



OBRA D. TOMPKINS  
HIGH SCHOOL  
ORCHESTRAS

2021-2022

# ORCHESTRA HANDBOOK

## 2021-2022

A handbook for the orchestra program at:

**O.D. Tompkins High School**  
4400 Falcon Landing Blvd.  
Katy, Texas 77494  
Orchestra Office: 281.234.1071  
Fax: 281.644.1910  
[www.tompkinsorchestras.org](http://www.tompkinsorchestras.org)

### TOMPKINS FINE ARTS STAFF AND FINE ARTS ADMINISTRATION

ORCHESTRA FACULTY: MATTHEW PORTER, SARAH MARTS  
BAND FACULTY: STEPHEN BOND, DAVID SINGLETARY, JOE CHERWINK  
CHOIR FACULTY: CHRISTIN REINARTZ, RUBEN PEREZ  
ART FACULTY: CHRISTIE SKINNER, KIM LE, ERIN MITCHELL, EMILY SMELSER  
THEATRE FACULTY: MARK MCMANUS, KELSIE MORRIS  
DANCE FACULTY: ROSEY FORTENBERRY, Shaena Rinehart  
KATY ISD EXECUTIVE DIRECTOR OF FINE ARTS: G. DAMON ARCHER  
KATY ISD ASSISTANT DIRECTOR OF FINE ARTS: SUSAN CHIBOROSKI  
KATY ISD ASSISTANT DIRECTOR OF FINE ARTS: LAKEISHA MCGOWEN  
KATY ISD SECRETARY TO EXECUTIVE DIRECTOR: CYNTHIA TABOR  
KATY ISD FINE ARTS FINANCIAL SECRETARY: KERRIE SMITH  
KATY ISD FINE ARTS SECRETARY: LAURA BICH

### OTHS ORCHESTRA STUDENT LEADERSHIP

PRESIDENTS: GABRIELLE CARLOS & ELLEEN KIM  
VICE-PRESIDENT: JOJO FUJIWARA & RACHAEL SUH  
SECRETARY: ELISABETH MATHIS  
SOCIAL MEDIA & EVENTS: GABI KIM, ANDREW XIA, NICOLE XU, HANNAH YI  
HISTORIANS: RYAN CHEN & ALEX SHI  
HEAD LIBRARIAN: EUGENE CHUNG  
LIBRARIANS: TESS CHAN, LYDIA KANG, TIFFANY LUONG, JENNY XUN  
CREW CHIEFS: BELLA CHAN & KENNETH YAO  
STAGE MANAGERS: MICHAEL CHUNG  
SOPHOMORE REPRESENTATIVE: PETER SONG  
FRESHMEN REPRESENTATIVES: TBD

## TABLE OF CONTENTS



Program Overview – 4
Auditions & Placement – 4
Student Assessment – 4
Attendance – 5
Sectionals – 5
Make-Up Recordings – 5
After School Rehearsals – 6
Quizzes & Tests – 6
Grades – 6, 7
Eligibility – 7, 8
Rehearsal Expectations – 8
Conduct – 8, 9
Independent Practice – 9
Private Lessons – 9, 10
Music – 10
Lockers – 10
Uniforms & Garment Bags – 10, 11
Supplies & Repair – 11, 12
Fundraising – 11
Fees – 12
Tompkins Orchestra Friends – 12
Extracurricular Competitions – 12, 13
Letter Awards – 13
Spring Trip – 13
Charms Info – 13
Fee Summary – 14
Katy ISD Forms – 15

Please complete and return the registration packet with fees by **Friday, September 3<sup>rd</sup>**. This does NOT include the separate \$80 Katy ISD Maintenance Fee for all cello & bass players.

## PROGRAM OVERVIEW

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

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

It is the goal of the directors to promote musical understanding and produce outstanding orchestras. It is also the belief of the directors that students learn more and develop better self-discipline, responsibility, and knowledge, and take more pride in superior orchestras than in weak ones. To produce an outstanding orchestra requires that each student accept certain responsibilities.

This handbook will outline the basic requirements for the Tompkins High School Orchestra. **Please fill out completely and return the registration assignment (fees included) by Friday, September 3<sup>rd</sup> (included in registration packet).** This will indicate your notification of the policies of the Tompkins High School Orchestra program. Please bookmark (online) the handbook and orchestra calendar located at [www.tompkinsorchestras.org](http://www.tompkinsorchestras.org) so that you may refer to it when necessary.

