



MNHS Orchestra  
Handbook

2014-2015



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 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 offer orchestra as an elective course at the middle school and high school levels. This is a great accomplishment for our young orchestra program.

Even though our orchestra program is going into its tenth year of existence it has developed a tradition of excellence that we are very proud of. 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) 302-4087.

Sincerely,  
Roy Renzenbrink  
Director of Fine Arts  
McKinney ISD

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# McKinney North High School Orchestra Handbook

## PREFACE

The MISD Orchestra Program continues a tradition of excellence and quality 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 the McKinney North High School Orchestras you will make long-lasting friendships and develop a sense of camaraderie that is unique to our musical organization. While we do not expect that every student in Orchestra will become a virtuoso musician, we do expect every student to establish both short- and long-range goals for improvement on his/her instrument. We expect mature, responsible attitudes and 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 in the MNHS High 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. We hope the handbook can be used to answer questions of both parents and students and will prove to be a helpful guide for defining the boundaries that are important in keeping the MNHS 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 us. We will try to assist in whatever way possible.

### **MNHS ORCHESTRA STAFF**

Ms. Margaret Brown, Director of MNHS Orchestras  
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[https://teacher.portal.mckinneyisd.net/108081\\_/Pages/Default.aspx](https://teacher.portal.mckinneyisd.net/108081_/Pages/Default.aspx)

## Orchestra Responsibilities

Students are placed by director approval into one of four MNHS Orchestras: Chamber Orange, Chamber Blue, Symphony and Concert. Placement in each orchestra is at the sole discretion of the Orchestra Staff. Consideration is given to skill level, attitude, maturity and instrumentation. 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.

### All MNHS Orchestras

1. Performance of concert music as assigned by the directors
2. Development of individual skills and ensemble skills
3. Preparation of All-Region music during the fall, as determined by directors
4. Auditioning for All-Region Orchestra, as determined by directors
5. Students are encouraged to perform a solo or ensemble in the MISD Festival
6. Attendance at section rehearsal and/or joint rehearsals before or after school, as needed, based on director determination
7. Preparation of audition music for orchestra placement held in April/May '11
8. Students in MNHS Orchestras are expected to fully participate in all performance activities, including approved travel.

### Honors Chamber Orchestra (Varsity)

1. The highest level of skill and commitment. Many outside sectionals and/or rehearsals, based on the need of the program. Required participation in Chamber Music Night, Varsity UIL Competition, Solo & Ensemble Contest.
2. Private lessons are strongly encouraged.
3. All Region auditions are encouraged if skills are present.

### Chamber Orchestra (Non-Varsity)

1. Mid-level skills required
2. Moderate amount of outside sectionals and/or rehearsals.
3. Private lessons strongly encouraged
4. Chamber Music Night participation is strongly encouraged.
5. Solo/Ensemble contest participation required.
6. Non-Varsity UIL Participation is required.

### Symphony & Concert Orchestra (Sub Non-Varsity)

1. Minimum skill level, with a focus on technique and skill development
2. Minimum outside sectionals/rehearsals, called as needed.
3. Private lessons strongly encouraged.
4. Chamber Music participation during class.
5. Solo/Ensemble Contest participation is encouraged.
6. Sub Non-Varsity UIL Participation is encouraged if appropriate skills are present.

## Auditions

Students are required to audition for selection in performance ensembles.

The Orchestra Directors determine audition requirements. Directors will notify students of audition dates, requirements, and results in a timely fashion. Directors will serve as evaluators during auditions. 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.

Students will be re-evaluated periodically for participation in select performance ensembles. Student chair placement within an orchestra will change during the year at the directors' discretion based on performance and/or strengths needed within sections and needed instrumentation.

## Booster Club

The main objectives of the Booster Club are to support and enhance the orchestra program, which includes the high school and all feeder schools grades 6-12, and to provide program communication to students and parents at all levels of participation. All parents are members of the MISD Orchestra Booster Club. Participation is optional and no dues are required. Meetings are announced via email. Attendance at all performances and meetings is encouraged.

The MISD Orchestra Booster Club hosts fundraisers that support the MISD Orchestras, both middle and high school. They provide private lesson scholarships (half tuition) for students in need, based on application. Please see a director for the application. All information is confidential.

