

2024-2025

JCHS JAY ORCHESTRA HANDBOOK



Handbook

Orchestra Director:

Aimee Veile

(573)659-3050

aimee.veile@jcschools.us

OFFICE HOURS: Tuesday and Wednesday after 3:40 P.m.

PART 1 of 7

MANDATORY FORMS FOR PARTICIPATION IN ORCHESTRA ACTIVITIES:

The following items must be completed online by Friday, August 23, 2024. Your child will not be allowed to participate in orchestra program concerts, etc. until they are filled out and returned to Mrs. Veile. You will find these items on the following pages.

- **Handbook/Data/Booster Form:** *(you do not have to sign up for anything but we could use your help!)*
Online Handbook/Data/Booster Form: [Handbook/Data/Booster Form](#)
Activity Registration: Every student in an activity and/or sport must create a profile in order to participate in events for their sport/activity. The Activity Registration directions are located on page 15 of this handbook. Click on the link below to create your child's profile in Activity Registration.
[Activity Registration](#)
- **REQUIRED COURSE MATERIALS:**
 - **Your instrument** may be checked out from the Jefferson City Orchestra Program or privately purchased. **YOU MUST COMPLETE ALL ITEMS IN PART 1 BEFORE YOU ARE ALLOWED TO PARTICIPATE IN ANY ORCHESTRA ACTIVITIES. I AM REQUIRED BY JCHS TO HAVE YOU COMPLETE THESE FORMS.**
 - **2 pencils**
 - **Mute** (\$2.00-\$5.00) for their instrument (Capital Music and Will West have them)
 - **Rosin**
 - **Rosin Cloth**
 - **Endpin Rest**
 - **Folding Music Stand**
 - **Three-Ring Binder**
 - **Concert Attire:** Please see the Concert Attire Flier on page 10.

PART 2 of 7

ORCHESTRA RATIONALE:

The Jefferson City Public School string instrument program offers students the opportunity to develop physical performance techniques (psychomotor domain), the cognitive domain (a blending of reading, mathematical relationships, and critical thinking skills), the affective domain (gaining new perceptions – responsibility, dependability, respect, emotional awareness), and the interpersonal domain (interacting with others) through the medium of the string orchestra. Every year it is exciting for us to see our students grow in all these ways! We really enjoy what we do!

COURSE DESCRIPTION:

The JCHS Jay Orchestras will develop advanced technical and interpretive skills, playing music with a variety of key signatures, unusual meters, complex rhythms, and subtle dynamics through advanced music literature selected from a variety of musical periods.

The Jefferson City Orchestra Program is a continual, yearly skill building curriculum. Students must earn a passing grade of D- or higher each year of orchestra to be prepared for and to be allowed to continue onto each new level of orchestra. New students will be accepted into the program per director's approval.

Meet the Conductor/Teacher:

I am an alumna of Jefferson City High School. Upon high school graduation, I attended the University of Missouri-Columbia where I received my Bachelor of Music degree with a concentration in cello performance. After acquiring my bachelor's degree, I went on to study music education at The Boston Conservatory where I earned a masters degree in music education.

From 2004-2008 I was the Director of Secondary Orchestras in Washington, Missouri. While there, my high school orchestra auditioned for and performed at Walt Disney World in Florida (2006) as well as receiving a gold rating and an Adjudicator's Award at the Heritage Festival in New York City in 2008. This will be my 21st year as an educator.

Over the course of sixteen years with the Jefferson City Public Schools, I have had the privilege of helping my orchestra students experience places such as New York City and Washington, D.C where they have worked with musicians and conductors from world-renowned orchestras such as the New York Philharmonic and National Symphony Orchestras.

I love helping my students grow as musicians, as leaders and as a team. Everyday we work, not just on how to be better musicians, but better humans and team mates. It fills my heart with joy to watch my students bloom during this process! Especially when seeing them play as mature men and women in the senior orchestra after watching them grow over 8 years, almost a decade, from excited young fifth graders. Though I try, my students will never know how much I care for them and how much I want for them. More than anything I want them to know that my door is always open when they need me.

