

# GEORGETOWN ISD MIDDLE SCHOOL

# ORCHESTRA HANDBOOK

# 2020-2021



### Orchestra Staff

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**Student Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Instrument:** \_\_\_\_\_ **Period:** \_\_\_\_\_

The Signed Handbook Receipt is due by: \_\_\_\_\_

# **GISD Orchestra Mission, Vision, Values and Goals**

The GISD Middle School Orchestra program provides educational and performance opportunities for all students to develop a well-rounded, sequential course of study in instrumental music. The arts are a core element of any academic curriculum. We strive to create a comprehensive curriculum integrating literature, science, math, social studies, visual arts, and the performing arts into our academic program.

## **Mission**

The mission of the GISD Orchestra program is to enrich, inspire and empower the students, fostering them to be musically literate, well rounded, with a love and appreciation for all music.

## **Vision**

To transform the heart, mind and the community through high quality performances and student success.

## **Values**

Excellence, Respect, Education, Inclusivity, Collaboration, Community.

## **Goals**

1. To prepare students in orchestral music as a consumer, leisure activity or a career.
2. To provide educational opportunities that enrich the student's experience, developing a well rounded musician.
3. To perform repertoire that provides a cultural, historical & technical exploration into the world of orchestral music.

## **Classroom Expectations and Conduct**

- Bring all equipment and supplies daily.
- Care for your belongings and others' properly as discussed in class.
- Be on time for all rehearsals/concerts.
- Be prepared by practicing your part every day.
- Be respectful to others & their belongings during all rehearsals/concerts, this includes events on and off campus. Students will be held liable for any damaged school property.
- The only drink allowed in the rehearsal room is WATER in a clear, closable container.
- No Food during class time or rehearsal time.
- Be informed – check the calendars & websites often

## **Orchestra Technology Platforms**

The Orchestra website can be accessed by going to the GISD home page - your school - Student Activities - Orchestra. The Orchestra also keeps all important information updated on the GISD Fine Arts Events calendar. Specific Orchestra information for your school can be accessed through your teacher's website. Google calendar may be available as well, please see your director for further details.

The Orchestra will be using a few programs to help with student data and curriculum; Google Classroom, Charms and Music First. Your orchestra teacher will be providing more information on these programs as the school year progresses.

## Grading Policy

The following assignments receive **Test Grades: 60% of the overall class grade**

Concert (Attendance and Participation)  
In-Class Playing Tests  
Projects  
Individual and Ensemble Performances  
Written Tests

The following are considered **Daily Grades: 40% of the overall class grade**

After-school Rehearsals/Morning Rehearsals  
Sectional Attendance  
Daily Participation & Class Readiness  
Daily Individual Preparation (includes instruments going home & coming back)  
Weekly Practice Reports  
Music Theory Worksheets  
Supply and Binder Checks

## COVID-19

All events and activities are subject to change to do the health and safety of our students, faculty, staff and facilities we will be using. Please know we will do our best this school year to communicate all details with the orchestra families as our logistics may change frequently due to county, state, TEA, UIL, and GISD guidelines.

## REQUIRED SUPPLIES & EQUIPMENT

1. Instrument and bow in good playing condition.
2. Luggage tag with name and school clearly marked & attached to instrument.
3. A spare set of strings (See STRINGS- next page)
4. A rock stop for cello and bass players, a shoulder rest for all violin & viola players.
5. Rosin.
6. Cleaning/Polishing cloth.
7. Music stand for home practice.
8. Method Book and Orchestral Music.
9. 1" or 1 ½" Black binder with hard cover with clear front pocket and dividers (Binder must lay flat while open).
10. Pencils.
11. Metronome and tuner.
12. Nail Clippers (keep inside instrument case).

## Strings

Students should always have spare strings in his/her case. Strings always seem to break at the most inopportune moment, like right before a concert, or as you are walking in to play a solo! At the very least, violins should carry an extra E & A string, violas & cellos an A & D. *D'Addario* and *Dominant* are string brands commended for good sound quality. Directors have a limited number of emergency strings at school. Your student will be told the replacement cost and payment should be sent the next day.

