



**ALLEN ORCHESTRA**

**HANDBOOK**

**2018 – 2019**

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

## TEACHING STAFF AND ADMINISTRATION

Allen HS Orchestra: David DeVoto  
469.319.6087  
[david.devoto@allenisd.org](mailto:david.devoto@allenisd.org)

Allen HS Orchestra: Matt Cross  
469.319.6257  
[matthew.cross@allenisd.org](mailto:matthew.cross@allenisd.org)

Lowery FC Orchestra: Ellen Townley  
972.263.0600 ext. 4853  
[ellen.townley@allenisd.org](mailto:ellen.townley@allenisd.org)

Ereckson MS Orchestra: Joanna DeVoto  
972.747.3308 ext. 1319  
[joanna.devoto@allenisd.org](mailto:joanna.devoto@allenisd.org)

Lowery FC Orchestra: Charles Robinson  
972.263.0600 ext. 4959  
[charles.robinson@allenisd.org](mailto:charles.robinson@allenisd.org)

Ereckson MS Orchestra: Rachel Boone  
972.747.3308 ext. 1319  
[rachel.boone@allenisd.org](mailto:rachel.boone@allenisd.org)

Curtis MS. Orchestra: Amanda Su  
972.727.0340 ext. 817  
[amanda.su@allenisd.org](mailto:amanda.su@allenisd.org)

Ford MS Orchestra: Valerie Curry  
972.727.0590 ext. 1518  
[valerie.curry@allenisd.org](mailto:valerie.curry@allenisd.org)

Curtis MS. Orchestra: Samuel Lee  
972.727.0340 ext. 817  
[samuel.lee@allenisd.org](mailto:samuel.lee@allenisd.org)

Ford MS Orchestra: Laura Gilbert  
972.727.0590 ext. 1518  
[laura.gilbert@allenisd.org](mailto:laura.gilbert@allenisd.org)

Allen ISD Director of Fine Arts: Jeff Turner

Secretary to Director of Fine Arts: 972.747.3387

Fine Arts Secretary: Susan Fulk – 469.319.6398  
[susan.fulk@allenisd.org](mailto:susan.fulk@allenisd.org)

### **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 contribute 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** both 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 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 the following criteria: an audition held in 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 greater 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 will be performed using smartmusic in class, and 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...), canvas assignments, and full involvement in ALL rehearsals by the student	50%
Concerts, Quizzes, and Tests Unexcused absences from concerts or tests will require make-up work in order to receive credit	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 submission 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.**

## PRACTICE

Individual home practice is an integral part of any musician's learning process, and is considered your homework in orchestra. 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 about extra help.

## 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.

## 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/>

## 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, provided by 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 - 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 rest (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.

## STUDENT TRAVEL

Student travel with an AISD Orchestra is a privilege; you are representing not only the Orchestra program but Allen ISD when you travel as a group. Please follow the guidelines for travel below. Choosing not to comply with the following will result in a discipline referral at the student’s campus and possible removal from the Orchestra program.

- Your behavior in class determines your ability to participate in an Orchestra trip. Chronic behavior problems in class will result in the student to lose chance to travel with the Orchestra.
- Students who choose to participate in illegal activity (drugs, alcohol, shoplifting, vandalism) will be asked dismissed from the trip and must be picked up by a parent. These illegal activities could lead to possible arrest by the local police.
- Be respectful of all parents & teachers on the trip. When visiting a public venue, show kindness and respect to all employees of the business.



# FORD MIDDLE SCHOOL ORCHESTRAS

## 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 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 Tuesday. Students should record their daily practice minutes outside of orchestra class time. Parents should monitor their child's practice and sign the practice record before it is due. The completed and signed practice record should be returned to the teacher on Tuesday. The practice record will be graded using the scale below.

