

*Collins Hill High School
Orchestra Program
Handbook*

**Policies and
Guidelines**

2011-2012

collinshillorchestra.com

**Michael Giel, Director
Rosie Riquelme, Director**

770 682 4136---Orchestra Office

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Chamber Orchestra • Philharmonic Orchestra •
Symphonic Orchestra • Concert Orchestra • Silver Orchestra

ORCHESTRA COURSE INFORMATION

Director Information

Director: Mr. Michael Giel and Ms. Rosie Riquelme

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Website: <http://www.collinshillorchestra.com>

Classroom and Office: 3.133 (Orchestra Room)

Orchestra Office Telephone Number: (770) 682-4136 (Answering machine but no fax line)

ORCHESTRA CLASS OFFERINGS

Collins Hill High School offers 5 class periods of orchestra. Before and after school ensembles become an extended day due to student interest and enthusiasm. While ability level is one consideration of the orchestra classes, the AKS (Academic Knowledge and Skills) format has to be taken into consideration for each student. Other factors are what each student has either demonstrated individually in past classes, or was recommended by a previous director. All of this combined has provided many situations and challenges. As our orchestra program continues to grow, with evaluations by the directors and administration, possible changes in the CHHS Orchestra Program's class structure will be taking place down the road to always ensure the best program possible for the students. **Striving for Excellence is Never Ending!**

2nd and 3rd Period—Concert and Silver Orchestras (Level III/IV String Orchestras)

Prerequisites: Completed the equivalent of three years of middle school orchestra instruction and meet the requirements designated in the CHHS Orchestra Handbook.

7th Period—Symphonic Orchestra (Level IV String Orchestra)

Prerequisites: All of the Concert and Silver Orchestra requirements, audition, and director's approval. This group is comprised of juniors, sophomores and advanced freshman.

6th Period—Philharmonic Orchestra (Level V Orchestra)

Prerequisites: All of the Symphonic Orchestra requirements, audition, and director's approval. This is a more advanced group, comprised mainly of juniors and advanced underclassmen. Students are expected to practice regularly and private lessons are strongly recommended.

4th Period—Chamber Orchestra (Level VI String Orchestra)

Prerequisites: All of the Philharmonic Orchestra requirements, director's approval, audition, and a possible written test. The Chamber Orchestra is the premiere string orchestra at CHHS. This group consists mainly of seniors and advanced juniors and membership is extremely selective. **Private lessons are highly encouraged for chamber students.**

COURSE OUTLINE

The following AKS skills and concepts will be introduced and/or developed by means of orchestral literature, chamber literature, etudes, lectures, and technical and scale/arpeggio studies appropriate to the needs and abilities of the students:

1. Correct posture and position
2. Tone production/vibrato
3. Rhythm
4. Pitch perception and accuracy
5. Rehearsal techniques
6. Major and minor scales and arpeggios
7. Different bowing styles, articulations, and techniques
8. Dynamic, tempo, and rhythmic precision in an ensemble
9. Listening skills and orchestra rhythm, blending, and balance
10. Musical Phrasing
11. Musical interpretation and expression
12. Music History as it relates to the literature studied
13. Bow techniques
14. Improvisation skills
15. Advanced positions in various keys
16. Music Theory
17. Concert and rehearsal etiquette

IMPORTANT: Orchestra is a Co-Curricular subject. Although students are in the orchestra/academic class during the school day, they will also have a limited number of rehearsals and concerts after the school day. In order for your student to receive the best possible musical experience, attendance for these rehearsals and concerts are mandatory. **THESE ARE GRADED EVENTS!**

GRADING SYSTEM

Grading will be based on the director's evaluation of each student's work done in class and during after school rehearsals and performances, with emphasis on daily participation/rehearsal competency, preparation for performances, general improvement in playing the instrument, written tests, and playing tests. *PLEASE NOTE: Depending upon semester circumstances, goals, objectives and expectations, the weight given the areas below might fluctuate. All grading areas/tests will be based upon the 100-point scale. The following is a basic guideline for weight given to specific areas:

Classroom Assessments (35%): Includes Rehearsal Competency, Quizzes, Playing, and Written Tests and Assignments

Rehearsal Competencies – All students begin with a 100

A partial list (but not limited to) of rehearsal competency:

1. Attendance, on time to class and in seat 2 minutes after bell beginning warm-ups
2. Helping with set-up if needed
3. Remaining at station while instruction is going on
4. Keeping attentive without talking and/or playing disturbances
5. Participation and following directions with a good attitude and effort
6. Having materials: Instrument/bow in playing condition, music, pencil, rosin, mute, extra strings, and notebook
7. After school rehearsals when scheduled
8. Proper fingernail length
9. Miscellaneous/Other

Maintaining the above each day will result in full credit! Each infraction will result in 1-2 pts deduction in the rehearsal competency grade.

Playing and Written Tests/ Assignments

Scales/Arpeggios, Excerpts, Etudes, and other Musical/Technical Concepts,

Music theory, history, terms, formulas...

Concert critiques

Homework and Practice Reports (5%)

Weekly reports to chart each student's individual practice at home

Summative Assessments (40%): Performances

Performances

Typically 2 to 4 concerts per semester.

All concerts are GRADED EVENTS. Fall, Holiday, Winter, Spring, Final, Large Group Performance Evaluation (formerly known as "Festival"), feeder program concerts and trip performances, etc. are all considered co-curricular and graded.

