



Arlington
High School
Orchestra



Student Handbook
2017-2018

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INTRODUCTION

Arlington High School takes pride in a strong and varied instrumental music program. All students, regardless of ability, are valued and important members of the AHS Orchestra. Participation in the AHS Orchestra is a privilege that is maintained by demonstrating responsibility, dependability, excellence, and dedication on a daily basis.

We share a collective goal of having an outstanding orchestra program. All students learn more, develop better self-discipline and responsibility, and have more pride when our ensembles are outstanding. To be excellent requires that each and every student accept the responsibility for the quality of the group through their attitude and effort.

This handbook outlines the policies and procedures for the AHS Orchestra, and should be used as a reference for future questions. Read it carefully, and return the signed acknowledgement form at Orchestra Registration Day. If the signed form is not returned, this will be considered an indication that the student and/or family finds these policies unacceptable, and the student will be placed in a class other than orchestra.

Policies listed in this handbook may be amended at any time, and policies not listed may be put in place. Students will be notified of any new or amended policies.

GUIDING PRINCIPLES

The AHS Orchestra has a tradition of excellence, and you should take great pride in that tradition. At the same time, our focus will always be on how we can reach higher. Excellence is achieved when each member of the orchestra demonstrates COLTS in everything they do:

1. Commitment
2. Ownership
3. Loyalty
4. Toughness
5. Selflessness

MEMBERSHIP REQUIREMENTS

Membership in the AHS Orchestra is a year-long commitment. Students must be enrolled in the assigned orchestra class to participate in the orchestra program or any related activities. If you are having difficulty with scheduling issues, talk to your counselor or a director.

Student participation in the AHS Orchestra will be evaluated on a year-to-year basis. Placement in a group one year does not guarantee the same for the next, and all students will complete a placement evaluation each spring.

Students in the AHS Orchestra should:

- Maintain a 70 or above in orchestra
- Demonstrate mature conduct in all of your classes and at all orchestra events
- Demonstrate full effort and commitment to the group at all times
- Have NO unexcused absences from required events
- Display increased proficiency over time through individual effort.

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
- Social Media
- Classroom posting areas

COMMUNICATION

Directors	Andrew Goins, agoins1@aisd.net Katie McInturf, mmcinturf@aisd.net Felix Torres, ftorres@aisd.net
Office phone	682-867-8149
Website	www.ahsorchestra.com
Twitter	@ahsorch
Remind	78g2 (search 78g2, or text @78g2 to 81010)
Charms	www.charmsoffice.com; school code = ahsorch; password = school id number Download the Charms Parent/Student app for easy access!

EXPECTATIONS

Commitment	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)
Ownership	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
Loyalty	How are you showing respect?	<input checked="" type="checkbox"/> RESPECT each-other <input checked="" type="checkbox"/> RESPECT your facility, equipment, etc.
Toughness	How are you showing grit?	<input checked="" type="checkbox"/> Give full EFFORT at all times <input checked="" type="checkbox"/> Always TRY (never give up)
Selflessness	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
- Listening (rather than talking) during tuning and rehearsal
- Taking care of personal grooming before or after rehearsal
- Waiting until teacher dismissal to pack up
- Putting forth your full effort throughout every rehearsal

FACILITIES

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

- Only orchestra students are allowed in the Orchestra Hall
- If there is a rehearsal in the room, respect that rehearsal through silence
- Get permission from a director to enter the office suite
- Pick up after yourself, keep the room clean, and reset any equipment that you move
- Have a pass to be in the room during any class period other than your orchestra class

ATTENDANCE

CLASS ATTENDANCE: class attendance will be enforced as per school policy. Students are expected to be in their seat with all materials ready by the bell. If you are having difficulty meeting this expectation due to the distance from your previous class to the Orchestra Hall, you should discuss it with a director BEFORE it becomes an issue.

