

# 2022-2023

## Boca Ciega High School Orchestra Handbook



**Boca Ciega High School Orchestra Program**

Concert Orchestra  
Symphony Orchestra

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# **FOREWORD**

Welcome to the Boca Ciega High School Orchestra program! We in our building stages and currently offer concert orchestra and symphony orchestra. Our program continues to grow and we are excited that you have chosen to be a part of it this year.

This handbook is designed to provide students and parents with information about the policies and procedures of the Boca Ciega High School Orchestras. Orchestra is more than just a daily class during the school day, as it also entails many after school events, trips, fundraisers, community involvement, and more. It is imperative that all aspects of the program be introduced in detail in this handbook in order to ensure that all parties involved (students, parents, directors) are communicating in a clear and effective manner. Please realize that orchestra is an elective. Being a part of this program is something students **want** to do, not something they **have** to do. Expectations are high for all members of the organization, as we want to be as successful as possible and enjoy what we are doing.

By being a part of this organization, students and parents have agreed to the following:

As students, you agree to:

- give 100% at all times
- arrive early and be prepared for every event
- communicate any schedule conflicts as soon as they arise
- have pride in our Orchestras by fostering a positive attitude at all times
- through practice and hard work strive to become the best musician you can be

As parents, you agree to:

- provide timely transportation for your student so he/she arrives early to all orchestra functions
- communicate with the staff any schedule conflicts or concerns that you may have
- be an active part of the program by attending performances and helping out as a volunteer.

As a director, I agree to:

- work hard to provide you with a quality program that all can be proud of
- set high goals for the students and enable the students to meet them
- challenge all students to be the best they can be
- clearly communicate all aspects of the program to both students and parents
- be readily available to both students and parents and respond to email in a timely fashion.

Keep this handbook ALL year. This will be used as a reference throughout the entire school year. Members will be given appropriate notice and time to review any changes that occur.

# GENERAL EXPECTATIONS

## Grading

Orchestra is considered a curricular class, being held during the school day, and therefore all students receive a grade. A student's grade will be determined by the following criteria:

- Class Production- 10 points each rehearsal
- Playing tests or quizzes-50 points each
- Class/Home Work-20 points each
- Performances- 200 points each
- Binder-15% of the quarterly grade as per school policy will be with your school binder based on the school wide binder system.

## General

- Students will observe ALL rules from the Boca Ciega High School Code of Conduct. School discipline may be involved in any infraction.
- Use of illegal drugs, tobacco, or alcohol will not be tolerated. School disciplinary action will be involved.
- Hazing of other students in any way is strictly prohibited and may result in removal from orchestra and possible school disciplinary actions.
- Defacing or damage of another's personal property will not be tolerated.

## Daily Rehearsals

- Throughout rehearsals all students are expected to exhibit a positive attitude and put forth the best effort they possibly can.
- Students are in their designated spot before the start of rehearsal.
- Absolutely NO gossiping or "trash talking" other students, orchestras, activities from Boca Ciega or any other school. Respect for all is a must.
- Instruments and other equipment must be treated with respect and taken care of appropriately
- Damage to school-owned instruments, if determined to be caused by negligence, will be repaired at the expense of the student
- Personal electronic devices should not be in student possession during rehearsals, unless otherwise directed by the teacher. Leave phones, etc. in your book bags.
- **No gum during rehearsals!**
- Disorderly behavior and abusive language will not be tolerated.
- When a director or guest clinician is in front of the group, all talking must cease immediately.

## **Busses**

- All members must ride the bus to all activities. Students needing alternative transportation from an event must fill out an Alternative Transportation Form and submit it to the director at least three days prior to the event.
- Headphones must be worn if listening to music on personal devices. If the music is loud enough to be heard by the directors, students will be requested to turn it down. Any infraction may result in the loss of the device for the remainder of the trip.
- Students are responsible for cleaning up after themselves and returning the bus to its original condition.
- All district transportation policies not mentioned in this handbook will be adhered to.

## **Food, Gum, Beverages**

- No food or drink in the orchestra room unless approved by the director.
- No food or drink ever in the auditorium.
- No food or drink on the busses, unless approved by the bus drivers.
- No gum during class rehearsals, performances, or competitions.

# **CONSEQUENCES FOR VIOLATIONS OF GENERAL RULES AND EXPECTATIONS**

The following consequences will be enforced for disciplinary infractions. Aside from behavior infractions, these procedures will also be implemented for, but are not limited to:

- Excessive tardiness
  - Improper storage of instrument/music
  - Food/gum in class
  - Violation of any general rule or expectation
- 1) 1<sup>st</sup> and 2<sup>nd</sup> offense: Verbal warning
  - 2) 3<sup>rd</sup> offense: after school or before school detention and/or call home to parent
  - 3) 4<sup>th</sup> offense: office referral.
  - 4) Severe offenses: Immediate office referral. This includes insubordination, disrespect to other students, vandalism, bullying, truancy, and any other behavior perceived to be a threat or a disruption to the learning environment. Consistent and numerous severe offenses may result in a dismissal from orchestra. This will be considered on a case-by-case basis, and is not something that will be taken lightly.

