



# Mendive Orchestra Handbook

**“Music is the universal language of the universe.”**

-Henry Wadsworth Longfellow

**M**MATH  
**L**ANGU**U**AGE  
**H**IS**T**ORY  
**R**EAD**I**NG  
**S**CIENCE

## **Why learn to play a stringed instrument?**

- \* Learn Discipline*
- \* Practice Patience*
- \* Improve Self-Confidence*
- \* Build Relationships*
- \* Improve Academic Performance*

## **Welcome to Mendive Orchestra!**

Whether you are a new or returning student, hello and welcome to the 2022-2023 school year! We are a tight-knit family here and I am excited to continue the great tradition of fun and musical excellence. The last couple years have been challenging for everyone as we have navigated the COVID-19 pandemic. My priority is that Mendive Orchestra becomes a home for all students as they feel loved and safe with me.

This handbook will serve as an outline to provide guidelines, policies, procedures, and frequently asked questions of the Mendive Orchestra. It is designed with both the student and parent in mind! It is *important* that students and families read through this handbook completely and carefully together. Please fill out, sign, and return the front and back of both the “Handbook Signature Page” and “Mendive Orchestra Permission Page” to indicate your notification and acceptance of the policies of the Mendive Orchestra program. Samples of any other forms mentioned throughout this handbook will be given to students as needed during the school year.

## **About the Teacher**

My name is Noelle Rader and I have taught at Mendive Middle School for 10 years. I am a Reno native, graduating from McQueen High School. I received a Bachelor of Music from Brigham Young University and a Master of Arts in Teaching from Sierra Nevada College. I have played the viola with many local and national orchestras and particularly love teaching middle school. You can usually find me watering my plants, working on my dissertation for my Doctorate of Musical Arts through Boston University, nerd-ing out about my pop culture obsessions, and finding new ways to make orchestra the best.place.ever.

## **Philosophy, Goals and Objectives**

### Philosophy

Music offers enough intrinsic values to demand its own teaching, though additional skills are also gained from musical experience. All students have an aptitude for music, and some students have a higher aptitude for music than any other subject. Therefore, ALL students are equally important to a musical

ensemble. It is the goal of the Mendive Orchestra to facilitate the individual needs of students in order to promote personal and ensemble achievement.

### Goals and Objectives

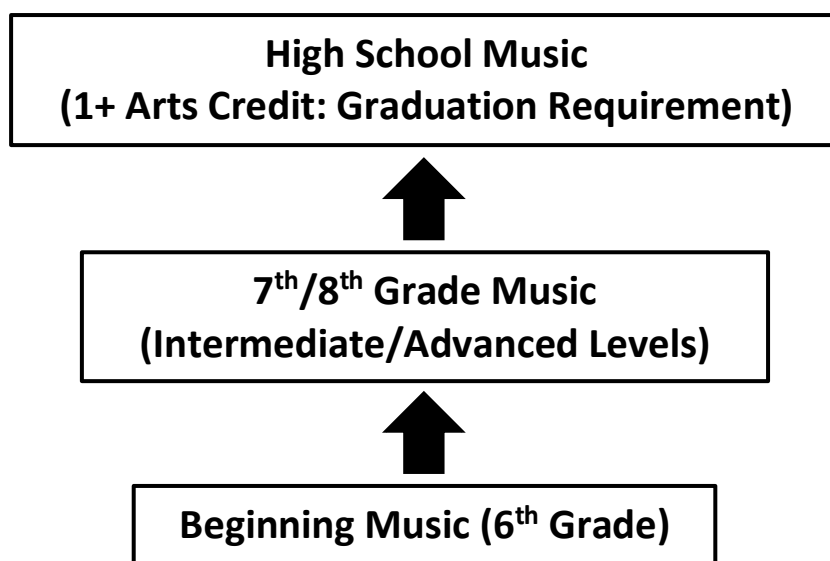
Each student will learn and gain the following from their membership in Mendive Orchestra:

- Self-esteem, self-respect, and self-discipline
- Integrity, responsibility, and dependable behavior
- Mastery of performance skills on their instrument
- Teamwork, loyalty, and respect for others
- Respect for and proper use of equipment
- Work cooperatively and perform with others in large and small ensembles
- Music literacy by understanding and executing both pitch, rhythm, and expressive elements
- A high level of quality artistry through individual musical awareness, control, and technical facility
- The ability to comprehend and foster higher-level thinking skills
- Enhance your creativity and analytical and problem-solving skills through music
- Understand and use musical terms
- Interact socially with peers
- Accept and utilize constructive criticism
- Develop appreciation for music as a method of creative self-expression and nonverbal communication
- Enhance the understanding of other cultures through music
- Intellectually evaluate and respond to music and musical performances

What an exciting list! Not only will orchestra enrich your life, it will also be so fun and rewarding. Do not feel overwhelmed, do not give up. Keep working and you will be surprised at how much you are learning without even noticing as you develop your musical identity.

### Will music help my student graduate high school?

Middle school music classes are considered a "High School Pathway" as they help students successfully achieve a high school diploma. Students are required to take at least 1 Arts Credit for graduation in addition to other elective credit requirements. Being in music now and staying with it through high school not only will enrich your student's life for the better, it will also help them graduate high school and be successful in any college or career pursuits.



## Concert Dates and Policies

### Concert Attendance and “Co-Curricular”

An integral part of Mendive Orchestra is our performances. These are always amazing events and are prepared for with utmost care on my part and excitement by the students. Our evening performances are “co-curricular,” which means **concert participation is required and mandatory** for orchestra students. These concerts are for a significant grade and are part of the Mendive Orchestra curriculum.

### Mendive Orchestra Concert Calendar

Here are the dates of our performances for this school year

Date	Day	Call Time	Start Time	Performance Type	Venue	Orchestras
12/6/22	Tuesday	3:45	4:30	Winter Concert	Mendive	Beginning
12/6/22	Tuesday	5:45	6:30	Winter Concert	Mendive	Intermediate Advanced
5/16/23	Tuesday	3:45	4:30	Spring Concert	Mendive	Beginning
5/16/23	Tuesday	5:45	6:30	Spring Concert	Mendive	Intermediate Advanced
2023 3 <sup>rd</sup> Quarter	TBA (Optional)	TBA	During School	Intermediate Orchestra Trip	Various	Intermediate
2023 3 <sup>rd</sup> Quarter	TBA (Optional)	TBA	During School	Advanced Orchestra Trip	Reed HS Various	Advanced
2023 3 <sup>rd</sup> Quarter	TBA (Optional)	TBA	During School	Beginning Orchestra Trip	Various	Beginning

### Concert Absences

Every effort should be made to attend Mendive Orchestra concerts. Every effort should be made to miss practices and activities, change family vacation plans, etc. A “Missing Assignment” mark is received for the concert until a make-up assignment is completed, up to 2 weeks after the performance date. If the end of the grading period is before the 2-week window, the assignment is then due by the date given by me. Not having a ride to a concert is not considered a valid excuse.

Given the amount of points a concert is worth, the highest possible quarter or semester grade possible is often a D without doing the make-up assignment. It is always easier and way more fun to be at concerts!

### Call Time and Concert Equipment

All students need to be present and prepared 45 minutes prior to any concert. This is indicated on the Concert Calendar. Being on time is part of their grade and is important for the success of the event.

Setting up and taking down concerts requires a lot of effort from me, Mendive Staff, and orchestra students and families. It is a group effort! Students often stay after school to help me and the custodial staff set up for our performances but we have more time to do this even with little help. After concerts it is my goal to get everyone home as soon as possible. Orchestra students and families are asked to help with the movement of equipment out of the gym after concerts. The needs and assignments are in the list below:

- All brown metal chairs must be folded and placed against the wall off of the black tarp

- All blue/black performance chairs must be moved off of the black tarp and then stacked on silver racks
- All music stands must be moved off of the black tarp and placed on racks with red handles
- Once cleared, the large black tarps need to be folded with directions from Mendive Staff
- Equipment assignments: Parents are in charge of chairs while students are in charge of stands with everyone helping fold the black tarp

### Concert Uniform

Students need to wear the following to any Mendive Orchestra Performance:

- Mendive Orchestra T-shirt (given out in November)
- Black PANTS to the ankle, no skirts or dresses, jeggings, or yoga pants
- Nicer, non-distracting shoes (preferably black)

Please plan ahead to have concert clothes available for each concert and do not lose your Mendive Orchestra T-shirt! A grade penalty and/or possible exclusion from participating in the concert will result in not being in the proper concert uniform.