PERFORMANCE & REHEARSAL ATTENDANCE: performances and rehearsals are part of the curriculum and are considered extensions of the classroom. Attendance at performances and rehearsals is REQUIRED. The calendar on Charms is the official calendar. Every attempt should be made to avoid conflicts in scheduling. All students are expected to be ready to start on time, and attendance will be taken at the beginning of any rehearsal or at the call time for any performance. If a student is late, it will result in a deduction from their grade. If a student is more than 10 minutes late, they will be counted absent unless prior arrangements have been made. All students are expected to stay for the entirety of any rehearsal/performance unless prior arrangements have been made.

Rehearsals outside of class will be scheduled only when necessary. There should be no need for sectionals, and limited need for extra group rehearsals, if EVERY student practices their part outside of class and comes to class prepared. The preparedness of the group will determine the need for sectionals and extra rehearsals, and sectionals will be scheduled for any section that has not mastered the required material.

In the event that an unavoidable conflict does arise, you must submit an "ABSENCE APPROVAL REQUEST" (via the orchestra website) as far BEFORE the date in question as is possible for the absence to be considered. How early a request is submitted before an event will be a factor in considering any absence approval request. Except in the cases of illness or emergencies (see below), any absence not approved prior to the event will be considered unexcused and your grade adjusted accordingly. Examples of absences that will not be approved are doctor's appointments (other than emergencies), student employment, driver's ed, private lessons, tutorials, and SAT/ACT tests. Conflicts with other school-related events 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.

PASSES

Students should use the restroom and get water between classes. If you must use the restroom or get water during class, take the pass at a time that is appropriate and does not disrupt rehearsal. Students should wait until after warmups/technique for any use of the pass, and only one person may be out of the room at a time. 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 simply excuse yourself, and come back for a pass to the nurse after taking care of yourself.

TECHNOLOGY

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

PRACTICING

"Perfection is not attainable, but if we chase perfection, we can catch excellence." ~Vince Lombardi

Respecting each other includes coming to class prepared every day. Students must practice on a regular basis to be prepared, and are expected to learn and practice their parts OUTSIDE of class. Practice is the daily homework assignment for orchestra.

The amount of practice time needed will differ from student to student, but at least 20-30 minutes of deliberate practice per day is a good goal to see improvement. All students have busy schedules, but regular practice is essential to progress. We will help you find ways to fit practice into your schedule, and ways you can practice smarter to make the most of your time. EVERYONE HAS TIME TO PRACTICE MOST DAYS. You just have to make it a priority.

Practice journals, practice assessments, and preparation checks are all tools that are available for directors to help students be prepared.

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:

Violin/viola	<ul style="list-style-type: none"><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)
Cello/bass	<ul style="list-style-type: none"><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
EVERYONE	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Black binder w/set of dividers (provided)<input checked="" type="checkbox"/> PENCIL (1 provided at beginning of year)
Binders organized in the following way	<ul style="list-style-type: none">➤ Front pocket: pencil (if no pencil bag)➤ Pencil bag (optional but highly recommended)➤ Dividers labeled as follows:<ol style="list-style-type: none">1. Technique2. Repertoire3. Practice Journals4. Passoffs5. Handouts➤ Back pocket: any handouts not hole-punched

Having the required materials and equipment is essential to success and to completing classwork as assigned.

If you lose the provided binder/dividers or pencil, it is your responsibility to replace. See the directors for specifics.

INSTRUMENT MAINTENANCE & UPKEEP

It is critical that your instrument is in good, playable condition. Three simple, common maintenance items that can make a huge difference:

1. Setup: make sure the bridge, soundpost, and tailpiece are set properly. Proper placement can be a difference as small as fractions of a millimeter, and can move and change over time due to normal use and weather changes. Basic setup checks are something most reputable string shops will do free of charge.
2. Strings: strings wear out over time and “die,” meaning they lose tone quality, bow response, and pitch accuracy. Most students need to change their strings about once a year. It is important to purchase a good quality set of strings, available at local music stores and online. The directors will be happy to recommend strings to you, and to help you change your strings.
3. Bow hair: bow hair also wears down over time, getting dirty, brittle, and losing its ability to grip the string properly. Most students need to rehair their bow once a year. If you rent from a local music store, see if they offer bow rehairs as part of your rental contract.

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.

