

HANDBOOK FORMS

(PLEASE RETURN THIS PACKET TO THE DIRECTOR)

Student Name: _____

As a student member of this orchestra, I have read this handbook and understand the membership requirements. I understand the expectations for study, practice, rehearsal, and attendance. I will do my best to accomplish the orchestra objectives.

Student Signature

Date

As a parent/guardian of this student, I have read this handbook and understand the rules and regulations which our child is expected to follow. I am aware of all concert dates and will add them to the family calendar. We will support our student and encourage active participation in the orchestra program.

Parent Signature

Date

Media Release

I authorize my student's picture to be used in orchestra communication via our classroom website, Facebook page, and concert presentations. The pictures will only be used to celebrate student achievement and important moments from the school year.

The student's full name will NEVER be used. _____ (Parent Initial)

Fee Payment Methods

Please indicate which fees apply to you:

_____ \$40 I AM NOT renting an instrument from the school.
\$40 Supplies & Fees Only

_____ \$120 I AM renting an instrument from the school.
\$40 Supplies & Fees, \$40 Fall Rental Fee, \$40 Spring Rental Fee

For those renting an instrument from school, please select your payment option:

Payments are due on the 1st of each month. You can pay via cash, paypal, or check.

Supply checks go to McLean Orchestra Booster Club. Rental checks go to McLean Middle School Orchestra.

_____ \$120 at once

_____ \$40 each month September-November

_____ \$20 each month September-February

_____ \$10 each month September-April and we need partial assistance with rental fees

_____ \$5 each month September-April and we need full assistance with rental fees

COMPLETE ONLINE

CHARMS

- Log on to www.charmsoffice.com, and click the “ENTER” link at upper right.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your child’s program account using the following School Code:
McLeanMSOrch
- The **Student Area Password** is **s12345** (12345= Your students ID number)
- Another more detailed screen appears with even more options to view your student’s financial records, forms, and inventory.
- **Click Update Information**
 - Please fill out this information completely. A lot of it may already be completed. Please make sure it is accurate.
 - The first tab is for Student Information
 - Add Full Name
 - Add Address
 - Add a student cell phone & carrier (if the student has a phone)
 - Add student email (if the student has one)
 - Add shirt size
 - Add Birthday
 - Then add the ADULT tabs for **each** responsible adult
 - Add name
 - Add work, home, and cell phones
 - Select cell carrier
 - Add address
 - Add relation
 - Add valid email addresses**
- After you have updated information, go back to the home screen and click “**FINANCES**”
 - Check to see what fees your student may owe for the year. Note rental payments are not updated yet.
 - You may pay by either:
 - Cash
 - Check
 - Rental Fee Checks should be payable to: McLean MS Orchestra
 - All other fees (supplies, t-shirt, fundraisers, trips) should be payable to:
McLean Orchestra Booster Club
 - Paypal! This is sometimes easier than sending payments with your student. You can access it from your Charms account!

Send this paper back to school with your student signed when it is completed:

Student Name: _____ Parent Signature: _____

McLean Middle School Orchestra
2016-2017
Instrument Use Form

Student Name:	
Instrument Chosen:	
Size	

Note: Cello and basses cannot be taken on the school bus. We hope to have enough cello and basses for each student to use one at home and one at school. However, we have more students than instruments available at this time.

Parents, please complete the following information:

Do you agree to your child playing the instrument listed above? _____ Yes _____ No
 If no, which instrument have you decided together to play? _____

Based on the information in the handbook, do you need to rent an instrument from the school or will you be obtaining an instrument on your own?

_____ Rent from School
 _____ Obtain my own Personal Instrument

If you will be obtaining your own personal instrument, how will you acquire that instrument?

Please fill out all known information at this time. If you do not know this information, I can fill it out later when your student brings their instrument to class. This information will help us if your instrument is lost or stolen.

	My Personal Instrument
Instrument Type and Size	
Where did you obtain this instrument? <i>(Look at recommended list in handbook)</i>	
Model and Serial #'s <i>(Listed inside instrument holes)</i>	
Accessories included	

Cellos and Basses only. If you are obtaining your own instrument, would you like to use a school instrument at school if we are able? _____ Yes _____ No

X _____

Parent Signature

Fill out the back of this sheet if you plan to use any school instruments or accessories.

