



# CONROE TIGER

O R C H E S T R A

## Syllabus & Handbook

**Justin M. Hensley, MEd.**

**Director of Orchestras**

**Patricia Kelley, MEd.**

**Assistant Director of Orchestras**



**Dr. Rotasha Smith, Principal**

**Conroe High School**

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School Hours: 7:15am – 2:35pm

*Updated 8/24*

*The Handbook is subject to change at any time during the course of the year, based on the specific needs of the students, program, and/or school. Each member is still responsible to adhere to all standards and expectations set forth in the most current edition.*

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## Director Welcome

**Dear Orchestra Family,**

It is our pleasure and privilege to welcome you to the Conroe High School Tiger Orchestra program! Our hope is that each one of you will find a safe space in the CTO Program to build lasting friendships and character, a place to help grow into the person you want to be, and to continue developing your musicianship into the future.

Participating in any musical ensemble means being a part of a family. EVERYONE has a place to belong, no matter your cultural background, language, or any other self-identifying attributes. We help each other grow as people, we learn teamwork, communication skills, discipline, respect and empathy for everyone - and everything - around us. That's why those who participate in any of the Performing Arts are more likely to be successful in their chosen careers and throughout their lives.

In this handbook, you will find the answers to questions about the program and what the expectations are for membership & participation. Please use the provided contact information if there are any further questions, if we can help with anything, or if you would like to get to know us a little better - we are ALWAYS looking for MORE community-building opportunities with our families and neighbors.

**Yours in Music,**

**Justin M. Hensley, MEd.**  
*Director of Orchestras*

**Patricia Kelley, MEd.**  
*Assistant Director of Orchestras*

***The Mission of the Conroe Tiger Orchestra Program is to develop collaborative, life-long learners with an appreciation of music through a daily focus on excellence in preparation and performance, in a supportive, safe, inclusive community environment.***

### **CISD Fine Arts Mission Statement for Orchestra:**

*The CISD Orchestra Program will nurture a life-long appreciation of music. Setting the highest standards of excellence in musical skills and artistry, students will achieve success and personal fulfillment through teamwork, discipline, and commitment.*

## 2023-2024 CTO & Mariachi Handbook

### **Justin Hensley**

*Director of Orchestras*

**Email: [JHensley@ConroelSD.net](mailto:JHensley@ConroelSD.net)**

### **Patricia Kelley**

*Asst. Dir. of Orchestras*

**Email: [PatKelley@ConroelSD.net](mailto:PatKelley@ConroelSD.net)**

### **Orchestra Room:**

1404

### **Orchestra Office:**

1404-G

### **Conference:**

Email, Phone, by appointment only

### **Program Description:**

The Conroe Tiger Orchestra & Mariachi Program is designed to give students an enriching and practical music education through performance on a standard, orchestral string or Mariachi instrument and standard, skills-appropriate musical literature from a variety of different styles and musical periods. Students will develop fundamental performance skills, music theory, music history, and ear training skills utilizing a variety of resources, music, and experiences. Our daily objective is to foster and promote musical growth and artistry through active participation in the ensemble setting, and through individual practice and preparation outside class.

Members of the Program are expected to strive for excellence in their performance and in their personal lives, modeling exemplary behavior at all times and following the Tiger Orchestra, and CISD, Standards of Conduct. All students must have a minimum of at least one (1) complete year of previous experience for participation in the Program (including Mariachi) and complete a placement audition with the Directors before enrollment.

### **Communication:**

Email is our primary method of communication; all emails will be returned within 24-48 hours. **All students enrolled in the Orchestra Program will register for, and use, the Slack messaging platform for short/urgent reminders.** Students & Parents will need to register for their specific Orchestra class group during the first week of school. **It is expected that each family be registered in Slack and have notifications turned on.** Slack is a secure, 3rd-party messaging system which does not collect or share personal information, but allows for quick, instant communication.

**All students/families must provide the BEST phone number and email to ensure timely communication.** If you require Spanish translations for any information, please indicate so on the Student Information Form. The handbook, important announcements, and urgent information will be provided in English and Spanish. All correspondence is subject to Public Records laws (including Slack).

### **Availability:**

All phone calls or meetings should be scheduled/made during posted Admin Block/Office Hours, or by Appointment. **No phone calls or emails will be answered between the hours of 5:00 PM to 6:45 AM**, with the exception of Field Trips & Emergencies. Due to the nature of Concert preparations and performances, we will be unable to respond to calls, emails, or meeting requests on the day of a performance (especially UIL Concert & Sightreading Evaluation). Please refer to this Handbook, Program Calendars, Slack, and Parent Letters for all important information on the day of a Concert or Performance.

