

Dear Students and Parents,

McKinney ISD orchestra directors and administrators have collaborated to develop a set of *MISD Orchestra Program Guidelines* to provide secondary orchestra students and parents as much information as possible about our secondary orchestra program. These required guidelines which are published in this handbook provide general information about our District-wide secondary orchestra program, which we hope you find helpful.

In addition to these District guidelines, this campus orchestra handbook includes specific guidelines and information regarding your student's participation in the local school program. The District guidelines are minimum standards that must be followed while the campus guidelines may be expanded to meet the needs of each local school.

Students who begin in our orchestra program in the sixth grade can look forward to a comprehensive, sequential music education that will take them through the twelfth grade. Our sixth grade and early middle school orchestra programs emphasize a thorough foundation in individual performance fundamentals. In the later middle school years, students have the opportunity to perform in string orchestras with emphasis placed on developing ensemble concepts and furthering individual skills. Once the student reaches the high school level, he/she will have the opportunity to participate in a wider range of performing ensembles. The district is proud to now offer orchestra as an elective course at the high school level. This is a great accomplishment for our young orchestra program.

Even though our High School orchestra program is going into its second year of existence it has developed a tradition of excellence in which we are proud. With your help and support we look forward to continuing this tradition of educational excellence.

If you have questions regarding the District guidelines or information contained in this orchestra handbook, please call the Fine Arts Department at (469) 742-4087.

Sincerely,

Roy Renzenbrink
Director of Fine Arts
McKinney ISD

TO THE PARENT(S): **ORCHESTRA HANDBOOK CHECKLIST**

_____ PLEASE READ THE ENTIRE HANDBOOK WITH YOUR STUDENT.

_____ ALL ORCHESTRA FEES (\$50.00)

DUE BY MONDAY SEPTEMBER 21, 2009.

Instead of asking you for 8 dollars for this, 5 for that, etc., we have instituted a blanket. In extreme financial circumstances, a payment plan may be arranged. **Orchestra fees are not refundable.**

Please see the handbook for more detailed information

Please make checks payable to:

McKinney ISD (in memo line: "MHS Orchestra")

_____ PLEASE SIGN & RETURN THE FOLLOWING FORMS BY September 4th

1. Medical Release Form
2. Student C-Curricular / Extracurricular Contract
3. **Signature Form and Publicity Release**
4. Private Lesson Student Information Form (if interested)
5. Orchestra Activity Fee and T-Shirt Order Form

_____ Please keep the calendars provided by your director on your refrigerator or bulletin board to help keep track of dates. As dates are updated, new calendars will be provided to the students in hard copy and when possible via e-mail, Charms or the website.

PLEASE RETURN ALL FORMS BY FRIDAY
SEPTEMBER 4, 2009.
ALL ORCHESTRA FEES DUE BY MONDAY
SEPTEMBER 21, 2009

Please call if you have any questions!

Thank You!

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Appendix- Form Packet:

Instructions and Content

Medical Release Form

Student Co-Curricular / Extracurricular Contract

MISD Drug Testing Policy - New

Signature Form and Publicity Release

Private Lesson Student Information Form (if interested)

Orchestra Activity Fee and T-Shirt Order Form

Charms Access Information

McKinney High School Orchestra Handbook

PREFACE

The MHS Orchestra Program is beginning a tradition of excellence and quality of musical performances. The success of the orchestra program centers on the pursuit of excellence, pride, commitment to learning, and the willingness to work hard to achieve a common goal. As a member of a MHS High School Orchestra you will make long-lasting friendships and develop a sense of comradery that is unique to your musical organization. While the director does not expect that every student in Orchestra will become a virtuoso musician, they do expect every student to establish both short and long-range goals for improvement on his/her instrument. Your director expects mature, responsible attitudes, actions and a respect for all students and teachers.

