

# UNIVERSITY HIGH SCHOOL

## ORCHESTRA PROGRAM



**2022-2023**  
**STUDENT HANDBOOK**

Corey Orban, director  
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# LETTER FROM THE DIRECTOR


Welcome to the University High School Orchestra Program!

My name is Corey Orban and I am excited to enter my fifth year as director of the University High School Orchestra in the 2022-2023 school year.

University High School has one of the most successful and comprehensive music programs in West Virginia. Since 2009, there have been twelve UHS Instrumental Music Ensembles selected as state honor ensembles by the West Virginia Music Educators Association – including our 2020 Symphony Orchestra and 2022 Symphonic Winds.

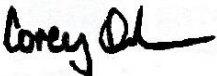
I pride myself on my ability to create a memorable experience for our music students. This year, I have exciting plans for our 'Ghost-Notes' Halloween concert – which will include our Percussion Ensemble for the first time since 2019. We have also begun preparing music for our Symphony Orchestra – which is one of the few high school symphony orchestras in the state of West Virginia.

Studies have repeatedly shown that there is no activity that does more to cultivate and predict academic success than participation in school music programs. I hope that you will find your experience in the UHS Orchestra to be enriching and rewarding.

I understand this document contains a lot of information, but please become familiar with the sections marked with . Then, along with your parent/guardian, fill out this [Orchestra Agreement Form](#) so I know you have read it.

I look forward to working with you and your parents for the 2022-2023 school year.

Sincerely,



Corey Orban  
Orchestra Director

# PROGRAM MISSION STATEMENT

The mission of the University High School Orchestra Program is:

1. To create a positive learning environment in which students are valued, supported, and challenged.
2. To help each student reach their fullest musical potential.
3. To hold students to the highest standards and provide them with many of the skills needed to be successful in school and life.
4. To contribute positively to our community and be good representatives of our school, our city, and our state.

## DIRECTOR'S CAVEAT

The information contained in this handbook is intended to be accurate at the time written and is subject to change. The director will release any updated information as soon as it is available. Please contact Mr. Orban if you need clarification of any material presented in this document.

## COMMUNICATIONS ★

Mr. Orban will utilize various methods of communication to keep students and families informed of important orchestra information.

### [www.uhsorchestra.net](http://www.uhsorchestra.net)

The UHS Orchestra website is the primary hub for all orchestra communications. The main page of this site will host any important updates under the 'Announcements' section. You can also navigate the website to find information about the director, important forms, scale/fingering charts, calendar of events, and even photos and videos of our past performances. This website is new and will continuously be updated to improve our communications.

### Remind

The orchestra uses the Remind app to communicate directly with students and parents during the school year. Messages are sent directly to users' phones. Reminders will be limited to announcements concerning rehearsals, performances, arrival times when returning from trips, etc. It is HIGHLY recommended that students *and* parents sign up as soon as possible. Information about how to enroll can be found at [www.uhsorchestra.net/forms](http://www.uhsorchestra.net/forms).

### [corey.orban@k12.wv.us](mailto:corey.orban@k12.wv.us)

The director's email address. This is the most reliable way to get in touch with Mr. Orban. Emailing is recommended over using the phone as Mr. Orban travels from the music wing to other classrooms throughout the day.

### Google Classroom

Announcements, Assignments (including Arctic Academy Assignments), instructional and demonstrational videos, and other educational materials will be posted in Google Classroom. We will use the same Google Classroom each year, so only freshmen and new students should need to get a code for the upcoming school year. If you need the code to the Google Classroom, please contact Mr. Orban.

### Schoology

Used for grading and student-teacher-parent communication.

## REQUIRED MATERIALS

A violin, viola, cello, or string bass in good working order; a fresh set of strings (Dominant, Helicore, etc.); shoulder rest/rock stop; cleaning cloth; a good bow with clean hair; music and a music folder; school-issued Chromebook; and a pencil.

## INSTRUMENT STORAGE LOCKERS

All students will have access to an instrument storage locker or rack space. Please do not store food, clothes, or other personal items in these lockers. We are very lucky to have these lockers, so please continue to take care of them.

**Note:** UHS and Monongalia County Schools are not responsible for lost or stolen property. Please do not leave money or other valuables in your lockers.