Students should use the “3 Before Me” rule the day of a performance, and **ONLY** after checking the Handbook, Calendars, Slack, and Parent Letters:

1. Ask a Friend/Stand Partner/Orchestra Sibling
2. Ask a Section Leader (1st Chair)
3. Ask an Orchestra Council Member (President, Class Rep., Librarian, etc.)
4. **Ask the Directors ONLY if it is urgent**

### **Required Materials, Course Fees, & School-owned Instruments:**

All students are required to have the following materials for every rehearsal and performance:

- Instrument, bow, shoulder rest or Roc Stop in good condition (including a replacement set of strings for personal instruments)
- Music binder (organized by tabs), good rosin, sharpened/mechanical pencil (no pens), and optional hi-lighter (for color-coding), personal metronome/tuner
- Tuner (must be returned at the end of each rehearsal/performance - no phones will be allowed)
- Clean, proper-fitting uniform in good condition for each performance.

### **Fees:**

All students will be assessed an \$85 Participation Fee in order to offset basic operational costs associated with running the program (clinicians, extra supplies, travel, music, uniform cleanings and repairs, etc.).

All students who are issued a school-owned instrument must pay the required CISD Instrument Use Fee of \$75 before they may be assigned an instrument. This is the District Insurance for the year which protects the inventory from accidental damage or replacement costs. Students who use large instruments have the option of being assigned one (1) instrument for home use and will share a school instrument while on campus. Students with large instruments are expected to use their personal instruments for all performances due to the limited inventory. **Students are expected to use ONLY the instrument which has been assigned to them. Students who require the use of an instrument must see the Directors before using any instruments.**

### **Daily expectations:**

- Be on time with all necessary materials and instrument
- Be seated and tuning within 5 minutes
  - After 5 minutes, students are considered tardy
- Be kind, respectful, and give the best effort you can every day.
- Keep nails short to ensure correct playing technique (-10 pts./day)
  - Students may lose the ability to participate if nails are kept long

### **Conroe Independent School District Electronic Devices Policy:**

**As of January 3, 2024, the Conroe ISD Board of Education has mandated that cell phones, smartwatches, and other electronic devices are not permitted during instructional time and may only be used respectfully before and after school, or during lunch. This includes while in the hallways during instructional time. Earbuds and headphones are not permitted during instructional time and must have one ear open during passing/all other times for safety.**

**Students will switch off and store cell phones in the designated area upon entering the Orchestra Room. No exceptions.**

### **Attendance and Participation:**

Attendance is mandatory for all classes, rehearsals/sectionals, and performances. Regular practice is expected outside class time in order for a student, and the group, to be successful. Students are expected to be actively engaged during rehearsal with good posture, good playing technique, being an active part of the process of making music, and come to class with music prepared along with all necessary materials. Students who are not fully prepared may lose the ability to fully participate during the class period.

All students will receive a calendar of events for the year. It is the student's responsibility to share this with family, employers, coaches, and anyone else that may need to be aware of their required events. Sectionals, rehearsals, and all performances are co-curricular and receive a grade. See the Absence Policy below for additional information. Students are expected to check in for attendance before AND after performances, in addition to making sure that the space is tidy and ready for use the next day.

**Students must be picked up no later than 30 minutes after the conclusion of any event.** Alternate arrangements should be made for students to have a ride home if there is an emergency, or there are conflicts which prevent them from being picked up within the 30-minute timeframe to ensure the Directors may also make it home at a reasonable time.

## **Absences:**

- **ALL absences must be communicated (in writing) as soon as possible.** Parents and students are respectfully asked to avoid scheduling non-emergency appointments and work which conflict from required performances and rehearsals, where possible. **Absences due to avoidable conflicts are unexcused.**
- **Absences are not automatically excused** and will be addressed on a case-by-case basis. **Absences without communication will not be excused without direct parent communication to discuss the absence.**
- **Students who have 50% unexcused absences** from required events will risk losing their Leadership/Chair/Ensemble placement and/or participation in the concert/performance and have a 5-point reduction for the grading period.
- **Students who have 75% unexcused absences** from required events will automatically lose their ensemble placement, risk permanent loss of membership in the Program, and have a 10-point reduction for the grading period.
- **Unexcused absences for any Dress Rehearsal** will result in loss of participation in the concert/performance, and missing more than 2 Dress Rehearsals/Concerts will result in a Parent Conference and possible ensemble reassignment.
- **Missing 3 or more performances**, regardless of excuse, will result in loss of Ensemble placement and a mandatory conference regarding membership