Every year is a new challenge with new combination of personalities and talent, new audiences, new music, and new leadership from section leaders and orchestra officers. By accepting membership into the MHS Orchestra, you agree to perform to the best of your abilities and work together with the orchestra staff to make this year's orchestras the finest musical organization that our combined efforts can produce.

This handbook is designed to help you understand the concepts and guidelines of our organization. Your director hopes the handbook can be used to answer questions of both parents and students and will prove a helpful guide for defining the boundaries that are important in keeping the orchestra a quality ensemble. If utilized properly, the concepts of responsibility, teamwork, and good citizenship will develop as each student experiences the world of music. If you need information that does not appear here, please contact your director. They will assist in whatever way possible.

R. Fawn Sorgi, Director of Orchestras
McKinney High School
1400 Wilson Creek Pkwy 75069
fsorgi@mckinneyisd.net (fastest way of contact)
469-742-5812 (orchestra voicemail)
www.misdstrings.com/MHS.htm

Orchestra Responsibilities

Students are placed by audition and director recommendation into an appropriate skill based orchestra ensemble. It is possible that smaller ensemble groups may perform throughout the school year per special performance invitations and/or opportunities. Our curriculum is designed to improve individual performing skills throughout the year. The responsibilities for students are outlined below.

MHS Orchestra

- Performance of concert music as assigned by the director.
- Development of individual skills and ensemble skills.
- Preparation of All-Region and or All State music during the fall, as determined by the director.
- Auditioning for All-Region Orchestra, as determined by director.
- As part of the class requirement, all students will prepare an appropriate level solo in the Spring semester based on their individual abilities. Students in the Symphony Orchestra are expected to perform this solo at the MISD Solo/Ensemble Festival. Students in the Concert Orchestra are highly encouraged to perform a solo in the MISD Solo/Ensemble Festival.
- Attendance at section rehearsal and/or joint rehearsals before or after school, as needed, based on director determination.
- Preparation of audition music for orchestra placement held in April/May '09, if there are two or three orchestras at the HS campus in '09-'10.
- Students in the orchestras are expected to fully participate in all performance activities. These performances include contests, festival and concerts during or outside the school day. Students must also meet eligibility requirements.

Auditions

- Students are required to audition for select performance ensembles, once they are established.
- The orchestra director determines audition requirements.
- Your director will notify students of audition dates, requirements, and results in a timely fashion.
- Your director will serve as an evaluator during auditions.
- Students will be re-evaluated periodically for participation in select performance ensembles.
- Auditions may be live or taped at the directors' discretion.
- Audition material will reflect the directors' anticipated performance level for the students and will be based on prior learning.
- Student seating within an orchestra can change during the year at the directors' discretion based on performance and/or strengths needed within sections.

Course Descriptions

Concert Orchestra I – IV

Grade Level: 9 -12 Credit: One Unit

Prerequisite: By audition/instructor approval only with previous middle school experience.

This string orchestra is designed for students that have demonstrated an understanding of string fundamentals. The ensemble will meet the needs of the string instrumental students who are not ready to participate in the upper level orchestras and will focus on refinement of string techniques and music reading skills. Students will be required to participate in public performances throughout the year. Participation in solo/ensemble events is highly encouraged.

Symphony Orchestra I – IV

Grade Level: 9 – 12 Credit: One Unit

Prerequisite: By audition/instructor approval with advanced level 1, 2, and 3 high school music skills/competencies required.

This orchestra is designed for upper level students who have a strong orchestra background and demonstrate advanced string techniques and musical skills. Students will be required to participate in a number of public performances throughout the year, as well as solo/ensemble events are expected to be active in regional and state level contests.

Chamber Orchestra I – IV

Grade Level: 9 -12 Credit: One Unit

Prerequisite: By audition/instructor approval with advanced level 1, 2, and 3 high school music skills/competencies required.