One of the biggest highlights of my life has been the chance to return to my hometown and teach in the orchestra program that helped me discover a love of string instruments in fifth grade at North School.

Outside of school hours I enjoy volunteering for music organizations to help promote music education. I served as the Secretary/Treasurer for the Missouri Chapter of the American String Teachers Association for eight years and the Orchestra Vice President for the Missouri Music Educators Association for two years. I was one of six Finalists for the Eisinger Teacher of the Year Award in 2020 and 2021. Currently I serve in the following capacities, Jefferson City Symphony Orchestra Board (Education Liaison), MSHSAA Music Advisory Panel and President-Elect of the Missouri Chapter of the American String Teachers Association (MoASTA).

When I am not working on a music related topic I enjoy Frisbee golf with my husband Eric, playing with our Old English Sheepdog named Alfred and Collie/Australian Shepherd named Ash, cross-stitching, playing video games, reading and gardening.

PART 3 of 7

GRADING:

Weekly Playing Grade: Students will work to achieve the classroom curriculum goals for each week. There is an assignment your child will complete in class with regards to the weekly playing grade at the start of the school year. Their Weekly Playing Grade will be based on a class-developed grading scoring guide. You can view your child's grade at any time on Infinite Campus.

1. "How easy is it to get an A?"
 - a. Follow rules and procedures
 - b. Make a good effort to achieve the grading aspects in our scoring guide
 - c. Actively participate in class activities
2. "How do I get deductions?"
 - a. Each instance of failure to satisfy an expectation in regard to our grading scale will warrant an appropriate point deduction/s.
 - b. An automatic zero will be given for forgetting one's instrument or refusing to participate in class on each day of this occurrence. A student who forgets their instrument may complete the make up assignment for forgotten instruments that is posted in the Class Work area of our Google Classroom.

Performance Participation Scoring Guide:

1. **Each performance is worth 50 points and are awarded as follows:**
 - 30 points for performing in the concert
 - 10 points for correct concert attire
 - 10 points for completing the Performance Assessment Assignment that will be issued the day after the concert.
2. **Performance points are awarded in the following manner:**
 - 30 points for performing with the ensemble in an appropriate manner
 - 0 points for performing with the ensemble in an inappropriate manner or not participating in the performance. You must see Mrs. Veile for a make up assignment in these instances. All concert participation make up points will be graded like a playing test. However, a student who is absent from a performance will receive a make up assignment worth 50 points.
3. **Concert attire points are awarded in the following manner:**
 - 10 points for appropriate attire
 - 8 points for one concert dress code violation
 - 6 points for two concert dress code violations
 - 4 points for three concert dress code violations
 - 2 points for four concert dress code violations
 - 0 points for completely incorrect attire

Playing Test Scoring Guide: See the **Part 8 Attachments Area**

PART 4 of 7

JCHS Jay Orchestras Class Rules:

1. Be Punctual.
2. Be Prepared.
3. Be Respectful.
4. Be a Team.
5. Be awesome.

"If I follow the rules, what's in it for me?"

- a. Increased Productivity
- b. Efficient use of learning time
- c. Actually enjoying the class instead of just "being there"
- d. Increased learning
- e. Earning the respect of your classmates and peers

"What if I don't follow the rules?"

- a. Distractions that prevent the group from functioning efficiently
- b. Decreased productivity and less fun
- c. Tension with your classmates, peers and teacher
- d. A trip to an administrator's office, calling your parents/guardians and/or after school detention with Mrs. Veile.
- e. **Because the orchestra is a team, remember that your actions affect the ENTIRE group.**

Behavior Action Plan

AS WE GROW WE LEARN HOW TO MANAGE OUR BEHAVIOR. AS A HUMAN BEING YOU HAVE CHOICES. WHEN YOUR CHOICES IMPEDE OUR ABILITY TO LEARN THESE ARE THE CHOICES I WILL MAKE. PLEASE HELP US CREATE AN EFFECTIVE AND FUN LEARNING ENVIRONMENT! HOWEVER, SHOULD YOUR CHOICES NECESSITATE IT I MAY NEED TO START WITH A STEP OTHER THAN 1.

