



Kilgore High School Orchestra Handbook

2024-2025



Kilgore High School Bulldog Orchestras
Marcus Camp, Principal
Sherry Paetznick-Wilkins, Head Orchestra Director
Richard Leppert, Orchestra Director

Welcome to the KHS Orchestra Program!

Director

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Associate Director

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Parents and Students:

It is in your best interest to read this entire handbook. Students/Parents will be held responsible for upholding/adhering to these rules/payment schedules.

Congratulations on your decision to continue towards excellence as a member of the award-winning KHS Bulldog Orchestra! The administration, faculty, and staff of Kilgore High School are excited to be able to offer a complete and varied instrumental music program. Many schools across the country do not offer orchestra, so we in Kilgore ISD are lucky to have an orchestra program and a very strong one at that!

While we do not expect every student to become a professional musician, we expect that every student brings their best effort every day. **By accepting membership in the KHS Bulldog Orchestra, you agree to perform to the best of your abilities and work together to make this year's orchestra the finest musical organization our combined efforts can produce.**

This handbook clearly defines our organization's expectations and guidelines. It should be used as a reference to answer questions for parents and students and will be a helpful guide for understanding the expectations of a **high-performing orchestra program**. Both parents and students are asked to carefully read the handbook and file it in the student's music binder for future reference.

Please complete and return the Handbook Acknowledgement Form, the Instrument Use Agreement, and the School Travel Release forms in the back of this handbook by **Friday, August 16, 2024**.

Please keep the provided Orchestra Event Calendar in the back of this handbook at home for reference, and immediately enter the appropriate dates into your phone/family calendar to avoid scheduling family activities on top of orchestra obligations. *Your director has additional copies of the calendar for anyone who requests one.*

Please contact us if you have any questions or concerns during the year. We appreciate your support in making this a great year!

Musically yours,

Mrs. Wilkins and Mr. Leppert

KHS Orchestra Goals

KHS ORCHESTRA MISSION STATEMENT: To develop in each student musician a lifelong love and appreciation of music and to share that love of music with others within our school and community while developing skills to continue playing music for a lifetime.



OUR GOALS

- ♪ To develop a personal lifelong love of music
- ♪ To promote self-discipline, self-confidence, responsibility, and dependable behavior
- ♪ To work cooperatively with others toward the performance of music in the ensemble
- ♪ To create a strong sense of fellowship and collaboration while building strong friendships
- ♪ To encourage a desire and appreciation of excellence in performance
- ♪ To develop a high level of artistry through individual musical awareness, control, and technical facility
- ♪ To demonstrate respect for others, loyalty to the ensemble, pride in our orchestra program, and pride in our school
- ♪ To promote, provide, and encourage interest in orchestral music in our community

Orchestra Student Responsibilities

Every member of our organization is expected **to act with dignity, respect, and honor**. Your character is based on the choices you make and the responsibility you show to yourself and others. These responsibilities are **crucial** in setting a standard of excellence for our orchestra. *Excellence isn't just about how well you play; it is about being responsible for your actions and thoughtful with your words.*

1. It is YOUR responsibility to see that YOUR instrument (whether you own it or the school loaned it to you) is kept clean and well maintained, i.e., no rosin dust, good strings, a well-haired bow, a clean case, and a cleaning cloth. Let your director know if maintenance is needed.
2. To play a stringed instrument well, one must have short fingernails; therefore, it is expected that fingernails be trimmed short and neat. This applies to EVERYONE in the orchestra. Noncompliance with this rule will result in a lowering of your daily grade by one letter. You will receive one warning before the grade is lowered.
3. Practice and learn your part so that the entire group will benefit from your efforts. Remember, you are a part of a team that counts on each other to do a great job. If you need help learning your part, it is YOUR responsibility to seek help from a peer or director.
4. Be supportive of your classmates and encourage each other. We are striving to be the best orchestra that we can be!