## Instruments

Most damage to instruments happens from lack of proper maintenance or safety precautions taken during rehearsals and concerts. Teachers will educate students in proper care of their instruments. Students are expected to follow these guidelines and communicate them to their families at home so that the maintenance of the instrument can be continued.

1. INSTRUMENTS ARE BROUGHT TO SCHOOL AND TAKEN HOME **EVERY DAY**.
2. ALWAYS PUT THE INSTRUMENT AND BOW BACK IN THE CASE WHEN NOT IN USE! LOOSEN THE BOW WHEN YOU ARE NOT USING IT AND ARE GOING TO STORE IT! TIP IN FIRST, THEN FROG!
3. NEVER ALLOW ANYTHING TO TOUCH THE BOW HAIR EXCEPT THE ROSIN AND THE STRINGS!
4. WIPE THE INSTRUMENT OFF WITH A SOFT DRY CLOTH TO REMOVE ROSIN DUST EVERY TIME IT IS PUT AWAY.
5. KEEP THE INSTRUMENT & CASE IN A COOL DRY PLACE WHEN NOT IN USE. DO NOT KEEP IT IN HOT CARS OR NEAR AIR VENTS. ZIP AND FASTEN THE CASE EACH TIME!
6. CLEAN UP AND PUT AWAY EVERYTHING WHEN YOU ARE DONE TO AVOID SMALL CHILDREN AND ANIMALS GETTING INTO THE INSTRUMENT CASE.
7. REMOVE THE BOW **FIRST** FROM THE CASE WHEN UNPACKING THE INSTRUMENT. BOWS GO BACK IN THE CASE **LAST** WHEN PACKING UP THEIR INSTRUMENT.

## Instrument Repairs and Repair Shops

Broken strings and bridges that fall off are common string ailments that can easily be fixed by your teacher. Broken bridges, seams that become unglued, or broken parts need special repair. All string instrument repairs should be performed by a luthier - a string instrument specialist! Always tell your teacher right away when you notice anything wrong with your instrument.

The following are local stores that have competent repair departments for string repair:

- Strait Music, 13945 N Hwy 183 Round Rock, 918-3743
- Blackerby Strings, 1111 W. Anderson Lane, 469-9343
- Austin Strings, 13276 Research Blvd. Plaza Cortez #201, 918-1863
- Terra Nova Violins, 7795 Burnet Rd., 640-4072
- Lisle Violins, 2450 Bissonet St., Houston, TX 77005, (713) 526-4005

## School-Owned Instruments

The Georgetown Independent School District is able to provide a limited number of musical instruments for students in need to use throughout the school year. GISD staff members will provide appropriate instructions on the safe care and handling of this GISD-owned musical instrument. **The rental fee for an academic year is \$100.** This fee covers the actual rental plus regular maintenance to be determined by GISD music staff members. **This fee does not include repairs or replacement cost caused by student or parent/guardian negligence on school property, in route between home and school, or at home.** For this reason, students and parents should work to insure the safety and security of the instrument at all times, including appropriate care regarding temperature and weather conditions, as well as storage on school property. GISD staff members will verify the condition of the instrument upon check-out and document this condition with detailed descriptions and photograph(s) as necessary. **The full repair or replacement cost for any damage caused by negligence after check-out will be the sole responsibility of the student and the parent/guardian.** As with all GISD property, if the student moves out of this attendance zone, the instrument must be returned to the assigned campus prior to unenrolling from the GISD school.

Fees should be paid on the following schedule (checks payable to student's campus – ask director for specifics):

- Payment 1: \$20 minimum due within one week of check-out
- Payment 2: an additional \$40 due by November 15 of this school year
- Payment 3: final \$40 due by February 10 of this school year.

