

McKinney Boyd High School Orchestra



HANDBOOK 2017-2018
www.boydorchestra.com

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Preface

The MCKINNEY BOYD HIGH SCHOOL ORCHESTRA program has established a tradition of excellence and quality of musical performances. The success of the orchestra program centers on the pursuit of excellence, pride, commitment to learning, and the willingness to work hard to achieve a common goal. As a member of MCKINNEY BOYD HIGH SCHOOL ORCHESTRA, you will make long-lasting friendships and develop a sense of camaraderie that is unique to your musical organization. While your directors do not expect that every student in orchestra will become a virtuoso musician, they do expect every student to establish both short- and long-range goals for improvement on his/her instrument. Your directors expect mature, responsible attitudes and actions and a respect for all students and teachers.

Every year is a new challenge with new combinations of personalities and talent, new audiences, new music, and new leadership from section leaders. By accepting membership into the MCKINNEY BOYD HIGH SCHOOL ORCHESTRA, you agree to perform to the best of your abilities and work together with the orchestra staff to make this year's orchestra the finest musical organization that our combined efforts can produce.

This handbook is designed to help you understand the concepts and guidelines of our organization. Your directors hope the handbook can be used to answer questions of both parents and students and will prove a helpful guide for defining the boundaries that are important in keeping the orchestra a quality ensemble. If utilized properly, the concepts of responsibility, teamwork, and good citizenship will develop as each student experiences the world of music. If you need information that does not appear here, please contact your directors. They will assist in whatever way possible.

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Orchestra Responsibilities

Each member of the orchestra is responsible for the following:

- Follow all McKinney Boyd High School rules and procedures in the orchestra classroom.
- Perform concert music as assigned by the directors to the best of your ability.
- Pursue personal and group goals to develop individual skills and ensemble skills.
- Adequately prepare technical exercises, which can include etudes, scales, and other fundamental exercises.
- Audition for All-City and/or All-Region Orchestra – required for members of Honors Chamber and Chamber Orchestras.
- Prepare an appropriate level solo and/or ensemble the spring semester based on individual abilities.
- Attend section rehearsals and/or joint rehearsals before or after school, as needed, based on director determination. These rehearsals will be very rare.
- Prepare evaluation music for orchestra placement/final playing exam held in April/May.
- Participate in all performance activities. These performances include contests, festivals, and concerts during or outside the school day. Students must also meet eligibility requirements for off-campus performances.

Orchestra Placement

- Students are required to perform an evaluation for placement and in the appropriate level of ensemble and final exam grade. These evaluations typically occur in April/May of the previous school year.
- Orchestra directors determines evaluation requirements.
- Only graduating seniors are exempt from this evaluation.
- Scores from this evaluation will determine both orchestra placement and final exam grade for that semester.
- A director will serve as an evaluator during auditions.
- The orchestra performance rubric will be utilized to determine each student's score on all playing evaluations.
- Data from a student's other playing evaluations collected throughout the previous year will also be considered when placing a student in the appropriate level of orchestra.
- If playing evaluation data suggests a student needs to move to a different level ensemble for the best educational experience, that student may be re-evaluated mid-year.
- Students may be re-evaluated periodically for participation in select performance ensembles.
- All evaluations will be performed live for a director.
- Evaluation material will reflect the director's anticipated performance level for each orchestra's level and will be based on prior learning.
- Students will be placed in the orchestra that best serves their educational and musical needs.

Course Descriptions

Concert Orchestra I – IV

Grade Level: 9-12, **Credit:** One Unit

Prerequisite: By audition/instructor approval only with previous middle school experience.

This string orchestra is designed for students that have demonstrated an understanding of string fundamentals. The ensemble will meet the needs of the string instrumental students who are not ready to participate in more advanced orchestras and will focus on refinement of string techniques and music reading skills. Students will be required to participate in public performances throughout the year and have the option of participating in UIL Concert and Sightreading.

Symphony Orchestra I – IV

Grade Level: 9 – 12, **Credit:** One Unit

Prerequisite: By audition/instructor approval with advanced level 1, 2, and 3 high school music skills/competencies required.

This orchestra is designed for students who have a strong orchestra background and demonstrate intermediate string techniques and musical skills. Students will be required to participate in a number of public performances throughout the year, as well as solo/ensemble events, and are expected to be active in UIL Concert and Sightreading.