This orchestra is designed for advanced level students who have a strong orchestral background and demonstrates most proficiently advanced string techniques and musical skills. Students will be required to participate in a number of public performances throughout the year, as well as solo/ensemble events and are expected to be active in instrumentation, as determined by the director and needs of the program.

MHS Orchestra Parent Organization

We will be forming a new group this year: the MHS Orchestra Parent Organization. The purpose behind having this organization is to support the students, director, and private lesson teaching staff of the MHS Orchestra. Functions included in the MHS Parent Organization range from fund raising, helping with student socials, chaperoning, uniform maintenance, hosting events, providing snacks, and clerical work as needed.

We will need a parent to head up the following committees: fund raising, chaperones, communications, publicity, clerical help, finance, social events, uniform alterations. Please contact your director if you are interested in one of these committees.

Calendar of Events

The calendar should be made available to students and parents no later than September 1 of the new school year. Please check your calendar and report any conflicts to the directors. Attendance at all performances and rehearsals is required. If an excused absence is anticipated, a written notification should be submitted to your director at least two days in advance for the student, by their parent. Illness and family emergencies will be considered an excused absence if written notice is given within 24 hours after returning from absence. If you have questions, please feel free to call or e-mail the director to discuss situations that may arise. The directors will handle all conflicts on an individual basis.

Class Rules and Procedures

- Be seated and quiet with your instrument when the bell rings. (You are tardy if not in your seat.)
- Bring materials daily which include:
 - Instrument, bow, rosin, shoulder rest or rock stop, pencil, notebook with music, a working tuner and pick-up, extra batteries and a complete set of replacement strings. (*For information on specific string brands, please see your director*)
- Follow instructions and demonstrate courteous rehearsal etiquette.
- Raise your hand and receive permission before speaking or leaving your seat.
- Food, chewing gum, and drinks are not allowed in the orchestra room or practice rooms.
- The director will dismiss the class.
- Keep fingernails at a short and appropriate length to facilitate proper playing position. Do not get nail tips or acrylic nails, etc.
- Following class procedures will result in an excellent conduct grade. Verbal warnings, detentions, and parental contact will be used to correct improper behavior as per campus guidelines. In the event a student demonstrates a consistent pattern of inappropriate behavior, the student will be referred to an administrator.
- All students will adhere to the MISD Student Code of Conduct Handbook as well as the Extracurricular Code of Conduct.

Materials at School Everyday

- Instrument
- Bow
- Rosin (Cello and Bass students should have rosin for their school **and** home instruments.)
- Shoulder Rest or Rock stop
- Pencil (on stand)
- Notebook with music
- Working tuner and pickup with extra batteries
- A complete set of replacement strings

Additional Materials for Home

- Music Stand
- Metronome and a working tuner
- Tape recorder or other recording device – available through Charms (optional)
- Fingernail clippers

Conduct

- Any organization that has high performance standards must also have high behavioral standards.
- Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discrimination on the basis of sex, race, disability, religion, or ethnicity. Students enrolled in the orchestra program are expected to display exemplary behavior at all times. At every performance as an orchestra member you represent your family, McKinney High School, MISD, and McKinney, Texas. Make sure that your actions prove that McKinney High School Orchestra is a class act in every way.
- Orchestra students are welcome in the orchestra rehearsal hall before and after school. However, do not disturb if there is a class or sectional in progress. Show every courtesy to the director and students involved. The following requirements will make our rehearsals more productive and will contribute to a positive learning environment.
- For the safety and security of the orchestra facility, instruments and students – please do not bring your non-orchestra friends to the orchestra room to “hang out.” This also included former orchestra students.
- If a student's conduct grade falls below an “S (Satisfactory)” in orchestra, he/she could be suspended or removed from orchestra at the director's discretion. Members who continue to display inappropriate behavior or who violate the policies of the school could be permanently removed from orchestra.
- Each member of our program should uphold our beliefs and values. Posting language, images, video, or audition on the internet which could negatively impact the learning environment, threaten the safety of students or employees, is crude or insensitive to student or employees, or negatively portrays a student, employee or campus in the McKinney ISD will not be tolerated and may result in disciplinary and/or legal action.