*\*Note – this fee schedule can be altered by agreement between director and parent/guardian\**

**If the student is qualified for the free/reduced lunch program, an instrument may be provided for the student by GISD.** A student is expected to care for a school-owned instrument as if it were his/her own; this includes providing rosin, rock stop, and the replacement of broken strings. The repair cost of any damage caused by the student on a school owned instrument, including ANY instrument that is not their own, is the financial responsibility of the student and parent/guardian. When an instrument is shared (and used at school as a convenience) all students who use this instrument will share the cost of routine maintenance items. Parents of students using school instruments for events and concerts are responsible for transporting the instrument to concerts.

Summer instrument rentals are coordinated during the month of May for students who will be continuing in the GISD Orchestra program. Summer instrument rentals are distributed after the rentals for the academic calendar year have been collected, inspected and inventoried. **The summer rental fee is \$75.** GISD staff members will verify the condition of the instrument upon check-out and document this condition with detailed descriptions and photograph(s) as necessary. **The full repair or replacement cost for any damage caused by negligence after check-out will be the sole responsibility of the student and the parent/guardian.** Instruments must be returned on the agreed date between the student, family and GISD orchestra teacher according to the contract signed.

## **School Owned Usage Policy for Cello and Bass Students**

Cello and Bass students may choose to keep their rental instrument at home and use a school-owned instrument during school hours, instead of carrying their instruments back and forth from home. If instruments are not available for every student in each class, students will be expected to transport their instrument as necessary for their particular school program. Students who choose this option must fill out and submit a **GISD School Instrument Rental Form and turn in a \$10 usage fee BEFORE using a school-owned instrument.** The in-school usage/convenience fee for string instruments is \$10 per school year per student. This usage fee goes towards a fund for bow and instrument maintenance. This fee does not include repairs or replacement cost caused by student negligence towards the instrument. **The full repair or replacement cost for any damage caused by negligence after check-out will be the sole responsibility of the student and the parent/guardian.**

## **Rehearsal/Sectional Schedule**

All orchestras may have additional rehearsals before or after school as a regular part of their weekly practice, this may increase in frequency as we approach Region Orchestra auditions or UIL Concert/Sight Reading Evaluations. This allows for collaboration between the classes, sectional work, and wind/brass/percussion players to join us for full orchestra repertoire. A complete schedule of rehearsals will be provided by the director. Students are welcome to use the orchestra room (when available) for individual or ensemble practice, please see your teacher for scheduling.

Sectionals are required for Orchestra as part of the Texas Music Education Standards. This is our time to meet as a group for an individual instrument and work on our performance pieces in detail. Sectional times will be determined by each individual director at each school. Sectionals will include information used in our playing tests, new techniques, styles of playing, blending/matching of sounds as a section, and other musical ideas from the music. **All concerts are required attendance for a grade with consequences for absences. ALL Excused absences and Unexcused absences policies are determined by the director of the orchestra in accordance with campus administration and GISD Fine Arts.**

## **Concerts, Evaluations, and Events**

Concerts occur approximately every three months and are REQUIRED to attend for each student. Concerts count as a TEST GRADE, and per GISD district grading policy, test grades make up **60%** of the overall grade for each class. Your director will have a list of concert dates available to you at the beginning of the school year, please take care of putting them into your family calendar in order to plan ahead for rides and your evening schedules.

Performances will come up throughout the year as we get invited to play in the community. As much advance notice will be given as possible. Each director will communicate with the students and families to inform you if there are specific performances that may/may not be required. See your director with any questions. Additionally, if there is a local event that seems to suit our orchestra program as a performance opportunity, please communicate that with your director.

Orchestra classes and seating placements may occur throughout the school year. Each orchestra director reserves the right to have final say on all orchestra placements in their respective orchestra program, provided there is documentation of the student's progress through assessments. This includes placement in classes at all levels, placement in the seating order in those classes, and the continuation or discontinuation of a student in the class or program.

Orchestra classes are *performance-based classes*. Students will be graded on their performances on the daily level and progressively at concert level. In the event that a student cannot participate in a rehearsal or a concert, pending the reasons stated above, they will be given an alternate activity in order to receive a grade for the work. Each specific grade level will weight grades according to GISD campus grading policies.

