



**THE HARTT SCHOOL COMMUNITY DIVISION
LARGE ENSEMBLE HANDBOOK**

200 Bloomfield Avenue, West Hartford, CT 06117
harttcomm@hartford.edu
860.768.4451

AUDITION PROCEDURE AND ENSEMBLE PLACEMENT

Auditions for Large Ensembles (Orchestras, Wind Ensembles, etc.) Chamber Music Groups, Hartt Preparatory Academy, and Jazz and Popular Music Ensembles take place in June each year for the following school year.

- If a student is not available for the scheduled audition day, they should contact our office.
- In the event that in-person auditions are not possible, instructions about video auditions will be made available through our website.

When students sign up for an audition, they will be asked which type(s) of ensembles they are interested in auditioning for (Large Ensembles, Chamber Music, etc.). We don't have auditions for specific ensembles. Students audition for our program, and are placed in the ensemble that the placement committee and adjudicators feel is the best fit for the student. This placement is based on the student's audition, as well as the needs of all the ensembles. Ensemble placements will be emailed out a few weeks after the auditions.

More information about our auditions can be found on our website.

FALL 2020 WIND ENSEMBLE AND ORCHESTRA CALENDAR

Our first meeting date is Saturday, September 12. We will not be skipping any meeting dates from 9/12/2020 until our last meeting date of the semester, Sunday, November 22. For your ensemble's rehearsal schedule, please see the next page.

ADMINISTRATION

EMMETT DRAKE

Chair of Large Ensembles
drake@hartford.edu

NOA MICHAUD

Performance Coordinator
nomichaud@hartford.edu

WIND ENSEMBLES AND ORCHESTRAS

APPOGGIATURA

Emmett Drake, director
Selah Kwak, ensemble manager
appogg@hartford.edu

Suzuki Orchestra, by teacher recommendation.

CONNECTICUT YOUTH SYMPHONY

Dr. Dan D'Addio, director
Robert Ciaffaglione, ensemble manager
cys@hartford.edu

CYS is for advanced high school students grades 10-12. Auditions required.

DA CAPO STRING ORCHESTRA

Emmett Drake, director
Selah Kwak, ensemble manager
dacapo@hartford.edu

Suzuki Orchestra, by teacher recommendation.

GREATER HARTFORD YOUTH WIND ENSEMBLE

Glen Adsit, director
ghywe@hartford.edu

GHYWE is for high school students grades 10-12. Auditions required.

HARMONY WINDS

Alan Francis, director
Lydia Martin, ensemble manager
harmony@hartford.edu

Harmony Winds is for middle school and early high school students. Auditions required.

INTERMEZZO STRING ORCHESTRA

Emmett Drake, director
Selah Kwak, ensemble manager
intermezz@hartford.edu

Suzuki Orchestra, by teacher recommendation.

PHILHARMONIA WINDS

Alan Francis, director
Lydia Martin, ensemble manager
philwinds@hartford.edu

Philharmonia Winds is for high school and advanced middle school students. Auditions required.

OPUS '89 ORCHESTRA

Emmett Drake, director
Selah Kwak, ensemble manager
opus@hartford.edu

Opus '89 is for advanced string players of the traditional or Suzuki method. Auditions required.

SINFONIA STRING ORCHESTRA

David Kramer, director
Carissa McQuaid, ensemble manager
sinfonia@hartford.edu

Advanced middle school students. Audition required.

STRINGENDO STRING ORCHESTRA

David Kramer, director
Carissa McQuaid, ensemble manager
stringend@hartford.edu

Intermediate elementary and middle school students. Audition required.

VIRTUOSI

Dr. Paul Pierce, director
Elise D'Addio, ensemble manager
virtuosi@hartford.edu

Virtuosi is a string orchestra for advanced middle and high school students. Audition required.

VIVACE STRING ORCHESTRA

Emmett Drake, director
Selah Kwak, ensemble manager
vivace@hartford.edu

Suzuki Orchestra, by teacher recommendation.