Class Requirements	Camerata (Varsity)	Chamber (non varsity)	Philharmonic (sub non-varsity)	Sinfonia (Beginner)
Concert Participation	✓	✓	✓	✓
UIL Concert & Sightreading	✓	✓	✓	no
Solo & Ensemble Contest	encouraged	encouraged	optional	no
After school sectionals/ rehearsals (prescheduled)	✓	✓	✓	no
All Region Audition	encouraged	encouraged	optional	no

POLICIES AND PROCEDURES

listed in alphabetical order for your convenience

ABSENCE POLICY

1. If you know you will be absent, such as for school business or an appointment, please call, send a note, or email IN ADVANCE.
2. When you return from an absence, check with your director to find out what was missed and what you need to do to make up for your missed rehearsal time. This is to keep you caught up. It benefits the entire orchestra when everyone is caught up and knows their music. *Likewise, it hurts the orchestra when a member falls behind and needs to learn their music better.*
3. Please understand that we cover a lot of material in each class period. Excessive missed class time may impact your standing within your ensemble. **Students who miss class regularly will be removed from higher chairs within the ensemble and may risk removal from the group.**

Policies for grading make-up work are consistent with those found in the KHS student handbook. Assignments not made up in a timely manner, consistent with the school make-up/late work policy, will result in a grade of "zero."

AFTER-SCHOOL REHEARSALS

To work on skills specific to your instrument, we will have MANDATORY after-school rehearsals once a week most weeks of the quarter. There will be six rehearsals per quarter. You can miss two rehearsals per quarter without affecting your grade. The schedule is as follows:

Violins: Tuesdays 3:30-4:30

Cellos/Basses: Wednesdays 3:30-4:30

Violas: Thursdays 3:30-4:30

You can also attend a social instead of a sectional or a rehearsal. Please refer to the monthly calendars for all dates. You need to participate in a combination of 4 rehearsals, sectionals, and/or socials per quarter to receive a 100 for your practice grade, which is a test grade.

BANQUET

In the spring, the orchestra has a banquet to celebrate each orchestra class's achievements and individual student accomplishments throughout the year. The activity fee covers the cost of admission for each orchestra student. Students are welcome to bring guests, but all guests must purchase a ticket. During the banquet, the seniors are honored and presented with a gift from the orchestra to commemorate their time in the program. They may choose to give a speech. Dinner is served, and students get to enjoy each other's company. We have a slideshow of photos taken throughout the year. The officers present student superlatives for each class. Students are recognized for UIL, Solo & Ensemble, All-Region, earning a letterman, and seniors who earned a music scholarship to college are recognized. It's a fun night of celebration, awards, and, of course, selfies!

CELL PHONES and EARBUDS/AIR PODS, etc—NO.

- Cell phones and earbuds must stay in a student's backpack during class.
- Listening and hearing are critical to playing well together, and these devices impede your hearing.
- If you violate this rule, your cell phone and/or earbuds will be confiscated for the remainder of class.
- ***If you have a special situation where you need to have your phone with you, please speak to the director before class.***

CHAIR PLACEMENT/SEATING/SECTION LEADERS/CHAIR CHALLENGES

Seating in every orchestra is at the director's discretion and *will change often to allow everyone to play in the front row*. Chair tests will occur before concerts to determine concert seating. Many factors are considered for chair placement: attitude, how you play in class, leadership ability, how well you work with others, maturity, consistency, outside practice, posture, and how you play on your tests.

Section leaders (first chair) have a critically important leadership role in the orchestra. The Section Leader accepts responsibility for the performance and behavior of the section and has many extra responsibilities and duties, including:

- ♪ Being able to play all their music well and teach it to others
- ♪ Noting any trouble spots for the section in the music and working on them with their section
- ♪ Running sectionals as needed
- ♪ Making sure all section members mark their music during class with correct bowings and articulations
- ♪ Taking attendance within their section and maintaining discipline within the section
- ♪ Updating students returning from an absence on any changes and what was worked on in class while they were out.
- ♪ Having the maturity to accept and foster good relationships with various personalities within their section. *No member of a section can be given up on or ignored.*
- ♪ Exhibiting a good attitude and encouraging good morale within the orchestra
- ♪ Showing positivity in their dealings with the section and other section leaders

If the section leader is absent, the second chair player assumes the section leader's responsibilities for the day.

Chair Challenges—Students who would like to move up a chair before the next chair seating may choose to challenge the student seated directly ahead of them for their chair. The challenger must fill out a chair challenge form and submit it to the director. The director will choose the music and date for the challenge (usually the next day). During the challenge, the challenger must perform first. If a challenger loses, they cannot challenge that person again for that concert cycle. If a person loses a challenge, then they are allowed one challenge to take back their chair.

