



North Hancock Elementary School  
Orchestra Handbook  
Ms. McMichael  
2019-2020

## **Introduction**

Welcome to orchestra! I am so excited for this year! Orchestra offers abundant opportunities for fun, but also growth as an individual! I look forward to helping your student advance as not only a musician, but also as an amazing leader. Orchestra requires commitment, responsibility, and perseverance. This handbook will provide you with helpful guidelines in making the most of your time in the orchestra. I greatly look forward to all of the fun we'll have this year growing together as an ensemble!

## **Mission Statement**

The mission of North Hancock Elementary School orchestra program is to grow students not only as musicians, but also as leaders and individuals. Through participation in this ensemble students will learn valuable life skills including teamwork, responsibility, and self discipline.

## **Tentative Schedule**

Rehearsal: Orchestra will meet from 3:30-4:30 PM two days each school week. Students will be called down to the cafeteria for a snack and then lead to the music room around 3:30. We will rehearse every Monday and Thursday from 3:30-4:30 PM, students may be picked up in the car rider area. After school rehearsals will begin September 30, 2019.

Upcoming rehearsal dates:

Monday, September 30th- 3:30-4:30

Thursday, October 3rd- 3:30-4:30

FALL BREAK

Monday, October 14th- 3:30-4:30

Thursday, October 17th- NO REHEARSAL

Monday, October 21st- 3:30-4:30

Thursday, October 24th- 3:30-4:30

Monday, October 28th- 3:30-4:30

Thursday, October 31st- 3:30-4:30

An additional calendar with the remainder of the 2019 rehearsals and performances will be sent out the last week of October.

Performances: We will have at least two performances this year. There will be one performance in the winter and one performance in the spring. Official dates are TBA, announcement of dates will be sent home with students and posted on my teacher website.

## **Application and Fee**

All students must turn in all fees and forms fully completed before they can participate in orchestra. Forms required to be turned in and completed include the following: a signed handbook agreement with signatures from student and parent or guardian and a completed application. Please keep this handbook for your own personal records and turn in the last page only to the music room. Along with this form there is also a nonrefundable \$40 fee. This small fee assists in covering the cost of music, supplies, and minor instrument repairs. Students and their parent or guardian are responsible for paying for large repairs to broken instruments and replacing any lost supplies. **If you have a concern about the financial commitment, please email me. I do not want money to be the reason a student cannot participate.**

If you would like, you may purchase your own, new supplies for \$35 from Royal Music in Bowling Green. The String Kit offered by Royal Music includes an Essential Elements 2000 for Strings Book 1, black folding music stand, rosin, polishing cloth, sponge shoulder rest for violins and rock stops for cellos.

The school has a limited number of instruments, especially cellos. Instruments will be given out on a first come, first serve basis to students who have completed and turned in all required paperwork in addition to the \$40 fee. If we run out of instruments, you may rent an instrument through Royal Music. I have Royal Music Co. Rental Applications available upon request. I can turn in your paperwork to them, but all payments must be made directly to them. Also, cellos are not allowed on school buses. They must be dropped off by a parent in the morning. Violins are allowed on the bus.

Royal Music Company  
830 Fairview Avenue  
Bowling Green, KY 42101  
(270)842-9435

## **Fundraisers**

Fundraisers will be held throughout the year to benefit the students in this ensemble. All students are required to participate in orchestra fundraisers. Proceeds from all fundraisers will go towards ensemble field trips, major instrument repairs, and future instrument or music purchases.

## **Student Responsibilities**

Students are responsible for being ready for rehearsal on time and with all materials. In order to be fully prepared students need their instrument, bow, case, pencil (no pens!), an eraser, folder with sheet music, book and other instrument supplies.

Orchestra is fun, but also a commitment. Students must participate and attend all concerts and fundraisers. It is okay to miss rehearsal for illness or family emergency. Students are, however, responsible for bringing a note from parent (or email) within 2 days of the missed rehearsal. If more than three rehearsals are missed without a parent note, the student will be notified and removed from orchestra.

### **Instrument Care**

In order to ensure the quality of our instruments, the rules below must be followed.

- I will keep my instruments in its case when not in use and will treat the case as part of the instrument. I will NOT sit on the case.
- I will not eat or drink anything except water while I am playing on the school owned instrument.
- I will maintain my instrument and immediately notify Ms. McMichael of damages made to the instrument.
- I will NOT try to repair the instrument on my own or with my parent(s)/guardian(s).
- I and my parent/guardian will pay for any major instrument repairs or lost supplies.
- I understand that I will return the instrument as clean as I received it or I will be charged to have it professionally cleaned by Royal Music.
- In the unfortunate event that the instrument is lost or stolen, I will reimburse North Hancock Elementary School Orchestra for the cost of a comparable replacement at the time the loss occurs.
- I will be the only one to play this instrument. I will not let siblings or friends play with my instrument.
- I will follow the care instructions given by Ms. McMichael to keep my instrument clean and in the best shape possible.
- I will keep my instrument away from doors, windows, heaters, or any location susceptible to extreme temperatures.

## **Communication**

All information about performances, rehearsal, fundraisers, schedule changes, and other important information for the entire orchestra will be sent home in writing, email, or on my teacher website. Please feel free to contact me directly with any questions or concerns. I am available everyday at school between 8-9 AM or after 3:15 PM. I will do my best to keep the Orchestra page on my teacher website updated with information and event announcements.

Kelly McMichael

270-927-7900 ext. 6409

[kelly.mcmichael@hancock.kyschools.us](mailto:kelly.mcmichael@hancock.kyschools.us)

Teacher website link:

<https://www.hancock.k12.ky.us/olc/288/class/5925>

## **Leaving Orchestra**

Learning a new instrument is not something that happens overnight. Orchestra takes time and some beginners might be frustrated initially, but all members are vital to our ensemble. If you and your student ultimately decide orchestra is not for them, please have a parent/guardian send me a note or email giving permission for your student to resign. Again, the application fee is nonrefundable. Once January is here, you are expected to stay the remainder of the year. Students who quit orchestra will not be permitted to participate in other music extracurricular activities, such as the Talent Show.

## Orchestra Application and Student Information

**\*\*\*Completed forms are due no later than September 27, 2019.\*\*\***

Date and Time Returned \_\_\_\_\_

### Student Information

Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Years of Experience: \_\_\_\_\_

Instrument: \_\_\_\_\_

School Instrument: \_\_\_\_\_ Royal Rental: \_\_\_\_\_ I Have My Own: \_\_\_\_\_

Instrument Size and Serial Number: \_\_\_\_\_

Why I Joined:

\_\_\_\_\_  
\_\_\_\_\_

Measurements (This is to help determine the size of the instrument they need. We will take measurements at the information meeting.)

Arm Length: \_\_\_\_\_

Height: \_\_\_\_\_

### Parent/Guardian Contact Information

Contact #1: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number:(\_\_\_\_\_) \_\_\_\_\_

Contact #2: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number:(\_\_\_\_\_) \_\_\_\_\_

**I understand my responsibilities as a member of the NHES Orchestra, as outlined by the 2019-2020 Orchestra Handbook. I will give my best effort at all rehearsals, practice my instrument at home, be responsible with my instrument, and understand what is expected of me while I am a member of this ensemble.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_