

# Catalina Foothills School District Elementary Orchestra Handbook 2019-2020



If you have not yet completed the beginning orchestra pre-registration form at <https://forms.gle/AnKAQtqRYbjZsZjB8> please either take the time now to do so on your electronic device, or complete the orchestra registration and orchestra camp form on the back pages of this packet, or. . .

If you have a QR reader on your phone or tablet,  
scan the QR code below to get to the Orchestra Pre-Registration form!



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# WELCOME!

Orchestra Parents,

Our goal is to work with you to achieve a superior music education for your child, and to create a nurturing yet challenging environment in which each child grows as both a musician and an individual. Each child will experience the sense of achievement and the heightened self-esteem that comes with successfully building music skills as a vehicle to self-expression, as well as experiencing the satisfaction of performing as part of a team. Orchestra is a rewarding and exciting educational opportunity offered by our schools. Your investment will pay tremendous dividends in your child's life for years to come. If you have any questions, please email us at the addresses provided below.

## Catalina Foothills School District Orchestra Teachers

*Mrs. Terry Alexander*  
Manzanita Orchestra Director  
[talexander@cfsd16.org](mailto:talexander@cfsd16.org)

*Mr. Ryan Watson*  
Canyon View Orchestra Director  
[rwatson@cfsd16.org](mailto:rwatson@cfsd16.org)

*Mrs. Jihee Cha*  
Sunrise Drive & Ventana Vista Orchestra Director  
[jcha@cfsd16.org](mailto:jcha@cfsd16.org)



## Beliefs

- Everyone is musical.
- All students can be successful on a string instrument.
- Learning to play an instrument is a vital part of a well-rounded education.
- We have a place for every child to be successful regardless of ability, aptitude, or prior musical experience.
- A student's success depends far more on work, practice, and time they put in with their instrument more than any innate ability or "talent".
- We believe that students' participation in this instrumental music program will enhance and enrich their educational experience and give them a foundation for a life filled with a love for music.

## Important Dates

### Parent Orchestra Informational Meetings:

- Sunrise Drive Elementary, Monday August 12, 6:00pm
- Canyon View Elementary, Tuesday, August 13, 6:00pm
- Manzanita Elementary, Wednesday, August 14, 6:00pm
- Ventana Vista Elementary, Thursday, August 15, 6:00pm



Beginning Orchestra Jump Start Camp: Saturday, August 17, 9:30-11:30am - CFHS Auditorium

Classes Begin: Week of August 19<sup>th</sup> - See school schedules on next page

Winter Concert: Tuesday December 17<sup>th</sup>, CFHS Auditorium

Spring Concert: Thursday May 14<sup>th</sup>, CFHS Auditorium

*\*\*Individual school concerts/assemblies TBA*

## Structure of CFSD's Beginning Orchestra/String Program

All fourth and fifth grade students who are interested in learning to play a string instrument are invited to participate. Learning to play a string instrument is rewarding and fun, but it also requires dedication and patience. Success will come more readily to those students and families making a commitment to learning this new skill. Your investment of time, effort, and encouragement can develop a lifelong avocation.

### **Three components:**

1. Hour-long classes twice a week before or after school.
2. Daily home practice
3. Two after-school concerts at Catalina Foothills High School

## School Schedules

- There are 2 levels of orchestra offered at each school.
- Each level meets twice a week.
- Please find your 2 days/times based on your school, level, and instrument.

### Canyon View Elementary - Mr. Watson

Canyon View	Monday	Tuesday	Wednesday	Thursday
Advanced Orchestra			Full Ensemble 3-4 PM	
Violin/Viola Class	2:35-3:35 PM			
Cello/Bass Class		3:00-4:00 PM		
Beginning Orchestra				Full Ensemble 3-4 PM
Violin/Viola Class			7:15-7:55 AM	
Cello/Bass Class	1:35-2:35 PM			

### Ventana Vista Elementary - Mrs. Cha

Ventana Vista	Monday	Tuesday	Wednesday	Friday
Advanced Orchestra		2:35-3:35 PM	7:15-7:55 AM	
Beginning Orchestra				Full Ensemble 7:15-7:55 AM
Violin/Viola Class		1:35-2:35 PM		
Cello/Bass Class		7:15-7:55 AM		

### Manzanita Elementary - Mrs. Alexander

Manzanita	Monday	Tuesday	Wednesday	Thursday
Advanced Orchestra			Full Ensemble 1:35-2:35 PM	
Violin/Viola Class		3:00-4:00 PM		
Cello/Bass Class				3:00-4:00 PM
Beginning Orchestra			Full Ensemble 2:35-3:35 PM	
Violin/Viola Class	3:00-4:00 PM			
Cello/Bass Class		7:15-7:55 AM		

