

# JOHNS CREEK HIGH SCHOOL ORCHESTRA

## 2023 – 2024

# HANDBOOK



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Room Number: #287 (Orchestra Room)

ORCHESTRA WEBSITE:  
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### Johns Creek High School Victory Oath:

*"We, the students of Johns Creek High School, vow to uphold our core values of **Integrity** first, **Service** before self, and **Excellence** in all we do by setting the example for all who follow"*

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# GENERAL INFORMATION

## Purpose

Our Orchestra's purpose is to:

- Serve the school and community through quality concert performances
- Furnish members with an invaluable experience in music as an art form
- Develop individual responsibility and self-discipline
- Further school spirit
- Encourage and develop leadership and teamwork

## Goals and Objectives in line with NAFME/GPS Standards

1. Singing alone and with others, a varied repertoire of music
2. Performing on instruments, alone and with others, a varied repertoire of music
3. Improvising melodies, variations, and accompaniments
4. Composing and arranging music within specified guidelines
5. Reading and notating music
6. Listening to, analyzing, and describing music
7. Evaluating music and music performances
8. Understanding relationships between music, the other arts, and disciplines outside the arts
9. Understanding music in relation to history and culture



## Description of Orchestra Classes:

***The Johns Creek High School "Chamber Orchestra"*** is the most challenging orchestra class comprised mostly of upper level students. The students are selected through auditions and/or with the approval of the Orchestra Director, with the understanding that there will be out-of-school performances and rehearsals required of all members during the school year. The course will cover the mechanics of string instruments: note reading, rhythm, pitch discrimination, expression, and music literacy at a higher level. Students receive one hour elective credit for all music courses

***The Johns Creek High School "Philharmonia Orchestra"*** is a performance group comprised of 9<sup>th</sup> through 12<sup>th</sup> grade students. The students are selected through auditions and/or with the approval of the Orchestra Director, with the understanding that there will be out-of-school performances and rehearsals required of all members during the school year. The course will cover the mechanics of string instruments: note reading, rhythm, pitch discrimination, expression, and music literacy at a higher level. Students receive one hour elective credit for all music courses

***The Johns Creek High School "Sinfonia Orchestra"*** is a performance group comprised of 9<sup>th</sup> through 12<sup>th</sup> grade students. The students are selected through auditions and/or with the approval of the Orchestra Director, with the understanding that there will be out-of-school performances and rehearsals required of all members during the school year. The course will cover the mechanics of string instruments: note reading, rhythm, pitch discrimination, expression, and music literacy at a higher level. Students receive one hour elective credit for all music courses.

## **Additional Ensembles:**

### ***Johns Creek High School Symphony Orchestra:***

This is a full-orchestra that includes string students from Chamber; select students from Philharmonia/Sinfonia, winds, and percussion. The wind and percussion students in this orchestra are a group of selected students from JCHS Band through auditions and/or recommendation from the Director. The Johns Creek High School Symphony Orchestra usually rehearses once a week in the evenings and sometimes during class.

### ***Chamber Strings:***

Chamber Strings is a selected ensemble that comprises members of the Johns Creek High School Orchestra that performs in special, smaller ensemble settings. The students are chosen based on their musical skills, dependability, and instrumentation. The members of the Chamber Strings will sometimes be asked to perform at functions with a short notice; therefore, the students must be flexible. Failure to communicate in a timely fashion with the Director can result in dismissal from this elite ensemble.

### ***Other String Ensembles (String Quartet, etc...):***

All students are encouraged to participate in small chamber ensembles, such as string quartets, quintets, trios, etc.... The students' musical understandings and appreciation about the composers and their work will be much enhanced through the performing of chamber music.

The students will benefit much both musically and socially by participating in small ensembles. The students will generally rehearse during FLEX period, and/or before and after school.

## **METHOD BOOKS/COURSE MATERIALS**

### **Method Book/Course Materials**

The students will be exposed to music of all genre and styles. In addition to many different types of music that they will perform in class, the students will also use supplemental books throughout the course of the year, depending on their ability and progress. Listed below are some of the supplemental books which will be used throughout this year:

[Expressive Techniques for Orchestra](#)

[Advanced Techniques for Strings](#)

[Essential Elements for Strings](#)

[Harmonized Rhythms](#)

[Carl Flesch Scale System](#)

[Habits of a Successful String Musician](#)

### **Tuner/Metronome/Phone Apps**

All students are encouraged to purchase a personal tuner and metronome and/or download phone apps and other music-related apps for musical purpose. These devices are necessary during personal practices at home to improve his/her performance.

