

A large, stylized red and white tiger head logo is centered in the background. The tiger's face is rendered in a bold, graphic style with white stripes on a red background. The word "KATY" is written in white, bold, sans-serif capital letters across the lower part of the tiger's face.

KATY HIGH SCHOOL
ORCHESTRAS
2021-2022

KATY

KATY HIGH SCHOOL ORCHESTRA HANDBOOK

2021-2022

Katy High School
6331 Hwy Blvd.
Katy, TX 77494
Orchestra Office: 281-237-1754

www.khsorchestras.org

TEACHING STAFF AND FINE ARTS ADMINISTRATION

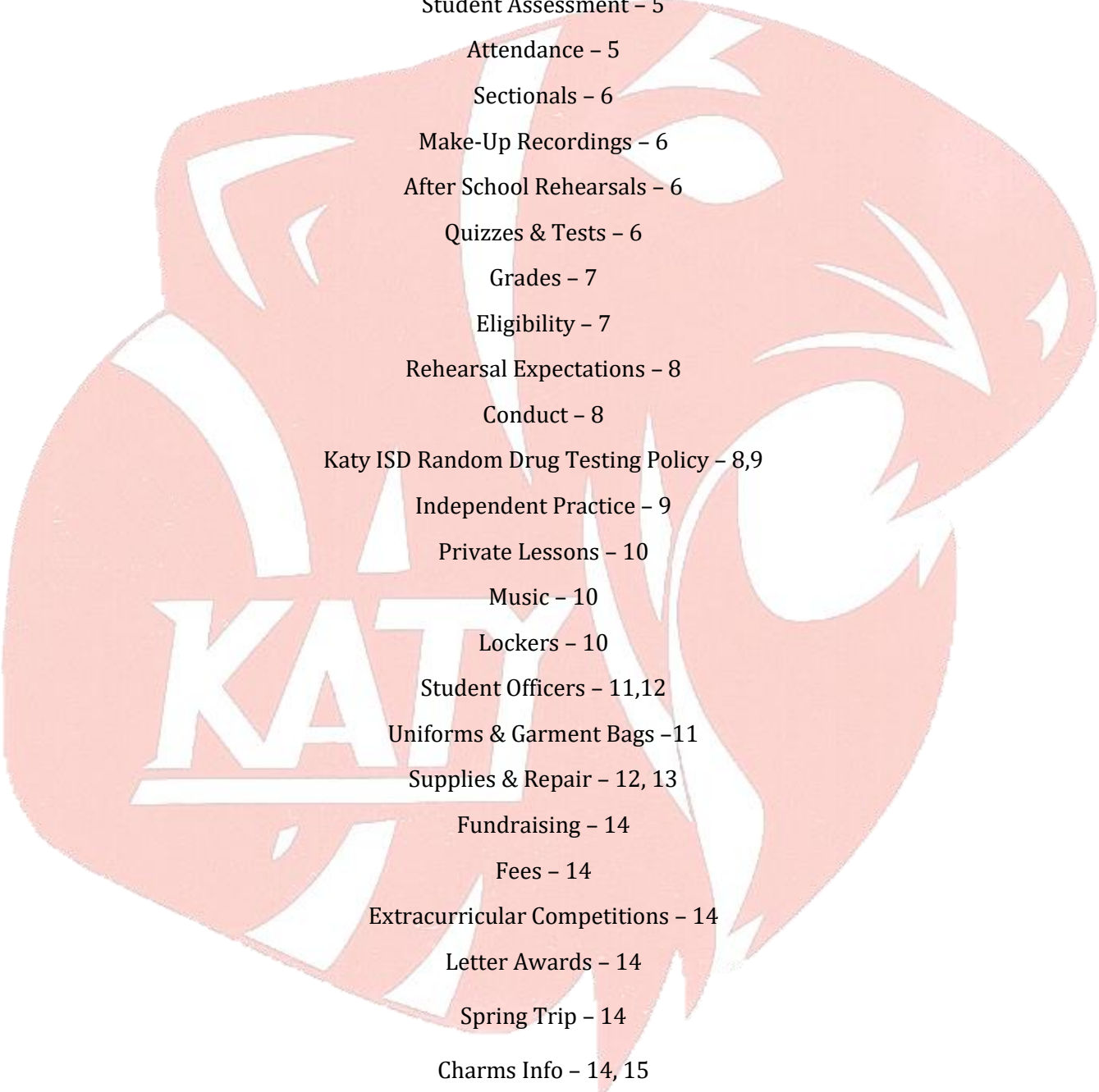
ORCHESTRA: MARY EVELYN THWAITES
BAND: TERENCE GORTON, DALE FREMIN, BRANNON BAKER
CHOIR: KATY CUDDIHEE, MILLA BOLES
THEATRE FACULTY: CHARLIE WOODS, KATY TAGLIABUE
KATY ISD EXECUTIVE DIRECTOR OF FINE ARTS: G. DAMON ARCHER
KATY ISD ASSISTANT DIRECTOR OF FINE ARTS: SUSAN CHIBOROSKI
KATY ISD ASSISTANT DIRECTOR OF FINE ARTS: LAKEISHA MCGOWEN
KATY ISD SECRETARY TO EXECUTIVE DIRECTOR: CYNDI TABOR
KATY ISD FINE ARTS FINANCIAL SECRETARY: KERRIE SMITH
KATY ISD FINE ARTS SECRETARY: LAURA BICH