## AUDITIONS AND PLACEMENT

The Tompkins Orchestras are divided into six string orchestras that meet during the school day. As in other core subjects it is necessary to have different levels within the orchestra program. All orchestras are equally important performing organizations and, from time to time, will combine to form larger ensembles.

Students audition for an orchestra during the previous spring semester. Music for this audition consists of student-selected work and etudes chosen by your directors along with a self-evaluation questionnaire. In addition to the audition, citizenship, effort, and conduct are large factors in your directors' final decision in determining where a student will be placed.

## STUDENT ASSESSMENT

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

1. A willingness to improve their musical skills, and
2. 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. Instead, several things can come into account, including:

- Improvement in overall performance skills,
- Being on time to class and rehearsals,
- Attitude toward other students as well as the directors,
- 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 number 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 events, rehearsals, and performances, remembering that a grade is given for each event.

**IMPORTANT:** In the event of a school related 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 available from the orchestra office or the orchestra website. Forms that have not been submitted prior to two weeks before the orchestra event will not be considered. Rescheduled or unexpected conflicts that occur within the two-week time frame will be considered according to their circumstances. The student must notify the directors as soon as possible. This form does not automatically excuse an absence. Each case will be considered individually and privately according to its circumstances.

**All absences, whether excused or unexcused, should be made up and it is the student's responsibility to obtain the makeup assignment.** Only excused absences will be given full credit. 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 the directors. Please make efforts to make sure 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.** The attendance guidelines do not apply to social events.

**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), please keep in mind that 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.

## SECTIONALS

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

## MAKE UP RECORDINGS

In the event that a student misses a sectional/rehearsal AND has been excused prior to that event, the student must submit a makeup recording equal to the amount of time missed. These recordings are not designed to be busy work – but to help you learn your music. During the recording you will play and make comments. The best way to do this is to play a few measures – then comment on it. You may comment on any of the following: intonation, tone quality, rhythm, tempo, dynamics, etc. The go back and play the section again. Hopefully – it will be better. *There should probably never be more than thirty seconds of straight playing without verbal during the entire recording.* It is not necessary that you get through the entire piece so please consider quality more important than quantity. All make up recordings are due via Google Drive link (shared) or USB flash drive recording by Friday of the week you missed sectionals (do not use charms for this recording).

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

## AFTER SCHOOL REHEARSALS

The Tompkins Orchestras meet during separate class periods each day, so it is necessary that selected groups rehearse outside of the school day. These rehearsals are the only times where we rehearse as a full group in order to prepare for our concerts. Rehearsals will generally occur every Monday from 3:00-5:00 PM. Sinfonia & Sinfonietta should plan to attend these rehearsals every week unless told otherwise. All other groups will only use this rehearsal time as it is deemed necessary. Please arrive early to help set up and be aware that students not signed in and ready to play at 3:00 PM will lose *three points per minute late*. **Our first Monday Afternoon Rehearsal (MAR) will begin on August 30<sup>th</sup> and will start with Sinfonia members only.**

## QUIZZES & TESTS

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

Playing tests will consist of an assigned excerpt from the orchestra repertoire or music assigned by your conductor. Graded evaluations will generally be given most weeks and may be a written or playing test. In some cases, a playing test may be assigned through Canvas for which you will submit a recording online. All other playing tests will be in-class live performances. At the directors' discretion, students will be asked to memorize and perform for a grade as well.

All online quizzes & tests are announced well in advance so last minute technical problems with online grade assignments will not be excused. iPads are available for use from the orchestra office if you are not able to access Canvas from your device. Tests can be made up according to the following procedures:

Late Tests: For each day that an assignment is late, 20 points will be deducted from the total score (100-point scale). In the event that a student neglects submitting their test on time they will be asked to perform their test in class the next school day with a minimum deduction of 20 points. Students that choose to not complete an online evaluation (test, quiz, etc.) will receive an "I" for incomplete on their six weeks report card until the assignment is completed.

Retesting: A student may schedule up to two retests if they earned a score below 90 (100-point scale). Retests must be scheduled with the teacher that originally graded the test and all retests will occur outside of the regular school day or during enrichment. The maximum grade for a retest is 90. \*Late tests can only earn a maximum of 80 points out of 100. If a student fails to show up for a scheduled retest or makes any last-minute changes without approval, they forfeit their ability to retest. This can also affect your ability to retest throughout the rest of the school year.