Promptness

To optimize any after school rehearsal time or warm ups prior to a concert, it is essential that all of the members are early so that we may start on time. This ensures that no instruction time is lost—please be considerate of your classmates and ensemble.

To be early, is to be on time
To be on time, is to be late
To be late, is to be very late

Due Process

Your director’s goal is to make sure that all students are treated fairly. Please email or call your director if you have any questions or concerns. To assist in resolving problems please schedule an appointment.

All MISD students are entitled to due process in accordance with the School District Policy. Contact the campus Principal for inquiries concerning due process procedures.

Eligibility

The MHS Orchestra will enforce all state eligibility rules and regulations. Students who are ineligible will continue to rehearse during orchestra class, before and after school and participate in curricular performances to earn their orchestra grade. Ineligible students may not travel with the orchestra or participate in extracurricular activities.

- *All music organizations adhere to the eligibility rules and regulations as stated by TEA, and the District. To be eligible at the high school level at the beginning of the school year students must have earned the accumulated number of credits in state approved courses indicated below:*
 - Beginning of the 10th grade year – at least 5 credits toward graduation*
 - Beginning of the 11th grade year – at least 10 credits toward graduation*
 - Beginning of the 12th grade year – at least 15 credits toward graduation*
- *To be eligible to participate a student must not have recorded a grade average lower than 70 on a scale of 0 to 100 in any course for that preceding six weeks grading period.*
- *Any student whose recorded six weeks grade average in any course is lower than 70 at the end of a six weeks period shall be suspended from participation during the succeeding six week period. However, a student may regain eligibility seven calendar days after the succeeding three-week evaluation period if the student is passing all courses on the last class day of the three-school-week period. If the student has at least a minimum grade of 70 on a scale of 0-100 for work done since the end of the previous grading period, the student regains eligibility seven calendar days later at the time the regular school day ends.*
- *The District provides a list of courses that are exempt from eligibility requirements.*

Grading Guidelines in Music

Students will be expected to meet the responsibilities for each orchestra class as listed in the preface of this handbook. Since orchestra is an academic music class with some extra-curricular activities attached, the orchestra student's grade will reflect achievement in both curricular and extracurricular areas.

- *MISD has established district-wide instructional objectives that relate to the mandated Texas Essential Knowledge and Skills (TEKS) for grade level subjects or courses. These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses.*
- *Assignments, tests, projects, classroom activities, and other instructional activities must be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course.*
- *In accordance with MISD policy, all "excused" absences will be honored with no grade penalty.*

Grading Guidelines in Music *(continued)*

- *Unexcused Absence Policy:*
 1. School policy will be followed regarding tardies and absences during the school day.
 2. Tardies and absences should be cleared with the director in advance whenever possible.
 3. An unexcused absence may result in the forfeiture of that individual's chair and/or a reduction in their grade. It may also make a student ineligible for non-mandatory trips.
 4. Sleeping in, babysitting, forgetting a rehearsal, hair appointments and so on are not considered to be valid excuses.

Illness and family emergencies will be considered an excused absence if written notice is given within 24 hours after returning from absence. If you have questions, please feel free to call or e-mail the director to discuss situations that may arise. The directors will handle all conflicts on an individual basis. Communication and accountability are of the utmost importance.

- **Excused Absences**
 - In accordance with MISD policy, all excused absences will be honored with no grade penalty. These will include:
 - Medical emergency or illness
 - Death in the family
 - Religious holiday
 - Family emergency
 - Medical or dental appointment
 - Circumstances may justify an excused absence for reasons other than those listed above in accordance with MISD policy. Please refer to *MISD Student Code of Conduct Handbook* for a complete list of extenuating circumstances and non-extenuating circumstances. If an excused absence is anticipated, a written notification should be submitted well in advance when possible.

