

Seven Lakes Orchestras
Handbook
2016 - 2017



CONNECTED THROUGH DIFFERENCES

#bethelegacy

ORCHESTRA HANDBOOK

2016-2017

A handbook for the orchestra at:

Seven Lakes High School

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Katy, Texas 77494

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<http://www.sevenlakesorchestras.org>

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Choir Faculty: Emily Chandler and Klint Jordan
Theater Faculty: Chocs Landgrebe and Joshua Heerssen
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KISD Assistant Director of Secondary Music: Mitzi Jones
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SLHS ORCHESTRA STUDENT LEADERSHIP TEAM

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Cover art provided by the Student Leadership Team

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Please print the last two pages and fill out completely.
The deadline for all fees and forms to be turned in and paid is
Friday, September 2nd, unless on the payment plan.
If you are a using a school instrument (cello/bass) then the KISD
Maintenance Forms are also due on **Friday, September 2nd**.

PROGRAM STRUCTURE

The Seven Lakes Orchestras are divided into six string orchestras. The size of the total group has prohibited us from meeting together on a daily basis. Just as there are different levels in other subject areas, it is also necessary to have different levels within the Orchestra program. All orchestras are equally important performing organizations. The orchestras are Sinfonia, Cambiata, Lyrica, Philharmonia 7, Philharmonia 2, and Camerata. From time to time, these orchestras combine to form larger ensembles.

- **Camerata** is comprised of students who are experiencing high school orchestra for the first time, or students whose reading and performance skills need strengthening. Camerata will be combined with other ensembles for much of the school year. The ensemble may participate in UIL Concert and Sight Reading Contest, and students are encouraged to participate in UIL Solo and Ensemble Contest. No audition is required for membership in this ensemble.
- **Philharmonia 2 and 7** are auditioned ensembles comprised of students who have demonstrated advancing skills of proficiency on their instrument. Students from this ensemble are encouraged to audition for Region and participate in UIL Solo and Ensemble Contest. Students are required to participate in UIL Concert and Sight Reading Contest.
- **Lyrica** is an auditioned ensemble comprised of advanced students developing their tone production who have very good sight-reading and intonation skills. Students from this ensemble are encouraged to audition for Region and are required to participate in UIL Solo and Ensemble Contest. Students are required to participate in UIL Concert and Sight Reading Contest.
- **Cambiata** is an auditioned ensemble comprised of students with well-developed tone production, excellent proficiency in intonation and rhythm, and a good academic record. Students are required to participate in both UIL Concert and Sight Reading Contests and in UIL Solo and Ensemble Contest. Students have an additional 2-hour rehearsal after school. This ensemble is the non-varsity string ensemble, but is one-half of our varsity-level **Symphony** Orchestra.
- **Sinfonia** is the varsity string ensemble. Students in this orchestra are advanced musicians who have strong proficiency skills and a good academic record. The ensemble competes at both UIL Concert and Sight Reading Contests. Students are required to participate in the Texas All-Region Orchestra Audition process and are required to enter the UIL Solo and Ensemble Contest. Members are required to attend a rehearsal on Monday evening from 5:30p to 7:30p throughout the school year, and are one-half of the **Symphony** Orchestra.
- The **Symphony Orchestra** is comprised of the string players from **Cambiata** and **Sinfonia** Orchestras. Together, with selected Wind Symphony students, they will perform advanced literature in preparation for UIL Concert and Sight Reading Contest and Honor Orchestra Competition. Students are required to perform at Symphony concerts throughout the year and at UIL Concert and Sight Reading. Rehearsals for this ensemble are on Monday nights from 5:30 to 7:30p, and on other selected days throughout the school year.

AUDITIONS AND PLACEMENT

Placement into the orchestras is by audition during the previous spring semester, consisting of a student-selected work and scales chosen by your conductor, and director recommendation. In addition to the audition, citizenship, effort, and conduct are large factors in your conductor's final decision in determining personnel.

All students in Cambiata and Sinfonia will participate in the Symphony Orchestra (Full Orchestra) throughout the school year. The Symphony Orchestra will perform at the annual Holiday Extravaganza in December during the Fall semester. The Symphony will perform and compete several times in the spring.