1. Conference with student.
2. Conference with parent.
3. Conference with parent and detention
with Mrs. Veile.
4. Conference with a parent and principal.
5. Referral
6. Should it be needed I will create a behavior plan to determine whether you should continue to participate in orchestra.

PART 5 of 7

Playing/Written Tests, Concert Attendance and Symphonic Orchestra Auditions

Playing/Written Tests:

Playing tests are a regular part of how we receive our orchestra grade. While you may not play perfectly on these tests, I will be able to tell if you have practiced or not and will grade accordingly. Effort is the most important aspect in the assignment of any orchestra grade. Some playing tests will be administered in front of the orchestra due to time and space considerations. Please feel free to come in and work with me after school anytime you want help with our music. I love to help people after school!

Concert Attendance:

The majority of the success of any orchestra depends on each member attending rehearsal to work together to create music. Since the performance is the final product of our combined efforts then missing a concert is the same as missing a test.

- All orchestra concert/contest performances are required events with the exception of orchestra trips to NYC, Washington, D.C. and Six Flags. Concert absences may only be excused due to family emergency or personal illness, for which a note must be received; however, make-up work will be assigned for all excused absences. The reason for the absence and how far in advance notice is given for the absence will determine what a student needs to do to make up the concert as well as how many points they may be able to receive for the make-up assignment. Occasionally, other reasons arise that can cause you to need to miss a concert. If you have to miss a concert for other reasons you will need to speak with Mrs. Veile in order to verify if your concert absence qualifies you for a missed concert make-up assignment. Missing a concert for work does not count as an excused absence. Students will attend these concerts dressed in the appointed concert attire. Please see **PART 3** for a description.
- Parents are responsible for transportation to and from all performance events. Because the performance schedule is distributed to parents and students well in advance of all performances, parents and students are expected to make arrangements for the students to be present at performances. Please let me know if I can help arrange other transportation should a transportation issue arise. Usually I can help students arrange for rides with their friends/parents of friends.
- During the course of the year, our orchestra may be requested to perform for a public event which may cause us to add a new concert to our performance schedule for the year. These requests are another example of how well-loved our program is and what good musicians our students are.
- Students are expected to stay and hear all groups perform at each concert. We are a team and need to support each other. Also, you need to report to the stage after Miller Center concerts to put away one chair and one stand before leaving.
- Students will be given the Post-Concert Writing Assignment the day after the October and April concerts that helps them evaluate the music performance process at the concert, thus allowing them to better develop their performance skills. This assignment will be part of the performance grade. In order to complete the assignment they will have needed to see the entire concert. If they are unable to attend the concert an alternative writing assignment will be given.

ORCHESTRA AUDITIONS:

Symphonic Orchestra auditions take place at the end of February/beginning of March. Concert Orchestra participation does not require an audition. All audition materials will be handed out in January. Audition results are posted after we return from spring break.

PART 6 of 7

Attendance Expectations of the JCHS Jay Orchestras:

- **Tardy Policy:** Students are expected to be in their seats with their equipment when the tuning A is turned on. If you are not in your seat when the tuning A begins you will be marked as tardy. Please see the JCHS handbook for the school's tardy policy.
- **Leaving Your Seat and Leaving the Classroom:**
 - During class only one student at a time is allowed to be out of the classroom.
 - Students need to ask permission to leave the classroom. You must fill out the sign-out sheet by the door and have the hall pass before you can leave the classroom. Visits to your counselor will need to be arranged via email with your counselor.
- **Make up Work Policy:** There are make-up assignments for missed classes, missed concerts and forgotten instruments. **They are in our Google Classroom.** It is your responsibility to fulfill any make-up assignment in order to gain credit for what was missed. Turn the make up assignment into the Make Up Work area of our Google Classroom. Make-up assignments for concerts are given in cases of family emergencies and illness. Occasionally, other reasons arise that can cause you to need to miss a concert. If you have to miss a concert for other reasons you will need to speak with Mrs. Veile in order to verify if your concert absence qualifies you for a missed concert make-up assignment.