<u>Minutes</u>	<u>Grade</u>
100 +	100
95	95
90	90
85	85
80	80
75	75
50-70	70
30-49	60
29 or less	50
0 with signature	50
0 no signature	0

**Concert Orchestra**  
**Sinfonia 2 Orchestra**

Goal – 20 min. for 5 day

<u>Minutes</u>	<u>Grade</u>
150 +	100
130-149	95
110-129	90
90-109	85
80-89	80
71-79	75
50-70	70
30-49	60
29 or less	50
0 with signature	50
0 no signature	0

**Sinfonia 1 Orchestra**

Goal – 30 min. for 5 days

<u>Minutes</u>	<u>Grade</u>
200 +	100
175-199	95
149-174	90
123-148	85
97-122	80
71-96	75
50-70	70
30-49	60
29 or less	50
0 with signature	50
0 no signature	0

**Chamber Orchestra**

Goal – 40 min. for 5 days

A practice record without a parent signature will be recorded as a zero (0) until the practice record is returned with a parent signature. The practice record will then be considered late. Students will have three school days to turn in their late work for a maximum grade of 70. An assignment will be printed on the back of the practice record. The assignment is to be completed and a separate grade will be given.

## DISCIPLINE MANAGEMENT PLAN

### **Consequences for Negative Choices**

1. Verbal Redirection
2. Teacher/Student Conference
3. Teacher-held 30 minute detention with parent notification by phone or email
4. Tu/Wed/Thur after school detention (3:35-4:30) with parent notification
5. Office Referral

Other possible consequences are a change of seat, a temporary separation from the group, or a written assignment to be completed during class.

### CONCERT DRESS

The concert dress should be worn for all concerts, unless you are told otherwise. **Boys** need to wear black dress slacks, a long sleeved black dress shirt or a previously purchased black Ford orchestra polo, black socks and black dress shoes. **Girls** need to wear black dress slacks or a long black skirt that hits below the knees when sitting, a black dress shirt with  $\frac{3}{4}$  length or full length sleeves or a previously purchased black Ford orchestra polo, and black shoes. Basically, as you read above, our formal concert dress is **ALL BLACK**. Please do not wear black jeans or any other black clothes that are not considered dressy, such as tennis shoes, flip flops, etc. The black Ford polo is no longer available for purchase but may be worn for concerts.

### T-SHIRTS

The required Ford orchestra t-shirt is available in adult sizes S, M, L, and XL. The t-shirt will be worn for field trips and informal concerts. To buy the t-shirt, bring cash (exact change, if possible) or a check made out to **AISD** and a completed shirt order form found in this packet. If paying by check, please include a TXDL #. You may also pay online. All orders are due by **Friday, August 24th**.

### MATERIALS

A black binder and 5 dividers will be provided by the district. Please purchase a pencil pouch for your black orchestra binder or use the one that you were given in 6<sup>th</sup> grade.

Please label the dividers as follows: **Warm-Ups, Music, Practice Records, Info Letters, Other**

## Rehearsal Techniques Grading Policy

An orchestra teacher's responsibility is to educate orchestra students on proper rehearsal techniques. Here are a few rehearsal techniques as listed on the Cincinnati Metropolitan Orchestra website:

- Come having thoroughly practiced your music. Nothing is more frustrating to conductors than to waste time rehearsing passages that the orchestra members didn't practice ahead of time.
- Before you head to rehearsal, double check that you have your music, instrument, bow, rosin, and any necessary accessories. Be sure to note whether or not you need to bring your own stand to rehearsal or you'll be scrambling without one.
- Bring a pencil. This one gets its own paragraph. Attending rehearsal without a pencil is like sitting through a university lecture without taking notes. Even if you think you'll be able to remember every direction the conductor gives, every dynamic change, every cut, and every ritardando, really, you probably won't. Keep a couple pencils in your instrument case so they're always on hand.
- Be courteous to your colleagues. Position yourself so both you and your stand partner have enough arm and leg room and can see the music comfortably. Don't be afraid to ask the people around or behind you if they can see the conductor or if you can move a little to give them more space.
- Don't tune loudly. Tune as softly as possible so the players around you can hear themselves.
- Don't chat. If you need to communicate something to your stand partner, do so inconspicuously and quietly. Save personal conversations for break time.
- TURN OFF YOUR PHONE. Enough said.
- Stop when the conductor stops. If you keep playing, it's a sign that you're not paying attention. Also, don't noodle around or practice while the conductor is talking. Personal practice and group rehearsal are two separate activities.
- Don't eat during rehearsal. Bottles of water with lids are okay.
- Don't complain about where you sit. Even if you've had seating auditions and you think you can play better than other members in your section, graciously accept your position. Just because you sit in the back doesn't mean you're not a valuable player; in fact, being in the group to begin with is a privilege in itself. But don't hesitate to practice your tail off in preparation for the next seating audition.
- Lastly, enjoy the music! Don't take rehearsal so seriously that you lose your connection with the piece or with your instrument. Playing music in an ensemble is a real treat; don't forget that you're taking part in a meaningful cultural tradition that will edify your audience.

