

**HIGHLAND PARK MIDDLE SCHOOL
McCULLOCH INTERMEDIATE SCHOOL**

ORCHESTRA HANDBOOK

2020 – 2021

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The following pages will outline basic requirements for orchestra at HPMS/MIS. Please return the requested forms (last page) to your orchestra director with all of the requested information completed and signed no later than October 1, 2020. This will indicate your notification and acceptance of the policies of the HPMS/MIS Orchestra Program. The handbook will be available for review at any time through the HPISD website as well as at raiderorchestra.org.

I congratulate you on being part of a superior organization and hope each of you will feel pride in being a part of the Raider Orchestra family!

The HPMS/MIS Orchestras

Honor Orchestra: Selection into this group is by audition, director recommendation, and demonstration of academic proficiency. **Members of this group will be required to attend one rehearsal outside of the school day each week throughout the school year. This schedule is determined during the first week of school. Extensive efforts are made to avoid conflicts with athletic commitments in order to minimize conflicts.** Additional rehearsal or sectionals may be added throughout the year and will always be communicated in advance.

Honor Orchestra Members are required to:

- Prepare for and perform concerts throughout the school year
- Participate in the TMEA All-Region Orchestra process
- Perform at Solo and Ensemble Contest
- Perform at UIL Concert and Sight-Reading Contest
- Perform at other performances deemed necessary by the director, campus, or school district (such as performances to support the community, etc.)

Philharmonic Orchestra: Selection into this group is by audition and director recommendation. **Members of this group will be required to attend one rehearsal outside of the school day each week throughout the school year. This schedule is determined during the first week of school. Extensive efforts are made to avoid conflicts with athletic commitments in order to minimize conflicts.** Additional rehearsal or sectionals may be added throughout the year and will always be communicated in advance.

Philharmonic Members are:

- Required to prepare for and perform concerts throughout the school year
- Encouraged to participate in the TMEA All-Region Orchestra process
- Required to Perform at Solo and Ensemble Contest
- Required to Perform at UIL Concert and Sight-Reading Contest

6th Grade Beginning Orchestra: This 45 minute period will be divided into two separate blocks. Students will attend either an upper string or lower string section of orchestra, depending upon the instrument selected.

Upper strings: Violin, viola

Lower strings: Cello, bass, harp

6th Grade Orchestra Members are:

- Required to prepare for and perform concerts throughout the school year
- Encouraged to perform at Solo and Ensemble Contest

****Detailed descriptions and requirements for ALL events will be provided as the year progresses.**

Grading Guidelines

HPISD fine arts programs have instructional objectives that are derived from the Texas Essential Knowledge and Skills (TEKS). These objectives are aligned to address the academic skills needed for successful performance in the next grade level or course in a sequence of courses.

The grading system is broken down into four categories:

- Performances: concerts, contests, All-Region, Solo & Ensemble, etc.
- Attendance: full orchestra rehearsals, clinics, and sectionals (punctuality to outside of school rehearsals and the student's orchestra class is taken into account).
- Skills: playing assignments (pass-offs), equipment checks, playing/written assignments
- Participation: class/rehearsal contributions and compliance

Eligibility

All HPISD UIL programs adhere to the eligibility rules and regulations as stated by TEA, UIL and HPISD. Students participating in orchestra activities must adhere to eligibility requirements. A student shall be suspended from participation in extra-curricular activities sponsored or sanctioned by the school district during the 9 week period following a grade report in which the student received a grade lower than a 70. Loss of eligibility takes effect beginning seven days after the end of the reporting period at the end of the school day. Eligibility may be regained at the end of each 3 week period throughout the following 9 weeks. In order to regain eligibility, students must have a grade of 70 or above in ALL classes. Reinstatement of eligibility begins 7 days after the 3 week progress report period.

The eligibility requirements do not affect activities that are considered curricular components of any course. **Examples of these activities are all rehearsals and performances that take place as a regular extension of classroom instruction.**

Attendance Policy

All orchestra students must abide by the HPMS/MIS attendance policy. Students are expected to participate in all events required by their respective ensemble.

