

BERKNER HIGH SCHOOL  
ORCHESTRAS



HANDBOOK  
2007-2008



OFFICE OF THE DIRECTOR OF FINE ARTS  
Richardson Independent School District

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Dear Students and Parents,

RISD parents, music staff, and administrators have collaborated to develop the *RISD Music Program Guidelines* to provide secondary music students and their parents as much information as possible about our program. These required guidelines are published in this Handbook to provide general information about our District-wide secondary orchestra program.

In addition to the RISD District guidelines, this campus orchestra Handbook provides specific guidelines and information regarding your student's participation in the local school program. The District guidelines are minimum standards that must be followed. The campus guidelines may be expanded to meet the needs of each local school. We ask that you carefully read this Handbook detailing student expectations in our program. Please acknowledge reading this Handbook by returning the Acknowledgement Form found in the back of this document to your student's orchestra director.

Students who begin in our orchestra program in the sixth grade can look forward to a comprehensive, sequential music education in orchestra through the twelfth grade. Throughout their study, students will be provided a thorough foundation in individual performance fundamentals with an emphasis on developing ensemble concepts and skills.

We are proud of the tradition of excellence that our orchestra program enjoys. With your help and support, we look forward to continuing this tradition of educational excellence in music.

If you have questions regarding the information contained in this Handbook, please call the orchestra office at (469) 593-7028 or the Fine and Performing Arts Office at (469) 593-0430.

Sincerely,

Michael Brashear  
Director of Fine and Performing Arts

Ron Griffen  
Principal, Berkner High School

Craig Needham  
Director of Orchestra  
Berkner High School

Mark Davenport  
Associate Director of Orchestras  
Berkner High School

Janet Paderewski  
Associate Director of Orchestras  
Berkner High School

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***RISD Music Program Guidelines***  
***And***  
**Berkner High School Orchestra Handbook**

**PREFACE**

The Berkner Orchestra Program is rich in 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 the Ram Orchestras you will make long-lasting friendships and develop a sense of camaraderie that is unique to our musical organizations. While we do not expect that every student in Orchestra will become a virtuoso musician, we do expect every student to establish both short and long-range goals for improvement on his/her instrument. We expect mature, responsible attitudes, actions and a respect for all students and teachers.

Every year is a new challenge with new combination of personalities and talent, new audiences, new music, and new leadership from section leaders and orchestra officers. By accepting membership in the Berkner Orchestra, you agree to perform to the best of your abilities and work together with the orchestra staff to make this year's orchestras 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. We hope the handbook can be used to answer questions of both parents and students and will prove to be a helpful guide for defining the boundaries that are important in keeping the Berkner 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 call. We will try to assist in whatever way possible.

**BHS ORCHESTRA STAFF**

Mr. Craig Needham, Director of Orchestras

(469) 593-7028

craig.needham@risd.org

Mr. Mark Davenport, Associate Director of Orchestras

(469) 593-7244

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Ms. Janet Paderewski, Associate Director of Orchestras

(469) 593-8914

janet.paderewski@risd.org

➤ **Individual Orchestra Responsibilities**

Students are placed by audition into one of three performing orchestras at Berkner High School: Symphony Orchestra, Philharmonic Orchestra, and Philharmonic II Orchestra. There is also a Music Theory class that is offered to students with a director's recommendation. Our curriculum is designed to improve individual performing skills throughout the year. The responsibilities for students in each group are outlined below.

**SYMPHONY ORCHESTRA**

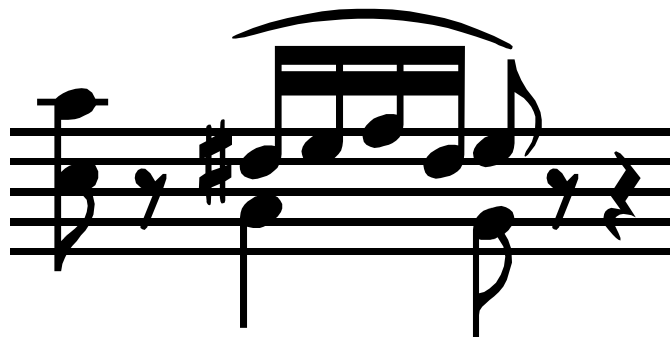
**Craig Needham, Director**

- ◆ Performance of concert music as assigned by the director
- ◆ Development of individual skills and ensemble skills
- ◆ Preparation of All-Region music during the fall
- ◆ Auditioning for All-Region Orchestra is encouraged
- ◆ Students are encouraged to perform a solo in the Richardson Chamber Music Festival or UIL Solo-Ensemble
- ◆ Attendance at section rehearsal and/or joint rehearsals before or after school
- ◆ Preparation of audition music for orchestra placement held in May
- ◆ Students in Orchestra are expected to fully participate in all performance activities, including approved travel.

**PHILHARMONIC ORCHESTRA**

**Mark Davenport, Director**

- ◆ Performance of concert music as assigned by the director
- ◆ Development of individual skills and ensemble skills
- ◆ Preparation of All-Region music during the fall. Auditioning for All-Region Orchestra is encouraged.
- ◆ Students are encouraged to participate in the Richardson Chamber Music Festival or UIL Solo-Ensemble
- ◆ Attendance at section rehearsal and/or joint rehearsals before or after school
- ◆ Preparation of audition music for orchestra placement held in May
- ◆ Students in Orchestra are expected to fully participate in all performance activities, including approved travel.



