



ALLEN ORCHESTRA

HANDBOOK

2020 – 2021

www.allenorchestra.org

TEACHING STAFF AND ADMINISTRATION

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COMMUNICATION

Please visit the Allen orchestra website at www.allenorchestra.org for additional information.
All students in orchestra grades 6 through 12 will use the CHARMS system on-line at www.charmsoffice.com.

CHARMS is a time saving, information and communication tool used to help our orchestra programs succeed. Please go to www.charmsoffice.com Locate the “Parent/Student Login” section of the web page. The parent/student login is: Allen HS/Lowery FC: AllenHSOrch Curtis MS: CurtisMSOrch Ford MS: FordMSOrch Ereckson MS: ErecksonMSOrch. Next, enter at the “Student ID/Password” prompt your child’s Allen ISD student ID. (After logging in, you may create your own unique password.) Here you can update the student information. (This information is safe and NEVER shared with any 3rd party.) It is used to send emails with orchestra news, upcoming events, etc. Handouts and forms will be located in the CHARMS account. Also, students can listen to songs that we are playing in class. Please use this resource and keep your information up-to-date. Charms is used district-wide by the fine arts staff in Allen ISD for communication, finances, etc...
<https://allenorchestra.org/charms/>

PURPOSE

The purposes of the **Allen ISD Orchestras** are:

- To develop an understanding and appreciation for one of the greatest artistic achievements of mankind - the full and string orchestra repertoire.
- To train students in music to a point where they may participate in the performance of these great works; and to enable them to continue making music, whether as an avocation or a profession, after graduation from high school.
- To assist students in growing into responsible and successful members of society; able to contribute both individually, and as a member of a group while possessing the essential characteristics of integrity, dependability, and loyalty.

The rules and procedures outlined in this handbook have been developed to accomplish these goals in the most efficient and productive manner, and to provide an accurate method of assessing each student's progress. The goal of this organization is for each student to progress both as a citizen and a musician through making music with a group of their peers. The success of the **Allen Orchestra Program** has traditionally been based on the concept of each student's performing his or her assigned tasks to the best of his or her ability. Each student is capable of making a contribution to the group and to grow in knowledge and appreciation.

Students will contribute to the Allen ISD Orchestra by:

- **CARING** for other students who share similar musical interests
- **RESPECTING** self and fellow musicians
- Demonstrating **RESPONSIBILITY** both on and off the performance stage
- Manifesting **TRUST** by being dependable and honest
- Role modeling the standards of our musical **FAMILY** to the Allen community

ORCHESTRA MEMBERSHIP AND ORGANIZATION

Orchestra in Allen ISD is both a class and an activity. Instruction on a stringed instrument is available to those who maintain proper standards of conduct and fulfill their financial obligations. Students who are members of the Allen Orchestra Program will be required to participate in ALL activities of the organization, including rehearsals, sectionals, and performances. Students are encouraged to fundraise and participate in the Off-Campus Trips/Festivals/Performances.

Orchestra is open to any 6th grade student. Starting in 7th grade, students are placed in orchestra classes based on the following criteria: an audition held in the previous Spring (or scheduled by the director/parents/student), orchestra grade history, eligibility history, and director recommendation.

STATEMENT ON STUDENT ASSESSMENT

In order to succeed in the orchestra, a student should demonstrate two things:

A willingness to improve their musical skills
A work ethic that will improve the orchestra team

It would not be fair to assess a student's progress based solely upon playing abilities. Those born with greater natural skills would have an unfair advantage over those who really have to work hard at playing their instrument. Instead, several things can come into account, including:

- an *improvement* in overall performance skills
- being *on time* to class and rehearsals
- *success* in all academic courses – understanding that failing courses affects participation in orchestra
- *attitude* toward other students as well as the directors
- willing to *accept constructive comments*
- willingness to *help* with daily functions of the orchestra
- *a spirit that is positive* toward the image of the orchestra program
- the ability to *represent* the Allen Orchestra Program and Allen ISD in a positive manner

TESTS AND EXAMS

Playing tests and exams, consist of material assigned by your director - usually an assigned excerpt from the repertoire of the upcoming concert or other performing material. Playing tests will be performed using smartmusic in class, and may affect chair placement for concerts. [Playing Test Rubric located online.](#) Occasionally, it may be necessary to give a written test and/or exam.

