon as possible. The staff then will assume responsibility for the instrument. Students are responsible for notifying staff if an instrument at school is malfunctioning or in need of repair. Repair forms are available for this function.
3. Repair for damage that is part of the normal wear-and-tear of such instrument, as determined by the staff, will not be charged to the family. Damage that is due to carelessness or disregard of instructions will be charged to the individual family. See section on "Care of Instruments" for further information.
4. Rental for school owned instruments will be \$60.00 annually, due by the end of the first semester. It is assumed that the instrument will be used at school and at home. Students who use a school owned instrument at school, but have their own personal instrument at home, will owe \$30.00 annually, also due at the end of the first semester. All rental checks must be made out to

- “Boardman Schools”. This is a school board fee, and failure to pay will result in the withholding of student’s report card.
5. It is always the ultimate responsibility of the student to know the whereabouts and condition of his/her instrument whether it is a school-owned or privately-owned instrument. The student is always responsible to see that their instrument is well protected and safely transported when moved during an orchestra trip. ***It is the responsibility of the family to make sure the instrument is clearly marked with the name of the student.*** This information should be highly and easily visible. Flimsy name-tags are NOT a good idea as they can be easily removed from case by a potential thief.
  6. Families are also responsible for specific equipment for specific instruments. All percussionists need their own sticks, all cello and bass players need rock stops or cello boards, brass players need valve oil, etc. Woodwinds need extra reeds, key oil, extra pads, etc.

**FOR THE REHEARSAL/PERFORMANCE CALENDAR:**

There are NO UNIMPORTANT people in our ensembles. We depend on each and every student to be at all scheduled events. Students and families need to be familiar with the time requirements of all Orchestra members. These will include:  
Daily rehearsals during school.

1. Symphony Orchestra has once-a-week sectionals after school (3:10 to 4:10 pm.).
2. Evening dress rehearsals before a concert (usually 5:30 - 9:30).
3. Concert and Contest dates.
4. Trip dates. (See policy section on "Attendance Policy" for information on resolving conflicts.)
5. All students are to be on time for all events. Times posted for rehearsals, concerts, trips, and all itinerary times given to students are to be followed exactly.
6. Students and their families are responsible for arranging transportation to all scheduled events unless otherwise noted.
7. The staff tries to work closely with school and community groups to avoid conflicts to allow students participation in a variety of activities and employment. We strive to compromise with the leaders of other groups and businesses for the direct benefit of the student. Again, we need ample notification to work things out and a spirit of cooperation from all parties involved.

**FOR THE ORCHESTRA UNIFORM:** All students need to have a complete uniform before the concert season starts. These uniforms represent a major investment of money from the Boardman Band and Orchestra Parents' Assn.

1. The student and the family are responsible for keeping the uniform in a clean, presentable condition. Hanging up the uniform properly and brushing it off after each performance will keep it cleaner for a longer time.
  - A. Families should keep record of the uniform part serial numbers.
  - B. Although it may need cleaned throughout the year, uniforms need not be dry-cleaned before they are turned in at the end of the year.
  - C. Parents are responsible to see that students are neat and presentable when they leave for a performance. This includes accessories as well. All students need black shoes and socks (hose).
  - D. Problems concerning uniform fit or lost/missing parts are to be directed to the Orchestra Uniform Chairperson.
  - E. Uniform and Uniform bag should always be kept issued hanger. Especially when we travel as other uniforms can slip off and fall from racks in transit. The Orchestra, managers & staff cannot be liable for damage to the individual uniform due to failure of families to follow this procedure.
2. The uniform is to be worn correctly and entirely at each performance as designated by the staff. Uniform is to be on from the scheduled starting time of the event until its scheduled ending. Only Orchestra Managers, while actively performing their duties, are exempt from this rule. Correct uniform includes: jacket, pants/jumper, tux shirt, tie, black shoes and socks (or hose), and cummerbund for men, worn with shirt tucked in and medals on the left chest area.

**FOR THE FACILITY:** Rehearsal rooms, practice rooms, staff offices, libraries, Performing Arts stage areas, hotel rooms (when we travel), busses and any other areas associated with our group are to be kept clean and neat. Our building represents a multi-million-dollar investment by the tax-payers. We will choose to care for that investment.

1. The following items are prohibited from the music wing or the Performing Arts Center because they defeat our maintenance policy:
  - 1 - Chewing Gum,
  - 2 - Beverages (Not even Water on the BPAC Stage).