### **CHAMBER ORCHESTRA**

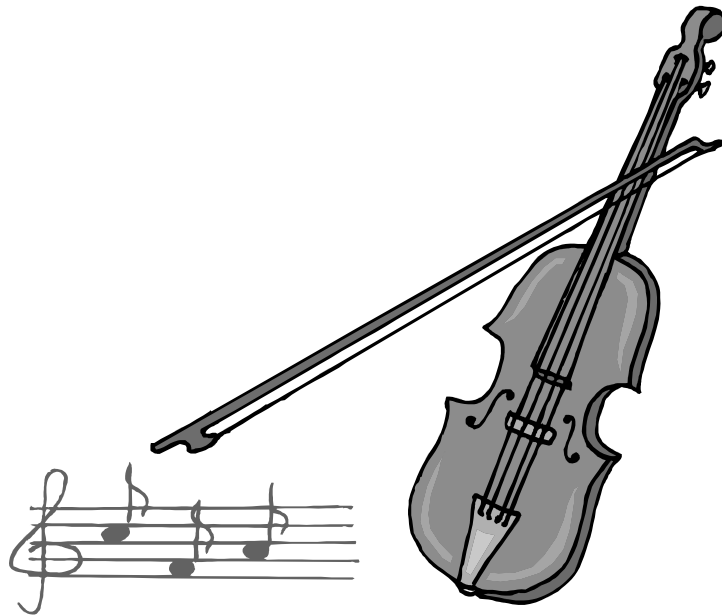
**Craig Needham, Director**

- ◆ Performance of concert music as assigned by the director
- ◆ Development of individual basic skills and ensemble skills
- ◆ Attendance at joint orchestra rehearsals before or after school
- ◆ Students are encouraged to participate in the Richardson Chamber Music Festival
- ◆ Preparation of audition music for orchestra placement held in May
- ◆ This group will be performing at UIL Contest
- ◆ Students in Orchestra are expected to fully participate in all performance activities, including approved travel

### **FRESHMAN ORCHESTRA**

**Janet Paderewski, Director**

- ◆ Performance of concert music as assigned by the director
- ◆ Development of individual basic skills and ensemble skills
- ◆ Attendance at joint orchestra rehearsals before or after school
- ◆ Students are encouraged to participate in the Richardson Chamber Music Festival
- ◆ Preparation of audition music for orchestra placement held in May
- ◆ This group will be performing at UIL Contest
- ◆ Students in Orchestra are expected to fully participate in all performance activities, including approved travel



***All RISD Music Program Guidelines will be printed in Italics.***

**All Berkner High School Orchestra Specifics will be printed in regular print.**

### **Auditions**

- *All RISD orchestra courses require full year participation and involve outside of school rehearsals and performances.*
- *Students are required to audition for select performance ensembles.*
- *The Head Director determines audition requirements.*
- *Directors will notify students of audition dates, requirements, and results in a timely fashion.*
- *Directors will serve as an evaluator during auditions.*
- *Students may be reevaluated periodically for participation in performance ensembles.*
- *Students may be evaluated to qualify for participation in UIL or other competitions.*
- *Auditions may be live or taped at the director's discretion.*
- *Audition material will reflect the director's anticipated performance level for the students and will be based on prior learning.*

### **Berkner Orchestra Specifics**

There will be one major audition each year to place students in orchestra classes. Students will audition in May for the following fall semester. Audition material for the May audition will be available two weeks before the audition. Students will be evaluated by the director at the audition. Student group placement will be determined on the basis of the audition. Student chair placement within an orchestra may change during the year at the director's discretion based on performance.

### **Booster Club**

- *One Band, Choir and Orchestra Booster Club will exist in each high school attendance area under the leadership of the High School Head Band, Choir and Orchestra Director. The main objectives of the Booster Club are to support and enhance the area band, choir and orchestra programs for the high school and all its feeder schools grades 6-12, and to provide program communication to students and parents at all levels of participation.*

### **Berkner Orchestra Specifics**

All parents are members of the Berkner Area Orchestra Club, Inc. (BAOC). Participation is optional and no dues are required. Meetings are announced on the BAOB Website. Information is updated regularly with important details. Please log on to [www.baoc.us](http://www.baoc.us). Attendance at all performances and meetings is encouraged.

## **Calendar of Events**

- *Each secondary music program is responsible for developing an annual calendar of activities that includes major events and activities. The calendar should be made available to students and parents no later than September 1 of the new school year.*

### **Berkner Orchestra Specifics**

The Calendar of Events will be provided by the individual director no later than the first day of school. Please check your calendar and report any conflicts to the directors. Attendance at all performances and rehearsals is required. If an excused absence is anticipated, a written notification should be submitted at least two days in advance.

## **Conduct**

- *Any organization that has high performance standards must also have high behavioral standards. The basic behavioral guidelines for students in music activities are taken from the RISD Student Code of Conduct Handbook. Specific guidelines above and beyond those outlined in the RISD Student Code of Conduct can be found in your organization's specifics located in the campus Music Handbook.*
- *With the approval of the Principal and Superintendent, sponsors and coaches of extracurricular activities, including interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct. Adherence to these standards may condition membership or participation in the activity. 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 shall be informed of any extracurricular behavioral standards at the beginning of each school year or, in the case of interscholastic athletics and marching band, at the time the students report for workouts or practices that occur prior to the beginning of classes. Students and their parents shall sign and return to the director or coach an acknowledgement of the behavioral standards as a condition of participation in the activity. (See Appendix for Acknowledgement Form.)*

### **Berkner Orchestra Specifics**

- 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, Berkner, the RISD, and Richardson, Texas. Make sure that your actions prove that the Berkner 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.
- **Class Rules and Procedures**
  - Be seated and quiet with your instrument when the bell rings. (You are tardy if not in your seat.)
  - Bring materials daily.