THIS HANDBOOK MAY NEED TO BE ALTERED DURING THE COURSE OF THE YEAR TO ACCOMMODATE THE NEEDS OF THE STUDENTS.

PART 7 of 7

INFORMATIONAL ATTACHMENTS

1. JCHS Jay Orchestras Calendar
2. JCHS/CCHS Orchestra Dress Information
3. Playing Test Scoring Guide
4. **Private Lesson Information:** Private Lessons are amazing and fun!! It is incredible how quickly and how much you grow through private lessons:-)
5. **Jefferson City Symphony Orchestra Information:** Open to all 9th-12th grade students, no audition needed and we'd LOVE to have you join!!
6. Activity Registration Directions

JCHS JAY ORCHESTRAS CALENDAR

Tues	Sept 3	Orchestra Cookie Dough Sale Begin	
Sun	Oct 6	Jefferson City Symphony Orchestra PorchFest Concert	TBD
Thurs	Oct 10	JCHS Symphonic and Concert Orchestras, JCHS Gym	7:00 pm
Tues	Nov 12	Jefferson City Symphony Orchestra Concert	7:00 pm
Fri/Sat/Sun	Nov 14-17	Orch. Booster Fundraiser Hy-Vee Apple Pie	TBD
Sat	Dec 7	All-State Orchestra Auditions All day Columbia, MO -Interested Students Only	
Mon	Dec 9	JCHS Capitol Caroling Rehearsal Capitol -Symphonic Orchestra Only	8:00-11:00 am
Tues	Dec 10	Capitol Caroling Concert Capitol Rotunda -JCHS Symphonic Band, Choirs and Symphonic Orch.	7:00 pm
Tues	Feb. 11	Jefferson City Symphony Orchestra Concert	7:00pm
Sat	March 8	State Music Contest, 9-12 Osage High School -Orchestra and Band Large Ensembles	TBA
Sat	March 22	District Music Contest, 9-12 Osage High School -string solos and small ensembles and piano	TBA
Tues	April 29	Jefferson City Symphony Orchestra Concert	7:00pm
Sat	May 3	State Music Festival all day Columbia, MO -only students who received a Superior rating at District Music Festival are eligible	TBA
Wed	April 30	All-District Orchestra Concert 5th through 12th Grade -Fleming Fieldhouse	7:00 pm
Tues	May 6	JCHS Symphonic and Concert Orchestra Performance, Miller Center	7pm



CCHS/JCHS Orchestras Concert Attire Order Information

The Capital City High School and Jefferson City High School Orchestras require uniform attire for our concerts. All concert attire is ordered from Southeastern Performance Apparel. Below is a list of the concert attire options. Each option costs \$75.00 and includes shipping and handling. All sizes will be taken in class. Options and payments are due by **Friday, September 6, 2024.**

If you have already purchased concert attire but need to change sizes, please let us know so we can price out individual items.

Option 1:



Dress: The Georgia Dress in black is the new concert dress going forward. This is a crepe dress that is wrinkle resistant and machine washable.

Option 2:



Dress Top



Dress Pants

DressTop: Monroe top in black is a V neckline blouse that features cap sleeves with a small cuff in Performance Knit.

Dress Pants: Regular Rise Dress Pant in black are a poly/poplin blend that feature belt loops and a flat front.

Option 3:



Dress Shirt



Vest



Dress Pants

Dress Shirt, Vest and Dress Pants:

Dress Shirt: The Dress Shirt in black is a poly/cotton blend shirt that is machine washable. (If your student already has a white dress shirt from previous years in high school orchestra, they may continue to use it.)

Vest: Poplin vest is made of machine washable Poly Poplin, it has 5 buttons and front pockets that come stitched closed.