## **Daily Required Materials**

All students are required to bring their instrument, personal copy of music to class. Failure to bring these items will result in lowering of the student's grade.

## **CONCERT ATTIRE**

All Johns Creek High School Orchestra students are required to provide their own performance uniform and dress shoes. The uniform needs to be properly fitted and worn properly. Any student not properly dressed will not be allowed to perform until the problem is corrected.

### **Males:**

Tuxedo with black bow tie, white shirt, black cummerbund  
Black socks and black shoes

### **Females:**

Long black dress (to the ankle)  
Black stockings with black shoes

## **GRADING SCALE and DISCIPLINE**

The grading scale and quality point values for final semester grades are as follows:

<b><u>Letter Grade</u></b>	<b><u>Numerical Grade</u></b>
<b>A</b>	90 - above
<b>B</b>	80 - 89
<b>C</b>	70 - 79
<b>F</b>	Below 70 (-or- an unresolved incomplete)
<b>I</b>	Failure to attempt at least 80% of summative assessments

\*This course requires an end of the semester or year

## **Honor Code/Integrity/Plagiarism Policy:**

Fulton County Schools and Johns Creek High School maintain the highest expectation for academic honesty and integrity. Cheating, plagiarism, and other honor code violations are strictly prohibited. Depending on the context and severity of the infraction, students who violate the honor code will:

- be required to complete the assignment as a true representation of their own, original work -and/or-
- be subject to grade-based penalties in line with the Johns Creek High School Student Handbook -and/or-
- be subject to disciplinary consequences in line with the Fulton Schools Student Code of Conduct -and/or-
- be at-risk of ineligibility for school privileges including parking when we return to face-to-face instruction

# ORCHESTRAS

## (Sinfonia/Philharmonia/Chamber)

An orchestra member's semester grade will be derived from Major Assessments/Assignments (55%) - example: performances, rehearsals, major tests, major HW/projects; Minor Assessments/Assignments (35%) - example: classroom participation, minor tests/quizzes, minor assignments; Practice Assignments (10%).

Grading for Festival/LGPE preparation during the 2<sup>nd</sup> semester for the Advanced Orchestra classes may involve individual check-offs on each of the selections. The students need to accurately perform 95% of each selection in order to participate in the Festival/LGPE--first chair/stand players at 100%. Failure to be engaged at the high level of performance in Minor Grades may result in lowering of chair placement and other consequences.

### **Testing**

Playing tests/quizzes and check-offs will be given regularly by the Director. A numerical grade will be assigned after each quiz/test. Written and Playing tests will be given throughout the semester.

### **Homework**

The students' grade may be lowered when (major) homework is turned in late. All students are responsible in learning music and completing all written/oral homework. All students will be responsible for numbering the measures in his/her music within 2 days of issuance. This is not to be done during class. The section leaders will check parts and report failures to the Concertmaster (mistress).

### **Opportunities for Extra Help/Study Sessions**

I want you to be successful in this class. Please do not hesitate to ask for help. Don't wait until you are overwhelmed. Please feel free to contact me by email or in person about setting up an appointment for help session.

### **Attendance Policies for Performance and Rehearsal**

Orchestra members shall regard performance as their primary purpose for belonging to this organization and shall make every possible effort to be in attendance unless there is an emergency situation.

Students are required to be present at all rehearsals and performances in order to receive full credit and remain in good standing with the Orchestra. Situations may arise for not attending an orchestra activity. Students should contact the Director with an acceptable reason prior to the activity (must be a **written note- at least one day in advance**) to avoid any grade penalty and to be eligible to receive "alternative" assignment for makeup (for excused absence only). The student must turn in makeup assignment in a timely manner to receive credit.