## **TMEA All-Region Orchestra Auditions and Clinic**

MS Students can choose to audition for Region 26 All-Region Full and/or String Orchestra, an incredible musical experience! Students prepare challenging music excerpts for audition, and if selected, participate in a 3-day clinic and concert with an outstanding guest conductor. Students are required to pay the TMEA Region 26 Orchestra Audition fee to their director in order to be registered to audition. Each campus orchestra director will register students who are interested in auditioning once they have paid the audition fee. Individual assistance on All-Region audition music will be provided by school directors at no cost to students. Additional sectionals, clinics, or sign-up sheets for tutoring will be made available on a campus level at the director's discretion.

You can find the Region 26 Orchestra Information on their website: Please see your Orchestra director for details, registration, music and eligibility .<https://sites.google.com/site/tmearegion26orchestra/home>

**Region Orchestra Auditions will be held virtually by audio audition. More detailed information will be distributed by orchestra directors as it becomes available.**

## **Solo and Ensemble Evaluation**

**This is a mandatory performance for all levels of orchestra students on April 4th, 2019 at Wagner Middle School from 8:30am to 4:00pm.** Students may elect to perform a solo or be a member of a small group/ensemble performance. Students are evaluated based on their individual or small group performance by a music educator. Directors help students choose repertoire from a comprised list of music by level. Participation in this event will require extra time outside of the school day in order to prepare the music, not unlike the other music prepared throughout the school year. Students must demonstrate proficiency on their solo/ensemble before performing in a public setting. Students will receive verbal and/or written feedback from their director about their progress prior to performing their solo/ensemble at the required event.

Soloists may request to perform with piano accompaniment. Accompanists are independent contractors and are not GUSD employees. Planning & payment to have an accompanist perform at the solo/ensemble performance is to be made directly to the Accompanist by the student's family before the first rehearsal. Soloists must notify the director before Spring Break if they plan on having an accompanist perform the piano part with their solo. More information will be available from the orchestra director in the Spring Semester.

## **UIL Concert and Sight-Reading Evaluation**

**This is a required contest for all ACADEMICALLY ELIGIBLE Non-Beginner students in selected ensembles at the middle school level. Students are evaluated based on the overall performance of the orchestra level in which they participate.**

- Pre-UIL & UIL Evaluations take precedence over other school activities. UIL events may occur during the school day or evening. An absence from school for a UIL event is considered excused. STUDENTS are responsible for any missed work.
- Rehearsals for UIL will take place during class; however, sectional and other rehearsals before or after school may be required.
- Any student who misses required Pre-UIL or UIL events may not be allowed to participate in the contest, at the director's discretion. This may include sectionals, rehearsals, pre-UIL, performances, anything leading up to the UIL contest.
- Students will be asked to demonstrate proficiency on the music before being allowed to participate and perform in UIL related events. Proficiency will be demonstrated through individual performances, excerpts and assessments. The outcome of their performances will determine their level of participation in the UIL process and is at the director's discretion.

## **Eligibility**

Students do not have to be eligible (UIL no-pass, no-play state policy) to participate in required evening concerts. Students in ISS during the day on the date of an evening concert are not allowed to perform or attend the concert. If an orchestra activity causes the student to miss another class, the student is responsible to promptly make up all missed work.

## Curricular Orchestra Activities

Curricular Orchestra Activities are those activities that occur as an extension of the orchestra class, as designated by Texas State Law and UIL.

- Curricular Orchestra Activities include graded orchestra concerts, rehearsals and sectionals.
- Curricular Orchestra Activities may occur during school, before or after school, or on the weekend.
- Eligibility is not a factor when determining participation in curricular Orchestra activities.

## Extra-Curricular Orchestra Activities

Extra-Curricular Activities are those activities, particularly contests, which occur beyond the regular, required orchestra activities, as designated by Texas State Law and UIL.