### Concert Etiquette

Mendive Orchestra concerts are considered a “Classical Music Concert” and it is important to remember that attending them is different from going to a movie or a rock concert, or from watching a movie at a theater or on TV. Most considerations serve to provide the best possible listening environment for the audience and for the performers on stage or in our case, the gym.

For students, there are 3 main requirements that are part of their concert grade:

- No Cell Phones or devices: absolutely no exceptions
- Zero tolerance for talking or distracting behaviors
- Actively listening to other orchestras when not performing

Mendive Orchestra students are expected to maintain calm and mature behavior during concerts. Each musician is a representative of the entire orchestra and behavior inappropriate for the occasion is not acceptable. Students not following any of these expectations will receive significant point deductions and students must stay for the entire event to receive full credit.

For students and the audience, the following “rules” are simply the result of traditions that have evolved through the years. The rule of thumb in classical concert etiquette is to be considerate of the performers and of the other audience members and to avoid causing distractions that will disturb the atmosphere of the performance:

- Be on time. Don't be the last one to be seated, and if you arrive after a piece has started wait until the piece is over before finding your seat.
- Don't talk or whisper during a performance. Remember that the performers can hear you as well as you can hear them.
- Be sure to turn off any cell phones, wristwatches, or anything that can make noises before entering a concert.
- Stay seated except for intermission and the end of the concert, unless you are truly ill and need to leave the concert hall.
- Don't clap until you're certain that the music is finished. If the piece has several sections, it is usually not appropriate to clap between the sections. When in doubt, wait to see what the rest of the audience is doing; you don't have to be the first to applaud.
- You should not eat or drink anything in the concert space, especially when the wrapper can make a particularly distracting noise.

- Be discreet in the use of your program during the performance.
- Above all, enjoy the music. Everybody experiences concerts in different ways; some people closely follow the printed program during a piece, some listen with their eyes closed, some follow the conductor's every gesture, some do all of these and more. The important thing is to help create and sustain an environment where everyone at the event can totally immerse themselves in the beauty and magic of the live performance of fine music.

## Instruments and Supplies

### School-Owned Instruments

Over the years I have taught at Mendive, I have carefully maintained and grown the orchestra instrument inventory. Instruments are distributed at my discretion for a yearly non-refundable \$50 rental fee. Priority is given to students whose families are in need and then 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders in that order. If a school instrument is not available and a student's family cannot or will not get them an instrument, that student will be changed to a different class. A "Rental Application" must be turned in to indicate the need for an instrument during the first 2 weeks of school. When a school instrument is assigned to your student, an additional "Instrument Rental Agreement" form with the \$50 rental fee must be submitted before your student is allowed to take their instrument home.

### Instrument Care and Maintenance

Proper care for and use of instruments is very important and taught to students in class. But so often issues arise, and I've found it is important for families to also be informed! The following are some guidelines to protect instruments from damage or accidents:

**-DO NOT SANITIZE OR "CLEAN" INSTRUMENTS.** The materials used to make stringed instruments and bows, namely wood and other specialized materials, will be ruined by ANY chemicals, cleaning products, solvents, and even water and will permanently damage the instrument *beyond repair*. **NEVER CLEAN INSTRUMENTS FOR ANY REASON** other than to dust off rosin with a soft cloth (provided for and shown to students).

**-Do not attempt to do home repairs on a string instrument.** If damage occurs, the instrument must be taken to a "luthier" or qualified string repair person. These individuals apprentice or study for years in the art of making and repairing string instruments. Before taking an instrument though, please inform me of the problem. I am available for very basic repairs that may occur throughout the year at absolutely no charge to you.