## GRADES

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

### 50% Major Grades

- Written Tests
- Playing/Singing Tests
- Public Performances
- Performance Projects
- Written Projects

### 35% Minor Grades

- Written/Playing Quizzes
- Rehearsal Etiquette
- Concert Preparation Grades
- Six Week Daily Grades (grooming included)
- Uniform Grades

### 15% Other Grades

- Having all supplies, i.e. pencil, instrument, music, book
- Worksheets/homework
- Fundraiser Participation
- Crew Requirement
- Daily Participation
- Practice Records

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 "Minor" or "Other Grades" is not accepted.

Public performance grades are tests that are weighted two times and include concert etiquette, uniform cleanliness/neatness, arrival time, audience behavior, etc.

Crew (stage crew) is an obligation of each performing arts group at OTHS. For the 2021-2022 school year each student is expected to work one crew shift per semester. This crew shift includes stage set up, monitoring, tear down and other duties as assigned. To receive credit for a crew shift a student must have signed up for the shift, arrive to work the shift on time, and work the shift through the official dismissal from Mr. Porter. This double "other" grade will be entered into the grade book at the end of the 3<sup>rd</sup> and 6<sup>th</sup> six weeks grading period.

Fundraisers are the responsibility of every member of the orchestra. The 2021-2022 OTHS orchestra fundraisers include one car wash and our community duck race. Since each member of the orchestra benefits from our fundraising efforts it is expected that each student work one of these two events. Please see orchestra calendar for more details.

Extra credit is always available. Attendance at a professional-level performance such as a professional opera, orchestra, or symphonic performance (non-field trip) will earn you three points on your six weeks average. Attendance at a college level concert or performance will earn you two extra credit points. Attendance at a high school or junior high event such as a local high school's orchestra concert or musical will earn you one point. There is a maximum of three points (extra credit) per six weeks. To receive credit a program (or ticket stub) must be submitted with a brief summary of the performance within two weeks of performance. All extra credit points are tabulated at the end of a six weeks grading period and is not reflected in the Home Access Center.

## ELIGIBILITY

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

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

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

If you are having trouble in passing a class, please notify your teacher. Extra help can be arranged, if not from a teacher, then perhaps from a fellow student. Don't be afraid or embarrassed to ask for help. We expect each member of the

Tompkins Orchestras to do all work necessary to pass all their classes. As a reminder - your grades in all of your classes help determine your eligibility in orchestra. Additionally, many students and parents are unaware of the “10-Day Rule” which limits extracurricular absences to a total of ten days. Under this rule, students may miss a maximum of ten days in each class period, per academic year.

## REHEARSAL EXPECTATIONS

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.

- No food, drink, or gum is allowed within the orchestra rehearsal space. A container of water with a closeable lid is the only exception.
- Bring your instrument, bow, music binder and pencil to class each day unless told otherwise by your directors.
- When the tardy bell rings, be in your seat ready with all necessary supplies, ready to perform.
- Speak or play only when invited.
- Follow instructions the first time.
- Use appropriate language at all times.
- Be respectful to everyone in the room - that includes when and how you speak to others.
- Respect the property of other individuals. This includes instrument as well as music. You do not have permission to use anyone else’s instruments or materials. Do not assume that you do.
- The use of mobile devices is not allowed in any rehearsal area unless given specific permission by the directors. Keep all devices that fall under this category put away and out of sight in a bag or purse in the back of the room.
- Students must keep fingernail length groomed and short throughout the year. Short nails are required in order to play/perform with proper technique.

Students are expected to abide by the classroom rules. Failure to do so will result in a lowering of your weekly “daily grade” average by 20 points for each infraction or possibly and/or a discipline referral depending on the severity of the infraction. Please check your Katy ISD Student Code of Conduct Handbook for further information.