- 3 - Candy of any kind
  - 4 - Food of any type
  - 5 - No leaning on music stands or using them as a desk or bed.
2. Other additional items that require special care when used in our department because of our carpeted rehearsal rooms:
    - 1 - Lipstick & Make-up
    - 2 - Violin/Cello/Bass Rosin
    - 3 - Valve/Slide Oil
    - 4 - Vaseline/Other instrument lubricants
  3. Writing or defacing - in any way - on music stands, chairs, lockers, walls, instruments or any other school property, will be considered an act of vandalism and handled through the main office, or if necessary, the Boardman Police Department.
  4. Special care is to be taken with the walls of the two large rehearsal halls. They are covered with a very delicate soundproofing that is easily dented. Do not EVER hit the walls with anything. The BPAC Instrumental Shell is very delicate and expensive. Do not brush against this shell in any way.

### **Eligibility to Travel with the Boardman High School Orchestras...**

The opportunity to travel with the Boardman High School Symphony, Chamber, or Classical Orchestras to compete on the State and National level is a privilege, not an inalienable right. In order to maintain the high standard of performance that has become the reputation of the Boardman Orchestras, all students who participate in competitions must perform at a minimum standard as determined by the orchestra staff.

Travel with the Orchestras to competitions will need each group to have the most dedicated and prepared musicians in our program. All students in each orchestra will need to undergo an audition to determine their eligibility to perform in our “competition” ensembles. Students not meeting this minimum standard will not travel to competitions. All students, however, will perform on all home stage concerts throughout the year.

All families of Orchestra members will be required to fill out and return an “Intent to Travel Form” at the beginning of the school year. This form states that if the student is found to be eligible to travel as a member of the “competition” ensembles, that the family has been advised of the possible dates and expenses involved in this travel, and is willing to assume these responsibilities. Students who are found ineligible to travel, or who elect not to travel, will be given the opportunity to have an alternate musical assignment to prepare as a

means of earning class credit. All students also need to turn in a completed Health Form. Students who fail to return these forms by the due date will be automatically dropped from the competition ensembles.

A minimum standard will be set for each group following the fall audition. This standard will be set by the Orchestra staff each year for each group. Students who perform at or above this standard will be members of our “competition ensemble”. Students who perform below this standard will be members of our “home concert ensembles”. Through the audition process, students may alter their competition ensemble standing one way or another, depending on the needs of the orchestra. Students need to be prepared for each assigned audition. There will be no “challenge” system to attain eligibility. Students who do not complete their audition requirements will automatically be dropped from competition ensembles and will lose audition points towards their nine-weeks grade.

All Orchestra members electing and approved to travel with the group will need to make the initial travel account deposit along with the completed “Intent to Travel” form to be considered a participant in Orchestra Travel throughout the year. This amount will be listed on the “Intent to Travel” form.

### **REVOCATION OF MEMBERSHIP...**

Membership in the Boardman Symphony, Chamber or Project Mayhem Orchestras is a privilege obtained through audition and reputation. Any student who revokes their membership from any of the above groups, for any reason, for any length of time, must reapply, re-audition, and in addition, will be subject to an acceptance review by the Orchestra Staff. Failure to meet any of the above requirements will result in the student being banned from the above groups.

### **REHEARSAL REGULATIONS...**

All of the following regulations will help us maintain a healthy orchestra program which will be a pleasurable experience for all concerned.

1. Regular attendance is required for all rehearsals, performances, sectionals and private lessons.
2. With the exception of illness, or family emergency, there will be no excused absences without the prior consent of the particular group’s director.
3. Instruments, uniforms, music, all equipment and accessories must be kept in the best possible condition. Instrument (in working

condition), all music and necessary accessories are to be brought into all rehearsals BEFORE the rehearsal begins.

4. Members are to conduct themselves at all times in a professional style and attitude that would be a credit to the school as well as the Orchestra.
5. All assigned music and material must be prepared adequately and with the musician in all rehearsals.
6. Rehearsal protocol includes the following:
  - Be seated, in correct attendance order, with instrument and music, ready to play immediately following the 7:50 am bell for Symphony Orchestra, 1:20 pm for Classical Orchestra.
  - Quiet during tuning, announcements, or playing of recordings.
  - Quiet when conductor steps on podium.
  - No eating/drinking, gum/candy, etc.
  - No books or other reading material from other classes on stand or lap.
  - Have a pencil or pen ready at all times.
  - Co-operate with student leaders, student teachers, private teachers or any other auxiliary staff that help us in rehearsals or sectionals.
7. Each Orchestra member is responsible for his/her own folder and music. Folder is to be brought into each and every rehearsal:
  - Put your name on each piece of music.
  - Mark all fingerings and bowings.
  - Put folder in a safe place.
  - Notify specific librarian IN WRITING when you need music.
  - Lost folders or unwarranted damage = Monetary fine

## **STUDENTS WITH INJURIES OR DAMAGED INSTRUMENTS**

All students with physical injuries or broken instruments are afforded the same treatment. Students are not expected to audition and/or play in class until which time their injuries are completely healed (to the satisfaction of parents and physician), or their broken instruments are repaired to their satisfaction. Then it is the responsibility of the student to arrange for a make-up audition within a reasonable amount of time.