REMOTE LARGE ENSEMBLE HANDBOOK

REHEARSAL SCHEDULE

APPOGGIATURA ORCHESTRA

Wednesdays, 5:45-6:15 p.m.

CYS

Sundays, 1:00-2:45 p.m.

DA CAPO ORCHESTRA

Tuesdays, 6:00-6:30 p.m.

GHYWE

Sundays, 5:30-6:30 p.m.

HARMONY WINDS

Saturdays, 11:00-11:45 a.m.

INTERMEZZO ORCHESTRA

Tuesdays, 5:00-5:30 p.m.

OPUS '89 ORCHESTRA

Saturdays, 12:30-1:30 p.m.

PHILHARMONIA WINDS

Saturdays, 9:45-10:45 a.m.

SINFONIA AND STRINGENDO ORCHESTRA

Saturdays, 9:30-11:00 a.m.

VIRTUOSI ORCHESTRA

Saturdays, 9:45-10:45 a.m.

VIVACE ORCHESTRA

Saturdays, 11:15 a.m.-12:00 p.m.

REMOTE ATTENDANCE POLICY

It is expected that students will participate in all Zoom meetings for their ensemble, and that they will complete tasks assigned by the conductor. If you are unable to attend a particular Zoom meeting, please let your ensemble manager know in advance. Excessive absences may result in dismissal from the ensemble for the semester.

REMOTE WITHDRAWAL POLICY

Please note: Absence does not constitute a withdrawal from any program. A signed registration form constitutes agreement to pay tuition in full, regardless of how much has actually been paid at the time of withdrawal. All students register for an entire academic year (September through June) and tuition and fees are assessed for the full academic year. Tuition may be prorated for students who begin/become members after the start of the academic year. Absence and/or verbal notice is not sufficient for withdrawal notification. All requests for withdrawal must be made in writing to the Registrar (hcdbills@hartford.edu). Withdrawal at any time is subject to the following program-specific penalties:

Timeframe Penalty:

Withdrawal prior to the 1st rehearsal/class: \$30 cancellation fee

Withdrawal received prior to October 1, 2020: Partial penalty based on the number of rehearsals/classes held, plus a \$30 cancellation fee

Large Ensemble opt-out date: January 15, 2021

Please see our academic year 2020-2021 policies packet for more information regarding billing, medical withdrawals, and delinquent accounts.

EXPECTATIONS FOR REMOTE REHEARSALS

- **Be On Time**
 - Sign into the class meeting a few minutes before the designated start time, so that the meeting can begin on time.
 - If you can't find the link:
 - Have you checked Google Classroom?
 - Is it the same link as previous weeks? ("Recurring" link)
 - Email your teacher or ensemble manager (Don't wait until the class has already started to do this - once class starts, they may be unable to respond)
- **Keep Your Camera On**
 - If you do not have access to a device that has a camera, please let us know.
 - If you have a specific reason preventing you from having your camera on, please let your teacher know in advance.
 - Set yourself up in a space that is conducive for working
 - Dress as you would for an in-person rehearsal.
 - Feel free to use a virtual background!
- **Muted Microphone**
 - Have your microphone muted to start the meeting, and keep it muted unless you are speaking, or unless you receive specific instructions/requests to unmute from the teacher.

- **Be Prepared**
 - Have your instrument (if required,) and any materials (like your music and a pencil with a working eraser) you may need readily accessible.
 - If your teacher has asked you to get set up with another app/technological tool, make sure you have that ready to go before the meeting. If you have a hard time getting set up with the new app/technology, write to the teacher (or ensemble manager) before the class for help.

- **Participate!**
 - These meetings are a collaborative experience. Please be active.
 - Raise your hand (or the hand-raise feature) to speak.
 - Be respectful of your peers.
 - Keep the “chat-box” on-topic and appropriate.
 - Please don't eat during rehearsals.