**Unexcused absences will not be allowed to makeup work.**

#### **Examples of unexcused absences are:**

- Homework/classroom project
- No transportation
- Dentist/Orthodontist appointment
- Attending a rock concert or sporting event
- Birthdays
- Work
- Trips/vacations

A personal illness and death in the family are considered emergency situations. In this case, a written explanation should follow (a doctor's note, if student is ill). The Director reserves the right to excuse or not excuse each absence depending on the situation at hand.

An absence from a final rehearsal could result in a student not being allowed to perform with the orchestra for the upcoming performance(s). Unexcused absence from a public performance could result in dismissal from the Orchestra and/or lowering of grade (zero) and receiving demerits.

### **Dismissal**

The Director reserves the right to remove a student from organization for:

- An unexcused absence from a performance
- Use of drug or alcoholic beverages while representing the Orchestra or Johns Creek High School
- Continued failure to demonstrate a cooperative behavior and attitude

Parents shall be notified regarding above circumstances for dismissal. Students dismissed from performing organizations shall continue to function in daily class until the end of the semester. He/she will have student/teacher "compromised" assignment during that time. A grade will be assigned based only on class work/assignment and participation.

### **Trip-related Information**

The student may not be allowed to participate on orchestra trips if the student fails to adhere to any one of the following Johns Creek High School Orchestra rules and expectations.

Some of these expectations include:

- a) Attend regular rehearsals and performances
- b) Learn his/her given music
- c) Respect teacher and fellow students
- d) Fulfill his/her financial obligations--including orchestra activity fees, trip fees, orchestra fundraising, and trip fundraising. (In order to participate in any orchestra trips, the student must first pay his/her orchestra activity fee in full)



# CLASSROOM RULES AND PROCEDURES

## **Tardiness to Class/Rehearsal:**

Students are expected to be in class before the bell rings. The students need to understand the nature of our class in which much preparation (such as tuning/warming up, getting music, instrument, etc.... prior to actual class instruction) needs to take place.

Tardiness will not be tolerated in this class. Parents are responsible of obtaining student attendance via Parent Connect. Tardiness can count towards loss of school privileges as well as deduction towards student's classroom participation grade and merit points. The student may also be demoted to lower chair. Students must also serve private detentions or referral for Saturday School, ISS, or for more significant actions. **Please Do Not Be Late to Class/Rehearsal!!!**

## **Classroom Participation:**

Students are expected to be attentive and respectful. There should be no talking except by the conductor. If students have any questions, they should raise their hand and wait to be called. They should address all major questions to the conductor instead of discussing things among themselves. For any minor problems (such as bowing, etc....), they should check it out with his/her section leader. When the conductor works with one section, an individual or any other situation not involving you personally, your focus of attention should remain on the conductor because the concepts being taught in other section may also directly or indirectly apply to you as well.

Food, drinks, gum, etc... are absolutely not allowed in rehearsal room and rehearsal areas (water bottle with cap is ok). Cell phones, iPads, or any type of mobile devices are also not allowed during rehearsals, unless directed by the Director. Failure to comply with these rules will result in lowering of classroom grade, privileges, demerits, and/or further disciplinary action.

# INDIVIDUAL PROGRESS

## **Chair Assignment**

Students will be assigned seating and parts in their section according to their demonstrated playing ability during auditions.

Section leaders and assigned parts will be determined following these auditions. Section leaders will assist other students in learning the assigned music. One of the responsibilities of the Principal players is to lead and represent the orchestra/section. Failure to meet this responsibility will result in abdicating its position. In addition, the Concertmaster and section leaders of the "Chamber" Orchestra are expected to participate in the JCHS Chamber Strings-related performances.

First stands in each ensemble shall make every effort to be at all rehearsals and be in their seats before each rehearsal begins. The first stands should be one of the first persons to learn the music. Failure to learn quickly and/or unable to lead his/her section will result in demoting to lower seating. Such change, however, will not lower student's grade. All students are expected to progress through individual, daily practice.