- **Tardiness**

Tardies will adversely affect the total points earned for that event.

- *A major part of the music curriculum is the development of performance skills. Therefore, “unexcused” absences from a sectional, rehearsal or performance, which are integral to developing these performance skills, will lower a student’s course grade as follows:*
 - ⇒ *Sectionals and rehearsals are course requirements that require interaction from members of a group and cannot be made up. Therefore, an “unexcused” absence from a before or after school sectional or rehearsal will lower a student’s participation average during the grading period in which it occurred*

 - ⇒ *Performances are a culmination of group course requirements and cannot be made up. Therefore, an “unexcused absence from a scheduled performance will reflect a grade of “0” to be averaged into the student’s performance grade, and the student may be subject to removal from the course.*

- Other absences and tardies, excused or unexcused, may be made up in accordance with District and school/teacher grading guidelines.

Grading Guidelines in Music (continued)

An orchestra member's grade will be an average of the following items:

Daily Grades

- The student will receive a grade for each before and after school sectional and rehearsal during a grading period.
- The student will be on task and focused during all rehearsals.
- The student will have instrument, music, pencil, and supplies.
- The student will be prepared to play his/her part successfully.
- The student will mark music and take notes as needed.
- The student will be expected to improve individual music skills.
- An evaluation of this improvement will include taped music tests, individual playing tests, scale tests, and written tests.
- The student will be evaluated on improvement of his/her ensemble skills during daily rehearsals.
- An evaluation of this improvement will include daily observation of students during the "basics" part of each rehearsal and during sectionals.
- Student posture and hand positions will be constantly monitored during rehearsals for improvement.

Performance/Tests

- The student will receive a grade for each performance during a grading period.
- Performances will be counted as major test grade.
- The number of performances will be determined by the calendar.
- If no public performance occurs during a grading period, the performance grade will be based upon informal classroom performances and or playing tests as determined by the director.

Semester Exam

Semester grades shall consist of an average of the 2 nine weeks grades and semester exam. The average of the 3 nine weeks' grades shall count as a minimum of 90% of the overall semester grade. The semester exam shall count up to a maximum of 10% of the overall semester grade.

Award Points

Students who perform at the highest level will be rewarded for the following individual achievement that reflects a mastery of musical skills and knowledge.

These award points will be compiled in considering students for "Outstanding Student Achievement Awards" at the end of the year. Students must be enrolled in Orchestra for both semesters of the academic year in order to be considered for any awards.

Earned membership in All-Region Orchestra.....	4 points
Selected to audition at Area	5 points
Earned membership to an All State Orchestra	6 points
Superior Rating on a Solo at MISD Solo Fest	3 points
Excellent Rating on a Solo at MISD Solo Fest	2 points
Superior Rating on an Ensemble at MISD Solo Fest	2 points
Excellent Rating on an Ensemble at MISD Solo Fest ...	1 points
Superior Rating on a Solo at UIL Solo Fest	3 points
Excellent Rating on a Solo at UIL Solo Fest	2 points
Superior Rating on an Ensemble at UIL Solo Fest	2 points
Excellent Rating on an Ensemble at UIL Solo Fest	1 points
Superior Rating at UIL Concert Contest.....	2 points
Excellent Rating at UIL Concert Contest	1 points
Superior Rating at a Festival Competition.....	2 points
Excellent Rating at a Festival Competition	1 points

Lettering in Orchestra

Students are eligible for a letter upon completion of one of the following criteria:

1. Earned membership into the All Region Orchestra.
2. Earned membership into the All State Orchestra
3. Earned Division One Rating on a Class One Solo (most difficult level) at any either MISD Solo Contest or UIL Solo Contest.
4. Earned Division One Rating on a Class Two Solo and any Ensemble at MISD Solo/Ensemble Contest or UIL Solo/Ensemble Contest.