- **If you lose your connection...**
 - Try to sign back on as soon as possible
 - If you are unable to sign back on, contact your teacher (or ensemble manager) via email when you are able.

IN-PERSON LARGE ENSEMBLE HANDBOOK

REHEARSAL SCHEDULE

APPOGGIATURA ORCHESTRA

Wednesdays, 5:45-6:30 p.m.

CYS

Sundays, 1:00-4:00 p.m.

DA CAPO ORCHESTRA

Tuesdays, 6:00-6:45 p.m.

GHYWE

Sundays, 5:30-7:30 p.m.

HARMONY WINDS

Saturdays, 11:15-12:15 a.m.

INTERMEZZO ORCHESTRA

Tuesdays, 5:00-6:00 p.m.

OPUS '89 ORCHESTRA

Saturdays, 12:30-2:30 p.m.

PHILHARMONIA WINDS

Saturdays, 9:00-11:00 a.m.

SINFONIA ORCHESTRA

Saturdays, 11:15 a.m.-12:15 p.m.

STRINGENDO ORCHESTRA

Saturdays, 10:00-11:00 a.m.

VIRTUOSI ORCHESTRA

Saturdays, 9:00-11:00 a.m.

VIVACE ORCHESTRA

Saturdays, 11:15 a.m.-12:15 p.m.

IN-PERSON ATTENDANCE POLICY

Attendance and active full participation at rehearsals and classes is crucial to the success of any organization. It is expected that all members will demonstrate responsibility, punctuality, and dependability as part of their commitment to the ensemble. Students should e-mail the ensemble manager as soon as they know about the absence. In the case of illness, members are expected to email the manager to notify of their absence.

Students are allotted 3 absences per performance cycle. **Excessive absence (more than three times per semester) is not acceptable and may result in dismissal without refund for tuition and fees.** If students must exceed 3 absences per semester, they should contact the conductor directly and apply for an additional absence. Should this application be declined, the student must either attend the rehearsal or will be asked to resign from their place in the ensemble without refund for tuition and fees. All absences (either planned or unplanned) count towards the student's absence count for the semester.

IN-PERSON WITHDRAWAL POLICY

Please note: Absence does not constitute a withdrawal from any program. A signed registration form constitutes agreement to pay tuition in full, regardless of how much has actually been paid at the time of withdrawal.

All students register for an entire academic year (September through June) and tuition and fees are assessed for the full academic year. Tuition may be prorated for students who begin/become members after the start of the academic year. Absence and/or verbal notice is not sufficient for withdrawal notification. All requests for withdrawal must be made in writing to the Registrar (hcdsbills@hartford.edu). Withdrawal at any time is subject to the following program-specific penalties:

TIMEFRAME

Withdrawal prior to the 1st rehearsal

Withdrawal prior to 4th rehearsal attended

Withdrawal on or after 4th rehearsal attended

PENALTY

No penalty

Prorated tuition based on rehearsals attended

Full year tuition required*

***Please note:** Students will be responsible for the full tuition after attending their 4th rehearsal, plus any applicable fees associated with their account.

Please see our academic year 2019-2020 policies packet for more information regarding billing, medical withdrawals, and delinquent accounts.