Chamber Orchestra I – IV

Grade Level: 9 –12, **Credit:** One Unit

Prerequisite: By audition/instructor approval with advanced level 1, 2, and 3 high school music skills/competencies required.

This orchestra is designed for advanced-level students who have a strong orchestral background and demonstrate most proficiently advanced string techniques and musical skills. Students will be required to participate in a number of public performances throughout the year, as well as solo/ensemble events and UIL Concert and Sightreading.

Honors Chamber I – IV

Grade Level: 9 -12, **Credit:** One Unit

Prerequisite: By audition/instructor approval with advanced level 1, 2, and 3 high school music skills/competencies required.

This ensemble is designed for very advanced-level students who have a very strong orchestra background and demonstrate most proficiently advanced string techniques and musical skills. Students will be required to participate in a number of public performances through the year, as well as solo/ensemble events and UIL Concert and Sightreading. Students in this orchestra are encouraged to audition for All-Region, but it is not required.

Honors Consortium II – IV

Grade Level: 10 -12, **Credit:** One Unit

Prerequisite: By audition/instructor approval with advanced level 1, 2, and 3 high school music skills/competencies required. Must be a 10th, 11th, or 12th Grade student playing at an extremely high level.

This ensemble is designed for extremely advanced-level students who have a very strong orchestra background and demonstrate most proficiently advanced string techniques and musical skills. Students will be required to participate in many extra public performances through the year, sectional rehearsals, solo/ensemble events, and UIL Concert and Sightreading. It is the expectation that each member of this ensemble audition for All-Region.

Class Rules and Procedures

- Be in the room when the bell rings. You should be seated and tuned 2 minutes after the bell rings.
- Bring materials daily, which include:
 - Instrument, bow, rosin, shoulder rest or rock stop, pencil, binder with music, a working tuner (if needed), and a complete set of replacement strings. (*For information on specific string brands, please see your director*).
- Follow instructions and demonstrate courteous rehearsal etiquette.
- Raise your hand and receive permission before speaking or to leave the room.
- Food, chewing gum, and drinks are not allowed in the orchestra room or practice rooms.
- The director will dismiss the class.
- Keep fingernails at a short and appropriate length to facilitate proper playing position. Do not get nail tips or acrylic nails, etc.
- Following class procedures will result in a 100% weekly supplies and participation grade. Verbal warnings, detentions, and parental contact will be used to correct improper behavior as per campus guidelines. In the event a student demonstrates a consistent pattern of inappropriate behavior, the student will be referred to an administrator.
- All students will adhere to the MISD Student Code of Conduct Handbook, as well as the Extracurricular Code of Conduct.

Additional Materials for Home

- Music Stand
- Metronome and tuner
- Recording device
- Fingernail clippers

Conduct

- Any organization that has high performance standards must also have high behavioral standards.
- Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discrimination on the basis of sex, race, disability, religion, or ethnicity. Students enrolled in the orchestra program are expected to display exemplary behavior at all times. At every performance as an orchestra member, you represent your family, McKinney Boyd High School, MISD, and McKinney, Texas. Make sure that your actions prove that MCKINNEY BOYD HIGH SCHOOL ORCHESTRA is a class act in every way.
- Orchestra students are welcome in the orchestra rehearsal hall before and after school. However, do not disturb if there is a class or sectional in progress. Show every courtesy to the director and students involved. The following requirements will make our rehearsals more productive and will contribute to a positive learning environment.
- For the safety and security of the orchestra facility, instruments, and students – please do not bring your non-orchestra friends to the orchestra room to “hang out.” This also includes former orchestra students.
- If a student's conduct grade falls below satisfactory in orchestra, he/she could be suspended or removed from orchestra at the director's discretion. Members who

continue to display inappropriate behavior or who violate the policies of the school could be permanently removed from orchestra.

- Each member of our program should uphold our beliefs and values. Posting language, images, videos or auditions on the internet which could negatively impact the learning environment, threaten the safety of students or employees, is crude or insensitive to student or employees, or negatively portrays a student, employee or campus in McKinney ISD will not be tolerated and may result in disciplinary and/or legal action.

