



Arlington  
High School  
Orchestra



***Student Handbook***  
**2019-2020**

## INTRODUCTION

This handbook outlines the policies and procedures for the AHS Orchestra, and should be used as a reference. Please read it carefully, and return the signed acknowledgement form at Orchestra Registration Day (required to participate in orchestra). Policies listed in this handbook may be amended at any time, and policies not listed may be put in place. You will be notified of any new or amended policies.

## MEMBERSHIP REQUIREMENTS

Membership in the AHS Orchestra is a year-long commitment. You must be enrolled in the assigned orchestra class to participate in the orchestra program or any related activities. An AHS Orchestra student should:

- Maintain a 70 or above in all classes
- Demonstrate mature conduct and a positive attitude at all times
- Demonstrate full effort and commitment at all times
- Have NO unexcused absences from required events
- Constantly improve through individual effort

## COMMUNICATION

Directors	Jeremy Pillow, jpillow@aisd.net Kris Chapman, kchapman@aisd.net Sandra Mour, smour@aisd.net
Office phone	682-867-8149
Website	www.ahsorchestra.com
Twitter	@ahsorch
Charms	www.charmsoffice.com; school code = ahsorchestra; password = school id number

## IMPORTANT INFORMATION

You are responsible for keeping up with important information and announcements. Information will be available in the following ways:

- Announcements displayed in class each day
- Charms/website/social media
- Classroom posting areas

## GUIDING PRINCIPLES & EXPECTATIONS

The AHS Orchestra has a tradition of excellence, fueled by a constant focus on how we can improve, and achieved when each member of the orchestra demonstrates COLTS in everything they do:

<b>Commitment</b>	How are you doing whatever it takes?	<input checked="" type="checkbox"/> Be ON TIME (early = on time) <input checked="" type="checkbox"/> Be PREPARED (all materials & KNOW YOUR PART)
<b>Ownership</b>	How are you taking responsibility?	<input checked="" type="checkbox"/> Take RESPONSIBILITY for your schedule, actions, etc. <input checked="" type="checkbox"/> Take responsibility for your ATTITUDE
<b>Loyalty</b>	How are you showing respect?	<input checked="" type="checkbox"/> RESPECT each-other <input checked="" type="checkbox"/> RESPECT your facility, equipment, etc.
<b>Toughness</b>	How are you showing grit?	<input checked="" type="checkbox"/> Give full EFFORT at all times <input checked="" type="checkbox"/> Always TRY (never give up)
<b>Selflessness</b>	How are you putting the group first?	<input checked="" type="checkbox"/> Be TEACHABLE (open to learning & growth) <input checked="" type="checkbox"/> Demonstrate exceptional BEHAVIOR at all times

Respecting rehearsal includes, but is not limited to:

- Coming to class prepared
- Following technology expectations
- Taking care of personal needs before or after rehearsal
- Waiting until teacher dismissal to pack up
- Giving your full effort throughout EVERY rehearsal

Consequences for choosing to not meet these expectations may include redirections, warnings, conferences with a director, conferences with a parent via phone or in person, teacher detentions, and discipline referrals.

## **FACILITIES**

You are welcome in the Orchestra Hall before/after school and during lunch, provided there is not a class/rehearsal. This is a privilege and carries with it the expectation that you respect the facilities:

- Pick up after yourself, keep the room clean, and reset any equipment that you move

## **ATTENDANCE**

**CLASS:** will be enforced as per school policy. You are expected to be in your seat ready for class by the bell. If you are having difficulty getting to class on time, you should discuss it with a director BEFORE it becomes an issue.

**PERFORMANCE & REHEARSAL:** performances and rehearsals are REQUIRED curricular extensions of the classroom. Attendance will be taken at the announced start time of any rehearsal or at the call time of any performance. If you are late, it will result in a deduction from your grade. You are expected to stay for the entire rehearsal/performance unless prior arrangements have been made with a director.