Dress Pants: The Flat Front Cavalier Pant in black has belt loops and are made of machine washable poly poplin. (If your student already has a pair of black dress pants from previous years in high school orchestra, they may continue to wear those.)

All attire needs to be purchased as soon as possible to ensure that all students have appropriate attire for their first concert of the year. Students without correct concert attire will not be allowed to perform. You have three payment options this year:

1. Use this payment link to pay with credit card: [Concert Attire Payment Link](#)
2. Send cash or check to your respective teacher by **Friday, September 6, 2024.** **Please make all checks for \$75.00 payable to *Jefferson City Orchestra Boosters*.** Write on the memo line of the check or on the front of the envelope for your payment, which outfit your child is ordering. If you have any questions please contact Ashley Nelson, CCHS Orchestra Director at ashley.nelson@jcschools.us or Aimee Veile, JCHS Orchestra Director at aimee.veile@jcschools.us. We will take care of measuring students for the ordering process.

QR Code to Concert Attire Payment Link



PLAYING TEST SCORING GUIDE

Category:	Points:	Points:	Points:	Points:	Points:
Tone Quality	Tone is consistently focused, clear and centered throughout the range of the instrument.	Tone is focused, clear and centered through the normal playing range of the instrument	Tone is often focused, clear and centered, but sometimes the tone is uncontrolled in the normal playing range. Occasionally the tone quality detracts from overall performance.	The tone is often not focused, clear or centered regardless of the range being played, significantly detracting from the overall performance.	The tone is not focused, clear or centered regardless of the range being played, thus inhibiting the performance.
Rhythm	The rhythms are accurate for the style of music being played.	The rhythms are mostly accurate. There are a few duration errors, but these do not detract from the overall performance.	Some rhythms are accurate. Frequent or repeated duration errors. Rhythm problems occasionally detract from the overall performance.	Rhythms are seldom accurate detracting significantly from the overall performance.	Rhythms are inaccurate, inhibiting the performance.
Tempo	The beat is secure.	The beat wavers at times but does not detract from the overall performance.	The beat is somewhat erratic which occasionally detracts from the overall performance.	The beat is usually erratic which detracts significantly from the overall performance.	The beat is erratic, inhibiting the performance.
Note Accuracy	Notes are consistently accurate.	An occasional inaccurate note is played, but does not detract from overall performance	A few inaccurate notes are played, detracting somewhat from the overall performance.	Wrong notes consistently detract from the performance.	Wrong notes inhibit the performance.

Playing Position	Instrument and body position are consistently accurate.	Instrument and body position are mostly accurate.	Instrument and body position are fairly inaccurate.	Instrument and body position are consistently inaccurate.	Instrument and body position inhibit the performance.
Posture	Posture is consistently accurate.	Posture is occasionally inaccurate.	Posture is fairly inaccurate and is somewhat detracting from the performance.	Posture is consistently inaccurate and is detracting from the performance.	Posture is inhibiting the performance.
Bow Technique	Right hand and arm are consistently accurate.	Right hand and arm are mostly accurate.	Right hand and arm are fairly inaccurate.	Right hand and arm are consistently inaccurate.	Right hand and arm inhibit the performance.
Pitch	Virtually no errors. Pitch is very accurate.	An occasional isolated error, but most of the time pitch is accurate and secure.	Some accurate pitches, but there are frequent &/or repeated errors.	Very few accurate or secure pitches.	Lack of pitch accuracy is inhibiting the performance.
Bowing Accuracy	Bowing is consistently accurate.	An occasional inaccurate bowing is played, but does not detract from overall performance.	A few inaccurate bowings are played, detracting somewhat from the overall performance.	Wrong bowings consistently detract from the performance.	Wrong bowings inhibit the performance.
Phrasing	Phrasing is consistently highly expressive.	Phrasing is mostly expressive throughout the performance.	Phrasing is fairly expressive throughout, detracting from the performance.	Phrasing is occasionally expressive, detracts from performance.	Phrasing is inhibiting the performance.
Dynamics	Dynamics are consistently performed.	Dynamics are performed most of the time.	Dynamics are performed occasionally.	Dynamics are rarely performed.	Dynamics are absent from performance.
Fingering:	Marked fingerings are consistently performed.	Marked fingerings are performed most of the time.	Marked fingerings are performed occasionally.	Marked fingerings are rarely performed.	Marked fingerings are absent from performance.