## Calendar of Events

Current calendar information may be obtained at [www.charmsoffice.com](http://www.charmsoffice.com). That information will be distributed as it is available, and is currently in each student binder.

A weekly announcement/lesson plan sheet will also be distributed via email or as needed. Please include all email addresses on Charms that you want this most current and up to date information to be distributed.

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 at least two days in advance.

The Orchestra Director has sole discretion on who will perform in a contest, concert or performance. Absences from required rehearsals, whether excused or unexcused, can disqualify a student from inclusion on said events. In such case, alternative assignments will be given. Once the event is completed, students will participate again with the orchestra class. It is best to inform the MNHS Orchestra director of any conflicts prior to miss an event so that an amicable solution may be worked out between the professional educators that are involved. Please see pages 10 and 11 for further explanation.

## Chamber Music Night

Chamber Music Night (CMN) has been a popular addition to the MNHS Orchestra Curriculum. Chamber Music is an enhancement to the Orchestra program. Students are assigned to ensembles, allowed to pick their own music with guidance from the MNHS Orchestra staff and learn to rehearse and coach themselves on chamber music. Additional coaches are hired to coach these ensembles, as budget allows.

Currently, CMN will be on Mondays, throughout the year. A social/dinner time of 30-45 minutes will happen between the coaching and rehearsal times. Students are asked to pay \$5 for the meal. Chamber ensembles rehearse either just prior to dinner or just after dinner. Ensembles receive coach time as well as rehearsal time alone. Performing in an ensemble requires a unique set of skills that are not necessarily developed in orchestra class rehearsals.

All MNHS Orchestra members are required to play chamber music, either during their class time and/or during the Chamber Music Night sessions. All Honors and Chamber students must participate in CMN, unless arrangements are made with the director. Concert and Symphony musicians may sign up for CMN participation as well.

Some food and drink donations are requested from both area businesses as well as members of the MNHS Orchestra. All business donations are listed in the Concert Programs for Fall, Winter and Spring concerts. Parents are needed to help organize and clean up the food time. MNHS Orchestra officers will select a different food for each CMN—lots of fun!

## 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.
- 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 hall.
- The teacher 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. In the event of extreme behavior, students will be sent directly to the principal.
- All students will adhere to the *MISD Student Code of Conduct* Handbook.

### Materials at School Everyday

- Instrument, with an additional set of strings
- Rosin (Cello and Bass students should have rosin for their school **and** home instruments.)
- Metronome/tuner
- Soft Cloth
- Pencil (on stand)

- Music binder
- Rock Stop for Cello and Bass
- Shoulder Rest for Violin and Viola

### **Additional Materials for Home**

- Music Stand
- Metronome/tuner
- Tape/digital recorder or other recording device
- 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, MNHS, MISD, and McKinney, Texas. Make sure that your actions prove that the MNHS 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.

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.

## **Eligibility**

The MMHS Orchestra staff 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 10<sup>th</sup> grade year – at least 5 credits toward graduation*

*Beginning of the 11<sup>th</sup> grade year – at least 10 credits toward graduation*

*Beginning of the 12<sup>th</sup> 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-week 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.*
- *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 tardiness, excused or unexcused, may be made up in accordance with District and school/teacher grading guidelines.*

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

### **Daily Grades (30%)**

- 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 (70%)**

- The student will receive a grade for each performance during a grading period.
- Performances will be counted as major exams.
- 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 determined by the director.

### **Additional Criteria Affecting Grades**

#### **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.

**Missing required rehearsals could prohibit participation in particular events, such as UIL or other competitions, regardless of excused or unexcused absences. This solely will be based solely on the director's discretion and the decision is final.** All decisions will be based upon the benefit of the MNHS performing orchestra.

### **Individual Growth Plans (IGP's)**

Each student will meet periodically with the MNHS Orchestra Staff in an individual one on one session. These are before or after school and will be on a regular basis. The goal is to develop each individual's playing skills and allow the staff to focus on individual needs. This will be an evaluation and goal setting time. IGP's are mandatory and benefit program development. There will be 3- 4 IGP's per semester.

