

NEC Orchestra Department Policies 2017 - 2018

All NEC students who are enrolled in Orchestra are expected to arrive on time to all rehearsals, recording sessions, and concerts. It is the goal of the Orchestra Department to create the best possible learning environment for every student participating in Orchestra. The first step in reaching this goal is for everyone to be on time, warmed up, and fully prepared at the start of any event to which they have been assigned.

Note to string players: You are expected to participate in up to 56 events* per academic year in Orchestra. You must be aware of your assignments by checking the bulletin boards and/or the department website: www.necorchestras.info Volunteer opportunities do not count toward the 56 events.

***Events = a rehearsal, a recording session, a concert, a performance – each is equal to 1 event.**

Rehearsal Procedure:

- All musicians are to be in their assigned seat no later than 9:00 AM.
- At 9:08 AM the orchestra will tune – A441 is the pitch to which all NEC pianos are tuned.
- Please be quiet when the concertmaster stands to tune the orchestra. 4 A's are given: 1. Winds 2. Brass/percussion 3. Lower strings 4. Upper strings. Please tune efficiently.
- Downbeat is at 9:10 AM.
- Any student who is not assigned to the first work of a rehearsal should arrive 5 minutes ahead of the call time listed on the weekly schedule.
- There will be one 15 minute break during each rehearsal. Please be back in your seat on time. Lateness after the break will be marked as late in your attendance record.
- Rehearsal ends at 11:45 AM sharp.

Absences:

- **Illness** – for an absence to be considered to be excused you must 1.) call the orchestra office 617 585-1338 no later than 8:15 AM – **AND** - 2.) within 7 school days of the absence you must submit a note from a medical professional regarding your absence. Failure to follow both of these will result in the absence not being excused.
- **Injury** – if you are injured and are not able to play for a rehearsal you must still attend the rehearsal. You must provide a medical note for any extended absence due to injury. If the prognosis of the injury is expected to keep you from playing for an extended time, we will usually make arrangements for you to participate in Concert Choir instead of Orchestra.
- **Jury duty** – if you are called for jury duty you are required by law to go to court on the assigned day. We will excuse this absence only if you have informed us in a timely manner. You need to bring your summons to the Orchestra Office as soon as you receive it.
- **Religious observance** – you will be excused for religious observance as long as we are informed about your observance by September 18, 2017.

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Time off requests/procedure:

It is very important that we hear from you as soon as possible when you apply to auditions, competitions, etc. **Tell us when you apply**, not when you hear that you've been accepted! Orchestras and competitions are often way too late getting invitations out for our planning purposes here at NEC.

- As soon as you apply, fill out this form: <http://tinyurl.com/OrchTimeoffNEC> and see Margie Apfelbaum in room 6 M. Bring any information about the audition with you. This is important!
- We take requests on a first come, first served and case by case basis and can decline to excuse any request.
- **Do not make your travel arrangements before discussing your plans with us.**
- We do not generally excuse for recitals or recital preparation, gigs, lessons, doctor appointments, classes or make-up exams, travel plans such as leaving early for or returning late from a weekend or school vacation.
- There are not any paper forms to fill out for time off. Please see Margie in person as soon as possible!

NEC Orchestra Department Concert Dress Guideline

- **Philharmonia and Symphony Orchestra**
- It is our intention to have the orchestras be as uniform as possible in our concert attire while maintaining a professional overall aesthetic and having each musician feel comfortable in/with their clothing choices.
- Students assigned to Philharmonia and Symphony may choose from the following options:
- Top – **Long sleeve black** dress shirt or blouse which could be a button down shirt, sweater, turtleneck, mock turtleneck. (No t-shirts or sloppy attire. Nothing low cut or see-through. Also, NO JACKETS, NO TIES!)
- Bottom – **Long black** dress slacks, skirt, or dress. (No tux pants or gym attire)
- Hosiery – Black socks or appropriate hosiery to your choice from above. (You may wear red socks if the Red Sox are currently in the World Series at the time of the concert. Sorry Chicago fans, NO WHITE SOCKS – EVER.)
- Shoes – Black close toed dress shoes. (No sneakers, running shoes etc.)
- **Chamber Orchestra**
- Top – Colorful **long sleeve** dress shirt or blouse. (NO TIES, NO JACKETS, nothing low cut or see-through.)
- Bottom – Black dress slacks, long or tea length dress or skirt.
- Hosiery/Shoes – As above.

A note about perfumes

- Please refrain from using heavily scented perfumes, colognes, soaps, shampoo etc. Many people are sensitive to scents and this causes them medical/physical problems. This is for rehearsals and concerts.

Rehearsal attire

- You should dress so you are comfortable at rehearsals. Please refrain from wearing hats unless of a religious nature. Red Sox hats are not religious – close, but not quite. Don't even begin to negotiate wearing a Yankee hat.

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Grades:

- Your participation in ensemble will be evaluated at the end of each semester as follows:
 - Honors (P+)** – indicates a recognition by the conductor of the highest degree of excellence in musical performance, dedication, preparation, attendance, and contribution to the ensemble.
 - Pass (P)** – indicates that the student has met all expectations in terms of musical performance and commitment to the ensemble.
 - *Pass with reservations (P-)** – indicates that the student has participated or performed in the ensemble at an unsatisfactory level (see below).
 - *Fail (F)** – indicates that the student has failed to meet the minimal obligations to the ensemble either in musicianship or attendance; an F will appear on the transcript and no ensemble credit is awarded.
- Your attendance record is one of several factors that contribute to your semester's evaluation. An evaluation of **Pass with reservations (P-)** may be awarded if your record includes:
 - 2 ABSENCES or 3 LATENESSES or 1 ABSENCE + 2 LATENESSES or
1 LATENESS FOR THE CALL-TIME FOR A PERFORMANCE or a DRESS REHEARSAL
- **Grounds for failure include:**
 - Unsatisfactory musical standards (preparation, performance).
 - Any attendance infraction after *Pass with reservations* or
 - An absence from a performance, recording session, or dress rehearsal or
 - Any failure to notify the ensemble office in advance of an absence.

***Students who receive a P- or F will not be able to apply for excused time-off in the following semester for any reason. They will also not be eligible for any concerto competitions until they receive at least a P in a subsequent semester.**