In the case that any one student accumulates an excessive number of tardies in their orchestra period, that student, after sufficient warning and parent notification, may be removed from their orchestra elective

## CONDUCT

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

- **Selective Performances** – If, as a member of the Tompkins Orchestras, you have earned a position in an honor group (Region Orchestra, All-State Orchestra, etc.), all Tompkins 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 Tompkins HS Orchestra policy is that upon entering the rehearsal space, these devices will be silent and out of sight for the duration of the rehearsal. Students will put away these devices and their accessories before entering the rehearsal space. Teachers have the right to prohibit use of devices at certain times or during designated activities (i.e., rehearsals, concerts, or clinics) that occur during and after the school day.
- **KISD Electronic Media Policy** –Any student member of an extracurricular organization or campus club (e.g. band/dance team/cheerleader/athlete/student council, etc.) representing themselves, or their organization, in an unfavorable, questionable or illegal manner through electric media (i.e. websites, personal home pages, blogs, text messages, chat rooms or similar websites/files accessible through a server or internet) or using electronic communication devices in such a way as



to bring discredit, dishonor, or disgrace on their organization or members of any other school organization including themselves (i.e. camera phones, digital photos, electronic descriptions) will be subject to the disciplinary actions determined by appropriate school officials and/or organization sponsors/directors/coaches, including probation or dismissal from the organization.

Please note that student performers & student audience members shall not be in possession a mobile device during a concert. Your locker, instrument case, or purse is the proper place to store this item for the duration of the event. Failure to meet this standard will result in a zero for a concert etiquette grade and you will be asked to complete an additional assignment relating to proper concert etiquette standards.

## 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. To encourage regular practice habits, online practice records will be issued each week for Camerata & Philharmonia orchestras and as needed for Lyrica orchestra.

The Tompkins 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 directors. In addition, please seek out help from your leadership peers.

## PRIVATE LESSONS

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

Applications and further information can be obtained from the orchestra office. Lesson slots and times are honored on a first-come, first-served basis. It would be to your benefit to register early as time slots and studios fill up quickly. It is important that the student/parent obtain all contact information from the instructor in the event a lesson must be missed. Unexcused absences from lessons will be charged the full lesson price.

There are also instructors in the area that I would recommend that do not teach through the Katy ISD Fine Arts Program. Most of these instructors request to their own home studio for lessons. In any case where the lesson does not take place on a KISD campus payment details are arranged between the student's parents and the instructor.

If you are interested in private lessons, Mr. Porter can provide you with a list of private teachers in the area upon request. Although your child receives valuable instruction in our classes private lessons provide:

- 1) Students with an opportunity to deal with the unique challenges of the particular instrument one on one with an expert teacher. This will allow him/her to progress at their own level at all times rather than at the rate of the class.
- 2) Review and reinforcement of class assignments when necessary.
- 3) In depth study of techniques such as vibrato, advanced bowing, shifting, and intonation.
- 4) Expanded opportunities for advanced solo and ensemble instruction.

- 5) Greater confidence in their individual performing because of the individual attention private lessons provides.
- 6) Enhanced opportunity for success at individual competitions such as All-Region Orchestra, Solo & Ensemble contest, etc.
- 7) Heightened standard for group endeavors such as concerts and contests.

Private lessons are not required but are one of the best investments in a student's success!

## MUSIC

All music performed by the Tompkins Orchestra is provided by the school district or booster club. When originals are used, they will remain the property of the Tompkins HS Orchestra. Students are expected to take good care of the music. Markings should be made in soft, lead pencil, only. Originals will be collected during the first class following a performance. If photocopied music is used, it needs to be kept in a one inch, hard-backed, black three-ring binder, provided by the student. If you lose your music, please be sure to tell a librarian that you need another copy (sign up). 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.

## LOCKERS

1. Only use the locker that is specifically assigned to you.
2. Students should only keep items that are necessary for orchestra in their orchestra lockers
3. Students may not keep any food/drink in their orchestra lockers.
4. Cello/Bass students remember that your locker is shared with at least two other students. Do not keep "extra" items in your lockers.
5. Students are expected to take their instruments home daily.
6. Your locker must be kept organized and clean.
7. Lockers must be properly locked at all times (except during your class period) to prevent theft or damage.
8. Only locks provided by orchestra may be used on orchestra lockers. If a student loses or damages their lock, they must pay a fine to replace it. This also applies to the locker condition itself.
9. Secondary instruments kept in lockers overnight must be approved by your directors.
10. You may not leave your instrument in you locker over long holiday such as Thanksgiving or Winter Break.
11. At the end of the school year, you are responsible for making sure your locker is cleaned out and ready for the next student who is assigned to it.