Every effort should be made to avoid conflicts in scheduling. If an unavoidable conflict comes up, you must submit an "ABSENCE APPROVAL REQUEST" at least one week BEFORE the event for the request to be considered. Within one week of the event, you must speak to a director in person. How early a request is submitted before an event will be a factor in considering any absence approval request. Except in cases of illness or emergencies, any absence not approved prior to the event will be unexcused and will earn a grade of zero. Examples of absences that will not be approved are medical appointments (other than emergencies), jobs, driver's ed, private lessons, tutorials, and SAT/ACT tests. Conflicts with other school-related activities will be considered on a case-by-case basis, but you MUST talk to a director as far before the conflict as possible. In the event of an unexpected absence due to illness or emergency, a parent/guardian must notify a director via email as soon as possible.

Approval of any absence from a performance or rehearsal is at the discretion of the directors, and should be considered approved only if you are notified of approval by a director.

## **PRACTICING**

Respecting each other includes coming to class prepared every day. You must practice on a regular basis to be prepared, and you are expected to learn and practice your parts OUTSIDE of class. Practice is your daily homework assignment for orchestra. We will help you learn ways to fit practice into your schedule, and ways you can practice smarter to make the most of your time. Everyone has busy schedules, and EVERYONE HAS TIME TO PRACTICE MOST DAYS. You just have to make it a priority.

## **PASSES**

You should use the restroom and get water between classes. If you must use the restroom or get water during class, wait until an appropriate time that does not disrupt rehearsal to take the pass (MUST wait until after warmups/technique). Further limitations may be considered if the bathroom pass becomes a distraction.

If you need to go to the nurse during class, ask a director and a pass will be written. If you feel as though you will be sick, please excuse yourself, and come back for a pass to the nurse after taking care of yourself.

## **TECHNOLOGY**

Technology should be on silent and either in your bag at the back of the room, in your instrument locker, or in the provided charging station. Technology should only be out at the instruction of a director.

## **FINGERNAILS**

Short fingernails are essential to the proper playing of string instruments, and you are expected to keep your fingernails trimmed to an appropriate length at all times. Fingernails must be trimmed to a length no longer than the end of the fingertip. The final determination of appropriate fingernail length is at the discretion of the directors.

## MATERIALS

EVERYONE is expected to have the following materials and equipment at your seat EVERY DAY:

<b>Violin/viola</b>	<input checked="" type="checkbox"/> Rosin <input checked="" type="checkbox"/> Rosin rag (a soft, clean cloth) <input checked="" type="checkbox"/> Shoulder rest (prefer Kun or Bon Musica brand)
<b>Cello/bass</b>	<input checked="" type="checkbox"/> Rosin, rosin rags, & rockstops will be provided for school instruments <input checked="" type="checkbox"/> Students are expected to have all of the above for personal instruments
<b>EVERYONE</b>	<input checked="" type="checkbox"/> Black binder w/set of dividers (provided) <input checked="" type="checkbox"/> PENCIL (1 provided at beginning of year)

Having the required materials and equipment is essential to success and to completing work as assigned. If you lose the provided binder, it is your responsibility to replace. See the directors for details.

## INSTRUMENT MAINTENANCE & UPKEEP

Your instrument needs checkups. Three simple, common maintenance items that can make a huge difference:

1. **Strings:** strings wear out over time. You need to change your strings about once a year. The directors will be happy to recommend the best strings for your instrument, and to change your strings.
2. **Bow hair:** bow hair also wears out over time. Most students need to rehair their bow once a year. If you rent from a local music store, they should rehair your bow as part of your rental contract.
3. **Setup:** proper setup can be a matter of millimeters, and parts can move and change over time due to normal use and weather changes. Basic setup checks are something that should be part of any rental, or that a reputable string shop will do for a nominal charge.

If you think there may be a problem with your instrument, show it to a director. If you think you may need to consider upgrading to a higher quality instrument or bow, the directors will be happy to help you with that process, as well.

