

Elementary School District 102

ORCHESTRA POLICIES

A successful orchestra program has students who participate with enthusiasm and a positive attitude. It has students who arrive on time, attend rehearsals and regularly practice at home. The following are policies for the Orchestra Department which support a successful program: Please review these policies with your child, sign the receipt and return by the second rehearsal.

- 1. Rehearsal attendance**—All members must attend all lessons and rehearsals promptly. This means being in your seat with your instrument out **by the beginning of the rehearsal (7:30 am)**. Sickness or family emergency are acceptable excuses. Arrive early to allow for instrument set-up. All absences and tardies must be excused by parents by the next rehearsal, since we are not at each school to know if students are absent that day. Parents should use our voicemail or email system 482-2500 x 2051 (culverto@dist102.k12.il.us). **Tardiness to lessons or rehearsal will be handled per school rules.** (Please see your school handbook for clarification).
- 2. Performance attendance**—All members must be present at ALL group performances. Proper attire is mandatory at all concerts. Only **illness and family emergencies** will be excused. Absences must be excused by parent note or phone call. Again, we recommend using our voicemail or email. Unexcused concert absence will result in the lowering of a grade.
- 3. Practice**—All members are expected to take their instruments and music home for practice every day. Instruments may not be left at school. Practice charts will be used to monitor practice in grades 4,5 & 6.
- 4. Materials**—All members must have a lesson book, required sheet music, instrument and a **pencil** at every rehearsal and lesson. Each student will be issued a folder at the beginning of the year with his or her name on it, which is to be kept in good condition. This is their folder for the year. Lost music will cost \$.50 per page to replace. A lost folder will cost \$1.00.
- 5. Uniform**—All members must wear the uniform of the group. Black dress slacks for boys and all cellists, black skirt /dress for all girls (except cellists). White dress shirt - boys, white blouse – girls. All PSO members will wear red cummerbunds and boys will wear a red bow tie (both provided). In PSO, all girls (except cellists) must wear dresses that are ankle length. NO exceptions. Dresses are available from the school.
- 6. Grading Criteria**—Grades will be issued each trimester (4th-6th grade) or each quarter (7th-8th grade), and will be based upon the following:

>Attendance/Participation	>Progress	>Attitude	>Effort
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- 7. Drop Policy**—Should the need arise to discontinue, two weeks parental notification **is required**. In addition, students must complete the current quarter (grade 7/8) or trimester (grade5/6) including all work and commitments. In instances where a concert occurs 1 or 2 weeks after a quarter begins, students will participate in preparation for the concert, but will receive no grade for that following quarter/trimester. Students who discontinue without following these guidelines will not be able to complete the necessary work for the class. This will result in grade reduction for that quarter/trimester.

ORCHESTRA PROGRAM EVENTS CALENDAR AND RULES RECEIPT

Both parent and orchestra member should sign this receipt and return it to Mr. Culver by the second orchestra rehearsal. By signing, you are indicating that you are aware of the performance dates and the rules / policies of the Orchestra Program in District 102. Thank you.

PARENT SIGNATURE

DATE

STUDENT SIGNATURE