A letter jacket company will come to measure students who are wishing to purchase a Letter Jacket after the MISD Solo/Ensemble Contest. A substantial number of students must have interest in ordering jackets to merit a personal school visit from the letter jacket company. In this event, students will be instructed on where they can visit the letter jacket company on their own. Price ranges in 2008 for letter jackets were from \$145.00 to \$215.00 not including personal patches and individual items.

Instruments

A quality program requires quality musical instruments. By the time a student is a sophomore in High School they will be expected to be using what is considered a step-up quality instrument and a good wood, Pernambuco bow. In most cases these items will have been purchased during the eighth or ninth grade year. One advantage of owning such an instrument of investment quality is that in contrast to "starter" instruments, which can depreciate in value, quality string instruments actually gain value as they age. If a purchase is needed, see your director or private teacher.

You are responsible for your instrument's care and maintenance. If you have purchased your instrument, you are responsible for purchasing replacement strings and keeping a complete set in your case at all times.

With all personal and school instruments, it is strongly recommended that the instrument be insured through your 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.**

You must have an instrument to use at home and at school. The school owns basses and cellos, so if that is your instrument, you don't have to bring your instrument to and from school each day. You are responsible for properly caring for your instrument both at home and at school.

Keep your instrument in good playing condition at all times. Your instrument is very valuable, so taking good care of it should be your top priority. See your contract with your rental company for information about repairing broken strings and equipment. Identify your instrument with a tag that includes your name, your school, and your instrument serial number. Instruments must be locked at all times in your assigned locker.

Instruments (continued)

Instrument Policies

- Place your instrument in the correct storage area each day and attach a nametag so we can properly identify it.
- You will be assigned an instrument storage locker (where available.) Please keep your supplies locked up when not using them. If locks are lost, then students are responsible for paying for a district provided replacement at the cost of \$10.
- Your director will keep a record of all lock combinations.
- You may not touch another student's instrument.
- Play school-owned instruments **only** if you have checked out that instrument.
- Play percussion instruments **only** if you are a percussionist.
- Keep chewing gum, food, and drinks away from your instruments. These items can significantly harm an instrument.

School Owned Instrument Maintenance Fees

In addition to the instruments students rent/own at their home, MISD will have a limited number of instruments for students to use at school. The student is responsible for the maintenance and upkeep of the school issued instruments including string replacements and bow-repairs; therefore, students must pay a \$25 maintenance charge for this purpose. The instrument will be inspected at the end of the year for damage and the student must pay for any repairs above normal wear and tear. Please see your director in the case of extreme financial need. If you plan on using a school owned instrument, please make sure to get the appropriate form from your director.

School Owned Instruments

ANY DAMAGE INCURRED TO THE INSTRUMENT WHILE IN THE POSSESSION OF THAT STUDENT OR FAMILY IS THE SOLE FINANCIAL RESPONSIBILITY OF THAT PARTY. (i.e. little sister scratches, damages or breaks the instrument or bow.) Students are only to use the instrument they are assigned to use. Assignments will be made by the director.

Instrument Repair

When your instrument needs repair, you should **not** repair it yourself. Your director will be happy to look at your instrument to determine if you need to have it professionally repaired. If your instrument is being repaired, you must bring your director a note describing

- when the instrument was taken to the shop
- the type of repair to be made
- the expected date of return.

Having an instrument in the shop is not an excuse to miss a rehearsal or performance. Have your parents let the personnel at the repair shop know you have a performance coming up and ask if they can expedite the service or provide a "loaner". Your directors can verify this if needed for the shop.

Charms Office Assistant

We will be using the Charms online management system this year. Not only will this serve as a wonderful tool for the directors to stay organized, but it will also be a great resource for you as well. The best feature of this website is it facilitates communication with parents and students by enabling us to easily compile email lists to send home important information or reminders to a whole class or just one student. The program features the orchestra calendar and some forms/letters sent home throughout the year. This way if a student misplaces a form, you can print another. (Parents can monitor this site to make sure things are making their way home with their student!)