Until that time, they are to

1. participate in class and sectionals to their fullest ability

2. keep their music with them in class to mark it when needed
3. remain seated at the end of their section until they can play their audition.

Students who are injured or have a broken instrument are still expected to be in attendance at performance events (concerts / trips / competitions) and follow the same directives other students are held to. They may help out during the event in a non-performing capacity and still receive credit for the event. Students need to make up any missed auditions in a timely manner (*within 2 weeks is recommended*). Students should check with the appropriate staff member for instructions concerning this.

Certainly, these students are not to disrupt others in class or use orchestra class time as a studyhall (students who need to catch up on school work may sometimes do so during orchestra class with permission of the director, and even then are to use a practice room so they are not studying in front of other students). Contact a staff member if you have any further questions.

### **ORCHESTRA DRESS CODE ...**

The following guide is for all activities of the Boardman Orchestra. Students are expected to maintain a dignified style of dress that reflects well on the Boardman Orchestra and the Boardman Schools.

#### **For Concerts, State & National Competitions:**

Full Uniform as outlined in concert or contest instructions.

#### **For Orchestra Picture Day:**

Full Uniform as outlined in concert or contest instructions.

#### **Solo & Ensemble:**

**Ladies:** Dress, dressy pantsuit, skirt or dress pants with blouse or sweater. Dress Shoes.

**Men:** Dress pants with dress shirt and tie, and sport coat or suit. Dress Shoes.

#### **NHS Induction (Chamber):**

**Ladies:** Dress, dressy pantsuit, skirt or dress pants with blouse or sweater. Dress Shoes.

**Men:** Dress pants with dress shirt and tie, and sport coat or suit. Dress Shoes.

#### **Banquet:** The banquet is a formal event.

**Ladies:** Dress, dressy pantsuit, skirt or dress pants with blouse or sweater. Dress Shoes.

**Men:** Dress pants with dress shirt and tie, and sport coat or suit. Dress Shoes.

**Commencement:**

**Ladies:** Dressy khaki pants and a white dress shirt with dress shoes or nice sandals. (Shirt must be entirely white)

**Men:** Dressy khaki pants and a white collared shirt with dress shoes. (Shirt must be entirely white)

*No t-shirts, jeans, shorts, Capri pants, hats of any kind, flip-flops or tennis shoes are to be worn at any of these functions.*

**ATTENDANCE POLICIES...**

**SCHOOL DAY ATTENDANCE:** Students in Symphony Orchestra need to be seated in their assigned seat at the start of each rehearsal for attendance by 7:45 am.

1. Students who are excused from rehearsal for one reason or another by a staff member must personally sign-out on the green form located on the orchestra office door **BEFORE** 7:45 am. All others not in class will be counted as absent from school. **NOTE:** You must be excused by a staff member, and sign that staff member's name on the sign-out sheet.
2. Students in Chamber Orchestra must be seated in regular assigned seats by 2:10 pm. each day.
3. Students in Classical Orchestra must be seated in their regular assigned seats by 1:15 pm. each day.

**AFTER SCHOOL ATTENDANCE:** All students are expected to be at all scheduled performances, sectionals and rehearsals after the end of the school day. If you must miss, or are tardy, please follow the guide below:

**IF TARDY:**

1. Obtain "Orchestra Excuse Request Form".
2. Fill out form correctly and return to office immediately.
3. Give to APPROPRIATE staff member ONLY.

**IF ABSENT:**

1. Obtain "Orchestra Excuse Request Form".
2. Fill out form correctly and return to office immediately. Give to APPROPRIATE staff member ONLY.
3. Forms may be turned in "after the fact" for family emergencies and illness.
4. Forms for any other conflict should be turned in two weeks prior to the conflict.
5. No matter what the circumstances, correct paperwork must be registered. The staff will review each request on a case-by-case basis. The decision of the staff in such matters is final.

#### FOR ALL EXCUSES:

1. Written requests for excusal should be turned in to the appropriate ensemble director TWO WEEKS before the date in question.
2. Include as much detail as possible when completing form.
3. Request form needs proper signatures.
4. Make sure you are giving the excuse to the APPROPRIATE director of that particular group.
5. Because we depend so much on each student, we ask families to TRY and notify us in cases of illness and family emergency ahead of time so we can try to adjust.

#### DISPOSITIONS (standard guide):

1. **Excused absence** = no grade penalty.
2. **Unexcused absence from a rehearsal or sectional with prior warning** = Loss of part or all assigned points.
3. **Unexcused absence from a rehearsal or sectional with no prior warning** = Loss of assigned points.
4. **Unexcused absence from a performance with prior warning** = Loss of part or all assigned points.
5. **Unexcused absence from a performance with no prior warning** = Loss of all assigned points.