- Follow instructions and demonstrate courteous rehearsal etiquette.
- Raise your hand and receive permission before speaking or leaving your seat.
- Food, chewing gum, and drinks are not allowed in the orchestra room.
- The teacher 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 an excellent conduct grade. Verbal warnings, detentions, and parental contact will be used to correct improper behavior. In the event of extreme behavior, students will be sent directly to the principal.
- All students will adhere to the *RISD Student Code of Conduct Handbook*.

➤ **Materials at School Everyday**

- Instrument
- Rosin (Cello and Bass students should have rosin for their school **and** home instruments.)
- Soft Cloth
- Pencil (on stand)
- Music in music folder or binder
- Rock Stop for Cello and Bass
- Shoulder Rest for Violin and Viola

➤ **Additional Materials for Home**

- Music Stand
- Metronome
- Tape recorder
- Fingernail clippers

**Due Process**

- *All RISD students are entitled to due process in accordance with the Richardson Independent School District Policy. Contact the campus Principal for inquiries concerning due process procedures.*

**Berkner Orchestra Specifics**

Our goal as a staff is to make sure that all students are treated fairly. Please call one of the directors at (469) 593-7028 if you have any concerns, or to resolve problems and/or to schedule an appointment.

**Eligibility**

- *All music organizations adhere to the eligibility rules and regulations as stated by TEA and the District (see RISD Secondary Program of Studies). 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 9<sup>th</sup> grade year – an overall average of 70 in each of the following subjects: language arts, mathematics, social studies and science*
  - *Beginning of the 10<sup>th</sup> grade year – at least 5 credits toward graduation*
  - *Beginning of the 11<sup>th</sup> grade year – at least 10 credits toward graduation*

- *Beginning of the 12<sup>th</sup> grade year – at least 15 credits toward graduation*
- *To be eligible to participate in any six week period following the initial six week period of a school year, a student must have recorded a grade average of at least 70 on a scale of 0 to 100 in every course for that preceding six week period.*
- *Any student whose recorded six week grade average in any course is lower than 70 at the end of a six week period shall be suspended from participation during the succeeding six week period. However, a student may regain eligibility seven calendar days after the succeeding three-week evaluation period if the student is passing all courses on the last class day of the three-school-week period. If the student has at least a grade of 70 on a scale of 0-100 for work done since the end of the previous grading period, the student regains eligibility seven calendar days later at the end of the regular school day.*
- *The District provides a list of courses that are exempt from eligibility requirements.*

### **Berkner Orchestra Specifics**

The Berkner Orchestra staff will enforce all 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.

### **Grading Guidelines in Music**

- *The RISD 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.*
- *In accordance with RISD policy, all “excused” absences will be honored with no grade penalty.*
- *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, will lower a student’s course grade as follows:*
  - *Sectionals and rehearsals are course requirements that require interaction from members of a group and cannot be made up. Therefore, an “unexcused” absence from a before or after school sectional or rehearsal will lower a student’s participation average of the six week grade by 20 points.*
  - *Performances are mandatory as a culmination of group course requirements and cannot be made up. Therefore, an “unexcused” absence from a scheduled performance will reflect a grade of “0” to be averaged into the student’s six week performance grade, and the student may be subject to removal from the course.*
- *Other absences and tardiness, excused or unexcused, may be made up in accordance with District and school/teacher grading guidelines.*

- *Students in grades 9-12 are able to earn Honors credit in Band, Choir and Orchestra. The Honors student must be committed to developing individual academic and musical skills and be disciplined with expectations to deadlines.*
  - *An orchestra member's six week grade will be an average of the following:*
- **Participation (25%)**
- The student will receive a grade for each before and after school sectional and rehearsal during a grading period.*
  - 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.*
- ❖ **Honors Orchestra Requirements**
- Honors students must exhibit an advanced level of the above.*
  - Honors students must attend two professional orchestra performances or other performances approved in advance by the director each semester. Documentation of attendance at these performances will include a program and a minimum two page critique of each performance. The paper must be typed 12 point, Times New Roman font, double-spaced and reflect the writing quality, content and construction expected of an Honors student.*
- **Skills (25%)**
- The student will be expected to improve individual music skills.*
  - The student's individual skill development will be evaluated through taped music tests, individual playing tests, scale tests, and written tests.*
  - The student will be evaluated on improvement of ensemble skills during daily rehearsals.*
- ❖ **Honors Orchestra Requirements**
- Honors students must exhibit an advanced level of the above.*
  - Honors students must prepare all of the TMEA All Region and/or All State audition music and audition for All Region Orchestra in the fall unless waived by the director.*
- **Fundamentals (25%)**
- The student will be expected to improve performance fundamentals.*
  - The student will be evaluated for improvement of music fundamentals through daily observation during the "basics" part of each rehearsal and during sectionals.*
  - The student will be expected to demonstrate correct posture, hand position and attentiveness as monitored during rehearsals.*
  - The student will be expected to develop a historical knowledge of the literature relative to his/her respective instrument.*
- ❖ **Honors Orchestra Requirements**
- Honors students must exhibit an advanced level of the above.*
  - Honors students must complete a research paper each semester on a topic approved by the director. The paper must be a minimum of six pages typed 12 point, Times New Roman font, double-spaced, with footnotes and include a critical thinking application of a minimum of one page. A minimum of three sources is required. The paper must reflect the writing quality, content, and construction expected of an Honors student.*

- The student, with director approval, may choose one of the following as an alternative to the research paper for one semester only.*
  - ⇒ *Complete individual music theory projects as assigned using the music computer lab.*
  - ⇒ *Compose an original piece of music – length and content to be approved by the director.*
  