SEVEN LAKES ORCHESTRA MISSION STATEMENT

The Seven Lakes High School Orchestra Program goals include increasing the standard of excellence and the level of difficulty in musical performances each year, increasing the numbers of students involved in the orchestra program, and working toward a more unified organization. Additionally, the Seven Lakes Orchestras encourage each student to be an effective communicator, academically prepared, a leader, a responsible citizen, and a productive and continuous learner in the "Portrait of a Katy ISD graduate." Finally, in line with Katy ISD's Five-District Goals, the orchestra program encourages student growth and success, a safe and orderly learning and working environment, community engagement, effective and efficient operations, and organizational improvement.

GOALS

The Seven Lakes Orchestra has a tradition of excellence as well as continuous improvement. This would not be possible without the practice of regular self-examination by the faculty. Each year we focus on two major goals; one is a character goal and the second is a technical goal.

Throughout the past eleven years, the Seven Lakes Orchestras have constantly been large but with each member contributing to the whole. Our theme, "Connected through Differences," is illustrated through the quote "Family is like music, some high notes, some low notes, but always a beautiful song." (Anonymous)

Previous Years' Technical Goals

05-06:	perfect tuning, basic bow technique
06-07:	increasing potential through teamwork, tone production
07-08:	advanced bow technique
08-09:	efficient rehearsal technique
09-10:	terminology and theory
10-11:	master musicianship and communication
11-12:	efficient rehearsal technique and tone production
12-13:	developing musicianship
13-14:	improving and advancing left hand technique
14-15:	improving sight-reading and rhythmic skills
15-16:	tone production and musical movement
16-17:	perfect tuning and aural skills

STATEMENT OF STUDENT ASSESSMENT

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

- *A willingness to improve their musical skills, and*
- *A work ethic that will improve the orchestra team.*

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

- *An improvement in overall performance skills,*
- *Being on time to class and rehearsals,*
- *Attitude toward other students as well as the conductors,*
- *Willingness to accept comments that are designed to help,*
- *Willingness to help with daily functions of the orchestra, and*
- *A spirit that is positive toward the image of the orchestra program.*

ATTENDANCE

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

IMPORTANT: In the event of any conflict, the student has the responsibility of submitting a signed form from a parent or the appropriate teacher or sponsor stating the reason for the conflict. These forms are on our website at <http://www.sevenlakesorchestras.org> and on the Charms website. Forms that have not been submitted prior to two weeks before the orchestra event may not be considered; points may be deducted. Rescheduled or unexpected conflicts that occur within the two-week time frame will be considered according to its circumstances. The student must notify his/her conductor of the conflict by presenting the signed form as soon as possible. This form does not automatically excuse an absence. Each case will be considered individually and privately according to its circumstances. **Students that miss three rehearsals or sectionals within a given concert period will be excluded from playing the concert due to excessive absences. Those that fall into this category will be given a zero for the Concert grade, with no opportunity for a make-up assignment.**

For concerts, only excused absences will be allowed to be made up. It is the student's responsibility to obtain the makeup assignment. Last minute excuses cause problems in scheduling and may not be excused. The only exception would be a student illness or death in the family. Not having a ride to an orchestra function does not qualify a student for an excused absence. If this occurs, please try to get a ride from another student. As a last resort, call the orchestra office to inform us. Please make efforts to ensure that you have reliable prearranged transportation to all activities. ***Note: an unexcused absence from a performance will result in the lowering of at least a letter grade for the six weeks.***

Sectional and rehearsal 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), then those assignments done 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.

The attendance guidelines do not apply to social events.

AFTER SCHOOL SECTIONALS AND REHEARSALS

Each section within each orchestra plays a different part with unique technical and rhythmic demands. To address these instrumental and individual differences, sections rehearse after school. Sectionals will be held almost every week, with each section choosing the day and time slot that best fits their schedule. Think of this as a **bonus**, free, small group lesson! All students should make arrangements to be at these rehearsals. Members of the Philharmonia Orchestras may have in-class sectionals. Members of Lyrica, Cambiata, and Sinfonia Orchestras are required to attend after school sectionals; these start the second week of school.