**Seating Auditions for Chamber/Philharmonia/Sinfonia Orchestra** (initial seating auditions **ONLY**)

Students will play two assigned scales and arpeggios of three octaves (two octaves for string bass), prepared excerpt given by the director, and sightreading music. (*Audition info to be updated*)

<b>SINFONIA I &amp; II</b>	
<b>VIOLIN -</b>	<b>G</b> Major scale with arpeggio <b>A</b> Melodic minor scale with arpeggio
<b>VIOLA -</b>	<b>C</b> Major scale with arpeggio <b>D</b> Melodic minor scale with arpeggio
<b>CELLO -</b>	<b>C</b> Major scale with arpeggio <b>D</b> Melodic minor scale with arpeggio
<b>STR. BASS -</b>	<b>G</b> Major scale with arpeggio <b>F</b> Melodic minor scale with arpeggio

<b>PHILHARMONIA/CHAMBER</b>	
<b>VIOLIN -</b>	<b>Bb</b> Major scale with arpeggio <b>G</b> Melodic minor scale with arpeggio
<b>VIOLA -</b>	<b>F</b> Major scale with arpeggio <b>D</b> Melodic minor scale with arpeggio
<b>CELLO -</b>	<b>F</b> Major scale with arpeggio <b>D</b> Melodic minor scale with arpeggio
<b>STR. BASS -</b>	<b>Bb</b> Major scale with arpeggio <b>G</b> Melodic minor scale with arpeggio

**Challenges**

A student may challenge for a higher chair following a written request to the Director and informing the person being challenged. A challenge form will be used. Current music and/or sight-reading may be used for challenges during the school year. A prepared solo will be used for initial audition only.

Challenges involving a change in part will not be allowed three weeks prior to a scheduled performance, unless noted otherwise by the director.

**Private Lessons**

Private lessons are not required but are strongly encouraged. Individual progress can be enhanced through private tutoring.

Private Teacher List is found on the Johns Creek High School Orchestra website. The Director will be glad to assist interested students in contacting private teachers.



## PRIVATE TEACHER LIST

NAME	INSTRUMENT	PHONE	EMAIL
Daniel Arshavsky (Roswell)	Violin	770-993-5533	arshavskymusic@hotmail.com
Cindy Beard (Alpharetta)	Viola	770-740-8107	
Amy Chang	Viola	770-396-3626	achg286@gmail.com
Noriko Clift	Violin	770-396-3626	
Sherry Ellis	Violin/Viola	470-299-6106	sherry.a.ellis@gmail.com
Ginny Fairchild	Violin/Viola	404-274-5102	ginnyrespass@gmail.com
Gabriel Feurdean	Violin/Viola	770-819-7847	
Ilya Fishov (Alpharetta)	Violin/Viola	404-585-0665	alpharettamusic@gmail.com
Jeanne Johnson	Violin (Alpharetta)	770-410-4990	jeanne@jeannespheres.com
William Johnston	Viola	713-320-2964	william.l.johnston@gmail.com
Allison Jones	Viola	770-833-9006	allijones2006@yahoo.com
Nadir Kashimov	Violin	770-853-9395	<a href="https://nadirkhashimov.org/contact">https://nadirkhashimov.org/contact</a>
Miriam KChari	Violin/Viola	678-795-0602	
Yong Lui	Violin/Viola	678-417-6489	
William Pu	Violin	404-518-8891	wpmusicacademy@gmail.com
Ronda Respass	Violin	404-252-3479	rondarespass@comcast.net
Virginia Sloan	Violin	770-396-3626	
Sou-Chun Su	Violin	770-971-3176	
Mimi Tam	Violin/Viola	678-200-8956	mimitam615@gmail.com
Le Zheng	Violin/Viola	770-465-0704	
Jennifer Barket (Alpharetta)	Cello	678-366-9759	JLbarket@aol.com
Mary Beth Bryant	Cello	770-713-1255	Marybussey@yahoo.com
Joel Dallow	Cello	770-355-2556	jadallow@comcast.net
Shalunda Feurdean	Cello	770-819-7847	
Martin Gueorguiev	Cello	626-806-6542	M_geronti@hotmail.com
Noah Johnson	Cello	404-484-7016	Noahjohnson08@gmail.com
Sylvia Kang	Cello	323-213-1664	Shcello79@gmail.com
Joshua KChari	Cello	678-795-0602	kcharijoshua@gmail.com
James Barket	String Bass	678-366-9759	barket@fultonschools.org
Maurice Belle	String Bass	212-203-7948	nwbass514@gmail.com
Seth Gamba	String Bass	770-475-2660	sethgamba@yahoo.com
Anna Huthmaker	String Bass	770-476-9443	
<b><i>You can also find reputable instructors from music schools listed below:</i></b>			
<u>Georgia Academy of Music (Buckhead)</u>		404-355-3451	<a href="http://www.gaom.us/">www.gaom.us/</a>
<u>Huthmaker Bowed String Instrument (Duluth)</u>		770-476-9443	<a href="http://www.huthmakerviols.com/">www.huthmakerviols.com/</a>
<u>Music DoReMi</u>		770-729-9882	<a href="http://www.music-doremi.com/">www.music-doremi.com/</a>
<u>North Atlanta Talent Education (Roswell)</u>		770-640-1003	<a href="http://www.natesuzuki.com/">www.natesuzuki.com/</a>
<u>William Pu Music Academy</u>		770-396-3626	wpmusicacademy@gmail.com