- **Performance (25%)**
  - The student will receive a grade for each performance during a grading period.*
  - Performances will be counted as major exams.*
  - The number of performances will be determined by the performance calendar.*
  - If no public performance occurs during a grading period, the performance grade will be based upon informal classroom performances determined by the director.*
  
- ❖ **Honors Orchestra Requirements**
  - Honors students must exhibit an advanced level of the above.*
  - Honors students must participate in the Richardson Chamber Music Orchestra Festival and/or UIL Solo and Ensemble Contest as a solo performer.*
  
- **Additional Criteria Affecting Grades**
  - Excused Absences**  
*In accordance with RISD 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 RISD policy. Please refer to RISD 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 at least two days in advance.*
  
  - Unexcused Absences**  
*See **Grading Guidelines in Music** above.*
  
  - Tardiness**  
*Each tardy to a before or after school sectional or rehearsal may require completing an extra task assigned by the director. If the extra task is not completed within the allotted time determined by the director, the student's participation average of the six week grade will be lowered by 5 points.*
  
- **Merit Points**  
*Students who perform at the highest level may be awarded merit points for the following individual achievements that reflect a mastery of musical skills and knowledge. These merit points will be added to the student's six week grade during which the event occurs:*
  - High School Merit Points**  
*RISD Chamber Music Festival Solo Performer.....2 points*

- U.I.L. Solo and Ensemble Contest Solo Performer .....2 points*
- Earned membership in All-Region Orchestra.....3 points*
- Selected to audition for Area Orchestra .....4 points*
- Earned membership in the All-State Orchestra .....5 points*
- ❑ **Junior High Merit Points**
  - 1<sup>st</sup> Division Rating on a Chamber Music Festival Solo .....2 points*
  - Honor Award on a Chamber Music Festival Solo or Ensemble.....3 points*

➤ **Semester Exam**

*Semester grades shall consist of an average of the 3 six week grading period and a semester exam. The average of the 3 six week grading periods shall count as a minimum of 80% of the overall semester grade. The semester exam shall count a maximum of 20% of the overall semester grade.*

**Berkner Orchestra Specifics**

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 extra-curricular activities attached, the orchestra student's grade will reflect achievement in both curricular and extracurricular areas.

**Honors Credit**

- *Students in grades 9-12 are able to earn Honors credit in Band, Choir and Orchestra. The Honors student must be committed to developing individual academic and musical skills and be disciplined with expectations to deadlines. The goal of this rigorous Honors program is to challenge outstanding students to improve their individual musical skills at a high level and have a positive impact on the student's overall grade point average.*
- *Students must enroll in Honors Band, Choir and Orchestra at the beginning of each semester. In accordance with RISD Guidelines, students have 15 days from the first day of each semester to decide whether to stay enrolled in the Honors Course and complete all requirements or drop it and enroll in Regular Band, Choir and Orchestra. At the end of the semester, students earning a passing grade in Honors Band, Choir and Orchestra shall receive 5 additional quality points in the GPA/Rank.*
  - *Band, Choir and Orchestra students who wish to enroll in the Honors program, must have a minimum average grade of 80 in previous Band, Choir and Orchestra classes, show potential for completing the requirements for Honors courses and be recommended by their director. The final determination for admittance to the Honors program rests with the director.*
  - *The focus of Honors Band, Choir and Orchestra is the development of independent musicianship in contrast to Regular Band, Choir and Orchestra where the focus is on large group performance with a conductor. The expectations of the Honors courses will be at higher levels of expertise, confidence, performance and skill development in order for participating students to be independent musicians functioning as soloists and chamber music participants. Research projects and work with music theory will enable the Honors student to be a more knowledgeable, well-rounded musician.*
  - *Honors Band, Choir and Orchestra exceed the requirements of Regular Band, Choir and Orchestra by requiring additional work outside the classroom as*

described under **Grading Guidelines in Music**. The student enrolled in the Honors course must fulfill the curriculum for the Regular Band, Choir and Orchestra classes at an advanced level plus the rigorous Honors course requirements. The director will communicate specific requirements and deadlines at the beginning of each semester. The Honors student must:

- Exhibit an advanced level of participation, skills, fundamentals and performance.
- Attend two professional performances or other performances approved in advance by the director each semester in the student's respective Honors area. Documentation of these performances will include a program and a minimum two page critique of each performance. The paper must be typed 12 point, Times New Roman font, double-spaced and must reflect the writing quality, content, and construction expected of an Honors student.
- Prepare all of the TMEA All Region audition materials during the fall.
- Audition for All Region during the fall unless waived by director.
- Complete a research paper each semester on a topic approved by the director. The paper must be a minimum of six pages typed 12 point, Times New Roman font, double spaced, with footnotes and include a critical thinking application of a minimum of one page. A minimum of three sources is required. The paper must reflect the writing quality, content, and construction expected of an Honors student.
- Participate in the Richardson Chamber/Vocal Music Festival and/or UIL Solo and Ensemble Contest as a solo performer.
- The student, with director approval, may choose one of the following as an alternative to the research paper for one semester only.
  - Complete individual music theory projects as assigned using the music computer lab.
  - Compose an original piece of music – length and content to be approved by the director.

### **Instruments**

- Students in band and orchestra, grades 6-12, are required to provide an instrument. The maintenance, repair and insurance against theft or damage of these personal instruments are solely the responsibility of each student.
- In band and orchestra, grades 6-12, the District has a limited number of large instruments that may be available for an annual usage fee of \$75. In addition to the usage fee, students are responsible for maintenance, repair and insurance of school owned instruments against theft or loss while in their possession. Instruments must be returned at the end of the school year in the same condition as issued.

