Rules and Regulations

For

Broken Arrow High School Orchestra

1. **GENERAL CONDUCT**

Attendance is required at all extra rehearsals and public performances. The only excuses are listed in area IV.

The director must be notified in advance if the student will be absent or tardy at an extra rehearsal or performance. The notification may be made by phone or in writing by the parent or guardian.

All students are required to ride school transportation to school events outside of Broken Arrow. If riding home from an activity trip in other than school transportation, the student must have a note from the parent or guardian giving permission to ride home with the parent or guardian only. The director must see the parent or guardian before dismissing the student from the activity. The note from the parent or guardian must be signed by the director before the activity begins, and is subject to principal approval.

School owned instruments are checked out in good shape. Students must check them back in the same condition. If not the student will be responsible for paying the cost of the damage. Rental for school owned instruments is $35 per semester/summer.

Both the freshman academy and senior high provide lockers with combination locks for violin and viola students. If these locks are misplaced or lost the student will pay a $15 replacement fee. Cellos and basses will be placed in their instrument storage closet in the assigned spot. The school is not responsible for damage to personal property.

Reasons for dismissal from orchestra, dismissal from the elective class with no credit, and/or suspension from the performances are set by the School Board of Broken Arrow and Broken Arrow High School as described in the student/faculty handbook. Any penalties in addition to the school penalties are at the discretion of the orchestra director.

Fund-raising activities are offered to help students raise the needed funds for trips. The student must keep this account current to be able to travel/participate in the scheduled activity. A payment schedule will be set and the students are required to turn in the set amount at that time, whether it is from fundraising or personal accounts.

**II. UNIFORMS**

The uniform for orchestra will be:

*Gentlemen: Black or dark dress slacks, dark socks, dark shoes (No canvas or tennis shoes), Black dress shirt and tie (tie will be provided or you may purchase)*

*Ladies: Black orchestra dress, dark hose and black dress shoes (no flip flops)*

**III. ORCHESTRA ROOM**

Proper respect for orchestra property will be adhered to at all times.

No candy or gum chewing in the orchestra room.

No drinks or food will be allowed in the orchestra room, unless the director establishes a designated area.

No trash of any kind is to be left in the orchestra room. Please work together with your section to keep the storage cubicle clean. Lockers are provided by the school for the storage of books and personal items.

No instruments are to be left on the floor after rehearsals.

Cello and bass players will put the covers back on their instruments after each rehearsal, and put in the endpins. If there is a rack, your instrument needs to be on the rack each day.

Music left on stands after rehearsal will be collected. Punishment may be given for improper care of school music.

No hats in the building.

Any violations of the above directives will result in a disciplinary action.

**IV. Students responsibility to the performing arts and activity groups. Policy 4370**

The Broken Arrow Public Schools’ philosophy concerning performing arts in education is that the total learning experience involves practice, performance and evaluation. A student is expected to be evaluated on both practice and performance.

Members of performing groups in middle school (Grades 6-8) in Broken Arrow Public Schools should be aware that membership in a group includes a responsibility to the practice and performance schedule. Students and parents should be aware of possible conflicts with other activities, both within and out of the school system. The following guidelines of student responsibility to performing arts and activity groups are outlined:

Performing groups have responsibilities in and away from the school, during and after regular school hours, and student members of such groups must adhere to all organizational rules and policies.

Students are expected to attend rehearsals and performances of the school organization of which they are a member. Participation and service in the performing group outside of the classroom will be a determining factor of grade.

Any student who is absent from a scheduled required rehearsal or performance may have his/her semester grade lowered one letter grade because of unexcused absence per performance. In grades 9-12, the student may lose the position in the performing group and become an alternate performer to the main performing group.

The following conditions constitute reasons for an excused absence for a required rehearsal or performance:

Out of town trip with family, provided prior approval is obtained from activity director, and five-day prior notice is given to the school in writing. (Applies to middle school students only.)

Family Emergency

Illness (Director should be notified prior to required rehearsal or performance.

Any conflicts of school activities which have been previously resolved with

director and principal.

The building principal will determine whether or not an activity is a required rehearsal or performance.

The initial responsibility for a review of the policy is that of the student. If an acceptable solution is not reached during a meeting of the student and the activity director, the building principal will be informed of the need to review the request.

**V. GRADING POLICY**

Participation 35%

* 1. Get to class in your chair promptly and stay there.
  2. Play every line, participate in each exercise, or turn in completed written work.
  3. Have your instrument and materials every day.