## SCHOOL INSTRUMENT USE

University High has a growing inventory of school-owned string instruments. Right now, we have 2 violins, 2 violas, 4 cellos, and 6 basses. If you are in need of an instrument – or you are considering switching to an instrument of need in the ensemble – please email Mr. Orban. Additionally, if you need to have your personal instrument repaired, you may use a school instrument for a limited time (if one is available).

## INSTRUMENT CARE

- When not in use, always place the instrument and bow securely into zipped/latched case.
- Always loosen the bow before returning it to the case. Never over-tighten the bow.
- Using a lint-free cloth, always wipe the instrument clean of dust and rosin build-up. Never touch the bow hair. Oils from your skin can ruin the horsehair.
- Be careful not to bump the pegs or bridge of your instruments – especially when moving your instrument from place to place.
- Keep instruments away from extreme heat, cold, and humidity. **NEVER LEAVE YOUR INSTRUMENT IN YOUR CAR – CHANGES IN TEMPERATURE AND HUMIDITY WILL DAMAGE YOUR INSTRUMENT.**
- Only allow qualified string instrument technicians (a luthier) to attempt repairs. Your parents might be very handy, but string instruments require a specific touch. Fawley's in Sabraton can repair most issues.
- Make sure your instrument case is labelled with your name and contact info.

# CLASSROOM CONDUCT

## Class Policies:

Students of the UHS Orchestra class will:

- Have their instrument & be seated, ready to play approximately one-minute after the bell sounds.
- Have all required materials at their seat.
- Sit quietly and practice finger-positions or look ahead in the music while the director is working another section (please don't talk and disrupt the class).
- Keep their instrument storage area tidy and organized.
- Respect their peers, teachers, and school equipment.

## Consequences for Misbehavior:

All incidents will be evaluated on a case-by-case basis. Offenses may result in one or more of the stated consequences:

**Minor Offenses:** Verbal Warning

**Moderate Offenses:** Verbal Warning  
Grade Deduction  
Temporary Seat Change  
Private Discussion with Student

**Major Offenses:** Temporary Loss of Classroom/Performance Privilege  
Grade Deduction  
Permanent Seat Change  
Private Discussion with Student  
Phone Call Home or Parent Conference  
In-School Suspension

**Severe Offenses:** Student is sent to Office/Counselor  
Grade Deduction  
Private Meeting (Teacher, Student, Parent, Principal)  
In-School Suspension  
Student Behavior Program  
Removal from Orchestra Program

**Note:** Because the music department is regularly made up of the best students our school has to offer, we rarely have severe issues with misbehavior. However, if a student repeatedly shows they cannot be trusted to follow the basic classroom/attendance policies in this document – or fails to represent our ensemble or school in a positive way – they may have privileges removed, performance opportunities taken away, or even be removed from the program.

## SEATING ASSIGNMENTS

At the beginning of the school year, students will complete an audition performing scales and an excerpt of a piece we are playing in class. Each year, students must audition for their parts and roles – there are no automatic chair selections for veterans of the ensemble. Each chair/role/part decision is made for the best interest of the development of the students and the ensemble.

## STUDENT LEADERSHIP

### Concertmaster:

The Concertmaster is the first chair player in the first violin section. This person is the student representative of our ensemble. They are responsible for leading tuning, deciding bowings/fingerings, leading group warm-ups, and communicating other important information with all other members and principal players.

### Principal Players:

Each of the other sections (Violin 2, Viola, Cello, & Bass) will have principal players who will be helpful in deciding bowings/fingerings, and leading their sub-sections in sectionals. The role of principal is to help their section become as successful as possible by identifying any ambiguities in our playing to make things uniform.

## DRESS CODE ★

*We have simplified the attire for the 2022-2023 school year.*

### Concert Black:

All black concert dress attire. This may include black dress shirts, black pants, black gown/dress, tuxes with white shirt and black bow tie, black socks, black shoes. *No leggings, no revealing clothing, no visible writing on shirts, no white socks.*

### Costumes (Ghost-Notes Concert)

For our Halloween concert, students may wear a costume of their choice. Costumes should be appropriate and not impede the student's ability – or another student's ability – to perform. Students who choose not to wear costumes should wear Concert Black attire.