- Students are eligible during the next grading period if they pass all of their classes on their report card with a grade of 70 or above.
- Students who receive grades of "Incomplete" on their report card in *any* subject are considered ineligible. They have 7 days after the end of the 9 weeks period to complete the missing work and have their grade changed/updated to passing to regain eligibility.
- Students who receive failing grades on their report card in any subject are ineligible, even if the student completes work to get the grade changed after the 9 weeks is over. If the failing grade was given in error by a teacher, that teacher must take care of the appropriate forms in order to have the updated grade reflected.
- Teachers are required to follow the progress report eligibility schedule in order to determine the student's eligibility for an orchestra activity.
- According to UIL, there is no special compensation given to Special Education students if the modifications set out in the A.R.D. have been met by the teacher.
- Students who are ineligible due to grades may regain eligibility at the end of the 4th week of a 9 weeks period by receiving passing grades for all of their classes on their progress report (given at the end of the 3rd week of the 9 weeks period). If eligibility is not regained at that time, the student will have another opportunity at the end of the 7th week by the same process as stated earlier.

## Orchestra Grading Policies

- Students who fail to follow through with their responsibility regarding grades may be removed from or placed in a lower orchestra.
- Students who receive failing grades on their report cards or UIL grade checks may or may not be allowed to participate in orchestra activities.
- Participation will be determined by the orchestra director, in accordance with policy, school district policy and UIL rules.

## Conflicts with Orchestra Activities

If conflicts occur with performances or concerts, other than serious illness or a death in the family, notification and a request for permission for the student to miss the event must be submitted in writing by the parents to the orchestra director **at least two weeks in advance of the scheduled rehearsal or performance**. Medical and dental appointments are not usually emergencies, and therefore need to be scheduled around the concerts, performances



and rehearsals. Lack of transportation is not an excuse - arrange to carpool in advance. Please communicate with your director if you are having trouble arranging a ride to an orchestra event, we will do our best to assist each family.

In an ensemble like orchestra, each musician is important to the total sound. During the day-to-day rehearsals, musicians become dependent upon each other in the musical matters of blend, balance, intonation, style, articulation, tone quality, and dynamics. *When individual students are missing, the group sound changes dramatically. This can be disastrous and very unfair to the other musicians.*

We LOVE that the orchestra students are multi-talented and we want to do our best to support their interests! When a student is involved in more than one activity it requires extra organization & communication between the student, family and director. Especially when it comes to after school and evening schedules around games, meetings and concerts. Conflicts may occur, but it is the responsibility of the student, family, teachers, coaches and sponsors to help develop a solution when this arises. If there is not any planning or communication in advance, then it makes it very difficult for all parties to find a solution. Oftentimes, a compromise can be made - like going to both activities for a shorter time, miss one or the other activity, alternate weeks, work out a different ride, etc.

See the list below to help decipher a conflict between two events:

- A UIL or Pre-UIL event takes precedence over any non-UIL event, game or practice.
- A district level event (a concert or contest) takes precedence over any non-district, lower level event.
- A performance/concert/district level event takes precedence over a practice or meeting.
- A practice/rehearsal for a UIL or district level event takes precedence over a practice for a non-competitive performance/game/meeting.

When there are two activities of equal importance (practices, performances/games, competitions) the student will need to work out a compromise with all parties involved. A practice for a one time performance takes precedence over a routine, regularly scheduled practice. **A school event takes precedence over a non-school event, even if that non-school event is a competition.** Students MUST check event calendars for ALL of their scheduled activities for conflicts as soon as dates are available. Sometimes, a student will need to make a choice regarding activities that are of equal importance without fear of reprisals or forfeiture of status/position. Family events must be scheduled around REQUIRED orchestra activities.

## Concert Etiquette for Students

Orchestra students will exhibit proper concert etiquette during all performances to show knowledge of concert practices, and to show respect for all performers. Students will be graded on their concert etiquette. The following guidelines should be followed by not only students, but by all people attending formal concert performances!