GRADES

Each student will be awarded points based upon the following scale. At the end of each grading period, the number of points awarded can be divided into the number of points available to compute the average.

ACTIVITY	AVERAGE
Class Participation This grade includes daily equipment checks (instrument, pencil, binder, etc...), assignments (practice records, music/history, projects, etc...), canvas assignments, and full involvement in ALL rehearsals by the student	50%
Concerts, Quizzes, and Tests Unexcused absences from concerts or tests will require make-up work in order to receive credit	50%

ATTENDANCE

Orchestra activities are planned so that the least amount of activities will conflict. All students are encouraged to participate in as many activities as they wish, but at the same time, orchestra members are required to participate in all orchestra events, rehearsals and performances - remembering that a **grade is given for each event.**

IMPORTANT: In the event of a conflict, the student has the responsibility of submitting a signed note, email, or phone call from a parent or guardian stating the reason for the conflict. Notes that have not been submitted prior to two weeks before the orchestra event *may not be considered*. This note does not automatically excuse an absence. Each case is considered individually and privately according to its circumstances.

All absences, whether excused or unexcused, must be made up and it is the student's responsibility to obtain the makeup assignment with their director. Only excused absences will be given full credit. Last minute excuses cause problems in scheduling and may not be excused. The only exceptions would be a student illness, death in the family, or religious holiday. Not having a ride to an orchestra function does not qualify a student for an excused absence. If this occurs, please try to get a ride from another student. As a last resort, contact your director. Please make efforts to make sure that you have reliable prearranged transportation to all activities. The attendance guidelines do not apply to social events.

ATTENDANCE POLICY

Attendance is required at all scheduled rehearsals, sectionals, chamber music rehearsals and performances.

Examples of excused absences:

- **Death in the family**
- **Medical emergency or illness**
- **Religious holiday**

Examples of unexcused absences:

- **Family trips**
- **Jobs**
- **Personal business or entertainment**

All requests for excused absence from rehearsals, sectionals, chamber music rehearsals and performances are to be **REPORTED IN WRITING, EMAIL, OR PHONE CALL BY A PARENT or GUARDIAN**. If an absence is anticipated, a written request for an excused absence should be submitted at least two weeks in advance. Emergency circumstances may justify an excused absence for reasons other than those listed above. In the case of illness or family emergency, an explanatory telephone call or email prior to the rehearsal or performance is appropriate.

ELIGIBILITY

It is very important that each student maintains passing grades in all classes in addition to orchestra. If you are having trouble passing a class, please notify your conductor. We can try to get you extra help, if not from a teacher, maybe from a fellow student. We expect each member of the Allen Orchestra to do all the work necessary to pass all his or her classes. School performances (events held at an AISD campus) are required regardless of a student's grades. UIL Contests/Extra-Curricular activities (events not held at an AISD campus and/or UIL events) are directly affected by students' eligibility. **All grades must be passing to attend contests and school orchestra trips (events outside of AISD)**

ORCHESTRA RULES

Orchestra rules are designed to be simple and easy to follow. They are effective in keeping order during classes and rehearsals only when each member of the orchestra chooses to follow them. They are:

- When class is scheduled to begin, **be in your seat** with your instrument ready to play and with your music notebook, pencil and any other necessary equipment on your music stand. **THE SCHOOL TARDY POLICY WILL BE ADHERED TO.**
- Everyone must have **their music/binder and pencil** at their seat **every** day.
- Respect the property of other individuals. This includes instruments as well as music. **You do not have the permission to use anyone else's instrument or materials.** Please do not assume that you do.
- **No food, drink or gum is allowed in the orchestra room.**
- **Cell phones should be silenced and stored out of sight during orchestra class.**
- Be respectful to everyone in the room - **that includes when and how you talk.**
- The possession and/or use of alcohol, tobacco, e-cigs, and illegal drugs are expressly forbidden and will not be tolerated. Any infraction, on or off campus, will result in dismissal from the program.