Promptness

To optimize any after school rehearsal time or warm-ups prior to a concert, it is essential that all of the members are early so that we may start on time. This ensures that no instruction time is lost—please be considerate of your classmates and ensembles.

To be early, is to be on time.

To be on time, is to be late.

To be late, is to be very late.

Due Process

Your directors' goal is to make sure that all students are treated fairly. Please e-mail or call your director if you have any questions or concerns. To assist in resolving problems, please schedule an appointment.

All McKinney ISD students are entitled to due process in accordance with the school district policy. Contact the campus Principal for inquiries concerning due process procedures.

Eligibility

The MCKINNEY BOYD HIGH SCHOOL ORCHESTRA will enforce all state eligibility rules and regulations. Students who are ineligible will continue to rehearse during orchestra class, before and after school, and participate in curricular performances to earn their orchestra grade. Ineligible students may not travel with the orchestra or participate in extracurricular activities.

- All music organizations adhere to the eligibility rules and regulations as stated by TEA, and the district. To be eligible at the high school level at the beginning of the school year, students must have earned the accumulated number of credits in state-approved courses indicated below:
 - Beginning of the 10th grade year – at least 5 credits toward graduation
 - Beginning of the 11th grade year – at least 10 credits toward graduation
 - Beginning of the 12th grade year – at least 15 credits toward graduation
- To be eligible to participate, a student must not have recorded a grade average lower than 70 on a scale of 0 to 100 in any course for that preceding nine weeks' grading period.
- Any student whose recorded nine weeks' grade average in any course is lower than 70 at the end of a nine weeks' period shall be suspended from participation during the succeeding nine-week period. However, a student may regain eligibility 7 calendar days after the succeeding 3-week evaluation period if the student is passing all courses on the last class day of the 3-school-week period. If the student has at least a minimum grade of 70 on a scale of 0-100 for work done since the end of the previous

grading period, the student regains eligibility 7 calendar days later at the time the regular school day ends.

- The district provides a list of courses that are exempt from eligibility requirements.
- The Texas Education Agency Defined Course Exempt from No Pass/No Play include: AP English Language, AP English Literature, AP Studio Art: 2-D Design, AP Studio Art: AP Art 3-D Design, AP Studio Art: Drawing, AP Music Theory, Art IV, Technical Dance (TEA-Dance IV) Varsity Theater (TEA-Theater IV), AP Spanish Language, AP Spanish Literature, AP German Language, AP Latin Literature, AP French Language, AP Calculus AB, AP Calculus BC, AP Statistics, Business Calculus, Pre-Calculus, Pre AP Pre-calculus, AP Computer Science A, AP Computer Science AB, AP Biology, AP Chemistry, AP Physics, AP World History, AP U.S. History, AP European History, AP Macroeconomics, AP U.S. Government and Politics, AP Psychology, Dual Credit Courses (CCCD), English Composition and Rhetoric (CCCD ENG 1301 and 1302), Macroeconomics (CCCD ECON 2301), and American Government (CCCD GOVT 2302).
- There are other classes offered at McKinney Boyd High School that follow the AP curriculum and are also considered Exempt. Please ask a director about these types of courses.

Grading Guidelines in Music

Students will be expected to meet the responsibilities for each orchestra class as listed in the Preface of this handbook. Since orchestra is an academic music class with some extracurricular activities attached, the orchestra student's grade will reflect achievement in both curricular and extracurricular areas.

- McKinney ISD has established district-wide instructional objectives that relate to the mandated Texas Essential Knowledge and Skills (TEKS) for grade level subjects or courses. These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses.
- Assignments, tests, projects, classroom activities, and other instructional activities must be designed so that the student's performance indicates the level of mastery of the designated district objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course.

An orchestra member's grade will be an average of the following items:

Formative Grades – Supplies and Participation

Each student will receive a weekly "Supplies and Participation" grade for their daily orchestra activities.

- The student will be on task and focused during all rehearsals.
- The student will have instrument, music, pencil, and supplies.
- The student will be prepared to play his/her part successfully.
- The student will mark music and take notes as needed.

Summative Grades – Playing Evaluations and Performances

Students will be tested on select materials during the course of a grading period. This will occur during class time and/or after school. Test materials and guidelines will be outlined for each specific class.

