

Station 6th Grade **ORCHESTRA** Handbook 2025-2026

Welcome to a new year! In this handbook you will find the objectives of the orchestra, classroom policies, and the performance calendar. Please review this handbook with your family, **have the last page signed, and submit it to Canvas or turn in the paper copy in class for a grade by Friday, August 29th!**

Please feel free to contact me with any questions you have throughout the year!

Mrs. Emily Thomas, Director

emily_thomas@hboe.org

Throughout the week, your student may work with one or several orchestra directors. These directors visit Station to help with individual/small group assistance.

Mrs. Erin Broadhurst, Bradley Director

Mrs. Sara Given, Heritage Director

Mrs. Emily Johnson, Memorial Director

Mr. John Riegel, Darby Director

STATION 6TH GRADE ORCHESTRA CONCERT DATES

Please add these to your calendars now!

- Please reach out to Mrs. Thomas for current year concert schedule

Communication:

We will communicate via Home Access email and Parent Square. Please make sure that your email address is accurate in Home Access or you will not receive important orchestra emails!

STATION 6TH GRADE ORCHESTRA EXPECTATIONS

MUSICAL OBJECTIVES

It is the goal of this class that each student will have the opportunity to:

- *Learn appropriate playing technique, playing position and tone.
- *Study and perform quality music
- *Learn to function as a “musical team”
- *Enjoy playing an instrument!

ENSEMBLE = TEAM

As a member of an orchestra, a type of musical team, everything you do affects every other member. It is only when every member gives 100% effort that the team succeeds!

BEHAVIOR EXPECTATIONS

As an orchestra member, you are expected to:

1. Be on time ready to play when rehearsal starts. (4 minutes after the class bell)
2. Remain quiet when a teacher is instructing the group, even when not playing.
- 3. Only play your instrument when asked.**
4. Show respect for your classmates –keep hands, feet and objects to yourself.
5. Refrain from having food or drink in class.
6. Take proper care of all school property – do not touch/play things that are not yours.
7. Keep nails trimmed to ensure correct hand shape.
8. Store your instrument in your locker/cabinet when not in use, and **TAKE IT HOME TO PRACTICE** each time you leave class!
9. Rehearsal ends when the teacher dismisses you.

TEAM EXPECTATIONS

1. Take care of others and their property
2. Take care of yourself and your property
3. Take care of this place

SCHOOL INSTRUMENT USAGE

All cello and bass students who wish to use a school instrument for daily in-class use may do so.

INTERVENTIONS

- Class warning or individual warning
- Loss of daily points
- Teacher-student conference
- Office Referral/Parent notification
- Extreme disruption will result in an immediate office referral

REQUIRED MATERIALS

- Instrument, Bow & Case
- Essential Elements Book 1
- **1-inch binder & pencil**
- iPad
- Rosin and Cleaning Cloth
- **Music stand for home practice**
- Shoulder rest/sponge (violin/viola)
- Music is provided

CONCERT ATTIRE

Top: black Station Orchestra t-shirt

Bottom: black pants or ankle-length skirt (no jeans, sweats or leggings)

Shoes & socks: solid black dress shoes and socks.

GRADING POLICY

Rehearsal Grade

-Students can earn 2 points per day for class attendance and rehearsal work. Class points will be earned for the following elements:

- Good rehearsal contribution/participation, posture and attitude
- Materials ready for class (instrument, music/book, pencil)

Note about repairs: Students are expected to keep their instrument in good working order at all times. If something happens to an instrument that requires repair, a student may borrow a school instrument (or play "as is" for up to 1 week while his/her instrument is being repaired.) If an instrument is not repaired within a week, the student may lose points from his/her rehearsal grade. Please contact your teacher in an extenuating circumstance.

Assignments & Assessments:

Quizzes/Assessments:

-Students will have between 6-8 recorded playing assessments per year.

-Students will record themselves playing individually and submit it to the Canvas assignment

-All playing tests may be retaken to achieve mastery of the music.

Binders: All students are required to keep a binder with all music & handouts and **they should bring this to class EACH DAY** and mark any changes in the music with a pencil. Binders will be checked or collected at least twice a month to verify that music and markings are intact.

Assignments: Assignments may be given at various times and must be completed and turned in on time. All work will be submitted on Canvas.

Practice Records: Practice records will be assigned weekly, will be worth 5 points per week, and will be submitted on Canvas. Expectations on what to practice and how students should practice will be covered in class and written with the assignment.

Performances: Performances are required by all orchestra students and will only be excused for emergencies such illness, a serious family emergency, or extenuating circumstances approved by your teacher. Please see the calendar at the end of this handbook for rehearsal dates. Performances are each worth 100 points. Both performances begin at 6 pm and are in the Station PAC (auditorium).

GENERAL INFORMATION

Officers:

Students have the opportunity to apply for an officer position. Officers help run the class and set an example to the orchestra through their leadership. The positions available are:

- ☐ President: Takes attendance when bell rings
- ☐ Vice-President: Runs errands to the office (ie. attendance for substitutes)
- ☐ Secretary: Facilitates binder checks, collects forms
- ☐ Librarian: Helps pass out/collect loaner instruments and music

Hilliard Music Boosters:

The Hilliard Music Boosters is an organization that raises money for all district music programs to purchase instruments, uniforms, music awards, contest fees and helps provide money for guest clinicians and student scholarships. More info can be found at: <http://www.hilliardmusicboosters.org>

Method Book Information:

Every student will need their own copy of Essential Elements Book 1. Please make sure that your student's instrument is listed in the top right hand corner of the cover. The 2002 and 2025 versions are the same.

Private Lessons:

Nothing boosts a student's progress more quickly and effectively than one-on-one instruction with a qualified private teacher. Contact Mrs. Thomas for private teacher recommendations.

Fundraisers:

During the school year there is a need for parent volunteers to help organize fundraisers. If you are interested in helping plan one of our fundraisers that directly benefit Station Orchestra please check the box on the contract and I will reach out to you shortly. Additional fundraiser information will be shared with students in the fall.

Station 6th Grade Orchestra Contract

Have this page signed and submitted to Canvas for a 10 point grade by Friday, August 29th! Questions should be directed to Mrs. Thomas at emily_thomas@hboe.org

Class period: 1 3 4 5 7 8

Student Name: _____

Parent/Guardian Name(s): _____

Parent Cell Phone: _____

Parent Email: _____

Parents, please initial when you have read or completed each item:

- _____ We have read and we understand all of the material in the 2025-2026 Station 6th Grade Orchestra handbook and agree to adhere to the policies as written.
- _____ We have already received at least one email from Mrs. Thomas or have recently corrected our email in Home Access Center. (Please make sure it is correct in Home Access).
- _____ We are making plans for concert attire—black pants or ankle skirt/black dress, shoes, black socks. (T-shirt order forms will come out soon)
- _____ We have checked the performance dates and put them in our calendar. If we have any scheduling conflicts, we have already shared them with Mrs. Thomas
- _____ I am interested in helping organize an orchestra fundraiser.

Parent Signature: _____ **Date:** _____

Students only:

_____ I understand that I am responsible for the care, safety, and security of my instrument. I understand that any damages to my instrument or someone else's instrument (including classroom instruments) caused by my poor choices or improper "repairs" are my family's financial responsibility. I promise to pay to repair or replace all such damages, to be completed by a trained and approved luthier (repair person).

Student Signature: _____ **Date:** _____