

Dear Orchestra Parents and Students,

Welcome to the new school year for the Young Jr. High Orchestras! This is going to be an exciting year for the orchestras with many activities planned for the groups. Of course, for this year to be a successful one, we will need the cooperation and support of orchestra students and parents alike.

On the following pages we have detailed as explicitly as possible the rules and regulations that govern the Young Jr. High Orchestras. For those of you returning to the orchestra program, please read the handbook carefully; there may be new policies or policy changes that will occur this year.

We have found through experience that the following items are essential to the success of the orchestra program:

1. Full cooperation, best efforts and best attitudes of all students every day.
2. Excellent student discipline during each rehearsal.
3. Individual private practice of material introduced in class.
4. Participation of each student in all Young Orchestra mandatory performances and events.
5. Parent support of discipline rules and parent attendance at Young Orchestra performances and events.

These five key elements create the potential for remarkable performance ensembles that will be a musically rewarding experience for the students, the parents and the directors.

Parents, please read the following pages carefully with your child and return the signed agreement form and all release forms by **Thursday, September 8th**. If you have any questions, feel free to call and leave a message for us at the school. We'll be glad to return your call. We hope that you will also feel free to visit your child's orchestra rehearsal at any time. We would be honored to have you with us in our rehearsals.

We're looking forward to working with each and every one of you in the coming months.

Sincerely,

Diane Harper
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682-867-3435

Louanne Greer
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EAGLE ORCHESTRA CALENDAR 2011-2012

All mandatory events for orchestra are in **boldface print.

<u>DATE</u>	<u>EVENT</u>	<u>PLACE</u>	<u>TIME</u>
Sept. 9	Orchestra Fundraiser Begins	--	--
Sept. 9	Rangers game (separate information letter about this activity later!)	Ballpark	TBA
Oct. 14	Fall Concert Young JH Young JH Orchestras	Martin H. S.	7:00 p.m.
Nov. 5	JH/MS All-Region Auditions	Young	8:30 a.m. (start time)
Dec. 9	Holiday Tour <u>SYMPHONY ONLY</u>	Ditto, Dunn Miller, Little	During school day
Dec. 9	Winter Concert Young JH Orchestras	Martin H. S.	7:00 p.m.

Eagle Orchestra Spring Calendar 2010-2011

Jan 13	Orchestra Pictures	Young JH.	During school
Jan. 20/21	All-Region Clinic and Concert	Arlington H.S.	Fri. 6-9 p.m. Sat. 8:30 a.m.- 4:00 p.m. Sat. Concert 7:30 p.m.
Feb. 17	Pre-UIL Concert	Martin H. S.	5:00 p.m. (beginning)
Feb. 18	6th grade cluster concert <u>SYMPHONY ONLY</u>	Martin H.S.	10:00 a.m.
March 8/9	UIL	Martin H.S.	Time TBA
April 9	5 TH Grade Cluster <u>SYMPHONY ONLY</u>	Young	6:00 p.m.
May 3	Peak Music Festival Young JH Orchestras	Murchison Hall Denton, TX	TBA
May 19	Six Flags Trip Young Jr. High Orchestras	Six Flags Arlington, TX	TBA
May 16	Spring Concert Young Orchestras	YJH	7:00 p.m.
May 25	Orchestra Banquet	TBA	6:00 p.m.

Orchestra Rules/Classroom Code of Conduct

1. Enter and leave the classroom in a quiet and orderly manner.
2. Be prepared to begin tuning/playing as soon as the tardy bell rings.
3. Absolutely no talking during tuning or during rehearsal.
4. No food, drinks or candy in the orchestra room at any time.
5. Absolutely **NO GUM** in the orchestra room **AT ANY TIME!**
6. Courtesy and respect for the orchestra director and other members of the ensemble must be shown at all times.
7. No plucking or playing of instruments unless under the specific instructions of the director. If you need to practice your individual part, please do so on your own time.
8. **No reading of magazines, books, or other materials during the orchestra class period. You may not do homework for other classes during orchestra rehearsal. If we see you doing other work of any kind during the orchestra rehearsal it will be confiscated and will not be given back. Books and magazines will be returned to you at the discretion of the director. Furthermore, you will receive no participation points for the class period.**
9. Your language as well as your conversation should be above reproach while in the orchestra classroom. We expect you to be a “class act” not only in your playing abilities but in your words, thoughts and deeds as well.