- The “Performance Points” rubric will be used by directors to assign a score for each student’s evaluation. The scores translate to a grade percentage, which will be counted as a summative grade. This rubric will be provided and explained to each student, but it is also available for review at boydorchestra.com
- Playing evaluation scores may be used to determine seating position within a student’s orchestra. Seating will be changed often to reflect the most recent results.
- Students are allowed to retest for improvement of their playing evaluation score. Retests must all occur outside of class time by signing up with a director. A deadline will be set for improving scores to change seats in a student’s orchestra class. Grades may be improved until the end of the grading period.

Students will also receive summative grades for performances, concert etiquette, and before/after school required rehearsals.

Semester Exam

A written semester exam must be given to each student per the McKinney Boyd High School policy. This exam will contain information students have learned throughout the semester in their regular orchestra rehearsals.

Absences from Extra-curricular Rehearsals and Performances

Excused Absence Policy:

In accordance with McKinney ISD policy, all “excused” absences will be honored with no grade penalty. These will include:

- Medical emergency or illness
- Death in the family
- Religious holiday
- Family emergency
- Medical or dental appointment
- Circumstances may justify an excused absence for reasons other than those listed above in accordance with McKinney ISD policy. Please refer to *MISD Student Code of Conduct* handbook for a complete list of extenuating circumstances and non-extenuating circumstances. If an excused absence is anticipated, a written notification should be submitted well in advance when possible.

Unexcused Absence Policy:

- Absences should be cleared with the director in advance whenever possible for outside of class rehearsals or performances.
- An unexcused absence may result in a grade of a “0” for that summative grade or forfeiture of that individual's placement. It may also make a student ineligible for non-mandatory trips.
- Sleeping in, babysitting, forgetting a rehearsal, hair appointments, etc., are not considered to be valid excuses.
- Illness and family emergencies will be considered an excused absence if written notice is given within 24 hours after returning from absence. Students who are absent from school due to illness will be considered excused from after-school rehearsals/performances. If you have questions, please feel free to call or e-mail the director to discuss situations that may arise. The director will handle all

conflicts on an individual basis. Communication and accountability are of the utmost importance.

A major part of the music curriculum is the development of performance skills.

Therefore, “unexcused” absences from a sectional, rehearsal or performance, which are integral to developing these performance skills, are not acceptable. Consequences for any unexcused absence will be handled on a case by case basis.

Tardiness – Unexcused tardies will adversely affect the total points earned for that event.

Make-up Assignments:

- Unexcused absences may be “made up” through an alternative assignment provided by directors. Students may receive a maximum of an 80% grade by completing the alternative assignment completely and accurately. This is in alignment with MISD grading policy.

Award Points

Students who perform at the highest level will be rewarded for the following individual achievement that reflects a mastery of musical skills and knowledge: These award points will be compiled in considering students for “Outstanding Student Achievement Awards” at the end of the year. Students must be enrolled in orchestra for both semesters of the academic year in order to be considered for any awards. Please refer to the Award Points sheet provided by your directors at the beginning of the year for more details regarding earning points throughout the school year.

Lettering in Orchestra

Students are eligible for a letter upon completion of one of the following criteria:

1. Earned membership into an All-City, All-Region, or All-State Orchestra;
2. Earned Division One rating on a Class One Solo (most difficult level) at either MISD Solo Contest or UIL Solo Contest; or
3. Earned Division One rating on a Class Two Solo and any Ensemble at MISD Solo/Ensemble Contest or UIL Solo/Ensemble Contest.
4. Fulfilling requirements for lettering through the McKinney Boyd Orchestra Ambassadors Organization.

A letter jacket company will come to measure students who are wishing to purchase a letter jacket after the McKinney ISD Solo/Ensemble Contest. A substantial number of students must have interest in ordering jackets to merit a personal school visit from the letter jacket company. In this event, students will be instructed on where they can visit the letter jacket company on their own. Check with your local letter jacket supply company for details.

SENIOR FINE ARTS HONOR CORDS FOR GRADUATION

- 1) **Must be enrolled in an orchestra class all four years.**
- 2) **Must have lettered at least two times, during two different years, during the course of the high school career.**

Instruments

Students may own or rent their instruments from any local music store. It is very common for students to purchase a higher quality, “step up” instrument during their high school years. If you are interested in making this purchase during your time with us, please consult a director to help you choose. We are here to help in any way we can.

