

Denton High School Orchestra Handbook

2019-2020

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Dedication, Honor, Success ... we are DHS
an International Baccalaureate World School



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**Handbook Acknowledgement/Publications
Agreement (page 7) and District Travel & Insurance
Forms (page 8) must be signed by a parent/guardian
and returned on or before 8/30/2019**

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Welcome to the new season of the Denton High School Orchestra. This handbook contains all the information both students and parents must have to participate successfully in orchestra. Please keep and refer to this handbook if you have any questions throughout the year regarding orchestra policies.

COMMITMENT – Orchestra demands personal commitment and a strong sense of ‘team spirit’. Each student must contribute his or her very best for the entire group to progress and improve much like a sports team. The orchestra’s strength is dependent on each musician’s commitment and desire to improve. Orchestra will help each student learn leadership skills and group cooperation as well as the qualities that help to make students’ college applications stand out among all others.

REHEARSALS - Students are expected to attend all rehearsals during **school for the entire class period**. In order to keep before and after school rehearsals to a minimum, all musicians are expected to participate during class rehearsal time. **Orchestra class is not the time to schedule group project work sessions, leave to talk to other teachers or schedule doctor’s appointments**. Before performances, extra rehearsals and/or sectionals should be expected. Students, parents and teachers should work together to balance busy schedules, keeping in mind that orchestra is a ‘team’ sport. The absence of one or two members will seriously impact the effectiveness of rehearsals. Students are expected to respect rehearsal and sectional times and understand that their individual effort will serve to strengthen the goal of musical excellence that is our main focus.

CONCERTS – All concerts are mandatory as orchestra is a performance-based subject. Musicians are expected to be in their assigned rooms/areas 30 minutes prior to the downbeat. All musicians must move to their pre-performance assigned seats 15 minutes prior to the start of the concert/performance. All members are expected to display good concert etiquette throughout the performance and attend the post-performance receptions in full concert attire.

Occasionally DHS schedules small ensembles to perform for community functions that support and benefit the fine arts as well as exhibit the talent at DHS. Members will be asked to perform in at least one off-campus performance during the season. All services qualify for Service Hours; however, a Service Hour Time Sheet must be provided at the time of the performance.

ATTENDANCE POLICY - Each musician is expected to plan and work out any conflicts that may arise well in advance of any rehearsal and performance dates. Members must be aware of the DHS rehearsal schedule and manage their time to accommodate attendance at all rehearsals and sectionals. This is discussed in every class during the first week of school. **Each member must understand the importance of planning ahead. All quizzes, tests, deadlines, rehearsals, sectionals and performances are written on the class calendar which is reviewed EVERY CLASS PERIOD. Students are notified via the REMIND APP text on their cell phones and verbal reminders are given every class period. ALL INFORMATION IS LOCATED ON THE DHS ORCHESTRA WEBSITE AND ON THE CLASSROOM CALENDAR AS WELL. However, it is still the parent and student’s responsibility to stay informed of all deadlines.**

Should a serious conflict or last-minute emergency arise prior to a rehearsal or concert, musicians/parents must contact the director by phone PRIOR to the concert. Asking a friend to inform the director a student will not be there and/or 'not having a ride' is not an excused absence. Students are given plenty of time to make arrangements for rides.

FINANCIAL OBLIGATIONS - The **Orchestra Contribution** of \$150.00 is due by **August 30th**. Payments may be made in one lump sum OR two payments of \$75.00 with the director's approval. The first \$75.00 payment is due August 30st and the second and final payment is due October 31st. This tax-deductible contribution helps to defray the cost of the music binders, dividers, music copies, festival entry fees, the orchestra t-shirt, music purchase, music supplies, professional technical services, concert program costs, professional concert recordings, section coach fees, uniform usage and miscellaneous student needs. **Fee Waivers do not apply to the Orchestra Contribution.**

STUDENTS USING A DISTRICT INSTRUMENT - All cellos and string basses must pay a **District Maintenance Fee** to use a school instrument during the school year. The fee is \$125.00 for the year and checks must be made out to Denton ISD. **This fee is due September 13th**. If this fee is not paid by the deadline, the student will not be allowed to use the school instrument until the fee is paid per district policy. **Fee Waivers apply toward the Maintenance Fee** in these increments – Full Lunch Scholarship \$25.00, Partial Lunch Scholarship \$50.00. A Fee Waiver request **MUST INCLUDE A CURRENT DISTRICT SCHOLARSHIP LETTER**. The deadline for Fee Waivered instrument payment is September 13th.

CONCERT ATTIRE / DRESS CODE – Each student will be assigned a formal long black gown or black formal tuxedo. All members are responsible for keeping their concert attire clean, fresh smelling, well-maintained and professional looking. Students are responsible for hemming their uniforms (and removing all hems at the end of the school year), replacing any broken zippers, replacing any lost buttons and any 'in between' cleanings that are needed. Ladies gowns may be machine washed on delicate and men's tuxedos must be professionally dry-cleaned. All members will be assigned a numbered garment bag for their uniforms.