1. Talking during a performance is not allowed. Talking is disrespectful to other performers and to audience members who wish to hear the performance. Talk in between pieces of music, and stop talking when you see that music is about to start.
2. Do not leave your seat for any reason other than extreme emergency. You have ample time to use the restroom and drinking fountain before concerts begin; therefore, these are not considered extreme emergencies. If you must leave, do so quietly and inconspicuously between pieces or during applause. Make sure the auditorium doors do not slam shut.
3. No food or drink in the auditorium, including the stage and the backstage area. Water must be in a closed container.
4. Support your fellow orchestra members with appropriate applause. Yelling, whistling and calling names are considered inappropriate during formal concerts. Audience members should never cause attention to be taken off the performers on stage.

5. During serious music, applaud when the conductor lowers his or her arms.
6. During pop or jazz music you may applaud for a soloist during the piece.
7. In pieces that have more than one movement, applaud after the final movement. This will be noted in the concert program. The conductor will lower his or her arms when the final movement is over.
8. Set a good example for the audience. Other people may not know how to act at an orchestra concert and will be watching you for clues.
9. Cell phones and pagers should be turned off during concerts. So, no texting or game playing!
10. Move to the stage carefully and quietly. Watch for instruments that are beside you and on the floor, especially when you reach the stairs.
11. Enjoy the concert. This is the only time you will ever get to see it!

## Orchestra Uniforms

Students are expected to follow the listed uniform guidelines, without exception. Uniforms are worn at all concerts and public orchestra activities to show unity, pride and spirit in our program, and to identify GISD students when they are at contest or on trips. Any student that needs financial assistance with expenditures listed should talk with the orchestra director privately, as soon as possible. Please note that the dress code is something that will be followed throughout the year. **Any variance from this outlined uniform guideline will be communicated by your orchestra director.**

### General Concert Dress Code:

- Orchestra T-shirt or polo shirt and jeans for informal events
- **Formal Concerts, Pre-UIL and UIL events** (Intermediate and Advanced Orchestras): Dressy Concert Black attire, including Black close-toed dress shoes, black pants (not black jeans), black skirt or dress (that follows the GISD dress code), tights, pantyhose or leggings worn under skirts at appropriate lengths.
- Please keep in mind your instrument playing position when selecting your concert black dressy attire for formal concerts, Pre-UIL and UIL events.
- Any variance from this guideline will be communicated by your orchestra director

### Masquerade Concert Dress Code:

- School appropriate character costumes are welcome for our first concert! Costume approval will be at the discretion of each school and director.
- Students who do not wish to wear a costume may wear: orchestra t-shirt, blue jeans, and tennis shoes.

Organizations that own formal uniforms, such as dresses and vests, will assign appropriately sized pieces to students in selected ensembles. Students are responsible for the care of their uniforms once it is taken off campus. Uniforms may be hemmed, but **DO NOT CUT THE MATERIAL**. Uniforms must be returned in the same condition as they were checked out. Students will be held financially responsible for any damage that may occur to their uniform while in their possession. **DO NOT WASH OR DRY CLEAN UNIFORMS OR HEM OR SEW UNIFORMS UNTIL RECEIVING SPECIFIC INSTRUCTION FROM THE ORCHESTRA DIRECTOR.**

## Fees & Payment Information

The following fees allow the Orchestra to purchase music, uniforms, participate in contests and string festivals, travel to contests, pay for judges, and maintain the equipment and inventory required for a quality program. Trips are voluntary, and are paid by the student. A payment schedule is suggested for each grade.

### **Beginning Orchestra**

<b>Activity fee will not exceed \$40.00</b>	Payment to your school via your Director
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### **Upper Level Orchestras**

<b>Activity fee will not exceed \$50.00</b>	Payment to your school via your Director
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Please follow these guidelines when making payments to the GISD Orchestra:

- If you are paying in cash, please have exact change.
- Make all checks payable to your MS Orchestra. (BMS Orch, FMS Orch, TMS Orch, WMS Orch))
- Please put the student's name in the memo area of all checks.
- Please put all money, and any extra required forms, in an envelope marked with the student's name, class period, type of payment, and Orchestra.
- It is easier to receive payments, especially cash, before the school day starts.
- Turn in all payments to the orchestra director or to an orchestra lockbox.
- Stay tuned for using an online payment system! Check with your Director about the availability of RevTrack.

