

**GLENBARD WEST HIGH SCHOOL
ORCHESTRA**

Mr. William Ortega, Director



2019 - 2020

Student/Family Handbook

v1.0

Glenbard West High School Instrumental Music Department

670 Crescent Boulevard, Glen Ellyn, IL 60137

www.glenbardwesths.org/teachers/music/index.htm

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Welcome Glenbard West Orchestra Members and Parents!

You are about to embark on what we hope will be a memorable and rewarding experience - The Glenbard West Orchestra.

Our primary goal is to make you a creative, sensitive artist - a musician. You will develop the skills to perform your instrument at the level you decide. As we work toward this goal, you will also develop life skills that will help you become a better person. You will learn about leadership, self-esteem, goal setting, team concepts and compassion.

What you get out of the Orchestra is what you put into it (just like life!) - so get **INVOLVED!** The Glenbard West Orchestra has a lot of tradition behind it and now it is your turn to keep that tradition.

The handbook that follows is a detailed summary of the Orchestra program. Please take a few minutes to go over it. Should you have any questions or suggestions, please give Mr. Ortega a call at (630) 942-7567.

I am looking forward to an exciting and musical year with you,

William Ortega

William Ortega, Orchestra Director

PARENT RESPONSIBILITIES

The Orchestra Program at Glenbard West High School is regarded by the administration as a positive learning experience within the total school framework. Discipline and character building play an integral part in this program. It is for this reason that parents **must** support their student's efforts and to keep informed of what is happening, enabling them to work with the music department in the best interests of all concerned.

We have found that students who have the support of their parents take an increased interest in music that, thereby, increases their skill. For this reason, it is felt that the success of this program depends on the positive attitude of students **AND** parents.

Scheduling of events is done as far in advance as possible. Needless to say, an orchestra cannot be effective to the student or to the audience without complete participation and meticulous attention to detail, including attendance and punctuality. Any conflict with the Orchestra calendar must be brought to the attention of Mr. Ortega as soon as possible. **All documents will be available in Schoology.**

STUDENT RESPONSIBILITIES

1. **Practice** requirements are the same for all members of the Glenbard West Orchestra. Each student is held responsible for the proper preparation of all the music in his/her individual folder as well as lesson assignments. Each student is required to take part in his/her Orchestra rehearsals and sectionals, whether they are private or group sectionals with a student leader or director(s). Any conflict with the Orchestra calendar must be brought to the attention of Mr. Ortega as soon as possible.

2. Students are expected to treat all school-owned equipment carefully, and return it in the same condition as it was issued. Any damage done is the responsibility of the student. Each student will be issued a locker and lock to store a violin/viola. Keep it locked when not in use and keep the lock combination somewhere safe to facilitate easy recall as needed. School-owned cellos and double basses will be kept locked in the Large String Instrument Storage Rooms. It is the student's responsibility to notify the Properties Manager(s) or Mr. Ortega immediately if repair work is required. Students are expected to treat the instrument, bow, and case with care and to keep it in good repair. Failure to do so will result in loss of the use of a school instrument.

One's home instrument should include an extra set of strings, rosin, pencil, soft cloth, shoulder pad (violin/viola) or rock stop (cello/bass). A representative from Music & Arts (800-323-1001) visits the school on a weekly basis should you have repair work to be done or are in need of any supplies.

When caring for your instrument, keep the following in mind:

- Never try to repair the instrument at home. If something breaks, take it to a reputable repair shop. If it is a school instrument, contact the Properties Manager(s) or Mr. Ortega at school.
- Keep the instrument away from extreme heat and cold. Do not leave the instrument in a parked car in extreme temperatures: the wood cracks easily, rosin melts, and the varnish will bubble.
- Keep the instrument and bow (loosened) in the case when not in use, and be sure to latch the case.
- Store cellos and basses on their side; do not prop them up vertically unless a suitable stand is provided.
- Never hang violins and violas on a music stand by the scroll.
- Keep the body of the instrument clean by wiping it regularly with a clean, soft cloth. Make sure to wipe the strings and under the bridge, and wipe the stick of the bow. **DO NOT** use dusting spray or furniture polish. If desired, polish made specifically for string instruments can be purchased from a music store.
- **ALWAYS** loosen the bow hair when not in use. This will prevent the bow from warping.