**The judgment of the staff is final in all Dispositions. Staff may vary Dispositions in any way according to each situation.**

#### GRADES ...

The director of each ensemble will be responsible for determining the grades for each student. Faculty will determine all aspects of grading to include (but not limited to); scope of grade, items to be graded, assessment tools and their applications, grading scale, etc. The student will be responsible for keeping track of grade progress, and will also be responsible for completing any make up work for missed projects, no matter what the excuse. Policy for missing tests is determined by instructor.

#### CLASS DISCIPLINE POLICY...

The purpose of this policy is to bring to the student's attention that he/she has violated a class policy, and to remind the student to operate within the classroom guidelines. Also, this policy assures that all students operate and are treated in a uniform manner.

The staff reserves the right to take whatever steps are needed to ensure a safe and efficient learning environment in order to produce a high quality musical group.

### **Progressive Discipline Policy:**

1. **Violation:** A violation is an instance of the student, purposely or accidentally, breaking one of the classroom rules or regulations. Infractions are checklisted on the Violation Notice (blue slip).
2. In all cases, student will be served a “Violation Notice” (blue slip) as soon as possible after he/she has violated a class policy.
3. Student may write any explanation or objection he/she has, on the “Comments” line of the Violation Notice. Arguing with the staff member is not permitted, and is grounds for yet another violation.
4. Student must sign form to acknowledge they are aware they have been served a violation. This is not necessarily an admission of guilt. Student is then to turn signed form in to the appropriate staff member immediately.
5. When 4 violations have been incurred, a review with the instructor will take place, and the instructor has one or all of the following options:
  - a. Dismissal (pardon) of certain violations at discretion of instructor.
  - b. Send copies of incurred violations to student’s parents for signature.
  - c. Place student on “probation”.
6. If another violation is issued to a student on “probation”, paperwork will be sent to the Assistant Principal, and school detention will be assigned.
7. If a second violation is issued while student is on probation, student will be temporarily removed from class and/or class activities until a meeting with parents and administrators can be arranged.
8. Students who receive a violation for “no instrument” can have these violations dismissed by producing a note from home, or a receipt from repair shop.
9. It is the ultimate responsibility of the student to keep track of violations, keep parents notified of progress or problems, and to work at having those problems resolved.
10. An instructor may refer a student to an administrator for a violation of the school code of conduct at any time it is deemed necessary. In such cases, the progressive discipline policy would be by-passed.
11. Students who have received violation notices are in danger of being placed on the Boardman Orchestra “Do Not Travel” list. Students who are not able to follow guidelines and rules in the classroom represent a liability when the orchestra travels and the students are away from home. Students on the “DNT” list will have to do make up work to receive points for missed competition travel. No refunds will be issued at any time for any student placed on the “DNT” list.

## **CARE OF INSTRUMENT GUIDE...**

1. Keep the instrument in your hands, or in the case.
2. Write your name on your case in really big letters, even if it is a school)owned instrument. The more visible, the better.
3. Never use anyone else's instrument unless you have written permission from that person's parents/guardian. Give the note to the appropriate director before the start of rehearsal. Any other unauthorized use is considered theft.
4. Take reed/ligature/mouthpiece apart when putting away.
5. Loosen bows after each use before putting away.
6. Tape a 3 x 5 card in your case with your name, address, phone number on it.
7. Take a photo of your instrument in the case for insurance purposes.
8. Carry extra strings/reeds/valve oil/etc. in your case.
9. Never allow string instruments to sit in hot vehicle. The glue will melt.
10. Protect all instruments from severe freezing, or changes in humidity.
11. Do not use force to free mouthpieces, valves, keys, etc. We have machines to do that.
12. Always transport instrument with care.
13. Don't clean, wash or polish your instrument with any old household chemicals. Check with private teacher or orchestra staff first.
14. Make sure your instrument is covered under your homeowner's insurance. Some parts of the instrument (bow, for example), may not be covered and may need a special rider on your policy.
15. DO NOT take a school)owned instrument in for repairs on your own, or try to repair a school musical instrument on your own. We have contracts with certain vendors to provide our repairs. Instruments repaired by non)approved vendors may need more repair work and thusly more expense to the renter. Taking an instrument to a non-approved repair technician may result in the student's family having to take responsibility for the bill.
16. Be careful when placing an instrument in an instrument locker. It is the responsibility of the last student who used the instrument (with shared instruments) to make sure it is put away securely and safely.

## **BOARDMAN HIGH SCHOOL ORCHESTRA** **TRAVEL RULES...**

All aspects of an Orchestra trip will be at the discretion of the Orchestra staff and their decisions regarding trips are considered “policy” of the Boardman Orchestra. All rules and regulation, costs, schedule, disciplinary and travel arrangements (and any other aspects of a trip) are the responsibility of the staff. In addition, the following specific rules apply as well;

The following rules are always in effect when we travel. These rules are the policy of the Boardman Local Schools.