- Each uniform infraction will result in a 10 point deduction on the performance grade
- Each time a student is tardy he/she will receive a 20 point deduction from the performance grade
 - Tardiness is defined as being late to call time at least 15 minutes before each performance

Comprehensive Final Exam (20%): Written and Performance Finals

Includes: Written, listening and playing components. The Written/Listening portion is half the grade and the playing components constitute the other half. (Playing portion is worth 10% and the written portion is worth 10% each semester)

Self-Evaluation (Non-graded)

To help keep students on a successful track throughout the semester, a student self-evaluation form might be used at various times during the school year. A partial list (but not limited to) of student self-evaluation categories:

1. Responsibility

2. Dependability
3. Improvement in skills and concepts
4. Courtesy
5. Helpfulness
6. Home practice
7. Extra credit

Communication sent home (Non-graded)

Approximately 4 - 8 notes are sent home each semester.

Each note needs to be signed by student and parent and returned within 5 days.

RESPONSIBILITIES

STUDENT RESPONSIBILITIES

Each student is expected to do the following:

1. Be at the right place at the right time with the right equipment and the right attitude.
2. Pay attention in class and be considerate of the rights of others to learn.
3. Have a positive attitude and patience when success is not immediate.
4. Approach the instrument in a serious manner.
5. Remember that everything you do affects everyone else in the class.
6. Practice at least 3 days a week outside of class.
7. Read, take home, and return all written communications within 5 school days.
8. Have short fingernails. Short means not beyond the end of the finger and short enough to comfortably play with fingers properly curved and not to hinder vibrato.
9. Abide by guidelines as set forth in the CHHS Student Handbook and this CHHS Orchestra Program Handbook.
10. Be a model of appropriate concert and rehearsal etiquette

PARENT RESPONSIBILITIES

Parents should make every effort to do the following:

1. Provide an instrument of MENC-recommended size and specifications, as well as music and accessories (stand, metronome, etc.), to maximize success.
2. Provide encouragement for student effort -- let him/her give a concert for you.
3. Provide a quiet, private place for the student to practice.
4. Communicate with the directors in a timely manner positive situations and developing problems of their student.
5. Help the student in his/her efforts to fulfill the responsibilities listed in the sections of this handbook.
6. Encourage the student to take private lessons on his/her instrument.

COMMUNICATION

Due to the importance of communication between teacher, student, and parents, all notes sent home are considered homework and should be read and signed by the student and parent and returned within 5 school days to the director.

REQUIRED MATERIALS

1. Personal instrument and bow in good playing condition.
2. All music in your CHHS Orchestra Folder on the stand.
3. A pencil per person, always have extra pencils (pluralized).
4. A 1-subject notebook to be kept in your folder (music manuscript paper is optional).
5. Accessories:
 - Rosin
 - Shoulder rest for violin/viola; rock stop or other endpin rest for cello or bass
 - Cleaning cloth for instrument and bow
 - Mute
 - Extra set of strings - particularly violins and violas
 - Bass players should provide their own stool for concerts and/or festivals
6. Folding wire music stand for home practice and possible outdoor or trip concerts.
7. Official CHHS Orchestra Uniforms.

MAINTENANCE OF INSTRUMENTS

It is imperative that instruments be maintained in what is called “playing condition.” This includes the instrument having four strings at all times. If a string breaks, make sure that you always have a spare that matches the set that is currently on the instrument. **This set should be carried in your case so that there is no loss of practice time or class participation/rehearsal competency grade.**

Strings should be changed and bows rehaird at least annually. From time to time other repairs may be necessary. If you are renting the instrument, it is best to contact the store from which the instrument is being rented. If you own your instrument and need help, please ask Mr. Giel, your private lesson teacher, or other students for recommended instrument repairmen.

Exposing an instrument to extremes of heat and cold can cause the instrument to crack. Leaving an instrument in a hot car can damage the varnish. Leaving an instrument in a cold trunk over night can cause it to come apart at the seams. Good judgment/common sense is very important in preventing damage and costly repairs.

PRACTICE AND PRIVATE LESSONS

Because this is an ensemble class, the lack of participation by one student affects all other students in the class. To be a learning, contributing member of the Collins Hill High School Orchestra, you will need practice. Failure to do so can also result in a loss of chair as well a lower grade. Practice may be defined as “achieving the greatest amount of technical and musical improvement in the least amount of time.” Difficult measures, lines or passages must be carefully analyzed. Play each passage slowly at first, drilling it until it is learned. Playing entire pieces through without practicing them carefully is a waste of time. You will play as well as you practice and, the better you practice, the better you and our orchestra will be.

Taking regular private lessons from a reputable teacher is recommended for any serious orchestra student at Collins Hill High School. If any student or parent needs names and contact information for lesson teachers, please see Mr. Giel or Ms. Riquelme. Members of the Chamber and Philharmonic Orchestra are highly encouraged to take private lessons throughout the school year on at least a weekly basis.

Just as other teachers require students to do their homework, regular practice is expected from every orchestra student—5 days a week. Practice Reports will be used to chart the progress for each student also.

PERSONAL EQUIPMENT

The Gwinnett County School System is not responsible for stolen or damaged instruments that are owned, rented, or borrowed by students. Instrument storage rooms are not completely secure. Schools cannot be responsible for anything left in them or anywhere else, either during the school day or overnight.