GRADES

Participation in a musical ensemble is a privilege and a responsibility. Preparing music and learning skills for public performance is an exciting opportunity. To do our best as an orchestra there is individual responsibility and group responsibility that will be needed daily in class so that our goals of skill mastery, public performance, and personal appreciation may be achieved. The total points earned for performances, rehearsals, sectionals, and tests determine academic grades. Points will be earned for each activity in Orchestra. Points will be totaled, and students will be graded according to the following scale:

A 90-100% B 80-89% C 70-79% D 60-69% F 0-59%

Grades will be determined as follows:

1. **Daily grade / Attitude (15%):** Punctuality, attitude, participation, involvement, behavior, instrument care.
2. **GW Concert/Rehearsal Attendance & Performance (40%):** All performances, rehearsals, and other obligations.
3. **Playing Tests (40%):** Periodic evaluations on orchestra music, scales, etudes, terms, etc.
4. **Non Glenbard West Orchestra Concert Attendance (5%):** Attend a non-Glenbard West Orchestra concert or fine arts activity by a local high school, college, or professional ensemble.

PERFORMANCES, REHEARSALS, AND ATTENDANCE

500 points will be awarded for each performance, 200 points for each scheduled extra rehearsal, and 50 points for sectionals. Attendance at all scheduled programs, concerts, extra rehearsals, and sectionals are mandatory. If a student has an excused absence due to a death in the family or illness, s/he will receive credit for attendance. If a student misses a performance or rehearsal for any other reason, the director must be **notified in advance and in writing (e-mail is acceptable)** and a judgment will be made whether full or partial credit may be given, and whether make-up privileges may be permitted. Music is unique in that rehearsal and performance situations cannot be recreated.

Students are expected to be in the Orchestra Room when the bell rings and in their seats ready to tune three minutes after the bell sounds.

SECTIONALS

Sectionals will occur as time allows during Period 6 or Period 7.

Example: Violins: Period 6 Sectionals/Period 7 Lunch
 All others: Period 6 Lunch/Period 7 Orchestra

EXPECTATIONS

As members of the Glenbard West Orchestra Program, students are expected to adhere to the basic standards of music organizational requirements:

1. Punctuality (remember...*EARLY IS ON TIME - ON TIME IS LATE!*)
2. Individual warm-up and preparation prior to rehearsal
3. Attendance and self-discipline
4. Effort, contribution, and achievement
5. Instrument and proper equipment - instrument, mutes, music, pencil, music stand, metronome, and a soft cloth for cleaning the instrument.
6. Take care of your instrument by keeping it clean and storing it in a safe place. Do not allow siblings or friends to play your instrument.
7. Visit the website to organize performance and rehearsal dates on a calendar, and be sure to inform your family of such dates. If conflicts arise, *EARLY COMMUNICATION* with the director is expected.
8. Practicing on a daily basis is considered homework for Orchestra. One's level of playing will dictate the total time each day. However, a minimum of 20 minutes a day is required and expected. Students studying privately may need to practice more than 20 minutes.

PRACTICING IS TO BE CONSIDERED HOMEWORK FOR ORCHESTRA AND IS TO BE DONE ON A DAILY BASIS.

MUSIC

Students will be issued three music folders:

Black Concert Folder – contains all technique books, chorale books, and music for our upcoming concert. This folder stays at home and does not go home.

