



## Putnam City North High School Orchestra Handbook

11800 N Rockwell Ave | Oklahoma City, OK 73162

[www.pcnorchestra.com](http://www.pcnorchestra.com)



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### Director

Jeremy Scott

*Like us on Facebook and Instagram for year-round updates and info!*

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Room: A101

Phone: 405-722-4220 ext. 2702

Website: [www.pcnorchestra.com](http://www.pcnorchestra.com)

<<<<< Visit our website!

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### Assistant Director

Brett Smith

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### Contact Info for students

All students must sign up for remind101. If you do not own a mobile device, please have your parents sign up. All parents are encouraged to sign up as well. We are using two primary forms of communication: Email and Remind101.

1. **Email**- Please go to this link to provide us with your contact information <https://tinyurl.com/r4t2ef5>
2. **Band App**- Please go this link to sign up for Band App--- <https://band.us/n/aaa892U0w5u0g>  
Students will have the ability to communicate with their sections and get up to date info from both directors.
3. **Remind**- This program is a text message notification system. Students/parents can receive texts on any info sent out by Mr. Scott or Mr. Smith. Here is how you sign up:

Text your respective class code in your message box to this number: 81010

CODES: (Each code MUST include the "@" symbol)

Concert Orchestra: **@PCNConcert** | Philharmonic Orchestra: **@PCNPhil** | Symphony Orchestra: **@PCNSymph**

## Schedule – all classes meet in the Band/Orchestra Room (#A101)

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7:30 to 8:00	Mr. Scott's Office Hours
8:00-9:00	Tues/Thursday- Elementary Classes
8:45 to 9:55	AP Music Theory (Mr. Smith)
8:45 to 10:30	Hefner Middle School (Mr. Scott)
12:00 to 12:50 (4 <sup>th</sup> hour)	Concert Orchestra/Philharmonic Orchestra (Prerequisites Required)
12:55 to 1:45 (5 <sup>th</sup> hour)	Strings I (beginning orchestra)
1:50 to 2:35 (6 <sup>th</sup> hour)	Symphony Orchestra (Audition only)
2:40 to 3:30 (7 <sup>th</sup> hour)	Plan Period/Service Learning
3:30-4:00	Director Office Hours

\*\*In addition to these hours, your section may be called for an *early morning sectional* from 7:00 AM – 8:00 AM. We will try to get you at least one week's notice.\*\*

## Individual and Group Objectives

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The greatest single factor determining success of an individual or organization is **attitude**. This positive attitude toward yourself, each other, and the orchestra as a unit will make the difference between a fine musical group and a mediocre group. Within this attitude, you must have **self-control** and acknowledgement of the **discipline** it takes to be a fine performer. Respect of adults, fellow students, and the instruments you hold and play is a beginning key to being a mature musician and a true team player.

By nature, instrumental music students are often on display and must constantly **focus** on the importance of **good behavior** and the goals of the orchestra. Students must always remember that they represent their organization, school, and community while in the public eye. Any misconduct casts a direct reflection on our school and community and may well undo the good works of hundreds of loyal students. Act professionally, and you will be respected as a professional.

## Musical Objectives

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Instrumental ensemble students will:

1. Identify compositional devices used in choral or instrumental works.
2. Compare characteristics of two or more styles of music.
3. Identify and explain the stylistic features of a given American musical work that serve to define its aesthetic tradition and its historical or cultural context.
4. Evaluate a given musical work in terms of its aesthetic qualities and explain the musical means it uses to evoke feelings and emotions.
5. Perform with expression, technical accuracy, and stylistic integrity a varied repertoire of instrumental literature
6. Perform on an instrument with expression and accuracy, including appropriate technique specific to the instrument.
  - a. *Develop tone production*
  - b. *Develop an ear to sense and make pitch adjustment in context of style*
  - c. *Develop left and right hand technical ability*
  - d. *Develop habitual practice discipline*
  - e. *Develop performance ability and self-esteem*
    - a. *Explore increasingly difficult music as ability allows*
2. Perform in chamber settings and respond appropriately to other ensemble members' musical cues.
3. Perform in large ensembles and respond appropriately to the conductor's patterns, gestures, and cues.
4. Discuss how the subject matter learned in other disciplines is interrelated with and/or connected to music.