1. The High School Code of Conduct is in effect at all times while on a trip.
2. NO alcoholic beverages are permitted at any time. No smoking, use of smokeless tobacco, or use of unprescribed drugs at any time.
3. No burning of incense, matches, lighters, etc. is permitted.
4. You must be on time to all events. Follow the times in your itinerary. **THERE ARE NO EXCUSES FOR BEING LATE.**
5. No boys are to be in girl’s rooms at any time, no girls are to be in boy’s rooms at any time. No exceptions - No excuses will be appropriate.
6. **A PERSON WHO IS NOT A MEMBER** of our orchestra is never allowed in your room any time! Male or female does not matter. These visitors face arrest if they are over 18, and you will face disciplinary action back at school. **LIKEWISE**, you are not permitted in any room that is not assigned to the Boardman Orchestra at any time.
7. Room captains are responsible for seeing that the rooms are cleaned prior to check-out. Any damage done to the room will be paid for by all room members before we leave. Notify director or chaperone if you find anything **ALREADY BROKEN** in your room upon arrival. Otherwise you will be charged for it.
8. **ROOMS WILL BE CHECKED** at curfew. After curfew, **NO ONE** is allowed to leave their room for **ANY REASON.**
9. There are other guests in the hotel. **NO** running, yelling, slamming doors or any other disturbances. **NO** profanity, excessive noise or horse play and running around in hotel!
10. **ALL** chaperones and adults are to be obeyed without hesitation. Our policy is that you will follow instructions from adults immediately and cheerfully. If you feel you have been treated unfairly, you may contact a director **AFTER** you follow the directions given to you.

11. No one is to leave the hotel to eat unless you are in a group of no less than four people.
12. You are expected to be on best behavior at all times. An orchestra is a DIGNIFIED group. If you are acting undignified, your behavior is unacceptable.
13. Boardman School Board Policy and Ohio Law forbids "hazing" or "harassment". This is defined as any action by an individual or group that causes mental or physical anguish to another. Violators will be subject to severe school punishment, and their families will be liable to civil lawsuit under state law. Even if we are not in Ohio, we are subject to Ohio laws when we travel.
14. Whenever we are at a performance site, or whenever uniforms are called for in the trip itinerary, all students are to be FULL UNIFORM. All parts of the uniform are to be intact and worn correctly. The only exception to this rule is for Managers who are actively engaged in manager duties.
15. The staff reserves the right to take any action necessary to insure the safety of students and the adherence to school rules and regulations, including, but not limited to: Changing itinerary events and times as needed, searching rooms, carry-ons, and personal items if needed, confining students to rooms or sending students home at parents' expense for rules violations ( no refunds will be issued), changing student bus or room assignments if needed.

### **BUS TRAVEL PROTOCOL...**

1. Bus Drivers, Chaperones and Staff are to be obeyed without hesitation when in the confines of a bus. All rules and regulations pertaining to bus use as outlined by the Boardman Board of Education are to be followed, even when using chartered busses.
2. No flash cameras, video or cam-corders are to be used in a moving bus.
3. Only personal stereos or CD/DVD players with headphones are allowed on the bus.
4. There is to be no changing from your assigned bus without the expressed permission of a staff member.
5. Students who are excused from riding the bus for any reason at any time are responsible for notifying their assigned chaperones of the approved change.
6. Students are to stay on the bus anytime it stops until released by their assigned bus chaperones.
  - a. Orchestra managers will usually be released almost immediately to begin their tasks, and should be prepared to move.

7. Movies used on busses so equipped, are to be used only with the approval, and under the supervision, of the bus chaperone. Chaperones will have the final say on the disposition of all movies. Please do not bring portable DVD players.
8. Students should limit themselves to one “bookbag-sized” carry-on when boarding the bus. All other luggage should be stowed on the equipment truck.
9. Students are responsible for the cleanliness and condition of their assigned bus. Students will keep bus clean under the direction of Chaperones or Staff.
10. Students will refrain from eating or drinking on the bus unless they have received special permission to do so. Only unopened (sealed) drink containers are to be brought aboard busses.
11. Students should not bring any items of great value with them on a bus. Bus Drivers, Bus Companies, Boardman Staff and Boardman Schools are not responsible for lost or stolen items

#### **FINANCIAL RESPONSIBILITY...**

- Trips and travel are an important part of our curriculum. Students need performing goals and challenges in order to keep progressing and practicing. Students also learn social skills and group relationships through these travels. These travels cost money.
- Although the staff of the Boardman Orchestra are not trained as accountants, we will do our best to help students and families keep track of money, but it is ultimately the job of parents and students to keep track of funds needed for orchestra. Trip payments, instrument rental, and other monetary needs are kept on record by the Orchestra Treasurer and the Department Chair or designee.
- We will provide as many fund raising opportunities as possible for students to raise money. These will be addressed in our “Orchestra Newsletter” throughout the year.
- To insure fairness and help with planning, families are asked to sign an “Intent To Travel” form at the beginning of the year that includes estimated trip costs for the year. Signing this form means the family will take on the responsibility for paying for any trips, and agrees to all details as outlined on the “Intent to Travel” form. This includes all cancellation procedures as well. The form is contractual in nature, and authorizes us to include the student in all trip plans and expenses (many of which must be paid well in advance of the trip). Families who do not return this form will not be included in our trip plans. Families that have financial burdens should contact the orchestra staff

to make special arrangements if needed to meet these costs. A scholarship program exists for student financial aid.