COMMUNICATION

- ★ Let me know **well in advance** (as soon as you find out–NOT the day before or the day of the event) about any schedule conflicts with orchestra activities. PLEASE check all sports and other activity schedules with our calendar the first week of each quarter and report any major conflicts!
- ★ If you are ever troubled or unsure about anything related to this program, please **talk to me** about it! I cannot work to solve problems of which I am unaware.
- ★ Orchestra is a year-long commitment. Students are not allowed to drop out after the first day of school unless their parent or guardian personally contacts me to explain why dropping orchestra is an absolute necessity.

CONCERTS: ATTENDANCE

*Orchestra is a performing art; therefore, **performances are a required part of our curriculum.***

- **Concerts are worth three major test grades.** See the **Grading** section for more information.
- **CELLO and BASS PLAYERS must bring their home instruments to play in the concert.**
- **Concert attendance is an absolute priority.** Being absent from a performance is **not** like missing a class such as English or History. We rely on every member of our group to be there and play. Even if only one member of an orchestra is missing, the sound is diminished.
- Concert dates are carefully chosen so as not to conflict with school events that are already on the district calendar at that time.
- It is the student's responsibility to avoid scheduling conflicts with the planned calendar. Please check all sports and other activity schedules, such as dentist and medical appointments, with our calendar and report any conflicts immediately!
- Students with jobs—ask off when you get the concert date. **Work is NOT an excused absence and should be scheduled accordingly.** See the director at least a week before the concert if you need a letter to give to your employer, coach, or activity sponsor so they can excuse you to play at the concert.
- **Students absent during the school day due to illness are also excused from evening activities.**

CONCERTS: DRESS CODE

KISD dress code will be enforced for all orchestra concerts and activities.

- For most concerts, students are required to wear "Concert Black," which means a black shirt, black pants (no shorts, athletic pants, or jeans), or a long black skirt/dress (at least mid-calf length, must drape over the knees when seated), black socks, and black, closed-toe shoes. If a dress or skirt does not drape over the knees when seated, the student must wear black leggings, too.
- If you need help acquiring proper attire, inform your director at least **two weeks** before the performance. If given enough time, your director can help you find appropriate attire.
- Failure to wear the prescribed uniform for performances may result in the student being prevented from performing, losing part or all performance credit, and/or taking other disciplinary action. The goal of this uniform policy is to create a professional performance experience.

CONCERTS: ETIQUETTE

Students are expected to conduct themselves maturely and professionally on and off stage. That means:

- Be at all performances early! (20 min is generally good)
- No talking (or even whispering) when an orchestra is playing.
- All students must stay for the **entire** concert to support each other.
- Do not leave your seat unless it is an emergency—wait until the end of the piece. Also, turn off cell phones, electronic devices, and watch alarms!
- Do not say negative things about the students on stage.
- No cell phones on stage.
- No gum on stage.
- ***EVERYONE* needs to help put up chairs and stands after the concert.** It only takes a few minutes if everyone puts away one chair or stand. **Teamwork makes the dream work!**

CONDUCT

Students enrolled in the orchestra program are expected to display exemplary behavior at all times—in the classroom, school, and public. Students are expected to show respect to directors, teachers, adults, and their peers in and out of the school. At every performance and event, orchestra members represent their family, Kilgore High School, Kilgore ISD, and their community. Students' actions must represent the KHS Orchestra as a class act in every way. All orchestra activities and events (both on and off campus, during or outside school hours) are subject to the Kilgore ISD Student Code of Conduct. Failure to meet these behavioral expectations will result in disciplinary action.

CONSEQUENCES

Students who choose not to follow the policies and procedures outlined in this handbook will have the following consequences:

- Verbal warning
- Repeated warnings and/or conference with the student, lowering of the participation grade
- Call home and/or office referral, lowering of participation grade
- Office referral, lowering of the participation grade
- Repeated or serious offenses could result in removal from the orchestra program at the director's discretion.

DRUG POLICY

To take an extracurricular class, including orchestra, KHS students must submit to random drug testing by the school district and **have a signed drug testing permission form on file. Otherwise, the office staff will remove them from their extracurricular classes.**

The KHS Orchestra is committed to creating a drug-free climate for learning and for general student health and welfare and follows all KISD drug policies. ***Any orchestra student violating this policy will not be allowed to go on orchestra trips and may be moved down a class level or removed from the orchestra program at the director's discretion.***

ELIGIBILITY

Students must pass all classes with a 70 or higher to remain eligible to participate in special off-campus activities such as UIL, Solo & Ensemble, and All-Region. Furthermore, students must also pass all classes to be pulled out of class for special on-campus orchestra activities during the school day, such as freshman orientation. **Consistent ineligibility can and will compromise a student's placement in Camerata or Chamber Orchestra.**

FEES*

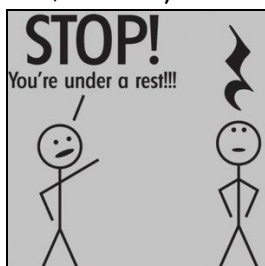
Orchestra has a few fees. One is required. The rest are optional.