Vibrato:	Vibrato is consistently performed.	Vibrato is performed most of the time.	Vibrato is performed occasionally.	Vibrato is rarely performed.	Vibrato is absent from performance.
----------	------------------------------------	--	------------------------------------	------------------------------	-------------------------------------

PRIVATE LESSONS!!

One of the best forms of music education for any child is taking private lessons. At school your child is able to develop many skills. In private lessons your child is able to get individualized instruction catered to their specific needs. Depending on the teacher they may also gain more opportunities to try different aspects of music like performing solos and duets, entering many different types of competitions, and performing in group classes. Below you will find a list of well-qualified private teachers. You may contact any of them for information on taking lessons.

Teachers:

Helen Haynes: JC Music Academy (all instruments) 573.645.9757
Lydia Roberto: Violin and Viola 573.301.0999
Mike Mauer: Violin Instructor at Capital Music 573.635.2732
Leslie Perna: Viola Professor University of Missouri 573.882.2748
John Dreyer: Cello 660.216.7307
Missy McPheeters: all instruments (Lake Area Youth Orchestra) 573.286.3467
Jennifer Winkleman: Violin and Viola 573.645.6153

Rebecca Talbert: Violin 573.694.9609
Johanna Hobratschk: Violin and Viola 573.298.1128
Bonnie Verdot: Bass 573.634.6113
Nichole Fallon: Violin 573.508.7636

Jefferson City Symphony Orchestra

This year your son or daughter is eligible to perform with the Jefferson City Symphony Orchestra, a full orchestra with brass, woodwind and percussion instruments. They will have the opportunity to perform wonderful and challenging symphony music that will increase their playing abilities. The symphony will be performing works by great composers such as Grieg, Beethoven, Tchaikovsky, etc. Symphony participation is optional and open to all 9-12 grade advanced and dedicated students willing to devote extra practice time who are enrolled in their high school orchestra ensemble. Our first rehearsal is Monday, August 12, 2024. JCSO rehearses every Monday unless otherwise announced, noted on the JCSO website and in our JCSO Google Classroom. The symphony rehearses at Jefferson City High School from 7:00-9:00 p.m. in room 203.

JCSO concerts take place on Tuesday nights with dress rehearsals on the Sunday and Monday preceding each concert. Sunday rehearsals are 2:00-4:00p.m. while Monday rehearsals still occur from 7:00-9:00p.m.. All concerts, with the exception of PorchFest, and dress rehearsals take place in Mitchell Auditorium on the LU campus. Please visit the following website for rehearsal and concert information and dates.

Jefferson City Symphony Orchestra: www.jcsymphony.org

JCSO Concert Dates:

Saturday, Oct. 6, 1-4p.m.: JCSO Centennial Concert

Tuesday, Nov. 12, 7:00-9:00p.m: November Classics

Tuesday, Feb. 11, 7:00-9:00p.m.: Winter Concert

Tuesday, April 29, 7:00-9:00p.m.: Americana and Piano Soloist Concert

Students must attend rehearsal on a regular basis to make sure they are ready to perform with the group. Upon missing a third rehearsal students will not be allowed to participate in the upcoming concert.

Students must be set up and ready to tune with the orchestra at 7:00p.m. Please respect fellow symphony members by being punctual. No cell phone usage during rehearsal. You must limit your cell phone usage to before and after rehearsal as well as break time.