Your director will provide further instructions on this system in the Appendix of this packet. Please hold on to that page as you will need to update the website should your contact information change during the year.

Medical Release Form

All parents must complete and turn in the approved MISD Medical Release Form obtained from the director. No student will travel or perform with the orchestra without this form on file. Please see the Appendix for this form. This form is to be on file no later than the end of the third week of the new school year. This form DOES NOT HAVE TO BE NOTARIZED!

Private Lessons

Voluntary Music Enrichment Program and Fees

Private lessons are provided for interested students as an enrichment program.

- The Director coordinates the private lesson program in each high school and are supervised by the Director at that campus.
- Private study fees are consistent throughout the District and are determined through the Fine and Performing Arts office.
- The Private Teacher is responsible for maintenance of lesson records, payments and invoicing.

The teachers are highly qualified professionals who are auditioned and approved by the Orchestra Director. Participating students receive one thirty-minute private lesson per week at a cost of \$17.00 per lesson.

Private study is encouraged, but not required, to participate in Orchestra. The advantages of one-on-one experience are numerous. Please ask your director for a list of private teachers and complete the private lesson information form if you wish to receive more information. More information will also be available on our website at <http://misdstrings.com>

Rehearsal/Performance Schedules

Rehearsal schedules will be given to the students in a timely manner. If possible, this information will also be sent out via e-mail using the Charms Music system or on a calendar provided by your director. Every effort will be made to accommodate students with schedule conflicts.

- Participation at sectionals, rehearsals and performances is required and will be integrated into the student's grade in accordance with the MISD and TEA/UIIL guidelines.
- A schedule of activities and events will be provided to students and parents the first week of the new school year. Supplemental schedules are provided as needed to students and parents
- Regularly scheduled sectionals, rehearsals, and concerts are curricular and have no academic eligibility requirements.

Required Expenses/Fees and Support Options

- All instrumental organizations levy fees to cover expenses of uniform upkeep, additional equipment, supplies and other program operation expenses not covered in the regular music budget.
- There will be a spring orchestra trip will be taken this year. The District will bear no cost for these trips. Since participation in our music groups is a team effort, any student not participating in a spring trip should advise the director well in advance of the trip (a minimum of eight weeks is recommended). The director can then make alternative arrangements for missing students.
- There are no refunds granted from fundraising monies. All monies raised during fundraising activities belong to the Orchestra school activity fund. Reference to a "student's account" means money that the student has raised for the organization to use to fund his/her activities. These funds do not actually belong to the student.
- If a student withdraws from an organization or fails academically, and is unable to participate in the organization, any money earned through fund-raisers will become part of the Orchestra school activity fund.
- Financial hardships will be handled on a one-on-one confidential basis.

Orchestra Fees

There is an orchestra fee of \$50 to cover the following items:

- Orchestra t-shirt
- Student binder and binder organization items
- Instrument lock rental (If lock is lost, students will be charged \$10)
- One solo entry at the MISD solo and ensemble contest
- A small portion of the events we put on for all Orchestra students throughout the year (guest clinicians, pizza parties, master classes, etc.)
- Uniform dry-cleaning fee

Please make checks payable to: **McKinney ISD** (*in memo line: "MHS Orchestra"*).
Orchestra fees are not refundable. In cases of extreme financial hardship, we can arrange a payment plan. Please contact your director.