Students who leave their instruments in storage rooms are required to lock their cases in some manner and to take them home every night to practice. Students should never leave their instruments in practice rooms, classrooms, buses, hallways, etc. during the school day, evenings, weekends, or holidays. All personal instruments are required to have the student's name on the outside of the case.

To minimize damage, students should never touch other students' instruments or allow their instruments to be touched by others. The school and directors are not responsible for instruments that are damaged as the result of a student loaning his or her instrument to another student. Nor are they responsible for students using another student's instrument without the other student's permission. Each person should take care not to leave an instrument unattended in a precarious position (on music stands, on chairs, on the floor, etc.). Instrument cases must not be used as foot rest or stools, as these uses can impair their ability to protect the instrument inside from damage (not to mention developing poor habits). Wise students will be careful with the handling and storage of their instruments.

CONDUCT

It is expected that **orchestra students are exceptional and take responsibility seriously**. Since the conduct of an orchestra student reflects not only on himself/herself, but also on all orchestra students, the school, and the community, each student is required to follow all expectations listed below:

1. Common courtesy and respect for others. "Others" includes students within the orchestra and anyone who comes in contact with orchestra members during orchestra activities.
2. Have instruments, rosin, music and pencil every day.
3. Unpack immediately once you arrive in class and warm up. Our time is valuable!
4. Follow school rules and policies as outlined in the CHHS Handbook for Students.
5. Handle your own instrument and not someone else's without his or her permission.
6. Follow all specific performance, festival, and trip policies.
7. No food, drink, gum, or candy is permitted in class or at performances.
8. All electronic devices must be off and out of sight from the moment you enter and leave the classroom.

PERFORMANCES

Performances permit the students to share what they have learned with the public. Concerts have two major purposes. One purpose is for the student to experience the interpreting of music for and with an audience. Students will display technical growth and the expression of the musical language. The other purpose is for the student to experience music with an educated ear. Listening is as important as the playing of music. Most of us are listeners and a goal of music education is to develop better listening skills in our students. A student who hears with a trained ear listens with more depth. It is important, therefore, that students stay for entire concerts and behave attentively. If you do not stay for complete concerts without an approved excuse, up to 50% of the concert grade at the director's discretion could be deducted from your performance grade.

Every member is important for the success of the orchestra. *ALL after school rehearsals and concerts are required components of the course and attendance is MANDATORY (see Mr. Giel or Ms. Riquelme regarding any and all possible conflicts). Absenteeism and tardiness not only hurts you, but impairs the effectiveness of the entire ensemble. Musicians are always on time, and on time is arriving early! Ample

time is required to tune and warm up before the rehearsal/concert begins. Students with approved excused exceptions will be assigned a paper or project equivalent to the missed rehearsal or concert.

ABSENCE POLICY

All after school rehearsals, as well as concerts, are considered part of the class requirement. Good communication between the director, student, and parents can prevent misunderstandings. It is imperative that students be at all after school rehearsals and performances. Please read the following expectations carefully and contact Mr. Giel or Ms. Riquelme with any questions:

1. WRITTEN NOTICES FROM PARENTS ARE REQUIRED FOR ALL ABSENCES. VERBAL OR WRITTEN EXCUSES FROM STUDENTS ARE NOT ACCEPTABLE.

2. **ADVANCE** notice is required for all absences. Students are given a calendar of rehearsals and concert times at least two/three weeks prior to the event. Once a rehearsal/concert is scheduled and a conflict arises, please notify the director immediately. **STUDENTS ARE GIVEN AMPLE NOTIFICATION IN ORDER TO MAKE PROPER ARRANGEMENTS.** Students are required to request that their work schedules be arranged to accommodate all after school rehearsals and concerts. Your employer will help you to work around required school events. Rehearsals/concerts take priority over work and social events. **REMEMBER THAT REHEARSALS AND CONCERTS ARE REQUIRED PARTS OF THIS CLASS AND THAT UNEXCUSED ABSENCES RESULT IN A LOSS FROM THE PERFORMANCE AND/OR REHEARSAL COMPETENCY PART OF A STUDENT'S GRADE.** With most performances, students must attend the required rehearsal(s) in order to be permitted to perform.

3. In the case of illness and/or family emergency, the parents should send a written notice to the orchestra director as soon as they are aware that such a situation exists. If it is an emergency situation (i.e. something that happens 30 minutes before the rehearsal is to begin) it may be impossible to get in touch with the director. If possible please call the orchestra office 770 682 4136 and leave a message. Therefore, please follow this up with a written note as soon as possible after the fact. **THIS IS THE ONLY CATEGORY WHERE ABSENCES WILL EXCUSED THE SAME DAY, OR AFTER, THE EVENT.**

4. Religious holidays or conflicts with individual religious beliefs are considered excused, given advanced notice. Please notify Mr. Giel with a written note as soon as you are aware that a conflict exists. There will be an assigned project to make up the grade. The director will assign the parameters and topics.