Black Three-Ring Binder – contains all concert music for home practice. **This binder goes home.**

SCHEDULE

Mr. Ortega's teaching schedule for the year is as follows:

Period	1st Semester	2nd Semester
Period 1	Planning	Planning
Period 2	Travel to G. East	Guitar 1 & 2 @ West
Period 3	Guitar 1 @ G. East	Travel to G. East
Period 4	Travel to G. West	Sectionals @ G. East
Period 5	Concert Band	Travel to G. West
Period 6	Orchestra	Orchestra
Period 7	Lunch/Orchestra	Lunch/Orchestra
Period 8	Resource	Guitar I & II
<i>After School</i>	<i>Chamber Ensemble(s), Conducting Students, etc.</i>	

Contact Mr. Ortega:

(630) 942-7567 (Direct line)

(630) 942-7567 x2772

william_ortega@glenbard.or

AWARDS/ACTIVITY POINTS

ACTIVITY POINTS

Activity points are awarded based upon participation in all aspects of Orchestra. Students must be enrolled in Orchestra to earn points. At the beginning of the school year, students received an activity points form and have begun filling it out. The levels are:

75 - 149	Numeral (student's graduation year)
150 - 249	Letter (a letter G with "ORCHESTRA" embedded within it)
250 - 349	Medal of Honor (a medal!)
350+	Court Musician (a plaque with the student's name engraved on it)

AWARDS

At the conclusion of the year, Orchestra members vote for the Orchestra awards listed below. Award winners' names are engraved on a plaque and displayed in the Orchestra Room (Room 215). It is possible for one person to win more than one award. Voting for awards will occur just prior to the Music Awards Ceremony in late May. Only students enrolled in Orchestra for the full year are eligible.

Most Valuable Player Award:

This self-explanatory award can go to any individual who has shown him/herself to be an exemplary member of Orchestra.

Most Improved:

This award is for the one who has demonstrated considerable improvement.

Rookie Of The Year:

This award is for the most outstanding freshman member of Orchestra.

Outstanding Senior:

This award recognizes the outstanding senior member of Orchestra

National School Orchestra Association Award:

*This is awarded to a senior for his/her **career** achievements and contributions while a student at Glenbard West and a member of the Orchestra. This award includes a \$800.00 cash award from the Glenbard West Association of Music Parents.*

ADDITIONAL PERFORMING OPPORTUNITIES

Information will be passed out about various community orchestras, youth symphonies, competitions, trip opportunities, and summer camps, as it becomes available. There are many possibilities in this area and all are encouraged to take advantage of any that might fit one's needs and abilities.

STRING CHAMBER ENSEMBLES

Students interested in being in a string ensemble for yearlong study may audition for selection. Our goal is to prepare for various local festivals and competitions.

SUPPORT

ASSOCIATION OF MUSIC PARENTS (AMP)

The Association of Music Parents (AMP) is a group of dedicated music parents that supports the Glenbard West Music Department in providing funds and other support above and beyond what the school provides. Meetings are usually held on select Wednesdays throughout the year in one of the two music rehearsal rooms at 7:00pm. All Orchestra parents are automatically members and are encouraged to attend board meetings.

FUNDRAISING

All fundraisers will be available to all Orchestra members. **Profits** from these fundraisers will either go into students' personal accounts set up by AMP or to the AMP general fund. These are great opportunities to earn money for this year's tour as well as future tours.

- Greens Sales October
- Market Day Pie & Cookie Dough Sale Thanksgiving
- Barone's Pizza Coupons December
- Additional fundraisers as needed

VARIOUS

FIELD TRIPS

Field trips to our sender schools, outside organizations, professional concerts, etc. are a vital part of our program. Students are expected to make sure all classroom obligations are taken care of prior to departure. We have attended performances by the Lyric Opera of Chicago and the Chicago Symphony Orchestra as well as taken a tour of the Lewis String Instrument Factory in Chicago.

FULL ORCHESTRA

Full Orchestra is the enhancement of the string section with the top wind and percussion players from the Glenbard West Symphonic Band, which meets the same time as Orchestra.

HONOR STRING ORCHESTRA (HSO)

The HSO is an auditioned ensemble that performs more advanced literature for string orchestra. Auditions are held in August. The repertoire performed is more advanced and it is expected all members study privately. On days when the HSO rehearses, they meet Period 6 with Lunch 7. All others will eat lunch Period 6 and have Orchestra Period 7. HSO members will continue to perform with the Concert Orchestra.