Orchestra directors will notify any individual who has a check returned for insufficient funds. Only cash and money orders will be accepted after this instance.

### **Private Lessons**

It is the goal of the Georgetown ISD Fine Arts Department to provide the very best learning experiences for each music student. One of the most valuable learning experiences is the opportunity for students to study privately with a professional music performer/instructor. This enrichment opportunity is open to all music students grades six through twelve that are enrolled in a GISD music course. While private lessons are not required of any student; experience shows that students enrolled in private lessons typically become more skilled, more focused, more dedicated, have more competitive success and generally enjoy music courses more than students not taking private lessons.

The GISD Private Music Lesson Program allows interested students the opportunity to receive additional individualized instruction beyond what can be provided by the GISD director. Some of the credit for the successes of the music groups of GISD no doubt is tied to the individual success of students engaged in the private lesson program. The GISD music staff works to offer the highest quality private instruction. All instructors have been screened, completed fingerprinting and passed individual background checks required by Georgetown ISD.

Lessons are a full year commitment, unless otherwise communicated with the instructor. Students make payment directly to the private lesson teacher, not to the school or GISD. Types and method of payment are left to the discretion of the private lesson teacher. Missed payments or continued missed lessons may result in dismissal from the lesson program.

Some private lessons take place during the school day - usually during your child's class period. Lessons are also offered before or after school depending on instructor availability. Lessons should be taken once per week. However, other arrangements can be made with the individual private lesson teacher.

Please contact your orchestra director to get recommendations about which of the GISD private lesson teachers would be best for your child. The GISD staff has the best understanding of the individual needs of each student and can make the best recommendations for pairing a student with a teacher.

## **General Information for Private Lessons**

1. Verification of personal screening and fingerprinting is completed by the Georgetown ISD Fine Arts Department.
2. Private Lessons are available for students in grades six through twelve enrolled in a GISD music course.
3. Private lessons are optional. No student can be required or expected to take private lessons.
4. Students electing to study privately are taught once per week during music class or before/after school.
5. If a student must miss a private lesson for any reason the private lesson teacher must be notified in advance. Twenty-four hour advance notice is preferred. If the student attends classes on particular day, but misses his/her private lesson on that same day without proper notification, the student is expected to pay for the private lesson that is missed.

## **Hazing, Bullying and Intimidation in GISD Fine Arts Programs**

It is the philosophy of the Georgetown ISD Fine Arts Department that every student enrolled in a Fine Arts course is entitled to a positive experience that encourages a life-long love for and involvement in the arts. Based upon this belief, it is critical that each student, parent and faculty member have a positive experience while participating in GISD Fine Arts activities. Students have the right to a safe and positive learning environment. This learning environment should be free of disruptions to the learning process. Hazing, bullying, intimidations, and physical or emotional threats must be considered as serious impediments to the learning process and cannot be tolerated. These incidents could occur in any combination between students, parents and/or staff members. Any event such as these must be reported to school district personnel immediately so that corrective actions can be made before events could escalate. All students must be made aware of how to recognize these dangerous behaviors and must be informed of procedures to safely report these types of activities with no fear of retribution or negative consequence. Likewise, parents have the responsibility to report inappropriate activities to school district personnel with no fear of reprisal by district personnel toward any student in the program. The recommended course of action when inappropriate action is witnessed or experienced is as follows:

- A. Witness, victim or any other person who is aware of a potential problem should report the inappropriate behavior to the activity sponsor as quickly as possible – normally within 24 hours.
- B. The activity director will immediately report this information to campus level administration. The director and campus administration will begin investigating the report with the intention of quickly putting an end to the inappropriate behavior(s). The Director of Fine Arts will be informed of the report(s).
- C. When appropriate, the campus administrator will instigate disciplinary action if such action is warranted.

Campus administration will report to the Director of Fine Arts:

- 1) the alleged incident; 2) investigation outcome(s) and 3) actions taken, if any, to correct the behavior(s).