5. To receive a grade for an EXCUSED absence from a rehearsal or performance, it is the student's responsibility to see the director for an assignment. This assignment can be (but not limited to) a report, a project, or, a performance for the class depending upon the weight of the grade. **NO ASSIGNMENT WILL BE ACCEPTED AFTER THREE WEEKS FROM THE DATE OF THE MISSED REHEARSAL OR CONCERT. THE STUDENT WILL NOT RECEIVE CREDIT FOR THE GRADE IF IT IS LATE.** ****NOTE** PLEASE COMMUNICATE DIRECTLY WITH THE DIRECTOR IF THERE ARE INDIVIDUAL OR UNUSUAL CIRCUMSTANCES WHICH MAY BE A PROBLEM.**

Unexcused absences affect the morale of the entire orchestra. Although it would be impossible to include a complete list, the following items are examples of unexcused absences:

1. Homework
2. Transportation: This refers to the student who fails to arrange transportation in advance.
3. Babysitting
4. Watching TV
5. Falling asleep
6. Forgetting instrument and/or music
7. Failure to request time off from job
8. Reporting to the wrong location or school

9. Extra-curricular/After -school activities: Refers to the student who fails to arrange schedule with extra-curricular sponsor.
MR. GIEL CAN HELP YOU!!!
10. ASYO, MYSO, or other organization's rehearsal.

REHEARSALS

Every member is important for the success of the orchestra. **ALL after school rehearsals and concerts are required components of the course and attendance is MANDATORY and consistent with the GCPS AKS.**

PERFORMANCE TESTS, CHAIR PLACEMENT, AND CHALLENGES

Auditions and playing tests often bring a great deal of emotion and stress to the life of a student, parent, and director! Please remember that each and every student is important to the success of the orchestra. Competition should be viewed as an isolated event, not an overall value judgment of the student as a person or a musician. An audition judges a student's performance at one specific time under one specific set of circumstances. Each student responds differently. Some perform easily under stress, others poorly. Each judge/director has his/her own interpretation of how a student plays at any given moment. Therefore, it is essential that competition be viewed only as a part of the learning process and not as an end in itself. It is the intent of the director to make chair auditions and playing tests as fair and consistent as possible.

There will be no challenges for seating advancement. Rather, rotational seating for select performances will be used. The seating will be based in part by, but not limited to, the abilities and attitudes displayed by the students in rehearsal and performance. A student may gain a chair if the student in front of them disregards basic policies in class. Examples are as follows (but not limited to):

1. Disruption or being off task in class. Examples (but not limited to): Talking,
2. blurting out, getting up out of their seat without permission...
3. Failure to have current music or pencil. This will be spot checked from time to time.
4. Failure to have instrument in playing condition without approved excuse.
5. Tardy without excuse from another teacher/administrator; including not being in the appropriate chair 2 minutes after beginning class bell.
- 6.

PERFORMANCE UNIFORMS

The goal of the uniform concert dress is to enable a group to look as good as it sounds. The Collins Hill High School Orchestra is an impressive group of talented student musicians and we should look the part!

The Formal Uniform

Gentlemen: Basic black tuxedo with black satin stripe down the pant legs, purchased through the dealer assigned by the directors. White tuxedo shirt, black dress shoes, black calf length socks, and black cummerbund and bow tie.

Ladies: Black Short-sleeved dress purchased through the dealer assigned by the directors. Black closed-toes, low heel dress shoes. If the ladies wear any accessories, such as a hair clip, it must not be a distraction for audience members in any way. The

directors must approve the accessories before student is allowed to perform. In general, no jewelry is permitted.

All students new to the CHHS program will be required to purchase the same uniform, as mentioned above. Details will be provided to all students early in the fall semester. The uniform must be worn prior to entrance at a concert venue and it must not be changed or altered before exit of this given venue.

The Informal Uniform/Spirit Wear

Each student must have a CHHS Orchestra Polo Shirt for various performances, including 8th Grade recruiting concerts and in-school performances. See Mr. Giel for details on how to order a shirt. The rest of the uniform will vary, depending on the circumstances of the performance. You will need:

1. black dress slacks, black socks/hose, black dress shoes, OR
2. blue jeans (don't be concerned about the exact shade of blue), tennis shoes.

The J. KIMBALL HARRIMANN MEMORIAL SCHOLARSHIPS

It is a privilege to have a scholarship program that was established at the end of the 1995-1996 school year by the CHHS Orchestra students and parents in honor of John Harriman's father, Mr. J. Kimball Harriman, a nationally renowned music educator in the field of public school and college level strings and orchestra. This year, a panel of 2 to 3 judges will hear potential scholarship recipients from the Collins Hill High School orchestra program in an interview and audition format. There will be 1st place, 2nd place, and possibly a 3rd place winner receiving a scholarship. These scholarships rest solely upon CHOBA's budgeted amount made possible by student, parent, corporate, and other personal donations. If you would like to contribute to this special scholarship, please make a check to CHOBA for any amount. Please denote on the check that it is for the J. Kimball Harriman scholarship fund. Details on interviews, auditions, deadlines, and other parameters will be provided by the beginning of the 2nd semester. Note: The scholarship winners are announced at the end of the year banquet.

CHHS ORCHESTRA BANQUET AND AWARDS

Every year near the end of the school year the orchestra has a banquet and awards ceremony to celebrate our accomplishments, to reward our outstanding students, and to provide a conclusion to the school year in orchestra. The banquet helps to provide the atmosphere of dignity and tribute to the honored students of the orchestra. The awards portion of the evening is in recognition of all students who have achieved outstanding success in many areas of the orchestra and music.