STUDENT ORCHESTRA BOARD

Members currently enrolled in Orchestra may hold a position on the Orchestra Board. Elections are held at the end of each school year in May. A description of each office and its respective office holder for 2009-2010 are as follows:

PRESIDENTS

The President & Vice President should have outstanding leadership skills, must be able to work well with others, possess well-defined written and verbal skills, and be willing to act as a liaison between other school entities and the orchestra director as representative of orchestra concerns. The President is required to attend President Council meetings. The meetings occur once a month. The President is also the student representative to the Association of Music Parents (AMP). In addition, the President should be a positive role model whom other members of the orchestra can easily approach for help.

SECRETARY

The Secretary's job is to take notes during Orchestra Board meetings, type them, and display them on the Orchestra bulletin board for all Orchestra members to inspect. The Secretary is also responsible for maintaining records in regards to each student's respective activity points. Good listening, note taking, and typing skills are required.

BUSINESS MANAGER

The Business Manager must possess good accounting skills, organizational skills, good interpersonal skills, and be willing to take on the responsibilities associated with the Orchestra's finances. Some of these finances include collecting money for T-shirts, tour, and any other related activities. Also, the business manager should be able to develop a good rapport with the President and the Orchestra Director.

HISTORIAN/PUBLICITY

The Historian should possess good organizational skills and be good at records keeping. This person needs to be aware of all events in which the Orchestra and its satellite groups, e.g. ensembles, chamber orchestra, etc., participate throughout the year and keep accounts of each event (written and photographic). They also need to publicize upcoming Orchestra concerts, which would include working with AMP board members. The Historian should be able to develop a good rapport with the President and the Orchestra Director.

PROPERTIES MANAGER

This person needs to assign and keep an accounting of school-owned instruments and equipment. They need to have a good understanding about each instrument's physical characteristics when checking for damages. Additionally, the Properties Manager needs to develop a working rapport with all members of the Orchestra and keep clear and concise records of who is using what equipment.

LIBRARIAN

The Librarian controls the orchestra sheet music, its distribution, and collection including the maintenance of the at-home binders. The librarian also needs to develop and maintain a good rapport with all members of the Orchestra and its director.

STUDENT CONDUCTORS

The Student Conductors work with the Director to learn conducting techniques and score study. They rehearse the Orchestra as needed. Student Conductors are expected to purchase a baton. Auditions are held in the Spring.

FRESHMAN REPRESENTATIVE: TBD

The Freshman Representative is responsible for representing the underclassmen to the Orchestra Board. As the Orchestra Board traditionally, but not always consists of upperclassmen, the Freshman Representative helps keep the board informed of matters that concern the younger members of the Orchestra.

ORCHESTRA T-SHIRTS

Orchestra members design the annual Orchestra t-shirt, place the order, and collect money for its purchase. It is worn at informal concerts. Prices will be posted at a later date.

PRIVATE LESSONS

All orchestra students are encouraged to enroll in weekly private lessons. See Mr. Ortega for a list of private teachers.

SENIOR SOLOIST

Senior Orchestra members are selected by the director to perform a solo accompanied by the Glenbard West Orchestra. The student must be:

- a senior
- enrolled for the entire year in the Glenbard West Orchestra
- studying their respective orchestral instrument privately for the entire school year
- in possession of exceptional playing and musical skills.

Seniors must first express interest and have their prospective solo approved by Mr. Ortega. An audition date will be assigned at a later date. Once accepted, the work will be performed with piano accompaniment for the director at the end of 1st semester and is subject to denial should lack of proficiency and/or preparation be evident. The director has the final say in all matters.

UNIFORM

Men are required to purchase their own tuxedos and women are required to purchase a black floor length dress to match current music department members. Mrs. Andrea Beckham, Fine Arts Department Executive Secretary, will measure students during school and send a special handout home concerning the uniform cost. We will then make one large order for all band, choir, and orchestra students once everyone who needs a uniform is measured. If a student's uniform no longer fits, please return it so that an exchange at no cost can be made.

IMPORTANT DATES!