## **Member Behavior Expectations:**

Participation in the CHS Tiger Orchestra Program is a privilege. Violating codes of conduct, school policy, or district policy may result in disciplinary action, loss of ensemble placement, or may be permanently removed from the program. Such decisions are at the discretion of the Directors, and Administration, on a case-by-case basis. **Students who are placed in ISS more than 3 times may risk losing their Leadership position, Chair placement, Ensemble placement, or membership in the Program. Students who are placed in DAEP will automatically lose their placement and may risk removal from the Program. These are handled on a case-by-case basis by the Directors, in discussion with campus Administration.**

## **Ensemble Placements:**

All students must demonstrate their current skill level through a placement audition. Auditions are held in November and May and consist of a prepared excerpt, scales, and sight-reading. Students must re-audition to keep UIL placements. Placement Auditions are performed for the Directors only and all decisions are final. Ensemble placements may ONLY be challenged at the end of a term. Seating rotates on a regular basis and is not an exclusive measurement or indicator of skill, ability, or preference; all members must learn to be flexible and play where they are needed.

## **Assignments and Grading:**

All students are assessed on their ability to master skills which are appropriate for their developmental level, based on accepted standards of performance. These include, but are not limited to:

- **Posture & setup:** how you sit/stand and hold/play the instrument
- **Tone production and bow/pick technique:** playing with good intonation and a characteristic sound with correct bow/pick use
- **Musical Literacy:** the ability to correctly read level-appropriate note and rhythm combinations on sight and in performance, following all musical instructions (all students must be able to read/interpret written music, as well as non-written)
- **Musicianship:** using basic musical knowledge and applying appropriate stylistic interpretations in order to achieve mature, artistic musical expression during performance (taking the notes on the page and conveying the “story” to the audience and making an emotional connection)

**We focus on skills development, NOT the ability to demonstrate skills perfectly** within the least amount of attempts (“Practice makes Permanent”, not perfect). Our approach is to focus on the journey, not the destination (the process over the product). The following chart shows a breakdown of grade percentage assignments:

Criteria	Attempts Possible	Grade %
Daily Participation (instrument, materials, effort, random binder/materials checks)	Multiple	40%
Performance Assessments (scale tests, 1-measure playing tests, music pass-offs, etc.)	2	
Music Theory & Vocab (activities/quizzes/tests)	Multiple	
<b>Major Tests (Unit Theory tests, placement auditions)</b>	<b>1 (written challenge request needed for a 2nd audition)</b>	<b>60%</b>
<b>Concert Performances (including UIL)</b>	<b>1</b>	

**Assignments from previous grading periods are not eligible for resubmission, but may be submitted for critiques only.**



## **Multiple opportunities for mastery**

Assessments emphasize *skills mastery* and students will have multiple ways to demonstrate that mastery. As such, students will be able to re-submit an assignment and/or assessment in order to improve any grade during the course of the grading period. Skills are assessed over the course of each semester and the entire year and factor into Ensemble placements: “it’s about the journey, not the destination”.

## **Academic Eligibility & Academic Integrity:**

Members of the CTO are expected to maintain Academic Eligibility in order to fully participate in the program. Students who do not maintain Eligibility risk participation in performances, field trips, festival performances, etc. Members in a competitive, UIL ensemble may risk being moved to a lower-ranked ensemble or removal from any Leadership positions they hold.

The UIL Concert & Sightreading Assessment is the equivalent of the STAAR for Music, and as such is exempt from normal UIL Eligibility requirements. Any student who is placed into a UIL C&S ensemble must instead demonstrate sufficient skill and mastery at their current level in order to participate in the event. Attendance rules apply.

## **Self-Expression Policy:**

Self-expression is an important part of a person’s identity; however, when performing with others as part of a cohesive group, there are standards which must be met. These standards are non-negotiable. Dress Code violations which cannot be reasonably corrected in time for a performance may result in a student’s loss of participation. Frequent violations of the Dress Code may result in loss of placement or loss of membership with the Conroe Tiger Orchestra Program.