### **Berkner Orchestra Specifics**

#### ➤ **Personal Instruments**

- A quality program requires quality musical instruments. By the time a student is a freshman at Berkner High School they will be expected to be using what is considered a step-up quality instrument and a good wood, Pernambuco bow. In most cases these items will have been purchased during the eighth grade year. One advantage of owning such an instrument of investment quality is that in contrast to "starter" instruments, which can depreciate in value, quality string

instruments actually gain value as they age. If a purchase is needed, see your director or private teacher.

- You are responsible for your instrument's care and maintenance. Whether you own or rent an instrument, you are responsible for purchasing replacement strings. For your convenience, two music representatives from local stores come by each week to fill student orders. To order, sign the sheet on the director's office window. You will be responsible for paying for the merchandise when delivered. Payment should be by check, made out directly to the music company.
- With all personal and school instruments, it is strongly recommended that the instrument be insured through your parent's homeowner's policy or a private company. Please ask if you need additional information on options for insurance.
- The school district will not assume liability for maintenance, repair or damage of personal instruments on school property.**

➤ **School Owned Instruments**

- Berkner High School has a limited number of the following instruments for students to rent: viola, cello, bass, and harp.
- The instrument usage fee for school owned instruments is \$75.00 per year. The student is responsible for the maintenance and upkeep of the school issued instruments including strings, bow re-hairs, etc. Students must provide their own personal accessories such as rosin, shoulder pad, mute, or rock stop. The student is responsible for maintenance, repair, and damage while the instrument is in his or her possession. The instrument will be inspected at the end of the year for damage and the student must pay for any repairs.
- All cello and bass students will be issued a school instrument to be used at school. The usage fee for all school owned instruments is \$75 per school year. This fee will pay only a fraction of the maintenance cost. Therefore, the student will be required to pay for any broken strings or unusual wear and tear on the instrument or bow that occurs during the school year.
- RISD does not provide insurance coverage for damage/theft on school instruments and it is the responsibility of the parents and student for the full replacement value of the instrument should it be damaged or stolen while issued to the student.
- It is strongly recommended that the instrument be insured through your parent's homeowner's policy or a private company. Please ask the director if you need additional information on options for insurance.

**Medical Release & Permission to Travel Form**

- *All students enrolled in band, choir and orchestra must have a Medical Release & Permission to Travel Form on file in the Head Director's office no later than the end of the third week of the new school year.*

**Berkner Orchestra Specifics**

All parents must complete and turn in a notarized Medical Release & Permission to Travel Form obtained from the director. No student will travel or perform with the orchestra without this form on file. Notaries are available at banks, pharmacies, and

the school office for them to witness your signature. (See Appendix for Medical Release & Permission to Travel Form)

### **Private Lessons – Voluntary Music Enrichment Program and Fees**

- *Private lessons are provided for interested students as an enrichment program in Band, Choir and Orchestra.*
- *The Head Director coordinates the private lesson program in each high school attendance area in collaboration with RISD guideline.*
- *The private teachers are contracted through the RISD and must complete an Application and a Criminal History check.*
- *The private teachers are hired, supervised and evaluated by the Head Director at each high school and teach at each secondary campus.*
- *Private study fees are consistent throughout the District and are determined through the Office of Fine Arts. The current fee is \$17 per lesson.*
- *While private study is not a requirement for participation in any of the music organizations, students are strongly encouraged to participate.*

### **Berkner Orchestra Specifics**

- *The Berkner High School Orchestra has a strong private study program coordinated by the Head Orchestra Director. The teachers are highly qualified professionals who are auditioned and approved by the Head Orchestra Director. Participating students receive one private lesson per week at a cost of \$17.00 per lesson.*
- *Private study is encouraged, but not required, to participate in the Berkner Orchestra. The advantages of a one-on-one experience are overwhelming. Please see the director for a complete list of private lesson faculty now teaching at Berkner High School.*

### **Rehearsal/Performance Schedules**

- *Participation at sectionals, rehearsals, and performances is required and will be integrated into the student's grade in accordance with the **Grading Guidelines in Music** contained in this Handbook, the RISD Program of Studies and TEA/UII regulations.*
- *A schedule of activities and events will be provided to students and parents. Updated schedules will be provided as needed.*
- *Regularly scheduled sectionals, rehearsals, and concerts are curricular and have no academic eligibility requirements.*
- *In the spring semester, no more than two competitions may be entered in addition to the UIL Concert and Sightreading Contest, excluding the high school spring trip.*
- *The Head Director, or someone designated by the Head Director, will supervise all required practices, rehearsals, and/or performances that are school-sponsored.*
- *In addition to local performances, special performance ensembles may make numerous other appearances during the year.*
- *Performance courses in Band, Choir and Orchestra involve outside of school rehearsals and performances. Students who are members of principal performing groups are expected to fully participate in all performance activities including approved travel.*

### **Berkner Orchestra Specifics**

Rehearsal schedules will be posted and distributed at least one week in advance. Every effort will be made to accommodate students with schedule conflicts.