# FACILITY AND EQUIPMENT

## **Rehearsal Rooms** (Orchestra Room/Orchestra Ensemble Room/Auditorium/Band Room)

Each orchestra member shall assume the responsibility of picking his/her music, instrument, books, clothing, etc. and storing such items properly at the end of each rehearsal or performance. Any music and/or items left in rehearsal room and rehearsal areas may result in a lowering of student classroom grade and/or demerit points.

No personal items should be left in the rehearsal rooms. The school will not be responsible for any personal items left in the classroom. All equipment, including instruments, must be stored properly on shelves, lockers, and racks. Personal instruments are expected to be taken home daily by students. Chairs, stands, equipment in the orchestra room must not be removed without permission.

Only orchestra/music students are allowed in the orchestra room.

## **Technology/Proper Use of Technology**

Johns Creek High School supports the use of technology for academic pursuits. However, all technology must be turned off and put away upon entering classroom. Smartboard, TV, computers, printer, and smart phones in the orchestra room can be used only by orchestra students and only with permission. Students are not to use them without Mr. Kim's permission.

Use of (or participating in using) personal or school technology resources to distribute, display, or record inappropriate material is a serious, Tier III violation of the Fulton Schools Student Code of Conduct. Inappropriate material does not serve an instructional or educational purpose and includes, but is not limited to, the following:

- is profane, vulgar, lewd, obscene, offensive, indecent, or threatening
- advocates illegal or dangerous acts
- causes disruption to the Fulton County School District, its employees or students
- advocates violence
- contains knowingly false, recklessly false, or defamatory information
- is otherwise harmful to minors as defined by the Children's Internet Protection Act

Any report of inappropriate virtual conduct will be investigated by the Johns Creek High School administration and offenders will be subject to disciplinary consequences in line with the Fulton Schools Student Code of Conduct.

## **Instrument Storage**

All instruments must be properly stored in assigned lockers/bins at all times when not in use. Instrument that is too large for shelving will be assigned in specified storage area.

Storage bins/lockers are to be kept clean and free of litter and personal items. **Students are expected to take their instrument home daily.** Therefore, every storage bin should be empty of personal items, including instruments at the end of school day.

## **Library**

The librarians/helpers will assist students with all music needs. Students other than the librarians/helpers are not allowed to remove music or return music to library filing cabinets. Copier in the library/practice room is off limit to students. Only the authorized librarians should be allowed to use it.

## **Lost Music Fines**

Each orchestra member shall be issued with music. Students not receiving issued parts shall immediately inform a Librarian in order to obtain it. All students need to have their own parts at **ALL** rehearsals (**NOT JUST YOUR STAND PARTNER**).

## MISCELLANEOUS

### **Orchestra Fundraiser/Activity Fees**

Each and every orchestra student is expected to participate in orchestra fundraisers. As with other school organizations and clubs, fundraising provides the additional resources needed to run a successful program and also to lower the orchestra activity fee. Orchestra fees cover numerous expenses incurred by the orchestra during the school year, including activity fees (such as festivals, special events and performances, GMEA-related events), clinicians (for specialized workshops/performances), program expenses (such as sheet music, recordings, method books, new instruments, camps, etc...), maintenance expenses (such as instrument accessories/repairs, etc...), awards (festival medals, letters, pins, plaques, trophies presented to students at the orchestra end-of-the-year banquet), and miscellaneous expenses (such as reception refreshments).