You are responsible for your instrument's care and maintenance. If you have purchased your instrument, you are responsible for purchasing replacement strings. We recommend keeping a complete set in your case at all times.

The school district will not assume liability for maintenance, repair, or damage of personal instruments on school property. Please note that your homeowners insurance policy will typically only cover an instrument worth less than \$2,000. If you are concerned with insuring a more expensive instrument, please look into musical instrument insurance.

Cellos and basses must have an instrument to use at home and at school. The school, for a nominal fee of \$25 per semester, provides basses and cellos for student use at school. Students using school-owned instruments may forfeit the privilege of using that instrument if it is not cared for properly, which includes securing them in a locked locker.

Keep your instrument in good playing condition at all times. Your instrument is very valuable, so taking good care of it should be your top priority. See your contract with your rental company for information about repairing broken strings and equipment.

Instrument Policies

- You will be assigned an instrument storage locker (where available). Please keep your supplies locked up when not using them. If locks are lost, then students are responsible for paying for a district-provided replacement at the cost of \$10.
- Students may opt to NOT use a lock on their locker by filling out the Lock Waiver form. This form must be signed both by students and parents. This waiver is not recommended.
- Students may not use any other lock brought from home on their school locker.
- Place your instrument in the correct storage area each day and attach a nametag so we can properly identify it.
- Your director will keep a record of all lock combinations.
- You may not touch another student’s instrument.
- Play school-owned instruments **only** if it is assigned to you (or with director permission in special cases).
- Play percussion instruments **only** if you are a percussionist.
- Keep chewing gum, food, and drinks away from your instruments. These items can significantly harm an instrument.

School-Owned Instrument Maintenance Fee

In addition to the instruments students rent/own at their home, McKinney ISD will have cellos, basses, and a limited number of violins and violas for students to use at school. The student is responsible for the maintenance and upkeep of the school-issued instruments, including string replacements and bow-repairs; therefore, students must pay an annual \$25 maintenance fee per semester for this purpose. The instrument will be inspected at the end of the year for damage and the student may be held responsible for

any repairs above normal wear and tear. Please see your director in the case of extreme financial need.

ANY DAMAGE INCURRED TO THE INSTRUMENT WHILE IN THE POSSESSION OF THAT STUDENT OR FAMILY IS THE SOLE FINANCIAL RESPONSIBILITY OF THAT PARTY (i.e., little sister scratches, damages, or breaks the instrument or bow). Students are only to use the instrument they are assigned to use unless given permission otherwise. Assignments will be made by the directors.

Instrument Repair

When your personal or school-owned instrument needs repair, you should NOT repair it yourself. Your director will be happy to look at your instrument to determine if you need to have it professionally repaired. If your personal instrument is being repaired, you must let your director know as soon as possible what happened and when you expect to have it back.

Having an instrument in the shop is not an excuse to miss a rehearsal or performance. Have your parents let the personnel at the repair shop know you have a performance coming up and ask if they can expedite the service or provide a “loaner.” Your director can verify this if needed for the shop.

Charms Office Assistant and Orchestra Website

We use the Charms on-line management system to facilitate communication with parents and students. Charms enables us to easily compile e-mail lists to send home important information or reminders to a whole class or just one student. Please keep your information updated in your Charms profile so that you do not miss out on any of these communications. Directions for updating your Charms profile are included at the end of this handbook.

Our orchestra website is www.boydorchestra.com. This website will be updated regularly and will include information about upcoming events, listening resources, printable sheet music, required forms, and a variety of other resources. Check this website often for information.

REMIND 101-Text Reminders

We now have available a service where students and parents can receive reminders about important events throughout the year. Your directors will NOT overuse this – it will be used on a limited basis for very important and timely reminders. Register your phone number to receive orchestra text messages by doing the following:

- Send a text message to the number 81010
- Depending on your group, this should be your message... Concert Orchestra - @1511, 9th Grade Symphony - @symphony9, 10-12th Grade Symphony - @symphony1, Chamber Orchestra - @d5d7d, Honors Chamber Orchestra - @honorscha, and Honors Consortium Orchestra - @224aa3.