-Do not put stickers on a string instrument. It damages the varnish finish which helps the instruments produce good tone.

**-Do not leave your string instrument in extreme temperatures.** Especially do not leave the instrument in a closed automobile which is subject to the sun or outside elements.

-Never bump or jar the instrument sharply even while it is in the case.

-Never touch the hair of the bow, nor allow anything but rosin to come in contact with it. Always loosen the bow before putting it away.

-Do not put anything in the case with the instrument except what is meant to go there, and this means no music in the interior of the case. Any instrument case with exterior pockets may be used for carrying music.

-Always protect your instrument bridge by keeping it upright and inform me if it appears to be leaning and is not straight.

**-No one but the string student should handle the instrument, including parents, siblings, and friends.**

-The bow is part of the instrument and should never be over-tightened or taken apart.

**Advice for students: Instruments are not toys but investments made to benefit you and your education. By disrespecting your instruments, you are disrespecting your family, teachers,**

**school, and community. Those are the people who paid and sacrificed for you to have this opportunity.**

If instruments, and especially school owned instruments, are broken while in the possession of the student who is responsible for that instrument, the student and/or their parents are responsible for having the damages assessed, first by me and second by a professional if recommended, and repaired at their own cost. Repairs like broken strings, fallen bridges, fallen sound posts, and loose seams are common repairs and are easily fixed. Repairs like broken scrolls, broken tops/back/sides/necks/finger boards and bows are not common repairs and most often point to instrument abuse. Understanding that accidents will and do happen, I ask that you be very careful with your instruments and treat them with the utmost respect.

### Instrument Quality

All instruments used in the Mendive Orchestra Program must meet or exceed National Association for Music Education (NAfME) specifications. Instruments that meet or exceed the NAfME specifications stay in tune and have a set-up (string height, fingerboard curvature, nut height, neck angle, etc.) that allows the student to ergonomically play with success for the best possible learning experience.

**DO NOT buy an instrument from Amazon, Ebay, FB Marketplace, or Craig's List, nor pawn shops.** Many have bought an instrument online or in a shop for a mere \$100 thinking it is a deal, when in fact another \$200 is required to make it even remotely playable. Often these repairs still leave a terrible instrument that is a hassle to play and more money and work than it is worth. This does not mean there are not okay instruments on Amazon, Ebay, FB Marketplace, or Craig's List, it just means that you cannot be guaranteed of the quality, and experience has shown that these instruments are seldom good enough. Instruments with extreme colors (anything other than a natural "wood" shade) *always* fall into this category.

### Getting your instrument

There are several reputable music stores in town that offer reasonable prices for purchasing, renting, and rent-to-own options for stringed instruments. Even though Amazon, Craig's List, FB Marketplace, and Ebay are not suited for buying instruments, there are still some fantastic online companies with great instruments. Getting an instrument for your student can seem intimidating if you are not armed with the right information. Here are the things to look for and keep in mind when finding an instrument:

-You are looking for an **"Instrument Outfit"**. Whether it is a Violin, Viola, Cello, or Double Bass, asking for an outfit means you will be getting a bow and a case with your purchase or rental. Always ask for an instrument outfit, and never assume they know you want one.

-Middle School students are still growing, so **the size of your instrument is key**. Most students will not be on a full-sized instrument, and the information sent home with what size instrument to get is vital. Insist on getting the correct size instrument at any store, simply going a size up or down will physically hurt your student. Many full-sized instruments are too large for middle school students who are still growing. A properly sized instrument will support a positive experience in orchestra.

-**Renting** is a good option for middle school students. Because students are not on full sized instruments, if you purchase the smaller sized instrument, you may be stuck with it when they grow and move up to the next size.

-**Rent-to-own** is something that many stores have as a great alternative to simply renting or buying. Depending on the location, the rental fee you pay each month goes toward owning an instrument. And often, as your student grows, you can trade in the instrument for the next size up and the previous money paid transfers to a new instrument. Always cover your bases and read any contracts thoroughly before signing.

-If purchasing is something that works for your family, **owning instruments** is a family investment that goes a long way. Siblings or family members can continue using quality instruments for years after an initial purchase.