- Any cancelled, or Non Sufficient Funds checks received by the Boardman Band and Orchestra Parents Association, Inc. will be charged a \$20.00 fee
- Patron Forms are a good way to raise money for student accounts. Students solicit donations from businesses, family and others, who wish to be recognized in the Boardman Orchestra Patron section of our concert programs. Students receive 50% of the money they solicit. This money is deposited in the student's trip account. Patron forms must be completely filled out, and returned to the Orchestra Office before the program print deadline.

## **STUDENT TRAVEL/CANCELLATION** **POLICIES:**

Unless otherwise notified, all students who pass their eligibility audition are expected to participate in State and National Competitions. All Chamber Orchestra students are expected to attend Chamber Trip. For resolution of date conflicts, refer to the Orchestra Handbook section on attendance policies. Grade points are awarded for participation in competitions. Students who do not attend these functions must see instructor for alternate method of making up grade points. Only students who have been excused from a trip following proper methods as outlined in the Orchestra Handbook, will be eligible to participate in "make-up" work.

Our policy is that no student in the orchestra should miss an opportunity to perform with the group in a competition or concert due to family financial hardship. We therefore can work to with some of the expenses for a student in that situation with the following conditions:

1. Family must notify us in writing by completing a "Assistance Scholarship" form and intent to participate in scholarship program.
2. Student and family are to participate in the many fund-raising opportunities we provide to the fullest extent possible. There are dozens of fund-raising projects for students throughout the year, and BBOP offers Bingo as a way parents can raise money for their children. Remember, up to \$1000.00 per family can be raised by participating in BBOP Bingo. Parents can raise money on behalf of their child by helping out at bingo games on Tuesday and/or Wednesday nights. Considering your child's activity level in school, and your busy schedule, we ask you show good-faith by

getting as involved as you can. BBOP will assist qualified families by matching the amount that students can raise via fundraising opportunities.

3. Students are asked to perform a service for the orchestra above and beyond musical performance to help “earn” scholarship money. Students may help as librarians, managers, or as administrative assistants throughout the year. This can be arranged by having the student meet with Mrs. Prokop to set up details immediately after “Assistance Scholarship” form is returned. A follow up phone call is recommended as well. Deadline for scholarship application is the first Friday in December.

### **Trip Cancellation Policy:**

**All eligible students are expected to take part in all Orchestra Trips.** Prior notification is needed if students cannot attend. The sooner we are notified, the less money will have to be charged to the student’s trip account.

Parents are sent an “Intent to Travel Form” in the August home mailing. When those forms are returned, based on the results, we make up our travel roster for the year.

Reservations, advanced payments, deposits for rooms and meals are made many months ahead of time. We can adjust reservations only to a certain point. **We will include all eligible students in our trip plans unless we hear from families at the beginning of the year.** We will make reservations for, and assume all advanced payments for students unless prior arrangements have been made. In the event of a necessary cancellation, refunds will be based on the following criteria:

- **Cancellations made within 90 days prior to event** = refund of cost less 30% cancellation fee. No refunds on ticketed events.
- **Cancellation made within 30 days prior to event** = refund of cost less 50% cancellation fee . No refunds on ticketed events.
- **Cancellations made within 2 weeks prior to event and “No Shows”** = No Refund. Cancellations due to sickness, death in family or grave sickness in immediate family = Contingent upon examination by staff and BBOP Financial Officer.

**The definitive instrument of cancellation will be the “date received” on a correctly and completely filled out official Boardman Orchestra “Excuse Form”.**

## **STUDENT “DO NOT TRAVEL” (DNT) LIST...**

Participation in trips with the Boardman Orchestra is a privilege, not a basic human right. Making trips safe for students and parents, and making sure families are all participating and contributing fairly to the overall success of a trip are top priorities. To protect the Orchestra and BBOP, a Do Not Travel list has been implemented. Students listed on the DNT are prohibited from traveling with the BHS Orchestras on any scheduled trips or social events until which time they have resolved their particular problem to the satisfaction of the Orchestra Staff. Students may be placed on the Boardman Orchestra DNT list at any time for any of the following, but not limited to the following, circumstances:

1. Evidence of inability to follow and/or understand school and Orchestra rules. The collection of any number of Violation (blue) slips will be one way of showing this evidence.
2. A carry-over debt of \$20.00 or more in the student’s travel account from one year to the next.
3. Students who are not able to meet trip payment deadline without permission of the staff.
4. Younger siblings of students who still carry a debt to the Orchestra.