Since the Seven Lakes Orchestras meet during six separate class periods each day, it will be essential that we have regular evening rehearsals outside the school day. These rehearsals are the only time where we can rehearse as a full group in order to prepare for combined concerts. These required rehearsals usually occur on Monday evenings from 5:30 to 7:30p, and are a large part of your grade. Please plan to attend all of them and to arrive well before the start time so that you can tune and warm up. Students who are not ready to play at 5:30p will lose points in their grade - *three points per late minute*. Sinfonia students will begin rehearsals on **Monday, August 22nd**. Cambiata members will meet on Tuesday afternoons from 3 to 5p starting **August 23rd**. **These rehearsals are required as part of the membership of that particular ensemble, and are double minor grades.** Sinfonia and Cambiata will continue to meet through May on Monday nights. All other members (Lyrica, Philharmonia 2/7, Camerata) will begin rehearsals on **Monday, November 7th through the Winter concert.**

To make last minute adjustments and preparations for concerts, specific orchestras will have scheduled dress rehearsals. While it is not necessary to wear uniforms to these rehearsals, a final run-through of the music will be a large part of this time. Again, these are required functions and a double minor grade.

Grades are assessed for attendance at after school rehearsals. Students are still required to submit the Absence Notification Form two weeks ahead of time. However, excessive absences will impact the concert grade (double major grade). One unexcused absence will deduct 10 points from the concert grade. Two unexcused absences will deduct 20 points from the concert grade. Three unexcused absences will exclude the student from the performance, with no opportunity for a make-up assignment.

QUIZZES, TESTS, AND EXAMS

Quizzes may be written or performance grades, and are generally assigned 3 to 5 days before the due date. They may be announced or unannounced (i.e. pop quiz).

Tests will consist of an assigned excerpt from the orchestral repertoire of the upcoming concert or a solo assigned by your conductor. Tests will generally be given every other week. Additionally, written tests may be administered. Performance assessments are usually pre-recorded and graded outside of class time.

Tests will be accepted by only one method: through upload to the Charms website. Students may access Charms through the traditional method at <http://www.charmsoffice.com> (see pages 15-16) or through an online application available from your smartphone's app store. Students may upload their performance test grades using the recording device on a phone or tablet, or on a computer. Students that do not have access to a smartphone, tablet, or computer with recording capability should contact their director immediately.

Grades sent through email will not be accepted.

At the directors' discretion, students may be asked to memorize and perform small portions of their repertoire for a grade. This is to ensure that the necessary time is being invested on sections of music that may be difficult to learn individually, or to put together as an orchestra. Students will have advance notice of these tests or quizzes.

Semester exams can be regarded as more important since they will be broader in scope, thus weighing more in the grade averaging process. Semester exams are designed to measure the independent and cooperative musical thought processes and abilities of the student. Accordingly, in many cases, the semester and final exams may be independent projects. In other words, class time will not be used to specifically review the exam; however students should feel free to ask specific questions regarding the exam. In most years, the first semester final exam involves the performance of an ensemble (Camerata Orchestra members will perform literature and scales selected by their director), and the second semester final exam involves the performance of a solo. Ensembles will be determined by your conductor and will rehearse during class periods.

Seven Lakes High School's retest policy states that students who fail a test grade (only) will be allowed to retest for a higher grade. The policy states:

- *If a student makes a failing grade on any assignment in the major grading category, the student is allowed to retest or redo the test or assignment for a maximum grade of 70%.*
- *The 2 grades are averaged together to arrive at the final grade.*
- *The new test or assignment may be different from the original.*
- ***Student should have no 0's in grade book for current grading period.***
- *Student must attend a tutorial session before a retest.*
- *Retest/redo must occur before next major test/project.*
- *PLC will determine the days and locations for retesting and provide a monitor teacher for written tests.*

GRADES

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

Table of Grade Points

<u>ACTIVITY</u>	<u>PERCENTAGE</u>
Major Grades <i>This includes performances (double grades), both playing and written tests, and stage set-up crew.</i>	50%
Minor Grades <i>This includes minor playing and written quizzes (announced and unannounced), sectionals and rehearsals, UIL and TMEA preparation grades.</i>	35%
Other Grades <i>This grade includes having instrument, pencil, music, and other necessary equipment at your stand when the bell rings. Additionally, worksheets and other homework assignments will fall into this category.</i>	15%

Late work will be accepted for Major Grades, but with a 20 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 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. Students must turn in the ticket and program from the performance in order to receive full credit.