## **Rehearsal Expectations (Rules)**

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Learning to be a part of an organization is an incredible life skill. The PC North Orchestra can only be a successful organization if the students are motivated to make it that way. The best way you can help is by doing your part in observing the following expectations every day!

1. No talking when the teacher is on the podium.
2. Show RESPECT to the teacher, your peers, your instrument, and yourself.
3. Always come to rehearsal prepared. (having practiced your part, pencil, music, instrument, focus)
4. Always strive for music excellence!

## **Symphony After School Rehearsal Expectations**

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This top tier ensemble heavily relies on our rehearsal time after school on Tuesdays. The times will vary depending on what is needed but will never exceed 6:00 PM.

Strings only days will be from 3:30-5:00 Full Orchestra days will be from 3:45-5:30

1. Be early to rehearsal so that you can warm up and be ready to rehearse together.
  - a. Late to 2 rehearsals equals one absence.
2. Do not ask the directors 5 minutes before rehearsal starts for music.
  - a. Losing music more than once will equal one absence
3. Being absent for more than 3 rehearsals leading up to a concert will result in you sitting in the audience for the performance.

## **Disciplinary Measures**

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Because there is much to accomplish during our rehearsals, there will be little time spent on discipline as we will all be growing together and feeling the success of becoming fine musicians and performers. However, should the need arise, the director's decisions regarding discipline will be firm, fast, and fair. If a student chooses to ignore the PCNO's expectations, one or more of the following may occur:

1. a warning and you may be asked to pack up your instrument
2. removal from the classroom setting
3. a director and/or student phone call to a parent to explain the situation
4. a conference with the teacher, student, and parent(s)/guardian

Additionally, any student participating in inappropriate intimate behavior, illegal narcotics, alcohol, or any other act that is not allowed on school property will be subject to immediate removal from any and all PCNO activities and ensembles.

## **Required Classroom Materials**

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The following materials are required for this program. If you need assistance in acquiring these supplies, please consult the director immediately.

1. Quality Instrument purchased/rented from a reputable musical instrument dealer including the following items:
  - a. Rosin
  - b. Cleaning Cloth
  - c. Shoulder rest (upper strings), endpin or rock stop (lower strings)
  - d. Mute
2. Sharpened or mechanical pencil,
3. Calendar or agenda with performances and rehearsals noted.

1. One of the following: **Kleenex, band aids, or extra cleaning cloths**
2. Strongly recommended: Metronome (App), Tuner (App), Extra set of strings

### **Instrument Maintenance**

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Instruments must be brought to all rehearsals and performances unless you're a lower string instrument and have made an arrangement with the director to use a school instrument. All students must keep their instrument clean and in good working order. Repairs must be made promptly. All students must supply their own accessories (rosin, cloth, shoulder rest, rock stop, etc.). School provided instruments must be maintained in good working condition and returned by the end of the school year. Students are responsible for any damage that occurs to a school instrument in their possession. Vandalism or deliberate carelessness will not be tolerated. All students using school instruments will sign a contract.

### **Instrument Storage and Rehearsal Space**

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Instrument lockers and storage space is provided for instruments during the school day. Instruments must have a name tag. Students can leave instruments in the morning before school and can pick up their instruments after school. We share the room with two other classes (Band and AP Music Theory), so please do not disrupt any classes unless you have a check-out pass. Students are required to take their instrument home after the school day to practice. Please see Mr. Scott about instrument lockers. You must have a pass from one of the band or orchestra directors to use a practice room.

### **Grading Procedure**

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Points are earned for the following categories. The total points earned will then fit into the 100-point scale system (i.e. 90-100=A, etc.). Grade percentages are given below.

*Class Participation (30%):* Class participation includes punctuality, behavior, attitude, preparation of music, making classroom notes in your music, and having all needed materials with you, including music or the replacement of lost music, and having an operable instrument. Also, within this participation, no food or drink will be allowed in the classroom or any rehearsal space. Talking while the teacher is working or inappropriate playing will not be permitted. Each student will receive 100 participation points during every week of school. For every count of poor participation, including tardiness or unexcused absence, the student will lose ten points from the allotted sixty points. A student can lose more than sixty points in a six week period. Additional participation grades will also be given for returning signed materials on time and maintaining music.