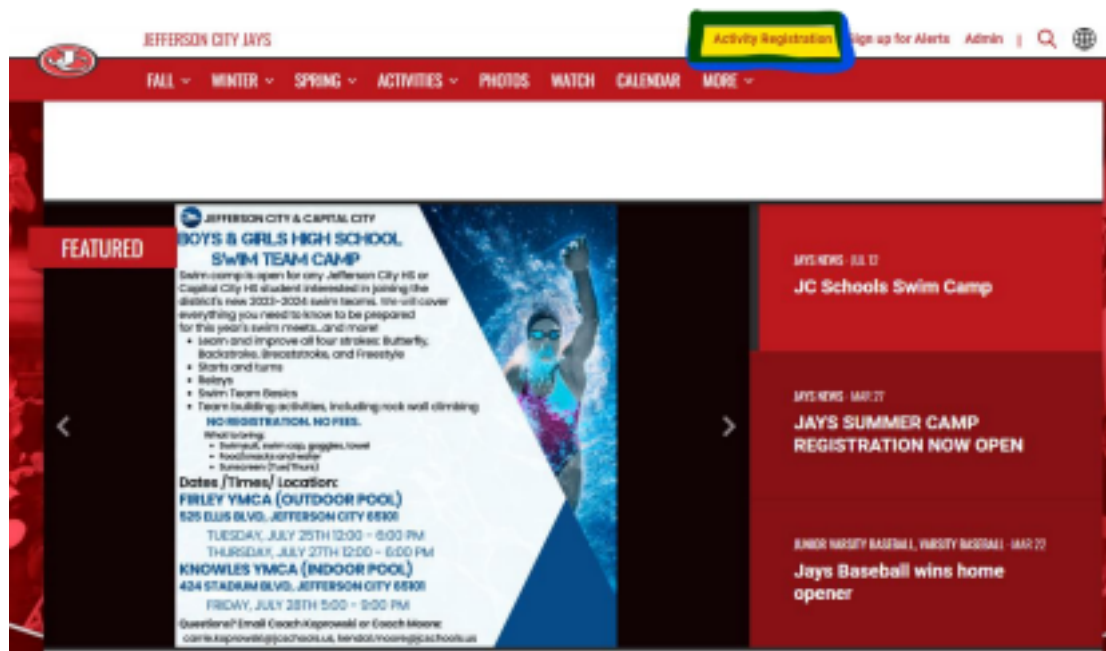
Symphony dress is formal black attire. Gentlemen will wear black suits with bow ties. Ladies may wear their JCHS Orchestra formal attire if they choose or other appropriate attire. Ladies and gentlemen are required to wear black dress shoes.

ACTIVITY REGISTRATION INSTRUCTIONS

Everyone is new to the Activity Registration program for the 2023-2024 year.

It is best to complete this process on a laptop or desktop computer.

Please go to Jefferson City's primary athletic webpage. www.jeffersoncityjays.com The Activity Registration link will be located in the upper right hand corner of the screen.



You will be directed to the following page: <https://jcsd-ar.schooltoday.com/> and you will choose which school for your student.



For 2023-2024 everyone is a new user. Please only create **ONE** account for the family. You will encounter difficulties if more than one account is created for your household.

Once you have created your account, the system will send a verification email to the email listed during

the account creation. This email address will need to be verified before an individual is able to continue with the activity registration process.

When the email has been verified, it is time to begin the activity registration.

Each student will need to be handled individually. Please mark any and/or all activities in which the student plans to participate.

- *An activity may be added to a student profile at a later time in the year, but please be advised that all documents will once again need to be signed. Some of the information will populate, but some information will need to be provided as well as signatures.*

OTHER IMPORTANT NOTES

ALL Sports, Dance, Cheer and Band **MUST** have a physical on file. The student will not be cleared to participate by the AD offices until the physical is uploaded and validated.

Those students participating in Choir, Orchestra, Scholar Bowl and/or Speech and Debate are not required to have a physical uploaded.

If there are any questions about your student's profile or the system, please contact Jim Bohannon at Jefferson City High School (jim.bohannon@jcschools.us) or Derrick Spicer at Lewis & Clark Middle School (derrick.spicer@jcschools.us).