ALL students should have an extra set of quality strings. Students will be allowed one class day to replace a broken string before points will be deducted from the 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. Students should see if the repair shop has a loaner instrument they can use while their instrument is in the shop. A note or email from a parent is required for any student who is unable to participate in class due to an instrument being in a repair shop.

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 when not in rehearsal. All personal 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. Students using a school instrument 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.

PLAYING ASSESSMENTS

Playing assessments will be done frequently, and will be done live in class with students performing individually for a director. Playing assessments will most often be done using a passoff system in order to focus on improvement and mastery. The passoff system has three primary purposes:

1. To establish a vehicle for meaningful and immediate director feedback to every student
2. To ensure the quality of group performance through the preparedness of every member of the ensemble
3. To cultivate an environment focused in a positive way on improvement and mastery of goals

How passoffs work: at the beginning of each six weeks, you will be given a list of the technique skills and/or repertoire that must be passed off during that grading period. You must demonstrate mastery to “pass off” the required skill, and may make as many attempts as necessary to do so by the given deadline. Directors will give you feedback following each attempt, both verbal and written. Written feedback should be kept in your binder for future reference. You must demonstrate mastery on the first passoff for the grading period before moving on to the second, and so on. Students will have opportunities to play for directors each week during class, and may also come in during plus period, and/or set up times to come in before or after school.

While most assessments will be done using the passoff system, there may also be assessments on which a grade earned for a single performance will be given. Any such assessments will be announced beforehand.

Seating will be based on student performance on assessments, demonstrated leadership qualities, and displayed effort.

GRADING

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

CATEGORY	PERCENTAGE	INCLUDES
Daily & Homework	40%	<input checked="" type="checkbox"/> A weekly grade based on your completion of tasks as assigned in class <input checked="" type="checkbox"/> Practice Journals <input checked="" type="checkbox"/> Any worksheets done in class <input checked="" type="checkbox"/> Any other assignments given to be completed during class
Assessment	60%	<input checked="" type="checkbox"/> Playing assessments (Passoffs) <input checked="" type="checkbox"/> Rehearsals outside of the school day (may count as multiple grades) <input checked="" type="checkbox"/> Performances (will count as multiple grades) <input checked="" type="checkbox"/> Any other assessments as assigned

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 Tuxedo shirt Black bowtie & cummerbund Garment bag	Black uniform dress Garment bag
Provided by students	BLACK dress shoes (NO SNEAKERS) BLACK crew-length socks	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 ensure your uniform is clean for all performances. At the end of the year, you will be required to 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 Program Fee), nice blue/black jeans or slacks, and sneakers or some other type of closed shoe.

COMPETITIVE OPPORTUNITIES

Competitive events foster personal and musical growth, and can be a good evaluative tool for individuals and for the group as a whole. Everyone is encouraged to participate in any opportunity that is available to you. Information about each opportunity will be given out as it becomes available. Opportunities to expect 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)

ORCHESTRA TRIPS

The AHS Orchestra generally 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 Parent Meeting (please see the calendar). General meetings are held approximately once a month. Information regarding meetings and other opportunities to help will go home separately.

FUNDRAISING

Any quality music program requires fundraising to function. The money raised through fundraisers directly benefits every student in the program, so everyone is expected to help. Details about each fundraiser will be given before each event.

Often, the understandable question is asked “why are fundraisers necessary if every student is paying a program fee?” The program 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 the students. Fundraising covers money spent on the program, but not necessarily on individual students, such as social events, clinicians, equipment needs, 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

LETTER JACKETS

To letter in Orchestra, you must earn 26 points in a school year. Points are awarded as follows:

ACCOMPLISHMENT		POINTS
TMEA All-Region Orchestra member		4
TMEA Area Orchestra (recording for All-State)		2
TMEA All-State Orchestra member		4
Superior on a solo at AHS Cluster Solo & Ensemble (limit 1 for points)		2
Superior on an ensemble at AHS Cluster Solo & Ensemble (limit 1 for points)		2
Orchestra service points (earned for service directly to the AHS Orchestra via service hours approved by the directors beforehand; you are responsible for logging your service hours via the form on the orchestra website)		1 point per approved service hour
Orchestra Council (officers are expected to help at ALL events; officers may earn additional service points for Alliance and Colonial)		10
Member in good standing (earned by participation in UIL and all required activities; no absences from events other than those excused by the directors; and demonstration of good citizenship and effort throughout your time in Orchestra)	Grade 12	6
	Grade 11	4
	Grade 10	2
	Grade 9	0

Point totals are for a single school year, and do not accumulate across multiple years. Your point total MUST include a performance at Solo & Ensemble.