Instrument Care/Orchestra Equipment Care

1. Take care of your instrument every day. Always loosen your bow and wipe the rosin off of your instrument and bow.
2. Do not abuse or damage any equipment in the orchestra room. This includes music stands, chairs, stools and tuners. If you write on the music stands, that is considered an act of vandalism.
3. Please keep hands off of other people’s instruments and property. If it doesn’t belong to you **DO NOT TOUCH IT!** You will be held responsible if you damage someone else’s property.
4. It is the student’s responsibility to maintain his or her own equipment in a timely manner. Any repair requiring more than one class period must be documented with a form signed from the repair shop. **No one will be excused from having their instrument in class for a broken string. You may shadow bow for one class period. DO NOT send your instrument to the shop for a broken string!** Your orchestra directors can help you put on a string here at school.

Fingernail policy

All students must keep their fingernails short, especially on the left hand. You cannot play properly with long nails; they ruin left hand position and cause intonation problems. We will keep nail clippers on hand and encourage students to use them when needed.

Fingernails interfering with the student's proper position and posture will have a negative affect on the student's daily grade. Keep those fingernails short!

Gum

Gum is **NOT** allowed in the orchestra room at any time. This is not only orchestra policy but also a school rule! You are being given fair warning that this rule will be followed very strictly in orchestra class. **MAKE SURE** that you abide by this rule or there will be disciplinary consequences.

Consequences for Rules and Equipment Violations

1 st offense	Verbal Redirection
2 nd offense	Lunch Duty
3 rd offense	Classroom Detention (before or after school)
4 th offense	Classroom Detention (before or after school)
5 th offense	Office Referral

*10 points will be deducted from the student's citizenship grade per offense.

*Students who cannot meet behavior expectations risk removal from the orchestra program.

*Severe behavior problems will result in an office referral.

As stated on page 18 of the AISD Student Code of Conduct, "Failure to abide by published district, campus or classroom rules and procedures" and "Failure to have supplies" are Group 1 misbehaviors. These actions will result in lowering the citizenship grade, parent contact, detention, and administration intervention when necessary.

Orchestra Membership

Students must have completed the 5th and 6th grade string curriculum upon entering the Young Jr. High Orchestra Program. Students will be placed in a performing group according to their performance ability, academic performance and conduct as determined by the director. It is vital that students be placed in the appropriate performing ensemble to attain maximum student participation and success. The number and levels of the groups will change from year to year depending on enrollment and instrument type. Be assured that all of the orchestras at Young have a history of superior performance and all are recognized at the district, region and state level for those superior performance standards.

Instruments

All students must furnish their own instrument with the exception of string bass players. Rental on a school owned bass is \$150.00 for the school year and is due on **September 8, 2011**. We strongly encourage bass players to rent a bass from a local music store for home practice. If you rent a bass from a music store or own your own bass, the school fee will be waived. Students who need to request a reduction of the school rental fee or need to make payment arrangements must do so in writing prior to Sept. 10th. All student instrument cases **must** be tagged with the student's name. **We strongly encourage everyone to insure all instruments, including school owned instruments, as you will be held responsible for any damage incurred.**

Orchestra Uniforms

ALL STUDENTS will pay a **\$21.00** usage fee for a school issued concert uniform. This fee will also include payment for your orchestra t-shirt. This fee is due by **September 8, 2011**. Uniforms will be worn for all performances unless otherwise instructed by the director. Uniforms must be worn properly at all times. All school issued items must be returned at the end of the school year following the final concert in its original condition, professionally cleaned with the cleaning receipt attached and labeled with the student's name, class period and teacher. If you do not dry clean the uniform before returning it you will be charged an additional cleaning fee. You **will not** return the orchestra t-shirt; it is yours to keep. Any student not following these guidelines will be charged current replacement cost of the uniform.

In addition students will supply the following:

Black dress shoes (NO TENNIS SHOES)

Black hose or socks

Hair accessories worn by the ladies must be black

DRESS CODE FOR CONCERTS

ORCHESTRA UNIFORM

We are so fortunate to have a concert dress uniform for the orchestras at YJH. Many times, however this “uniform” look is ruined by inappropriate shoes, jewelry, etc. Therefore, we are establishing the following rules regarding the wearing of the orchestra uniform for Young Jr. High Events.