### **Instrumental Music and Athletics**

Music students are encouraged to participate in any sport they choose provided rehearsals of the music group can be attended. The Director and Coach will try to work out a compromising schedule for the student. It is the student's responsibility to first inform the Director and Coach of the situation.

### **Scheduling of Classes**

Orchestra members who are confronted with scheduling problems should consult the Director for assistance.

Students who have earned first chair status in their respective primary ensemble sections must be enrolled in the regular scheduled class. Students need to be enrolled in the regular scheduled class to participate in performances. Exceptions are upper classmen who have unresolved schedule conflicts involving classes necessary for graduation and/or AP class conflict or Joint-Enrollment conflict in which the Director has approved for participation.

### **Parent Conferences**

Parent conferences are encouraged as needed. Please feel free to contact the Director for an appointment.

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JCHS Orchestra Website: <http://www.johnscreekorchestra.com>

## MERIT SYSTEM

Merits are points given to students for extra work or outstanding achievement worthy of recognition. Students accumulate merits to qualify for awards given at the annual Spring Orchestra Banquet. Merits do not affect a student's semester grade.

Demerit points will be given to students not following rules of orchestra, such as missed rehearsals, chewing gum in class/rehearsal, leaving music/items on the stand, negative behaviors, etc....

# MERIT ACCUMULATION

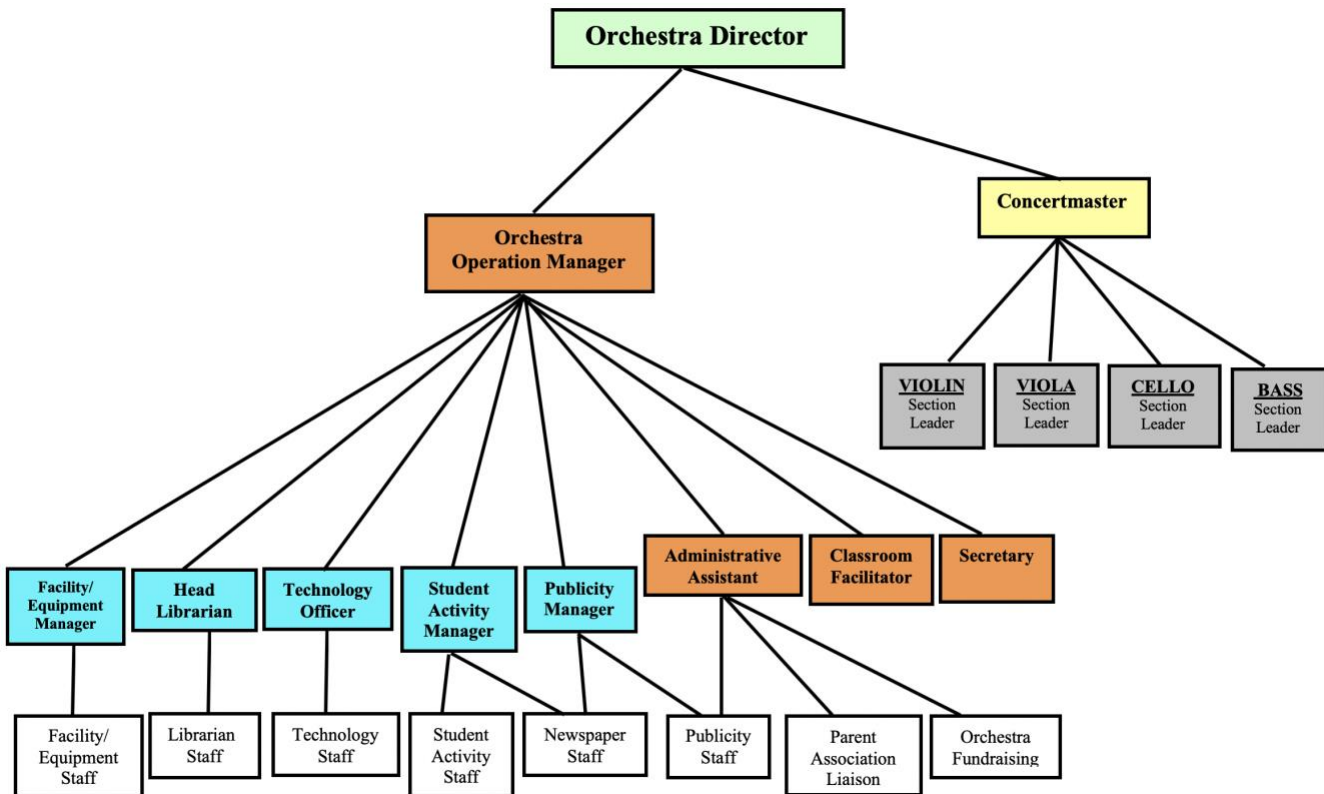
## 2023-2024

*Orchestra Letter/Bar - **15-40** merits*  
*Star – **41+** merits*

- \_\_\_\_\_ JCHS Orchestra Annual Summer Camp (5 pts)
- \_\_\_\_\_ Orchestra Officer/Volunteer (6 pts)
- \_\_\_\_\_ Extra effort in helping with orchestral needs (4 pts)- *Determined by Teacher*
- \_\_\_\_\_ Have Met Section Leader Responsibilities (3 pts per Semester) )- *Determined by Teacher*
- \_\_\_\_\_ “Excellent” Ratings at the Solo & Ensemble Festival  
 SOLO-(4 pts) ENSEMBLE (3 pts each)
- \_\_\_\_\_ “Superior” Ratings at the Solo & Ensemble Festival  
 SOLO-(5 pts) ENSEMBLE (3 pts)
- \_\_\_\_\_ Participation in High School All-State/Statewide Orchestra Auditions  
*Auditions* 1<sup>st</sup> Round. (6 pts) Final Round (additional 8 pts)
- \_\_\_\_\_ High School All-State Orchestra Member (12 pts)  
 First Chair at All-State/Statewide (add. 15 pts)
- \_\_\_\_\_ Fulton County High School Honor Orchestra  
*Auditions* (5 pts) *Honor Orchestra Member* (additional 12 pts)
- \_\_\_\_\_ Governor’s Honors Participant in Music (10 pts)
- \_\_\_\_\_ Major Fund Raising Sales (5 pt) Highest (additional -15 pts)  
 2<sup>nd</sup>,3<sup>rd</sup>,4<sup>th</sup> (additional -10 pts)
- \_\_\_\_\_ Private Lessons on Major Orchestra Instrument (2 pts per month)
- \_\_\_\_\_ GMEA Large Group Performance Evaluation Participation (4 pts)
- \_\_\_\_\_ Regular Membership in Performing Organization Other than JCHS  
 - Requiring Weekly Rehearsals—ASYO, MYSO, GYSO, etc...(1 pt. Per month)
- \_\_\_\_\_ JCHS Chamber Strings (8 pts – 15pts)
- \_\_\_\_\_ JCHS “Notes of Joy” Ensemble (2pts – 12pts)
- \_\_\_\_\_ JCHS Musical Pit Orchestra (10 pts)

OTHERS: List anything below that you consider to be worthy of consideration for merits not listed above. Points will be assigned if there is good reason.


# Johns Creek High School Orchestra Leadership Team 2023-2024



## Management Team

Operation Manager – Jeffrey Xu

Administrative Assistant – Priyank Kavdikar

Secretary – Susmita Dhar

Classroom Facilitator (s) – Arushi Sharma (*Sinfonia*); Eylul Ondortoglu (*Philharmonia*); Saniya Khan (*Chamber*)

## Officers

Head Librarian – Youyou Zhu

Publicity/Newspaper Manager (s) – Brian Oh & Allison Kim

Student Activity Manager – Divyanka Kavdikar

Technology Officer – Theodore Kim

Facility/Equipment Manager – Geonhee Lee & Andrew Han

## Volunteer Staff

Librarians – Ella Camacho, George Chen, Erin Pak & Sophie Yu

Publicity/Newsletter Staff – Ananda Arthur, Amber Li, Alex Cozmuta & Caren Lee

Student Activity Staff – Seven Deng, Raymond Xue & Kyle Jeong

Technology Staff – Vyom Shah & Michelle Hu

Facility/Equipment Staff – Rik Yoshiba, Ethan Nie & Yoseop Han

# Johns Creek High School Orchestra

## Leadership Team and Volunteer Staff Duties/Responsibilities

### Operation Manager:

- Communicate between Mr. Kim, Leadership Team, and Parent Boosters
- Coordinate orchestra activities (sectionals, student activities, etc...)
- Lead Leadership Team meetings and help set future goals
- Make classroom announcements
- Assist Mr. Kim with taking class and after school attendance
- Provide assistances to Mr. Kim when needed

### Administrative Assistant(s):

- Assist Operation Manager
- Coordinate Orchestra Fundraisers
- Liaison between Orchestra Parent Boosters and Students
- Coordinate events with Publicity Manager
- Communication (via Email, Student Facebook, etc...)
- Manage Orchestra Student Facebook account with Secretary and with Publicity Manager
- Coordinate Technology-related Instructions (website, video/audio activities, etc..)

### Secretary:

- Keep minutes of all leadership meetings
- Communicate with all members of orchestra regarding ALL Orchestra-related functions/activities
- Help manage all social media with Administrative Assistant and Publicity Staff

### Classroom Facilitator:

- Assist Mr. Kim in taking daily attendances
- Make daily announcements
- Facilitate classroom management
- Maintain clean orchestra room, practice room, and instrument storage rooms
- Organize Orchestra Room for class/rehearsals/concerts
- Setup and break down stage for rehearsals/concerts
- Collect equipment (tuners, rock stops, etc... ) after rehearsals/concerts
- Organize/store equipment (keyboard, amps, music stands, etc....)

### Head Librarian:

- Organize/Coordinate sorting music (Sinfonia, Philharmonia, Chamber, Symphony, chamber music, etc...)
- Distribute/collect music for rehearsals/concerts
- Organize library/practice room
- Set procedure for cataloguing/organizing music

### Publicity/Newspaper Manager:

- Inform Johns Creek Community regarding concerts and special events
- Manage and operate quarterly Orchestra Newsletter
- Coordinate events with the Orchestra Administrative Assistant
- Take pictures and record orchestral activities
- Help manage all social media with Administrative Assistant and Secretary

### Student Activity Manager:

- Organize monthly student activities
- Help plan for Potluck Dinner and Banquet activities (i.e. paper plate awards)
- Take pictures and record orchestral activities
- Manage archives of orchestra pictures
- Plan logistics with Equipment/Facility Manager

### Technology Officer:

- Coordinate orchestra activities with Leadership Team
- Provide assistance to Leadership Team with social media and technological issues
- Coordinate with Publicity/Activity Leaders to manage electronic newsletter, media, and technology-related platform
- Promote JCHS Orchestral program through various social media outlets including JCNN
- Support and assist with technological issues and production

### Facility/Equipment Manager:

- Organize and maintain rehearsal room and concert venues
- Assist Mr. Kim and Officers with rehearsal setup, concert logistics and other logistical needs
- Maintain instrument and equipment inventory, transportation of equipment, storage, and care

# Johns Creek High School Orchestra Boosters Association

The JCHS Orchestra Association is incorporated as a Georgia non-profit 501(c)(3) corporation for the following purposes:

- To support and enable a rich educational experience for all Johns Creek High School students through music education, training, and performance
- To provide financial and organizational support to the Johns Creek High School Orchestra Director in the pursuit of excellence in music education
- To grow and sustain an organization of devoted volunteers that will carry out the activities of the Association

## Orchestra Association Board Members

Young Kim, Director of Orchestras  
Azam Khan, President  
Jennifer Natchus, Vice President  
Ed Shapiro, Secretary  
Lina Jing, Treasurer



## Johns Creek High School Administration

Chris Shearer, Principal  
Ashley Barker, Assistant Principal  
Carlton Harris, Assistant Principal  
Patrick Martin, Assistant Principal  
Katie Zeigler, Assistant Principal  
Valerie Moyer, Assistant Administrator  
Kirk Call, Athletic Director  
Bonnie Lovell, Fine Arts Department Chair



### **IMPORTANT:**

You must visit Johns Creek High School Orchestra website (<https://www.johnscreekorchestra.com/>) and download the required form, sign and return it with your child. Thank you.