# **CONCERT GUIDELINES AND ETIQUETTE**

Concerts are a time for students to shine and show off their hard work and talent. It is critical that everyone involved in the concert setting be respectful of the students and directors. In consideration of everyone's busy schedule, concerts are kept as short as possible. Please adhere to the following guidelines:

- Concerts will have 4 separate performing groups, each playing 3-4 selections. Audience members should be in attendance for the entire concert and will not leave after one particular group has performed. Concerts typically only last 60-90 minutes.
- All audience members are expected to be respectful of student performers. Cell phone should be silenced, and every effort should be made to keep a small child from making excessive noise.
- Students are expected to watch the others groups perform. Student audience members will have a reserved section in the auditorium, and will be supervised by an administrator and/or faculty member and are subject to disciplinary actions for any inappropriate concert behavior.
- The administrator, faculty member, or director reserves the right to dismiss any audience member from the concert that is creating excessive distractions, whether intentional or not.
- Clapping should be reserved for the end of a musical selection. Sometimes there are pieces with multiple movements, and it is not typical to clap between movements. A common rule of thumb: *Only clap when the director/conductor steps down from the podium!*
- If it is necessary to leave the performing space (auditorium), only do so between selections, preferably between performing ensembles. It is only permitted to leave during a musical selection in the case of an emergency situation or to take a child to the restroom or commons area for attention.
- If a student is tardy to a performance, their grade will be lowered by one letter grade. If a student is over 30 minutes late then the student's grade will be lowered by two letter grades.
- If a student is not prepared for the performance (no music, missing instrument, not dressed properly) the student's grade might be lowered or dismissal from the performance for a zero.

## **PERFORMANCE** **ATTENDANCE POLICY**

It is extremely important that every member of the orchestra is present at **ALL** activities and performances. Please remember that performance attendance is a large part of the student's quarterly grade. Any school policy regarding attendance also applies to this activity.

We want to instill in our students the importance of upholding and fulfilling their commitments. If attendance issues become a problem, the director may call for a meeting with the student, parents and administration to resolve any problems.

### **Excused absences**

Excused absences are absences that cannot be avoided due to the nature or severity of the reason for absence. Students must make up the performance points that would have been awarded in the gradebook by completing a writing assignment. Students will have ample time to prepare for the test. Excused absences include, but are not limited to:

- Personal illness. Students should never attend a performance if they are ill, out of consideration of the other members of the group. Illnesses must be documented either by a parent or doctor's note.
- Emergency family situations. These include a death in the family, funeral, or any other emergency situation, which requires family present.
- Church related activities
- Certain BCHS athletic events. Every effort has been made to avoid conflicts with BCHS athletics/activities. In rare cases, a conflict may arise, particularly if a team has gone into post-season play. These circumstances will be considered on a case by case basis and is at the director's discretion.

### **Unexcused absences**

Unexcused absences are absences that could have been avoided if proper planning had been implemented, or if a student/family chooses to skip a performance for a non-emergency situation. Unexcused absences will result in a zero for the student's performance grade. These include but are not limited to:

- Conflict with student's work schedule. Concert dates should be given to employers well in advance of the work schedule being constructed.
- Lack of transportation to a concert
- Athletic practices, whether they are BCHS teams or not, either regular season or post-season
- Unauthorized athletic events, particular non-BCHS events
- Birthday parties, non-emergency family events, etc.
- Family vacations, unless scheduled prior to publication of performance schedule

If a student has 25% or more unexcused absences in a quarter or semester, they will be up for review to not perform at any performance after the 25% is reached. The student will still be required to attend the performance, with their grade starting at a C.

## Final Notes

- If you are at school the day of a performance, it is expected that you will attend the performance.
- If you have an unexcused absence from school, you will receive an unexcused absence from the performance.
- If you have an excused absence from school, you will receive an excused absence from the performance, as long as proper documentation (parent/doctors note) is provided

## **UNIFORM/CONCERT ATTIRE**

Concert attire will consist of black dress pants, black shoes, black dress socks, and a black long-sleeve button down shirt. All items are the responsibility of the student to purchase. Please plan accordingly to ensure these items are purchased before the first performance.

**THIS FORM NEEDS TO BE COMPLETED AND RETURNED TO  
MR. SIPIORA BY Tuesday, AUGUST 22th, 2022. Please review your  
handbook with your student at [www.bocaciegabands.weebly.com](http://www.bocaciegabands.weebly.com) or under  
my syllabus on Canvas**

As a student and member of the Boca Ciega High School Instrumental Music Program, I have read this handbook. I agree to follow the guidelines in this handbook as a representative of the Boca Ciega High School Instrumental Music Program as well as behavior expected as a Boca Ciega High School student. I will abide by the schedule of all practices, contests and concerts as outlined in this handbook.

Student name (printed) \_\_\_\_\_ Date \_\_\_\_\_

I/We have read the Boca Ciega High School Instrumental Music Program's Handbook and have discussed it with our student. I/We understand that is the responsibility of our student to abide by the rules outlined in this handbook.

Parent name (printed) \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Parent email \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_