### **Tardiness**

Each tardy to a before or after school sectional or rehearsal will require completing an extra task assigned by the director. If the extra task is not completed within the allotted time determined by the director, the student's participation average of the nine weeks grade will be lowered by 5 points.

*Rehearsals that start on time will end on time.*

### **MNHS Specific Guidelines**

#### **Late Work**

Students have a maximum of three (3) days to turn in late work.

10 points will be deducted for each day late (up to 3).

In order to turn in late work, student must attend a mandatory tutorial.

This guideline does not apply to projects or long term assignments, *Special Education Students, LEP or RtI students.*

#### **Teacher to teacher communication**

Teachers will communicate with other teachers regarding program conflicts. The directors of all affected programs will determine where a student is most needed and which event will take priority. The involved teachers will notify students and parents of the agreed resolution and will work for a win/win situation for both the programs and the students. No student or parent is expected to resolve calendar/program conflicts—that is the responsibility of the professional educators. This is the guideline as set forth by the MNHS Principal.

### **MNHS Orchestra Awards**

Each MNHS Orchestra student will receive an Achievement Awards student tally sheet upon entrance into the high orchestra program. This is a four year award program and is designed to honor the most outstanding orchestra students, based on their skill, performance and dedication. This program was developed with the original MNHS founding orchestra class and is a point based system recognizing a broad base of service from multi levels: campus, region/state, solo & ensemble, community musicianship and leadership categories. The awards available are: Letter Jacket, Concert Musician, MNHS Orchestra Honor Cord and The Master Musician.

### **Semester Exam**

Semester grades shall consist of an average of the 2 nine-weeks grades and the 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.

## 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. Whether you own or rent an instrument, you are responsible for purchasing replacement strings. For your convenience, Williamson's and Dallas Strings representatives come by each week to fill student orders. To order, complete the payment envelopes from either company. You will be responsible for paying for the merchandise when delivered. Payment should be by check, made out directly to store from whom you order.

With all personal and school instruments, it is strongly recommended that the instrument be insured through your homeowner's policy or a private company. Please ask if you need additional information on options for insurance. **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 both your instruments 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.

### 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.) Keep your supplies locked up when not using them. If locks are lost, then students are responsible for replacement.
- 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.

### **Cello and Bass Maintenance Fees**

In addition to the cello or bass students rent/own at their home, MISD will have a limited number of cellos and basses 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-re-hair; therefore, cello and bass students must pay a convenient \$50 maintenance charge for this purpose. Students must also provide their own personal accessories such as rosin, mute, or rock stop. 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. See the cello/bass instrument form in your form packet for additional information.

### **Instrument Repair**

When your instrument needs repair, you should **not** try to 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
- 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. Your directors can verify this if needed for the shop.

## **Medical Release Form**

All parents must complete and turn in a Medical Release Form obtained from the director. No student will travel or perform with the orchestra without this form on file. This form is to be on file no later than the end of the third week of the new school year or prior to the first off-campus event requiring transportation by buses.

## **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 lessons 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 twenty-five minute private lesson per week (or half of one orchestra class) at a cost of \$18.00 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.

## **Rehearsal/Performance Schedules**

Rehearsal schedules will be posted and distributed at least one week in advance. 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 allowing a minimum of one week's notice of a new or updated activity or event.
- 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. These fees are managed through the MISD Orchestra Booster Club.
- It is possible that a spring orchestra trip will be taken this year. The District will bear no cost for this trip. 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 MISD Orchestra Booster Club general 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 Booster Club's general fund
- Financial assistance is available for students who need help meeting required maintenance fees and other expenses. Consult the Head Orchestra Director for more information.

Members of the MISD Orchestras have financial obligations in two categories: program operations fee, and trip expense. No student will be denied participation in the orchestra program due to financial difficulties. Parents should contact the director with any specific concerns. A brief description of all expenses follows.

## **Start- Up Fees**

There is an orchestra fee of \$100 to cover the following items:

- Orchestra t-shirt
- Student binder and binder organization and classroom instruction items
- Instrument lock rental (If lock is lost, students will be charged \$10)
- One entry at solo ensemble contest (students can choose to participate in and pay for up to 3 additional entries)
- Yard Sign (for new students)
- A small portion of the events put on for all Orchestra students throughout the year (guest clinicians, pizza parties, master classes, etc.)
- Coaches and Clinicians for our orchestra sessions.