Listed below are some of the awards presented:

- Letters and Service Bars
- Directors Award: Highest award receiving a \$150 scholarship
- Outstanding Musician: highest award for each grade level
- Most Improved
- Most Dedicated
- Most Dependable
- Outstanding Instrumentalist
- Large Group Performance Evaluation
- Solo and Ensemble
- All State
- Governors Honors Program
- Point Totals for Letters and Bars
- Gag awards

- Senior awards (must attend banquet to receive award)
- Other awards at the discretion of the directors

LETTERS AND BARS PROGRAM

A letter and bar program has been established as a means of recognizing and rewarding those students who have outstanding accomplishments and abilities in orchestra. A transfer student may receive credit for his or her orchestra membership at a previous school provided he or she was a member in good standing, a letter from their previous orchestra director, and/or transcripts from their previous high school. All Collins Hill orchestra students must follow these criteria to be eligible for the awards program:

Level 1: High School Letter

1. A student must be in the orchestra class for one complete year
2. A student must participate in all required performances and activities
3. A student must appear in appropriate dress at the assigned time for all events
4. A student must demonstrate a good attitude towards the orchestra at ALL times
5. A student must accumulate at least 50 points yearly from the approved extra curricular activities list
6. A student must maintain an A average or better throughout the year in orchestra
7. Mandatory attendance the end of the year banquet

Level 2: Service Bar

1. A student must be in the orchestra class for two complete years
2. A student must meet all requirements for Level 1
3. A student must accumulate at least 50 points yearly from the approved extra curricular activities list

Level 3: Service Bar and/or Medal

1. A student must be in the orchestra class for three complete years
2. A student must meet all requirements for Level 1
3. A student must accumulate at least 50 points yearly from the approved extra curricular activities list

Level 4: Service Bar and/or Medal

1. A student must be in the orchestra class for four complete years
2. A student must meet all requirements for Level 1
3. A student must accumulate at least 50 points yearly from the approved extra curricular activities list

APPROVED EXTRA CURRICULAR ACTIVITIES

The points given for these are calculated separately from grading points.

Activity	Points
1. Participation in orchestra class and all required performances	20
1. Participation in any other CHHS music class	10
1. Participation in any outside honors orchestra for one complete year	15
1. Participation in ensembles or solos outside of the school orchestra	5
1. Solo and Ensemble: Rating I	6
1. Solo and Ensemble: Rating II	4
1. Summer music camp (per week from previous summer)	10
1. Peer tutoring; each session	2
1. All State Orchestra: District Audition Only	4
1. All State Orchestra: District and State Level Auditions	7

1. All State Orchestra: Selected for All State Orchestra with Participation	15
1. Weekly private lessons; per lesson	1
1. Attendance at a Classical or Pop Music Concert (with Director Approval)	3
1. Attend summer school for the purpose of continuing in orchestra	20
1. GHP; Local Audition Only	5
1. GHP; Selected as Alternate	10
1. GHP; Summer Participant	60
1. Summer private lessons from previous summer; per lesson	1
1. Participant in fundraiser; per fundraiser	5
1. Participation in Pit Orchestra for Musical	30
1. Participation in performing orchestra for spring trip	10
1. Miscellaneous	D i r e c t o r s Discretion

DISQUALIFICATIONS

A student may be disqualified from receiving an award for the following reasons:

1. One unexcused absence from a performance (absence also affects grade)
2. Two unexcused absences from after school rehearsals (absence also affects grade)
3. One or more disciplinary referrals during one year in the orchestra class
4. Any suspension (in or out of school), which results from misconduct while in orchestra class or an off campus orchestra related activity
5. Failure to maintain at least an A (90) average in orchestra class for one year
6. In orchestra for only 1 semester during the school year; letter or bar may be earned after 2 successive semesters in orchestra

CHHS ORCHESTRA POINT WORKSHEET

Name _____

Class Period _____

Use the worksheet below to keep track of the points in which you earn during the year. YOU are responsible for keeping a record of the points and the dates when those points were earned. Your records are due to the directors by April 18, 2012. Points that you will earn in May can also be included (see directors for details). NOTE: some of the points have to be verified; i.e. private lessons by lesson teachers.

the fee is \$25 for each additional student. See a CHOBAs officer for information concerning the 501 c 3 IRS Tax Exempt Status of CHOBAs. This fee helps provide our students the following:

1. A developing and vibrant music library for orchestral, ensemble, and solo music.
2. CHOBAs budgeted items approved at the first General Parent's Meeting
3. Other needed materials and equipment to provide a more comprehensive learning experience

It also helps to keep the number of fundraisers to a minimum. The orchestra fee and fundraising activities helps your student and other orchestra members tremendously in the following areas (not listed by order of importance).

1. Music library expansion
2. Large group performance evaluation/ Festival Fees
3. Buses and driver expenses
4. Field Trips
5. Performance Trips
6. Master Classes
7. Video Library expansion and upkeep
8. Guest performers and professional clinicians
9. Maintenance of and supplies for instruments
10. Awards for orchestra students
11. Scholarships for orchestra students
12. Spring Banquet
13. Rental music not available through purchase
14. Video and audio equipment
15. Hospitality for concerts and Social events
16. Softball events
17. Other general needs of the program

According to IRS regulations, anything in the Collins Hill Orchestra Booster Association's (CHOBA) general account and a student's orchestra trip account that can be construed as a donation (for example, but not limited to orchestra fees, orchestra donations, corporate donations, sponsorships, and/or matching funds, fund raising monies) **CAN NOT BE REFUNDED**. However, if in a student's trip account, designated trip money can be **ROLLED OVER** to a specified future trip if the student meets the "45 day rule" as stated in the next paragraph. Monies after the non-refundable deposit that are not considered donations (i.e. parent or relative gift and/or student's own money earned from a job that was put in their account solely for the purpose of the trip) can be refunded if it meets the next paragraph's parameters.