1. Dress shoes will be worn with the uniform.

Ladies: Shoes are to be black and should have a closed toe. You should select a basic black pump or a black dance shoe (strap at the ankle.) The height of the heel is up to your discretion. Make sure that the heel is comfortable to walk and to play in when wearing a long dress. Proper hosiery should be worn with your dress shoes. (Black shoes, black or natural color hose). Flip flops and sandals are never to be worn with the orchestra dress. No strapless shoes (no back to the shoe) will be allowed on the concert stage. This is a safety issue also!

Men: You must wear **black dress shoes** with **black socks**. No white socks will be allowed on the stage. You may **never** wear ANY type of tennis shoe even if the tennis shoe is black in color.

The required shoes are a part of your dress uniform. YOU WILL NOT BE ALLOWED TO PERFORM IN CONCERT OR COMPETITION IF YOU ARE NOT WEARING ALL OF YOUR UNIFORM INCLUDING YOUR SHOES AND SOCKS (OR HOSE)!!! If you don't perform then you don't get your performance participation points and this will hurt your grade! As soon as you are assigned a uniform, please take care of procuring the appropriate shoes that you need.

2. Jewelry

Ladies: keep your jewelry to a minimum for stage appearances. No bracelet or necklace should be worn on stage. You may wear earrings but they cannot be oversized or dangle off of the ear. Please stick to small post earrings for concerts. No large rings on either hand are acceptable for performance. No jewelry you wear should flash under stage lighting. This creates a disruption to the eye.

Men: no large, oversized or flashy jewelry is appropriate for stage performances. Make sure that you have all of your studs and button covers on for each performance.

*****Remember, the object of a uniform is to make everybody look basically the same. We want our audiences to focus on how we play not how we accessorize!**

Private Lesson Program (AMEP)

Private instruction begins at the Junior High level. Approximately 75% of Young orchestra members study privately. It cannot be stressed strongly enough how important these lessons are to the development of young musicians. A private instructor is an instrument specialist who will work one on one with the student to strengthen individual playing weaknesses and further develop playing strengths. These individualized sessions will give the students the opportunity to develop upper level string pedagogy skills such as shifting, vibrato, tuning and tone production. We are so fortunate that AISD has such a terrific and extensive private lesson program to benefit our students. I strongly encourage everyone to participate in this program to receive its benefits.

The private instructors in the AMEP program have been selected by the school district to ensure that they are qualified professionals. Lessons are once a week and are 25 minutes in length. The cost of each lesson is \$16.00. Students will take their lesson during their orchestra class period. Lessons will begin the second week of September. Tuition for lessons is due on the 1st of each month. If payment has not been made by the 10th of the month, lessons will be suspended until payment is received. **Class space is limited and times will be assigned on a first come, first serve basis. Return your forms quickly to reserve your space!**

In addition, we have many fine teachers in the area who teach outside the school day who can offer a longer weekly lesson for your child if desired. Please let us know if you need help in finding a private instructor for your child.

Orchestra Fundraiser—September 9-September 21, 2011

We will do an annual fundraiser for the Young Jr. High Orchestra program this year! Funds raised will be used to supplement our budget and will help with the cost of uniforms, social events and special performances and trips. Students are encouraged but not required to participate. **No student should be involved in any door to door selling of fundraising products. We only want you selling to people that you know!** All students are expected to turn in all money due for products sold within one week of delivery. If there are any problems with your order such as missing or damaged items, you must notify the director within 24 hours following delivery. Students with outstanding balances will be placed on the fine list. All fines must be cleared in order for students to participate in orchestra social events. Fines not cleared by the end of the school year must be cleared before students will be allowed to register for the next school year. Area high schools will know if fines have not been cleared at the Jr. High level and will not allow the student to register.

Orchestra Volunteers

In order for the orchestra to participate in all of the activities that we do, we must have some parent volunteers to help us in all capacities. Each volunteer must fill out and submit a volunteer application each school year. If you will be able to help the orchestra in a volunteer capacity, please fill out the volunteer form and return it to us. You will find this form at www.AISD.net and submit it online. Thanks so much!

Orchestra Grading Policies and Procedures

Students will receive a numerical grade and a letter citizenship grade each six weeks. The six weeks averages will be calculated as follows:

Mastery of TEKS objectives—70 points

1. Mastery of performance objectives through daily evaluation in the rehearsal.
2. Instrument and supplies must be present for demonstration of skills

Practice—20 points

1. At least four sessions of at least 25 minutes in length for a total of **two hours** per week is required.
2. Practice sheet must be **signed by parent** and **returned by date due**.