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. (KISD 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 extra-curricular 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 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 Seven Lakes Orchestra to do all work necessary to pass all 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.

RULES AND EXPECTATIONS

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

- *When the bell rings, be in your seat with your instrument ready to play and with your music notebook, pencil, and any other necessary equipment on your music stand. Everyone must have their equipment at their seat every day.*
- *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. Please do not assume that you do.*
- *No food, drink, or gum is allowed in the orchestra room.*
- *Follow instructions the first time.*
- *Be respectful to everyone in the room - that includes when and how you talk.*
- *Disrespect to the director or adults will not be tolerated.*
- *The use of cell phones is not allowed in any rehearsal area.*

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 Handbook for further information.

CODE OF 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, ork 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.

- *Selected Performances* – If, as a member of the Seven Lakes Orchestras, you have earned a position in an honor group (Region Orchestra, All-State Orchestra, etc.), all Seven Lakes 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 Seven Lakes Orchestra policy is that upon entering the rehearsal space, these devices will be silent for the duration of the rehearsal. Students will put away these devices and their accessories before entering the rehearsal space. Teachers also 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.

KISD RANDOM DRUG TESTING POLICYING

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 SLHS 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 to the state of the orchestra that effort is being made by each student to be responsible for learning individual parts outside of the classroom. Ideally, class meetings and rehearsals are not to be used as a practice session, but as time for working out ensemble concerns.

The Seven Lakes Orchestra is a great orchestra because of the quality teaching you have received in the early years of your musical education. It becomes a superior orchestra 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 conductor.

PRIVATE LESSONS

In a program this large, it is impossible for teachers to meet the individual needs of each student. With private lessons, participating students can have the luxury of extra help on a one-to-one basis. Students desiring private lesson instruction must complete a student application, available from the director, and return it to the director.

A 4-week deposit will be required which shall be given to the private lesson teacher before the first lesson is given. Lesson costs vary according to a fee structure determined by the Fine Arts Department of Katy ISD, where

Level 1 = 18.50

Level 2 = 20.50

Level 3 = 22.50

Level 4 = 24.50

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 early.

It is important that the student/parent obtain all contact information from the instructor (phone, email, etc.) in the event a lesson must be missed. Unexcused absences from lessons will be charged the full lesson price.

In addition, private lessons are available through qualified personnel in the Greater Houston area, and from area music studios. Consider enhancing your child's musical progress by seeking out a qualified private teacher.

MUSIC

All music performed by the Seven Lakes Orchestra is provided by the school district or booster club. The student usually provides music used for extra-curricular purposes. When originals are used, they will remain the property of the Seven Lakes Orchestra. Students are expected to take good care of the music. Markings should be made in soft, lead pencil. 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, provided by the student. Students are required to have index tabs clearly labeled. 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 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 his or her music. From time to time, there will be an unannounced grade given for this.

UNIFORMS AND GARMENT BAGS

For all concerts, students will wear the appropriate uniform. Part of each performance grade will be based upon how you wear your uniform—neatness, alterations, cleanliness, etc. If there are any alterations needed to make your uniform look better, you may have them done provided that they are temporary alterations and no fabric is cut- **AT ALL!** Students in the Symphony Orchestra (Cambiata and Sinfonia) are also required to own an additional student-supplied uniform. This less formal attire is all black, with (at least $\frac{3}{4}$ sleeves and long skirt or pants). Please see MsO for any questions regarding this.

Informal uniforms will need to be purchased by the student. These will be available at the beginning of the school year. The cost per shirt is \$10.00. The formal uniforms are provided by the school district, except for tuxedo shirt, socks, hose, and shoes. Under no circumstance is anyone allowed to wear boots, tennis shoes, or sandals of any kind with the formal uniform.

Informal Uniform:	orchestra t-shirt, blue jeans
Ladies' formal uniform:	black dress and bra, black hose and black dress shoes
Men's formal uniform:	black tuxedos, bow ties, and cummerbunds, white tuxedo shirt, black socks, black dress shoes

Students that are new to the program are required to purchase a Seven Lakes Orchestra Garment Bag.

INSTRUMENT MAINTENANCE AND INSURANCE

Students are required to own all accessories associated with their instrument. This includes a music stand for home practice, shoulder rests, rosin, roc-stops, polishing cloth, mute, replacement strings, pencil, highlighter, tuner, and a one-inch black binder with index tabs. Camerata, and Philharmonia 2/7 students are required to own and use an electronic tuner as well.