Required Forms

All orchestra members/parents must complete the following required forms to be turned in at the beginning of the school year. All forms are available at boydorchestra.com.

- MISD Co-Curricular/Extracurricular Emergency Medical Form
- MISD Student Co-Curricular/Extracurricular Contract
- MISD Drug Policy Contract
- MBHS Orchestra Signature Form/Publicity Release
- MBHS Orchestra School Owned Instrument Contract (only for cello/bass students)

Private Lessons

Private lessons are provided during the school day for interested students as an enrichment program.

- Your directors coordinate and supervise the private lesson program on campus.
- Private study fees are consistent throughout the district and are determined through the Fine Arts office.
- The private teacher is responsible for maintenance of lesson records, payments, and invoicing.

The private teachers are highly qualified professionals who are auditioned and approved by the director. Participating students receive one 23-minute private lesson per week at the cost of \$20.00 per lesson.

Private study is encouraged, but not required, to participate in orchestra. The advantages of one-on-one experience are numerous. Please complete the private lesson information form if you wish to participate in this program.

As students advance to a higher level on their instruments, it is often necessary to study with a private teacher for a longer period of time each week than we can provide in school. It is HIGHLY encouraged that advanced high school students study privately outside of the school day so that they can refine technique and explore high-level repertoire with a teacher one-on-one. A list of highly recommended private teachers will be provided to students and parents who wish to pursue this option.

Required Fees

- All MISD instrumental organizations levy fees to cover expenses of uniform upkeep, additional equipment, supplies, and other program operation expenses not covered in the regular music budget.
- There will be an optional spring orchestra trip this year. The district will bear no cost for this trip.
- There are no refunds granted from fundraising monies. All monies raised during fundraising activities belong to the orchestra school activity fund.
- If a student withdraws from the organization or fails academically and is unable to participate in the organization, no refunds of orchestra fees will be possible.
- ***Financial hardships*** will be handled on a one-on-one, confidential basis.
- Students may have the option to “work off” part of their orchestra fees.
- ***Orchestra fees must be the first priority before turning in money for optional activities such as the spring orchestra trip.***

The annual orchestra fee of \$70 includes:

- Student binder
- Transportation fee to help offset bus costs
- One solo or ensemble entry at the MISD Solo/Ensemble Contest
- A small portion of the events we put on for all orchestra students throughout the year (guest clinicians and master classes)
- Uniform dry-cleaning fees

Please make checks payable to:

McKinney ISD (on memo line, write: “MBHS Orchestra”)

Concerts

The McKinney Boyd High School Orchestra program performs 4 big concerts per year – the Fall Concert, Winter Full Orchestra Concert, Pre-UIL Concert, and the Spring Concert and Senior Recognition. All orchestra members are required to be present at these four concerts each year. While recording at our performances is permitted, please DO NOT sell or distribute any recordings due to copyright law. DO NOT post recordings on social media.

Our Spring Orchestra concert features a recognition of graduating seniors. For this concert, it is tradition to have all graduating Seniors take the front chairs of their sections. Final seating of seniors can be affected by the following:

- A senior's physical presence in school rehearsals leading up to the concert and their knowledge of the music.
- Their last playing test and corresponding chair placement.
- The director's discretion, taking into consideration the above factors.

McKinney Boyd High School Orchestra Booster Organization

The purpose of this organization is to support the students, directors, and private lesson teaching staff of McKinney Boyd High School. Functions included in the McKinney Boyd High School Orchestra Booster Organization include fundraising, helping with student socials, chaperoning, uniform maintenance, hosting events, providing snacks, and clerical work, as needed. Please contact a director if you are interested in being a part of the McKinney Boyd High School Orchestra Booster Organization.

Spring Orchestra Trip

In addition to local performances, it is the goal for the orchestra to take an educational field trip in the spring. Information will be provided as details become available.

Orchestra trips that require out-of-pocket costs **are optional**.

- Orchestra students must pay all spring trip costs. Fundraising activities through the Orchestra Boosters will help offset transportation expenses where possible.
- Students must meet all local and state eligibility requirements to participate.
- Students who are ineligible academically may not travel with the orchestra or associate themselves with the trip in any way.
- Students must be able to satisfactorily perform the material assigned in the event of a performance.
- Students must have attended scheduled rehearsals in the event of a performance.
- Students must fulfill their financial obligations to the organization. Full refunds cannot be made (including deposits) for any student who is ineligible or has decided not to attend the trip. Strict guidelines will be included in the travel contract.
- The travel agency organizing the trip will have a prescribed payment schedule.