-**Instrument Insurance** is sometimes offered through stores. Look at your options and see if the price works for you, but it is always great to have that back-up.

-**DO NOT GET AN INSTRUMENT THAT IS ANY COLOR OTHER THAN "WOOD"**. These instruments may seem fun but are terrible quality and will interrupt and distract your student from learning their best.

Here is a list of local and approved "online" stores where you can purchase or rent instruments:

#### Local Reno/Sparks Stores

Music Fuze (775) 432-2422 4690 Longley Lane Suite #21, Reno	Carpenter's Music World (775) 852-7618 1090 Kietzke Lane, Reno
Blue Note B's Horn Shop (775) 453-9219 1525 Oddie Blvd., Sparks	Absolute Music (775) 852-2637 8175 S. Virginia St., Reno
JamPro Music Factory (775) 800-1772 9300 Prototype Dr., Reno	Steinway Piano (775) 829-0600 500 E. Moana Lane, Reno

#### Trusted "Online" Stores

Shar Music sharmusic.com (866) 742-7261	Southwest Strings swstrings.com (800) 528-3430
Robertson Violins robertsonviolins.com (800) A-VIOLIN	Johnson String Instrument johnsonstring.com (800) 359-9351

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*Just remember to always do what works best for your family!*

I also have a list of links to specific websites for instruments that are the cheapest yet still usable options for Violins, Violas, and Cellos. Just email me asking for it and I will send it your way!

#### Orchestra Lab Fee

For the success of the Mendive Orchestra, a Lab Fee is required of all students. This payment will cover the cost of some supplies used in class such as music and music folders, an electric tuner, an on-hand supply of replacement strings, your Mendive Orchestra T-shirt, and other miscellaneous items bought in bulk by me.

The fee is \$20.00

(This does NOT include an instrument, there is an **additional fee** for instruments.)

All money should be turned in to Ms. Rader or the Mendive Office by August 22<sup>nd</sup>, 2022.

#### Daily Supplies

The supplies that are mandatory and required for a grade every time you are in class are:

- Your instrument and bow in good working order
- A writing utensil, rosin, cleaning cloth, and electric tuner
- Your black music folder with all sheet music and assignments
- Violin/Viola shoulder rest or Cello chair strap or Bass rubber stop
- Mendive Agenda for writing down assignments and reminders

It is also very highly recommended that you buy a foldable music stand for practicing at home, which can be found at any local or online music stores. Please also have a timer app on your phone or buy a timer at a store for practicing.

#### Mendive Orchestra Supply Library

Necessary class supplies will be checked out to students for the school year. If any supplies are lost, broken, or stolen after they have been checked out to a student, it is the parents' responsibility to pay for the replacement of these items.

- Violin/Viola Students: Shoulder Rests, \$10
- Cello Students: Chair Strap, \$10
- Bass Students: Bass Rosin, \$20

There are also several class sets of supplies that will be used daily by students during class. If students are deemed responsible for or caught damaging these class and program items, it is also the responsibility of the parents to replace them.

- Class Method Book: \$15
- Student Whiteboards: \$5
- Miscellaneous Supplies: up to \$15

## **Grading Guidelines and Policies**

### Academic Grade

All academic work for Mendive Orchestra students fall into 5 categories of Approach to Learning, Assignments, Assessments, Performances, and Communication. Each category is weighted for importance. The following is a breakdown of common assignments found in each of the categories.

#### Approach to Learning (25%)

Students will earn up to 5 points each time they are in class. These points will represent their participation, attitude, and preparedness to learn each time they are in orchestra. Although the amount of points is relatively small, this category is weighted to 25% each academic quarter. Students will lose points for breaking procedures or class routines, not having their instrument or supplies, and anything that compromises student or instrument safety.

#### Assignments (15%)

Specific assignments will be on-going in this category depending on current curriculum in class. Assignments will vary in points depending on how long the assignment lasted. Work required from students can be a daily assignment such as a worksheet, at-home practice assignments, or overall dedication to concert performance preparation, etc. Although only 15% each quarter, there will be multiple assignments that will quickly impact the overall grade if not turned in.