Most discipline problems can be handled in-house, such as, assignment to orchestra detention hours, for such things as eating in the orchestra room, failure to follow rules, etc... Any behavior problem can (for any reason) result in a call home and submission of the AISD Student Discipline Form to their house office. **Poor behavior will not be tolerated and can affect a student's participation grade and/or placement in orchestra.** Any student removed from the Orchestra program will not be allowed back in for a minimum of a calendar year from the date of removal from the program. Students who have been removed retain no rights to awards, recognitions, etc., which are received after dismissal, although they may have accrued over the duration of the school term. They lose all privileges associated with the Orchestra program, including attending Orchestra program only events, the end of year banquet (even as a guest), and using Orchestra facilities.

PRACTICE

Individual home practice is an integral part of any musician's learning process, and is considered your homework in orchestra. It is very important to our orchestra that effort is being made by each student for learning individual parts outside of the classroom. **Class meetings and rehearsals are not to be used as a practice session, but as time for working out ensemble concerns.** The Allen Orchestra Program is successful because of the quality teaching you have received in the early years of your musical education. It becomes a superior orchestra when all of its members put hard work into it. The purpose of a rehearsal is to learn everyone else's part; never your own! Your own preparation is your welcoming gift to your colleagues. Just as in any other class, if there is a problem in the music that you cannot handle, please talk to your orchestra director about extra help.

PRIVATE LESSONS

In a program this large, it is impossible for the directors to meet the individual needs of each student. With private lessons, participating students can have the luxury of extra help on a one-to-one basis. Each lesson from the AISD program costs \$20.00 for a half-hour of instruction. It is up to students and parents to coordinate lessons which are off-campus and not a part of instruction during the school day. Applications and further information can be obtained from your orchestra director. Lesson slots and times are honored on a first-come-first-served basis. It would be to your benefit to register early as time slots and studios fill early.

A list of Private Lesson teachers is available at: <http://www.allenorchestra.org/private-lessons/>

COMPETITIONS

All students are encouraged to participate in competitions outside the scope of the orchestra experience. The Allen Orchestras have been represented well in these types of contests, and has enjoyed the successes of individual as well as collective performances. Many students elect to participate in the AISD Chamber Festival each spring. TMEA (Texas Music Educators Association) sponsors auditions for the Region XXV and All-State Orchestras

Students who are not enrolled in Allen High School Advanced Music do not receive extra grade points for participation in any of these activities - participation in any of these events may not interfere with any work that is required for the class. Students do receive credit in audition placements each Spring for their extra work. Students desiring extra help in preparing for these events should see your director to schedule an appointment.

ALLEN ORCHESTRA BOOSTER CLUB

The Orchestra Booster Club has one meeting each year in the beginning of the fall semester (Registration) and a meeting in the Spring Semester (Spring Trip Meeting.). At these meetings, it will be possible for parents to volunteer for committees such as chaperones, finance, transportation, etc. More information is available at <http://www.allenorchestra.org/boosters/>

MUSIC

All music performed by the Allen Orchestras is provided by the school district. Any music used for extra-curricular purposes is usually provided by the student or the organization (TMEA Region & All-State Orchestra, Solo & Ensemble, etc...). Originals are the property of the Allen Orchestra Program. Students are expected to take good care of the music. Markings should be made in soft lead pencil only. Any originals are collected during the first class following a performance. Photocopied music needs to be kept in a **black three-ring binder, provided by the school**. If music is missing, it is up to the student to obtain a copy of the music from a section member – it is not the director’s responsibility! After each performance, all photocopies are destroyed.

Each student is expected to have his or her own personal copy of the music at every class and/or rehearsal. Even when a stand partner’s copy of the music is being used, each student needs their personal copy of the music to make markings. Do not assume that if your stand partner’s music is marked, yours is as well. Furthermore, don’t assume that you will remember them next time. **Everyone needs to mark his or her music.** From time to time, there may be an unannounced grade given for your work in marking your music.