Refunds and Transfer of Funds

- To be in compliance with Internal Revenue Service mandates, no money earned through fundraising will be refunded.
- Please be advised that individual travel agencies will provide specific guidelines concerning trip policies and refunds that may supersede the McKinney ISD refund guidelines.
- Any student who is removed or withdraws from the orchestra program will forfeit any and all deposited funds.

- Students must have their annual orchestra fee paid off before contributing money to any optional trip.

Financial Assistance

Financial assistance may be offered on a limited basis for students in need. Assistance may ONLY be offered for items directly associated with curriculum and learning. These opportunities include private lessons, accompanist payment, and assistance with typical yearly orchestra fees. Financial assistance will NOT be offered for optional, extra activities, such as the spring orchestra trip and orchestra social events.

Transportation

The Orchestra Director and Principal will determine transportation to and from local performances. If a student must leave directly from a performance, he/she may be released only to his/her parent/guardian by the Orchestra Director. A student must obtain a “Student Release Form” from the director, signed by the parent. In addition, the student must be seen leaving with the parent by a director. Any exception to this guideline must be submitted in writing and approved by the Orchestra Director prior to the event. Students may NOT be released to a friend’s parent without previous written consent.

Due to the legal nature of this matter, a handwritten note is not acceptable.

Uniforms

- District-issued uniforms are mandatory for participation in high school band, choir, and orchestra. The district provides uniforms for high school music groups. The individual student must provide uniform accessories, such as black shoes, black socks, a white tuxedo shirt, etc., as needed.
- Shoes must be CLOSED TOE black shoes. No flip flops, sandals, slides, mules, or clogs and no heels higher than two inches.
- Each student is responsible for the replacement of any damaged or unreturned uniform/equipment (uniform, instrument, music, etc.).
- All undergarments must be completely concealed under the uniform, including straps.
- Ladies may wear a black tank top under the dress to help conceal undergarments.

Alterations

Students must take care of their own alterations of school orchestra uniforms. **Please do not cut, staple, tape, safety pin, or fabric fuse.** Garments must be hemmed with an easily removed hem stitch using needle and black thread. These uniforms are dry clean only. Please do not iron, press, or steam the garments. They may react poorly to heat. Guidelines for alterations will be provided to students when uniforms are issued.

Wind and Percussion Students

Wind and percussion students participating in full orchestra must have concurrent membership in the school band program.

MISD Music Organization Participation Policy

In order to participate in UIL group contests, a student must be enrolled in the respective competing band, choir or orchestra. The only exception to this policy is for a student enrolled in a band or orchestra who, with director approval, wishes to compete at contest in a second band/orchestra. Under this exception, a student is required by UIL policy to play a different instrument in the second ensemble from that played in the primary group [UIL CCR Section 1102 (b)(1)(B)].

Extra-Curricular Orchestra Ensemble Membership

Students who participate in any extra-curricular ensembles associated with the orchestra program must be enrolled in an orchestra class during the school day. These ensembles may include Orchestra Ambassadors, Rock Orchestra, or Musical Pit Orchestras.

Social Events

Any social event/party associated with the “McKINNEY BOYD HIGH SCHOOL ORCHESTRA” name must have prior approval by the director. In addition, the director or a director-approved and appointed sponsor must be present. Only students who are currently enrolled in the Boyd Orchestra Program are permitted to attend social events sponsored by the Boyd Orchestra.

Volunteers

Volunteers and chaperones are needed in the district for tutoring, mentoring, and field trips. All McKinney ISD volunteers and chaperones must undergo a criminal background check prior to working with students. Potential volunteers and chaperones must complete an on-line application, which is located on the McKinney ISD website:

<http://www.mckinneyisd.net/parents/volunteer/>

Once the application is processed and the background check is complete, the volunteer will receive an e-mail notification regarding their application from the McKinney ISD Human Resources Department. Once you have received this notification, please let the director know so he can verify with the Fine Arts office.