## Sunrise Drive Elementary - Mrs. Cha

Sunrise	Monday	Tuesday	Wednesday	Thursday
Advanced Orchestra				Full Ensemble 1:35-2:35 PM
Violin/Viola Class			3:00-4:00 PM	
Cello/Bass Class	3:00-4:00 PM			
Beginning Orchestra				Full Ensemble 2:35-3:35 PM
Violin/Viola Class				7:15-7:55 AM
Cello/Bass Class	7:15-7:55 AM			

### Instrument Selection

Students will be able to choose from violin, viola, cello, or double bass. Students should select an instrument that has a sound that they love! No matter what instrument they choose to play, the right size is available for the student, as string instruments come in fraction sizes. Your student will have the opportunity to try instruments before a final decision will be made. Instruments can be selected and rented at any one of the parent orchestra information nights.

### Renting an Instrument

After your child has made his/her choice, it's time to obtain an instrument. There are several options for obtaining an instrument: rent-to-rent, rent-to-own, purchase, or other means. Should there be a need to rent an instrument, CFSD offers an instrument rental program for students who are enrolled in the district's orchestra classes. **Please carefully read the information below about CFSD's Rent-to-Rent program.**

CFSD is contracting with Instrumental Music Center (IMC) for its Rent-to-Rent program for the 2019-2020 school year. Families that have students enrolled in grades 4-5 orchestra may participate by going to IMC to rent their assigned instrument. CFSD and IMC have a Rent-to-Rent agreement for district students that are enrolled in orchestra and band at the elementary and middle schools. If you are interested in the program, you will need to visit one of the IMC stores to complete a Rent-to-Rent Agreement. IMC will also be present at all of the parent/guardian information nights to rent instruments.

**CFSD will only pay for instrument rentals at IMC.** If a family chooses to use a vendor other than IMC, the rental expense will not be paid by the district. CFSD will pay the monthly rental fee for the instrument, including tax, from August 1, 2019 - May 29, 2020. Families that want to continue to rent instruments during the summer will need to pay the instrument rental fee for the months of June and July. CFSD will not pay the instrument rental fees for June and July. Families that do not want to rent instruments for June and July need to return their instruments to IMC by May 29, 2020. Parents/guardians will be responsible for rent and taxes on any instrument that is not returned by the due date. Charges will stop accruing as soon as the instrument is returned.

The district will not assume any financial responsibility for damage, loss, or theft of rental instruments.

## **FAQs: CFSD's Rent-to-Rent Program**

**Q:** What is the difference between the Instrumental Music Center (IMC) Rent-to-Own contracts and CFSD's Rent-to-Rent contract?

**A:** Only the **Rent-to-Rent** contract (rent and tax) will be paid by CFSD. A Rent-to-Rent contract will allow the student use of the instrument, but the payments will not go towards ownership of that instrument. No equity or rental credits can be used by the account holder.

A traditional Rent-to-Own contract from IMC allows the account holder to use rental payments (without tax or TDR insurance) to purchase an instrument in that same instrument family. Rent a trumpet...you can use your payments towards that trumpet, a new trumpet, or an upgrade trumpet.

**Q:** Will I be guaranteed a new or used instrument for my student?

**A:** IMC cannot guarantee that all 'grades' or types of instruments will be available. IMC will guarantee that the instrument will be sterilized and of high quality to not hold the student back.

**Q:** What is required to rent an instrument from IMC?

**A:** As it is a contract that includes a high value instrument, a valid ID and a functional major credit or Visa debit card is required.

**Q:** What insurance is available and why would I want it?

**A:** IMC has optional Theft Damage Repair insurance (TDR). TDR coverage is not reimbursed by CFSD and must be paid separately to IMC. Every year, IMC sees a number of accidentally damaged or lost instruments. IMC's TDR coverage will protect loss and damage should it be needed. See the IMC contract for details.

**Q:** What if my student quits orchestra or band, or we move to a school out of the district?

**A:** At that point, your rental will no longer be paid by CFSD and you will become responsible for all future rental fees and tax.

**Q:** What if my student switches instruments mid-year?

**A:** IMC and CFSD will be able to accommodate this change if approved by the music director at your child's school.

**Q:** How many instruments can I rent for my student?

**A:** The rental instrument must strictly be used for a Catalina Foothills School District #16 instrumental music program only and as the student's only instrument for the program. An additional instrument may be leased if the student is enrolled in more than one instrumental music program at grades 4-8 (orchestra, band), and participation requires a different instrument.