## **Religious Music Guidelines**

### **Background Information**

- During the 1999-2000 school year a Religious Practices Committee, comprised of parents, community members, clergy, teachers, administrators and students, reviewed current *RISD Guidelines for Religious Practices*. Their recommendations were accepted and approved by the Board of Trustees in June, 2000.
- One of the components reviewed by the committee was religious music in public schools. The RISD guidelines concerning religious music in school, as stated below, were approved by the Board of Trustees and are in compliance with current law.
  - *District bands, choirs and orchestras, as part of a secular program of instruction, may perform religious music. District personnel must make every effort to assure that such music reflects a diversity of religious beliefs.*

### **Required Expenses and Fees**

- *All high school music organizations levy fees to cover expenses of uniform upkeep, additional equipment, school-owned instrument usage fees, repairs, supplies and other program operation expenses not covered in the regular music budget. Program fees will not exceed \$500 per student. These fees are managed through the local booster club, a 501(c) (3) non-profit organization.*
- *Travel fees are separate from program fees and are assessed according to the requirements of approved travel.*
- *All monies raised during fundraising activities belong to the organization's general fund from which student scholarships may be dispersed. There are no refunds granted from fundraising monies.*
- *If a high school student withdraws from an organization or fails academically, and is unable to participate in the organization, any money earned through fund-raisers or granted through scholarships will remain in the organization's general fund. Any money over and above the costs of the "operating fee" and trip costs will remain in the organization's general fund.*
- *All fundraising activities must be approved by the Area Booster Club and the individual school principal.*
- *All funds raised must be deposited with and accounted for through each Area Booster Club.*
- *Junior High fundraising activities are to be group efforts, which go into a group account to support group activities. Students fundraise for activities that support their programs, for additional equipment, for the ability to assist students who have financial problems, etc. An integral part of fundraising is the spirit and unity that comes as a result of the group effort. Therefore, in Junior High there are:*
  - *No required fees for participation with the exception of an RISD instrument usage fee, a school uniform fee or individual competition entry fees.*
  - *No required "operation" fees or individual fundraising amounts for which parents or students are held responsible.*

- *No individual student fundraising accounts to be maintained.*
- *No fundraising participation or expectations from 6<sup>th</sup> grade band and orchestra students.*
- *Instrument purchase/rental: Individual instruments are the responsibility of the student/parent, and may be purchased or rented. A limited number of district-owned instruments may be available for a usage fee.*
- *Financial assistance is available for students who need help meeting required maintenance fees and other expenses related to this activity. Assistance, based on the organization's needs and on the commitment and interest of the individual student, may be obtained through fundraising or other resources (local booster club, campus funds, etc.). Consult the Head Director for more information.*

**Berkner Orchestra Specifics**

- Members of the Berkner Orchestras have financial obligations in three different categories: start-up fees, program operations fee, and trip expense. No student will be denied participation in the orchestra program due to financial difficulties. Parents should contact the director with any specific concerns. A brief description of all expenses follows.

➤ **Start-Up Fees**

These fees are paid to BAOC at the beginning of each school year. Since fundraising activities have not begun, students either pay in cash or with a check made out to BAOC.

<b><u>START-UP FEES</u></b>	
<b>Please make check payable to: BAOC</b>	
UNIFORM USAGE and CLEANING FEE, due by the second week of school	MEN - \$10 LADIES - \$10
SCHOOL OWNED INSTRUMENT RENTAL	\$75

➤ **Program Operations Fee**

- Each student in the Berkner Orchestras will be responsible for a program operations fee that has been established by the Berkner Area Orchestra Club's Executive Board. The philosophy is that each high school student will share an equal part of the financial responsibility of funding orchestra program expenses not provided by the district.
- Some of these expenses include special music arrangements, contest entry fees, instruments, equipment and repair not provided by the RISD, clinician fees, food and drinks for orchestra activities, orchestra banquet expenses, rental of the Eisemann Symphony Center for performances, scholarships, and orchestra club administrative costs such as postage and printing. Students may pay by cash; check made out to BAOC (Berkner Area Orchestra Club), or by earning scholarships based on fundraising participation. The fee for the 2007-2008 school year is \$75.

<b><u>PROGRAM OPERATIONS FEE</u></b>	
<b>Please make check payable to: BAOC</b>	
PROGRAM OPERATIONS FEE	\$75

➤ **Orchestra Trip**

- In addition to local performances, the orchestra department takes a trip each spring. This year we will take an in-state trip to Corpus Christi and the money needed by each member of the orchestra will be determined by the final destination choice.
- The purpose of the trip is for the orchestra to perform in a music festival. All orchestra students have the opportunity to travel and perform.
- Orchestra students must pay all spring trip costs and a variety of fundraising activities will be provided.

<b><u>ORCHESTRA TRIP</u></b>	
SPRING TRIP	TBA

- Specific details regarding the trip will be available throughout the year. Students must meet the following expectations:
  - ⇒ Students must meet all local and state eligibility requirements to participate in the competition.
  - ⇒ Students who are ineligible may not travel with the orchestra.
  - ⇒ Students must be able to satisfactorily perform the material assigned for the performance.
  - ⇒ Students must have attended scheduled rehearsals.
  - ⇒ Students must fulfill their financial obligations to the organization.

➤ **Refunds and Transfer of Refunds**

- To be in compliance with Internal Revenue Service mandates, no money earned through fundraising scholarships will be refunded.
- If a freshman, sophomore or junior overpays or has surplus scholarship monies, those funds will be carried forward to the following year.
- Any senior may request all of his/her out-of-pocket excess money, money personally paid, to be refunded upon graduation. Excess scholarship money earned through fundraising participation can be credited to a sibling's orchestra account for the following year. If there will not be a sibling in the high school band the following year, the excess money will revert to the BABC general fund.
- Any student who did not travel for the current year may request a refund of his/her out-of-pocket excess money. Some trip funds may be non-refundable depending on the specific trip payment agreement.
- Any student who is removed or withdraws from the orchestra program will forfeit any and all deposited funds.

- ❑ Any student's parent may appeal in writing the decision of the orchestra staff concerning refunds. Any appeal of this nature must be submitted to the President of the Berkner Area Orchestra Club.