Trip deposits less the first deposit and \$100 for bus reservation (usually \$50 to \$200 depending upon the size of the trip) can be refunded if the request is made in writing at least 45 days prior to the departure day. This has to be a hard and fast rule because a travel agency is used for our trips. The travel agency makes the necessary deposits for our motel rooms, buses, meals allotments, special event tickets, and other miscellaneous items far in advance of the departure date. It should be understood that if a written refund request is not made by the "45 day rule" then the student might lose most or all monies deposited towards a trip depending upon the travel agency's policies with its vendors. However, in some cases a student may sell their deposits to another student not already going on a specified trip. If this option becomes possible then the new student must meet the necessary requirements and policies of the orchestra and the trip.

CHOBA has the right to use a trip cancellation fee in addition to our travel agency policy to incur lost fees from transportation, hotel reservations, performances, and other trip fees.

NOTE: Certain events and/or specifics of a trip can nullify the above mentioned and change the conditions of refunds. In this case all students, parents, and trip participants will be notified and receive complete information in a timely manner concerning any changes due to the peculiarities of a specific trip. If you have questions, see a CHOBA officer or trip coordinator for clarification.

ORCHESTRA TRIPS AND FUNDRAISING

Once a year (schedule permitting), select CHHS orchestra students will have an opportunity to go on an orchestra trip. If a performance opportunity is available, the group will also perform. More information regarding the trip this year will be available at the orchestra fall meeting.

Various fund-raising opportunities will be available to help reduce out-of-pocket expenses for the student trips. Publix Gift Certificate sales, spring golf tournament, and a winter food sale are currently scheduled and additional opportunities may arise throughout the school year. Each student who participates in the fundraisers will have their profits deposited directly into their own orchestra accounts for use towards their own trip expenses. If students choose to fundraise, but do not go on the orchestra trip, the account profits will "roll over" for the trip during the following year. Students are only allowed to use their profits for trips, CHOBA membership fees, and other orchestra-related activities approved by the directors. Upon graduation or leaving the CHHS orchestra program, leftover account balances will be transferred into the CHOBA general fund and spent on various program expenses rather than for an individual. Thus, it is important for parents and students to plan the extent of fundraising necessary over the four years.

COLLINS HILL ORCHESTRA BOOSTER ASSOCIATION (CHOBA)

CHOBA is the parent organization (501C IRS tax-exempt) that was established in the 1994-95 charter year of the orchestra at the request of Mr. Harriman and approved by Mr. Krug, principal of Collins Hill HS. The purposes of CHOBA are 1) to provide additional financial help and documentation for the orchestra program that is not provided by the local high school or Gwinnett County Schools and 2) to help with organizational and volunteer services.

CHOBA = all parents of CHHS orchestra students! By virtue of having a student in the orchestra program, all parents are automatically voting members. The CHOBA Board consists of the elected officers, the directors and various committee chairmen selected at large (usually in April of the previous year -see CHOBA Guidelines and Policies) to make financial decisions, to set up various committees, and to recruit volunteers necessary for these committees. CHOBA (parents) vote on a budget that is generated from what the directors propose as needed for the specific school year. The CHOBA board, your elected officers/committee chairs will then proceed throughout the year in meeting and supporting this budget.

The CHOBA board provides a calendar of CHOBA meetings and other CHOBA information. This information is disseminated through a CHOBA newsletter, through notes home (when approved by the directors), through telephone trees, and placed on the classroom bulletin board.

*School board policy is very strict when it comes to booster organizations. Providing financial resources to help organizations is a very sensitive area. CHOBA is in compliance with all of Gwinnett County School Board policies. CHOBA has been registered with the IRS as a tax-exempt organization. Also, the CHOBA Board realizes the importance of confidence of each and every students and parent's specific accounts and situations. Invited participants or visitors will be asked to leave when it is deemed necessary when specific financial and/or personal information is discussed. This policy is to protect the confidentiality of all students, parents, directors and the CHOBA organization.

FESTIVAL, TRIP, and ACTIVITY POLICIES

Orchestra trips are planned, conducted, and supervised by the orchestra directors, with the help of the Collins Hill Orchestra Boosters Association. They are not a requirement. However, orchestra trips are established to provide additional experiences and learning opportunities, as well as promote camaraderie among the students. All orchestra members are responsible for their conduct to the high school orchestra directors, administrators and adult chaperones that are supervising these trips. **STUDENTS WITH A DISCIPLINE REFERRAL, SATURDAY SCHOOL, IN OR OUT OF SCHOOL SUSPENSION WILL ONLY BE ALLOWED ON A TRIP AFTER APPROVED BY THE DIRECTOR. NO EXCEPTIONS. THE DIRECTOR HAS THE FINAL SAY ON WHO WILL PARTICIPATE ON THE SPRING TRIP EACH SCHOOL YEAR.** Outlined below are some of the, but not limited to, guidelines:

GENERAL GUIDELINES:

- A. Students will not be allowed to ride home or leave with another student from an event. A signed note, (no verbal request), from the parent must be on file with the directors prior to departure in order for the student to leave with the parent from an event. No request will be honored after departure.
- B. You are required to travel in groups of 3 or more. The "buddy system" is for your safety.
- C. Orchestra members conduct at all times shall be appropriate to the standards and image of Collins Hill High School and the programs they represent.
- D. Orchestra members shall show respect for the property and facilities used during the trip and assume financial responsibility for any damage they cause.
- E. There will be no use of alcohol, drugs, or tobacco by any student at anytime. If you are taking medicine for any reason, this must be registered on the medical release/information form. Assigned chaperones need to be present when medicine administered to students.
- F. Orchestra members shall participate fully in all programs and events. They are to adhere strictly to the itinerary for the trips and tardiness will result in a reprimand (or consequence) by the directors.
- G. Profanity and getting piercings and tattoos of any kind while on a trip will not be tolerated. (Consequence is immediate removal from trip.)
- I. Association with those outside of CHHS students and staff is based upon individual circumstance. The directors should be made aware of any outside associations before permission is granted.
- J. Bring sun block! The directors or chaperones will reserve the right to keep student out of the sun or confined to their rooms, if it becomes necessary for health purposes.
- K. Students will adhere to the dress code stated in the CHHS handbook. T-shirts advertising or suggestive towards alcohol, drugs, satanic emblems, or any other profane material will not be tolerated. Students will not be allowed to wear floss bikinis, Speedo swim trunks, etc. The directors reserve the right to deny any student the wearing of any inappropriate attire.

BUSES:

- A. Students may not enter or leave the bus until instructed to do so. Upon arrival at a performance site or other destination, students will remain on the bus until the directors give instructions.
- B. The loading and unloading of bus and/or van will be done in an orderly manner; procedure will be determined by the directors' prior departure.
- C. A seating chart will be made prior to departure.
- D. Carry items on board that will fit in the overhead compartment or under your seat. It should not interfere with another passenger. **SEATING IS LIMITED!**
- E. Finger foods are allowed on bus (if chartered) as well as a small (6-pack) cooler. Example: Chips, cookies, etc. Students are responsible for maintaining a clean area in which they sit.
- F. Radio, tape, compact disc, and mp3 players can be used with **HEADPHONES ONLY!**

G. The buses are usually equipped with video monitors. Movies viewed will be the rated PG or LESS. The directors must approve all movies/videos.

H. Low speaking tones, no staying in the aisles, and all company bus policies will be enforced.

ROOMS/MOTEL:

- A. Only your assigned roommates or chaperones are allowed in your room. Due to the large amount of students involved with many trips, and the long time involved, it is important that all students have the ability to have some privacy and sanctuary when they need it.
- B. Students are responsible for any damaged items in their rooms. Report any damaged item prior to moving in your room. Once in you and your roommates are responsible for the condition of the room.
- C. No loud TV or music in rooms that may disturb others. Remember we are not the only ones staying in the motels.
- D. No running down walkways, corridors, stairs, lobbies, etc. Again, we are NOT the only customers at the motel.
- E. Students are required to stay in their rooms after designated curfew times. I hire private security guards to walk the halls all night long!

FREE-TIME:

- A. Boundaries and check in times will be set and kept depending upon each circumstance/location.
- B. If free time occurs while at motel, always stay within the boundaries of the motel.
- C. Never leave the area we are located with anyone, including parents (refer to general guidelines). If prior permission was given, let YOUR chaperone or the directors know you are leaving.

CONDUCT AT LOCATION/EVENTS:

- A. Travel in groups of 3 or more. Travel with chaperone if deemed necessary by directors.
- B. Check in points/times will be designated and determined before we enter parks or events.
- C. Remember we are GUESTS, and, in some ways, "entertainment" of the park/location. You represent not only yourself, but also the orchestra, the high school, and the school system of Gwinnett County, Georgia. We want to be invited back!!
- D. You will report at the appropriate time(s) for dress, warm-up, and performance. Times will be given in advance.
- E. Do not leave the park/location for any reason. Do not attempt to go to any other park/location.
- F. If emergency occurs, go to the FIRST AID STATION IN THAT PARK/LOCATION.
- G. If it is deemed necessary, you will be required to stay with your chaperone, or with the directors' permission, with another chaperone if friends want to get together. An example would be shopping in a large metro city in which safety is a concern.

Other Information

1. AN ADDENDUM MIGHT BE NECESSARY DUE TO A PECULIARITY OF THE TRIP. ANY ADDITIONAL INFORMATION AND GUIDELINES WILL BE MADE AVAILABLE TO YOU TO READ AND ACKNOWLEDGE.
2. CHAPERONES WILL BE ASSIGNED AT LEAST FOUR (4) STUDENTS UNLESS THERE HAPPENS TO BE AN ODD NUMBER. IN ADDITION TO THE TASKS THAT ARE ASSIGNED TO THEM, CHAPERONES MUST ALSO AGREE TO FOLLOW THE SAME GENERAL GUIDELINES AS THE DIRECTORS.

CONSEQUENCES:

SEVERITY OF CONSEQUENCE WILL BE DETERMINED BY THE DIRECTORS and/or CHHS ADMINISTRATOR DEPENDENT UPON THE SITUATION (OFFENSE).