Tests (played and/or written) 55%

Semester test (played and/or written) 10%

**VI. COMPETITIVE PERFORMANCES**

Any student that is currently ineligible cannot miss school for a performance, trip, or rehearsal.  This applies to all performances, trips, or rehearsals not just to OSSAA sanctioned events.  No refunds of money will be allowed for a student that misses a trip, performance or rehearsal due to the fact that he or she is ineligible.  Students may perform in evening performances that happen outside the school day at the discretion of the director.  Students cannot be penalized with a lowered grade due to their eligibility status.  An alternative assignment can be assigned.

**VII. CODE OF CONDUCT**

As a member of the Broken Arrow Instrumental Music Department you will be highly visible not only as a musical organization, but as representatives of our school, community and state. That responsibility and opportunity carries with it an obligation to protect and maintain the absolute highest moral and musical integrity. Many of those who come into contact with us as we perform and travel will form their opinions of Broken Arrow based upon the impressions we create, both in close proximity and from a distance. Therefore, the appearance, conduct, and demeanor of the Broken Arrow School District and individual campus program rules and regulations apply at all times.

As in any situation, good judgment must always prevail. All rules and expectations are set forth to help you enjoy your trip to the fullest, and to avoid the embarrassment and inconvenience which momentary lapse in judgment may bring about. It is the goal of the Broken Arrow Instrumental Music Program that upon our return home to Broken Arrow; you will have acquired an even greater sense of pride as a Broken Arrow student and as a Broken Arrow Schools musical ambassador.

**VII. EXPECTATIONS**

Punctuality is essential in adhering to our busy schedule. Be early for everything and help each other stay organized. When enjoying free time and during sightseeing excursions, always stay in groups of four or more students. This is for your safety. There should not be any deviation from it. School dress code is required at all times. When in concert attire, remain in full concert attire. It is unprofessional to have shirt tails out, to wear athletic shoes while in formal attire, to chew gum, etc. The loading of equipment may necessitate adjustments to these expectations. Follow the instructions of the chaperone or adult sponsor in charge.

**IX. SCHOOL SPONSORED TRIPS**

While on school sponsored trips we will share facilities with other student groups and individuals from other schools and programs. Some of these groups and individuals may be unsupervised at times and may engage in behavior that is in conflict with the spirit of this code of conduct. Broken Arrow students are expected at all times to maintain a high standard of conduct. Students must remain reasonably quiet at all times and scheduled check-in times will be strictly observed.

Each orchestra member is responsible for his or her equipment and personal items (triple check for uniform parts, extra strings, rosin, music, mutes etc.). However, we must all share in the logistical responsibilities of the trip. We will all participate as equipment movers, sanitation engineers, stagehands it, etc. Please perform the duties asked of you.

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**Notice of Non-Discrimination**

There will be no discrimination in the District because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. Broken Arrow Public Schools will take all necessary steps to ensure that each school and work place in the District is free from unlawful discrimination or harassment. The following people within the District have been designated to handle inquiries regarding the District’s non-discrimination policies, issues and concerns: •For all student issues related to Title VI of the Civil Rights Act of 1964, as amended (questions or complaints based on race, color, and national origin), the Associate Superintendent, Student Services, Chuck Perry, should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; •For all student issues related to Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act of 2004 (IDEA) (for questions or complaints based on disability),The Executive Director of Special Education, Debbie Renz, should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; •For all student issues related to Title IX, of the Education Amendments of 1972 (for questions or complaints based on sex, pregnancy, gender, gender expression or identity), the Assistant Athletic Director, Melenda Knight, should be contacted at 918-259-4310 or at 1901 E. Albany, Broken Arrow, OK 74012. •For issues related to accessibility to facilities, services and activities pursuant to the Americans with Disabilities Act, The Chief Operating Officer, Michelle Bergwall, should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; •For all non-student and/or employment related issues (including questions or complaints based on age), or for any individual who has experienced some other form of discrimination, including discrimination not listed above, the Chief Human Resources, Lori Tiger, should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; • Inquiries concerning non-discrimination can also be made to the United States Department of Education's Office for Civil Rights. The contact information for the Kansas City Enforcement Office is: Office of Civil Rights, U.S. Department of Education One Petticoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106; Telephone: (816) 268-0550; TTY: (877) 521-2172; Facsimile: (816) 823-1404; Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)