*Performance Assessments (30%):* Most playing tests will be announced at least one day before the test is given and will be taken from classroom work. The graded factors will include correct pitches, rhythm, tempo, articulations and style, bowings, tone quality, and musicality or expression. Some unannounced written and rhythm tests may be administered to promote practice at home and attentiveness in the classroom. Playing tests may be conducted during class on a recorder provided by the director, at home on a recorder provided by the student, or live in front of other class members to further develop performance experience. Playing tests may periodically be used to determine chair placement. Chair placement is at the complete discretion of the director and is not always reflective of performance tests.

*After School Rehearsals & Extra rehearsals (10%):* All Symphony after school rehearsals are required. Extra rehearsals will be scheduled only when necessary before and after school. All extra rehearsals are required. The director will give ample warning as to the date and location of each rehearsal so that arrangements can be made to attend. If a student must be late or leave early, he or she must have a written excuse note from a parent or another teacher. Unexcused

tardiness will result in a loss of 15% to 30% of the available points for that rehearsal. Excuses will be accepted for missing an extra rehearsal only if notification is received prior to the rehearsal. For more attendance information, consult the performance policies.

*Performance (30%):* Because orchestra is a performance art as well as a musical art, a large part of what we work on in class culminates with concerts. Please make arrangements in your schedule to be present for all performances. A list of required performances, including concert and contest performances, can be found on the events sheet passed out to the students on the first day and is also posted on my teacher page. Complete performance policies are included in this handbook.

*Bonus Points:* The student can receive bonus points by attending any amateur/professional artistic musical event that offers a concert program. Such concerts, many which are free, are given right here in the metro by our numerous local universities, high schools, and of course, the Oklahoma City Philharmonic. The student must present a program from the performance, signed by the parent to receive the credit. Each event is worth ten participation points, with a maximum of fifty points accepted per semester.

### **Orchestra Contest**

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All academically eligible orchestra members will participate in the OSSAA Music contests in the Fall and Spring. If a student has more than five absences within ten days before a contest performance, then that student may not be a part of the orchestra contest performance. In the event of poor preparedness or attitude, or excessive absences or tardiness, a student may be dismissed from this contest orchestra. Such decisions will be made by the director.

### **Field Trips:**

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Signed permission slips are required for all outside school trips. Specific trip information will be sent home prior to each trip. It is your child's responsibility to make sure that you have all the information regarding each event. Please make sure that your emergency information is up to date at the school. Students are expected to behave in a thoughtful and intelligent manner at all times. We run on a very tight schedule and our itinerary times are firm. We leave on time! Students who miss the bus will have an unexcused absence counted against their grade. Parents are advised that they are required to pick up their child at the trip location if the child's behavior warrants a phone call home. This can also result in a lowered grade or suspension. We often eat lunch away from school. You will be notified in advance if your student will need money for lunch. If a sack lunch is required, lunches should not require refrigeration or be overly messy. REMEMBER: Student behavior needs to reflect the character of this school's great reputation whether on or off campus.

### **Performance Policies**

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Every orchestra member plays a vital role in the success of the Putnam City North Orchestra Program. All orchestra students are permitted and expected to participate in all school events in which the orchestra participates. Attendance by all members, at all performances, is required unless individually notified by the director. Regardless, by the time we reach a performance date, students will not want to miss the thrill of performing in front of a large, live audience. Notification of any absence must be made at least five days prior to the performance, both verbally and with a handwritten note from a parent and student. Not having a ride will not excuse a student from a performance. Emergencies outside of human control will be considered on an individual basis.

Any change or addition to performance dates will be announced well in advance so that individual plans can be made accordingly. Any unexcused absence from a required performance will negatively affect the student's grade. Recognized

religious holidays and school related activities, approved in advance by the director, will be recognized as excused absences and no penalty will be incurred.

In setting up concert dates, care has been taken to avoid any other school events. However, should a conflict arise, any school event will take precedence over a practice or rehearsal. Should two events occur simultaneously, the student may choose which event to attend, without penalty, but both organizations' directors must be notified at least five days in advance. Without proper notification, the student will not be excused from the orchestra event and grade penalties will be incurred.

When bus transportation is provided, ALL students will ride buses to the event. Upon permission, a student may leave with his or her parent after the orchestra has been dismissed from the event, but return transportation will also be provided.