## **Dress Code:**

### **Formal Concerts:**

- **Issued to Student from the Orchestra:**
  - Black Tuxedo+Bow Tie+Tux Shirt or Formal Dress, correctly hemmed
  - Garment Bag+hanger
  - Mariachi: Traje de Charro
- **Student’s Responsibility:**
  - Men:
    - Black button-down dress shirt (no button-collared shirts)
    - Black dress shoes and long black socks (no ankle/no-show)
  - Women:
    - Black dress shoes/flats with CLOSED toes, no high heels
    - Black (solid) leggings or tights underneath are fine - no pants

- NO CASUAL SHOES FOR FORMAL CONCERTS
  - Doc Marten's, Vans, Chucks, Nikes, or any other athletic shoes/boots are not allowed. This includes Western style boots
- Grooming/jewelry
  - Students will be neat and groomed
  - Men will keep facial hair neat and trimmed/shaved
  - Hair will be conservatively styled, away from the face and neck
  - Only stud earrings are allowed, no hoops or dangles
- Short, rounded Fingernails
  - Subtle nail polish only (no overly dark/bright/distracting colors)
  - Students with long nails for a dress rehearsal or performance will be asked to either trim them short or be asked not to perform

**“Concert Black” (“Pit” Black):**

- Student's Responsibility to obtain:
  - Black pants (no jeans), skirt, or dress (pants must be full-length, skirts and dresses may not be above the knee)
  - Black belt/socks/tights/hose/shoes (NO CASUAL SHOES)
  - Black, long-sleeved button-down shirt (tie optional)
- All other grooming standards apply

**Casual Uniform:**

- CTO T-shirt (provided by the Orchestra)
- BLUE Jeans (no rips or tears)
- Close-toed shoes (no slides, sandals, flip-flops, or Crocs)
- All other grooming standards apply

**Field Trips, Performances Away from Campus, Fundraising:**

There will be off-campus performances throughout the school year. Some are mandatory (UIL, Elementary Tour, etc.) and some are optional. All mandatory performances taking place off campus are covered by the District/Participation Fee (UIL, etc.) Field trips, and other optional performances, will be paid for by the student, and may be supplemented by the Orchestra Budget to help offset costs, where feasible. Successful fundraising will help the program to pay for the extra things that make what we do more fun. [All students who participate in the CTO & Mariachi are expected to participate in fundraising events throughout the year.](#)

All students must have their Medical Release & Travel forms completed and on file PRIOR to any travel or the student will not participate. All students must adhere to the Standards of Conduct as set forth by the Conroe Independent School District and follow all campus rules and regulations while representing CHS. Students who are academically ineligible will NOT be allowed to travel or participate in special performances.

### **Performance Opportunities:**

Currently, the Tiger Orchestra Program has 5 competitive ensembles (Tiger Quartet, Chamber Orchestra, Symphonic Orchestra, Camerata, and the Mariachi Los Tigres de Conroe) and 2 non-competitive ensembles (the Philharmonic Orchestra and Sinfonietta). Placements are NOT permanent for ANY member and may change, subject to Program needs, Director discretion, and/or student progress/attendance.

### **Chamber Orchestra:**

This ensemble provides an opportunity for students to perform, and compete, at the most advanced level. Students must demonstrate mastery of all upper positions and shifting, advanced scales, various bowing styles, use of vibrato and characteristic tone quality, and must have excellent sight-reading skills.

The Chamber Orchestra is a competitive ensemble at the 6A Varsity level, performing a wide variety of concerts on and off campus throughout the year. Participation in private lessons & All-Region Orchestra, are strongly encouraged; all Chamber Orchestra students will learn the All-State Etudes, regardless of participation in the audition process. Participation in Region 9 Solo & Ensemble is strongly encouraged, providing members an opportunity to advance their skills and their ensemble placements. Members must maintain Academic Eligibility and must attend all required rehearsals, sectionals, and performances to remain in this class.

This ensemble is showcased throughout the year in many public settings and represents the school and district in the Conroe, and Greater Houston Area. Select Chamber and Symphonic Orchestra members combine to perform in the Tiger Symphony Orchestra along with members of the Band Department, and will meet on an as-needed basis. Additionally, students from the Chamber Orchestra will have the opportunity to audition for the Spring Musical.

### **Symphony (Symphonic Orchestra):**

This ensemble provides an opportunity for students to perform, and compete, at an advanced level. Students must demonstrate mastery of all upper positions and shifting, intermediate scales, various bowing styles, use of vibrato and characteristic tone quality, and must have excellent sight-reading skills.