## CALENDAR OF EVENTS ★

The 2022-2023 Event Calendar is posted on [www.uhsorchestra.net/calendar](http://www.uhsorchestra.net/calendar) and in Google Classroom. This calendar is an outline of all known rehearsals and performances for the year. This year, we will be performing with a Symphony Orchestra – which will require some after-school rehearsals. If these dates change, a message will be sent out to keep students and parents informed. **Please understand that dates/times may be determined by other teachers/directors and may not be finalized at the time the calendar is posted. We will update the calendar often.**

# ATTENDANCE ★

Orchestra is a *co-curricular* activity – meaning that unlike *curricular* classes, orchestra activities often take place outside of school hours – and unlike *extracurricular* sports, orchestra activities are graded.

Students are expected to be at all after-school rehearsals and performances. If a student has a conflict with a performance or rehearsal date, they should contact the director immediately to find a solution. In the event of an unavoidable emergency that prevents the student from attending a rehearsal or performance, students/parents should submit a written excuse to the director explaining the reason for the absence within two days.

**Note:** Telling Mr. Orban “I can’t make it” is not a valid reason to have an absence excused.

## Sports Conflicts | 50/50 Policy:

Orchestra students are allowed – and encouraged – to participate in athletics. It is inevitable that there will be conflicts between sports and orchestra, but it is important that both activities receive equal respect.

Students who participate in athletics and orchestra are expected to split time evenly between orchestra rehearsals and performances and sports practices and events.

Students can use the following guide when deciding which activity to attend:

### **Orchestra Rehearsal vs Sports Practice:**

Attend the sports practice first time the conflict arises and orchestra rehearsal second; or vice versa.

### **Orchestra Rehearsal vs Sports Event/Game:**

Attend the sports event/game.

### **Orchestra Performances vs Sports Practice:**

Attend the orchestra performance.

### **Orchestra Performance vs Sports Event/Game:**

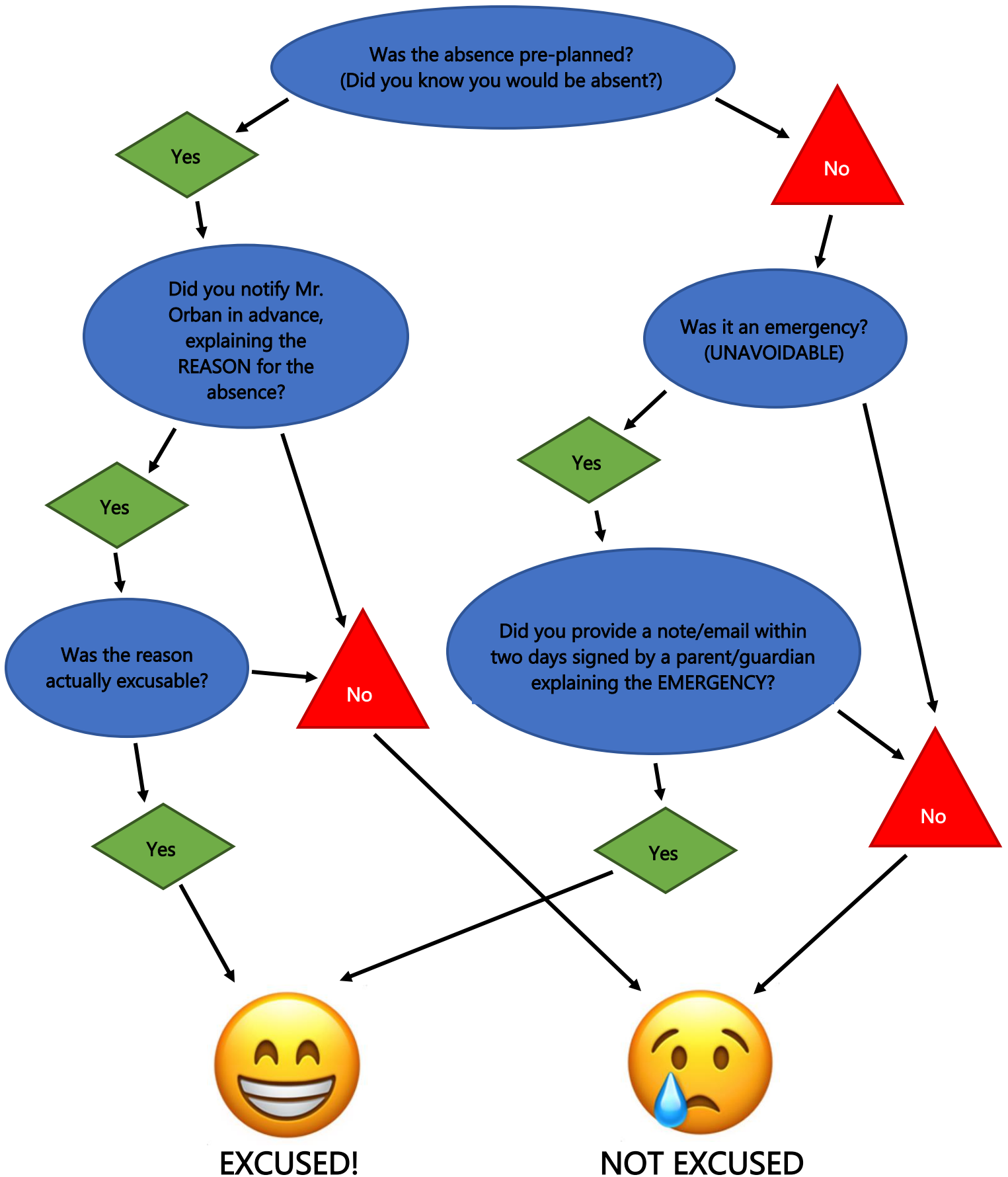
Attend the orchestra performance first time the conflict arises and the sports event/game second; or vice versa.