KHS ORCHESTRA STUDENT LEADERSHIP

CO-PRESIDENTS: ANH NGUYEN, TRACY MIRANDA
VICE-PRESIDENT: TBD
SECRETARY: MADELEINE SCHEELE
HEAD HISTORIAN: MCKENNA DOOLEY
HISTORIANS: KAIA FAGLEY, LUCY BAZEZY
SOCIAL OFFICERS: ALEXIS CARMEL, HARRAZ HIZAM
HEAD LIBRARIAN: TYLER KANG
LIBRARIANS: ROBERT (FINN JONES), ASH KING, JENNY ARCE, ALISA BOLLICH
HEAD STAGE MANAGER: KATELYN SPOLNICKI
STAGE MANAGERS: ANDREW ALEXANDER, KYLE HEADRICK
WARDROBE MANAGERS: SAL REYES, SAMANTHA KETTLER
SUPPLY MANAGERS: CASEY PHILPOTT, ANA RAMIREZ
FRESHMAN REPRESENTATIVE(S): MARIO AVALOS, TBD

Fees and forms are due by **Friday, September 3rd**- the three forms are Extracurricular Travel, Emergency Treatment, and Summary of Fees. If you are using a school instrument (cello/bass) then KISD Maintenance Forms are also due on **Friday, September 3rd**.

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PROGRAM OVERVIEW

Katy ISD is proud to offer a comprehensive music program that includes string instruction from grades 6-12. The KHS Orchestra is a vital segment of the music curriculum. It is expected that members of the KHS Orchestras will exhibit the highest possible standards in the following areas:

1. Responsibility
2. Commitment
3. Dependability
4. Musical Excellence

It is the goal of our director to promote musical knowledge + understanding, facilitate collaboration, and produce outstanding orchestras. It is the belief of the director that students learn more and develop better self-discipline, responsibility, knowledge, engage in more rewarding experiences, and take pride in superior orchestras. To produce an outstanding orchestra requires that each student accept certain responsibilities, maintaining an attitude of gratitude and willingness to learn in any rehearsal, performance, and learning opportunity.

This handbook outlines the basic requirements for our Katy High School Orchestras.

Please fill out completely and return the last three pages by Friday, September 3rd.

This will indicate your notification and acceptance of the policies of the Katy High School Orchestra program. Please bookmark (online) the handbook and orchestra calendar located on the www.khsorchestras.org website so that you may refer to it when necessary.

AUDITIONS AND PLACEMENT

Currently, the KHS Orchestras are divided into five different ensembles: four string orchestras and one symphony orchestra. As in other core subjects and in athletics, it is necessary to divide into different levels within the orchestra program. All orchestras are EQUALLY important pedagogical and performing organizations. Groups will sometimes combine for rehearsals and performances.

Sub Non-Varsity A/**Camerata**- A string ensemble

Sub Non-Varsity B/**Lyrice**- A string ensemble

Non-Varsity/**Cambiata**- A string ensemble

Varsity/**Sinfonia**- A string ensemble

Symphony- Full Orchestra: strings, winds, brass, percussion. We collaborate with top musicians from the KHS Band for Symphony Orchestra.

Students audition for orchestra placement each spring semester. Music for this yearly audition consists of scales and/or technique fundamentals, etudes, and student-selected works/solos. A self-evaluation questionnaire is also included in the audition packet. Factors determining placement include, but are not limited to: the playing level shown in the audition itself, citizenship, leadership, and conduct.

Orchestra and chair placements may be adjusted at any time during the school year, at the discretion of the director. Below are some of the methods use to determine chair placement:

- Ranking auditions (strongest to weakest)
- Chair tests
- Rotating systems in which players move within sections
- Chair Challenges
- Reseating due to instrumentation
- Reseating within sections

STUDENT ASSESSMENT

In order to succeed in our orchestras, a student should demonstrate two things:

1. Willingness to improve their individual and ensemble musical skills
2. Work ethic that contributes/ improves our orchestra team

Assessment of orchestra member progress is based on multiple factors:

- Improvement in overall performance skills
- Improvement in ensemble skills
- Being punctual to all rehearsals (classes are rehearsals)
- Attitude towards peers, directors, and clinicians
- Acceptance of constructive feedback
- Service: helping with daily functions of the orchestra

ATTENDANCE

IMPORTANT: In the event of a school related conflict, the student has the responsibility of submitting a form signed by a parent or the appropriate teacher/ sponsor stating the reason for the conflict. These forms are available on the orchestra website. Forms should be submitted at least two weeks before the orchestra event. Rescheduled or unexpected conflicts that occur within the two-week time frame will be considered according to their circumstances. The student must notify the director as soon as possible. (This form does not automatically excuse an absence.) Each case will be considered individually according to its circumstances.

Orchestra activities are planned so that the least amount of conflicts will arise. Orchestra members are required to participate in all orchestra events, rehearsals, and performances.

All absences (whether excused or unexcused) should be made up, and it is the student's responsibility to obtain the makeup assignment.