**Q:** My student is very good at orchestra. Can I rent an upgrade intermediate instrument?

**A:** IMC has intermediate model instruments as *Rent-to-Own only*. CFSD will fund the rental charge for student model instruments as *Rent-to-Rent only*.

**Q:** What if I currently have a *Rent-to-Own* instrument from IMC?

**A:** Existing *Rent-to-Own* contracts will not be funded by CFSD. Your family may continue to choose the *Rent-to-Own* contract, as your rental payments can be used towards the purchase of an instrument in that instrument family.

Your family may choose to return any existing IMC *Rent-to-Own* contract. Be advised per the signed contract that "Any unused rental payments will expire in 6 months after the instrument has been returned. The payments will become paid rent and cannot be used towards another rental or purchase of an instrument."

**Q:** What if I currently have an Instrument contract with another company?

**A:** The rent will not be paid by CFSD. Consult those other instrument companies if you have questions about your contract.

**Q:** The last day of the program is May 29, 2020. What happens if I keep my instrument past that day?

**A:** Your family will be fully responsible for all rental fees after May 29, 2020. Any past due rents will be charged to the credit or debit card on file.

**Q:** IMC has an online rental portal. Can I secure a CFSD approved rental on that platform?

**A:** All Rent-to-Rent contracts must be completed in person. Please visit one of IMC's two Tucson locations.

Families may decide to rent an instrument from a vendor other than IMC. Likewise, families may decide to rent-to-own or purchase an instrument. This is a personal family decision. As a reminder, CFSD will only pay instrument rental charges at IMC and will not pay charges associated with a rent-to-purchase agreement. Feel free to contact your child's orchestra director if you have any questions regarding your child's instrument.

## **Class Attendance**

Parents/guardians are reminded that students must be in attendance for at least ninety percent (90%) of all class sessions, per CFSD Policy IKEA. Students must not accumulate more than 18 days of absences in an academic year. This includes all orchestra and band class sessions. The parent/guardian of a student who is renting an instrument through CFSD's Rent-to-Rent program and is excessively absent from class or attends inconsistently will be contacted by the instructor or principal about the absences. Unless it has been determined that an extenuating circumstance exists, parents/guardians of students who have excessive absences will be responsible for the rental fee of an instrument that is not returned to IMC within one week of parent/guardian contact by the school/district.

## **Orchestra Method Books**

The district will provide each fourth and fifth grade orchestra student, for checkout, the following method books:

### Beginning Orchestra (1<sup>st</sup> year playing)

- Sound Innovations for Orchestra Book 1 (Alfred Music Publishing)
- Concert Tunes for Beginning Strings Book 1 (JLJ Music Publishing/Brubaker, Dale)



## Advanced Elementary Orchestra (2<sup>nd</sup> year playing)

- String Basics Book 2 (Kjos Music Publishing)

Similar to other textbooks, each student will check out these method books at the elementary school of attendance. Families are responsible for loss or damage of books.

Families are encouraged to purchase their orchestra method books so that students may write notes in and/or personalize them orchestra method books. Students may not write in district-owned books.

## **Lessons**

- Each student has 2 weekly lessons before or after school according to the schedule. Each student has the obligation to be in orchestra class at their scheduled time. This promotes individual and teamwork success.
- Students are responsible for remembering their lesson day/time, coming to their lesson with their classmates, and waiting at designated place for their parents for pick-up.
- If students forget their instrument, they still need to come to their lesson.
- **Attendance** will be taken at all rehearsals. If a student misses a lesson (due to absence from school), the student and/or parent needs to contact another orchestra member of the lesson group and/or the orchestra director for the weekly orchestra assignment. Please communicate with your orchestra director in advance if you know your student will be missing practice or rehearsal.
- Students who have an excessive amount of unexcused absences might not be able to participate in the upcoming concert. The teacher will discuss this on a case-by-case basis with the student and parent/guardian.

## **Supply List**

This list is a reference for you to use when you need to purchase supplies.

- You may telephone or order supplies online from Instrumental Music Center, Southwest Strings, or Shar Music - these are string store specialists.
- Most local music stores also carry strings. Check their websites to shop for best prices. **Broken strings are generally not covered by instrument insurance;** these are considered to be normal wear and tear items. Note: it is typically more economical to buy strings as a “set” rather than individually.