Violations of any of the above rules can result in loss of locker privileges. Orchestra directors will conduct periodic inspections of lockers to make sure they are clean, and to make sure instruments are taken home. Failure to abide by the aforementioned rules will result in loss of points from daily grade as well as loss of locker privileges.

## UNIFORMS & 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. Any alterations may ONLY be performed by the designated seamstress hired by the Tompkins Orchestra Friends Booster Club. Please also note that no fabric is ever cut when performing alterations. 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 their formal uniform.

At the end of the school year any damage to uniforms beyond regular wear and tear will be fined to the parent(s) of the student.

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 \$12.00.

Informal Uniform:	Orchestra T-Shirt, solid white undershirt, blue jeans
Ladies' Formal Uniform:	Black dress and bra, black hose and black dress shoes. <i>Any jewelry worn must be simple, elegant and silver in color. Excessive rings are not allowed. (no sports bras, racerback bras, or bralettes)</i>
Men's Formal Uniform:	Black tuxedo, bow tie, cummerbund, white tuxedo shirt, black socks, and black dress shoes. <i>No visible neck jewelry allowed-</i>

## SUPPLIES & REPAIRS

Certain supplies are necessary to play an instrument correctly and effectively each day. Please make sure your supplies are always at hand when needed. Remember, with a simple phone call to Lisle, Katy Violin Repair shops you can arrange to pick up instruments from school for repair thus saving a trip for you & your family. Be sure to ask for a loaner instrument to play in the meantime.

### 1. INSTRUMENT

- Correctly sized
- Good Condition
- Carbon fiber or wood bow strongly encouraged
- Good Quality Rosin
- Good Quality Strings on instrument – Red Label strings not allowed (no wire strings)  
(Dominant strings or better)
- Must have identification luggage/instrument tag on case
- \*An extra set of strings in your case (basses are the only exception)

### 2. BINDER

- 1-inch black binder (with pockets and hard cover) - PROVIDED
- A three ringed pencil bag to fit into binder (holds pencils and tuner)
- #2 Pencils

### 3. MUSIC BOOKS

- Sinfonia/Sinfonietta/Cambiata/Lyrica**  
*Habits of a Successful String Musician – Selby/Rush/Moon*
- Philharmonia/Camerata**  
*Habits of a Successful MIDDLE LEVEL String Musician – Selby/Rush*

### 4. TUNER AND CLIP

- Korg TM-60 (TM-50 or TM-40) with tuning clip accessory

### 5. SHOULDER REST FOR VIOLIN/VIOLA

- Required for good positions and performance
- KUN collapsible shoulder rests generally work best

### 6. SOFT CLOTH

- Cleaning cloth or piece of an old t-shirt to wipe off rosin dust

### 7. WIRE STAND

- Collapsible wire music stand used for home practice, off campus concerts, gigging

## 8. ROCK STOP (cellists and bassists only)

Strap model preferred but donut model is ok too

String instruments are fragile. Keep your instrument in good repair. **Violins & violas carry extra strings in your case.** Have your bow re-haired at least once a year. Instruments should not be put in repair without first being inspected by the directors. Many times, minor adjustments can be made by a director which may eliminate a trip to the repair shop. The choice of repairman for school owned instruments is at the discretion of the directors. Please do not attempt to repair the instrument yourself. Realize that neglecting a repair may lead to long term damage and depreciation in the value of your instrument.

## FUNDRAISING

In order to help fund the orchestra program's many needs throughout the year, the Tompkins Orchestra Friends (Orchestra Booster Club) organizes fundraising activities for the students. It is orchestra policy that all students participate in some manner in these fundraisers. Participation in said events will include a participation grade for each member of the Tompkins Orchestra Program.

## FEES

All students that participate in the Tompkins HS Orchestras are required to pay a total of \$150 split between the \$30 activity fee (payable through Pay & Go) and the \$120 booster fair share fee. These payments help cover the cost of transportation for field trips, basic supplies, paper, concert programs, clinician fees, music supplies, sheet music, composite picture sitting fee, and other expenditures not covered by district funding.

A 2021-2022 Orchestra Shirt needs to be purchased for \$12.00. Additional shirts for family members and supporters are also available.

