



**ALLEN ORCHESTRA**

**HANDBOOK**

**2017 – 2018**

[www.allenorchestra.org](http://www.allenorchestra.org)

## TEACHING STAFF AND ADMINISTRATION

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### COMMUNICATION

Please visit the Allen orchestra website at [www.allenorchestra.org](http://www.allenorchestra.org) for additional information.  
All students in orchestra grades 6 through 12 will use the CHARMS system on-line at [www.charmsoffice.com](http://www.charmsoffice.com).

**CHARMS** is a time saving, information and communication tool used to help our orchestra programs succeed. Please go to [www.charmsoffice.com](http://www.charmsoffice.com) Locate the “Parent/Student Login” section of the web page. The parent/student login is: Allen HS/Lowery FC: AllenHSOrch Curtis MS: CurtisMSOrch Ford MS: FordMSOrch Ereckson MS: ErecksonMSOrch. Next, enter at the “Student ID/Password” prompt your child’s Allen ISD student ID. (After logging in, you may create your own unique password.) Here you can update the student information. (This information is safe and NEVER shared with any 3rd party.) It is used to send emails with orchestra news, upcoming events, etc. Handouts and forms will be located in the CHARMS account. Also, students can listen to songs that we are playing in class. Please use this resource and keep your information up-to-date. Charms is used district-wide by the fine arts staff in Allen ISD for communication, finances, etc...

## PURPOSE

The purposes of the **Allen ISD Orchestras** are:

- to develop an understanding and appreciation for one of the greatest artistic achievements of mankind - the full and string orchestra repertoire.
- to train students in music to a point where they may participate in the performance of these great works and to enable them to continue making music, whether as an avocation or a profession, after graduation from high school.
- to assist students in growing into responsible and successful members of society, able to produce well both individually, and as a member of a group, while possessing the essential characteristics of integrity, dependability, and loyalty.

The rules and procedures outlined in this handbook have been developed to accomplish these goals in the most efficient and productive manner, and to provide an accurate method of assessing each student's progress. The goal of this organization is for each student to progress both as a citizen and a musician through making music with a group of their peers. The success of the **Allen Orchestra Program** has traditionally been based on the concept of each student's performing his or her assigned tasks to the best of his or her ability. Each student is capable of making a contribution to the group and to grow in knowledge and appreciation.

Students will contribute to the Allen ISD Orchestra by:

- **CARING** for other students who share similar musical interests
- **RESPECTING** self and fellow musicians
- Demonstrating **RESPONSIBILITY** on and off the performance stage
- Manifesting **TRUST** by being dependable and honest
- Role modeling the standards of our musical **FAMILY** to the Allen community

## ORCHESTRA MEMBERSHIP AND ORGANIZATION

Orchestra in the Allen ISD is both a class and an activity. Instruction on a stringed instrument is available to those who maintain proper standards of conduct and fulfill their financial obligations. Students who are members of the Allen Orchestra Program will be required to participate in ALL activities of the organization, including rehearsals, sectionals, and performances. Students are encouraged to fundraise and participate in the Off-Campus Trips/Festivals/Performances.

Orchestra is open to any 6<sup>th</sup> grade student. Starting in 7<sup>th</sup> grade, students are placed in orchestra classes based on an audition the previous Spring (or scheduled by the director/parents/student), orchestra grade history, eligibility history, and director recommendation.

## STATEMENT ON STUDENT ASSESSMENT

In order to succeed in the orchestra, a student should demonstrate two things:

*A willingness to improve their musical skills*  
*A work ethic that will improve the orchestra team*

It would not be fair to assess a student's progress based solely upon playing abilities. Those born with higher natural skills would have an unfair advantage over those who really have to work hard at playing their instrument. Instead, several things can come into account, including:

- an *improvement* in overall performance skills
- being *on time* to class and rehearsals
- *success* in all academic courses – understanding that failing courses affects participation in orchestra
- *attitude* toward other students as well as the directors
- willing to *accept constructive comments*
- willingness to *help* with daily functions of the orchestra
- *a spirit that is positive* toward the image of the orchestra program
- the ability to *represent* the Allen Orchestra Program and Allen ISD in a positive manner

## TESTS AND EXAMS

Playing tests and exams, consist of material assigned by your director - usually an assigned excerpt from the repertoire of the upcoming concert or other performing material. Playing tests may affect chair placement for concerts. Occasionally, it may be necessary to give a written test and/or exam.