- **Required fee:** activity fee of **\$40**, paid yearly. The fee is per student, so if a student is in multiple orchestra classes, they only pay \$40. The activity fee covers the banquet, after-concert refreshments, and socials. It is due **Friday, August 30, 2024.**

You may pay with cash or a check made out to KHS Orchestra, or you can pay online through Revtrak(<https://kisd.revtrak.net/khs/hs-orchestra/#/list>). Please be aware that Revtrak charges a convenience fee of 4.39%.

Failure to pay the activity fee will result in the student being unable to attend socials, including the banquet (which is paid for with activity fee money), and being placed on the "Not Clear List" until the fee is paid.

- **Optional fees/expenses:**
 - All-Region entry fee: **\$12** (to be paid by **September 20, 2024**, if the student chooses to audition for the All-Region Orchestra)
 - Solo & Ensemble entry fee: **\$16** (**The orchestra program will cover this cost UNLESS a student drops out of the contest and does not show up after signing up. Then, they will owe the \$16. Failure to reimburse the orchestra for the \$16 entry fee will result in the student being placed on the "Not Clear List" until the fee is paid.**)
 - ****Solo & Ensemble accompanist fee.**** **\$50** (**The orchestra program will cover this cost UNLESS a student drops out of the contest and does not show up after signing up. Then, they will owe the \$50. Failure to reimburse the orchestra for the \$50 accompanist fee will result in the student being placed on the "Not Clear List" until the fee is paid.**)
 - Orchestra shirt: This ranges from **\$15-\$50**, depending on the type of shirt you purchase (t-shirt, long-sleeved, hoodie)



GRADING POLICY

Grades and grading policies in orchestra follow the KHS and Kilgore ISD guidelines. Make-up work and re-test policy is per KISD and KHS policy. It is the student's responsibility to inquire about work missed due to an absence. Students should arrange for a time to complete missed assignments.

Daily Grades (50%) Daily grades take many different forms:

1. Participation grades—"Orchestra Skills": based upon students' work in class and observation by the director of:
 - Being in your seat on time with needed supplies
 - Having your music binder organized and present at every rehearsal.
 - Playing and maintaining a correct playing position, posture, fingernail length, and bow hold.
 - Quality of daily performance: intonation, tone quality, pitch and rhythmic accuracy
 - Staying on task and participating to the best of one's ability.
 - Ensemble skills - each student contributes to the overall success of the ensemble.
2. Binder check: All students must have their music binders in orchestra class daily and keep their music marked and current.
3. Playing check: 4-8 measures played for a daily grade.
4. Music Theory/vocabulary paperwork

Major Grades (50%)

1. Most tests will be playing tests of 8 or more measures played in front of the class.
2. There may occasionally be written tests on music theory and vocabulary.
3. **After-school rehearsals and socials:** each quarter, you will receive one major test grade for your after-school rehearsal attendance. Attending an orchestra social also counts as a rehearsal credit. There are six rehearsals and/or socials per quarter. You can miss two each quarter without your grade being affected. After that, each missed rehearsal will dock your test grade by 25 points. *If you have a conflict with another after-school activity, let me know immediately, and I will work with you and your sponsor.*
 - a. 6 rehearsals and/or socials=100,
 - b. 5 rehearsals and/or socials=100,
 - c. 4 rehearsals and/or socials=100,
 - d. 3 rehearsals and/or socials=75,
 - e. 2 rehearsals and/or socials=50,
 - f. 1 rehearsal and/or socials=25,
 - g. 0 rehearsals and/or socials=0
4. **Concerts count as THREE major test grades. Attendance is mandatory.** Cello/bass players: you must bring your home instrument for concerts!