- Excused absences will be given full credit. Last minute excuses cause problems in scheduling or instrumentation, and may not be excused. The only exceptions are documented student illness, or death in the family. In the case of illness or family situation, the parents/guardians should send signed written notice or email the orchestra director as soon as possible. If an emergency situation arises (something that happens in the minutes leading up to the rehearsal), please follow up with a signed written note as soon as possible. These are the only categories where absences will be excused the same day, or after the event.
- Not having transportation 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. If you are stuck, please call the orchestra office to inform the directors. It is your responsibility to make sure that you have reliable prearranged transportation to all activities.
- Some other examples of unexcused absences are: Homework, forgetting about the rehearsal or performance, failure to request time off from a job, babysitting, falling asleep, or forgetting your instrument or music.
- **Absences are the responsibility of the student.** Should a child miss any class because of an orchestra absence (i.e. field trip or extracurricular activity), the assignments completed in class are due at the next class meeting. Work assigned prior to the absence(s) is due on the first return day, including tests.
- **Note: an unexcused absence from a performance will result in the lowering of at least a letter grade for the six weeks.** The attendance guidelines do not apply to social events.

SECTIONALS

The different sections within each orchestra each play a different part with different technical and rhythmic demands. To address these instrumental and individual differences, sections rehearse after school. Sectionals will be in the fall and every week *in the spring*, unless otherwise informed by the director. Think of this as a bonus, free, small group lesson! All other sectionals will be scheduled as needed in which case at least one week's notice will be given.

MAKE UP RECORDINGS

In the event that a student misses a sectional/rehearsal, the student must submit a **45 minute makeup recording**. These recordings are designed to help you learn your music. Requirements for the recording: You will play and make comments assessing your playing. Play a few measures – then comment on it. You may assess any of the following: intonation, tone quality, rhythm, tempo, dynamics, bowings, or other pedagogical criteria. Next, go back and play the section again. Hopefully, improvement will be evident in your playing. *There should probably never be more than 30-45 seconds of straight playing without verbal assessment during the entire recording.* It is not necessary that you get through the entire piece. Quality is more important than quantity. All make up recordings are due via email or flash drive by the Friday of the week you missed sectionals (do not use Charms for this recording).

Note: If your comments cannot be clearly heard you will be asked to re-do the assignment.

AFTER SCHOOL AND EVENING REHEARSALS

The KHS Orchestras meet during separate class periods each day, so it is necessary that we schedule regular evening rehearsals outside of the school day. These rehearsals are the only times where we rehearse as a full group in order to prepare for our concerts. More information regarding these rehearsals for 2021-2022 will be posted once school begins. You may view the past requirements in the following strikethrough verbiage: ~~Rehearsals for Chamber Orchestra ONLY will occur every Monday from 3:00 to 5:00 PM. During January and February, we will begin at 4:30 to accommodate the full orchestra band scheduling. Please plan to attend these rehearsals every week unless told otherwise. Please arrive early to help set up and be aware that students not signed in and ready to play at 3:00 PM will lose three points per minute late. Our first Monday Rehearsal will begin on August 29th and will start with Chamber members only. Concert orchestra will have Tuesday rehearsals starting after spring break as we prepare for UIL Contest.~~

QUIZZES, TESTS AND EXAMS

Quizzes may be written or performance grades and are generally assigned 2-4 days before the due date. However some quizzes may be unannounced (i.e. pop quiz).

Tests and exams will consist of an assigned excerpt from the orchestra repertoire or music assigned by your director. Tests will generally be given every other week and may be a written or playing test. In some cases a playing test or exam may be assigned through charms for which you will submit a recording online. All other playing test & exams will be in-class live performances. At the directors' discretion, students will be asked to memorize and perform for a grade as well.

Quizzes, tests and exams can be made up in accordance with the school make-up procedures.

GRADES

Each student will be awarded points based upon the following scale as per Katy ISD Fine Arts grading policy.

50% Major Grades	35% Minor Grades	15% Other Grades
<ul style="list-style-type: none">• Written Tests• Playing Tests• Public Performances• Performance Projects	<ul style="list-style-type: none">• Written/Playing Quizzes• Rehearsal Etiquette• Concert Preparation Grades• Six Week Daily Grade• Uniform Grade• Concert Etiquette Grade	<ul style="list-style-type: none">• Having all supplies, i.e. pencil, instrument, music• Worksheets/homework• Fundraiser Participation• Crew Requirement

Late work will be accepted for Major Grades, but with a 10 point deduction for each day it is late. The Fine Arts Department policy is that late work for “Other Grades” is not accepted. The lowest “homework” grade per six weeks will be dropped.

Extra credit is always available. Attendance at a professional-level performance such as a professional opera, orchestra, or symphonic performance (non-field trip) will earn you three points on your six weeks average. Attendance at a college level concert or performance will earn you two extra credit points. Attendance at a high school event such as a local high school’s orchestra concert or musical will earn you one point. There is a maximum of six points (extra credit) per six weeks. To receive credit a program (or ticket stub) must be submitted with a brief summary of the performance. All extra credit points are tabulated at the end of a six weeks grading period.