## GRADES

Each student will be awarded points based upon the following scale. At the end of each grading period, the number of points awarded can be divided into the number of points available to compute the average.

<b>ACTIVITY</b>	<b>AVERAGE</b>
Class Participation This grade includes daily equipment checks (instrument, pencil, binder, etc...) assignments (practice records, music/history, projects, etc...) as well as full involvement in ALL rehearsals by the student	50%
Concerts, Quizzes, and Tests Unexcused absences from concerts or tests will require make-up work for grade	50%

## ATTENDANCE

Orchestra activities are planned so that the least amount of activities will conflict. All students are encouraged to participate in as many activities as they wish, but at the same time, orchestra members are required to participate in all orchestra events, rehearsals and performances - remembering that a **grade is given for each event.**

**IMPORTANT:** In the event of a conflict, the student has the responsibility of submitting a signed note, email, or phone call from a parent or guardian stating the reason for the conflict. Notes that have not been submitted prior to two weeks before the orchestra event *may not be considered*. This note does not automatically excuse an absence. Each case is considered individually and privately according to its circumstances.

All absences, whether excused or unexcused, must be made up and it is the student's responsibility to obtain the makeup assignment with their director. Only excused absences will be given full credit. Last minute excuses cause problems in scheduling and may not be excused. The only exceptions would be a student illness, death in the family, or religious holiday. Not having a ride to an orchestra function does not qualify a student for an excused absence. If this occurs, please try to get a ride from another student. As a last resort, contact your director. Please make efforts to make sure that you have reliable prearranged transportation to all activities. The attendance guidelines do not apply to social events.

## ATTENDANCE POLICY

Attendance is required at all scheduled rehearsals, sectionals, chamber music rehearsals and performances.

Examples of excused absences:

- **Death in the family**
- **Medical emergency or illness**
- **Religious holiday**

Examples of unexcused absences:

- **Family trips**
- **Jobs**
- **Personal business or entertainment**

All requests for excused absence from rehearsals, sectionals, chamber music rehearsals and performances are to be **REPORTED IN WRITING, EMAIL, OR PHONE CALL BY A PARENT or GUARDIAN.** If an absence is anticipated, a written request for an excused absence should be submitted at least two weeks in advance. Emergency circumstances may justify an excused absence for reasons other than those listed above. In the case of illness or family emergency, an explanatory telephone call or email prior to the rehearsal or performance is appropriate.

## ELIGIBILITY

It is very important that each student maintains passing grades in all classes in addition to orchestra. If you are having trouble passing a class, please notify your conductor. We can try to get you extra help, if not from a teacher, maybe from a fellow student. We expect each member of the Allen Orchestra to do all the work necessary to pass all his or her classes. School performances (events held at an AISD campus) are required regardless of a student's grades. UIL Contests/Extra-Curricular activities (events not held at an AISD campus and/or UIL events) are directly affected by students' eligibility. **All grades must be passing to attend contests and school orchestra trips (events outside of AISD)**

## ORCHESTRA RULES

Orchestra rules are designed to be simple and easy to follow. They are effective in keeping order during classes and rehearsals only when each member of the orchestra chooses to follow them. They are:

- When class is scheduled to begin, **be in your seat** with your instrument ready to play and with your music notebook, pencil and any other necessary equipment on your music stand. **THE SCHOOL TARDY POLICY WILL BE ADHERED TO.**
- Everyone must have **their music/binder and pencil** at their seat *every day*.
- Respect the property of other individuals. This includes instruments as well as music. **You do not have the permission to use anyone else's instrument or materials.** Please do not assume that you do.
- **No food, drink or gum is allowed in the orchestra room.**
- **Cell phones should be silenced and stored out of sight during orchestra class.**
- Be respectful to everyone in the room - **that includes when and how you talk.**