9<sup>th</sup> & 10<sup>th</sup> grade students will purchase the Tompkins Orchestra garment bag for \$30.00 to help protect the formal uniforms (issued yearly) provided by the Tompkins Orchestra Program. This ensures they are returned in good order so that we will be able to use these uniforms for years to come.

Cello & bass players must also pay a yearly maintenance fee of \$80.00 via Pay & Go for the use of at Katy ISD school instrument during the school day. This fee covers the cost of regular maintenance only. Repairs that are the result of negligence or willful destruction are the responsibility of the parent/student.

*Families in need of financial assistance may contact the Mr. Porter*

## TOMPKINS ORCHESTRA FRIENDS BOOSTER CLUB

The Tompkins Orchestra Friends booster club holds general meetings throughout the year. These meetings are generally held on the **second Wednesday of every month at 7:00 PM** unless otherwise noted on the orchestra website. The purpose of these meetings is to discuss upcoming events, get to know other orchestra parents, and to work out volunteering activities such as chaperoning activities, uniforms, fund raising etc. Please see the board meeting schedule on our website: <http://www.tompkinsorchestras.org/orchestra-friends.html>

## EXTRACURRICULAR COMPETITIONS

Students may elect to participate in UIL (University Interscholastic League) events, such as solo and ensemble, and state solo and ensemble contests. TMEA (Texas Music Educators Association) sponsors auditions for the Region XXIII and All-State Orchestras. There are several concerto competitions in the area sponsored by community youth groups and local, state, and national music associations. Additionally, there are several youth orchestras in the Houston & Katy area that meet weekly and perform throughout the academic year.

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

## LETTER AWARDS

The district policy states that in order for a student to earn a letter jacket, the student must earn a minimum of 15 points in one activity (orchestra). A student may earn only one jacket in high school but may earn additional letters in additional areas of activity in subsequent years. This award will be a patch designed to denote the year and activity of the award. Jackets orders are taken twice a year. The requirements for earning a letter jacket can be found at our website at: [www.tompkinsorchestras.org](http://www.tompkinsorchestras.org) Once you have earned enough points for the award, please turn in your letter jacket points sheet to Mr. Porter ASAP.

## SPRING TRIP

Each year, during the spring, the Tompkins Orchestra sponsors a trip to an out-of-town destination. All trips are approved by the administration of Katy ISD and Tompkins HS. All precautions are taken to ensure the safety of all participants. There may be other trips taken during the course of the year. More information regarding the spring trip will be addressed in a separate communication.

## CHARMS INFORMATION

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

1. Go to: [www.charmsoffice.com](http://www.charmsoffice.com)
2. Enter school code: tompkinsorch
3. Then enter your password: Your Katy ISD number (with a lowercase letter). This password must be changed upon first login.

**Recordings:** Enter class recording assignments through the web.

**Calendar:** Sync the live charms calendar with your mobile device calendar (live updates).

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

**Finances:** View your payments for course fees and spring trip (student ledger).

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

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

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

# TOMPKINS ORCHESTRAS SUMMARY OF FEES & HANDBOOK ACKNOWLEDGEMENT

This form and fees are due, online or with check made payable to **TOMPKINS ORCHESTRA FRIENDS**, by 3 PM Friday, September 3<sup>rd</sup>, 2021.

Fees	Amount
Orchestra Activity Fee	\$30 Pay N' Go
Bass/Cello/Harp/Piano Use Fee	\$80 Pay N' Go
Fair Share Fees – Online form <a href="http://www.tompkinsorchestras.org">www.tompkinsorchestras.org</a>	\$172 – 9 <sup>th</sup> & 10 <sup>th</sup> Grade Students \$142 – 11 <sup>th</sup> & 12 <sup>th</sup> Grade Students
Tompkins Orchestra Friends Membership	Optional – various levels of parent membership

**News & Updates:**

- *Weekly Newsletter! Sign up at <http://www.tompkinsorchestras.org/news.html>*
- *[www.charmsoffice.com](http://www.charmsoffice.com) – financials, communications, information management,*
- *Remind Hub: send the text message @tomporch to the number 81010*
- *Find us on Twitter, Facebook, and Instagram*

I have read and understand the contents of the Tompkins Orchestra Handbook & Calendar. We wish to assume the obligations of the Tompkins High School 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: \_\_\_\_\_

## 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 aforesaid 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:

Signature of Parent/Guardian:	Date
-------------------------------	------