EQUIPMENT:

- Instrument (district provides cellos and basses for class use w/\$125 - student use fee grades 7-12)
- Electronic Tuner (district provides a tuner in class. Directors recommend all students have a personal tuner)
- Black 1" binder – district provided (dividers provided by student)
- Pencil (**at all times**)
- Mute
- Rosin for your instrument
- Soft cloth to wipe off instrument after each use
- Shoulder rest (violin/viola) - Cello Strap or Rock Stop (cello/bass)
- clipped fingernails on the left hand*

*Left hand fingernails must be kept short enough for students to use the tips of their fingers when holding down the string on the fingerboard. For most people, this means that the fingernails should not extend beyond the tip of the finger. Artificial or acrylic fingernails should not be worn unless they meet this description.

Label all personal instruments, accessories and materials with your name and school (name tags on cases)

INSTRUMENTS

A quality school orchestra program requires quality musical instruments. By the time a student in 8th or 9th grade, they will be expected to be using what is considered a step-up quality instrument and a quality wood (Pernambuco) bow. In most cases, these items will have been purchased during or after the eighth grade year. One advantage of owning such an instrument is that, in contrast to “starter” instruments which can depreciate in value, quality string instruments actually gain value as they age. Instruments and bows should not be in a color other than a traditional “wood” finish (or carbon for bows only)

Students are responsible for your instrument’s care and maintenance. Whether you own or rent an instrument, you are responsible for purchasing replacement strings (Dominant brand or D’Addario Pro Arte strings recommended.)

With all personal and school instruments, it is strongly recommended that the instrument be insured through a parent’s homeowner’s policy or a private company. **The school district will not assume liability for maintenance, repair, or damage of personal instruments on school property.**

In addition, students may obtain inexpensive coverage on a school or privately owned instrument from the Anderson Musical Instrument Insurance Solutions. Application forms for this insurance are available online at <http://www.anderson-group.com>.

INSTRUMENT LOAN – Cello/Bass

AISD and Allen High School owns cellos and basses that can be loaned to a student in grades 7-12 for a small charge. In order to use these, the student must pay an annual maintenance fee of \$125 per instrument, which includes insurance for the school-owned instrument.

In addition to the annual maintenance fee, it is the students’ responsibility to provide general upkeep to maintain the instrument in proper playing condition, including bow rehair and replacement of strings due to misuse. Please complete and return the AISD Orchestra Instrument Contract if loaned an instrument from AISD – form available at <http://www.allenorchestra.org/store>

INSTRUMENT LOCKERS

Lockers & Locks: Each 7th – 12th grade student will be assigned a locker for their instrument. Students are responsible for the school issued lock. Replacement cost is \$10 for lost or damaged locks. Always put your instrument in your **LOCKED** locker when it is not in use. Locker assignments are posted in Charms: <https://allenorchestra.org/charms/>

STUDENT TRAVEL

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

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

FORD MIDDLE SCHOOL ORCHESTRAS

Class Specific Information



PRACTICE REQUIREMENTS

Students must practice regularly to improve on their instruments and to achieve a continuing level of success. Practice marathons do not achieve the same positive results as practicing distributed over several days. Therefore, it is suggested that you try to divide your practice time over the week rather than crowd it into one or two days.

DISCIPLINE MANAGEMENT PLAN

Consequences for Negative Choices

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

Other possible consequences are a change of seat, a temporary separation from the group, or a written assignment.

CONCERT DRESS

Formal Concert Attire: The formal concert dress should be worn for the Fall Concert and for UIL Concerts. **Boys** need to wear solid black dress slacks, a long sleeved black dress shirt, black socks and black dress shoes. **Girls** need to wear solid black dress slacks or a long black skirt that hits below the knees when sitting, a black dress shirt with $\frac{3}{4}$ length or full length sleeves, and black shoes. Basically, our formal concert dress is **ALL BLACK**. Please do not wear black jeans or any other black clothes that are not considered dressy, such as tennis shoes, flip flops, Converse, etc.

Informal Concert Attire: The informal concert dress (2020 Ford orchestra t-shirt and jeans) should be worn for field trips and informal concerts. The Ford orchestra t-shirt is available for purchase as part of the middle school orchestra fee of \$20 that includes a binder, dividers and the t-shirt. The shirt is available in adult sizes S, M, L, XL and XXL. To buy the t-shirt, visit <https://allenorchestra.org/store/> to pay online (preferred). If needed, bring cash (exact change, if possible) or a check made out to **AISD** and a completed shirt order form found in this packet. If paying by check, please include a TXDL #. All orders are due by **Friday, August 28th**.

Ford MS Orchestra Calendar 2020-2021

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

Friday, September 18

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

TBA

Orchestra Movie Night at McKinney Moviehouse & Eatery,
Time TBA (after school)
(All FMS orchestras)

Monday, October 5

Ford/LFC/AHS Orchestra Fall Concert, 5:50 p.m., 6:40 p.m., 7:05 p.m.,
7:55 p.m., AHS PAC, black concert uniform *(All FMS orchestras)*

Saturday, October 24

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

Monday, December 7

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

Thursday, December 10

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

Friday and Saturday, December 11 and 12 (Tentative)

MS Region Orchestra Clinic/Concert, Allen HS
(This event only involves students who were accepted into the orchestra at the
auditions on October 24. Academic eligibility is required.)

Monday, December 14

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

Thursday, January 21

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

Tuesday, February 16

Pre-UIL MS Orchestra Concert, 6:10 p.m., 7:25 p.m.,
AHS PAC, black concert uniform
(*Concert and Sinfonia 2 Orchestras*)

Wednesday, February 17

Pre-UIL MS Orchestra Concert, 7:00 p.m.,
AHS PAC, black concert uniform
(*Sinfonia 1 Orchestra*)

Thursday, February 18

Pre-UIL MS Orchestra Concert, 7:50 p.m.,
AHS PAC, black concert uniform
(*Chamber Orchestra*)

Tuesday or Wednesday, March 2 or 3

MS UIL Concert and Sight-Reading Contest,
LFC PAC, black concert uniform
(*Sinfonia and Chamber Orchestras*)

Please do not schedule any appointments for these days.

March 22-24

End of Year Assessment for all 7th grade students

Saturday, April 24

AISD Chamber Festival, 8:00 a.m. - 5:00 p.m., Allen HS
(This event is required for Chamber students. This is optional for all other students. Specific times will be assigned. Academic eligibility is required.)

Monday, May 3

Full Orchestra Performance, LFC PAC, 10:00 a.m.
Academic eligibility is required.
(*Sinfonia 1 and Chamber Orchestras*)

Wednesday, May 5

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

Saturday, May 8

Hawaiian Falls, optional
(All FMS orchestras)

Thursday, May 13

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

June 7-11

SBOA, LFC
(Optional for current 7th grade students)

Private Lessons

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

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

Lessons are scheduled during your regular orchestra period. Students who are enrolled for private lessons in school must commit to the program for the duration of the school year. Each lesson costs \$20 and lasts $\frac{1}{2}$ of the class period. Private lesson money is paid directly to the teacher.

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



ALLEN ORCHESTRA MIDDLE SCHOOLS T-SHIRT ORDER FORM

NAME OF STUDENT

SCHOOL

PARENT EMAIL

All MS Orchestra T-Shirts will display MS Orchestra Spirit Wear. The sizes correspond to typical T-Shirt Sizes at Penny's or Walmart. Please choose sizes carefully – shirts cannot be exchanged. Orders will not be processed until full payment is received. Please indicate the size clearly on this form. Family and friends are welcome to purchase shirts as Spirit Wear. Students in Orchestra will wear the shirts for performances and other activities.

Indicate number of shirts:

_____ ADULT SMALL

_____ ADULT MEDIUM

_____ ADULT LARGE

_____ ADULT XL

_____ ADULT XXL

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

PAY ONLINE at www.allenorchestra.org/store TO PAY ORCHESTRA FEE

Middle School Orchestra Fees are *DUE BY – AUGUST 28, 2020*

When paying online, include the transaction number.

Transaction #: _____

Online Payment - www.allenorchestra.org/store

(Return this order form to your orchestra director)

2020-2021 Allen ISD MS Orchestra Handbook Acknowledgement Form

Student Name: _____ Student e-mail: _____
Parent Name: _____ Parent e-mail: _____
Campus: _____ Grade: _____ Instrument: _____

Please have your parents initial by each section to indicate that they understand and agree to each section of the Allen ISD Orchestra Handbook for the 2020-2021 school year.

- _____ 1. Orchestra Handbook Statement:
I have read the Allen ISD Orchestra Handbook and understand the policies and expectations of the Orchestra. I understand that I need to return this form by **Friday, August 28, 2020**.
<http://www.allenorchestra.org/schools/middle-schools/> (find Curtis, Ereckson, & Ford Handbooks here)
- _____ 2. Medical Release Form:
I desire that my son/daughter be allowed to travel to and from the events attended by the Allen ISD Orchestra during this school year and to participate in these events. I have returned the required medical release form. <https://allenorchestra.org/files/STANDARDSOFBEHAVIOR-revised%2008-19-08.pdf>
- _____ 3. Orchestra Calendar:
I have reviewed the calendar. All dates and times are subject to change. Notice of such changes will be given well in advance and will be announced in class. <http://www.allenorchestra.org/calendar/>
- _____ 4. Instrument Rental (Cello/Bass players):
I understand rental for a school-owned cello or bass for school us is \$125.00 (tax included). I have returned the Cello/Bass instrument form and made payment for rental.
 1. If you need to print another instrument form: Login to [CHARMS](#)
 2. Click the "Inventory Uniforms" icon
 3. You should see a list of items checked out to the students, click the button labeled "F" to the right of an instrument (not a lock or locker)
 4. Print the form
- _____ 5. Allen ISD Supplemental Music Lesson Program:
I have read and understand the information regarding the private lesson program and have returned the private lesson request form if I wish to enroll in private lessons during my orchestra class.
<http://www.allenorchestra.org/private-lessons/>
- _____ 6. Insurance Release:
I understand the insurance for my child's personal instrument is available, for a fee, through Anderson Musical Instrument Insurance Solutions. Application forms for this insurance are available online at <http://www.anderson-group.com> I also understand personal instruments must have identification (tags) on the instrument case. <http://allenorchestra.org/instruments/>
- _____ 7. Charms:
I understand that the Allen ISD Orchestra Program uses Charms for Communication to Parents and Students. I will update all Current Contact Information in Charms for the 2019-20 School Year. <http://allenorchestra.org/charms/>
- _____ 8. Uniform:
I understand Orchestra has a formal and informal uniform – stated in the MS Orchestra Handbook. I have purchased the informal uniform (shirt) and returned the form. I have also purchased a formal uniform as required in the handbook. <http://allenorchestra.org/store/>

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

ALLEN ISD FINE ARTS

**STUDENT/PARENT AUTHORIZATION & RELEASE
FOR OFF-CAMPUS ACTIVITIES**

The Allen Independent School District (“AISD”) offers a variety of learning activities at designated off-campus locations in which students will have an opportunity to participate. I hereby give permission for my son/daughter to participate in the various off-campus activities associated with the Allen Fine Arts program. I understand that AISD may not provide transportation to and from all activities. Students are expected to use school transportation to and from ALL activities, if provided. In the event that AISD does not provide such transportation, I further understand that I must provide transportation for my son/daughter as a condition of his/her participation in that activity.

In consideration for allowing my son/daughter to participate in off-campus activities, I knowingly and voluntarily agree to assume full responsibility and assume all risk for any accident, loss, damage, and injuries he or she may sustain as a result of or arising out of any aspect of the activity. Furthermore, I, on behalf of myself, my son/daughter named below, our respective family members, and our respective heirs, legatees, executors, administrators, and assignees, hereby agree to release, acquit, discharge, and hold harmless AISD, the AISD Board of Trustees, and any agents, employees, representatives, insurers, successors, and assignees of the entities just named from any and all claims, demands, liabilities, actions or causes of action, of whatever kind or character, whether known or unknown, whether arising out of federal, state, or local statute or common law, including claims resulting from negligence, that I or my son/daughter may sustain arising out of any aspect of the off-campus activity, including, but not limited to, driving or riding to or from the off-campus activity.

PARENT/GUARDIAN – STUDENT RELEASE & AGREEMENT

I HAVE **READ** AND **DISCUSSED** ALL THE INFORMATION IN THE HANDBOOK WITH MY SON/DAUGHTER, AND I UNDERSTAND ITS CONTENTS AND MY RESPONSIBILITY AS TO THESE POLICIES AND CONSENT TO THEM AS A CONDITION OF PARTICIPATION IN ACTIVITIES. I UNDERSTAND THAT BY MY SIGNATURE BELOW, AND THAT OF MY SON/DAUGHTER, WE HAVE ACKNOWLEDGED THAT PARTICIPATION IN THE ALLEN ISD FINE ARTS COMES WITH A HIGHER STANDARD OF BEHAVIOR THAN THE ALLEN ISD STUDENT HANDBOOK AND THAT MY SON’S/DAUGHTER’S MEMBERSHIP AND PARTICIPATION IS CONDITIONED UPON ADHERENCE TO THOSE STANDARDS. MY SON/DAUGHTER HAS MY PERMISSION TO ATTEND DISTRICT AND OUT-OF-DISTRICT TRIPS. I UNDERSTAND THAT ALLEN ISD AND ALLEN HIGH SCHOOL WILL NOT BE LIABLE FOR INJURIES AND MEDICAL COST FOR STUDENTS. MY SIGNATURE ALSO SERVES AS PERMISSION FOR MY SON/DAUGHTER TO OBTAIN MEDICAL TREATMENT ON A SCHOOL-SPONSORED TRIP.

Student Name (PRINT)

Parent/Guardian Name (PRINT)

Student Signature/Date

Parent Signature/Date

ALLEN ISD FINE ARTS PERMISSION AND EMERGENCY RELEASE

As part of its educational program, the Allen Independent School District ("AISD") has organized a variety of educational and learning activities and trips in which your child will have an opportunity to participate. These trips and activities are designed to benefit students by providing unique learning experiences and exposure to new and different people and places in a supervised setting. School personnel will keep you informed of the upcoming activities in which your child will have the opportunity to participate.

I, the undersigned, the parent and/or legal guardian of the student identified below, a minor, hereby acknowledge that said minor is presently under my care, custody and control. I hereby give the student identified below my express permission to travel with school personnel on the educational enrichment activities and trips the school has planned and to participate in all scheduled activities involved in the trip or activity.

In the event of an emergency necessitating medical attention to the student identified below, I hereby authorize that treatment be given by qualified and licensed medical personnel. I understand that I will be notified as soon as possible and that all expenses incurred in treatment will be assumed either directly by me or by my insurance coverage as noted.

I acknowledge that liability of AISD, the AISD Board of Trustees, and any agents, employees, representatives, insurers, successors, and assignees of the entities just named, is narrowly defined and extremely limited by Texas law and local policy.

HEALTH AND MEDICAL QUESTIONNAIRE

Student's Name: _____ Gender _____ Age _____ Date of Birth ____/____/____
Last First MI

Present Address: _____
Street City State Zip

Parents or Legal Guardians: _____ Home Telephone: _____ Cell Phone#: _____

Other responsible party: _____ Home Telephone: _____ Business Telephone: _____

Health Insurance Co.: _____ Policy Number: _____ Health Ins. Tel. # _____

Medical History of Student: (Please check Yes or No)			** Please check medication your child can receive					
	Yes	No		Yes	No		Yes	No
Diabetes	___	___	Dizziness	___	___	Acetaminophen (Tylenol)	___	___
Drug Allergies	___	___	Convulsions	___	___	Ibuprofen (Advil)	___	___
Asthma	___	___	High Blood Pressure	___	___	Throat Lozenges/cough drops	___	___
Epilepsy	___	___	Heart Disease	___	___	Antacids (Tums)	___	___
Fainting Spells	___	___	Stomach Disorder	___	___	Lotions, Creams, ointments	___	___
Kidney Disease	___	___	Hay Fever	___	___	Diphenhydramine (Benadryl)	___	___
Liver Disease	___	___						

Surgeries (within the last year): _____

Emotional problem (i.e. hyperventilation, hysteria): _____

Serious medical problems not mentioned above: _____

Tetanus (last injection date): _____ Allergies to drugs: _____

Allergies to foods & other agents: _____

List ANY medications the student might have cause to use on a trip (i.e. anti-convulsive, anti-histamine, insulin, any tranquilizer, etc.)

Please describe any medical/mental problems which the student might have which have not been covered on this form and about which you think the directors should know. _____

Parent/Guardian Signature and Date

Parent/Guardian Name (PRINT)

membership application **JOIN TODAY**

ALLEN ORCHESTRA BOOSTER CLUB – MEMBERSHIP MATTERS



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

Name(s) of Parent/Guardian/Adult:

Student Information:

1) _____

1) Student: _____

(First, Last)

Grade: _____ School: _____ Instrument _____

2) _____

2) Student: _____

(First, Last)

Grade: _____ School: _____ Instrument _____

Parent E-mail Address: _____

Student School E-mail Address: _____

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

<https://www.allenorchestra.org/programs>

The _____ Family

The family of _____ (student's name)

Mr. & Mrs. _____

Other: _____

Please do not list my name in the 2020-2021 Concert Programs

Membership Levels

Eagle Strings \$10+

Silver Bow \$25+

Golden Strings \$50+

Platinum Strings \$75+

Section Sponsor \$125+

Orchestra Benefactor \$250+

Lifetime Member \$500+

One time gift (any amount) _____

Amount Paid \$ _____ Cash (Circle) or Check # _____ or Paypal (Circle) <http://www.allenorchestra.org/boosters>

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

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

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

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

ALLEN ISD FINE ARTS

STANDARDS OF BEHAVIOR AND OFF CAMPUS TRAVEL POLICIES

Membership in the Allen ISD Fine Arts is an honor and a privilege. Participation comes with a higher standard of behavior than the Allen ISD Student Code of Conduct and may condition membership or participation on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. Extracurricular behavioral standards shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity or national origin. Student's and parent's signature acknowledge they have read these behavioral standards and consent to them as a condition of participation in Allen ISD Fine Arts programs.

Students who represent Allen ISD are expected to maintain very high standards in every respect at all times. They are expected to attend and be on time for all sessions and activities scheduled. In the event of overnight trips, they are expected to be in their rooms at the times designated by their sponsors. Each student will be responsible to one or more faculty sponsors who will supervise the activities of the student for the trip. Negligence in attending sessions, in meeting curfew requirements, or in failing to maintain our standards of conduct may make it necessary for the sponsor to send the student home at his/her own expense. Video/audio equipment is used for safety purposes to monitor student behavior on buses and campuses. Recordings shall be reviewed as needed by the principal, and evidence of student misconduct shall be documented.

Self-discipline is the key element when representing Allen ISD off campus or when on a school-related trip. Students who are involved in a serious disciplinary offense, such as the use, possession of, or being under the influence of illicit drugs, tobacco, or alcohol, stealing, violence, going in the room of a member of the opposite sex, or some other serious offense will face disciplinary action which may include one or more of the following:

1. The student will be sent home from the trip at the parents' expense.
2. The student will be held liable for damages to property.
3. The student may be removed from this school activity as well as other school co-curricular activities.
4. The student may be placed in In-School-Suspension (ISS), Off-Campus-Suspension, or Alternative Education Placement.

Student's attire during school activities outside the school day should be in good taste. While it is inevitable there will be differences of opinion regarding the appropriateness of a student's attire, the final decision lies with the directors. All adults on trips will serve as sponsors when traveling with a group. Students will be expected to treat them with respect at all times.

REMEMBER – Even though you will not always be wearing a shirt with an Allen logo, people will find out where you are from and what group you represent. You have the opportunity to make a tremendous name for Allen and for yourself. Be courteous and polite at all times. There is no way we can anticipate every possible scenario, so we ask for good judgment. Please use common sense. **RULE OF THUMB:** If there is any question in your mind as to whether you should do something or not...DON'T DO IT! It is better to be safe than sorry.

WE ARE CONFIDENT OF ALL FINE ARTS STUDENTS' CONDUCT AND THEIR ABILITY TO BE GOOD AMBASSADORS FOR ALLEN ISD. IF WE ANTICIPATED A PROBLEM, WE WOULD NOT TRAVEL.