Fort Worth Independent School District

Instrumental Music Programs

AGREEMENT FOR USE OF MUSICAL INSTRUMENT

The parent and the student request that the student be allowed to use, and the School District agrees to allow the use of, the following described instrument for a maintenance fee of \$40 per semester for secondary students.

Instrument	Make	Model	Serial Number
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Together with the following accessories:

_____ **Bow** _____ **Bag** _____ **Case** _____ **Shoulder Rest** _____ **Mouthpiece**

Additional accessories: _____

Condition of instrument: _____

In consideration of the use of the instrument, said parent and student agree that:

1. The student/parent(s) agree to pay the annual instrument maintenance fee
2. The student will practice diligently according to the instructions of the music teacher
3. The student will play in public functions when requested to do so by the music teacher
4. The parent(s) and the student will be personally responsible for any damage to, or the loss of, this instrument while in the student's care. If the instrument is lost or damaged beyond repair the parent(s) and/or student will pay the School District the cost of replacing it with one of the same make or of equal quality
5. The parent(s) and the student will return this instrument upon request of the music teacher, in as good condition as received, ordinary wear and depreciation excepted

Under no condition should parent(s)/student attempt to make repairs on instrument

It is further understood that said pupil is to replace such items as strings and reeds for loaned instrument as needed.

This agreement ends ___ June 2017 _____, and the instrument must be returned by this date.

McLean MS 050

Campus/School Name

Parent/Guardian Signature & Date

Student Name/ID#

Address

Student Signature & Date

Drivers License Number/State

Name/Address/Phone Number of Nearest Relative NOT living with you

Date Paid - Fall Semester

Date Paid-Spring Semester

Waiver Approved – Full or Partial

Date Returned

Band/Orchestra Director Signature & Date

Notes: _____

**Fort Worth Independent School District Parental
Permission Form and Release from Claims**

During the school year we will be taking some field trips. These trips may be walking trips in the neighborhood or a bus trip within the city or to nearby communities. We are asking for you to sign one (1) permission and release form for the year. You will be notified each time before a trip is to be taken.

_____ has my permission to accompany his/her teacher or other supervisory personnel on field trips authorized by the Fort Worth Independent School District (FWISD) during the **2016-2017** school year. I hereby waive and release all claims against the FWISD and any teacher, employee, or any other person engaged in field trips during the school year and agree to hold them harmless from any and all liability relating to my above named son/daughter for any personal injury or illness that may be suffered or any loss of property that may occur to my child.

Signed at Fort Worth, Texas, on this _____ day of _____, year _____

Signature of Parent/Guardian _____ Telephone No _____

Address _____

**Distrito Escolar Independiente de Fort Worth Formulario de
Permiso de Padres y Renuncia de Reclamo**

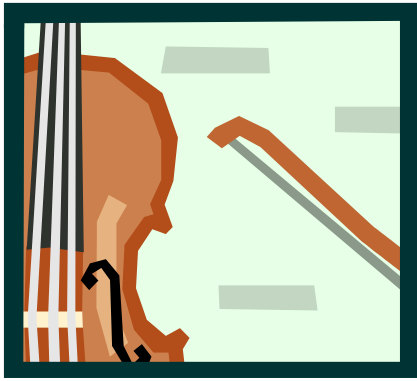
Durante el año escolar tendremos algunas excursiones. Las excursiones podrán ser caminatas por la vecindad, en autobús alrededor de la ciudad o a comunidades cercanas. Les pedimos que firmen un formulario y de permiso y reclamo al año y se les informará cada vez que haya una excursión.

_____ tiene mi permiso para acompañar al maestro u otro supervisor a excursiones autorizadas por el Distrito Escolar Independiente de Fort Worth (FWISD) durante el año escolar del **2016-2017**. Renuncio a todo reclamo contra el FWISD y contra el maestro o cualquier persona relacionada con las excursiones durante este año escolar y estoy de acuerdo en librarles de cualquier responsabilidad con respecto a mi hijo ya mencionado por accidentes personales o enfermedad que pueda sufrir o cualquier pérdida de propiedad que sostenga.