ELIGIBILITY

Senate Bill 1 mandates that students who participate in extracurricular activities such as contests and field trips must receive a grade of no less than 70 in each of their classes. Grades will be checked at the end of each six weeks grading period. At that time, any student who fails a class will not participate in any field trip or contest for the next three week period. After three weeks, grades for these students will be checked again. If the student is passing ALL classes at that time, they will become eligible at 2:35pm seven days after the grades are checked. If all grades are not passing at the three week progress report time, the student remains ineligible for the remainder of the six weeks. (Katy ISD has approved a list of advanced placement classes that are exempt from this eligibility rule).

Unless an admission fee is charged, all concerts fall under the category of curricular activities (part of the course requirement) and are not subject to eligibility requirements. The following activities are considered extra-curricular and eligibility becomes an issue: Masterworks concerts, school musical, events associated with the All-State Orchestra Process (i.e. Region, Area, or State), UIL Solo & Ensemble Contest, UIL Concert & Sight-Reading Contest, etc.

It is very important that each student maintains passing grades in all classes in addition to orchestra. Most orchestra activities are curricular. However, any student who is not passing any class may not participate in any extracurricular activity of the orchestra during that six-week period. To maintain eligibility, students who participate in extracurricular activities must not have any report card grade recorded as "I" (Incomplete). An "I" on a report card or progress report has the same impact on eligibility as an "F."

If you are having trouble in passing a class, please notify your teacher. Extra help can be arranged, if not from a teacher, then maybe from a fellow student. Don't be afraid or embarrassed to ask for help. We expect each member of the Katy Orchestras to do all work necessary to pass all their classes. A reminder - your grades in all of your classes help determine your placement in orchestra. Additionally, many students and parents are unaware of the “10-Day Rule” which limits extracurricular absences to a total of ten days. Under this rule, students may miss a maximum of ten days in each class period, per academic year.

REHEARSAL EXPECTATIONS

- No food, drink, or gum are allowed during class, rehearsals, performances, or competitions. A container of water is the only exception, unless you have a medical exemption on file.
- Bring your instrument, bow, music binder, and pencil to class each day.
- When the tardy bell rings, be in your seat ready with all necessary supplies, ready to play.
- Do not play or pluck your strings while the director is teaching (speaking).
- Follow instructions as directed by the director, clinician, concertmaster, or section leader.
- Be respectful to everyone in the room - that includes when and how you speak to others.
- Respect the property of other individuals. This includes instrument as well as music. You do not have permission to use anyone else's instruments or materials.
- The use of mobile devices is not allowed in any rehearsal area unless given specific permission by the director. Keep all devices that fall under this category put away and out of sight in a bag or purse.
- Students must keep fingernail length groomed and short throughout the year. Short nails are required in order to play/perform with proper technique. The only exception to this rule is Senior Prom, and then the nails need to be short again in time for the spring pops concert.

Students are expected to abide by the classroom rules. Failure to do so will result in a Discipline Referral. Please check your Katy ISD Student Code of Conduct Handbook for further information.

CONDUCT

Any organization is judged, in the eyes of others, by the actions of its individual members. Whenever you dress in an orchestra uniform or wear other orchestra identification (letter jacket, orchestra shirt, etc.), your actions reflect on the entire orchestra. Always conduct yourself in such ways that bring only credit to yourself and your orchestra. Always conduct yourself with pride.

- **Selective Performances** – If, as a member of the Katy HS Orchestras, you have earned a position in an honor group (Region Orchestra, All-State Orchestra, etc.), all Katy HS Orchestra rules, regulations and guidelines will apply to that function.
- **KISD Telecommunication Device Policy** – Although KISD has mandated that students are allowed to use such devices, the Katy HS Orchestra policy is that upon entering the rehearsal space, these **devices will be silent and out of sight for the duration of the rehearsal**. Students will put away these devices and their accessories before entering the rehearsal space. Teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. rehearsals, concerts, or clinics) that occur during and after the school day.
- **KISD Electronic Media Policy** – Any student member of an extracurricular organization or campus club (e.g. band/dance team/cheerleader/athlete/student council, etc.) representing themselves, or their organization, in an unfavorable, questionable or illegal manner through electric media (i.e. websites, personal home pages, blogs, text messages, chat rooms or similar websites/files accessible through a server or internet) or using electronic communication devices in such a way as to bring discredit, dishonor, or disgrace on their organization or members of any other school organization including themselves (i.e. camera phones, digital photos, electronic descriptions) will be subject to the disciplinary actions determined by appropriate school officials and/or organization sponsors/directors/coaches, including probation or dismissal from the organization.

KATY ISD RANDOM DRUG TESTING POLICY

In May 2004, the Katy ISD Board of Trustees unanimously approved a policy to begin drug screening for students in grades 9-12 who participate in competitive after-school extracurricular activities, and/or drive a vehicle to and from school.

- At the time a student signs up to participate in a competitive after-school extracurricular activity or applies for a parking permit, a consent form will be provided for the student and parent to sign. Once the student signs and returns the consent form, his or her name is added to a database from which the names are chosen for weekly screening.