Absences will be excused for the following cases:

- Death in the family
- Medical emergency or illness

- Religious holiday
- Private lessons during class
- A director MUST be notified of the absence by a parent

Absences will be unexcused for the following cases and any similar situations:

- Family trips
- Personal business or entertainment

Request for an excused absence:

- Requests for an excused absence from a performance or required event must be submitted by a written request or parent phone call at least **two weeks prior to the event.**
- In the case of illness or family emergency, an explanatory telephone, e-mail or written note from the parent as soon as possible is appreciated.
- Students who have an excused absence must complete make-up assignment within seven days from the missed event.

Unexcused Absences:

- Unexcused absences will adversely affect the student's musical performance, the progress of the orchestra, and his/her orchestra grade
- Attendance is taken into account when determining appropriate orchestra placement.
- Rules for absences apply to the entire rehearsal, before or after school.
- Tardiness to any rehearsals is the same as an unexcused absence for the portion of the missed rehearsal. Consequences will be determined by the length and reason for the tardiness.
- Parents and/or students must make arrangements for transportation of their children to rehearsals, performances and to the orchestra room when traveling to special events. Lack of transportation will not be an accepted excuse for missing an orchestra function.

***Directors reserve the right to review any exceptions to the absence policy (either for or against) depending on individual circumstance.**

Conduct Expectations/ Discipline Policy

Orchestra members will observe all procedures set forth by Highland Park ISD, in addition to the following as they pertain to the instrumental music setting:

- Student will abide by the HPISD Extracurricular Code of Conduct
- Students are expected to conduct themselves in accordance with the MIS/HPMS Student Handbook
- Students will be in their assigned rehearsal area with all necessary equipment when class begins
- Student will follow instructions given by directors
- Students will respect the property of others
- Students will not disrupt rehearsals

- Students will respect and properly care for school and facilities
- Students will be held to high standards of behavior in accordance with the MIS/HPMS Student Handbook at all ON and OFF campus activities

Care of Facilities

Care of our facilities includes but it not limited to:

- No gum, food or drinks are allowed in the orchestra room except when authorized by a director
- Acts of vandalism or misuse of school property be dealt with appropriately and will not be taken lightly
- Trash should not be left anywhere at any time
- All instruments and materials should be appropriately stored following each rehearsal
- Students not enrolled in the MIS/HPMS orchestra are not allowed in the orchestra room at any time This is essential to both caring for our facility and protecting our instruments, equipment and facility

Daily Supplies

Each student should bring the following items to ALL rehearsals and/or performances. Other items may be added at the discretion of the directors.

- All issued music
- Pencils
- Instrument
- All supplies relative to their instrument (rosin, shoulder rest, endpin holder, etc.)
- Black band binder (provided to students at beginning of school year)
- Cleaning cloth or old t-shirt (to remove rosin from instrument)

Optional supplies:

- Tuner
- Folding music stand for home practice

*** Supplies and instruments are available at all local music stores.

Brook Mays: 972-233-9633

Music and Arts: 972-424-1317

Instruments

All instruments must be in good playing condition at all times. Proper maintenance is required.

Students are expected to have rosin, shoulder rests (violin and viola), and endpin holders (cello and bass). School owned instruments are the responsibility of the students to whom they are checked out.

***PLEASE DO NOT PURCHASE A BEGINNER INSTRUMENT WITHOUT HAVING A DIRECTOR APPROVE THE INSTRUMENT! Some internet instruments are good, but many are not playable and/or will not stay in tune. A reputable dealer will allow complete satisfaction or the return of the instrument.

Instrument Rental Options:

Brook Mays: 972-233-9633

Music and Arts: 972-424-1317

***Step-up instruments are not required, but many students will be interested in obtaining one as the student progresses.

General information for step-up instruments:

- 1.) Before purchase, please ask a director and/or private instructor for advice.
- 2.) Do not buy your beginner instrument. You will outgrow its ability.
- 3.) By a step-up instrument only from a recognized music dealer. Frequently, instruments that look acceptable are not necessarily of good quality. Many factors contribute toward a good quality instrument.
- 4.) Step-up instruments do not come as an outfit. You must also purchase the bow and the case.
- 5.) It is wise to try several instruments before purchase. A reputable seller will allow you to take the instrument with you and try it for several days.
- 6.) There are several models and brands designed for middle school, high school and beyond that make quality step-up instruments
- 7.) This is a process that is select and different for every individual. It takes time and care to select the appropriate instrument.