### **Summer Activities**

- *The director will post information concerning summer music camps and private studies. Attendance is encouraged but optional.*
- *Summer camps and activities are held outside the normal school year. It should be understood that attendance and participation at these camps and practices are clearly at the individual's discretion and the RISD in no way requires this participation.*
- *While at these camps, participants are under the rules and procedures of the specific camp involved and the RISD assumes no responsibility for student conduct.*
- *A director's participation in summer activities is entirely at his/her discretion and his/her attendance is in no way related to his/her duties as an RISD employee.*
- *RISD Leadership Camp is held one week during the summer months. The location of Leadership Camp alternates each year among the four high schools. This camp is open to all music leaders from the Berkner, Lake Highlands, J. J. Pearce and Richardson High Schools. The emphasis of the camp is on developing individual student music leadership skills.*

### **Berkner Orchestra Specifics**

Student are encouraged, but not required, to continue their musical studies during the summer months. Students may sign up for lessons taught by the Berkner applied lesson faculty during the summer. There are also a number of worthwhile camps offered by universities for orchestra students. Information about these camps will be posted in the orchestra hall and published in the Spring BAOC Website.

### **Transportation**

- *All transportation arrangements must be through District approved vendors.*
- *The Head Band, Choir and Orchestra Director and Principal will determine the mode of transportation to and from all performances.*

### **Berkner Orchestra Specifics**

The Orchestra Director 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 Head Orchestra Director. Any exception to this guideline must be submitted in writing and approved by the orchestra director prior to the event.

### **Travel**

- *During a high school music student's career, a student may participate in an approved spring trip of up to three school days to travel beyond a radius of 600 miles within the continental United States. For all remaining years, music organizations may have two school days of approved travel within a radius of 600 miles within the United States.*
- *Exceptions to the above (i.e. invitation to Midwest, invitation to ACDA, special invitation for international travel, etc.) must be approved by the Director, Principal,*

*Director of Fine Arts, and Assistant Superintendent. The District will bear no cost for invitational travel excluding the UIL State Marching Contest, TMEA performances and members of the All-State Music groups.*

- *Out of district trips are not mandatory for any member and will not affect their status or grade in any way. However, students in the top performing music ensembles do have a travel expectation.*
- *Since participation in our music program is a team effort, any student not participating in a spring trip should advise the director well in advance of the trip (a minimum of eight weeks is recommended). The director can then initiate alternative arrangements for missing students.*
- *When traveling, each student must meet all local and state eligibility requirements to participate in the competition.*
- *Students who are ineligible may not travel with the music organization.*
- *Students must be able to satisfactorily perform the material assigned for the performance.*
- *Students must have attended scheduled rehearsals.*
- *Students must fulfill their financial obligation.*
- *Junior High music groups may only travel overnight by invitation of the Texas Music Educator's Association. Any exception to this will be with the approval of the Director of Fine Arts and the Secondary Assistant Superintendent for Curriculum and Instruction.*

### **Berkner Orchestra Specifics**

- *In addition to local performances the ensembles make numerous other appearances each year. There is one overnight trip each year for performing groups.*
- **Overnight Travel Guidelines**
  - Be eligible according to state law by passing all classes*
  - Be able to perform satisfactorily the material assigned for the performance*
  - Attend scheduled rehearsals necessary for preparation for the trip*
  - Fulfill financial obligations to the organization (See **Required Expenses/Fees and Support Options.**)*
- *The Orchestras will travel out-of-state for the overnight spring trip in March. (See **Orchestra Trip** under **Required Expenses and Fees**)*

### **Uniforms**

- *The District provides uniforms for high school music groups and these are mandatory for participation in high school Band, Choir and Orchestra performances.*
- *The individual student must provide uniform accessories such as shoes, socks, gloves, tux shirts, bow ties, etc. as needed.*
- *Students are responsible for maintenance/cleaning fees.*
- *Each student is responsible for repair or replacement of any damaged or unreturned uniform or accessory.*
- *Junior High music students may be required to provide a uniform at the discretion of the Director and Principal.*
- *At the 6<sup>th</sup> grade level, the uniform requirement for band and Orchestra students will be at the discretion of the Junior High Band or Orchestra Director and in consultation with the principal.*

**Berkner Orchestra Specifics**

- Orchestra uniforms for concerts are provided by the RISD. Uniforms will be issued in the fall and must be returned in the spring. Students will be charged \$10 for uniform usage.
- **Accessories**  
Women will purchase black shoes, slip and hose for use with their concert dress. Men will purchase black shoes, and black socks for use with their concert uniform. These are readily available at stores such as T&C Menswear and Gingiss Formal. Each student is responsible for paying for any uniform part that is damaged or lost.

<b><u>BOYS FORMAL UNIFORM ACCESSORIES</u></b>	
BLACK SHOES AND BLACK SOCKS	\$30-50

<b><u>GIRLS FORMAL UNIFORM ACCESSORIES</u></b>	
BLACK SHOES, SLIP AND HOSE	\$25-50

- **Alterations**  
Alterations are the responsibility of each student. If the hem needs to be adjusted, do not remove any fabric from the garment. Please adhere to the following rules:

**Boys**

- Measure the pant hem wearing the shoes you will wear when you perform.
- If altering the jacket, measurements should be taken with the tux shirt on.

**Girls**

- Measure the dress hem wearing the shoes you will wear when you perform.
- The finished dress length **MUST** be EXACTLY 2" off the floor when wearing concert shoes.
- Do not press the fabric.
- The finished hem depth should be no more than 4". If the fold under is more than 4", then fold the excess amount of fabric under or inside the hem before sewing. Use black thread with small hemstitches for hemming. Do not use staples, tape, safety pins or fabric fuse. The dress must be hemmed using a needle and thread.