Although it is not compulsory, instrument insurance is highly recommended. This may be available through your homeowner's policy.

FEES

All students that participate in the Seven Lakes Orchestras are required to pay a \$150 Activity Fee which covers the costs of transportation for field trips (\$20), supplies (\$75), clinician fees (\$50), composite picture sitting fee (\$5), and other expenditures not covered by district funding.

Each orchestra member is required to pay a Uniform Maintenance Fee of \$40.00. This applies to the district-issued, formal uniform. In addition, as part of the Informal Uniform, the Orchestra Shirt needs to be purchased for \$10.00. Additional shirts for family members and supporters are also available. Finally, new students will purchase the Seven Lakes Orchestra garment bag (\$30).

Families in need of financial assistance may contact the director if they have special needs.

FUND RAISING

In order to meet financial goals, the Seven Lakes Orchestra OPA (Orchestra Parents Association) organizes fund raising activities for the students. It is orchestra policy that all students are encouraged to participate in some manner in these fund raisers. Students are required to serve one 2-hour shift at the annual Mega Car Wash. Additionally, students can volunteer at car washes, purchase raffle tickets, attend "Yum of the Months!" and parents can contact their corporation about employee-matching benefits. Remember that what you put into the organization is what you get out of it.

SEVEN LAKES ORCHESTRA PARENTS ASSOCIATION

The Seven Lakes Orchestras are supported by their booster club, the Seven Lakes Orchestra Parents Association. Board Members meet monthly beginning in the fall semester. Meetings will take place on the following dates in the Seven Lakes Orchestra Room. The purpose of these meetings is to organize volunteers and fundraising, and communicate these arrangements for orchestra events such as chaperoning activities, uniforms, fund raising etc.

AUGUST 9, 2016	6:30 p.m.
SEPTEMBER 13, 2016	6:30 p.m.
OCTOBER 11, 2016	6:30 p.m.
NOVEMBER 8, 2016	6:30 p.m.
DECEMBER 6, 2016	6:30 p.m.

JANUARY 10, 2017	6:30 p.m.
FEBRUARY 16, 2017	6:30 p.m.
MARCH 7, 2017	6:30 p.m.
APRIL 11, 2017	6:30 p.m.
MAY 9, 2017	6:30 p.m.
JUNE	TBD

EXTRACURRICULAR COMPETITIONS

All students are encouraged to participate in competitions outside the scope of the classroom experience. The Seven Lakes Orchestra has been represented well in these types of contests, and has enjoyed the successes of individual as well as collective performance.

For example, many students 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. Additionally, 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 area that meet weekly and perform throughout the academic year.

Students will not receive extra grade points for participating in any of these activities. Furthermore, 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 your 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 on the CHARMS website.

OUT-OF-TOWN TRIPS

Almost every year, during the spring, the Seven Lakes Orchestra sponsors a trip to an out-of-town destination. All trips are approved by the administration of KISD and Seven Lakes. All precautions are taken to ensure the safety of all participants. There may be other trips taken during the course of the year. Once every four years, the Orchestras have the opportunity to travel out of state. This year is not one of those years and the Orchestra will be traveling to Dallas. All students participating in the spring trip will perform as a member of their ensembles. More information regarding the Spring trip will be addressed under a separate cover, and is available on both the Charms website and at <http://www.sevenlakesorchestras.org>.

CHARMS Office Assistant is our data management system for holding all information for the Seven Lakes Orchestras. This is a system that has been adopted by our district and all Fine Arts programs to manage our programs. This year, all of our forms and important information will only be accessible from our Charms website. This information sheet will help you access your child's information, as well as change/update personal data and look up/download important information.

Charms Office Assistant Access Instructions

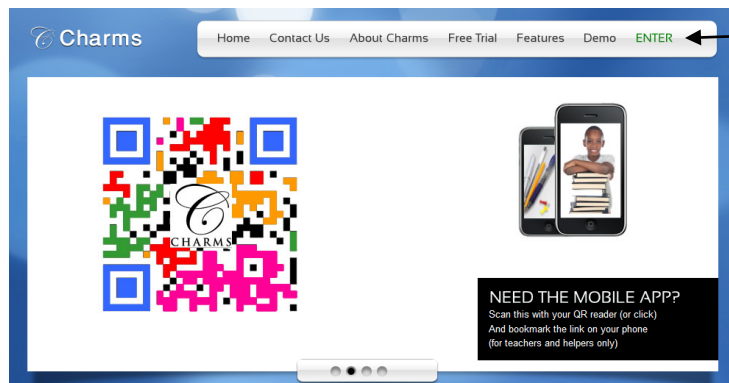
Step 1

Go to

<http://www.charmsoffice.com>

Step 2

Click "**ENTER**", located at the header near the top right hand corner of the page. A drop-down menu will appear.



EXIT CHARMS

Login to the Charms System

TEACHERS AND HELPERS ONLY

Please Enter Your User Name:

Please Enter Your Password:

[Need Login and/or Password?](#)

PARENTS/STUDENTS/MEMBERS

Please enter your school code:

[Need School Code? - Click Here](#)

Step 3

In the "**Parent/Student** login box, type the following:

sevenlakesorch

(all lower case, no spaces)

Step 4

Click "**Enter Student/Parent Area.**"

HOME

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
SEVEN LAKES HIGH SCHOOL ORCHESTRA

HOME **CALENDAR** **VOLUNTEER NEEDS** **EMAIL DIRECTORS**

EXIT CHARMS **3 NEWS ITEMS!**

Student Area Password:

If this is the first time you have logged in to Charms, your password is your ID number.

Trip Chaperone Password:

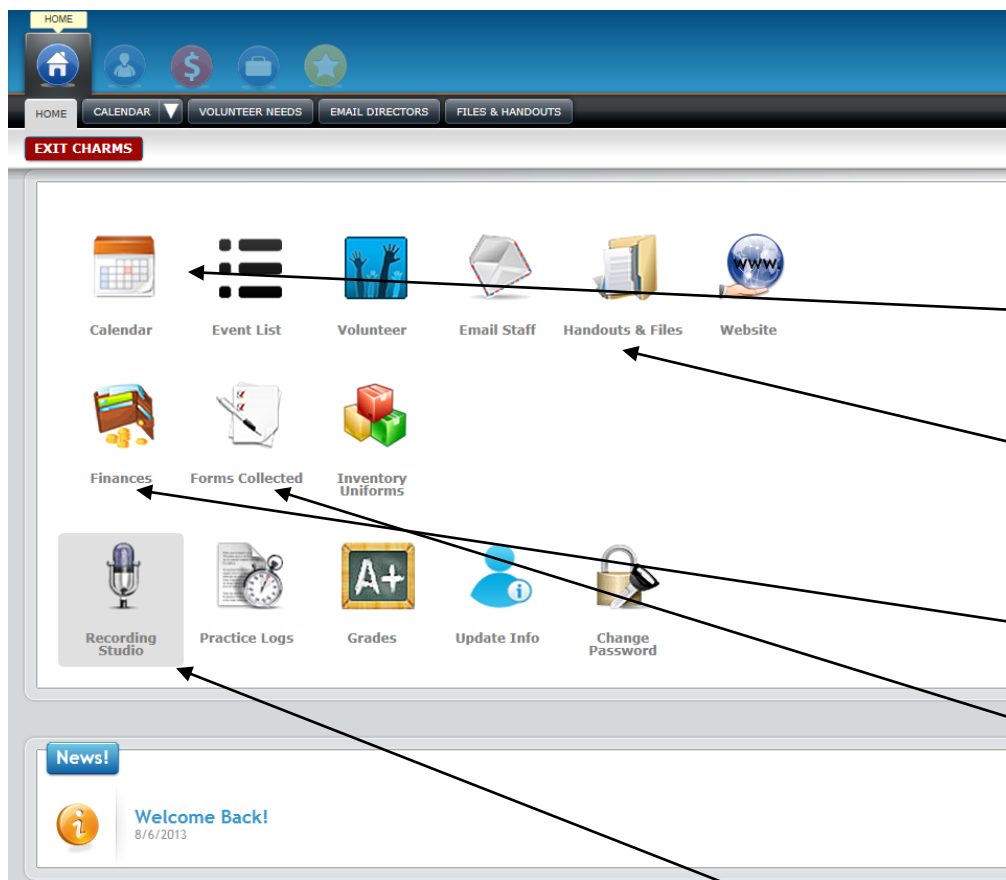
Public Calendar **Email Directors** **Website**

Step 5

In the **Student Area Password** box, type your student's KISD ID number.