The Symphonic Orchestra is a competitive ensemble at the 6A Non-Varsity level, performing a wide variety of concerts on and off campus throughout the year. Participation in private lessons & All-Region Orchestra, are encouraged; all Symphonic Orchestra students are encouraged to learn the All-State Etudes, regardless of participation in the audition process. Participation in Region 9 Solo & Ensemble is strongly encouraged, providing members an opportunity to advance their skills and their ensemble placements. Members must maintain Academic Eligibility and must attend all required rehearsals, sectionals, and performances to remain in this class.

Additionally, select members of the Chamber Orchestra and Symphonic Orchestra combine to perform in the Tiger Symphony Orchestra along with members of the Band Department, and will meet on an as-needed basis. Members are encouraged to audition for the Spring Musical, in addition to any other opportunities available.

### **Camerata:**

This ensemble provides an opportunity for students to perform, and compete, at the intermediate level. Students must demonstrate mastery of upper positions and shifting, intermediate scales, various bowing styles, use of vibrato and characteristic tone quality. Students will continue building advanced techniques and music-reading skills.

The Camerata Orchestra is a competitive ensemble at the 6A Sub Non-Varsity level, placed by audition. Members must maintain Academic Eligibility and must attend all required rehearsals, sectionals, and performances to remain in this class. Participation in Private Lessons and Solo & Ensemble auditions are encouraged, and demonstration of sufficient intermediate/advanced skills mastery is necessary to advance to the Symphonic and Chamber Orchestras.

### **Philharmonic Orchestra:**

This ensemble provides an opportunity for students to continue developing intermediate-to-advanced techniques and improve music-reading skills. Philharmonic is a non-competitive ensemble at the 6A Sub Non-Varsity level and has minimal after-school obligations, comprised of primarily 9th grade students and all other high school students in grades 10-12 not placed in Chamber, Symphonic Orchestra, or Camerata. Members are not required to maintain Academic Eligibility but must attend all required rehearsals and performances throughout the year. Students who wish to advance to a UIL competitive Orchestra must maintain Academic Eligibility and demonstrate—through audition—sufficient skills mastery by the end of each term.

### **Sinfonietta**

The Sinfonietta provides an opportunity for students who began orchestra later in Intermediate School, or for students who may not have developed fundamental skills to a level that will allow them to be successful in other ensembles, to continue developing those essential skills necessary to confidently participate in high school orchestra. Sinfonietta is a non-competitive ensemble at the 6A Sub Non-Varsity level and has minimal after-school obligations, comprised primarily of 9th grade students. Members are not required to maintain Academic Eligibility but must attend all required rehearsals and performances throughout the year. Students are expected to advance to the Philharmonic Orchestra by the end of the school year and must demonstrate sufficient skills mastery to remain in the program.

## **Mariachi Los Tigres de Conroe**

The CTO Mariachi Program is designed to give students an opportunity to explore the rich and robust mariachi style of folk music from northern Mexico. Mariachi is recognized by TMEA as a competitive, Medium Ensemble and competes at the Regional, and All State levels. Students enrolled in the Mariachi class will have the opportunity to audition for the competitive Varsity ensemble (minimum to qualify for All State: 6 Violins/Violas, 3 Trumpets, 1 Vihuela, 1 Guitar, 1 Guitarron).

All students enrolled will have the opportunity to perform at all regular concerts, UIL contest, and various community engagements across the year. Additionally, students will have the opportunity to audition for the Region 9 Mariachi, with the possibility to advance to the TMEA All State Mariachi, which performs at the TMEA Convention in San Antonio, TX each February. Students are expected to have at least a year of experience on any Armonia instrument (Vihuela, Guitar, or Guitarron), and at least 2 years of experience on Violin, Viola, or Trumpet.

Students are expected to attend all rehearsals, sectionals, and performances which are scheduled by the Directors, in addition to abiding by all CHS and CISD policies. Students who are selected as part of the Varsity ensemble are required to maintain academic eligibility in order to perform at UIL and Region/All State events and ALL students are required to maintain academic eligibility in order to perform during the school year.

## **Additional Performance Opportunities:**

### **Conroe Tiger Chamber Music:**

In this course (Instrumental Ensemble), open by invitation only (after qualifying audition for Chamber Orchestra), select students will have the opportunity to develop advanced skills through the performance of chamber literature (music for less than 10 players). Chamber music is highly flexible in its instrumentation and covers a wide range of musical styles from complex, serious classical music (like the Shostakovich String Quartets) to light pops styles (like showcased in the Netflix series, *Bridgerton*, performed by the Vitamin String Quartet). Students may perform solos, duets, trios, quartets, quintets, or any other combination of numbers and instruments, based on class size and enrollment. There will be a minimum of a standard string quintet selected for this course.