Firmado en Fort Worth, Texas, este _____ día de _____ del año _____

Firma del padre/guardián _____

Dirección _____ Teléfono _____



McLean Orchestra Booster Member Form 2016-2017

Student Name: _____

IMPORTANT: REQUIRED Student T-Shirt Size:

Youth Large Youth XL Small Medium Large X-Large

Our First Booster Club Meeting is Sept. 8th @ 6:30pm in McLean MS Auditorium

Optional Information

Volunteer Needs: *Please check areas in which you may be willing to volunteer. An officer will contact you with more information on how you can be involved.*

Volunteer Name(s): _____

	Chaperoning		Student Fundraising		Concert Help
	Public Relations		Business Fundraising		Photography
	Social Events		Communication		Driving large instruments
	Refreshments		Finances		Trip organization

Officer Needs: *Our booster officers are listed below. Please think about helping our orchestra in this capacity. Offices will be voted on at our upcoming meeting in September.*

Position	Job Description
President	Coordinate between club/directors and recruit volunteers.
VP of Public Relations	Promote events and accomplishments
VP of Hospitality Projects	Coordinate social and recruiting events
VP of Fundraising	Work with directors/club in developing and managing fundraising activities
Secretary	Keep minutes at meetings and correspond with members
Treasurer	Make deposits, submit monthly transaction reports, and write checks

Sponsorship Contributions: *Contributions go directly towards our students to help with trips, lessons, supplies, and instrument maintenance. Businesses may also sponsor.*

- _____ \$25 Family Membership
- _____ \$50 Violin Level
- _____ \$100 Viola Level
- _____ \$200 Cello Level
- _____ \$500 Bass Level
- _____ \$1000 Harp Level

How would you like your names to appear in the program for contributions made?

Parent T-shirts can also be ordered for an additional \$10
How Many Shirts: _____ **Sizes:** YS, YM, YL, YXL, S, M, L, XL

Total Contributions

Sponsorships	Parent T-Shirt Orders	Total
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Make Checks Payable to McLean Orchestra Booster Club

MCLEAN MIDDLE SCHOOL ORCHESTRA

Private Lesson Application

2016-2017



Private lessons with a professional musician are a great way for students to progress more quickly on their instrument and gain confidence in their musicianship. Private lessons are available during the student's orchestra class with qualified, approved FWISD approved teachers. Lessons are \$16 each and last 30 minutes. Students take one lesson per week (\$64/month). Financial aid options are available. Please complete the attached financial aid application.

Student Name: _____

_____ **I would like to enroll my student in private lessons with a Professional Musician.**

_____ **I do not wish to enroll my student in lessons at this time.**

_____ **I am already enrolled in private lessons outside of school.**

My teacher's name is: _____

Instrument: _____ **Class Period:** _____

Parent Name: _____ **Phone #'s:** _____

Parent Email: _____

Expectations:

1. Payments are due at the first lesson each month. Checks should be made payable to the private teacher and not the school. Payments must be made on time to the private instructor. Many of teachers are full-time private lesson instructors and lessons are their primary means of income. Please be respectful and pay close attention to paying your private teacher on time.
2. Students are responsible for notifying their private teacher at least one full day in advance if they will be absent from school on a lesson day (including school trips). Failure to do so except in emergency situations or sudden illness can result in the lesson being unexcused. Students are still responsible to pay the teacher in the case of an unexcused absence. The booster club will not fund scholarships for unexcused lessons.
3. Students should treat their private teacher respectfully and do their best to follow all instructions. Students should work hard to meet the practice guidelines by their teacher. *Your teacher is an expert and they are there to help you improve!*

Failure to follow these expectations could result in removal of scholarship or from the lesson program entirely.

Student Agreement:

I have read and understand all of the student expectations and feel confident that I can meet or exceed those expectations.

Student Signature: _____

Parent Agreement:

I have read and understand the expectations for the private lesson program. I understand that I must make payments on time and notify the instructor in the case of absence.

Parent Signature: _____

McLean Orchestra
Lesson Scholarship Application
2016-2017



Any information that you provide is strictly confidential. Although we do not want anyone to be denied the opportunity of lessons because of an inability to pay, there are a limited number of scholarships available.

Student Name: _____ Instrument: _____

School: _____ Class Period: _____

Parent Name: _____ Phone #'s: _____

Parent Email: _____

Please use this space for a statement about why you are requesting scholarship for your child:

Requested Scholarship Level per lesson:

There is a limited number of full scholarships. Most scholarships available require some contribution from the family.

- Full scholarship \$8 Family/\$8 Booster Club \$5 Family/\$11 Booster Club

Financial Data

Number of individuals in household: _____ Adults _____ Children

Does your child qualify for the free or reduced lunch program at school?