Most discipline problems can be handled in-house, such as, assignment to orchestra detention hours, for such things as eating in the orchestra room, failure to follow rules, etc... Any behavior problem can (for any reason) result in a call home and completion of the AISD Student Discipline form to their house office. **Poor behavior will not be tolerated and can affect a student's participation grade and/or placement in orchestra.** The possession and/or use of alcohol, tobacco, and illegal drugs are expressly forbidden and will not be tolerated. Any infraction, on or off campus, will result in dismissal from the program.

***"Standards of Behavior; Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization's standards of behavior."*** – AISD Student Handbook, pg. 36

Allen ISD Fine Arts students are expected to behave in a manner that is becoming to the individual, as well as to the organization they represent. They should be aware that in or out of uniform they are representatives of the Allen ISD Orchestra program and the school they attend and should act accordingly.

Maintaining a higher standard of conduct will also include ensuring that Fine Arts Student's websites/social media are appropriate. The internet is a worldwide, publicly accessible form of communication. Fine Arts students will be responsible for any social media communication including but not limited to, Facebook, Twitter, Instagram, Snapchat, Vine or photo sharing, etc. that appears on the internet even if it is marked private. Fine Arts students are responsible for their personal websites and postings as well as for postings on other students' websites. The area of appropriateness will include, but are not limited to, language (abbreviated or alluding to), pictures, suggestive poses, clothing, reference and or depicting the use of alcohol, drugs, and tobacco. Any question of appropriateness will be decided by the sponsor.

## ALLEN ORCHESTRA BOOSTER CLUB

The Orchestra Booster Club has one meeting each year in the beginning of the fall semester (Registration) and a meeting in the Spring Semester (Spring Trip Meeting.). At these meetings, it will be possible for parents to volunteer for committees such as chaperones, finance, transportation, etc. More information is available at <http://www.allenorchestra.org/boosters/>

## PRACTICE

Individual home practice is an integral part of any musician's learning process. It is very important to our orchestra that effort is being made by each student for learning individual parts outside of the classroom. **Class meetings and rehearsals are not to be used as a practice session, but as time for working out ensemble concerns.** The Allen Orchestra Program is successful because of the quality teaching you have received in the early years of your musical education. It becomes a superior orchestra when all of its members put hard work into it. The purpose of a rehearsal is to learn everyone else's part; never your own! Your own preparation is your welcoming gift to your colleagues. Just as in any other class, if there is a problem in the music that you cannot handle, please talk to your orchestra director.

## PRIVATE LESSONS

In a program this large, it is impossible for the directors to meet the individual needs of each student. With private lessons, participating students can have the luxury of extra help on a one-to-one basis. Each lesson from the AISD program costs \$20.00 for a half-hour of instruction. It is up to students and parents to coordinate lessons which are off-campus and not a part of instruction during the school day. Applications and further information can be obtained from your orchestra director. Lesson slots and times are honored on a first-come-first-served basis. It would be to your benefit to register early as time slots and studios fill early.

**A list of Private Lesson teachers is available at: <http://www.allenorchestra.org/private-lessons/>**

## COMPETITIONS

All students are encouraged to participate in competitions outside the scope of the orchestra experience. The Allen Orchestras have been represented well in these types of contests, and has enjoyed the successes of individual as well as collective performances. Many students elect to participate in the AISD Chamber Festival each spring. TMEA (Texas Music Educators Association) sponsors auditions for the Region XXV and All-State Orchestras

Students who are not enrolled in Allen High School Advanced Music do not receive extra grade points for participation in any of these activities - participation in any of these events may not interfere with any work that is required for the class. Students do receive credit in audition placements each Spring for their extra work. Students desiring extra help in preparing for these events should see your director to schedule an appointment.