Retakes

Students are always allowed to retake or correct a failing grade on a test--both playing and written tests. The KHS Student Handbook states that the highest grade for retakes or corrected work is a 70, except for an unexcused concert absence. Students with an unexcused concert absence may earn up to 50 points by privately playing off their concert music for the director.

Midterm/Final Exam

Students will take an exam on music theory, handbook knowledge, and vocabulary each semester. Review packets will be provided. The exam is 10% of the semester grade, and no retakes are allowed.

INJURIES/UNABLE TO PLAY

Unfortunately, injuries (such as concussions, broken arms, etc.) happen and leave students unable to play their instruments for a short or sometimes an extended period. If this happens to you, you must provide the director with a medical note from your physician stating when you are allowed to begin playing again. You will be expected to complete alternative assignments during class each day that you cannot play. Alternative assignments range from research projects on composers, music theory assignments, etc, to jobs that benefit the orchestra, such as running off music, filing music, taking photos of the class for the banquet slideshow, putting together binders, etc.

INSTRUMENTS AND SUPPLIES (PROVIDED BY THE ORCHESTRA PROGRAM)

All orchestra students are provided with instruments and supplies at the beginning of each school year free of charge. The student is responsible for taking care of and keeping up with the school property assigned to them. At the beginning of each school year, students are taught/reviewed on taking care of equipment. If equipment or supplies are lost or broken **due to irresponsible or unsafe behavior** rather than regular wear and tear, the student will be responsible for the cost of replacement or repair. A list of supplies and replacement costs is below. ***Instrument repairs are sent to a certified repair shop, and an estimate is given on the repair cost.***

Supplies

- Digital tuner **\$25**
- Microphone cord for digital tuner **\$15**
- Cello rock stop **\$20**
- Bass rock stop **\$20**
- Shoulder rest violin/viola **\$30**
- Rosin (violin/viola/cello) **\$4**
- Rosin (bass) **\$18**
- Mute **\$4**
- Practice mute **\$12**

LEAVING CLASS DURING REHEARSAL-NO.

- As an orchestra and a **team**, we rely on everyone's participation during the entire class period to improve as individuals, as a section, and as an orchestra.
- **Therefore, you may not go see your other teachers, counselors, or administrators during class rehearsal unless you are called for over the intercom or unless the director receives official notification in the form of a phone call, e-mail, or an official pass.** Do not ask me if you can go somewhere unless you have a note from the teacher or they have already emailed me. I will say no. Your presence is critical for the success of your section, your orchestra, and yourself!

LEAVING YOUR SEAT DURING CLASS

The only acceptable reasons to do this are to get a pencil or a tissue or throw trash away. You do not need to ask permission but do it quickly and quietly to avoid distracting others. *Do not leave your seat to talk to your friends. Get down to business.*

OFFICERS

All orchestra students can serve as officers and leaders in the orchestra program. Officers are leaders and will be expected to maintain their conduct, grades, attitude, and honor. **Performance ability has no bearing on whether or not a student is selected to be an officer.** Officers meet weekly in the orchestra room to plan activities.

Officer positions are president, vice president, secretary, treasurer, and four music librarians/historians (one per performing group). Students interested in those positions will fill out an application and meet with the director in May for an interview. Selections will be made during the final week of school for the next year's officers.

OPTIONAL PLAYING OPPORTUNITIES


There will be times when students can participate in optional activities. When a student signs up for an audition or playing opportunity, it is a commitment and, therefore, mandatory. You are depended upon to be there and fulfill your obligation. If you do not attend, your grade will be affected.

ORCHESTRA ROOM AND PRACTICE ROOMS

Only current KHS orchestra members are allowed in the orchestra room or designated practice areas. Non-orchestra members will only be permitted entry at the director's discretion and must be approved by the director.

Practice Rooms and Ensemble Room

We have practice rooms available for student practice, rehearsals, and lessons. Students must always ask and receive permission before going to a practice room. While in the practice room, the following rules apply:

- The light must remain on. 
- Rooms are intended only for practice. If you are not practicing, you will be asked to leave.
- No food or drinks (water is okay) in the practice rooms.

Repeat offenders of any of the practice room rules will result in loss of privileges.

PRACTICE OUTSIDE OF CLASS—YES!

- The orchestra room is **open EVERY DAY before school and during A lunch** for individual practice/tutorials.
- On **Mondays, the orchestra room is also open for B & C lunch and after school** for individual practice/tutorials. Come in to practice, and if you need help, ask.