Step 6

Click "Enter"



Step 7

View your student's Menu Page

Click "**Calendar**" to view the 2016 – 17 Orchestra Calendar

Click "**Handout & Files**" to view and print important documents, such as the Orchestra Handbook and Orchestra Calendar.

Click "**Finances**" to see financial statements

Click "**Forms Collected**" to see which forms your student has or has not turned in.

Click "**Update Info**" to access Contact Information

Click on "**Recording Studio**" to record your performance assessments.

Please note: We do not use the "**Practice Logs**" button. Other items are being updated.

You will be prompted to change your password. Write your password down somewhere where you can find it.



A fantastic reminder tool for all students to subscribe to short text messages reminders. Standard carrier rates apply. All students should text their class (followed by the ampersand), at the number printed.

Enter this number

81010

with this message

@camerata6

Enter this number

81010

with this message

@slorkphil2

Enter this number

81010

with this message

@slorkphil7

Enter this number

81010

with this message

@lyrica5

Enter this number

81010

with this message

@cambiata3

Enter this number

81010

with this message

@sinfonia4

ENTIRE ORCHESTRA

Enter this number

81010

with this message

@slork

DALLAS TRIPPERS

Enter this number

81010

with this message

@dallas2

WHAT IS REMIND101 AND WHY IS IT SAFE?

Remind101 is a one-way text messaging and email system. With Remind101, all personal information remains completely confidential. Teachers will never see your phone number, nor will you ever see theirs.

Visit www.remind101.com to learn more.

Katy Independent School District

Parent/Guardian Authorization for Regular Extracurricular Travel And Consent to Emergency Treatment of Student

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.

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

Insurance Information

Name of Insured Policyholder:		
Last	First	Middle
Insurance Company		
Policy Number	Group Number	
Type of Insurance Plan		
<input type="checkbox"/> HMO	<input type="checkbox"/> PPO	<input type="checkbox"/> Medicaid
<input type="checkbox"/> Medicare	<input type="checkbox"/> Other: _____	

Medical Information

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

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Signature of Parent/Guardian:	Date
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SEVEN LAKES ORCHESTRAS SUMMARY OF FEES

Please return this sheet with your check made payable to SLOPA to your mandatory meeting.

Since there are so many different fees that are associated with the Seven Lakes Orchestras as well as other organizations at the beginning of school, this fee tabulation worksheet is provided for your convenience.

Please remit payment with this fee sheet attached.

MANDATORY FEES	AMOUNT	Circle Your Child's T-shirt SIZE						
Student Activity Fee (Clinicians, Photography, Transportations, Supplies)	150.00	<div>(Adult Sizes)</div> <div>XS S M L XL 2X 3X</div>						
Orchestra T-Shirt	10.00							
Uniform Maintenance Fee	40.00							
[NEW STUDENTS ONLY] Garment Bag 1 x \$30	30.00							
TOTAL	[RET] \$200/\$230 [NEW]	 Circle one						

PAYMENT OPTIONS (Please circle one)	
Optional Add'l Shirts: \$10 ea X Qty _____ = _____	<div>Circle Adult T-shirt SIZES</div> <div>XS S M L XL 2X 3X</div>
SUBTOTAL	_____
[RETURNING STUDENTS: Circle One]	
Full Year (\$200)/**Half Year (\$100)	_____ \$200/ \$100
[NEW STUDENTS ONLY Circle One]	
Full Year (\$230)/**Half Year (\$115)	_____ \$230/ \$115
YOU OWE	<div></div>
**(Next Payment due by Friday, Jan. 6th, 2017)	

Official SLOPA Use only: CASH _____ CC _____ CK# _____ Amt. _____

I have read and I understand the contents of the Seven Lakes Orchestra Handbook. We wish to assume the obligations of the Seven Lakes Orchestras and wish to do the utmost to accomplish its objectives, following its rules and regulations.

Student Signature: _____ Student Name Printed: _____

Parent Signature: _____ Parent Name Printed: _____