**\*\*Academic Eligibility\*\*** All instrumental music students must be academically eligible to travel and perform with the orchestra at competitive events. The school policy states that a student is considered academically eligible if he or she is passing all classes. The director will follow school procedures if the student is academically ineligible (failing at least one class) in these matters, regardless of the student's awareness or notification of his or her grade situation.

### **Performance Dress**

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The three performance attire categories are listed below. Students must be dressed appropriately in order to perform and will not be allowed to perform if not dressed appropriately. Students will be notified well in advance of each event as to which category applies.

#### **Concert Dress:** Formal Performance Attire (Most Performances)

- Men: Tuxedo, Black bow tie, Black socks (long), Black dress shoes (not sneakers)
- Women: Orchestra Blouse and Pants or Long Skirt, Black closed-toed dress shoes

(You will be fitted for these uniforms on our Orchestra Orientation day on August 9<sup>th</sup> from 4:00- 7:00 PM)

#### **All Black (Gig Black):** Some gigs or small performances may require this.

- Men: Solid black button down shirt or solid black polo, black pants, black socks and black dress shoes.
- Women: Solid black top or solid black polo, black pants, black socks and black closed-toed dress shoes.

#### **Business Dress:**

- Men: Dress trousers (no jeans), Shirt and tie, Dress shoes (no sneakers)
- Women: Dress, skirt/blouse, dress pants/blouse, dress shoes  
(no jeans, sneakers or flip-flops)  
Dresses and skirts must cover the knees when seated to play.

#### **Casual Dress:** Orchestra T-shirt and Jeans

## Activity Component of Orchestra

Orchestra is both a course and an activity. The activity aspect of the course involves those elements that occur outside of the school day and is affected by additional policies as well as financial commitments.

### Academic Eligibility

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In order to compete in any event or to travel with the orchestra, students must be academically eligible. This includes all trips, contest, honor orchestra auditions, etc. To determine eligibility grades are checked each Wednesday and teachers receive a report of student eligibility. Students with an “F” in any course receive a one-week probation period beginning the following Monday to raise their grades. If the student still has an “F” in any course on the following Wednesday when the eligibility report is run, he or she becomes ineligible beginning on the following Monday for one week. The student becomes eligible again when passing all courses. This eligibility takes effect on the Monday after the eligibility report is run.

### Drug Testing

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Putnam City Schools has implemented a random drug testing program that is mandatory for any student wishing to participate in an activity. All students must have a drug-testing form with parent signature on file before he or she may participate in concerts or contests. This includes honor orchestra auditions. Students who chose not to participate may still be in the orchestra course; however they may not compete or perform outside the designate course time.

### Travel and Loss of Travel Privileges

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Traveling with the orchestra is a privilege. Students are expected to demonstrate appropriate, respectful behavior at all times when off-campus and to follow the directions of the director and adult sponsors. Students will lose their travel privileges for violating the policies set forth in this handbook and/or the Putnam City North Student Handbook including, but not limited to refusal to follow directions, bullying, possession or use of illegal substances, theft, fighting, etc.

### Medication

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All students must have a signed medical release form in order to travel with the orchestra. If the student needs medication (over-the-counter or prescription) at school or on an off-campus trip, the medication along with the completed “**Parent Consent Form for Student Medications**” must be returned it to the school clinic at least 1 day prior to the trip. If the student requires medication for asthma or other life-threatening condition, the “**Self-Administration of Medication by Student**” form must be completed and returned it to the school clinic.

### Contract

### Financial Commitments

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- **Orchestra Activity Dues:** \$110 –Will take cash or you can make checks payable to PCN POPS or pay via credit card or PayPal by sending payment to [pcnpops@gmail.com](mailto:pcnpops@gmail.com). Please add a 3% fee if using paypal or credit card.
  - The activity dues balance our overhead costs for the year, which include the following:
    - Transportation to all events
    - OSSAA Large Ensemble Contest Fees
    - Sectional coaching/Clinicians