LADIES – Long black gown. Close-toed black dress shoes. No large jewelry pieces or heavy cologne.

GENTLEMEN – Black tuxedo (jacket & pants), white wing-tip collar pleated tuxedo shirt (**provided by the student**), black bow tie (**provided by the student**), black dress shoes (no black athletic shoes) & plain black socks (**provided by the student**). **Men are responsible for purchasing their black bow tie & tuxedo shirt.** No heavy colognes.

All uniform components are the student's responsibility. If the uniform, uniform parts or the garment bag is damaged, the student will be charged for the cost of a replacement item.

ORCHESTRA T-SHIRTS - All members will receive the official orchestra t-shirt in September and are included in the Orchestra Activity Fee. These t-shirts will be used for casual performances and 'spirit days' designated by the directors. Students are responsible for keeping their t-shirt clean, crisp and ready for performances. Replacement t-shirts (or additional t-shirts for family members and non-orchestra students) are available for \$15.00. Please write the students last name on the shirt collar tag.

PARENT SUPPORT/VOLUNTEERS

Volunteer support is vital to the success of the orchestra! We realize that we have very talented and dedicated musicians and parents. Please let us know how you would like to share your talents with our orchestra.

Every parent is expected to participate as a volunteer in some capacity. Please contact the director if you would like to volunteer in a specific area. There are many fun & fulfilling opportunities to volunteer for and we invite all DHS parents to become a part of our orchestra! We need help during every concert and event in some way to help enhance every student's musical experience.

SPONSORSHIP OPPORTUNITIES - The orchestra is actively seeking sponsorships from organizations that support the fine arts. Many corporations have a policy in which they match donations to a non-profit organization or would like to begin supporting groups such as DHS, please let us know so that we may contact them and provide information. In addition, individual contributions are very much appreciated.

ORCHESTRA PERFORMANCE TRIPS – All orchestras perform at pre-UIL and two orchestras perform at UIL in the spring. In the past, the orchestras have also traveled to festivals in Winter Park, Colorado, Honolulu, Hawaii, Disney World in Florida, Washington D.C and New York City. A performance trip is planned for the 2019-20 school year and each student will receive a payment schedule should they wish to travel with the orchestra. Adherence to deadlines is very important for the entire group.

Fundraising opportunities are plentiful and students are expected to plan and participate in the many fundraisers that are scheduled for their convenience. All fundraiser dates will be on the Orchestra Calendar or announced through booster club e-mails. The orchestra directors and the Parent Booster Club plan and schedule the fundraising opportunities. It is the student's and the parent's responsibility to be aware of the opportunities including the start-up dates and deadlines for all fundraising activities. This information is updated throughout the year and is found on the ORCHESTRA CALENDAR. **ALL orchestra students will be required to work one UNT concession during the year** and will receive service hours toward their letterman jacket.

LETTER JACKET COMMITMENT-The Letter Jacket Commitment Handbook is available on the DHS Orchestra website. Students are not automatically given a jacket in their senior year. They must meet the minimum requirements for All Region auditions, community service and community performances to be eligible for a letterman jacket from the orchestra. The directors will inform students of jacket sizing dates when the information is made available to the directors. Dates are announced by the letter jacket company.

COMMUNICATION AND ON-GOING INFORMATION – Communication and up-dated personal information is important for success. Below are the ways students and parents can remain in contact and receive vital information throughout the year.

CHARMS – Charmsoffice.com is the method we use to keep updated records on each student. Throughout the year, parents/students must go to the CHARMS music website and update all student AND parent information including cell phones, e-mail addresses, home addresses, clothing sizes, etc. All information is used strictly for orchestra communication and is not shared with any other department or person(s). **PARENTS-PLEASE UPDATE YOUR CONTACT INFORMATION SO YOU CAN RECEIVE UPDATES, IMPORTANT INFORMATION REGARDING ORCHESTRA AND DEADLINE REMINDERS. THIS IS CRUCIAL TO YOUR CHILD'S SUCCESS IN ANY STUDENT ORGANIZATION.**

1. Go to charmsoffice.com
2. Login as a STUDENT and not TEACHER and type in student ID where indicated
3. Use **dentonhsorch** as the login word
4. Click on the different areas (student & adult) and update all information. **Click SAVE.**

REMIND APP– This is an app that allows the teacher and student to communicate without using personal cellphone information. Each class will sign up with their assigned class number and they will be able to receive important reminder texts, updates and learn of important last-minute changes to the schedule due to weather or emergencies. Parents are welcome to sign up as well to receive Remind texts from the directors. **Codes & procedures will be explained in detail in all classes. Students will be reminded of these procedures at the beginning of each grading period.**

CLASS CALENDAR – Located on the white board on the north classroom wall. This calendar is updated daily and reviewed in each class. This allows students to see the activities for the entire month. It is the student's responsibility to be aware of current events.

DHS ORCHESTRA WEBSITE – The DHS orchestra website also has the organization's calendar and all information and forms related to all orchestra events.