District-Owned Instrument

HPISD provides a limited number of instruments for student use. These instruments (**cello and bass**) are provided by the school district due to their expense if rented from an outside entity. Students are encouraged to rent (one) quality instrument from the music store and a second (two) instrument from HPISD in order to minimize carry and travel. **All district-owned equipment must be handled with care.** Students failing to properly care for their district-owned instruments may lose the privilege of using them.

HPISD does not provide insurance for individually owned or district-owned instruments or equipment. All students are encouraged to provide insurance coverage for their instrument. Most district-owned instruments exceed \$2,000 in value. Students will be held responsible for damage of the district-owned instruments issued to them.

- **Students and parents must sign an instrument checkout form upon receiving the instrument. Each instrument will be issued in good playing condition.**
- **HPISD will assess an instrument usage fee of \$150 per instrument for routine summer cleaning and maintenance for district-owned instruments.**

Private Lesson Program

Private lessons are invaluable to the development of every music student's musical and technical growth. Our private lesson faculty is comprised primarily of professional musicians in the DFW area. Lessons can be scheduled before or after school or during the student's orchestra class. Lesson schedules will be arranged between the parent, student and lesson teacher.

- All students are **STRONGLY ENCOURAGED** to take private lessons from a teacher on the Approved HPISD Private Teacher List
- Private teachers are screened and interviewed by the HPISD band staff
- Private lessons are \$22.00 per 30 minute lesson and are scheduled one time per week
- Payment for lessons should be made directly to the private teacher
- Please return the **Private Lesson Form** if you are interested in this music enrichment program

Uniform Guidelines

Formal Uniform: **Required for Honor and Philharmonic Orchestra Members:**

Ladies:

- Black concert dress (appropriately hemmed)
 - ***Corelli Dress from Southeastern Apparel is required. Dresses are available for purchase through Raider Orchestra Booster Club for \$80.***
- Black close-toed shoes (no flip flops!)

Gentlemen:

- Black long-sleeved dress shirt
 - ***Shirts are available for purchase at Al's Formal Wear- 3400 Oak Lawn Ave, Dallas, TX. Fittings are complimentary with purchase.***
- Black pants
- TALL, BLACK socks
- Black dress shoes

6th Grade Orchestra Uniform:

- HPMS Orchestra T-Shirt
- Ankle-length black pants
- Black dress shoes

Concerts/Performances

Expectations:

- Students are to arrive on time for all performances
- Attendance at all performances is required
- All concerts are extensions of the classroom and are graded accordingly
- Punctuality is imperative to the success of ALL members of the orchestra!
- Students are expected to listen to all performing groups at the respective concert
- Proper concert etiquette is to be exhibited by all orchestra members both on and off stage
- Cell phones should not be present in the auditorium during a performance

Financial Obligations

It is the philosophy of the MIS/HPMS orchestra that no student be denied the privilege of orchestra membership due to financial hardship. For options in meeting financial obligations, parents should contact a director.

**THE FOLLOWING PAGES MUST BE SIGNED AND
RETURNED BY
OCTOBER 1, 2020.**

- ✓ **Handbook Acknowledgement Form**
- ✓ **Calendar Acknowledgement Form**
- ✓ **Fee Acknowledgement Form**
- ✓ **Private Lesson Form (if applicable)**
- ✓ **Instrument Rental Form** (if applicable- 1 form for each instrument rented)

**Thank you in advance for taking time to review this information and complete
the forms!**

HANDBOOK ACKNOWLEDGEMENT FORM

Please read and sign below as indicated:

Students:

I have read the MIS/HPMS Orchestra Handbook and understand the requirements. I also realize that my failure to follow policies and directions could result in disciplinary action, which could lead to placement in another orchestra or dismissal from the orchestra program. I have received a copy of the MIS/HPMS orchestra calendar for the current school year.

As a member of the MIS/HPMS Orchestra, I acknowledge the following as responsibilities I might fulfill. I will:

- Treat my peers and teachers with respect and maintain appropriate conduct
- Understand that orchestra is a full year commitment
- Be punctual and prepared for all rehearsals
- Attend all concerts, clinics and contests
- Maintain my grades for eligibility
- Hold myself to a high stand of performance

Student Signature

Date

Parents:

I have read the MIS/HPMS Orchestra Handbook and am willing to support it and my child. I also understand all policies and procedures set forth by the MIS/HPMS orchestra program as outlined in this handbook.