This course is intended for students who may be thinking of studying music in college, or for advanced students who would like the extra enrichment, and will have multiple performance opportunities during the year. Students selected for this course are considered members of the Chamber Orchestra and are expected to also prepare concert literature for that ensemble. Students in this course will audition for Region 9 Orchestra, prepare an ensemble piece (and a solo, if desired) for UIL Solo & Ensemble contest, and are expected to participate at TMEA All State S&E Contest in Austin, TX if they qualify.

### **Pit Orchestra:**

Each Spring, the CHS Fine Arts Department produces a Musical, complete with a pit orchestra. The instrumentation will change depending on the needs of the show and can range from small Jazz Combo to Full Pit Orchestra (strings, winds, percussion, and electronics). Members from the Chamber Orchestra will be selected to perform and members of the Symphonic Orchestra are invited to audition; however, participation is at the Director's discretion. Members will earn service hours for their time.

### **Full Orchestra:**

The Conroe High School Symphony Orchestra is made up of select members of the Chamber & Symphonic Orchestra Orchestras, plus select members of the Conroe Tiger Band Program. Full Orchestra instrumentation includes Strings, Flutes, Clarinets, Oboes, Bassoons, Horns, Trumpets, Trombones, Tuba, and Percussion. Playing in the Symphony is a richly rewarding experience that is unlike anything else we do, providing each member to experience advanced literature with more colorful parts and challenging repertoire. Students must demonstrate sufficient skills and must commit to all required rehearsals and performances.

### **Academic Opportunities**

#### **Advanced Placement Music Theory**

For music students preparing for a career in music education or performance, or for those who are interested in a rigorous academic course that is music-related, CHS offers AP Music Theory, taught by Mr. Hensley. AP Music Theory is an academic course that focuses on the analysis of written music, the development of ear-training skills and vocal pitch-matching, and practical application of written music theory practices (part-writing, melodic and rhythmic dictation, melodic construction, etc.).

Sight-singing is a required component for the course as an essential component of ear-training skills, but students are NOT expected to demonstrate proficiency in vocal performance; students will demonstrate the ability to sing pitches and rhythms correctly from short, written examples. Students will be expected to sit for the Advanced Placement exam at the end of the year, but passing the AP exam is not a requirement for passing the course and will have no bearing on their final grade for the course.

It is suggested that students have at least 2 years of participation in a music ensemble before enrolling in AP Music Theory, or be actively taking private lessons. Students will be given a qualifying exam at the start of the course as a diagnostic tool. Students who do not pass with 80% or better may be counseled into another course, in consultation with those students and the Counselors/Administration.

## **Service Opportunities**

### **Orchestra Council & Student Leadership:**

Student Leadership is very important for the health of the program. Student Leaders set the tone for rehearsals, help guide the Director in making decisions which affect the whole program, help each group function efficiently. The Directors function as the Chief Executive Officer (CEO) and make all major decisions affecting the program. The Orchestra Council is made up of various Student Leaders and the Executive Committee is made up of the top Leadership positions who serve as advisors to the Director and help make major decisions for the Program.

Attendance and communication are essential to the functionality of a good Leadership Team. We do not have empty titles without work and participation in the Tiger Orchestra Program. Students who fail to meet the expectations for attendance, communication, and service to their Office may be removed from said office and duties at the Director's discretion.

#### **1. President:**

- a. Open to Juniors and Seniors
- b. Must maintain a 3.0 cumulative GPA
- c. Must be present at all Orchestra Functions
- d. Will assist the Director as needed
- e. Responsible for modeling appropriate expectations of the Program
- f. Is Chairperson of the Executive Committee
- g. Must be present at all Council Meetings, including the EC meetings
- h. Must possess a level of maturity and responsibility to lead others

#### **2. Vice-President:**

- a. Open to Juniors and Seniors
- b. Must maintain a 3.0 cumulative GPA
- c. Must be present at all Orchestra Functions
- d. Will assist the Director as needed
- e. Responsible for coordinating Community Service & Engagement
- f. Serves on the Executive Committee of the Orchestra Council
- g. Must be present at all Council Meetings, including the EC meetings
- h. Must possess a level of maturity and responsibility to lead others

