



# Wheeler Middle School Orchestra Handbook 2015-2016

Dear Wheeler Orchestra Family,

Enclosed you will find guidelines for orchestra at Wheeler. Please take a few minutes to read and review the policies and expectations in this handbook. This handbook is for you to keep for the 2015-2016 school year. Please return the last page signed to Mr. Zemelko by Tuesday, August 25<sup>th</sup> stating that you have read and understand the material. If available, parents and students can sign the handbook online.

If you have any questions regarding the guidelines, or anything else, feel free to contact me at your convenience using the contact info listed below.

Sincerely,  
Mr. Aaron Zemelko  
Orchestra Director  
Wheeler Middle School

## Contact Info for Mr. Zemelko

Email: [azemelko@cps.k12.in.us](mailto:azemelko@cps.k12.in.us)

Phone: 219-663-2173 (ext. 13109)

Current website: <http://www.cps.k12.in.us/Domain/1099>

## WMS 2015-16 Rehearsal and Concert Calendar

### October

<b>Tues. 20<sup>th</sup></b>	<b>Dress Rehearsal</b> Grades 6-8	<b>3-5pm</b> WMS Orchestra Rm
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<b>Thurs. 22<sup>nd</sup></b>	<b>Fall Orchestra Concert</b> Grades 6-8	<b>6PM</b> WMS Auditoria
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### November

<b>Tues. 3<sup>rd</sup> and 10<sup>th</sup></b>	<b>All-Region Help Sessions</b> Selected 7/8 Graders	<b>3-5pm</b> WMS Orchestra Rm
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<b>Sat 14<sup>th</sup> or 21<sup>st</sup></b>	<b>All-Region Orchestra Festival</b> Selected 7/8 Graders	<b>All day</b> Chesterton
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## December

<b>Tues. 8<sup>th</sup></b>	<b>Dress Rehearsal</b> Grades 6-8	<b>3-5pm</b> WMS Orchestra Rm
<b>Sun. 13<sup>th</sup></b>	<b>Holiday Concert</b> Grades 5-12	<b>4pm</b> CPHS Auditorium
<b>Mon. 15<sup>th</sup></b>	<b>School Board Performance</b> Taft/Wheeler 8 <sup>th</sup> Grade Only	<b>6:45 tune, 7pm play</b> Central Office

## February

<b>Sat. 6<sup>th</sup></b>	<b>ISSMA District Solo/Ensemble</b> Grades 5-8	<b>All day</b> CPHS
<b>Sat. 27<sup>th</sup></b>	<b>ISSMA State Solo/Ensemble</b> Selected Students	<b>All day</b> Indianapolis

## March

<b>Tues. 1<sup>st</sup></b>	<b>ISSMA Jazz Dress Rehearsal</b> Selected 6-8 Students	<b>3-5pm</b> WMS Orchestra Rm
<b>Sat. 5<sup>th</sup></b>	<b>ISSMA Jazz Festival</b> Selected 6-8 Students	<b>Times TBA</b> LaPorte
<b>Tues. 8<sup>th</sup></b>	<b>After School Rehearsal</b> Grades 5-8	<b>3-5pm</b> WMS Orchestra Rm
<b>Wed. 10<sup>th</sup></b>	<b>Band and Orchestra Pre-ISSMA Concert</b> Grades 6-8	<b>6pm</b> WMS Gymnasium
<b>Sat. 12<sup>th</sup></b>	<b>ISSMA JME Organizational Festival</b> Grades 5-8	<b>6pm</b> WMS Auditoria

## May

<b>Tues. 24<sup>th</sup></b>	<b>Dress Rehearsal</b> Grades 6-8	<b>3-5pm</b> WMS Orchestra Rm
<b>Thurs. 26<sup>th</sup></b>	<b>All-City Orchestra Concert</b> Grades 5-12	<b>Times TBA</b> CPHS Auditorium
<b>TBA</b>	<b>WMS Honors Night</b> Grades 7-8 Only	<b>TBA</b> WMS Gymnasium

## June

<b>Mon. 6th - Fri. 8th</b>	<b>Summer String Academy</b>	<b>(tentative dates)</b>	<b>CPHS</b>
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**Concerts and rehearsals are subject to change. Notice of Change will be give ASAP.**

### CP Music Booster Meetings

Meetings are held at CPHS, 7pm, the second Monday of every month from September thru June. The first meeting is a meet-n-greet at the Main St. Cafe at 7pm on Monday, September, 14. We hope to see you there!!!

## **GENERAL RULES AND PROCEDURES**

- 1. Be prepared for class:** have ALL you need: instrument, rosin, music, folder, pencil, rock-stop, shoulder rest and any other necessary items. Participation grades will be lowered if unprepared. Nails must be short enough to allow proper playing!
- 2. Show proper conduct at all times:** attention must be given the director(s) at all times. For the benefit of all - talking and socializing stop when a director is on the podium or in front of the class. Continued problems will be handled at the teacher's discretion.
- 3. Begin on time:** set-up, get-ready, tune, and play. It's that easy! Restroom needs should be taken care of during the passing period before class. Students must have their agenda books with them in class if they need to use the restroom. It's school policy.
- 4. Treat all equipment, materials and people with respect:** students that are caught willfully damaging school property, such as etching names in school instruments or deliberately mistreating school instruments, will be charged for the repairs. If a string breaks on a student-owned instrument during tuning, even at the hands of a director, the student is still responsible for the purchase of a new string. Quinlan and Fabish rental instruments are the only instruments that will have strings replaced for free.