#### Assessments (15%)

Assessments will mostly be playing checks throughout each quarter in the days after an at-home practice assignment. There will also be some limited written tests to check student understanding of important concepts. If a student misses any assessments, they will be graded as "Exempt" so it will not hurt nor help their grade.

#### Performances (35%)

Concerts are required for all orchestra students and are 35% of their total grade. These co-curricular events are very special and exciting. These concerts are worth 1,000 points individually.

#### Communication (10%)

Specific assignments depending on events and on-going needs in class. Assignments will include turning in signed forms and permission slips as well as supplies and money from fundraisers, to name a few.

### Behavior Grade

A student's behavior grade is earned from their academic "Approach to Learning" from the entire academic quarter. The Mendive Orchestra behavior plan is discussed in detail under the "Class Behavior and Facilities Policies" section on page 9.

### Late Policy



Any late homework, classwork, or assignments will only be accepted until 3 weeks after the due date listed on Infinite Campus.

### Class Period Competition: Donut Dash

Class periods will compete against each other during the quarter to earn a donut party. Each class starts with 3 points each period during the week and on the neutral class behavior peg. Classes lose points by not following rules, expectations, or directions by moving in the negative direction on the pegs. However, classes can earn more points by demonstrating excellent behavior and participation by moving in the positive direction on the pegs. The leaderboard will be updated daily.

### Golden Stand

A student demonstrating musical and personal excellence will be chosen each week to use the Golden Stand during their class period.

## **Class Behavior and Facilities Policies**

### Student Behavior Expectations and Procedures

Each Mendive Orchestra student needs to strive for responsibility, dependability, musical excellence, and excellent conduct whenever they step into the orchestra classroom. The Orchestra Expectations are: Work Hard, Be Kind, Stay Safe, and Be Brave. The following is a list of activities in class and the actions expected of students.

### Behavior Policy

I prioritize relationships with students over punitive punishments. I also hope to help students understand how actions and consequences work together. My behavior policy is as follows:

Redirects/Reminders/Warnings-These are any verbal and non-verbal reminders for students when they are struggling with their Approach to Learning or breaking a Routine. Depending on the grade, students will have up to 5 of these each class period.

### **Leveled Consequences**

- Check-ins: I will always verbally check with a student first.
- Grow Note: This is a sheet that I will send home indicating a behavior that needs some improvement. A parent signature is required, and the student will return it back to me within 3 days.
- Grow Note with 2 Minute Meeting: If behaviors are escalating, I will meet one-on-one with a student to have a discussion in addition to Grow Note requirements.
- 10 Minute Restoration: This is a meeting that will occur outside of class time where a student and I will come up with a behavior plan together to help them to be successful in class. I will contact parent/guardians by email or phone to update them on the discussion and how we are moving forward.
- Repeat as needed, add Parent/Guardian Meeting: If needed, we can have an in-person meeting.

Automatic 0s-Students will receive 0 points for their Approach to Learning in a class any time personal or instrument safety is put in jeopardy. Other extreme circumstances also include swearing and purposeful insubordination.

Glow Notes-I will always try and recognize students for good behavior, too! Signature is optional on these pages.

### Beginning of Class

- Students arrive to the orchestra room on time before the bell rings
- Students should immediately begin getting equipment ready for class as outlined
  - 1-Stand and chair
  - 2-Instrument and Music
  - 3-Classroom Materials as needed

- Students need to be seated and ready for class when a designated timer finishes
- Students quietly tune with tuners and no talking when another timer begins
- The rest of class is determined by the daily agenda and objectives

#### Leaving Class

- Students must be in class to learn and participate in their ensemble
- Each time a student leaves class will be tracked, more than 2 times in one week will initiate a conversation with the student to make a goal of not leaving class
- If the student continues to habitually leave class, a conversation with parents will follow with consequences

#### End of Class

- Students will only begin packing up instruments and equipment when given permission
- Students are generally given 3 minutes to completely put everything away
- Students must return to their seats and are only dismissed by section of class or instrument once everyone in that area has proved to put everything away
- Students may not gather around the door nor open the door until the bell rings