## **DISPOSITION OF STUDENT ACCOUNTS...**

Excess money in student travel accounts will roll over from year to year until the student is a senior. At that time graduating seniors in good standing have the option to receive refunds from their account. Seniors must follow the guidelines listed below:

Excess money from school travel accounts may be refunded to orchestra students or orchestra families if these conditions are met...

1. All monetary obligations of the orchestra must be reconciled. Rental, Uniform Fees, Trip Costs, return of school instruments, etc. must all be paid for a student to be eligible for refund.
2. You and/or your family must be prepared and able to produce a cancelled check which has an amount greater than the excess money left in your account (state law dictates that money earned through BBOP fund raisers and school fund raising projects MAY NOT be refunded). We can only refund you money which has been paid personally into your account.
3. You fill out completely, and return the appropriate form.

Refund checks can be made out to you if you are 18 and your parents sign the form. Otherwise checks will be written out to your parents. You may transfer any excess money to another student’s account (Band or

Orchestra) if you wish.

Students who are withdrawing, have withdrawn or have been dismissed from the orchestra program must follow the same above procedure to obtain money from travel accounts. These students must use the “Senior Account Refund or Transfer” form as well.

In all cases concerning refunds from student travel accounts, the “Senior Account Refund or Transfer” form must be turned in within 30 days of the student’s last day in Orchestra (Senior Sign out Day for seniors). After 30 days, the account will be considered reconciled, and all excess funds will become the property of the Boardman Band and Orchestra Parents Association Inc.

Any trip cost excess or deficit realized after the conclusion of any trip that differs from the published trip cost estimate before the actual trip, will be the property of the Boardman Band and Orchestra Parents’ Association Inc. Excess or deficit will roll over into the trip cost of the next year.

### **SCHOOL BOARD POLICY #564 – COLLECTION OF MONEY FOR ACTIVITIES..**

Extracurricular trips and activities are a privilege, not a basic right.

Students and parents must be informed at the beginning of each school year as to the cost of involvement in a class and an activity. Students who feel that they cannot meet the financial obligation of the class or activity must be given an opportunity to withdraw.

At the closing of each school year students and parents must be advised, in writing, (with a copy to the building administrator) of any balance due and further advised that the opportunity to continue in a class or activity will be withheld until all obligations have been met.

It will be the responsibility of the classroom teacher or advisor to keep accurate records, to fully communicate with students and parents concerning their obligations and to collect all monies.

This policy does not require but recommends that each activity be paid for in full prior to the activity or immediately (within 5 days) following the completion of the activity. Even though the policy requires school year compliance, we further recommend a semester accounting to further reduce any chance of problems for the students and/or parents.

Families are expected to maintain a “\$0.00” balance from year to year, ending each year with a cleared account for each student. Staff may exclude students from participating in activities if their families owe money (even for previous children).

## **CONCERT TICKET POLICY...**

The State of Ohio requires accountability from school groups when it comes to admission to concerts, sporting events, etc. Please read the following policy carefully.

When advanced sale of tickets occur, students will be given an envelope containing two adult and two student tickets before each concert. Students not wishing to sell any tickets should not take an envelope. If the student's name is not already on the envelope, the student is responsible for marking the envelope with their name immediately.

After the concert, students should return any unsold tickets, and any money garnered from selling of the tickets, back to the Orchestra Department in the designated place by the designated date. Students will be charged the full amount of any ticket(s) not returned. This amount will be charged against the student's activity account.

If you are going to give out complimentary tickets, you must return a note to the Orchestra Department explaining such. Remember, each ticket must be accounted for. If you want extra tickets to sell, you must see a staff member and sign them out. All Checks need to be made out to "Boardman Orchestra". That's "Boardman Orchestra" ONLY.

We have also been informed that we may not place ticket money into your personal activity account. Instead, that money will go into the general activity account of the Orchestra.

Money from the general activity account usually goes for paying certain trip expenses. All students benefit from this account, and although you may not realize this personally, proceeds in this account will lessen the expense of our trips for everyone.

## **DESCRIPTION AND STAFF EXPECTATIONS OF ORCHESTRA ELECTED STUDENT STAFF...**

For elected officers, at least two people will run for each office. Selection of candidates will be determined by the results of primary elections. Candidates must qualify according to the following:

### **PRESIDENT AND VICE PRESIDENT:**

1. Must be a Senior.
2. Must have demonstrated service to the orchestra.
3. Must preside over Officer's Meetings.
4. Must be spokesperson for Orchestras to media.
5. Must have turned in a properly completed Nomination Form.