You will be allowed one class day to replace a broken string before points will be deducted from your Daily Grade. Any repairs that require an instrument be sent to a repair shop should be taken care of in a reasonable amount of time. You should see if the repair shop has a loaner instrument you can use while your instrument is in the shop. A note or email from a parent is required if you are unable to fully participate in class due to an instrument repair.

## INSTRUMENT USAGE & STORAGE

You are expected to use only your instrument, to store your instrument in your assigned locker, and to TAKE YOUR INSTRUMENT HOME DAILY. You are expected to keep your locker locked with the lock properly secured AT ALL TIMES except when in rehearsal. All instruments MUST have a name tag attached to the case.

Students using school instruments are expected to treat those instruments with the utmost care, and are responsible for any damage while the instrument is in your care. You must return the signed usage agreement to be allowed to use a school instrument. Parents and students are encouraged to carry insurance for any instrument, whether a rental, privately owned, or a school instrument.

## COMPETITIVE OPPORTUNITIES

Competitive events foster personal and musical growth. You are encouraged to participate in any opportunity that interests you. Information about each opportunity will be given as it becomes available. Opportunities include:

- TMEA All-Region Orchestra
- TMEA All-State Orchestra
- Cluster Solo & Ensemble Evaluation (required of all eligible students)

UIL Concert & Sightreading Evaluation (required of all eligible students)

## PLAYING ASSESSMENTS

Playing assessments will be done frequently.

1. To give meaningful and immediate director feedback to every student
2. To foster quality group performance through the preparedness of every student
3. To facilitate a positive focus on improvement and mastery for every student

## GRADING

Our grading system is designed to evaluate effort, not talent. Work hard, put forth your full effort, and do what is expected on a daily basis, and your grade will take care of itself.

CATEGORY	PERCENTAGE
Daily & Homework	40%
Assessment	60%

## PERFORMANCE UNIFORM

You will have a formal performance uniform and a casual performance uniform. The directors will indicate the required uniform prior to each performance or event.

FORMAL PERFORMANCE UNIFORM: the formal uniform will be issued to you, with you providing some parts:

	MALES	FEMALES
Provided by orchestra	Tuxedo jacket Tuxedo pants Black bowtie & cummerbund Garment bag	Black uniform dress Garment bag
Provided by students	BLACK dress shoes (NO SNEAKERS) BLACK crew-length socks White Tuxedo Shirt (tab collar)	BLACK, closed-toe dress shoes (NO SNEAKERS, no open-toed shoes or sandals)

Uniforms MUST be professionally dry-cleaned, and it is your responsibility to keep your uniform clean for all performances. At the end of the year, you must return the uniform undamaged. Uniform fitting will be done prior to checkout. Details about uniform return will be sent home later in the year.

CASUAL PERFORMANCE UNIFORM: the casual uniform will be this year's AHS Orchestra t-shirt (provided as part of the Orchestra Fee), nice blue/black jeans or slacks, and sneakers or some other type of closed shoe.

## HONORS ORCHESTRA CREDIT

Students in grades 10-12 may earn weighted GPA credit by completing additional work beyond the regular course requirements. See the AISD Fine Arts Honors Course information/application for more details when made available if you are interested. Students admitted to the course will be required to attend an Honors Credit meeting with the director at the beginning of each semester.

## **LETTER JACKETS**

To letter in Orchestra and have the opportunity to purchase a letter jacket you must be a member of the Symphony Orchestra (Varsity). Regardless of orchestra, if you earn a position in the Region Full Orchestra, the booster club will purchase the letter jacket.

## **SENIOR HONOR CORDS**

Seniors may earn an honor cord to be worn at graduation if you have made the Region Full Orchestra at any point in high school.