DHS website>Activities>Orchestra

ORCHESTRA DIRECTOR & BOOSTER PARENT CONTACT INFORMATION

Mrs. Julianne Booth, Director of Denton High School Orchestras
jbooth@dentonisd.org (*best method of contact*)
(940) 369-2210

Mrs. Carrie Atkins, Associate Dir. DHS Orchestras & head director at Evers & Newton-Rayzor Elementary Schools
catkins@dentonisd.org (*best method of contact*)
(940) 369-2200

Mrs. Heather Lentz, Booster President
hlentz@dentonisd.org

Mrs. Mallorie Fleitman, Booster Treasurer
mbfleitman@verizon.net

Mrs. Donna Russell, Booster VP
drussell@dentonisd.org

Mrs. Peggy Simone, Booster Secretary/Publications
peggy.simone@gmail.com

STUDENT LAST NAME: _____

**PAGE 7 & 8 MUST BE SIGNED BY A PARENT/GUARDIAN
AND RETURNED TO THE ORCHESTRA DIRECTORS ON OR BEFORE
AUGUST 30, 2019**

DENTON HIGH SCHOOL ORCHESTRA & MARIACHI

**PUBLICATIONS, VIDEO, INTERNET CONSENT, RELEASE AGREEMENT &
HANDBOOK ACKNOWLEDGMENT**

Students who are members of the DHS orchestra are occasionally asked to be a part of DHS publicity, publications and/or public relations activities. In order to guarantee student privacy and ensure your agreement for your child to participate, DHS asks that you sign this form. This form indicates approval for the student's name, voice, verbal statements, portrait or picture to be used only for public relations, public information, DHS orchestra promotion, publicity and instruction. Student and Parent/Guardian understand and agree that:

No monetary consideration shall be paid
Consent and release have been given without coercion or duress
This agreement is binding upon heirs and/or future legal representatives
The photo, video or student statements may be used in subsequent years

If the Student and/or Parent/Guardian wish to rescind this agreement they may do so at any time with written notice to the DHS orchestra directors. DHS has no control of outside media use of pictures/statements taken without permission.

I have read, understand and will abide by the orchestra handbook rules and procedures.

Effective Date of Agreements

8/5/2019 – 6/15/2020

Student name (*print*) _____

Parent / Guardian name (*print*) _____

Parent / Guardian signature _____

Home phone _____ Work phone _____

Emergency number #1 _____ Emergency number #2 _____

Denton ISD Fine Arts/Orchestra/Mariachi permission to travel / medical release form

This must be on file with the activity sponsor *before* participating in activities & *before* student can travel on any sponsored trips.

(Print student name) _____ has my permission to participate in all Fine Arts program trips for the **2019-2020** school year. I release, and hold harmless, Denton ISD, and all its sponsors/staff of all liability in case of an accident on the trips. It is understood that the student is directly responsible to the sponsors in charge of the trip from the time of leaving until returning, the same as if in regular school attendance. Pupils must go and return by the same means of transportation, unless by mutual agreement by the parents and the trip sponsor.

The above-named student, and others whose signatures appear below, do hereby consent to any and all medical and surgical treatments, including anesthesia and operations that may be deemed necessary and/or advisable by his/her attending physician and/or surgeons. The intention hereof, being to grant authority to administer and perform all singularly any procedures which may now or during the course of the patient's care be deemed advisable or necessary. I/we also agree that the patient, when admitted, is to remain in the hospital until his/her physician recommends the patient's discharge.

It is understood that the Fine Arts students will be chaperoned both en route and while at any meetings, and that normal precautions will be taken in the interest of the students' safety and well-being. **IN CASE OF INJURY OR ILLNESS, EVERY EFFORT WILL BE MADE TO CONTACT THE PARENT(S) OR GUARDIAN(S) BY TELEPHONE IN ADVANCE OF MEDICAL TREATMENT.**

In witness of our consent, & in agreement to the matters stated in the preceding sentences, we have subscribed our signatures below:

_____ Date: _____ **Birth date:** ____/____/____
Student/Minor SIGNATURE

_____ Date: _____
Father/Guardian SIGNATURE

_____ Date: _____
Mother/Guardian SIGNATURE

Insurance Company Name*: _____ (leave blank if no insurance)

Policy Number: _____ Group Number: _____

Primary Care Doctor: _____ Doctor's Phone: _____

***PLEASE ATTACH A PHOTOCOPY of INSURANCE CARD (if applicable)**

Any and all medication(s) my son/daughter may be allergic to: _____

Food or other substance(s) my son/daughter may be allergic to: _____

Medications my son/daughter is taking: _____ for the treatment of: _____

Does your child have any handicaps/limitations that could hinder any activities? (Circle one) **YES NO**
(If YES, please describe below. Any special arrangements must be made prior to the activity or trip.)

In the event of an emergency, I can be reached at the following:

Home Phone: _____ Address: _____

Business Phone: _____ Cell Phone: _____ Other Phone: _____

Two individuals who may assume temporary care of your child in the event that you cannot be reached:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____