You are expected to actively participate in class every day and demonstrate your knowledge of rehearsal techniques. You may lose points from your rehearsal techniques grade if you fail to do so.

- Your weekly grade begins at a 100.
- Each day you do not bring your instrument is -20 points.
- Each day you do not have your binder visible at your stand is -10 points.
- Each day you do not have the following visible at your stand is -5 points per item.

Pencil

Tuner

Shoulder rest

- Each day you are not in your seat, unpacked, with supplies ready by the end of the timer is -5 points.

# **Ford MS Orchestra Calendar 2018-2019**

Event dates, times, and venues are subject to change. Parents and students will be notified of any changes.

## **Friday, September 21**

All-Region Workshop, 4:30-6:00 pm, Curtis MS  
(*All MS students trying out for All-Region*)

## **Thursday, October 4**

Ford/AHS Orchestra Fall Concert, 5:50 p.m., 6:15 p.m., 7:05 p.m., 7:55 p.m., AHS PAC, black concert uniform  
(*All FMS orchestras*)

## **Tuesday, October 9**

Fundraiser kick-off during class (*All FMS orchestras*)

## **Saturday, October 20**

MS Region Orchestra Auditions, Allen HS  
(This is required for Chamber students. It is optional for all other students. Academic eligibility is required.)

## **Date TBA**

Orchestra Movie Night, After-School Activity, Time TBA  
(*All FMS orchestras*)

## **Monday, December 3**

Fine Arts Tour to Elementary Campuses, During School  
(*Chamber orchestra*)

## **Friday and Saturday, December 7 and 8**

MS Region Orchestra Clinic/Concert, Allen HS  
(This event only involves students who were accepted into the orchestra at the auditions on October 20. Academic eligibility is required.)

## **Date TBA**

Holiday Mall Performance, During School, Time TBA, Stonebriar Mall  
(*Sinfonia 1 orchestra*)

## **Monday, December 10**

Staff Breakfast, 7:45-8:15 am, G114  
(*Sinfonia 2 and Concert orchestras*)

**Thursday, January 24**

8<sup>th</sup> grade orientation for Lowery Orchestra, 6:00 p.m., LFC  
(All 8<sup>th</sup> grade orchestra students)

**Thursday, February 21**

Pre-UIL MS Orchestra Concert, 5:25 p.m., 6:40 p.m., 7:55 p.m.,  
Lowery FC, black concert uniform  
(*Sinfonia and Chamber orchestras*)

**Wednesday or Thursday, March 6 or 7**

MS UIL Concert and Sight-Reading Contest, LFC PAC,  
black concert uniform, academic eligibility is required  
(*Sinfonia and Chamber orchestras*)

**Please do not schedule any appointments for these days.**

**March 25-27**

End of Year Assessment for all 7<sup>th</sup> grade students

**Friday, April 26**

Spring Festival

Academic eligibility is required.

(*Sinfonia 1, Sinfonia 2 and Concert orchestras*)

**Saturday, April 27**

AISD Chamber Festival, 8:00 a.m. - 5:00 p.m., Allen HS

(This event is required for Chamber students. This is optional for all other students. Specific times will be assigned. Academic eligibility is required.)

**Tuesday, May 7**

Ford MS Symphony Concert, 6:30 PM, AHS PAC, black concert uniform  
(*Sinfonia 1 and Chamber orchestras*)

**Thursday, May 9**

Ford Orchestra Spring Concert, 6:15 p.m.,  
Ford MS Main Gym, black concert uniform  
(*All FMS orchestras*)

**Tuesday, May 21**

Peak Festival for Full Orchestra

Academic eligibility is required.

(*Sinfonia 1 and Chamber orchestras*)

## Private Lessons

<http://allenorchestra.org/private-lessons/>

Many orchestra students in Allen ISD take private lessons either through the school program or with an outside teacher. This individual tutoring is highly encouraged for students at all levels. Optional private lessons in the school are offered as a convenience for you and your student. String teachers are available for private lessons on a weekly basis. Our teachers are professional musicians with teaching and performing experience. They are carefully selected for their musicianship, conscientiousness, and ethics.