#### **3. Secretary:**

- a. Open to Sophomores, Juniors and Seniors
- b. Must maintain a 3.0 cumulative GPA
- c. Must be present at all Orchestra Functions
- d. Will assist the Director as needed
- e. Responsible for producing Monthly Newsletter, maintaining the calendar, and keeping a record of Council Minutes
- f. Serves on the Executive Committee of the Orchestra Council
- g. Must be present at all Council Meetings, including the EC meetings

**4. Historian:**

- a. Open to Sophomores, Juniors and Seniors
- b. Must maintain a 3.0 cumulative GPA
- c. Must be present at all Orchestra Functions
- d. Will assist the Director as needed
- e. Responsible for keeping a visual & audio record of the year's events, concerts, tours, etc.; will put together year-end slide-show for Banquet
- f. Serves on the Executive Committee of the Orchestra Council
- g. Must be present at all Council Meetings, including the EC meetings

**5. Social Chair:**

- a. Open to Sophomores, Juniors, and Seniors
- b. Must maintain Academic Eligibility
- c. Must be present at all Orchestra Functions
- d. Will assist the Director as needed
- e. Responsible for coordinating Social Events (monthly social, recruitment events, etc.); will assist in recruitment efforts with the Feeder Schools (Holiday Tour, Play-alongs, etc.)
- f. Serves on the Executive Committee of the Orchestra Council
- g. Must be present at all Council Meetings, including the EC meetings

**6. Librarian/Assistant Lib.:**

- a. Head Librarian must be a Junior or Senior
  - i. Must maintain Academic Eligibility
  - ii. Strongly Encouraged to be present at all Orchestra Functions
  - iii. Responsible for maintaining the Orchestra Library, including (but not limited to) organizing music for each concert cycle, preparing folders, making copies, and assisting with the upkeep of the library inventory (keeping the workspace tidy)
- b. Assistant Librarians open to any student, regardless of class
  - i. Must maintain Academic Eligibility
  - ii. Will assist the Head Librarians in their duties
- c. Strongly encouraged to attend all Council Meetings

**7. Equipment Manager/Assistant E.M.:**

- a. Head Equipment Manager must be a Junior or Senior
  - i. Will assist the Director as needed
  - ii. Responsible for all equipment used during rehearsals, concerts, tours, etc., including the loading/unloading of the bus/trailer for UIL and off-campus performances
- b. Assistant Equipment Managers open to any student, regardless
  - i. Must maintain Academic Eligibility
  - ii. Will assist the Head Equipment Manager in their duties
- c. Strongly encouraged to attend all Council Meetings



## 8. Student Representatives

- a. Open to any student, regardless of class
- b. Elected by each Ensemble
- c. Must maintain Academic Eligibility
- d. Expected to be at all Orchestra Functions & Council Meetings
- e. Is the liaison between the Ensemble and the Director & Council

## 9. Section Leaders

- a. Usually the First Chair (Principal) player
  - i. Selected through Audition/Appointment (section leaders are not always the top player in the ensemble)
  - ii. May be challenged by any other member in the ensemble, changes will take place at the start of the new concert cycle
- b. Must maintain Academic Eligibility if in competitive ensembles
- c. Must be present at all rehearsals, sectionals, and concerts (absence policy applies: must provide prior notice of absences)
- d. Must meet all benchmarks **before** the rest of the section
- e. Will lead Sectionals as needed
- f. Sets the example for the rest of the section
- g. Responsible for addressing any needs of the section before asking Directors for assistance (printed bowings/fingerings, dress code, etc.)
- h. Encouraged to attend Council Meetings

## **Required Student Forms**

The Following Forms are required for participation in the Conroe High School Orchestra. You will find them in this section. Please fill them out completely, and return them together during the first week of school. These make up the first major test grade of the year:

- A. Student Handbook Acknowledgement Form
- B. Instrument Protection Form (School-owned Instruments ONLY)
- C. Payment Plan Request Form
- D. Student Information Form
- E. Standards of Conduct Form
- F. Medical Release/Travel Form
- G. Concert Uniform Responsibility Form
- H. Social Media Release
- I. Registration in Slack

ALL Required Forms are included in this Handbook. Please sign and return all Forms. KEEP THE HANDBOOK. All students/families receive a printed copy of the handbook.