- Free lunch Reduced Does not qualify

I hereby testify that the financial information is accurate and request a scholarship for my student. I certify that my student would not be able to participate in lessons if we were not awarded a scholarship. I understand that the orchestra may require a few volunteer hours throughout the year.

Signature of Parent or Guardian: _____

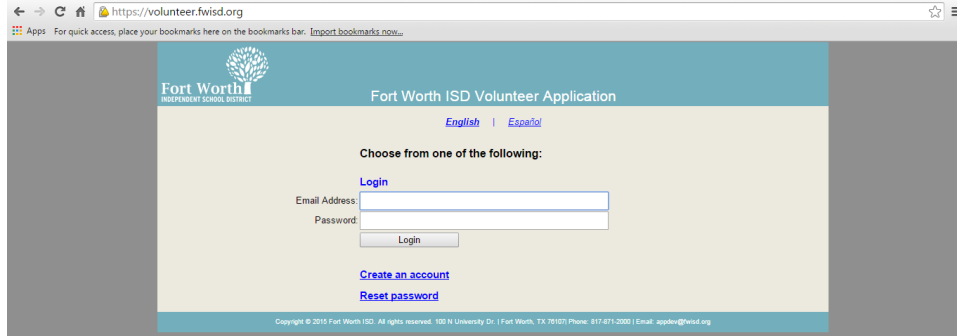
Office Use Only			
Approved	Full or 8/8 or 5/11	Other: _____	Denied

Be a McLean Orchestra Volunteer!

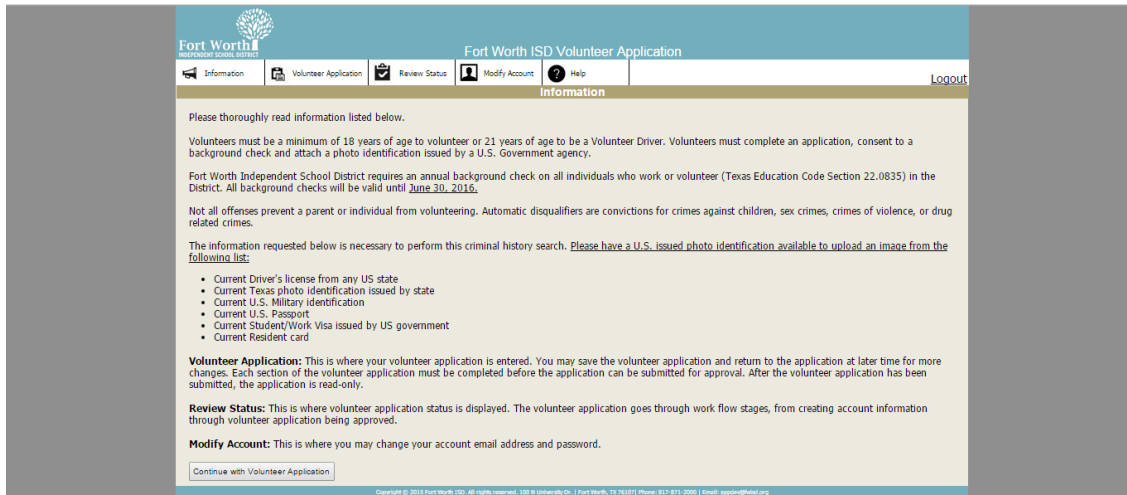
We need many parents to be involved in our program in order to make a successful year! We need help with the booster club, running fundraisers, chaperoning field trips, concerts, and much more. In order to volunteer with any school in FWISD, you must complete an online volunteer application. If you are interested in helping throughout the year, please take the time to complete this now as it takes time to process. If you need any help, please let me know!

To complete the application, go to:

- www.fwisd.org
- Parents---General School Information---Parent Volunteers
- Online Volunteer Application in English/Spanish (right side)



- Choose "Create an account"
- After you have created your account, login and complete the application. You will need a valid photo ID.



Important Notes:

- For the "Affiliation and Organization" section you should add any area you may volunteer in throughout the district. For orchestra, I would choose Parent/Guardian-FWISD-Fine Arts.
- Fingerprinting is only needed if you don't pass the first background check. There is **no cost** associated with the initial background check.

STUDENT NAME: _____

Please let me know who completed the application by writing the parent names below and sending this sheet back with the student packet:
