

Harpool Middle School

# Orchestra Handbook



**2017-2018**

A Guide for Orchestra  
Students and Parents

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## Dear Harpool Orchestra Parents,

Welcome to a new school year and for those of you new to the school – welcome to Harpool! I am looking forward to working with your children this year. You and your child have made an excellent decision to continue participation in orchestra. The benefits to your child are truly endless. I can't wait to see what we will accomplish this year. I'm looking forward to seeing many of you again and to meeting those of you new to Harpool.

All parents and students are expected to read the orchestra handbook. It is important that both you and your child understand what is required and expected of a Harpool orchestra student. I believe this handbook addresses most of the frequent questions and concerns regarding participation in orchestra as a yearlong commitment.

At the beginning of the school year I encourage you to pay careful attention to the list of required materials, required performance dress, and the list of orchestra fees. Required orchestra fees are different for each level of orchestra because of the increase in activities and contests. The required fee for each student is due by **Friday, September 15**.

I strongly recommend that students take advantage of our private lesson program here in DISD. We have highly qualified teachers who come into our schools to teach lessons on campus. Nothing can help a student progress faster than one-on-one help from a trained professional.

After reviewing this handbook, please find the "handbook" field in the lower left hand corner on your student's Charms profile page. You will need to fill in the blank space with the word "YES" to acknowledge you have read and agree to the orchestra program's policies. Please complete this process by **August 31**. Students interested in signing up for private lessons should also turn in the enrollment form by Thursday, **August 31**. Preferred time slots for private lessons will be given out on a first-come-first-served basis. Students interested in leasing a school instrument for at-school use should turn in their form with first payment by **Thursday, August 31**, so an instrument can then be assigned to him/her. **An instrument will not be assigned to a student until the first payment is received.**

Please visit the orchestra website throughout the year for additional copies of forms, upcoming events, volunteer opportunities, and other helpful information. You can find the website through the Harpool home page by clicking on "Activities".

Again, I look forward to meeting each of you at some point during the school year. I'm sure the students are looking forward to playing together again and putting on some great performances for you. Please let me know if you have any questions or concerns.

Kara Ortiz,  
Orchestra Director

Ryan Napier  
Assistant Orchestra Director

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Welcome to the Harpool Orchestra Program!

## **1. Harpool Orchestra Goals**

To help students to master performance skills on their instrument

To develop students' appreciation for music as a method of creative self-expression and nonverbal communication

To enhance analytical and problem-solving skills through music

To promote self-esteem and self-respect

To promote teamwork and respect of others

To allow students to analyze the music and social issues of other cultures

To develop the ability to evaluate and respond to music and musical performances. To enhance skills required in the TAKS/TEKS Objectives for Reading, Writing, Mathematics, Science, and Social Studies through a variety of classroom activities.

## **2. Class Descriptions:**

### **FM (Felix Mendelssohn) 6th Grade Orchestra:**

6th grade orchestra consists of 6th grade students who have participated in 5th grade orchestra, beginning bass and violin students, or new students who have been studying privately. 6th grade orchestra is divided into 3 class periods that meet daily.

#### *Objectives:*

- Demonstration of fundamental instrument techniques such as posture, hand position and acceptable tone production
- Successful music reading and performance of basic notes and rhythms
- Understanding of basic music vocabulary words and composers
- Demonstration of a basic understanding of intonation and how to adjust intonation
- Demonstration of basic tuning procedures using the fine tuners
- Demonstration of proper performance etiquette during concerts including correct dress, behavior and procedures
- Evaluation of music and musical performances in verbal and written form
- Demonstration of self-discipline and acceptable behavior during class time

#### *Expectations and Requirements:*

- Attend all 2 school concerts, DISD Solo/Ensemble Contest and the String Fling concert (see the orchestra's google calendar tab online for dates and times). Attend the after school rehearsal prior to each concert if scheduled (see online calendar for dates and times). Have all required materials in class daily (see materials checklist)
- **Optional activities:**
  - All-Region try-outs
  - Contest field trip at a water or amusement park
  - Private Lessons

### WAM (Wolfgang Amadeus Mozart) Concert Orchestra:

WAM consists of 7th and 8th grade students. WAM orchestra members are encouraged, but not required, to participate in various optional activities.

#### *Objectives:*

- Mastery of fundamental techniques including posture, hand position and tone production
- Introduction of advanced techniques such as vibrato and shifting
- Successful music reading and performance of intermediate rhythms and key signatures  
Successful application of orchestra vocabulary words in verbal and written form  
Understanding of basic music history time periods and composers
- Adjusting of intonation without prompting
- Understanding of advanced tuning procedures using the fine tuners and pegs
- Demonstration of proper performance etiquette during concerts including correct dress, behavior and procedures
- Evaluation and analysis of music and musical performances in verbal and written form
- Demonstration of self-discipline and acceptable behavior during class time

#### *Expectations and Requirements:*

- Attend all 3 school concerts, the String Fling concert and the Pre-UIL after school rehearsal (see HMS calendar for dates and times)
- Attend the Denton ISD Solo/Ensemble Festival
- Have all required materials in class daily (see materials checklist)
- **Optional activities:**
- All-Region try-outs
- San Antonio reward trip, if student has attended all previously required concerts and rehearsals
- Private Lessons

### CD Orchestra (Claude Debussy) Sinfonia Orchestra:

CD orchestra, or “varsity” orchestra, consists of 7th and 8th grade students. CD orchestra members are required to participate in several extra activities throughout the school year. Students can be removed from CD orchestra for failure to meet the requirements of this orchestra.

#### *Objectives:*

- Successful use of advanced techniques such as vibrato, shifting, and advanced bow strokes
- Successful music reading and performance of advanced rhythms and key signatures
- Successful application of orchestra vocabulary words in verbal and written form
- Analysis of music history time periods, styles and composers
- Few intonation errors/quick correction of intonation errors

- Successful use of advanced tuning procedures without help using the fine tuners and pegs
- Demonstration of exceptional performance etiquette during concerts including correct dress, behavior and procedures
- Evaluation and analysis of music and musical performances in verbal and written form
- Demonstration of self-discipline and acceptable behavior during class time

*Expectations and Requirements:*

- No excessively long, or fake fingernails
- Attend all 4 school concerts and the String Fling concert (see calendar for dates and times)
- Attend the after school UIL Clinic/Rehearsal, and the UIL performance/field trip
- Attend all after-school sectionals in the spring semester (if they are scheduled)
- Audition for All-Region Orchestra
- Attend the after school All-Region Orchestra Clinic/Rehearsal if admitted into the orchestra
- Perform at least one event at the Solo/Ensemble contest
- Pass all classes throughout the year
- Have all required materials in class daily (see materials checklist)
- **Optional activities:**
- San Antonio reward trip, if student has attended all previously required concerts and rehearsals
- Private Lessons (The majority of CD orchestra students participate in private instruction. This additional instructional time is highly encouraged.)

*CD Orchestra Sectionals and After-School Rehearsals (from January to March):*

All CD orchestra members will be required to attend any after school sectionals called in the spring. We do not anticipate needing many sectionals, if any, and will notify members at least one week in advance if a section of the orchestra needs extra attention after school with their orchestra music.

*HIPE (Harpool Instrumental Performing Ensemble):*

This is our full symphony orchestra which combines all instrument families (strings, woodwinds, brass, and percussion). We will rehearse during advisory along with some possible after school rehearsals.

### **3. Materials**

*Required Materials:*

(Must be in class every day. Daily grade is lowered for missing supplies as well as team tickets taken up)

1. Instrument and bow in good working condition (see section on “instrument maintenance”)
2. Violins/Violas – Shoulder rest
3. Rosin (cello/bass keep in “at home” instrument case along with rock stop)
4. Cleaning cloth to wipe your instrument (a washcloth or bandana will do!)

5. At least one pencil at your music stand at all times during class
6. Orchestra binder/folder with all music
7. 6<sup>th</sup> Grade: Essential Elements for Strings Book 1

*Recommended Materials:*

1. 6th grade: Essential Elements Book 2
2. WAM: Essential Elements Book 2 and Essential Technique
3. CD: Materials in binder
4. Music stand (for home practice)
5. Violins – extra set of strings (or just an extra E and A string for your size of instrument)

#### **4. Orchestra Fees**

The list below explains the expenses that will be required of each orchestra student this year. Students who are on the free/reduced lunch program may qualify for a reduction in some of the orchestra fees. It is the responsibility of the student to obtain a fee waiver form from Ms. Ortiz to qualify for fee reduction. Eligibility for fee waiver will be determined by the principal.

How to Pay: Required fee payments may be made by cash or check made out to ‘HMS Orchestra’.

*Note: Instrument Lease Fee Payments are made out to DISD, (not HMS)*

**The required fee for each orchestra is due no later than Friday, September 15, unless special arrangements have been made with Ms. Ortiz. See list below for required fee for each orchestra.**

*Required Fees:*

- FM Orchestra: \$40 - Orchestra T-shirt (\$10), Clip-On Tuner (\$15), Solo & Ensemble (\$6), Clinician/Contest Entry (\$9)
- WAM Orchestra: \$45 - Orchestra T-shirt (\$10), Solo & Ensemble (\$6), Uniform Maintenance (\$9), Clinician/Contest Entry (\$20)
- CD Orchestra: \$60 - Orchestra T-shirt (\$10), Solo & Ensemble (\$6), Region Audition (\$12), Clinician/Contest Entry (\$23), Uniform Maintenance (\$9). If you have previously purchased the varsity uniform you do not need to pay the uniform maintenance fee.

I collect this fee at the beginning of the year to avoid multiple requests for money as various contests and activities arise, but you may pay for these items as they come up if you prefer.

## 5. School Instrument Lease Policy

All students are required to rent or own an instrument for home practice. Because of the size of the instruments, it is recommended that cello and bass students also lease a school instrument to use during class throughout the year. The cost to lease the school instrument is \$125 a year, payable to DISD, not HMS, which covers regular string replacement and wear and tear. The school instrument must stay at school at all times. Students who are able to transport their cellos between home and school on a daily basis may do so if they commit to transporting the instrument every day. No student will use a school cello or bass at any time if they have not paid the instrument lease fee.

\*\*Please see the attached DISD Instrument Lease Form and Schedule at the bottom of the handbook.

*Please note: The school instruments are extremely delicate and must be treated with the utmost care and respect. Each cello and bass student will be solely responsible for the care of his/her instrument and bow, including packing and locking it up safely, handling it safely and carefully, and wiping off rosin and the fingerboard. Students will be responsible for paying to repair any damage caused by extreme carelessness or defacement (e.g. intentionally striking bows against objects, knocking over instrument repeatedly due to carelessness, etc.).*

## 6. Policies

### *Grading Policy*

Minor Summative	40%	Major Summative	60%
♪ Demonstration of proper playing technique		♪ Concerts and Contests	
♪ Section/Rehearsal Performance		♪ Major Project or Presentation	
♪ Playing Quiz		♪ End of Unit Performance Test	
♪ Music Theory		♪ End of Unit Written Test	
		♪ Competency demonstration during clinician events	

### *Practice Requirements*

Orchestra is treated as a regular class with nightly homework requirements.

But here's the great news: Our homework is playing on our instruments!

### *Practice Records*

- Due to the new DISD grading policy practice cards are changing. We will not be grading practice cards this year, but encourage students to log their minutes of daily practice on their own. There will be graded quizzes in class over excerpts of music every 5-10 days. These quiz "checkpoints" will help both students and us to evaluate the results of their practicing at home.
- Due to the DISD grading policy we can no longer drop a student's lowest grade. Please encourage your child to practice and prepare for these regular quizzes.
- Practice is the most important part of learning to play an instrument. Please encourage your child to practice daily so they enjoy their success in orchestra.



### *Phone Use:*

Students are not allowed to enter the orchestra office or use the orchestra phone unless given permission by Ms. Ortiz or Mr. Napier. *They are required to say, "I love you" to the person they are calling.*

### *Behavior*

All policies outlined in the DISD Student Code of Conduct apply to the orchestra classroom. Disruptive behavior in rehearsal will not be tolerated. The only way we can be a truly successful orchestra is by making the most efficient use of our rehearsal time.

Successful performing ensembles require self-discipline and commitment from their members. Students who repeatedly make choices damaging to our ensemble will be considered for removal from the orchestra program.

### *Scheduling Conflicts*

Orchestra is a yearlong commitment. If a conflict arises in a student's class schedule at any point in the year it will be handled on an individual basis.

#### *Conflicts with Orchestra Rehearsals*

Any scheduled orchestra rehearsal counts as a grade. It is the student's responsibility to notify Ms. Ortiz in advance and to provide a written note signed by a parent before the rehearsal. Rehearsals cannot be made up; there is no way to get everyone back together to work on the same things again. Practicing "extra" on your own cannot make up for the time that was missed when the ensemble was together.

#### *Conflicts with Orchestra Performances*

Orchestra performances are major grades! Students will not be excused from a performance in order to participate in a rehearsal or practice for another activity. Any absence from a concert requires a written note signed by a parent and turned in to the teacher before the concert date. Depending on the situation, the student may or may not be excused and may be required to complete an alternate project. Missing a concert without providing a signed note ahead of time will result in a zero for the grade.

**\*\*Conflicts with athletic games, which are considered performances, should be discussed jointly between the student, parents, coach, and Ms. Ortiz, to determine the best resolution.**

**\*\*Missing a performance because of an emergency or illness will be fully excused, but the student may have to complete an alternate project to make up the grade. A written excuse from a parent is required.**

### *Tardy Policy*

School policy requires the signing of a ticket.

### *Restroom Passes*

Students will be allowed to leave class to go to the restroom as long as they have an unused HMS restroom pass available. If a student does not have any restroom passes available for use, the student must agree to serve a lunch detention to gain permission to use the restroom. This ensures that students will not miss class time unless truly necessary. There is sufficient passing time to take care of bathroom needs between classes.

### *Locker Policy*

All students will be provided with a locker and a combination lock. The school and HMS Orchestras will not be held liable for any damage to- or the theft of an instrument.

*The following rules ensure the protection of the student's property:*

- It is the student's responsibility to memorize their combination and not give it to anyone else
- Keep only orchestra materials in the orchestra locker
- Keep locker locked at all times except during class
- Put lock on locker when taking instrument home to avoid locks getting switched

### *Eligibility (for extra-curricular activities and field trips)*

Students who participate in orchestra will be expected to maintain passing grades in all subjects. All outside activities such as contests and field trips are considered extra-curricular. It is state law that a student cannot participate unless he or she has passed all classes on the most recent grade report. This is the so-called "NO PASS NO PLAY" law. Students' being ineligible at the time of an orchestra event seriously jeopardizes the success of the orchestra. For our out of town reward trip in May, students must also have 2 or less ISS days, and no home suspension days.

### *Fundraising*

The orchestra will conduct 2 fundraisers during the school year. Fundraising monies will go directly into the orchestra "activity fund." The money raised from fundraisers helps pay for various activities the students will participate in, such as field trips, parties, as well as music, supplies, bus fees, clinicians, and instrument repairs. \*\*Students are not required to participate in fundraisers but are strongly encouraged to, as they benefit directly from the money raised.\*\*

## **7. Procedures**

### *Classroom Procedures and Expectations*

Enter the Orchestra room quietly, with all necessary materials (pencil, music, and instrument)  
Immediately take your instrument to your seat, and warm up, unless given another assignment.

No backpacks.

No food, drinks or gum are allowed in the orchestra room.

No talking during rehearsal without permission from the director

Running or horseplay in the orchestra room is a severe offense with immediate consequences

Never touch another student's instrument without permission

Raise your hand to ask an appropriate question at an appropriate time

Follow all directions given by the director to the best of your ability and with a positive attitude

### *Before- and After-School Procedures*

Only orchestra students are allowed in the orchestra room for the safety of your property and our equipment. Please ask friends to wait at the doorway.

Lockers are for instruments and music only. Items that are not used in orchestra class should be kept in the student's school locker.

#### *Before School:*

- Drop your instrument off in the orchestra room before doing anything else in the morning, then go to your waiting area. Enter the building through the doors near the cafeteria, and exit out the same doors before going to your waiting area.
- Students are not allowed to be in the orchestra room before school except to drop off an instrument. No individual practice is allowed before school. There is no teacher supervision; therefore, students may not be here. Students caught staying in the orchestra room before school will have a ticket taken, or be assigned an after school detention. Bass players needing to practice should contact Ms. Ortiz.

#### *After School:*

- Practice rooms are available for you to practice on a first come, first served basis. You do not need a pass to use the practice rooms after school.
- Those in athletics after school must pick up their instrument after practice.
- If you choose to stay after school to practice make sure you have made arrangements with Ms. Ortiz.

*Do I take my instrument home every day, or do I leave it at school?*

Practice only on the days you eat. Make a regular practice schedule for yourself based on your personal schedule of after school activities. This is the only way to ensure you will fulfill your required amount of practice. Take your instrument home every day so that you can practice.

*Bus riders: You may carry instruments on the bus, as long as you keep your case closed and the instrument stable (don't let it fall or slide around!). Tell Ms. Ortiz IMMEDIATELY if your bus driver does not allow you to carry your instrument on your bus so she may help find a solution.*

## **8. Performance Dress**

Our professional appearance reflects the pride we have in our performance. Sloppy dress detracts from a good performance. Students will be expected to follow Concert Dress Guidelines strictly. Proper dress is factored into the student's grade for each performance.

Orchestra T-shirt and jeans will be worn for all extra performances, the String Fling concert, NRH2O, and reward trips.

For all on-stage, formal concert performances, dress is as follows:

Please dress at home and arrive at school in full concert dress, shirts tucked in and belts fastened, etc.

### ***FM Orchestra (6th grade):***

#### *Ladies:*

- White blouse, short or long-sleeved. No tank tops, spaghetti straps, writing or graphics.
- Solid black skirts that touch the floor (no short skirts) or black dress pants (no black jeans)
- Black dress shoes with black hose: Please be sure if you choose to wear a heel that it is wide and not very high. Your safety is most important.
- Avoid large, distracting jewelry, especially if it will affect your playing (bracelets, rings, etc.)
- Always avoid wearing strong perfume to any performance; it could affect the allergies of someone sitting near you.

#### *Men:*

- White long-sleeved dress shirt with collar. No ties, please. Shirt must be tucked in.
- Solid black dress pants (no black jeans)
- Black belt
- Black socks and black dress shoes (no black tennis shoes and no white socks!)

### ***WAM Orchestra:***

Uniforms will be checked out to students in the fall. The uniform fee that is included in the orchestra fee covers any extra cleaning needed, repair, and replacement of worn uniforms. Please follow the dress code closely – it's very important at contest that the whole orchestra looks completely uniform.

### ***CD Orchestra***

Uniforms will be checked out to students in the fall. The uniform fee that is included in the orchestra fee covers any extra cleaning needed, repair, and replacement of worn uniforms. Please follow the dress code closely – it's very important at contest that the whole orchestra looks completely uniform.

*Ladies must provide own:*

- Black hose
- Solid black dress shoes with a closed toe – no exceptions! Please be sure if you choose to wear a heel that it is wide and not very high. Your safety is most important.

*Men must provide own:*

- Solid black dress shoes (no black tennis shoes)
- Solid black dress socks (no white socks!)

## **9. Concert Etiquette**

1. All students and their families are asked to stay until the end of every concert except in cases of emergency. It is thrilling and highly motivating for the younger students to hear the more advanced students play. All students will be proud to share their hard work and achievement with you. I do plan carefully to make sure concerts do not run longer than 1 hour, so please be respectful and stay until the concert is finished.
2. Adults, young children, and orchestra members in the audience should try to stay seated during the performance so as not to distract the performers or other audience members.
3. It is respectful to the performers to refrain from talking during both tuning and the performance.

## **10. Instrument Maintenance**

*String replacement:*

- Most rental companies replace broken strings for free if the student brings the instrument to their shop.
- Students renting from Music & Arts will have their string replaced at school. If you own your instrument and a string breaks, Ms. Ortiz has an assortment of strings available for purchase.
- Strings range in price based on the instrument and the level of string selected. There is no guarantee that Ms. Ortiz will always have the correct string for your instrument.
- The **most commonly broken strings are Violin E and A strings** so it is recommended to keep an extra of each of these on hand. Ms. Ortiz can recommend string brands and stores when needed.

*Music Supplies:*

A price list of strings and optional music supplies (metronomes, tuners, etc.) will be posted in the orchestra room and on our website. Students can purchase these directly through the orchestra instead of making a trip to the music store. Pay by cash or check made out to HMS Orchestra. The orchestra purchases these items direct from a music store and does not make a profit on them.

### *Instrument Condition:*

An instrument in good working condition is absolutely essential to the student's progress. The student should see Ms. Ortiz whenever there is a question about a necessary repair or maintenance. Before making any purchase please contact Ms. Ortiz for recommendations on brands, styles, sizes, stores, etc.

### *What does it mean for an instrument to be in "good working condition?"*

- No visible cracks or deep scratches on the instrument
- 4 fine tuners that work smoothly (the bass does not have fine tuners)
- Pegs are fitted properly and work smoothly – they don't stick and they don't slip
- Strings are in good condition. If the winding on a string appears to be coming off it is time to replace the string.
- No stuck-on rosin on the strings – it affects the sound and should be cleaned off with a soft cloth after every use
- The bow screw turns properly, there is plenty of bow hair left on the bow, and the hair is fairly clean. If there is only a thin strip of hair left or the bow hair has black marks on it, it is time to re-hair the bow.

### *Maintenance you can do yourself:*

- Clean off the rosin dust from the strings and body of the instrument after every use
- Loosen the bow after every use
- If you cannot get all of the rosin off the strings with a cloth alone, rub it off with a small amount of rubbing alcohol on a soft cloth occasionally but do not let the alcohol or the cloth touch the body of the instrument.

### *Things you should not do:*

- Attempt to repair your instrument yourself
- Allow anyone to repair your instrument other than Ms. Ortiz or a trained professional
- Leave your instrument outside its case when not in use
- Leave your instrument in a very hot or cold place (such as a car) for more than a few minutes – it could be seriously damaged.
- Polish your instrument – although there are many products available in your local music store it is not necessary to polish your instrument and some products could possibly damage the instrument.

## **11. Instrument Rental vs. Purchase**

### *Why rent?*

For all but the most advanced middle school student, the quality of most available rental instruments is sufficient. It is not usually recommended to consider purchasing an instrument. Most rental companies offer instrument insurance and free maintenance and repair. Many companies offer rent-to-own programs.

### *Why purchase?*

If the student is on a full size instrument and would benefit from playing on a higher quality of instrument it may be a good idea to look into instrument purchase. Students intending to play through all 4 years of high school should seriously consider owning a high quality instrument.

### *What should I be aware of when purchasing an instrument?*

*Always deal with reputable companies.* Ms. Ortiz can provide a list of recommended dealers. It is not recommended to purchase an instrument without trying it first. This does not completely eliminate internet shopping, as some reputable music companies will ship the instrument to you for a trial period. Please do not purchase an instrument off of E-Bay or from Wal-Mart. Always have a trained professional such as Ms. Ortiz or your private teacher help you evaluate the instrument before making a final decision or purchase. In general, in the world of string instruments, you get what you pay for. Cheaper instruments are made with inferior materials, lower quality craftsmanship and often break easily. Go for the highest price range you are able to at the time. Please have your child pick up a list of recommended dealers from Ms. Ortiz when considering an instrument purchase.

## **12. Parental Responsibilities**

There is nothing that will assure your child's success at learning to play an instrument more than your sincere interest and participation. Here are some of the things that will help.

1. Set aside a regular time and suitable place for your child to practice.
2. Help your child keep a daily record of his/her practice.
3. Make certain your child is on time for all school performances and rehearsals.
4. Email or call your child's teacher, Ms. Ortiz, with any questions or concerns regarding your child's performance in orchestra class.
5. Attend all concerts and show your enthusiasm for your child's accomplishments.

If financially possible, obtain private lessons with a qualified instructor. Ms. Ortiz strives to give every student as much individual attention and instruction as is possible to fit into the day. However, additional one-to-one teaching with a qualified teacher gives students even more help and can speed their progress more than anything else.

### **13. Private Lesson Program**

According to research, the average privately tutored student outperforms 98% of students taught only under standard classroom-group-instruction. Denton ISD offers a private lesson program before and after school, as well as during your student's regular orchestra class.

- Teachers will be available on all instruments. All teachers are selected by interview, approved by the district, and screened through a background check.
- Lessons are offered at the reasonable price of \$18 per lesson.
- Students will take one lesson per week.
- All interested students should fill out the attached enrollment form.

If you would like to take lessons outside of this program, and wish to receive information on private teachers in the community who have private studios, please contact Ortiz.



# HMS Orchestra Private Lesson Program Enrollment Form

*Return signed agreement before you can be added to the schedule.*

Student Name \_\_\_\_\_ Class Period \_\_\_\_\_ Instrument \_\_\_\_\_

Name of previous private instructor (if applicable): \_\_\_\_\_

## **Expectations:**

1. Payment (\$18/ 23 minute lesson) must be made on time according to the private teacher's instructions (weekly/monthly). Payments are turned in to the private teacher, not Ms. Ortiz.
2. Students are responsible for letting their teacher know one day in advance if they will be absent from school on a lesson day. Failure to do so except in emergency situations or sudden illness may result in the lesson being unexcused. In the case of an unexcused absence, the teacher will request to be paid for the missed lesson.
3. Students must treat their private teacher respectfully and follow all instructions given to the best of their ability. Your teacher is an expert at what they do and they are there to help you improve!
4. At times, students may be asked by their private teacher to purchase specific music for use in their lessons.
5. Failure to follow the rules listed above may result in the student being dropped from the lesson program to allow other students to take their lesson time.

## **Lesson Scheduling:**

Lessons will be scheduled during the school day during the student's regular orchestra class period. In the event that a teacher's schedule does not permit enough time during the school day to teach all assigned students, some students may be asked to take lessons after school. Please check all that apply:

\_\_\_\_\_ I am never available for after school lessons.

\_\_\_\_\_ If needed, I am available on the following days for after school lessons: \_\_\_\_\_

\_\_\_\_\_ If there are not enough lesson times open during my class period, I would still be interested in arranging lessons outside of the school program (a list of recommended teachers will be provided).

## **Student Agreement:**

I have read and understand the student expectations for participating in the private lesson program. I feel confident that I can meet or exceed all of these expectations

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Parent Agreement:**

I have read the expectations for participating in the private lesson program. I agree to help my child meet all of these expectations, especially in the area of timely payment and notification to the private teacher of absences.

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

# DISD INSTRUMENT LEASE FEE SCHEDULE

## for School Owned Instruments (please fill out both pages)

### Justification

This instrument usage fee is collected for the purpose of helping instrumental programs provide routine maintenance and repair of school owned instruments.

### Policies

The student will be assigned a school instrument to use the entire year during class time. The student may be asked to bring their home instrument to concerts. The lease fee covers routine maintenance and repair due to the use of the instrument under normal circumstances. The student is responsible for caring for their instrument properly. The student may be asked to pay for any damage done to the instrument due to obvious carelessness or intentional defacement.

### Fee Structure

\$125.00 per year **payable to DISD, NOT HMS**. **First payment DUE** (in full or choosing one of the alternative options) by **August 31<sup>st</sup>**. Payment must be placed in an envelope with the student's name on it.

Payment Plans – Parents may opt to pay according to one of the following Schedules.

- Option 1 Full \$125 dollars in one payment on/before August 31<sup>st</sup> (recommended)
- Option 2 \$45 on August 31; \$40 on September 25; \$40 on October 23
- Option 3 \$35 on August 31; \$30 on September 25; \$30 on October 23; \$30 on November 30
- Option 4 Another payment schedule arranged with the campus director
- Option 5 Student qualifies for reduced fee status

**\*Reduced Lunch Status \$50.00**

**\*Free Lunch Status \$25.00**

\*\*The district's reduced fee option will be available only to those students who qualify through free/reduced lunch criteria (requires proof of participation in program and district approval).

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### DISD Instrument Lease Fee – Detach and return to teacher with first payment

Student name \_\_\_\_\_

Parent name \_\_\_\_\_

Instrument \_\_\_\_\_

I understand the payment schedule and policies of the Denton ISD School Instrument Lease Policy.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Option Selected (#1-5) \_\_\_\_\_ Amount of Payment Attached \_\_\_\_\_

**Application for School Owned Instrument Usage  
Denton ISD**

Campus \_\_\_\_\_

Academic Year 2017-2018

**Section A – Student** *(Please complete this section)*

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone/Cell \_\_\_\_\_ Student Identification Number \_\_\_\_\_

Instrument Qualification Status Fee (Circle One): Grades 5-12 \$125.00  
\*Reduced Lunch Status \$50.00 \*Free Lunch Status \$25.00

**Section B – Student Orchestra Instrument** *(Orchestra Director will complete this section)*

Year in School: 5<sup>th</sup> \_\_\_\_\_ 6<sup>th</sup> \_\_\_\_\_ 7<sup>th</sup> \_\_\_\_\_ 8<sup>th</sup> \_\_\_\_\_ 9<sup>th</sup> \_\_\_\_\_ 10<sup>th</sup> \_\_\_\_\_ 11<sup>th</sup> \_\_\_\_\_ 12<sup>th</sup> \_\_\_\_\_

Orchestra - Name of Instrument \_\_\_\_\_ Size: Circle  $\frac{1}{4}$   $\frac{1}{2}$   $\frac{3}{4}$  Full or Inches \_\_\_\_\_

Model: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Accessories issued: \_\_\_\_\_

**Section C – Parent or Legal Guardian** *(Please complete this section)*

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone/Cell \_\_\_\_\_ E-mail address \_\_\_\_\_

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**Section D – Final Approval Status - Parent or Legal Guardian** *(Please print name and sign)*

I am requesting that my child be considered for a school owned Instrument to use while a member of the DISD band or orchestra program. **\*If requesting Reduced Lunch or Free Lunch fee status, I understand that this request is based on qualification through an application filed with DISD Child Nutrition after July 1st each year, and I must attach a copy of the current year's "Notification of Approval for Free or Reduced Lunch Meals" letter to this form in order to verify my child's qualification for a fee reduction for use of a school-owned instrument.**

As indicated above, I understand that approval of the "Reduced Lunch Status" will require a payment of \$50.00 and approval of "Free Lunch Status" will require payment of \$25.00 for use of a school owned instrument during the school year.

**If approved to use a Denton ISD school owned instrument, I accept full financial responsibility for the care of, damage to, and/or loss of the district-owned instrument. I further agree that I will return the instrument and any additional equipment issued by the district in proper condition upon request.**

**Print Name**

Parent/Guardian \_\_\_\_\_

**Signature**

Parent/Guardian \_\_\_\_\_

**Approved Request / Signature of Director** \_\_\_\_\_

**Date** \_\_\_\_\_