## **ORCHESTRA TRIPS**

The AHS Orchestra participates in an extracurricular trip during the spring semester. All students are offered the opportunity to participate, and more information will be sent home as the trip is confirmed and approved. Participation in extracurricular trips is a privilege, and is at the discretion of the directors and the AISD Code of Conduct. **Students MUST be academically eligible at the time of the trip to participate.**

## **AHS ORCHESTRA BOOSTERS**

As the parent organization for the AHS Orchestra, the AHS Orchestra Boosters provides an organized vehicle for parental involvement in the orchestra program. The booster club is an organization that asks a bare minimum of commitment for a huge benefit to the students. The AHS Orchestra Boosters will present details about their activities at the required Parent Meeting. General meetings are held approximately once a month.

## **FUNDRAISING**

Quality music programs require fundraising to function. The money raised through fundraisers directly benefits every student in the program, so everyone is expected to help. Details about any fundraiser will be given before the event.

The understandable question is “why are fundraisers necessary if every student is paying an Orchestra Fee?” The Orchestra Fee covers some of what is spent directly on each student that is not covered by the school budget, such as the t-shirt and contest entry fees. Fundraising is what allows the booster club to help provide the full AHS Orchestra experience to every student. Fundraising covers money spent on the program, but not necessarily on individual students, such as social events, clinicians, trip expenses, and scholarships.

General guidelines for fundraisers are as follows:

- All funds become the property of the booster club or AISD
- All funds must be used for activities associated with the AHS Orchestra

## FINANCIAL OBLIGATIONS

### ORCHESTRA FEE

Each student will pay an Orchestra Fee of \$60.00 which includes the student's Orchestra t-shirt, contest entry fees, binder, and helps cover the costs of music and supplies.

Optional spirit items will be available for purchase at Orchestra Registration Day, and more information will be given at the required Orchestra Parent Meeting at the beginning of the year.

**SHOULD ANY FINANCIAL REQUIREMENT OF THE AHS ORCHESTRA CAUSE A HARDSHIP, PLEASE CONTACT A DIRECTOR TO DISCUSS POSSIBLE OPTIONS. WE ARE HAPPY TO WORK WITH YOU.**

## PUBLICITY CONSENT AND RELEASE AGREEMENT

Students who are in the Arlington High School Orchestra are involved in a public activity, and as such may be included in pictures or videos that may be used in school publicity efforts. Your signature on the Handbook Acknowledgement Form indicates approval for the student's name, picture, work, voice or verbal statement to appear in school publicity, videos, or other media used for school purposes. For example, pictures and articles about school activities may appear in local newspapers or district publications. These pictures and articles may or may not personally identify the student. The pictures and/or videos may be used by the district in subsequent years.

### AGREEMENT

**Student and Parent/Guardian release to the Arlington High School Orchestra the student's name, voice, verbal statements, portraits (video or still), and consent to their use by the AHS Orchestra.**

The Arlington High School Orchestra agrees that the student's name, voice, verbal statements, portrait or picture, shall only be used for public relations, public information, school or district promotion, publicity, and instruction.

Student and Parent/Guardian understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- The photo, video, or student statements may be used in subsequent years.

If the Student and Parent/Guardian wish to rescind this agreement they may do so at any time with written notice. The Arlington High School Orchestra has no control of media use of pictures/statements taken without permission.