Lessons are scheduled during your regular orchestra period. Students who are enrolled for private lessons in school must commit to the program for the duration of the school year. Each lesson costs \$20 and lasts  $\frac{1}{2}$  of the class period. You may also elect to take full class lessons for \$40. Private lesson money is paid directly to the teacher. The teacher will discuss their billing policy the first lesson.

If you are interested in lessons, you should sign up online at the beginning of the school year. Please understand that completing the form does not guarantee placement in lessons. Schedules of our private instructors fill up quickly.

<http://allenorchestra.org/private-lessons/>

# 2018-2019 Allen MS Orchestra Handbook Acknowledgement Form

Student Name: \_\_\_\_\_ Student school 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 2018-2019 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, August 24, 2018.  
<http://www.allenorchestra.org/schools/middle-schools/> (find Curtis, Ereckson, & Ford Handbooks here)
- \_\_\_\_\_ 2. Medical Release Form:  
I agree 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 understand that I need to return this mandatory form by Friday, August 24, 2018.  
<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 contract and made payment for rental. I understand that I need to return this contract and pay by Friday, August 24, 2018. <http://allenorchestra.org/store/>
- \_\_\_\_\_ 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 2018-19 School Year.  
<http://allenorchestra.org/charms/>
- \_\_\_\_\_ 8. Uniform:  
I understand Orchestra has a formal and informal uniform – stated in my 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: \_\_\_\_\_



## ALLEN ORCHESTRA MIDDLE SCHOOLS T-SHIRT - ORDER FORM

---

NAME OF STUDENT

SCHOOL

---

PARENT EMAIL

All 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 EXTRA LARGE

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

**Please make checks payable to AISD.**

**PLEASE WRITE YOUR DRIVERS LICENSE 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 – AUGUST 24, 2018*

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

Circle payment option: Return to MS Director  
(Enclose this order form  
in envelope.)

*online payment is preferred*

Online Payment - [www.allenorchestra.org/store](http://www.allenorchestra.org/store)  
(Return this order form to your orchestra director.)

Transaction #: \_\_\_\_\_



# 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

# membership application **JOIN TODAY**

## ALLEN ORCHESTRA BOOSTER CLUB – MEMBERSHIP MATTERS



**ALLEN**  
Booster Club  
**ORCHESTRA**  
2018-2019

We are looking forward to an exciting year but we need your help! The AOBC acts as a 'Boosters' group for the orchestra program by raising funds for various things needed throughout the year as well as planning and coordinating many events throughout the concert season. This membership drive is our main source of funding replacing the need for your students to sell items door to door, so please give us your support! AOBC funds many aspects of the orchestra program, such as the concert receptions, various scholarships for students, student events, and the High School End-of-Year Awards Banquet.

Name(s) of Parent/Guardian/Adult: \_\_\_\_\_

Student Information: \_\_\_\_\_

1) \_\_\_\_\_

1) Student: \_\_\_\_\_

(First, Last)

Grade: \_\_\_\_\_ School: \_\_\_\_\_ Instrument \_\_\_\_\_

2) \_\_\_\_\_

2) Student: \_\_\_\_\_

(First, Last)

Grade: \_\_\_\_\_ School: \_\_\_\_\_ Instrument \_\_\_\_\_

Parent E-mail Address: \_\_\_\_\_

Student School E-mail Address: \_\_\_\_\_

How do you wish your name to appear in the concert programs?

- The \_\_\_\_\_ Family
- The family of \_\_\_\_\_ (student's name)
- Mr. & Mrs. \_\_\_\_\_
- Other: \_\_\_\_\_
- Please do not list my name in the 2018-2019 Concert Programs

### Membership Levels

- Eagle Strings \$10+
- Silver Bow \$25+
- Golden Strings \$50+
- Platinum Strings \$75+
- Section Sponsor \$125+
- Orchestra Benefactor \$250+
- Lifetime Member \$500+
- One time gift (any amount) \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_ Cash (Circle) or Check # \_\_\_\_\_ Name on Check \_\_\_\_\_

Please mail donation to: **Allen Orchestra Booster Club, PO BOX 2021, Allen, Texas, 75013**

Online Payments through PayPal are available at: <http://www.allenorchestra.org/boosters>

(if paying by PayPal, please complete and send this form by mail or email: [aobc.president@allenorchestra.org](mailto:aobc.president@allenorchestra.org))

**Available to volunteer for Allen Orchestra Events (Circle)      Yes      No**