PLEASE CONSULT THE “DATES-AT-A-GLANCE”

PARENT NITE “CURTAINRAISER”

All curricular performing groups at Glenbard West will perform one selection each for a combined program for music parents. The purpose is to offer information about the Glenbard West Music Program as well as offer a taste of each performing area. Parents will have the opportunity to learn about how to get involved with the Association of Music Parents (AMP).

This event is a mandatory performance for all Glenbard West Orchestra members.

AMP (ASSOCIATION OF MUSIC PARENTS) MEETINGS

All Glenbard West parents with a child enrolled in a curricular music class are automatically a member of AMP. Meetings are held throughout the year and music parents are invited to attend and/or become board members.

AMP (ASSOCIATION OF MUSIC PARENTS) FOOTBALL CONCESSIONS

Music parents and students are invited to assist with the selling of concessions during designated home football game(s). Proceeds go to AMP and benefit the Glenbard West Music Department.

ILLINOIS MUSIC EDUCATORS ASSOCIATION (ILMEA) DISTRICT 9 ORCHESTRA - AUDITIONS

ILMEA sponsors nine statewide festivals for band, choir, and orchestra throughout Illinois. District 9 roughly includes the far west suburbs of Chicago (exception: Elmhurst is in District 1). Applicants must play a live audition of scales, a prepared piece, state excerpts, and sight-reading. All high school students (Freshmen through Seniors) may audition and, if selected, participate in the District festival. All information is on the Glenbard West Orchestra web page.

**This event is optional, but strongly encouraged, for interested Glenbard West Orchestra members.
It is an honor to be accepted.**

ILMEA ILLINOIS ALL-STATE BAND, CHOIR & ORCHESTRA - FESTIVAL

The finest band, choir, and string players from all nine Illinois districts are assembled to make the Illinois All-State Orchestra & Honor Orchestra. Those with the highest scores from the ILMEA District 9 audition will be selected to participate in the ILMEA Illinois All-State Orchestras. The All-State Festival is open to sophomores, juniors, and seniors. ILMEA rules stipulate that freshmen may not participate at the State Level.

This event is for those who have participated in the ILMEA District Festival and have been chosen for the All-State Festival.

Visit the ILMEA web site at: www.ilmea.org for more information.

GLENBARD DISTRICT 87 STRING FEST

The high school orchestras from Glenbards South, East, and West will combine forces, rehearse, and perform a concert under the direction of a guest conductor. Glenbard North will have a freshmen orchestra next year: 2020-2021.

The middle school orchestras that send students to Glenbard High Schools will also combine forces, rehearse, and perform a concert under the direction of a guest conductor. The middle schools involved are Westlake, Glen Side, Marquardt, and Hadley.

This is a mandatory activity for all Orchestra members.

SOLOIST OPPORTUNITIES

Date TBD

Senior Soloist:

Seniors who have expressed interest in being a senior soloist must arrange to play for Mr. Ortega. Piano accompaniment is required at the audition. Students accepted as a soloist will be assigned to either the March or May concert. Candidates must be studying their orchestral instrument privately.

All-State Soloist:

Those who are accepted to the ILMEA All-State Festival in January will receive an automatic invitation to be a featured soloist.

The Director has final say in all matters.

WINTER MUSIC FESTIVAL

This concert will feature all Glenbard West musicians from the Bands, Orchestra, and Choirs concluding with a combined selection for all musicians. This is an expanded version of the August Curtainraiser. In preparation, we will have a dress rehearsal during the school day (all students are excused from classes).

There will be two (2) Convo performances during the school day for the student body.

There will be two (2) evening performances for the public.

This is mandatory for all Glenbard West Orchestra members.

WINTER MUSIC FESTIVAL CONVOCATION

A representative ensemble of the three performing areas at Glenbard West will perform a 40-minute concert for the Glenbard West student body. The order is as follows:

Orchestra	10 minutes
Choir	10 minutes
Band	10 minutes

There are two performances as follows:

- Period 1: Set up and rehearse on stage as needed.
- Period 2A: Performance #1 of 2 for the student body.
- Period 2B: Performance #2 of 2 for the student body.
- Period 3: Clear stage and take formal photograph on stage.