# ARLINGTON HIGH SCHOOL ORCHESTRA CALENDAR 2019-2020

**SUBJECT TO CHANGE – OFFICIAL CALENDAR ON CHARMS & WEBSITE**

Date	Day	Start	End	Event	Location	Required of
09/03/19	Tues	7:00 pm	8:00 pm	9 <sup>th</sup> Grade Orchestra Meeting	Cafeteria	All students w/a parent
09/04/19	Wed	7:00 pm	8:00 pm	10-12 Grade Orchestra Meeting	Cafeteria	All students w/a parent
09/07/19	Sat	9:00 am	1:00 pm	Orchestra Registration Day	Orch Hall	All students w/a parent
09/10/19	Tues	3:30 pm	4:30 pm	Program Photo Shoot (tentative)	AHS	Officers & Seniors
09/13/19	Fri	5:00 pm	7:00 pm	Howdy Party	Pantego Park	Meet people!!!
09/24/19	Tues	7:00 pm	8:00 pm	Booster Meeting	Orch Hall	Get involved!!!
10/09/19	Wed	7:00 pm	9:00 pm	<b>FALL CONCERT</b>	<b>Auditorium</b>	<b>ALL STUDENTS</b>
10/19/19 – 10/20/19	TBA	TBA	TBA	Alliance Air Show (fundraiser)	Fort Worth	Come help!!!
10/19/19	Sat	TBA	TBA	TMEA HS All-Region Auditions	Seguin HS	Interested students
10/25/19	Fri	5:00 pm	7:00 pm	Masquerade	Orch Hall	Spooky fun!!!
10/26/19	Sat	TBA	TBA	TMEA Area Recording (State auditions)	Bowie HS	Interested students
10/29/19	Tues	7:00 pm	8:00 pm	Booster Meeting (exec board @ 6:30p)	Orch Hall	Get involved!!!
12/06/19	Fri	5:30 pm	8:00 pm	Holiday Bash	TBA	Food & fun!!!
12/11/19	Wed	7:00 pm	9:00 pm	<b>WINTER CONCERT</b>	<b>Auditorium</b>	<b>ALL STUDENTS</b>
12/13/19	Fri	5:00 pm	7:00 pm	Senior Holiday Party	Orch Hall	Come celebrate!!!
01/24/20 – 01/25/20	TBA	TBA	TBA	TMEA HS All-Region Clinic/Concert	TBA	All-Region members
02/07/20	Fri	TBA	TBA	Movie & Game Night	Orch Hall	Come have fun!!!
02/12/20 – 02/15/20	TBA	TBA	TBA	<b>TMEA Clinic/Convention</b>	<b>San Antonio</b>	<b>All-State students</b>
02/19/20	Wed	3:00 pm	9:00 pm	<b>Pre UIL CONCERT &amp; SIGHTREADING</b>	<b>AHS</b>	<b>ALL STUDENTS</b>
02/20/20	Thur	7:00 pm	9:00 pm	Trip/Booster Meeting	Orch Hall	All students going on trip, with a parent
02/25/20 – 02/27/20	TBA	TBA	TBA	<b>UIL CONCERT &amp; SIGHTREADING EVAL</b>	<b>IM Terrell FW</b>	<b>ALL eligible students</b>
TBA	TBA	TBA	TBA	Spring Trip	TBA	This will be a blast!!!
04/04/20	Sat	TBA	TBA	<b>AHS Cluster Solo &amp; Ensemble</b>	<b>AHS</b>	<b>ALL eligible students</b>
04/17/20	Fri	5:00 pm	7:00 pm	Spring Fling	AHS	Fun & games!!!
04/28/20	Tues	7:00 pm	8:00 pm	Booster Meeting (exec board @ 6:30p)	Orch Hall	Get involved!!!
05/30/20	Thur	6:30 pm	9:00 pm	Junior High Spring Concert	AHS	Support our future Colts!!!
05/01/20	Fri	7:00 pm	9:00 pm	<b>SPRING CONCERT</b>	<b>AHS</b>	<b>ALL STUDENTS</b>
TBA	TBA	TBA	TBA	Spring Banquet	AHS	Celebrate the year!!!
05/18/20 – 05/24/20	TBA	TBA	TBA	Colonial Golf Tournament (fundraiser)	Fort Worth	We need SO MUCH help!!!
05/30/20	Sat	TBA	TBA	<b>Graduation (REQUIRED)</b>	<b>UTA CPC</b>	<b>Symphony &amp; Philharmonic</b>

- Concert times listed are start times; call times will be announced prior to each event
- Regular weekly rehearsals not listed; will be announced in class

**SUBMIT ANY CONFLICTS BY THE END OF THE FIRST WEEK OF SCHOOL  
ARLINGTON MUSIC ENRICHMENT PROGRAM (AMEP)**

## INFORMATION

AMEP is the private lesson program in AISD. This program allows students to receive individual training, improving their skill level, which makes the orchestra better. Students participating in AMEP will have lessons once per week during class, or before/after school. Lessons are not a prerequisite for membership in any organization.