Playing tests—10 points

1. Tests include formal playing tests and pop playing quizzes
2. Testing materials will include required scales and material from performance music.

Points deductions will include:

1. Failure to demonstrate the TEKS objectives—up to 5 points per day
**Students who do not have instrument and supplies cannot demonstrate or participate fully in class resulting in the loss of points.
2. Unexcused absence from sectionals/extra rehearsals—20 points
3. **Unexcused absence from a performance—30 points******

*****PLEASE READ CAREFULLY!!!!*****

All concerts listed as **mandatory** on the Young Jr. High Orchestra calendar **must be attended by the student**. This is a performance ensemble. Our performances are a culmination of the work we have done in class and are necessary to fulfill the TEKS requirement. If you cannot commit to performance dates then you need to find another activity in which to participate. **An unexcused absence from a performance results in a severe grade reduction!** You have been given the mandatory orchestra performance dates in this handbook. This gives you many weeks and sometimes months to make the necessary arrangements to attend the performance. Each and every student is a vital part of the performance ensemble. We expect you to be there. We need you! Excused and unexcused absences will be explained in the Events policies section of this handbook.

Orchestra Events Policies

Our three major concerts (fall, winter and spring) are **curricular** events. This simply means that they are required as a part of our curriculum. Therefore, **attendance is required by ALL orchestra members**. Failure to attend one of these concerts will be listed as an unexcused absence from a performance and will result in a reduction of **30 points** for the concert grade. Excused absences will require the same criteria as an excused absence from school – personal illness and absence from the regular school day, death in the family or family emergency –cleared with the director prior to the event, when possible. Excuses for absence or tardiness should be submitted in writing or by phone by the parent directly to the director. **NO STUDENT WILL BE EXCUSED FROM A PERFORMANCE FOR ANY REASON EXCEPT SEVERE PERSONAL ILLNESS OR AN UNAVOIDABLE FAMILY EMERGENCY WITHOUT PRIOR CONSENT OF THE DIRECTOR**. No ride to the concert is an **unexcused** absence. Spring Cheerleading practice is NOT an excused absence.

Some events are considered extra-curricular and are provided to enhance the standard curriculum. Participation will be governed by the student's eligibility status and director approval. **If eligible, students are required to attend the UIL events**. All other extra-curricular events have optional attendance, but students must be eligible to participate.

Please note: participation in extra-curricular events is a privilege. Eligibility to participate in such events is at the discretion of the director(s) and the laws of the State of Texas. This means that your behavior in other classes during the school day can affect your participation in extra-curricular events for orchestra.

Extra-Curricular events include but are not limited to:

- a contest (individual or group)
- an event with an admission charge
- activities, which utilize school transportation
- social activities

To participate in an extra-curricular event, students must be eligible for the six weeks in which the event occurs. If a student fails one or more classes in a six weeks reporting

period (determined by the grade on the report card), he/she becomes ineligible for the following six weeks. However, a student can become eligible at the mid-six weeks reporting period (effective Friday of the fourth week) if all seven classes are at a passing (70 and higher) level.

A student who is ineligible for a UIL performance will be given an alternate assignment to make up the grade. This will usually be in the form of some type of musical report that we will assign at the appropriate time.

Checklist and Supplies/Forms to return

Feel free to use this form to help you remember what forms to return to Mrs. Harper and Mrs. Greer. Please check the supply list on the 2nd half of the page to make sure that you have everything you need for a smooth start in orchestra for the new school year.

FORMS TO RETURN

_____ Handbook Agreement

_____ Orchestra Parent Volunteer Form (optional)

_____ Permission to Travel

_____ Medical Release

SUPPLIES

_____ Name tag for your case/have it on your instrument from DAY 1!

_____ Dominant or Pro Arte Strings (except bass) **teacher recommended for greatly improved sound on the instrument! Replace string at least once a year!!

_____ **Shoulder Pad** (violins/viola only) Recommended brands: Kun/Wolf/Viva label w/ your name

_____ Rosin/label it with your name

_____ Rock Stop (cello/bass only)/label it with your name

_____ Soft cloth for cleaning

_____ 1” 3 ring binder for practice copies of music, five No.2 pencils (regular office supplies, not at music store)/label w/ your name

FEES

_____ \$21.00 Uniform usage fee/T-shirt purchase

_____ \$150.00 instrument rental through school (bass only)

Student Name _____

Orchestra Class Period _____

PARENT/STUDENT AGREEMENT FORM

Please read through the handbook thoroughly and return this signed form to the director(s) by Thursday, Sept. 8, 2011.