Information regarding measurement and ordering will be given to you in class. You are responsible for the cost of the jacket beyond any contribution from the AHS Orchestra Boosters, and will pay the vendor directly.

SENIOR HONOR CORDS

Seniors may earn an honor cord to be worn at graduation through exceptional participation in and service to the AHS Orchestra over time. For the 2017-2018 school year, seniors who have lettered for two years and have at least 10 hours of approved service each of those two years will earn an honor cord. Beginning with the 2018-2019 school year, seniors who have lettered three of their four years in high school will earn an honor cord.

HONORS ORCHESTRA CREDIT

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

FINANCIAL OBLIGATIONS

PROGRAM FEE

Each student will pay a Program Fee of \$50.00 that includes the student's Orchestra t-shirt, contest entry fees, banquet ticket (student only), binder, and that helps cover the costs of music and supplies.

The Program Fee may be paid in one lump sum, or may be broken into payments. A minimum of \$10.00 must be paid on or before Orchestra Registration Day. Unless other arrangements are made with Mr. Goins, the entire fee must be paid before the Fall Concert. Payments may be made via cash, check, or money order, or may be made online via the AHS School Store (accessed via the AHS website, not the AHS Orchestra website).

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

SHOULD ANY FINANCIAL REQUIREMENT MADE BY 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 2017-2018