- If a student refuses to sign the drug screening consent form or refuses to take the screening when randomly selected, the student will be removed from the KHS Orchestra program.
- Because the purpose of drug screening is to identify those students in need of assistance in dealing with drug and alcohol issues, students who test positive will not receive any disciplinary consequences. The only consequence is the loss of extracurricular privileges as explained in the following.
 - **First Offense** - The student who tests positive in a random screening will be suspended from participating in any competitive after-school extracurricular practices, performances, competitions, and/or activities for a three-week period from the point of notification, just as with “No Pass, No Play.” During this period, the student will undergo drug testing weekly. If the results of the weekly tests are negative, the student will be eligible to practice and participate in performances, competitions, and/or activities on the Monday following the end of the three-week suspension period. If the student has a second or subsequent positive result(s) in the weekly testing, the campus designee and a Student Assistance Program (SAP) coordinator will be notified to determine the frequency of additional testing and when the student can regain eligibility.
 - **Second Offense** - The student who tests positive for a second time in a random screening will be suspended from all competitive after-school extracurricular practices, performances, competitions, and/or activities for a full six week period. During this period, the student will undergo drug testing each week. If the results of these tests are negative, the student will be eligible to practice and participate in performances, competitions, and/or activities on the Monday following the end of the six-week suspension period. If the student has a second or subsequent positive result(s) in the weekly testing, the campus designee and a SAP coordinator will be notified to determine the frequency of additional testing and when the student can regain eligibility.
 - **Third Offense** - The student who tests positive for the third time in a random screening will be suspended from all competitive after-school extracurricular activities for a period of one calendar year from the date of the confirmation of the third positive test.

INDEPENDENT PRACTICE

Individual home practice is an integral part of any musician’s learning process. It is very important for the success of our orchestras that effort is being made by each student. You are responsible for learning your individual parts outside of the classroom. Class meetings are rehearsals, where we address ensemble concerns--not individual practice sessions.

Our KHS Orchestras are great because of the quality teaching received in the early years of your musical education. They become superior orchestras when all members put hard work into it. Just as any other class, if there is a problem in the music that you cannot handle, please talk to your director. In addition you seek out help from your leadership peers (concertmaster, section leader, or mentor).

Consistent, focused practice is more important than a set time limit. Set up a time and place (just like an appointment) to practice. Make sure everything you need is accessible in your practice space, and minimize outside distractions. Start with short segments, with short breaks in between. You will gradually find your rhythm, and will begin to find fulfillment after effective practice sessions.

A sample practice session may include:

- Scales
- Thirds, dominants, other patterned scale exercises
- Etudes, technical passages
- Concert Music
- Solo and chamber music literature

PRIVATE LESSONS

Private lessons are offered by the Katy ISD Fine Arts Program to interested instrumental music students. These teachers' dedication and service to our orchestra program is exemplary and worthy of your consideration. I highly recommend private lessons for all students. Students desiring private lesson instruction must complete a student application and return it to the director. A deposit of \$68.00 is required which shall be given to the private lesson teacher before the first lesson is held.

Applications and further information can be obtained from the orchestra office. 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 up quickly. It is important that the student/parent obtain all contact information from the instructor in the event a lesson must be missed. Unexcused absences from lessons will be charged the full lesson price.

There are also instructors that do not teach through the Katy ISD Fine Arts Program. These teachers may hold lessons via Zoom or other video conferencing platform, or may request you travel to their studio (if they do not travel to your home). Payment details for these lessons are arranged between the student's parents/guardian and the instructor. If you are interested in private lessons, Ms. Thwaites can provide you with a list of private teachers. Although your child receives valuable instruction in our classes private lessons provide:

- 1) An opportunity to address the unique challenges of their particular instrument--one on one, with an expert performing teacher. This will allow the student to progress at their own level.
- 2) Review and reinforcement of class assignments.
- 3) In depth study of techniques such as vibrato, advanced bowing, shifting, and intonation.
- 4) Expanded opportunities for advanced solo and ensemble instruction.
- 5) Greater confidence in their individual performing.
- 6) Enhanced opportunity for success at individual competitions such as All-Region Orchestra, Solo & Ensemble contest, etc.

MUSIC

All music performed by the KHS Orchestra is provided by the school district or booster club. When originals are used, they will remain the property of the KHS Orchestra program. Markings should be made in soft, lead pencil, only. Originals will be collected during the first class following a performance. If photocopied music is used, it needs to be kept in a black three-ring binder. The school provides only one copy of the music. Any extra copies need to be paid for by the student. After each performance, these photocopies will be 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 on which to make markings. Do not assume that if your stand partner's music is marked, yours will be as well. Furthermore, don't assume that you will remember them next time. Everyone needs to mark their music. Periodically, there will be an unannounced grade given for this.

LOCKERS

Instrument will be stored in lockers assigned to each student in the beginning of the school year.

Students/their families will assume any risk for storing instruments overnight, and therefore release the directors and Katy ISD from damages. The student is responsible for repairing or replacing damaged or stolen instruments that are the result of individual negligence or not properly securing your locker.

Students do not have permission to use anyone else's instruments or materials.

STUDENT OFFICERS

Students willing to offer help and demonstrate leadership to our KHS orchestras are encouraged to apply for a student office.

Qualifications:

1. Any student with one year of experience in KHS orchestra may run for office. Freshman may apply for Freshman Representative only.
2. Officers must maintain academic eligibility and be in good academic standing.
3. Officers must maintain attendance and be on time for rehearsals, performances, and officer meetings.
4. Officers may not receive an N or lower in conduct.

*A student officer who fails to maintain these standards will forfeit their office. A suitable replacement will be appointed by the director.