I have read all the guidelines for the Young Jr. High Orchestra and agree to abide by all the policies stated. I realize that it takes full cooperation, a willingness to make sacrifices and dedication from 100% of the members to make the orchestra the best it can be.

Student Signature

I have read the policies of the Young Jr. High Orchestra and agree to support all the policies stated therein.

Parent Signature

Please **PRINT** the following information clearly so all characters can be easily read:

Student's Name _____

Student's Home Phone Number _____

Mom's Name (first and last) _____

Mom's daytime phone/cell _____

Mom's E-Mail Address _____

Dad's Name (first and last) _____

Dad's daytime phone/cell _____

Dad's E-Mail Address _____

PARENT VOLUNTEER FORM

The Young Jr. High Orchestra program is a very involved program with lots of activities for the academic school year. We have a full calendar of events for the Young orchestra students. We have terrific parent support at Young and we'll need your support and help for this school year. If you can volunteer for any or several of the activities that we have planned, please **fill out this sheet (print) and return it with the other required forms that must be turned in by the student.**

STUDENT NAME _____

PARENT(S) NAME _____

PARENT CONTACT **PHONE** _____

EMAIL _____

I am available to help with the following activities:

1. The measuring, fitting and distribution of orchestra uniforms. _____
2. Chaperon orchestra field trips (Ranger game, UIL, etc.) _____
3. Young Jr. High Concerts:
 Stage set-up and/or breakdown _____
 Receptions _____
4. Help for 6th grade elementary cluster concert _____
5. Help with Pre-UIL competition _____
6. Help with the planning and implementation of the orchestra banquet. _____

Additional comments:

ARLINGTON INDEPENDENT SCHOOL DISTRICT

Permission to Travel

TO: Parents/Legal Guardian of: _____
(Student)

I give my permission for the above student of the Arlington Independent School District to attend the following district approved trip(s) this school year:

Description of Trip	Date	Means of Transportation
Ranger Game	Sept. 9, 2011	AISD BUS
Fall Concert	Oct. 14, 2011	Parent Transport
All-Region Auditions	Nov. 5, 2011	Parent Transport
Holiday Tour (Symphony only)	Dec. 9, 2011	Charter Bus
Winter Concert	Dec. 9, 2011	Parent Transport
All-Region Clinic/Concert	Jan. 20&21, 2012	Parent Transport
Pre-UIL Concert	Feb. 17, 2012	Parent Transport
6 th Grade Cluster (Symphony only)	Feb. 18, 2012	Parent Transport
UIL Concert & Sight Reading	Mar. 8-9, 2012	AISD or Charter Bus
Peak Music Festivals	May 3, 2012	Charter Bus
Spring Concert	May 16, 2012	Parent Transport
Six Flags Trip	May 19, 2012	AISD Bus
Orchestra Banquet	May 25, 2012	Parent Transport

The supervising sponsor for the trip(s) listed above is: Diane Harper and Louanne Greer.

The local board policies governing student conduct and discipline are applicable to students on all district approved trips and the behavior of all participating students is expected to conform to the standards set forth in such policies. All violations of such code of conduct by any student shall be reported to the principal.

Signature of Parent/Guardian

Persons to contact in case of Emergency:

1. _____
Name Telephone Number

2. _____
Name Telephone Number

Arlington Independent School District

MEDICAL AUTHORIZATION

To: Any Physician, Hospital, or Other Health Care Provider:

RE: _____

We, the undersigned, represent and warrant that we are the parents or legal guardians of the above-named student, a minor child, and we do hereby give Diane Harper and/or Louanne Greer of the Arlington Independent School District, the power to consent to any and all medical and/or health care which she deems necessary in an emergency while said child is in her custody and control on a district sponsored field trip.

Signed this _____ day of _____, 20_____

Print Name of Parent or Guardian

Signature of Parent or Guardian

Print Name of Parent or Guardian

Signature of Parent or Guardian

ADDITIONAL INFORMATION:

Home Phone: _____ Business Phone: _____

Insurance Company: _____ Insurance Co. Phone: _____

Policy Number: _____

Medical Allergies: _____

Pertinent Medical Information (diabetes, asthma, heart disease, etc.): _____

Medications: _____

Family Doctor: _____ Phone: _____

Other Contact in Emergency: _____ Phone: _____

It will be the responsibility of the Parent to notify the school of any changes in the above information.