- Copied Music and office supplies
  - This year's orchestra t-shirt
  - Other needs that might arise that will aid in the education of our program
- We ask that the first \$55 fee be paid or fundraised by 10/4/24 and the second \$50 by 2/21/25.
- *Once you pay/fundraise the first \$55 due, you will receive your orchestra T-shirt, which is included in the cost.*
- Payment plans are available as well as financial assistance through fundraising opportunities.
- *Note: No student's course grade will be penalized for not participating in an event due to non-payment of the activity dues. The student may do an alternate assignment for an excused absence and receive full credit.*
- Honor Orchestra Audition fees – voluntary
  - NCHO - \$15 Audition fee (\$20 participation fee if students makes NCHO)
  - All-State - \$20 Audition fee (10-12 grades only)
    - \$90 participation fee along with an estimated \$150 hotel room cost if student makes All-State. PCN will provide transportation.
- Solo and Ensemble Contest (spring) – voluntary, costs for any ensemble larger than a solo is per ensemble, not per person.
  - District Level
    - Solo – \$10 (accompanist fee **NOT** included)
      - Accompanist Fees range from \$30-\$50 per contest
    - Ensemble – \$18 (2-6 members), \$36 (7-12 members)
  - State Level (if a superior rating is earned at district)
    - Solo – \$12 (accompanist fee **NOT** included) Accompanist Fees range from \$30-\$50 per contest
    - Ensemble - \$20 (2-6 members), \$38 (7-12 members)
- Orchestra Gear – voluntary, prices TBA
  - Embroidered Fleece, Hoodies, Long Sleeved T-shirts, Crewnecks
- Uniforms – school provided with cleaning/hemming fee, voluntary purchase available

The school will be able to provide uniforms (dress or tux) to students who cannot purchase their own or to returning students who have out-grown their uniforms. These uniforms must remain at the school and may not go home with the student between concerts. Students who prefer to purchase a uniform may do so. See the payment order form for pricing.



## Private Lessons

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Taking private lessons is a vital component to having a successful program and successful individual musicians. All students are **STRONGLY** encouraged to take private lessons and there are many great benefits:

1. Weekly individual, musical attention where not only pedagogical training is given, but tips and strategies on practicing as well.
2. Creates more opportunities to play in extracurricular honor ensembles (NCHO, All-State, OYO, etc.)
3. Leads to **MAJOR** college scholarship opportunities

Private lessons are not limited to any student in particular. They are intended to help any student make even more progress outside of the classroom whether they are “good” at this stage or not.

There are many experts in the area who are ready and willing to help students in this process in any way possible.

All students should discuss the option of taking private lessons with their parents. This is a great opportunity that many students do not always have available and we at PCNO want every student to be very successful! Contact me if you are interested and I will get you connected with a great private instructor.

Please feel free to contact us for anything. We love to hear from parents and your child’s success is my number one concern. Looking forward to a great year!

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# PUTNAM CITY NORTH ORCHESTRA HANDBOOK AGREEMENT

\*It is VERY IMPORTANT that you read the entire Handbook before signing this agreement\*

We have received and read the handbook and calendar. We understand the expectations and policies pertaining to the Putnam City North Orchestra. We understand this form, permission for off-campus travel, medical-release form, and drug-testing form must be received by the director before students may participate in any off-campus activities.

Student Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Orchestra Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\*ALL\* Parents please list an e-mail address that you would feel comfortable receiving parent information at, such as trip itineraries, supply lists, and calendar updates. Your e-mail address is for Mr. Scott's use only and will not be supplied to the public. If you are already receiving Mr. Scott's emails feel free to leave the bottom portion blank.

\*\*\*Parent/Guardian E-mail Address (please print clearly to ensure that you are on the list)

#1 : \_\_\_\_\_ #2 : \_\_\_\_\_

#3 : \_\_\_\_\_ Student's E-mail Address: \_\_\_\_\_

Questions/Comments/

Concerns: \_\_\_\_\_  
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## MEDIA RELEASE FORM

I, \_\_\_\_\_ grant permission to Putnam City North Orchestras to use my image (photographs and/or video) for use in Media publications including:

(Check All That Apply)

- Videos     Email Blasts     Recruiting Brochures     Newsletters     General Publications  
 Social Media     Other: \_\_\_\_\_

I hereby waive any right to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future.

I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions prior to writing or signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

**OR**

I do not consent to the use of my/my child's image in any way.

I have read and understand the above:

Student Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Orchestra Student Signature \_\_\_\_\_ Date \_\_\_\_\_