Make checks payable to MOBC (or **McKinney Orchestra Booster Club**). Orchestra fees are not refundable. In cases of extreme financial hardship, please contact your director.

## **Orchestra Trip**

In addition to local performances, the orchestra may take a spring trip. The purpose of the trip is for the orchestra to perform in an educational venue. All orchestra students will have the opportunity to travel and perform as long they meet the following expectations:

- Orchestra students must pay all spring trip costs; a variety of fundraising activities will be provided.
- Students must meet all local and state eligibility requirements to participate
- Students who are ineligible may not travel with the orchestra.
- Students must be able to satisfactorily perform the material assigned for the performance.
- Students must have attended scheduled rehearsals.
- Students must fulfill all their financial obligations to the organization.

## **Trip Expense Payment Schedule**

Information will be given once the final destination is determined.

## **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.
- 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 or designated friend's account. Any other excess money will revert to the MOBC general 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 by the Orchestra Director only to his/her parent/guardian. Any exception to this guideline must be submitted in writing and approved by the orchestra director.

## Uniforms

The District provides uniforms for high school music groups. District issued-uniforms are mandatory for participation in high school band, choir and orchestra. The individual student must provide uniform accessories such as shoes, socks, tux shirts, etc., as needed. Students are responsible for maintenance and dry cleaning fees for uniforms. Each student is responsible for repair or replacement of any damaged or unreturned uniform/equipment (uniform, instrument, music, folder, etc.).

### Accessories

Women will purchase black shoes for use with their concert attire. Men will purchase black shoes, and black socks for use with their concert uniform. Each student is responsible for paying for any uniform part that is damaged or lost.

### Alterations

Alterations are the responsibility of each student. If the hem needs to be adjusted, do not remove any fabric from the garment. Please adhere to the following rules:

#### Men

- Measure the pant hem wearing the shoes you will wear when you perform.
- If altering the jacket, measurements should be taken with the tux shirt on.

#### Ladies

- Measure the pant/dress hem wearing the shoes you will wear when you perform.
- The finished dress length MUST be EXACTLY 2" off the floor when wearing concert shoes. Hems may need to be altered throughout the year if the student grows.
- Do not press the fabric.
- The finished hem depth should be no more than 4". If the fold under is more than 4", then fold the excess amount of fabric under or inside the hem before sewing. Use black thread with small hemstitches for hemming. Do not use staples, tape, safety pins or fabric fuse. The dress must be hemmed using a needle and thread.

## Wind and Percussion Students

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



## APPENDIX A --- MISD FIELD TRIP RELEASE OF CLAIMS

The student, and the parent or legal guardian of the named student, by entering signatures on the Handbook Acknowledgement Form, in consideration of the right to attend:

**All MNHS Orchestra Events, as listed on the MNHS Orchestra Calendar, also including any trips not currently finalized and on the calendar for the school year 2014-2015,**

to the extent permitted by law, do hereby release and forever discharge the McKinney Independent School District, (hereinafter the "District") its agents, employees and officers from all claims, demands, actions, right of action, which I may have or which my heirs, executors, administrators, or assigns may have or claim to have against the District which arise out of or are in any way connected with personal injuries, known or unknown, and injuries to property, real or personal, caused by or arising out of, the above described educational field trip.

I understand that every reasonable effort will be made to contact me in the event of acute illness or other emergency requiring medical attention. However, if I cannot be reached, I hereby authorize the District to transport or authorize the transport by ambulance of my child to the nearest medical care facility and to authorize any and all necessary medical treatment arising from said emergency.

I understand that any and all costs incurred as a result of above-mentioned medical care will remain my responsibility. I further understand that these costs may include, but are not limited to, ambulance, private physician, clinic, hospital, dentist, or other urgent care personnel.

I have read this entire release and understand that the terms contained herein are contractual. Further, I consent to medical treatment according to the terms of this agreement and accept responsibility for all costs incurred. I understand that failure to return this form will act as lack of consent for participation and student will not be allowed to participate in Field Trip.