The 50/50 Policy assumes that the coaches of the individual sports in which students participate are willing to allow students to miss sports practices and events. However, students and coaches must remember that while sports are *extracurricular*, orchestra is *co-curricular* – which means students are *graded* for their work both in class and after school. Students who fail to meet the 50/50 requirement – even as a result of coaches’ requirements – may see their grade suffer.

Students must inform Mr. Orban *in advance* if they plan to miss a rehearsal or a performance due to a sports-related conflict. Please see “How To Get an Absence Excused.”

**Note:** Mr. Orban is a reasonable person. Just be responsible and respectful regarding attendance and you will be just fine.

# HOW TO GET AN ABSENCE EXCUSED ★





# GRADING ★

Grades will be determined by three categories and based on teacher observation:

## Public Performances (Tests):

- Performances make up 34% of the student's term grade.
- Performances will be graded based on having the proper materials (instrument, music, etc.), proper dress, attendance, and behavior.
- Unexcused absences from a public performance will be counted as 0 points.
- Make-up Assignments:
  - If a student is excused from a performance or rehearsal, they may be asked to complete a make-up assignment. This assignment will require the student to perform – in person or on video – the music from the missed rehearsal or performance. There will be a firm deadline on this work; no late work will be accepted.

**\*\*In the event of extended remote learning, 'Test' grades may also be the submission of virtual concert videos.**

## Individual Practice or After-School Rehearsals (Homework):

- After-School Rehearsals/Practice Assignments will make up 33% of the term grade.
- The homework grade will be based on having the proper materials (instrument and music), effort, attendance, and behavior.
- Unexcused absences from an after-school rehearsal will be counted as 0 points.

**\*\*In the event of remote learning, 'Homework' grades may also be assignments posted in Google Classroom (if any).**

## Daily Grade:

- The Daily Grade will make up 33% of the term grade.
- The Daily Grade will be based on having the proper materials (instrument and music), effort, attendance, and behavior in class.
- The Daily Grade will be determined by the student's: preparedness, adherence to class policies, musical contribution to the class, and attitude.

**\*\*In the event of remote learning, 'Daily Grades' may also be attendance in any scheduled Zoom meetings (if any).**

Final grades will be determined by the student's final score and the following school-approved grading scale:

- A – Excellent Effort: 90% – 100%
- B – Above Average Effort: 80% – 89%
- C – Acceptable Effort: 70% – 79%
- D – Below Acceptable Effort: 60% – 69%
- F – Unacceptable Effort: 59% and below

Once you have finished reviewing this handbook, please fill out this  
**[Orchestra Agreement Form](#)**