## **Travel Guidelines**

The Orchestra will frequently travel on school buses or charter buses. Students will exhibit the highest level of conduct on any trip. Students must travel to events and return from events on the bus. Any student wishing to arrive or leave with his/her parent must notify their director in writing with parent signature or through a verified email, well before the event. Permission will be granted or denied based on the circumstances of the occasion. Students must

have all necessary forms (Medical/Travel Release/Permission Slips) completed and on file in order to travel on any trip with the Orchestra.

While on the bus students will:

1. Follow the directions of the student leaders or any adults accompanying the Orchestra on the trip.
2. Sit safely and quietly in their seat.
3. Keep the bus as clean as possible.
4. Refrain from public displays of affection.
5. Carefully secure all instruments that are traveling with us on the bus.

## Chaperones

Adult chaperones are a great asset for the Orchestra program. Students will treat them as an extension of the Orchestra staff and show proper respect to all adults at all times. Any adult who wishes to assist with the Orchestra program must complete a GISD volunteer form and be approved:

<https://www.georgetownisd.org/site/default.aspx?PageID=16901>

The GISD Orchestras may, or may not, take a Spring trip each year during the second semester. These trips may include in-state traveling to attractions, contests or festivals. Each Director of Orchestras will communicate the cost, fee schedules, itinerary, and other details of the trip in a timely manner, allowing families ample time to plan. The Spring trips are not required events, but can include either portions of the Orchestra program, the entire Orchestra program, or multiple GISD Fine Arts groups.

## **GISD FINE ARTS CODE OF CONDUCT & HANDBOOK CONTRACT AGREEMENT**

In Georgetown ISD, participation in Fine Arts Extracurricular Activities is a privilege not a right. Students who participate in these activities represent themselves, their families, their group, the school, the district and the community. GISD fine arts students are expected to be positive role models and representatives. As a result, students involved in extracurricular activities will be held to a higher standard than those not involved. This expectation extends to conduct that occurs at any time, on or off school property. *(GISD Policy FNC Local and Policy FO Local)*

**Based on these statements, the student named below is willing to –**

- **Be held to a higher standard of student conduct**
- **Adhere to all guidelines and procedures set forth by the sponsor(s) of this activity.**
- **Adhere to the GISD Student Code of Conduct, including appendices that apply to extracurricular activities**

We have read the GISD Middle School Orchestra Department handbook and agree to abide by all of the policies stated therein. We realize that it takes full cooperation, a willingness to make sacrifices and dedication from all of us if we want our program to continue to improve and grow. This includes regular communication between the student, family and director regarding any conflicts or concerns with our orchestra calendar and the events. I further realize that failure to follow the stated policies or directions from the orchestra directors will result in appropriate action which could lead to a change in performance status or dismissal from the orchestra.

**I understand and agree to the terms of the GISD Fine Arts Code of Conduct as well as the Middle School Orchestra Handbook Contract. I have read and understand the expectations and requirements of the 2019-2020 Orchestra Calendar.**

**Student Printed Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Activity or Group** \_\_\_\_\_ **Campus** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student ID Number** \_\_\_\_\_

The signatures above indicate that both the parent and student agree to the GISD Fine Arts Code of Conduct and that the parent and student have read and understand the information in the GISD Middle School Orchestra Handbook.

*This form may be submitted electronically or paper form to your Director.*

## **GISD Orchestra Permission to Publish Pictures and Names**

Dear Parent/Guardian,

Please consider granting the GISD Orchestra Program permission to print your student's name and/or picture on event programs, social media websites and newspaper articles. Any name or picture will be used in a positive light and for a positive purpose such as individual or group achievement, recognition of accomplishments, creativity & collaboration in the classroom, outstanding performances, and community involvement. Note: All GISD websites and social media platforms are overseen by the directors of the program. Newspaper, magazine, yearbook and newsletter article features will be written by employees or volunteers of their own organization and will be requested to be proofread by a GISD Orchestra Director.

Name of Organization: \_\_\_\_\_ Middle School Orchestra

Student's Legal Name (please print): \_\_\_\_\_

Name as you would like it to appear in media (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This form may be submitted electronically or paper form to your Director.*