Date	Day	Start	End	Event	Location	Required of
08/30/17	Wed	6:00 pm	8:00 pm	Colt Country Fair & Colt Stampede	Cafeteria	n/a
09/05/17	Tues	7:00 pm	8:00 pm	Orchestra Meeting	Auditorium	All students w/a parent
09/09/17	Sat	9:00 am	1:00 pm	Orchestra Registration Day !!! NO ACT !!!	Orch Hall	All students w/a parent !!! NO ACT !!!
09/22/17	Fri	5:00 pm	7:00 pm	Howdy Party	Pantego Park	n/a
09/26/17	Tues	7:00 pm	8:00 pm	Booster Meeting (exec board @ 6:30p)	Orch Hall	n/a
10/03/17	Tues	6:30 pm	9:00 pm	Junior High Fall Concert	AHS	n/a
10/04/17	Wed	7:00 pm	9:00 pm	FALL CONCERT	AHS	ALL STUDENTS
10/10/17	Tues	TBA	TBA	Symphony Honor Concert	TBA	Symphony
10/21/17	Sat	TBA	TBA	TMEA HS All-Region Auditions	Martin HS	n/a
10/24/17	Tues	7:00 pm	8:00 pm	Booster Meeting (no exec board mtg)	Orch Hall	n/a
10/27/17	Fri	5:00 pm	7:00 pm	Masquerade	Cafeteria	n/a
10/28/17 – 10/29/17	TBA	TBA	TBA	Alliance Air Show (fundraiser)	Fort Worth	n/a
10/28/17	Sat	TBA	TBA	TMEA Area Recording (State auditions) !!! NO ACT !!!	Bowie HS	n/a !!! NO ACT !!!
11/14/17	Tues	7:00 pm	8:00 pm	Booster Meeting (exec board @ 6:30p)	Orch Hall	n/a
11/17/17	Fri	6:00 pm	9:00 pm	Turkey Bash	AHS	n/a
12/01/17	Fri	3:00 pm	5:00 pm	Snow Party	AHS	Officers
12/02/17	Sat	10:00 am	5:00 pm	CLUSTER CONCERT (3 pm concert) !!! EARLY SAT ONLY !!!	AHS	Symphony & Philharmonic !!! EARLY SAT ONLY !!!
12/05/17	Tues	7:00 pm	9:00 pm	WINTER CONCERT 1	AHS	ALL except Symphony
12/06/17	Wed	7:00 pm	9:00 pm	WINTER CONCERT 2	AHS	Symphony & United Sound
12/07/17	Thur	6:30 pm	9:00 pm	Junior High Winter Concert	AHS	n/a
12/15/17	Fri	5:00 pm	7:00 pm	Senior Holiday Party	AHS	n/a
01/19/18 – 01/20/18	TBA	TBA	TBA	TMEA HS All-Region Clinic/Concert	AHS	All-Region members
01/30/18	Tues	7:00 pm	8:00 pm	Booster Meeting (exec board @ 6:30p)	Orch Hall	n/a
02/09/18	Fri	3:30 pm	6:00 pm	Movie & Game Night	Orch Hall	n/a
02/14/18 – 02/17/18	TBA	TBA	TBA	TMEA Clinic/Convention	San Antonio	All-State students
02/20/18	Tues	7:00 pm	8:00 pm	Booster Meeting (no exec board mtg)	Orch Hall	n/a
02/21/18	Wed	TBA	TBA	Mid-Winter Festival	AHS	ALL STUDENTS
02/27/18 – 03/01/18	TBA	TBA	TBA	UIL CONCERT & SIGHTREADING EVAL	Bowie HS & Mansfield PAC	ALL eligible students
03/27/18	Tues	7:00 pm	8:00 pm	Trip Meeting	Orch Hall	All students going on trip, with a parent
04/06/18	Fri	5:00 pm	7:00 pm	Spring Fling	AHS	n/a
04/14/18	Sat	TBA	TBA	AHS Cluster Solo & Ensemble	AHS	ALL eligible students
04/17/18	Tues	7:00 pm	8:00 pm	Booster Meeting (exec board @ 6:30p)	Orch Hall	n/a
04/26/18 – 04/29/18	TBA	TBA	TBA	Spring Trip	New Orleans, LA	n/a
05/04/18	Fri	7:00 pm	9:00 pm	SPRING CONCERT	AHS	ALL STUDENTS
05/14/18 – 05/18/18	In class	In class	In class	Final playing assessments	Orch Hall	ALL STUDENTS
05/19/18	Sat	6:00 pm	10:00 pm	Spring Banquet	AHS	n/a
05/21/18 – 05/27/18	TBA	TBA	TBA	Colonial Golf Tournament (fundraiser)	Fort Worth	n/a
05/21/18	Mon	6:30 pm	9:00 pm	Junior High Spring Concert	AHS	n/a
06/10/18	Sun	TBA	TBA	Graduation (REQUIRED)	UTA	Symphony & Philharmonic

- SUBJECT TO CHANGE;** Charms/website is the official, up-to-date calendar
- 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

EVENTS TO BE SCHEDULED

Expected date	Expected time	Event	Location	Required of
Early September	After school	Program photo shoot	AHS	Seniors & officers
Week of 11/27/18	After school	Cluster Rehearsals	Orch Hall	Symphony & Philharmonic
TBA	TBA	UTA open rehearsal, tour, & performance	UTA	n/a
TBA	TBA	FWSO open rehearsal	Bass Hall	n/a
Week of 06/04/18	TBA	Graduation rehearsals	AHS	Symphony & Philharmonic

SUBMIT ANY CONFLICTS BY THE END OF THE FIRST WEEK OF SCHOOL

ARLINGTON MUSIC ENRICHMENT PROGRAM (AMEP) INFORMATION

It is the goal of AISD to provide the very best learning experiences for every student, including the opportunity for students to study privately with professional instructors. This program allows interested students to receive individual musical training, which improves the performance level of the individual student and positively impacts the organization in which the student participates. Students participating in the AMEP are taught once per week during their music 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 \$17.
- 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:

Parent/guardian phone:	Parent/guardian email:
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Student cell phone:	Student email address:
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Mailing address:

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 2017-2018
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.