This event is a mandatory performance for all Glenbard West Orchestra members.

ORCHESTRA ENSEMBLE CONCERT

At the start of the year, all students are placed in chamber ensembles (quartets, trios, etc.) of like abilities and students will have class time to rehearse together. Due to space constraints, the Orchestra will be split in half: one half will rehearse period 6 and eat lunch period 7 while the other half will do the opposite.

Ensembles will perform their ensembles as their 1st Semester exam. A clinician from outside the school will be brought in to offer both written and oral comments. Students who are listening will write comments as well.

The ensembles will then give a public performance in various locations throughout Glenbard West in January.

This event is a mandatory performance for all Glenbard West Orchestra members.

STRING SOLO FESTIVAL

All string students are required to perform a solo with piano accompaniment. A list of area accompanists is available from Mr. Ortega. Respected string educators from the area will listen to performances and offer comments both written and oral.

To select a solo, consult either your private teacher or Mr. Ortega. JW Pepper is a music publisher with an extensive web site of available materials.

This event is a mandatory performance for all Glenbard West Orchestra members.

ORCHESTRA & CHOIR MASTERWORKS CONCERT

The Choirs and the Orchestra will each perform separately concluding with a combined selection. Because the Glenbard West stage cannot accommodate our large numbers, we will hold this concert at Glenbard South.

These events are mandatory for all Glenbard West Orchestra members.

PERFORMING ARTS CONVO

The Performing Arts Convo features extra-curricula performing groups from Glenbard West and includes theater, forensics, dance, etc. Select string chamber ensembles(s) will be invited to perform for the student body as part of this convo. The Jazz Band starts and ends the convo.

This event is for invited string chamber ensembles only.

CHAMBER MUSIC OPPORTUNITIES

Upon the conclusion of the chamber music component in January, students will have the opportunity to continue their studies by applying for various chamber music festivals and competitions.

Northern Illinois String Chamber Music Encounters

Northern Illinois University in DeKalb sponsors a chamber music weekend with the acclaimed Avalon Quartet and Mathias Tacke of the Vermeer Quartet. Interested chamber ensembles submit recordings and if accepted, get to work with these world-class musicians.

Midwest Young Artists Discover National Chamber Music Competition

This is a national competition held at Bennett Gordon Hall, Ravinia in Highland Park, Illinois. This event is open to any chamber ensemble.

SPRING JAZZ BAND & "STUDENTS CHOICE" ORCHESTRA CONCERT

The program begins with the Jazz Band and concludes with the Orchestra who select the music performed on this half of the concert. The concert will include Full Orchestra (strings, winds, and percussion), string orchestra (strings only), Honor String Orchestra, soloists, and select chamber ensembles.

These are mandatory events for all Glenbard West Orchestra members.

GLENBARD WEST MUSIC DEPARTMENT HONOR RECITAL

The Honor Recital is open to any student enrolled in a performance-based music class at Glenbard West: Band, Choir, or Orchestra. Interested students submit a video recording of their performance as a soloist. The finest performers will be invited to perform on the Honor Recital. The evening performance is a formal event held at the First Congregational Church of Glen Ellyn and is free and open to the public.

This is an optional event for all Glenbard West Orchestra members.

MUSIC AWARDS NIGHT

All music students are invited to honor those who have won awards in the Glenbard West Music Department. Seniors will be honored for their years of contributions and will be invited to come up on stage and be recognized as their college choices are read.

Those who have earned their numeral and letter will be asked to stand and be recognized.

The **Numeral** (75 points) is a patch that students can put on their letterman jacket and is the year the student will graduate from Glenbard West.

The **Letter** (150 points) is a patch that students can put on their letterman jacket and is a large "G" with "ORCHESTRA" embroidered on it.

Those who have won their **Medal of Honor** (250+ points) and/or **Court Musician** (#50+ points) will be asked to come up on stage. All caption Award winners will be called up on stage (e.g. Most Improved, Most Valuable Player, etc.).