1. Warnings for minor problems or situations.
2. Stay with chaperone for a specific amount of time. No free time. Or combination of both.
3. Teacher Detention --1 or 2 days
4. Administrative Detention --1 or 2 days
5. In-School Suspension --1,2, or 3 days

6. Sent home in addition to ISS or School Suspension. Parents will be responsible for ticket, cab fare, transportation, or any other expenses incurred

Remember: Your Conduct and Actions determine if the ORCHESTRA AND/OR YOU will be able to go on future trips and festival.

2011-12 CHHS Orchestra Schedule

(Subject to change...parents and students will be notified in a timely manner).

PLEASE PUT ALL OF THESE DATES INTO YOUR CALENDARS:

Date and Time	Event	Location/Comment	People Involved
Wednesday, August 16 th , (In Class)	Uniform Fittings	Orchestra Room	Select Students
Tuesday, August 16 th , 7:00pm	Fall Meeting	Orchestra Room	All Students
Saturday, August 27 th , All Day	GCYS & Kendall Auditions	Hull M.S.	Select Students
Thursday, September 1 st (In Class)	All State, S& E Signing Deadline	Register with Mr. G no later than 9/1	Select Students
Friday, September 16 th , 2:30pm-11:00pm	Play-a-thon	CHHS Commons & Orchestra Room	Select Students
Saturday, September 17 th 10am-1pm	Softball Game vs. Mountain View	CHHS Softball Field	Select Students
Saturday September 24 th , 10am-2pm	COW PATTY BINGO	CHHS Practice Field	All Students
Thursday, October 13 th , 5:30pm	PERFORMANCE	CHHS Commons	Silver, Concert, & Symphonic
Thursday, October 13 th , 7:00pm	PERFORMANCE	CHHS Commons	Chamber & Philharmonic
Saturday, October 22 nd , All day	All State Auditions	Jones M.S.	Select Students
Thursday, October 27 th , In Class	SPOOKTACULAR PERFORMANCE	CHHS Theater	Chamber & Philharmonic
Thursday, October 27 th , 7:00pm	SPOOKTACULAR PERFORMANCE	CHHS Theater	Chamber
Wednesday, November 9 th , All day!	Metronome Day	Orchestra Room	All Students
Saturday, November 12 th (Times TBA)	Solo and Ensemble	GSMST H.S.	Select Students
Thursday, November 17 th , 7:00pm	PERFORMANCE	CHHS Commons	Philharmonic & Chamber
Tuesday, December 6 th , 7:00pm	PERFORMANCE	CHHS Commons	All Students
Thursday, December 8 th , 7:00pm	PERFORMANCE	CHHS Commons	Chamber, Philharmonic, & CMS 8 th Graders
Saturday, January 14 th , (Times TBA)	All State Final Aud.	Westminster H.S.	Select Students
Saturday, February 4 th , All Day	Violapalooza	Shiloh H.S.	Select Violists
Tuesday, February 28 th , (Times TBA)	PREFESTIVAL PERFORMANCES	CHHS Commons	All Students
Thurs.-Sat., March 1 st -3 rd , All day	All-State Orchestra	Savannah, GA	Select Students
Thurs.- Sat., March 8 th -10 th (Times TBA)	LGPE	Mountain View H.S.	All Students
Tuesday, May 8 th , 5:30 pm	PERFORMANCE	CHHS Commons	Silver, Concert, & Symphonic
Tuesday, May 8 th , 7:00 pm	PERFORMANCE	CHHS Commons	Philharmonic & Chamber
Monday, May 14 th , 5:30pm	BANQUET	CHHS Commons	Select Students

ALL BOLD FACED EVENTS ARE MANDATORY EVENTS.

It is EXTREMELY IMPORTANT that both parents and students are aware of the schedule each year. All of the rehearsals and performances that are listed on the schedule above are GRADED EVENTS. THANK YOU!!! ☺

CHHS ORCHESTRA HANDBOOK ACCEPTANCE FORM

Student Name: _____ Student #: _____

Father's Name:	Mother's Name:
Father's Cell #:	Mother's Cell #:

Instrument Description:

Company/Brand Name _____ Model # _____ Serial # _____

Other costs to consider: Uniforms (formal and informal), Spring Trip, All-State Orchestra and Solo and Ensemble application fees. The association fee payment to CHOBA is requested to help pay various program costs such as equipment and music not provided by the school. Your support is greatly appreciated.

A fall meeting for the CHHS Orchestra Program with the Collins Hill Orchestra Booster Association and Mr. Giel and Ms. Riquelme will be held on Tuesday, August 16, 2011 at 7:00 pm in the CHHS Orchestra Room.

We understand and accept the policies and responsibilities for String/Orchestra students as stated in the 2011-2012 Collins Hill High School Orchestra Program Handbook. We will inform the directors regarding any changes of our contact information or of any possible conflicts with the orchestra schedule in a timely manner.

Student's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

PLEASE SUBMIT THE FOLLOWING WITHIN 5 SCHOOL DAYS:

1. This double sided page, filled out completely (front and back) with the media release info completed.
2. Check payable to *Collins Hill Orchestra Booster Association* (CHOBA) for \$65 before August 16 and \$75 after August 16; additional sibling students are \$25