### FINANCIAL OBLIGATION

- The total cost for each 25 minute lesson is \$18.
- Lessons are billed monthly in advance of the lessons. All financial transactions are the responsibility of the AMEP instructor. Make your check payable to the student's instructor.
- Payments are due to the AMEP instructor by the first lesson of each month. If payment is not received, the student's lessons may be suspended until payment is received, at which time lessons will resume. If payment is not received within 30 days, the student may be withdrawn from AMEP lessons.

### MISSED LESSONS

- Students needing to cancel a lesson should contact the AMEP instructor directly. At least 24 hour advance notice should be given to cancel any lesson. In the event that you have a morning emergency and the AMEP instructor cannot be reached, contact the campus director.
- A student who is absent from school will be given an opportunity to schedule a makeup lesson, provided at least 24 hour advance notice is given.
- A student who misses a lesson without 24 hour advance notice will be responsible for the entire fee for that lesson. No scholarship money will be applied to offset the cost of missed lessons.

### SCHOLARSHIPS

Partial scholarships to help offset the cost of lessons are available based on merit and need. If interested, ask your director for a Scholarship Application form. Scholarship recipients must do the following:

- Practice
- Attend all required events
- Remain academically eligible
- Participate in fundraising activities

Failure to adhere to these commitments may result in the forfeiture of any scholarship.

Funds for the scholarships will be provided by the organization's fundraising activities. Parents and students of scholarship recipients are asked to support these efforts, and should be willing to enthusiastically participate in fundraising activities.

### APPLICATIONS

Students are assigned to AMEP instructors on a first-come, first-served basis. Students interested in taking lessons through the AMEP are encouraged to turn the completed enrollment form into their director ASAP. Forms must be submitted by the Orchestra Registration Day.

## LESSONS ARE A YEAR-LONG COMMITMENT

# ARLINGTON MUSIC ENRICHMENT PROGRAM (AMEP) ENROLLMENT FORM

(to be completed by the parent and returned to the program director)

## COMPLETE ONLY IF YOU WANT PRIVATE LESSONS

Please read the general information in the handbook carefully before enrolling your child and keep it for future reference. If you have any questions, please contact the directors.

Use your child's legal name to complete the enrollment form. Return it to the directors prior to the first lesson.

**PLEASE PRINT LEGIBLY**

Student's legal name:	Grade:
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School: Arlington High School Orchestra	Instrument:
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Instructor requested (leave blank if no specific request):
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Parent/guardian name:
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Parent/guardian phone:	Parent/guardian email:
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Student cell phone:	Student email address:
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Mailing address:
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City:	Zip:
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I have read and understand the policies concerning the Arlington Music Enrichment Program.

Parent signature:	Date:
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**TO BE COMPLETED BY THE DIRECTOR**

Instructor assigned:	Scholarship award:
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**HANDBOOK ACKNOWLEDGEMENT 2019-2020**  
***DUE by ORCHESTRA REGISTRATION DAY***

My signature below verifies:

1. That I have received the Arlington High School Orchestra handbook, including:
  - Financial Obligations Addendum
  - Publicity Consent and Release Agreement
  - Orchestra calendar
  - AMEP information
2. That I have checked for and notified the directors of any conflicts with required orchestra events by submitting an absence request form
3. That I have read and understand the policies and procedures contained in the handbook, and agree to abide by those policies and procedures

Student name:	Student signature:	Date:
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Parent name:	Parent signature:	Date:
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**ADDITIONAL FORMS THAT MUST BE TURNED IN:**

- Student medical release (MUST be notarized)
- Student travel form

These forms will be distributed at the Orchestra Parent Meeting, and should be returned at Orchestra Registration Day. Notaries Public will be on hand to help you complete the medical release form.