### **SECRETARY**

1. Must be a Senior.
2. Manages Student File system and helps with Inventory.
3. Manages all correspondence of the Orchestra (including concert invitations and thank-yous).
4. Ability to type or run a word processor is required.
5. Takes notes at all Officer's Meetings.
6. Have turned in a properly completed Nomination Form.

### **TREASURER**

1. Must be a Senior.
2. Maintains a record of orchestra funds and individual student accounts.
3. Must have a working knowledge of IBM/DOS Computers.
4. Issues statements for fee collection and student account updates.
5. Have turned in a properly completed Nomination Form.

### **HISTORIAN**

1. Must be a senior.
2. Maintains a notebook of all articles, pictures, programs and other items concerning the orchestra for that particular year.
3. Present yearbook at the Annual Awards Banquet.
4. Keep extra copies of programs and other papers on hand for use of the orchestra. Keep on file, copies of concert cassettes and CD's.
5. Keep all these collections in order and neat.
6. Take photos at all Orchestra events, prepare those photos for use in the annual orchestra banquet video presentation.
7. Must complete nomination form.

### **PUBLICITY CHAIR**

1. Must be a Senior.
2. Must check with staff at least two weeks before each concert and/or performance to help design, prepare and distribute posters, tickets, and other publicity materials to potential audience members.
3. Should have working knowledge of computer design applications.
4. Prepare a feature article on a different orchestra student for each newsletter. Provide article and photo one week before newsletter publication.
5. Must complete and turn in a proper nomination form.

## **APPOINTED STUDENT STAFF...**

### **LIBRARIANS**

1. Maintain music libraries.
2. Issue and collect music from section leaders.
3. Prepare folders for each concert series.
4. Issue replacements for lost music.
5. Collect fines for lost or damages music.
6. Help out in preparing Junior High Music in the summer.

### **MANAGERS**

1. Set up risers, stand, chairs on stage for concerts.
2. Move instruments and equipment for concerts.
3. Move instrument and equipment during tours and trips.
4. Help load luggage and equipment during trips.
5. HELP MAINTAIN INSTRUMENTS

### **STRING EQUIPMENT SUPERVISOR**

1. Help maintain an inventory of instruments.
2. Keep track of String Repair Kit and keep it stocked.
3. Be responsible for string repair kit at all performances and trips of the orchestra.
4. Keep track of school instruments that need repair work.

### **SECTION LEADERS**

1. Principal Chairs are chosen by audition and are responsible for the progress of their sections.
2. Must provide bowings and fingerings to their section in a timely fashion.
3. Must see that their section is seated properly, take attendance every morning and tune the section before the start of each rehearsal.
4. Must be prepared to begin, and sometimes run, after school sectionals if staff member is not available.
5. Must report any uncooperative or improper behavior.

## **EMERGENCY MEDICAL FORMS...**

Because of the many trips the orchestra takes, students are required to fill out an emergency medical authorization sheet for the orchestra AS WELL as the required BHS E.M.A. sheet. These should only be filled out once at the beginning of every year for your child unless there is a change in their medical condition that we should know about. It is then the responsibility of the family to notify the staff of changes in the child's medical status. All information is kept confidential. These forms are passed out in a timely fashion to students, and should be returned to staff in a timely fashion as well. Do not bring them to us on the day we leave on a trip, and expect us to be able to file them.

This information will be kept under lock and key, and will remain confidential. This information will only be shared with health care professionals who are directly involved with the emergency treatment of your child.

## **CELL PHONE AND ELECTRONIC COMMUNICATION DEVICES**

The use of cell phones and electronic communication devices during regular school hours is prohibited. Any unauthorized use of electronic communication devices during regular class time will be turned over to school authorities.

Cell phones and electronic communication devices are also prohibited at ANY rehearsals and performances of the Boardman Orchestra as well. This includes, but is not limited to; sectionals, dress rehearsals, concerts, any other after school rehearsals, contest performances, and rehearsals during trips.

Possession of cell phones during after school sectionals, rehearsals and concerts will not be prohibited as long as those phones are silenced and not used during the rehearsal time in it's entirety. Students receiving calls and messages during these times are to let those calls/ messages go to their mailboxes until rehearsal time has ended.

Students who use cell phones, text messaging, and other electronic communication devices during after school rehearsal, and/or performance times will be subject to any or all of the following;

1. progressive discipline.
2. removal from rehearsal.
3. confiscation of cell phone or device.

## **ITEMS NOT COVERED IN THIS HANDBOOK...**

Any items or problems not specifically addressed in this booklet will be considered on a case-by-case basis by the staff. The staff will make a ruling that will be considered official “policy”. When necessary, rulings concerning these items will be kept on file in the official staff policy book and considered “addendum”. Procedures and policies will be edited as needed by the staff on a regular basis. Students will be notified of changes through the “Orchestra Newsletter” and these changes will then be added to the next revision of this handbook.