PRIVATE LESSONS—A way to get ahead and maximize potential.

- ★ Private lessons are the number one way for students to improve individually and are strongly encouraged for every student, especially students in the Camerata (varsity) orchestra.
- ★ There are several private teachers in the area, and I would be happy to share a list of them if you are interested in lessons.
- ★ Students wishing to audition for All-Region and/or All-State and/or who want to play a Class 1 Solo for Solo & Ensemble should consider private lessons a priority.
- ★ Students who are interested in a music career should talk to me right away so that I can help them prepare for scholarship opportunities now.

REHEARSAL ETIQUETTE/RULES

- Be on time.
- Rehearse appropriately:
 - ♪ Have your music and a pencil on the stand.
 - ♪ Perform with proper posture, fingernail length, and technique.
 - ♪ Address the director and your fellow students respectfully.
 - ♪ Follow instructions the first time.
 - ♪ Do not talk excessively.
 - ♪ Do not speak or make noise on your instrument while the director is speaking.
 - ♪ Respect the right of others to learn and the director to teach by not causing disruptions during rehearsal. Being disruptive in rehearsal is rude to the director and your peers and will NOT be allowed.
 - ♪ Raise your hand to ask a question or make a comment.
 - ♪ Keep negative comments to yourself. Negative or sarcastic remarks do not help and will often damage the flow of a rehearsal. Talk to the director after class if you feel a concern needs to be addressed.
 - ♪ Do not swear, use objectionable language, or inappropriate subject matter.
 - ♪ Do not engage in horseplay.
- Take proper care of your instrument at all times.
- Use only your instrument and supplies. You should not be using other students' supplies or instruments (even if they belong to a friend).
- Treat all equipment with care.
- Do not start to pack up before the director has dismissed the class. It is rude and distracting.
- Pack up COMPLETELY and throw away all trash.
- No food, candy, or drinks will be permitted in the orchestra classroom except in the ensemble room during lunch practice. (Water and bottled drinks with screw-top lids are allowed. No drinks with straws.)

RESTROOM POLICY

1. Restroom breaks are permitted only before class. Men's and women's restrooms are at the end of the fine arts hallway. Visit it on your way to the orchestra room. Students who go to the restroom before class starts need to ask permission from the director and be in their seats no later than two minutes after the tardy bell rings. If the student does not return from the restroom by then, they will be marked tardy.
2. The director may deny restroom privileges to a student who abuses it.

SOCIAL MEDIA



The KHS Orchestra is on Facebook and Remind. Directors will communicate information to parents and students through these platforms and email. Please ensure you have signed up and that your email on Skyward is up to date.

Facebook page: Kilgore ISD Orchestras

Remind: text @khsorch25 to 81010

SUMMER PRACTICE

Students are encouraged to take their instruments home for the summer to practice to avoid losing skills and fluency.

TARDY POLICY

- A student is considered tardy if they are not in the room when the bell rings (unless permission to use the restroom has been obtained).
- Tardy students must go to the tardy center to get a tardy pass.
- Students must be seated and ready to tune within one minute of the tardy bell ringing.
- *Excessive tardies and absences could result in a moving down a class level or removal from the orchestra program at the directors' discretion.*

TRIPS

Trips in orchestra are an optional part of the program and are carefully selected to be educationally enriching and fun. Students are eligible to go on a trip in orchestra if they pass all their classes and are in good standing with the orchestra and the school. Students who miss school to go on the orchestra trip are responsible for the work missed. Students on an orchestra trip will have a completed KISD Orchestras School Release Form on file with the directors. They will bring necessary medications (such as an Epi-pen or insulin) and spending money if required. The KHS dress code and rules apply on trips.

*Overnight trips are optional in the Kilgore High School orchestra program and have additional requirements. There are three overnight trips that students can earn or go on:

- All-State Orchestra (must be earned–student goes to San Antonio in February to participate)
- Texas State Solo & Ensemble Contest (must be earned–student goes to Austin at the end of May to participate)
- Spring Upperclassmen trip (student must meet requirements and pay to go)

Students and parents must come to a mandatory informational meeting about the trip. Students and parents must also sign a contract outlining student behavior expectations, payment agreements (senior trip only), etc. Eligibility affects the student's ability to go on the trip. Therefore, students must maintain their grades to remain eligible for the trip. Failure to follow the KISD Drug Policy, being assigned ISS, a suspension, or DAEP automatically disqualifies a student from an overnight trip. We want trips to be safe, educational, and fun.

Student Name_____

Class Period_____

Letterman Jackets/Letter Awards **2024-2025**

Kilgore High School Orchestra students have the opportunity to letter in orchestra. Letter Awards will be presented to orchestra students based on a point system for participation and accomplishments.

- To letter in orchestra, a student must earn 100 points.
- Points accumulate from year to year.
- Students will keep track of their points using this page.
- Fill out this form and turn it in to your director when you have earned 100 points.

The orchestra will pay for the basic jacket or a letter. Students will be responsible for paying for anything extra that they would like to add to their jacket.

Letter jackets are ordered only at the beginning of the school year (August) and are usually shipped to the school by November.

Students must attend a fitting at school, where they will get a code to order online to add any extras to their jacket.

Students are responsible for paying for anything extra (patches, name, grad year, etc) that they would like to add to their jacket, and it can easily add up to a few hundred dollars.

Activity	Points	9th	10th	11th	12th
Participation in the orchestra program each year	20 points				
Making and participating in All-Region Orchestra	20 points				
All-State Orchestra (violin, viola, cello, bass) or All-State Band–ATSSB (Bass only)	50 points				
UIL Solo (1st Division)	5 points				
UIL Ensemble (1st Division)	5 points				
TSSEC Solo (1st Division–gold medal)	50 points				
TSSEC Ensemble (1st Division) or TSSEC Solo (2nd division–silver medal)	20 points				
Senior Year!	20 points				

Total Points_____

Check which letter award you would like to use your 100 points on:

- ☐ Letter jacket
- ☐ Patch for jacket (you already have a letter jacket through another organization)

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KHS Orchestra 2024-2025 Concert & Event Calendar

Revised August 8, 2024

It is the student's responsibility to avoid scheduling conflicts with the planned calendar. PLEASE check all sports and other activity schedules and your family calendar with our calendar during the first week of school and report any significant conflicts! Let me know if you need a letter for your employer, coach, activity sponsor, etc.

DATE	TIME	EVENT	LOCATION
Sat, Oct 5	12 pm	All Region Orchestra Auditions	Kilgore Middle School
Tuesday, October 22		Fall Concert (Camerata, Chamber, and Philharmonic only)	KHS Auditorium
Monday, Nov 11		Camerata plays for Veteran's Day Breakfast in the library	KHS Library
Friday, December 6	8 am	All Region Orchestra Clinic (required for students who made All-Region orchestra)	Tyler High School
Saturday, December 7	8 am	All Region Orchestra Clinic/Concert (required for students who made All-Region orchestra)	Tyler High School
Tuesday, December 10	6 pm	Christmas Concert (Camerata, Chamber, and Philharmonic only)	Forest Home Baptist Church
Friday, Dec 13	8 am	Orchestra Christmas Tour Around Kilgore (Select students—must audition)	Various locations around Kilgore
Sat, Feb 1	8 am	Solo & Ensemble Contest (for participating Philharmonic, Chamber, and Camerata students)	Kilgore Middle School
Fri, Feb 28	9 am	KHS Black History Program (Camerata, Chamber, and Philharmonic only)	KHS Gym
Thurs, March 6	TBA	UIL Concert and Sightreading Evaluation (Camerata, Chamber, and Philharmonic only)	
Thurs, March 20	6 pm	Post-UIL Concert (Camerata, Chamber, and Philharmonic only)	KHS Auditorium
Fri, April 11	After lunch	Freshman Orientation to Orchestra! (Camerata, Chamber, and Philharmonic only will mentor the 8th graders visiting from KMS)	KHS Orchestra Room
Thurs, April 24	6 pm	Orchestra Banquet & Senior Celebration Night (Everyone!)	Forest Home Baptist Church Fellowship Hall
Fri, May 2	6 pm	Spring Concert ALL CLASSES PLAY!	World's Richest Acre
May 26	TBA	State Solo & Ensemble Contest (for qualifying students: This is an overnight trip.)	Pflugerville, TX

- There will be additional **OPTIONAL** opportunities to play for other events. I will let you know as soon as I am aware of these opportunities.
- Unfortunately, this schedule is subject to change. I will let you know as soon as I know of any changes.
- **The officers will schedule socials during the year. All orchestra students are strongly encouraged to attend orchestra socials. We want to build a strong orchestra family bond where everyone belongs.**

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Student Name_____

Class Period_____



KHS BULLDOG ORCHESTRA HANDBOOK ACKNOWLEDGEMENT PAGE

A copy of this handbook is also available on the KISD Orchestra website. <https://orchestra.kisd.org>

Everything in this handbook is designed to make the KHS Orchestra program the best it can be, run as smoothly as possible, and ensure everyone is treated equitably.