#### Rehearsal Etiquette

- Students must fully participate in each class to ensure learning. To receive 100% for their Approach to Learning grade each day, students must be: always seated and ready to participate, have their instrument and materials ready for class, have proper playing posture, be respectful of the teacher's instructions and not interrupting class, demonstrate the desire to work on specific musical aspects to improve not only themselves but also the entire group, and always show respect for equipment and others.
- If students are not following these guidelines, they will receive warnings (not always verbal)
- Please see the "Behavior Policy" for consequences if not following Rehearsal Etiquette

#### Cell Phone Policy

Phones are generally not allowed in orchestra. I have a "Devices?" sign at the front of the classroom that indicates what to do that day. Phones will be taken away if seen on red days, and will result in a deduction in Approach to Learning points.

#### Orchestra Facilities Rules

An enormous amount of time and money has been spent making the orchestra room a place of community, learning, and safety. Please review these rules and do your best to always follow them.

#### Orchestra Facilities

- No food, drinks, or gum are allowed in the orchestra room or practice rooms at any time
- Absolutely no cell phones during the class period
- Instrument cubbies and racks are to be kept clean at all times and are *only* used for instrument storage
- Keep all areas clean...if you see trash, PICK IT UP
- Chairs and stands will be properly used during class and then stored when not in use
- Practice rooms are for music students and music practice only
- Non-orchestra students are not allowed in the orchestra room unless given permission by me
- Only play on YOUR instrument; do not switch instruments even with friends
- Stands are made to hold your music and music folder NOTHING MORE
- All 4 legs of your chair need to be on the floor, no leaning
- Music is not to be folded, lost, crumpled or otherwise damaged

#### Instrument Drop-off and Pick-up

-Students can drop-off instruments in the morning before school starting at 7:05 AM. You are only allowed to come through the outside orchestra doors NOT the school hallways. Only orchestra students are allowed in the room so please ask your friends to wait outside the door. Silver Strings may be rehearsing, so please be discreet and do not linger, leave immediately through the outside doors and NOT into the school or hallways.

-Students can leave school through the orchestra room if they are picking up their instruments at the end of the day. If you are in athletics, make arrangements to get your instrument home. Ask your coaches for a safe place to store your instrument during practice, as the room will be locked when you are done.

## Fundraising

### Purpose

Fundraising can hope to only cover a small portion of expenses for the Mendive Orchestra Program. Your effort in these events is appreciated in advance! We will have several events and drives throughout the year, and one is listed below but always look for further communication on this during each quarter. Donations to the Mendive Orchestra are always accepted and if you have a fundraising project you would like to organize, please contact me.

## Communication

### Mendive Orchestra Minute

The main form of communication with students and families will be through the “Mendive Orchestra Minute.” This will be a weekly email sent on Mondays with reminders, news, and any pertinent information that you will be able to read in a minute or less! Please provide accurate emails on Infinite Campus to make sure you are getting these emails as that is the messaging platform used to send this information each week.

### Infinite Campus

Please make sure Washoe County School District has your correct and regular email and phone number and that this information is correct on Infinite Campus as well.

Please also understand that my philosophy as a teacher dictates that what happens in the classroom is my first priority. I will always try to update grades as often as I can, but sometimes classroom planning for optimal learning comes first. Thank you for your flexibility in this regard.

### Getting in Touch

Email is always the best way to contact me as it is the fastest and most reliable. If a phone conversation is needed, it will still need to be planned over email first due to the busy nature of my schedule. **If you have an orchestra related question or concern, please always contact me directly first.** Often the office personnel and counselors have too many other concerns to know particulars of our classroom. Never hesitate to contact me! I will always try and return any inquiries within 24-36 hours.

**Email: [NRader@washoeschools.net](mailto:NRader@washoeschools.net)**

### Parent Volunteers

Parents are an essential ingredient in a smoothly operating program. We will have multiple times throughout the year where we will be looking for volunteers to help with events, supplies, and chaperone trips. I value your time and will only ask when truly needed.