Parent Signature

Date

STUDENT NAME: _____

ORCHESTRA CALENDAR ACKNOWLEDGEMENT FORM

Signing this page acknowledges that my family is aware of all dates on the Raider Orchestra Calendar for the 2019 – 2020 school year. We also understand that the calendar may have slight changes, but will remain up-to-date on the MIS/HPMS website.

Student Signature

Date

Parent Signature

Date

ANNUAL RAIDER ORCHESTRA FEES

2019 - 2020

Student Name: _____ Grade: _____

Instrument: _____ Parent Name: _____

Parent Email: _____

Collecting your orchestra fee is imperative to offset the costs of operating an excellent orchestra program. Annual costs including contests entry fees (All-Region, UIL, Solo & Ensemble, and other spring contests); contest day meals; transportation cost; sheet music; school-owned instrument maintenance and repair; student social events and more.

Apart from the orchestra fees listed below, there will also be a fee for those students who perform with a piano accompanist at the Spring Solo & Ensemble Contest, which is paid directly to the accompanist.

Payment of the orchestra fees listed below only partially covers the full cost of operating the orchestra. The remaining funding comes from Raider Orchestra Booster Club's fundraising efforts and additional donations. Your additional donation is greatly appreciated!

	6 th	7 th /8 th
General Operations Fee	\$100	\$175
Orchestra T-Shirt (required for all orchestra members): XS S M L XL XXL	Included	Included
7/8 grade Girls Only Concert Uniform:		\$80
Additional T-Shirt: \$15 XS S M L XL XXL	\$_____	\$_____
Fee for Utilizing School-Owned Instruments (please read District- Owned Instrument Section): Instrument #1, annual usage fee - \$150 Instrument #2, annual usage fee - \$150 (2 nd instrument option only offered to cello and bass students to avoid daily carry or transportation issue)	\$_____	\$_____
Optional Voluntary Donation to Raider Orchestra Booster Club	\$_____	\$_____

Total Payment \$_____

Make checks payable to the Raider Orchestra Booster Club (ROBC)

Parent Signature: _____

Date: _____

**** Please attach this form to your payment- both are due on or before October 1, 2020

Private Lesson Enrichment Program

Private lessons are a wonderful opportunity for those students who wish to further enrich their string studies. The lessons are 25-30 minutes and occur once a week. Some students may take their lessons during orchestra class while others may be after school. The schedule will be set as forms are received on a first come, first serve basis. The cost is set by the school district and is \$22.00 per lesson. Payment is due monthly at the beginning of each month. Make checks payable to the private instructor. Our private teachers have to pass a thorough background check as well as an interview process.

If you are interested in the Enrichment Program, fill out and return this form. If you have any questions, please email Ms. Willson: willsosa@hpsid.org.

Name: _____

Orchestra Class Period: _____

Grade Level: _____

Instrument: _____

Parent Name: _____

Phone: _____

Email: _____

Parent Signature: _____

Date: _____

Raider Orchestra Instrument Rental Agreement

Student Name: _____
Instrument Type: _____ Serial Number: _____
Brand and Model: _____
Issued By Director: Sarah Willson Date of Issue: _____

The Raider Orchestra can provide the use of large, heavy, cumbersome, or prohibitively expensive school-owned instruments. Second instruments can be checked out for convenient home practice as are available. Students are required to own their own music supplies and accessories. Students who check out a second instrument are encouraged to carry the accessories in a small case or bag for home practice.

What is the condition of this instrument? Please check one:

Brand New Excellent Good Ok Fair

Brief description of the condition of the instrument when issued (dents, scratches, etc.):

We understand that we are responsible for the upkeep and general maintenance of the orchestra instrument issued for the duration of the current school year at Highland Park Middle School/ McCulloch Intermediate School. We further understand that a \$150 annual usage fee per instrument will be/was billed to us. Repairs needed due to normal wear and tear of the instrument will be arranged by the director and paid for by the Raider Orchestra Booster Club. If any significant damage occurs to the instrument beyond normal wear and tear, we agree to pay for the repairs. (Instruments checked over the summer are included in the rental fee for the fall.)

Parent/ Guardian Signature _____ Date _____

Student Signature _____ Date _____

***** RETURN INFORMATION*****

Condition of Instrument

Student Signature upon RETURN

Director's Signature

Date of Return