**Wind and Percussion Students**

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

**2007-2008**  
**SCHOOL OWNED INSTRUMENT CHECK-OUT FORM**

**Berkner High School Orchestras**

Name of Student \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mother's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Instrument Make & Model \_\_\_\_\_

Serial Number \_\_\_\_\_

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THIS IS TO CERTIFY THAT I AM USING A SCHOOL-OWNED INSTRUMENT.  
I UNDERSTAND THE GUIDELINES CONCERNING USE OF MY SCHOOL  
OWNED INSTRUMENT AND WILL OBSERVE ALL GUIDELINES.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

BHS Orchestra Member

I HAVE READ THE GUIDELINES FOR USING A SCHOOL OWNED  
INSTRUMENT AND UNDERSTAND HOW IT APPLIES TO MY CHILD.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

BHS Orchestra Parent/Guardian

***CHECK FOR \$75 SHOULD BE PAYABLE TO: BAOC***

**BERKNER HIGH SCHOOL ORCHESTRA  
2007-2008 MEDICAL RELEASE & PERMISSION TO TRAVEL FORM**

**PRINT**

Student: \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ Grade: \_\_\_\_\_

City/Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Father: \_\_\_\_\_ Mother: \_\_\_\_\_

Father's Work Phone: \_\_\_\_\_ Mother's Work Phone: \_\_\_\_\_

Alternate Adult Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Adult Name: \_\_\_\_\_ Phone: \_\_\_\_\_

The above named student has my permission to participate in school-sanctioned activities as a member of the Berkner High School Orchestra during the school year. All transportation will be arranged by the Director in accordance with RISD Guidelines. Students even when off campus are still subject to the school rules and regulations when participating with the Berkner High School Orchestra. I understand that any student who does not conduct himself/herself properly may be (1) sent home at the parent's expense; (2) prohibited from participating in future activities of this organization; and/or, (3) subject to other appropriate disciplinary action.

By signing this document, the parent and/or legal guardian releases the Richardson Independent School District and Berkner High School Orchestra directors, chaperones, volunteers, etc. from any and all claims resulting from the injury of the above named student or the loss of property of the above named student while participating in any activities connected with the Berkner High School Orchestra.

**Insurance Coverage – (You may copy the front and back of your insurance card and attach to this space rather than printing this information.)**

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group in Name of: \_\_\_\_\_

Name of Parent who is the Policy Holder: \_\_\_\_\_

**Insurance Coverage – Secondary**

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group in Name of: \_\_\_\_\_

Name of Parent who is the Policy Holder: \_\_\_\_\_

**Dental Coverage –**

Insurance Coverage: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group in Name of: \_\_\_\_\_

Name of Parent who is the Policy Holder: \_\_\_\_\_

**Health-Related Information about Student:**

**1. List allergies to food, medications, other. (If None, so state.)**

**2. List pertinent medical information applicable to heart trouble, diabetes, epilepsy, allergies, Etc. (If None, so state.)**

**3. Does student carry medication? (If None, so state.)**

**Name of medication(s):** \_\_\_\_\_ **Purpose:** \_\_\_\_\_

**4. Date of last Tetanus injection:** \_\_\_\_\_

**5. Name of family physician:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**6. Does student wear: glasses? \_\_\_\_\_ Contact lenses? \_\_\_\_\_ Hearing Aid? \_\_\_\_\_**

**7. Additional medical information or comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In the event that the above named student is presented for, or requires medical treatment or surgery or any other form of medical care or aid, I, parent/legal guardian of the above named student, do hereby authorize the Sponsors/Chaperones to be consulted with, and consent to, any medical treatment or care deemed necessary by any doctor, nurse or other medical personnel. I also guarantee payment of all charges incurred for medical treatment such as, but not limited to physician, hospital, x-ray, lab, drugs, and EMS.

This form must be signed, notarized, and returned to the Berkner High School Orchestra Director before the student will be permitted to participate in any off-campus activity.

\_\_\_\_\_

Date

Given under my hand and seal of Office

this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Notary Public

(Notary Seal)

**2007-2008 BERKNER HIGH ORCHESTRA**  
**HANDBOOK ACKNOWLEDGEMENT FORM**

This Handbook is distributed to all Berkner High School Orchestra students and parents. The information is intended to make your Berkner High School Orchestra experience as positive and fulfilling as possible.

Please sign the following acknowledgement form and return it to the Orchestra office. All forms must be on file before the end of the first six weeks.

THIS IS TO CERTIFY THAT I HAVE RECEIVED AND READ THE 2007-2008 BERKNER HIGH SCHOOL ORCHESTRA HANDBOOK AND WILL OBSERVE ALL GUIDELINES FOUND THEREIN.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
BHS Orchestra Student Signature

I HAVE RECEIVED AND READ THE 2007-2008 BERKNER HIGH SCHOOL ORCHESTRA HANDBOOK AND UNDERSTAND HOW IT APPLIES TO MY ORCHESTRA STUDENT.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
BHS Orchestra Parent/Guardian Signature

I grant permission for BHS Orchestra to identify me by name or likeness or both in BHS or RISD publications, either printed or electronic.

Accept       Decline      \_\_\_\_\_  
BHS Orchestra Student Signature

I grant permission for BHS Orchestra to identify my above named child by name or likeness or both in BHS or RISD publications, either printed or electronic.

Accept       Decline      \_\_\_\_\_  
BHS Orchestra Parent/Guardian Signature