## MUSIC

All music performed by the Allen Orchestras is provided by the school district. Any music used for extra-curricular purposes is usually provided by the student or the organization (TMEA Region & All-State Orchestra, Solo & Ensemble, etc...). Originals are the property of the Allen Orchestra Program. Students are expected to take good care of the music. Markings should be made in soft lead pencil only. Any originals are collected during the first class following a performance. Photocopied music needs to be kept in a **black three-ring binder, purchased through the school.** If music is missing, it is up to the student to obtain a copy of the music from a section member – it is not the director's responsibility! After each performance, all photocopies are destroyed.

**Each student is expected to have his or her own personal copy of the music at every class and/or rehearsal. Even when a stand partner's copy of the music is being used, each student needs their personal copy of the music to make markings.** Do not assume that if your stand partner's music is marked, yours is as well. Furthermore, don't assume that you will remember them next time. **Everyone needs to mark his or her music.** From time to time, there may be an unannounced grade given for your work in marking your music.

### EQUIPMENT:

- Instrument (district provides cellos and basses for class use w/\$125 + tax - student use fee grades 7-12)
- Electronic Tuner (district provides a tuner in class. Directors recommend all students have a personal tuner)
- Black 1" binder – district provided (dividers provided by student)
- Pencil (**at all times**)
- Mute
- Rosin for your instrument
- Soft cloth to wipe off instrument after each use
- Shoulder pad (violin/viola) - Cello Strap or Rock Stop (cello/bass)
- clipped fingernails on the left hand\*

\*Left hand fingernails must be kept short enough for students to use the tips of their fingers when holding down the string on the fingerboard. For most people, this means that the fingernails should not extend beyond the tip of the finger.

Artificial or acrylic fingernails should not be worn unless they meet this description.

**Label all personal instruments, accessories and materials with your name and school (name tags on cases)**

### INSTRUMENTS

A quality school orchestra program requires quality musical instruments. By the time a student in 8<sup>th</sup> or 9<sup>th</sup> grade, they will be expected to be using what is considered a step-up quality instrument and a quality wood (Pernambuco) bow. In most cases, these items will have been purchased during or after the eighth grade year. One advantage of owning such an instrument is that, in contrast to “starter” instruments which can depreciate in value, quality string instruments actually gain value as they age. Instruments and bows should not be in a color other than a traditional “wood” finish (or carbon for bows only)

Students are responsible for your instrument’s care and maintenance. Whether you own or rent an instrument, you are responsible for purchasing replacement strings (Dominant brand or D’Addario Pro Arte strings recommended.)

With all personal and school instruments, it is strongly recommended that the instrument be insured through a parent’s homeowner’s policy or a private company. **The school district will not assume liability for maintenance, repair, or damage of personal instruments on school property.** In addition, students may obtain inexpensive coverage on a school or privately owned instrument from the Anderson Musical Instrument Insurance Solutions. Application forms for this insurance are available online at <http://www.anderson-group.com>.

### INSTRUMENT LOAN – Cello/Bass

AISD and Allen High School owns cellos and basses that can be loaned to a student in grades 7-12 for a small charge. In order to use these, the student must pay an annual maintenance fee of \$125 per instrument, which includes insurance for the school-owned instrument.

In addition to the annual maintenance fee, it is the students’ responsibility to provide general upkeep to maintain the instrument in proper playing condition, including bow rehair and replacement of strings due to misuse. Please complete and return the AISD Orchestra Instrument Contract if loaned an instrument from AISD – form available at <http://www.allenorchestra.org/store>

### INSTRUMENT LOCKERS

**Lockers & Locks: Each student will be assigned a locker for their instrument. Students are responsible for the school issued lock. Replacement cost is \$10 for lost or damaged locks.** Always put your instrument in your **LOCKED** locker when it is not in use.





*Class Specific Information*

## **PRACTICE REQUIREMENTS**

Students must practice regularly to improve on their instruments and to achieve a continuing level of success. Practice marathons do not achieve the same positive results as practicing distributed over several days. Therefore, it is suggested that you try to divide your practice time over the entire week rather than crowd it into one or two days. Your individual practice may include time spent practicing class assignments and private lesson assignments.

Practice record sheets will be passed out on Friday or the last day of the week. Students should record their daily practice minutes (not including class time). Parents should monitor their child's practice and sign the record at the end of the day before it is due. The completed and signed practice record should be returned to the teacher on Friday (or the last class day of the week). The practice record will be graded using the scale below.

<b><u>CHAMBER ORCHESTRA</u></b>	
<i><u>Minutes</u></i>	<i><u>Grade</u></i>
200 +	100
190-199	95
180-189	90
170-179	85
160-169	80
150-159	75
140-149	70
100-139	60
99 or less	50
None	0

<b><u>CONCERT/SINFONIA ORCHESTRAS</u></b>	
<i><u>Minutes</u></i>	<i><u>Grade</u></i>
150 +	100
140-149	95
130-139	90
120-129	85
110-119	80
100-109	75
90-99	70
80-89	60
79 or less	50
None	0

- Practice records that are turned in without a parent signature will be recorded as a zero (0) until the parent signature is obtained. After the graded practice record is returned, the student will need to get a parent signature and turn in the signed practice record the next day to receive full credit. Practice records turned in late will have 30 points deducted from the grade. The latest a practice record will be accepted is three (3) days after the due date.
- A Music History or Music Theory worksheet will be printed on the back of the weekly Practice Sheets. The worksheet is to be completed and a separate grade will be given.

## **CONCERT DRESS**

**Formal Concert Attire:** Used for Fall Concert, Pre-UIL Concert and UIL Concert in the Spring, and other formal performances

**Boys:** Black dress slacks, a long sleeved black buttoned dress shirt with a collar, black socks, and black dress shoes.

**Girls:** Black dress slacks or black dressy floor length skirt, a black blouse, and black, closed-toe dress shoes. Your blouse MUST have  $\frac{3}{4}$  length or full length sleeves, and needs to completely cover your midriff.

As you read above, our formal concert dress is **ALL BLACK**, very dressed up, with very little skin showing. Please do not wear black jeans or any other black clothes that are not considered dressy, such as tennis shoes, TOMS, etc.

**Informal concert attire:** Curtis Orchestra T-shirt and jeans. The Curtis Orchestra t-shirt is available for purchase for \$12. The shirt is available in adult sizes (S, M, L, XL, XXL). The shirt is required because students will be asked to wear it for several events and also just for fun! To buy a shirt, bring cash (exact change, please) or a check made out to AISD and a completed shirt order form found in this packet. All orders are due by **Friday, September 2<sup>nd</sup>**.

## **FINE ARTS END-OF-THE-YEAR TRIP**

Please note that any discipline issues during the school year resulting in In School Suspension or Out of School Suspension may result in the student becoming ineligible to attend the Curtis Fine Arts End-of-the-Year trip. Since the trip will be happening towards the end of the year when students are getting ready for finals, academic eligibility will be extremely important to attend the trip.

## CURTIS MS ORCHESTRA CALENDAR 2017-2018

DATE	TIME	EVENT	WHERE	WHO
Fri., 9/22/2017	4:30pm-6pm	All-Region Workshop	CMS	All Orchestra Students trying out for All-Region
Thurs., 10/12/2017	5:00 pm	Curtis/AHS Fall Concert	AHS PAC	All CMS Orchestra Students
Sat., 10/21/2017	All Day	Region Auditions	AHS	All CMS Orchestra Students trying out for All-Region
TBA	6:00 pm	Orchestra Movie Night	Studio Movie Grill	Optional CMS Orchestra Students      Chaperones needed
Wed., 12/6/2017	12:45 pm	Holiday Mall Performance	Northpark Mall	Chamber & Sinfonia Orchestras      Chaperones needed
Fri., 12/8/2017	6:00 pm	All-Region Clinic	AHS PAC	Selected All-Region Members
Sat., 12/9/2017	9:00 am	All-Region Clinic/Concert	AHS PAC	Selected All-Region Members
Mon., 12/11/2017	7:30 am	Staff Breakfast	CMS Orchestra Room	Concert I Orchestra      Parent Help needed
Mon., 12/11/2017	11:20 am	Staff Dessert Luncheon	CMS Orchestra Room	Concert II Orchestra      Parent Help needed
Thurs., 1/23/2018	6:00 pm	8 <sup>th</sup> Grade Orientation	AHS MPR/Band Hall	All 8 <sup>th</sup> Grade Orchestra Students
Thurs., 2/22/2018	5:00 pm	Pre-UIL	AHS PAC	Chamber/Sinfonia/Concert I
3/ 7-8 /2018	TBA	UIL Contest	AHS PAC	Chamber/Sinfonia/Concert I      Chaperones needed
TBA	8am-8pm	Six Flags Trip	Six Flags Over Texas	All eligible orchestra students (Opt.)      Chaperones needed
Sat., 4/28/2018	All day	AISD Chamber Music Festival	AHS	CMS Orchestra Students (Opt.)
TBA	TBA	Peak Music Festival	TBA	Concert II Orchestra      Chaperones needed
Wed., 5/3/2018	9:00am	Peak Music Festival	Eisemann Center	CMS Symphony Full Orchestra      Chaperones needed
Tues., 5/10/2018	7:00 pm	Curtis MS Spring Concert	CMS Gym	All CMS Orchestras
TBA	6:00 pm	NJHS Induction Ceremony	CMS Cafeteria	Chamber Orchestra
Wed., 5/23/2018	6:00 pm	Full Orchestra Concert	Allen HS PAC	CMS Symphony Full Orchestra

***Event dates, times, and venues are subject to change. Parents and students will be notified of any changes. An updated Spring calendar will be issued by, if not before, January 2018.***

# ALLEN ISD PERFORMING ARTS PERMISSION AND EMERGENCY RELEASE

As part of its educational program, the Allen Independent School District ("AISD") has organized a variety of educational and learning activities and trips in which your child will have an opportunity to participate. These trips and activities are designed to benefit students by providing unique learning experiences and exposure to new and different people and places in a supervised setting. School personnel will keep you informed of the upcoming activities in which your child will have the opportunity to participate.

I, the undersigned, the parent and/or legal guardian of the student identified below, a minor, hereby acknowledge that said minor is presently under my care, custody and control. I hereby give the student identified below my express permission to travel with school personnel on the educational enrichment activities and trips the school has planned and to participate in all scheduled activities involved in the trip or activity.

In the event of an emergency necessitating medical attention to the student identified below, I hereby authorize that treatment be given by qualified and licensed medical personnel. I understand that I will be notified as soon as possible and that all expenses incurred in treatment will be assumed either directly by me or by my insurance coverage as noted.

I acknowledge that liability of AISD, the AISD Board of Trustees, and any agents, employees, representatives, insurers, successors, and assignees of the entities just named, is narrowly defined and extremely limited by Texas law and local policy.

## HEALTH AND MEDICAL QUESTIONNAIRE

Student's Name: \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First MI

Present Address: \_\_\_\_\_  
Street City Zip

Parent or Legal Guardian: \_\_\_\_\_ Home Telephone: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_

Other responsible party: \_\_\_\_\_ Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Health Insurance Co.: \_\_\_\_\_ Policy Number: \_\_\_\_\_ Health Ins. Tel. # \_\_\_\_\_

<b>Medical History of Student: (Please check Yes or No)</b>	<b>** Please check medication your child can receive</b>							
	Yes	No		Yes	No		Yes	No
Diabetes	____	____	Dizziness	____	____	Acetaminophen (Tylenol)	____	____
Drug Allergies	____	____	Convulsions	____	____	Ibuprofen (Advil)	____	____
Asthma	____	____	High Blood Pressure	____	____	Throat Lozenges/cough drops	____	____
Epilepsy	____	____	Heart Disease	____	____	Antacids (Tums)	____	____
Fainting Spells	____	____	Stomach Disorder	____	____	Lotions, Creams, ointments	____	____
Kidney Disease	____	____	Hay Fever	____	____	Diphenhydramine (Benadryl)	____	____
Liver Disease	____	____						
						<b>Parent/Guardian Signature</b>		

Surgery/ies (within the last year): \_\_\_\_\_

Emotional problem (i.e. hyperventilation, hysteria): \_\_\_\_\_

Serious medical problems not mentioned above: \_\_\_\_\_

Tetanus (last injection date): \_\_\_\_\_ Allergies to drugs: \_\_\_\_\_

Allergies to foods & other agents: \_\_\_\_\_

List ANY medications the student might have cause to use on a trip (i.e. anti-convulsive, anti-histamine, insulin, any tranquilizer, etc.)  
 \_\_\_\_\_

Please describe any medical/mental problems which the student might have which have not been covered on this form and about which you think the directors should know. \_\_\_\_\_  
 \_\_\_\_\_

**STUDENT/PARENT AUTHORIZATION & RELEASE**  
**FOR OFF-CAMPUS ACTIVITIES**

The Allen Independent School District (“AISD”) offers a variety of learning activities at designated off-campus locations in which students will have an opportunity to participate. I hereby give permission for my son/daughter to participate in the various off-campus activities associated with the Allen Performing Arts program. I understand that AISD may not provide transportation to and from all activities. Students are expected to use school transportation to and from ALL activities, if provided. In the event that AISD does not provide such transportation, I further understand that I must provide transportation for my son/daughter as a condition of his/her participation in that activity.

In consideration for allowing my son/daughter to participate in off-campus activities, I knowingly and voluntarily agree to assume full responsibility and assume all risk for any accident, loss, damage, and injuries he or she may sustain as a result of or arising out of any aspect of the activity. Furthermore, I, on behalf of myself, my son/daughter named below, our respective family members, and our respective heirs, legatees, executors, administrators, and assignees, hereby agree to release, acquit, discharge, and hold harmless AISD, the AISD Board of Trustees, and any agents, employees, representatives, insurers, successors, and assignees of the entities just named from any and all claims, demands, liabilities, actions or causes of action, of whatever kind or character, whether known or unknown, whether arising out of federal, state, or local statute or common law, including claims resulting from negligence, that I or my son/daughter may sustain arising out of any aspect of the off-campus activity, including, but not limited to, driving or riding to or from the off-campus activity.

**PARENT/GUARDIAN – STUDENT RELEASE & AGREEMENT**

I HAVE **DISCUSSED** AND **REVIEWED** ALL THE INFORMATION IN THE HANDBOOK WITH MY SON/DAUGHTER, AND I UNDERSTAND ITS CONTENTS AND MY RESPONSIBILITY AS TO THESE POLICIES AND CONDITIONS. MY SON/DAUGHTER HAS MY PERMISSION TO ATTEND DISTRICT AND OUT-OF-DISTRICT TRIPS AND SCHOOL-SPONSORED EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES. I UNDERSTAND THAT ALLEN ISD AND ALLEN HIGH SCHOOL WILL NOT BE LIABLE FOR INJURIES AND MEDICAL COST FOR STUDENTS. MY SIGNATURE ALSO SERVES AS PERMISSION FOR MY SON/DAUGHTER TO OBTAIN MEDICAL TREATMENT ON A SCHOOL-SPONSORED TRIP.

\_\_\_\_\_  
Student Name (PRINT)

\_\_\_\_\_  
Parent/Guardian Name (PRINT)

\_\_\_\_\_  
Student SIGNATURE

\_\_\_\_\_  
Parent/Guardian SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## ALLEN ORCHESTRA MIDDLE SCHOOLS T-SHIRT ORDER FORM

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**NAME OF STUDENT**

**SCHOOL**

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**PARENT EMAIL**

All MS Orchestra T-Shirts will display MS Orchestra Spirit Wear. The sizes correspond to typical T-Shirt Sizes at Penny's or Walmart. Please choose sizes carefully – shirts cannot be exchanged. Orders will not be processed until full payment is received. Please indicate the size clearly on this form. Family and friends are welcome to purchase shirts as Spirit Wear. Students in Orchestra will wear the shirts for performances and other activities.

Indicate number of shirts:

\_\_\_\_\_ ADULT SMALL

\_\_\_\_\_ ADULT MEDIUM

\_\_\_\_\_ ADULT LARGE

\_\_\_\_\_ ADULT XL

**Middle School Orchestra fee - \$20.00  
(Fee includes T-Shirt, binder, dividers)**

**Please make checks payable to AISD.**

**PLEASE WRITE YOUR DRIVERS LICENSE NUMBER AND PHONE NUMBER ON THE CHECK.**

OR, PAY ONLINE at [www.allenorchestra.org/store](http://www.allenorchestra.org/store) (*preferred method of payment*)

Middle School Orchestra Fees are *DUE BY – SEPTEMBER 1, 2017*

*Please select one of the following. If paying online, include the transaction number.*

Circle payment option: Return to MS Director    or    Online Payment - [www.allenorchestra.org/store](http://www.allenorchestra.org/store)  
(Enclose this order form    (Return this order form to your orchestra director.)  
in envelope.)    Transaction #: \_\_\_\_\_

# 2017-2018 Allen ISD Orchestra Handbook Acknowledgement Form

Student Name: \_\_\_\_\_ Student e-mail: \_\_\_\_\_  
Parent Name: \_\_\_\_\_ Parent e-mail: \_\_\_\_\_  
Campus: \_\_\_\_\_ Grade: \_\_\_\_\_ Instrument: \_\_\_\_\_

Please have your parents initial by each section to indicate that they understand, and agree to each section of the Allen ISD Orchestra Handbook for the 2017-2018 school year.

- \_\_\_\_\_ 1. Orchestra Handbook Statement:  
I have read the Allen ISD Orchestra Handbook and understand the policies and expectations of the Orchestra. I understand that I need to return this form by Friday, September 1, 2017.  
<http://www.allenorchestra.org/schools/middle-schools/> (find Curtis, Ereckson, & Ford Handbooks here)
- \_\_\_\_\_ 2. Medical Release Form:  
I desire that my son/daughter be allowed to travel to and from the events attended by the Allen ISD Orchestra during this school year and to participate in these events. I have returned the required medical release form. <http://www.allenorchestra.org/files/AllenISDPerformingArtsMedicalForm.pdf>
- \_\_\_\_\_ 3. Orchestra Calendar:  
I have reviewed the calendar. All dates and times are subject to change. Notice of such changes will be given well in advance and will be announced in class. <http://www.allenorchestra.org/calendar/>
- \_\_\_\_\_ 4. Instrument Rental (Cello/Bass players):  
I understand rental for a school-owned cello or bass for school use is \$125.00 (tax included). I have returned the Cello/Bass instrument form and made payment for rental.
- \_\_\_\_\_ 5. Allen ISD Supplemental Music Lesson Program:  
I have read and understand the information regarding the private lesson program and have completed the online private lesson request form if I wish to enroll in private lessons during my orchestra class.  
<http://www.allenorchestra.org/private-lessons/>
- \_\_\_\_\_ 6. Insurance Release:  
I understand the insurance for my child's personal instrument is available, for a fee, through Anderson Musical Instrument Insurance Solutions. Application forms for this insurance are available online at <http://www.anderson-group.com>. I also understand personal instruments must have identification (tags) on the instrument case. <http://allenorchestra.org/instruments/>
- \_\_\_\_\_ 7. Charms:  
I understand that the Allen ISD Orchestra Program uses Charms for Communication to Parents and Students. I will update all Current Contact Information in Charms for the 2017-18 School Year.  
<http://allenorchestra.org/charms/>
- \_\_\_\_\_ 8. Uniform:  
I understand Orchestra has a formal and informal uniform – stated in the MS Orchestra Handbook. I have purchased the informal uniform (shirt) and returned the form. I have also purchased a formal uniform as required in the handbook. <http://allenorchestra.org/store/>

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_