If you have any questions, comments, or concerns, **please do not hesitate to contact any of the orchestra directors!** We are happy to help and are looking forward to a fantastic year!

I acknowledge that I have read and understood the KHS Orchestra Handbook in its entirety and agree to abide by its rules, procedures, and guidelines, which is my job as a member of this ensemble. Furthermore, I understand that not signing does not exempt me from the rules and regulations contained in this handbook.

Student signature

Date

I agree to support my child in their musical endeavor. I also understand that if I need to discuss or clarify anything in the handbook, I can contact any of the orchestra directors, who will gladly help.

Parent signature

Date

Due Date: Friday, August 16, 2024

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Student Name_____

Class Period_____



Kilgore ISD Orchestra SCHOOL TRAVEL RELEASE FORM

Dear Parent or Guardian:

Your signature on this form indicates that you have discussed this trip to **[All KISD Orchestra Trips]** on **[2024-2025 school year]** with your child and have given permission for them to attend. Furthermore, the student must have assured you that they will conduct themselves in a manner that will reflect positively upon themselves, you, KHS, and the **KISD Orchestra**.

It is understood that he/she will be chaperoned both en route and while at the activity and that normal precautions will be taken in the interest of their safety and well-being. However, no sponsor, chaperone, or representative of the Kilgore Independent School District will be held responsible for any accident or misfortune during this trip.

I do hereby agree to all conditions listed on this form and authorize the sponsor to obtain medical aid in case of an accident or sudden illness. This letter will serve as official authorization to permit a doctor to render medical assistance should the sponsor believe it necessary.

_____ has my permission to go on this trip.

Print Student's Name

Signature of Parent/Guardian

Date

Address:_____

Home/Cell Phone: _____ Work Phone:_____

Emergency Alternate Contact Name:_____ Phone:_____

List any medications student is now taking:_____

List any medications student is allergic to:_____

List any pre-existing health conditions:_____

Student Cell Phone:_____

Due Date: Friday, August 16, 2024

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been left blank.

Name_____

Class Period_____



Kilgore ISD Orchestras

Instrument Use Agreement

Please read the following information carefully, outlining the terms and conditions of the Instrument Use Agreement. Questions should be directed to the KISD orchestra directors, who are happy to help. Your son/daughter is participating in the recognized, award-winning KISD orchestra program. We want the absolute best experience for your child and have worked hard to provide them with the best equipment possible. We ask that you take special care of the school-owned instrument checked out to your child. Here are some things for your consideration:

- Do not leave an instrument in a closed car or transport it in a trunk or truck bed. The greenhouse effect can damage the instrument, resulting in an expensive repair bill.
- Do not let anyone other than your orchestra student handle the instrument checked out to them.
- Do not attempt repairs to a school-owned instrument.
- If a school-owned instrument becomes damaged, contact the orchestra director immediately.
- Always place the musical instrument back in its case; then close and latch the case.
- Do not attempt to clean a school instrument or bow with any liquid cleaner, including water! If you want to wipe off an instrument, use a dry cotton towel only!
- Orchestra instruments are very durable if used properly.
- ***Students are responsible for reimbursing the school for any lost or damaged school-provided materials (such as the book, shoulder rest, rock stop, etc.).***
- ***Any damage to a bow, case, instrument, or equipment that occurs due to negligence or unsafe behavior rather than regular wear and tear is the responsibility of the student to pay for repairs or a replacement.***

Please sign below in the space provided and return it to the orchestra director. You may keep the top part for your records.

Instrument Use Agreement

I have read and understand the terms of the Instrument Use Agreement, and I do hereby take financial responsibility for

the following instrument with its accessories: _____ for the 2024-2025 school year.

(to be filled out by the director)

I will make every effort to observe the recommendations above and those listed in the handbook and will pay for any necessary repairs due to neglect, fire, theft, or improper handling. (This does not include ordinary and routine wear and tear.)

Signed_____ date_____
(student signature)

Signed_____ date_____
(parent signature)

Due Date: Friday, August 16, 2024