EXPECTATIONS FOR IN-PERSON REHEARSALS

- **Commitment**
 - Instrumentalists who have been accepted into a large ensemble must register online with appropriate deposit paid before the first rehearsal. The submission of an online registration form with deposit indicates agreement to the calendar and attendance policy listed in this handbook. It also indicates that the student and parents have read the handbook, looked at the yearly calendar, and are willing to make a commitment to the organization for the coming year. Students who do not fulfill their commitment to the organization may jeopardize current and future membership in the organization.
- **Rehearsal**
 - Instrumentalists must be seated and ready to begin with all the music and materials at least 15 minutes before each rehearsal.
 - Drinks and restroom trips should be taken care of before rehearsal.
 - All non-music related communication with the director and/or managers should occur before or after rehearsals or during the break.
 - Instrumentalists are responsible for knowing assigned music prior to rehearsal.
 - Food and beverages (except for water) may not be consumed during rehearsals.
 - Folders should be kept neat and organized with a sharpened pencil.
 - Cellphones and other handheld devices may be brought to rehearsals and concerts but must be turned off prior to the start of the rehearsal or performance. Text messaging during rehearsals or concerts is strictly prohibited.
- **Performance**
 - Instrumentalists must plan on being in place at the designated time.
 - Instrumentalists are required to wear the designated performance attire at all performances. Members who do not dress appropriately may not be allowed to perform.
 - Instrumentalists who do not attend the dress rehearsal may not perform with the ensemble in concert.
- **Cellphone Policy**
 - Cell phones and other handheld devices may be brought to rehearsals and concerts but must be turned off prior to the start of the rehearsal or performance. Text messaging during rehearsals or concerts is strictly prohibited.
- **Music/Folder Policy**
 - Each student will be issued a folder with music. These materials are the property of The Hartt School, and students will be billed a \$25 fee for any lost or missing materials.
- **Percussionist Expectations**
 - Percussionists are expected to help set up and remove percussion equipment prior to and following every rehearsal and performance.
 - Percussionists must arrive at least 20 minutes early and plan to stay at least 20 minutes after every rehearsal and performance to allot time for care of equipment.

PERFORMANCE ATTIRE (MANDATORY)

The faculty and staff of The Hartt School are supportive of whichever pronouns an individual chooses to use to self-identify. As such, any configuration of the following attire options is acceptable if it helps the individual identify authentically, so long as the attire is formal in nature:

- Top: black blouse or black collared dress shirt with black tie (sleeves must come past the elbow or to the wrist)
- Bottom: black sleeved dress or skirt (past the knees) or black pants (no leggings). Black socks and black dress shoes (closed-toed, formal shoes).

CONCERT TICKETING

There is no admission charge for concerts (families will be notified of exceptions). Tickets may be reserved online or by calling the University Box Office at 860.768.4228. The Box Office, located in the lobby of Lincoln Theater, is open Tuesday through Friday from 10 a.m. to 5 p.m. Tickets may be purchased up to six weeks in advance and are also sold at the door beginning one hour prior to each event. All persons regardless of age require a ticket for entrance; this includes lap infants and toddlers. We recommend reserving tickets in advance to prevent disappointment.

CONDUCT

Our mission is to enrich lives through innovative and unparalleled arts education. Polite, respectful, and disciplined behavior is required and expected for all students. Our school respects individual differences in culture, race, ethnic origin, religion, gender, and sexual orientation. Any behavior, either verbal or physical, which disregards or demeans the self-esteem of others is unacceptable and will not be tolerated. Other examples of misconduct include, but are not limited to, theft; use of alcohol or tobacco products on the premises; physical or verbal aggression; possession, distribution, or use of illegal drugs; disrespectful behavior; or any other behavior deemed unacceptable by Hartt administration. All students, their families, and their affiliates are required to conduct themselves in a collegial and cooperative manner and in compliance with applicable University policies and procedures as well as state, federal, and local law.

The Hartt School reserves the right to discontinue services to any student, at any time, up to and including expulsion from all Hartt activities. Services are subject to a pro-rated refund in accordance with Hartt Policies and as deemed appropriate by The Hartt School.

PROGRESSIVE DISCIPLINE

1. A verbal warning is issued to the student
2. A written warning is sent home with the student and also filed with the department chairperson and/or administrative staff
3. If the issue continues, the chair of the department and/or administrative staff will request a meeting with the parent/guardian to discuss a strategy for improving behavior. If there is no improvement, the student will be asked to leave the program.

Please note: The Hartt School may bypass progressive disciplinary action based on the severity of the behavior or infraction.