**The brand names listed below are recommended for all beginning students.**

### Rosin

Your bow needs rosin for it to create sound. Store brand for beginners is fine. (Note: Rosin is instrument specific.) “Larson” or “Pop” rosin is recommended for bass.





## **Shoulder Rests** (for violin and viola) / **Rock-Stops** (for cello and bass)

Violinist and violist must use shoulder rests to play with correct technique. Rock-stops are required for cellists and bassists to maintain position on slick floor surfaces. There are many brands of shoulder rests that will work well.



## **Recommended Additional Supplies**

### **Strings (a spare set is recommended in case of a breakage)**

- Super Sensitive Strings
- Pirastro
- D'Addario

### **Folding Stand**

A folding stand for home practice is very useful, but please don't bring it to school.

### **Cleaning Cloth**

Stores do sell these, but a clean soft cloth is all that is needed.

Note: Do not use paper products as these can scratch the instrument finish.

Shar Music Products	Southwest Strings	Instrumental Music Center
<a href="http://www.sharmusic.com">http://www.sharmusic.com</a>	<a href="http://www.swstrings.com">http://www.swstrings.com</a>	<a href="http://imc-az.com">imc-az.com</a>
Phone: 800-248-7427	Phone: 800-528-3470	520-733-7334

## **School Provides**

Instrument outfit rental, case and bow, books/music (for checkout)

## **Parents Provide**

Recommended: Insurance for instrument, folding stand for home practice, shoulder rest (violin/viola), rock-stop (cello/bass), pencil, cleaning cloth, and replacement of broken strings

## **What Do I Bring to Class?**

### **The "Magic 7"**

1. Your instrument and bow in good working order
2. Music books/notebook (1 inch 3-ring binder)
3. Rosin
4. Cleaning cloth for instrument
5. Shoulder rest for violin/viola (or rock stop for cello/bass)
6. Pencil
7. Trimmed fingernails



## Home Practice

Daily home practice is essential to success on a string instrument. People are rarely successful in any skill without consistent practice. Daily practice is much more effective than lengthy, one-time practice sessions.

Like homework, the key to experiencing success is contingent upon building a routine. Help your child establish a daily time and place where they can practice with all necessary resources (i.e., music stand, shoulder-rest/rock stop, mirror).

At the beginning of the year, students need to practice **5 days a week for 20 minutes** a day. By the end of the school year, students should be practicing **5 days a week for 30 minutes a day**.

## Concerts

All students will perform in at least two concerts per school year (see page 3). Concert participation is mandatory. If you anticipate an absence, contact the orchestra director as much in advance as possible; then we can consider an excused absence/alternate assignment for the missed concert.

Concerts will take place at the Catalina Foothills High School Auditorium in December and in May. Dates will be announced with reminders on the orchestra website, school website, and through other digital means.

## Concert Attire

It is important when performing in public that our orchestra look and sound great. For our school events during the day, we will wear our orchestra t-shirts, but for our evening concerts, students need to dress nicely, in a way that reflects pride in themselves, their school, and their orchestra. Reminders will be given in class as concerts approach.

Boys concert attire: Black pants, black bow tie, long-sleeved white shirt, black socks, and black shoes

Girls concert attire: black skirt which skirts below the ankle or pants, white blouse, black stockings (optional), black low-heeled shoes

## Concert Behavior

*Great orchestra players behave like professionals the moment they walk in the door.*

These are the skills a professional demonstrates:

### Concert Attendance and Punctuality

For example: Seated on stage, ready to play at 6:30 p.m., concert at 7:00 p.m.

### Concert Materials

Instrument, shoulder rest/rock stop, music

### Concert Stage Presence: Posture, Position, and Uniform

- Feet flat while on stage
- Edge of seat



- Good playing position
- Eyes on the conductor: instruments go up and down together as rehearsed
- Dress nicely

**In the audience and back-stage, professionals do the following (before and during the concert):**

1. Talk quietly at appropriate times (**never during the music!**)
2. Face forward & behave with dignity—keep hands to yourself
3. Give cell phones to parents for safe-keeping (please, no cell phones during concerts)

# ORCHESTRA HANDBOOK ACKNOWLEDGEMENT FORM

**Please detach and return by Friday, August 29th, 2019**

We have read and understand the Catalina Foothills School District Elementary Orchestra Handbook. By signing this form, we are stating that we acknowledge and accept the procedures outlined in this handbook.

Student Name \_\_\_\_\_

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

Parent/Guardian Name \_\_\_\_\_

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