If there are no candidates for a position, the director will select a student for that position. The director serves as the Chief Executive Director (CEO) of the Orchestra Officers and has veto power over any suggestion or rule of policy brought forward that is not in keeping with the vision of our KHS Orchestras, school, or KISD policy.

Officer Duty Descriptions:

President: *Must be a Senior:* The President is the student executive officer of the student board.

- Assists the director with planning social functions for students
- Serves as a communication liaison, communicating the needs of the officers and orchestra members to the director and KHOBA.
- Presides over student officer meetings, provides an agenda, and communicates all discussions to the director immediately following student leadership meetings.

Vice President: *Must be a Junior or Senior*

- The Vice President assists the President/Student Assistant in their duties and will preside over the student board meeting if the President is absent.
- Leads social functions and may appoint a committee of volunteers from the orchestra membership to assist with this task.

Librarian: *May be a Sophomore, Junior or Senior*

- Responsible for the music library.
- Assists the Director in filing, cataloguing in Charms, stamping, copying, passing out, and organizing music.
- In addition they will help with Solo and Ensemble music organization.

Secretary: *May be a Sophomore, Junior or Senior*

- Transcribes the minutes of all officer meetings and displays them on the orchestra bulletin board following an officer meeting.
- Keeps a notebook (paper or digital) with the minutes in case reference to past meetings is needed.
- Minutes should include attendance of officers present, items discussed, items voted on and results of the vote.
- Helps collate and distribute forms (i.e. permission slips) and graded paperwork.

Photographer/Historian: *May be a Sophomore, Junior, or Senior*

- Keeps records (i.e. photos, videos, and brief written summaries) of each event throughout the year and coordinates with the yearbook and newspaper staff.
- Helps publicize announcements and make spirit posters for events throughout the year (contests and celebrations).
- Displays the photos taken during the year in a scrapbook or photo album at the EOY banquet.
- Creates our video slideshow for the EOY banquet. The Historian(s) may appoint a committee of volunteers from the orchestra membership to assist with these tasks.

Stage Manager: *May be a Sophomore, Junior, or Senior*

- This is a Director appointed position.
- The Stage Manager(s) will be responsible for concert set up, loading and unloading for trips, stage management and clean up.
- They will assemble a crew to assist them.

Wardrobe Manager: *May be a Sophomore, Junior, or Senior*

- Manage uniforms logs and distributes them
- Connect with the KHOBA wardrobe manager
- Backups, if people don't have their uniforms for concerts

Supply Manager: *May be a Sophomore, Junior, or Senior*

- Creates inventory of all supplies/materials
- Keeps track of things needed for socials/events
- Keeps all the closets organized
- Helps class reps keep track of rosin, rock stops, and tuners

Event Planner: *May be a Sophomore, Junior, or Senior*

- Proposes ideas for events & socials, including logistics to present to director and KHOBA

Freshman Representative(s):

- Work with the Officer Team and director to ensure that 9th graders have a voice within the organization.
- Relays any concerns or issues to the Director and Officer Team.
- Communicates with incoming freshmen and make them feel at home in the orchestra.
- Contributes to the planning of socials and other activities planned throughout the school year.

UNIFORMS & GARMENT BAGS

For all concerts, students will wear their appropriate uniform. Part of each performance grade will be based upon how you wear your uniform – neatness, alterations, cleanliness, etc. Hemming of dresses and pants will be included with your KHOBA fee. If there are any alterations need to make your uniform look better you may have them done provided that they are temporary alterations and no fabric is cut **AT ALL!** The formal uniforms are provided by the school district, except for tuxedo shirt, socks, tights, and shoes. Under no circumstance is anyone allowed to wear boots, tennis shoes, or sandals (of any kind) with their formal uniform.

Hair must be tied or bobby-pinned away from the face for performances. For students performing at UIL contests or Region Orchestra, your hair color must be a natural color—no bright purple, pink, green, etc.

Informal Uniform:	Orchestra T-Shirt (included with KHOBA fee), blue jeans
Ladies' Formal Uniform:	Black dress and bra, black hose/tights, and black closed-toe dress shoes (flats or heels 2 inches or lower). <i>Any jewelry worn must be simple, elegant and silver in color. Excessive rings are not allowed.</i>
Men's Formal Uniform:	Black tuxedo, bow tie, white tuxedo shirt, black socks, and black dress shoes. <i>No visible neck jewelry allowed.</i>

SUPPLIES & REPAIRS

Our orchestra supplies are fundamental for the success of each student as individual players, and for our orchestras as a team. Students are responsible for bringing their supplies to all rehearsals.

1. Instrument

- Correctly sized
- Good playing condition
- Carbon fiber or wood bow (*Please have bows re-haired yearly)
- Quality strings- Dominant or better. No wire strings.
- Extra set of strings in your case (Not required for bass)
- Good quality rosin
- Functioning case, all zippers and fasteners in proper working order. This is integral for the protection of your delicate string instrument.

2. Binder

- 1 inch black binder, with pockets
- Dividers/index tabs
- 3 ring pencil pouch
- Pencils

3. Shoulder Rest (Violin and Viola)

- Kun collapsible or Everest

4. Rock stop (Cello and Bass)

- Strap anchor preferred
- Donuts acceptable

5. Cleaning Cloth

- Soft cloth to prevent rosin buildup on strings and body of the instrument

6. Tuner and Clip (Mic)

- Korg TM-60
- Other models of Korg are acceptable. Please clear any other brands with the director.