*Non-compliance with these rules will result in verbal warnings, lunch detentions, parent phone calls, and/or PT conferences.*

## **CHAIR AND PLAYING TESTS**

Chair tests will happen at the beginning of each quarter for grades 6-8. Playing tests will occur as needed throughout the year. Some playing tests will be announced, other will not. Students will be objectively evaluated by the director in the following areas: tone quality, technique, musicality, articulations, correct notes and rhythms, posture, bowing and intonation. Challenges will happen after each chair test for 7th and 8th grade students only.

## **HOME PRACTICE**

Home practice is the greatest contributor to student progress. Instrumental students should establish and follow a practice routine. *Parents, please help your child establish and encourage a daily practice routine.* Practice is not punishment, practice is work, and work is not always fun. If your brain hurts, you're doing something right...except if your ears are bleeding, then you should see a doctor. Remember, 30 minutes a day goes a long way!

## **AFTER SCHOOL REHEARSALS and PERFORMANCES**

Our orchestra is like a sports team! If one player is missing we don't play as well. Everyone is an important part of the orchestra. Attendance at scheduled rehearsals and performances is expected of all students. Students that cannot make a rehearsal or performance will have a make-up assignment. **Missing an after school rehearsal or performance without prior notification will result in a lowered grade (one letter grade lower) regardless of the make-up assignment.** Students must communicate when they will be absent prior to the missed event. Emergencies will be considered on a case-by-case basis.

## **GRADING**

The grading scale is a percentage based on the total number of points available each nine-week. The total number of points during a grading period will depend upon the number of tests, after-school rehearsals, concerts, etc., for those nine weeks.

Point Values – everything in class is based on a 100 point scale. Concerts, playing tests, chair tests, class participation, tests and quizzes are all worth 100 points.

Excused Absences – students that miss an event with prior notification to Mr. Zemelko will receive an excused absence. A grade of 75% C will be entered in the gradebook. Students who receive an excused absence will have a chance to do a make-up assignment to receive full credit.

Unexcused Absences – students that miss an event without prior notification to Mr. Zemelko will receive an unexcused absence. A grade of 50% F will be entered into the gradebook. Students with an unexcused absence will have a chance to do a make-up assignment to receive partial credit of 75% C.

Make-up Assignment – although a student cannot truly make-up a missed rehearsal or concert event, make-up work will be made available to students who do not want a low grade in the grade book. The make-up assignment will consist of three parts: 1. a performance review 2. a music theory assignment 3. a Talent Tuesday solo or group performance. All three parts must be completed prior to receiving credit. If all three parts are not satisfied within 4 weeks of the missed event, or the previously earned grade will stand.

**Special circumstances must be communicated to Mr. Zemelko in a timely manner.  
Students must communicate when they will be absent prior to the missed event.  
Emergencies will be considered on a case-by-case basis.**

## **UNIFORMS AND CONCERT DRESS**

All grades will wear the orchestra uniform which is red polo uniform shirt, black dress or black khaki pants, and black dress shoes. 6<sup>th</sup> & 7<sup>th</sup> grade students will need to order the red polo uniform shirt. The cost of the shirt is TBA. Please circle your size on the last page of the handbook and return to Mr. Zemelko by Monday, August 24<sup>th</sup>. No graphic tee-shirts, no prints, no jeans, and no gym shoes are to be worn for orchestra events. Please feel free to re-use polo's by older siblings or students in high school.

## **INSTRUMENT REPAIR**

In the event that an instrument needs adjustment or repair, an attempt will be made to do so by the director. If the director is unable to repair the instrument, it may be sent in for an estimate at the request of the responsible party.

## **MUSIC BOOSTER ORGANIZATION**

This parent run support organization exists to promote interest in the music programs of the CPCSC; aid in funding equipment and expenses not met by the Board of Education; and to assist the directors in the maintenance of the music programs in the Crown Point schools. Parents of all music students are urged to become involved! Meetings are held on the second Monday of each month at CPHS.

**Please review, sign, and return this page to Mr. Zemelko by Tuesday August 25<sup>th</sup>**

I understand, will follow the expectations, and provide necessary uniform items as stated in the Crown Point Middle School Orchestra Department Handbook.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Red Orchestra Polo Uniform Size (circle one, these are adult sizes)**

**XS    S    M    L    XL    XXL**

**Media Usage**

Additionally, the WMS Orchestra seeks the permission to use a portion of your child's work and/or images (written work, still photo, or audio/video samples) in various forms of media and/or publications. CPSC School Board policy states that individual students may not be identified without parent/guardian permission, but individual students within an ensemble may be identified by name. You may choose to give or withhold permission to use the work and images of your child. No reason need be given. Grades will not be affected in any way if permission to use images, etc. is denied.

**Please circle one of the following for permissions: GRANTED                      DENIED**

\_\_\_\_\_  
**Parent/Guardian Signature for Permissions**

**Private Lessons**

The Crown Point Orchestra Program is one of Indiana's best public school music programs. This success is due in part to our students taking private lessons. The benefits of one-on-one instruction create an enormous advantage for all students. We are fortunate to have many highly qualified private teachers who travel to Crown Point and teach at our schools during mornings, afternoons, and evenings. Our private teachers are selected by CPHS Music Staff, have a college degree on their respective instrument(s), and a have track record in teaching young students. All are performing musicians and several are even college teachers and/or professional musicians. Depending on the teacher, the cost ranges from \$15 to \$20 per lesson.

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

**Grade:** \_\_\_\_\_ **Instrument:** \_\_\_\_\_