Orchestra Trip

In addition to local performances, it is the goal for the orchestra to take an educational field trip in the Spring. Information will be provided as details become available. MHS Orchestra expectations:

- Orchestra students must pay all spring trip costs. A variety of fundraising activities will be provided to offset the expense of the trip.
- Students must meet all local and state eligibility requirements to participate
- Students who are ineligible may not travel with the orchestra.
- Students who are ineligible may not travel with the orchestra or associate themselves with the trip in any way.
- Students must be able to satisfactorily perform the material assigned for the performance.
- Students must have attended scheduled rehearsals.
- Students must fulfill their financial obligations to the organization. Full refunds cannot be made (including deposits) for any student who is ineligible or has decided not to attend the trip. Strict guidelines will be included in the travel contract.
- The travel company organizing the trip will have a prescribed payment schedule.

Refunds and Transfer of Refunds

- To be in compliance with Internal Revenue Service mandates, no money earned through fund raising will be refunded. All profit will be credited to the student's account and cannot be refunded.
- Please be advised that individual travel companies will provide specific guidelines concerning trip policies and refunds that may supersede the MISD refund guidelines.
- If a sophomore or junior over-achieves his/her goal, those funds in the student's account will be carried forward to the following year.
- Any senior may request all of her/his out-of-pocket excess money (money personally paid, not raised through fund raising) upon graduation. Any excess money raised through fund raising can be credited to a sibling's orchestra account. Any other excess money will revert to the MHS Orchestra activity fund.
- Any student who did not travel for the current year may request a refund of his/her out-of-pocket excess money. Some trip funds may be non-refundable depending on the specific trip payment agreement.
- Any student who is removed or withdraws from the orchestra program will forfeit any and all deposited funds.
- Any student's parent may appeal in writing the decision of the orchestra staff concerning refunds. Any appeal of this nature must be submitted to the President of the McKinney Orchestra Booster Club.

Transportation

The Orchestra Director and Principal will determine transportation to and from local performances. If a student must leave directly from a performance, he/she may be released only to his/her parent/guardian by the Orchestra Director. A student must obtain a "Student Release Form" from the director, signed by the parent. In addition, the student must be seen leaving with the parent by the director or an approved adult chaperone. Any exception to this guideline must be submitted in writing and approved by the orchestra director prior to the event. Students may NOT be released to a friend's parent without written previous written consent. **Due to the legal nature of this matter, a handwritten not is not acceptable.**

Uniforms

- District issued uniforms are mandatory for participation in high school band, choir and orchestra. The District provides uniforms for high school music groups. The individual student must provide uniform accessories such as black shoes, black socks or hose, a white tux shirts, etc., as needed.
- Shoes must be CLOSED TOE black shoes. No flip flops, sandals, slides, mules or clogs and no heels higher than two inches.
- Ladies – must wear black hose or knee high hose. NO BARE LEGS.
- Students are responsible for maintenance and dry cleaning fees for uniforms which will be included in your Orchestra Fee.
- Each student is responsible for the replacement of any damaged or unreturned uniform/equipment (uniform, instrument, music, folder, etc.).
- All undergarments must be completely concealed under the uniform, including straps.

Alterations

The Orchestra will provide for alterations to any uniform.

In case of emergency alterations, please do not cut, staple, tape, safety pin or fabric fuse. Garments must be hemmed with an easily removed hem stitch using needle and black thread.

These uniforms are dry clean only. Please do not iron, press, or steam the garments. They may react poorly to heat.

Wind and Percussion Students

Wind and percussion students participating in orchestra must have concurrent membership in the school band program.

Social Events

Any social event / party associated with the “MHS Orchestra” name must have prior approval by the director. In addition, the director or a director approved and appointed sponsor must be present.

Volunteers

Volunteers and chaperones are needed in the district for tutoring, mentoring and field trips. All MISD volunteers and chaperones must undergo a criminal background check prior to working with students. Potential volunteers and chaperones must complete an online application which is located on the MISD website:

http://www.mckinneyisd.net/departments/communications/volunteer_application/

Once the application is processed and the background check is complete, the volunteer will receive an email notification regarding their application from the MISD Human Resources department. Once you have received this notification, please let the director know so they can verify with the Fine Arts office.