7. Method Books

- Habits of a Successful String Musician- All Ensembles (Colorful Cover)

8. Optional/Home Use

- Wire Stand
- Tonal Energy is an excellent tuner app that can be used AT HOME for practice purposes
- Mute

String instruments are fragile. Keep your instrument in good repair. **Carry extra strings in your case.** Have your bow re-haired at least once a year. Instruments should not be put in repair without first being inspected by the director. Many times minor adjustments can be made by a director which may eliminate a trip to the repair shop. Have the director assess prior to taking it to Lisle or Katy Violin Shop for repairs. We may also schedule campus pickup of instruments with KVS and Lisle. The choice of repairman for school owned instruments is at the discretion of the director. Please do not attempt to repair the instrument yourself. Realize that neglecting a repair may lead to long term damage and depreciation in the value of your instrument.

FUNDRAISING

In order to help fund the orchestra program's many needs throughout the year, KHOBA (Orchestra Booster Club) organizes fundraising activities for the students. It is orchestra policy that all students participate (in some capacity).

FEES

All students that participate in the Katy HS Orchestras are required to pay:

1. A **\$50.00 KISD Fine Arts Course Fee**, payable by Pay 'n Go
2. A **\$200 KHS Orchestra Activity Fee** which covers the costs of transportation for field trips, formal uniform (tux/black dress), informal uniform (orchestra T-shirt), all supplies, all music, music binder, paper, concert programs, clinician fees, composite picture sitting fee, social events (includes food), and other expenditures not covered by district funding. Also included is one uniform dry cleaning at the end of the year, hemming, and rental of a garment bag. This fee also includes a family membership for KHOBA. Please pay via check to: KHOBA.
3. An **\$80.00 KISD Instrument Usage Fee**, payable by Pay 'n Go.

Families needing financial assistance may contact the director if they need extended payment options.

EXTRACURRICULAR COMPETITIONS

Students may elect to participate in UIL (University Interscholastic League) events, such as solo and ensemble, and state solo and ensemble contests. TMEA (Texas Music Educators Association) sponsors auditions for the Region XXIII and All-State Orchestras.

There are several concerto competitions in the area sponsored by community youth groups and local, state, and national music associations. Additionally, there are several youth orchestras in the Houston & Katy area that meet weekly and perform throughout the academic year.

Students will not receive extra grade points for participating in any of these activities. Also, please note that participation in any of these events cannot interfere with any work which is required for the class. Students desiring extra help in preparing for these events should see their conductor to schedule an appointment.

LETTER AWARDS

The district policy states that in order for a student to earn a letter jacket, the student must earn a minimum of 15 points in one activity (orchestra). A student may earn only one jacket in high school, but may earn additional letters in additional areas of activity in subsequent years. This award will be a patch designed to denote the year and activity of the award. Jackets orders are taken twice a year. The requirements for earning a letter jacket can be found at our website at: www.khsorchestras.org, and on the CHARMS website.

SPRING TRIP

Each year, during the spring, KHS Orchestra sponsors a trip to an out-of-town destination. All trips are approved by the administration of KISD and Katy HS. All precautions are taken to ensure the safety of all participants. There may be other trips taken throughout the year. The director will alert students and their parent/guardian/caretaker of any additional scheduled trips during the school year via email, newsletter, or physical handout.

CHARMS INFORMATION

The Charms Music Office Assistant is an online system used to manage every detail of a student's orchestra experience in Katy ISD. To access your account...

1. Go to: www.charmsoffice.com
2. Enter school code: katyhsorch
3. Then enter your password: Your Katy ISD number (no caps)

Recordings: Enter class recording assignments through the web.

Mobile Access: Check out the mobile Charms apps on iOS or Android.

Finances: View your payments, fundraiser earning and student account (ledger)

Handouts: View and print music, forms, calendar, handbook and other important info.

Inventory: Tracks uniform check outs and locker/lock information.

Student Info: Review and update your student and parent contact information (birthday included!). Charms enables us to have a single database of student information used in all aspects of our program including director communications, mailings, instrument assignments, etc. **So, please make sure we have your correct information!**

Calendar: Sync the live charms calendar with your mobile device calendar for the complete calendar with live updates.

KHS ORCHESTRAS SUMMARY OF FEES

Please return this sheet by Friday, September 3rd, 2021.

1. \$50.00 Fine Arts Course Fee through Pay 'n Go.
2. \$80.00 Instrument Usage Fee through Pay 'n Go. (If your student uses a school cello or bass.)
3. \$200 KHS Orchestra Activity Fee: Please write the \$200 check to KHOBA.

Families needing financial assistance may contact the director for extended payment options.

FINE ARTS COURSE FEE: \$50.00 through Pay 'n Go. (Mandatory)

KISD INSTRUMENT USAGE FEE (Cellos and Basses): \$80.00 through Pay 'n Go. (Mandatory if using KISD instrument.)

Mandatory KHS Orchestra Activity Fee		T Shirt
		Amount
KHS Orchestra Activity Fee- covers the costs of transportation for field trips, formal uniform (tux/black dress), informal uniform (orchestra T-shirt), all supplies, all music, music binder, paper, concert programs, clinician fees, composite picture sitting fee, social events (includes food), and other expenditures not covered by district funding. Also included is one uniform dry cleaning at the end of the year, hemming, and rental of a garment bag. This fee also includes a family membership for KHOBA.	\$200.00 Circle Student T-Shirt Size (adult sizes) S M L XL XXL XXXL	

KHS Fees: Payment Plan Option	
	Amount
You can pay your \$200 in a payment plan in 4 payments of \$50. Contact Ms. Thwaites for other payment plan options.	
Payment #1, due Sept 3 rd	\$50.00

Payment #1 due September 3rd
 Payment #2 due October 8th
 Payment #3 due November 5th
 Payment #4 due December 3rd

KHOBA USE ONLY:	Cash	Check #	Amount
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I have read and understand the contents of the KHS Orchestra Handbook & Calendar. We wish to assume the obligations of the Katy High School Orchestras and wish to do the utmost to accomplish its objectives, following its rules and regulations.

Student Signature: _____ Date _____ Student Name Printed: _____

Parent Signature: _____ Date _____ Parent Name Printed: _____

Parent Authorization to Consent to Emergency Treatment of Student

Name of Student: (Last)	(First)	(Middle)	Date of Birth (mm/dd/yyyy)	Grade Level
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As the parent(s)/guardian(s) of the above-named student, a minor, I/we do hereby authorize a Katy Independent School District staff member(s), to act as my/our agent(s), to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and/or hospital care which is deemed advisable by, and is to be rendered under, the general or special supervision of any licensed physician/surgeon, whether such diagnosis or treatment is rendered at the office of said physician/surgeon or at a hospital. Parents/guardians will be notified by the district, by the contact information below, of any treatment rendered to the student.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care which aforementioned physician/surgeon, in the exercise of his/her best judgment, may deem advisable, prior to any treatment being rendered.

I/We hereby authorize any hospital which has provided treatment to the above-named minor to surrender physical custody of such minor to the agent(s) upon completion of treatment.

It is understood that I/we must assume legal responsibility for any expenses incurred for medical treatment which may not be covered by my/our personal insurance, Medicaid, or Medicare.

Name of Father/Guardian: (Last)			(First)	(Middle)
Father's Home Phone	Father's Work Phone		Father's Cell Phone	
Name of Mother/Guardian: (Last)			(First)	(Middle)
Mother's Home Phone	Mother's Work Phone		Mother's Cell Phone	

I/We have read and understand the extent of this authorization and that it shall remain effective until the end of the current school year, from August 1, 20__ through July 31, 20__.

Signature of Parent/Guardian:	Date
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Insurance Information

Name of Insured Policyholder: Last			First	Middle
Billing Address of Policyholder: Street		City	State	Zip
Insurance Company				
Group No.:		Certificate or Policy No.:		
Type of Insurance Plan				
<input type="checkbox"/> HMO	<input type="checkbox"/> PPO	<input type="checkbox"/> Medicaid	<input type="checkbox"/> Medicare	<input type="checkbox"/> Other: _____

Please note my child has the following allergies/medical conditions and/or is currently taking the following medications:

Parent/Guardian Authorization for Regular Extracurricular Travel

Student's Last Name	First Name	Middle Name	Grade Level
Extracurricular Activity			School Year

As the parent/guardian of the above-named student (or adult student), I grant permission for my child (or me) to travel and participate in all regularly/routinely scheduled activities of the designated extracurricular group for the current school year. I understand that all students are required to ride to and from all school-sponsored activities in District-provided transportation according to Board Policy FMG. An exception may be granted for a student to be released to the custody of his/her parent at the completion of the activity if a written request is received and approved prior to the trip. It is understood that a separate permission slip will need to be completed for any additional activities requiring travel in order for my child to participate.

It is understood that neither the Katy Independent School District, nor any of its trustees, officers, employees, or organization sponsors are liable for any accident or injuries that may occur to the above-named student as a result of any aspect of his/her participation on these trips.

I acknowledge that in case of an emergency, illness, or accident for which a parent cannot be reached, an attempt will be made to reach one of the emergency contact people listed below. However, if no one can be reached, I authorize the school officials to take whatever action is deemed necessary in their judgment, for the health of my child. I will be responsible for any cost in the event my child must be transported by ambulance and receive medical care.

Insurance Information

Insurance Company	
Policy Number	Group Number
Insured's Name	

Medical Information

Please note: My child has the following allergies/medical conditions and/or is currently taking the following medications:

PLEASE PRINT

Emergency Contact Information

Emergency Contact		Relationship
Home Phone	Work Phone	Cell Phone
Emergency Contact		Relationship
Home Phone	Work Phone	Cell Phone
Emergency Contact		Relationship
Home Phone	Work Phone	Cell Phone

Authorization

Parent's/Guardian's (or Adult Student's) Printed Name	Parent's /Guardian's (or Adult Student's) Signature	Date
Father's/Guardian's Home Phone	Father's/Guardian's Work Phone	Father's/Guardian's Cell Phone
Mother's/Guardian's Home Phone	Mother's/Guardian's Work Phone	Mother's/Guardian's Cell Phone