A digital copy may be found on the Orchestra Website:

**[www.CHSOchestra.com](http://www.CHSOchestra.com)**

# 2024-2025 Orchestra Calendar

## Sectional Schedule:

Mariachi, Camerata, Symphonic: 2:45-3:45 | Chamber I & II: 2:45-4:00

Mondays: Mariachi | Tuesdays: Symphonic | Wednesdays: Camerata | Thursdays: Chamber

All Concerts begin at 7pm | \*Community Mariachi & Tiger Quintet Performances TBA\*

### FALL SEMESTER

Event	Date/Time	Who	Location
<b>Orchestra Registration</b>	<b>Aug. 12-29</b>	<b>All Orchestra &amp; Mariachi</b>	<b>ONLINE</b>
<b>Parent Night, GRAND OPENING</b>	<b>Aug. 29, 6pm</b>	<b>All Students/Families!</b>	<b>Orchestra</b>
<b>Forms &amp; Fees DUE (Major Grade)</b>	<b>August 30</b>	<b>All Orchestra &amp; Mariachi</b>	<b>ONLINE</b>
<b>SECTIONALS BEGIN</b>	<b>September 2</b>	<b>All UIL Groups</b>	<b>CHS</b>
VIRTUAL REGION AUD.	September 28	VARSDITY+Any Others	ONLINE
REGION AUD. (In-Person)	October 5	VARSDITY+Any Others	Klein HS
Region 9 Mariachi Auditions	October 7	Varsity Mariachi	TBA
<b>Fall CONCERT</b>	<b>Oct. 10, 7:00pm</b>	<b>All Orchestra Members</b>	<b>CHS Cafe</b>
District Honor Auditions	October 19	Camerata & Eligible 9-10	College Park
CISD Honor Orchestra	November 16	DHO Winners	Grand Oaks HS
<b>SPRING PLACEMENTS</b>	<b>Nov. 18-22</b>	<b>All Members</b>	<b>CHS</b>
REGION 9 Orchestra	Nov. 17-18	Region Winners	Klein Forest
<b>THANKSGIVING BREAK</b>	<b>Nov. 25-29</b>	<b>HAPPY THANKSGIVING!</b>	<b>BE SAFE!</b>
Holly Jolly Performance	TBA	Holly Jolly Groups	CWM Pavilion
<b>Winter Concert</b>	<b>Dec. 12</b>	<b>All Members</b>	<b>CHS Cafe</b>
<b>UIL S&amp;E Entry Deadline</b>	<b>December 19</b>	<b>Solos &amp; Ensembles</b>	<b>Orch. Office</b>
NO SECTIONALS	Dec. 16-20	FALL FINAL EXAMS	CHS
<b>WINTER BREAK</b>	<b>Dec. 20-Jan. 7</b>	<b>HAPPY HOLIDAYS!</b>	<b>BE SAFE!</b>

### SPRING SEMESTER (No Sectionals after Spring Break)

Event	Date/Time	Who	Location
UIL Area Mariachi	January 18	Varsity Mariachi	TBA
<b>Solo &amp; Ensemble Contest</b>	<b>February 8</b>	<b>All Participants</b>	<b>Woodlands HS</b>
Pre-UIL Concert	Feb. 11, 7:00pm	Select Ensembles	TBA
TMEA (Directors Out)	Feb. 12-14	ALL Music Teachers	San Antonio
TMEA All-State Mariachi	Feb. 21-22	TBA	Seguin, TX
<b>UIL Concert &amp; SR</b>	<b>March 4-6</b>	<b>UIL Ensembles</b>	<b>Klein HS</b>
Houston Region Mariachi	March 7-8 (Tentative)	TBA	TBA
<b>SPRING BREAK</b>	<b>March 8-16</b>	<b>WEAR SUNSCREEN!</b>	<b>BE SAFE!</b>
<b>Spring Trip</b>	<b>April 3-6 (Tentative)</b>	<b>Trip Participants</b>	<b>TBA</b>
STAAR TESTING WINDOW	APRIL	ALL STUDENTS	CHS
AP TESTING WINDOW	MAY	ALL AP STUDENTS	CHS
Spring Concert	May 8, 7:00pm	All Orchestra & Mariachi	CHS Cafe
Orchestra Banquet	May 19th, 6-8pm	All Ticketholders	Jett Center

## **Parent/Guardian Handbook Acknowledgement**

You must read this together with a Parent/Guardian. Both student and Parent/Guardian must sign to acknowledge understanding of the expectations for participation in the CTO Program.

**ALL FORMS/FEEES Due by AUGUST 30**  
*This is the first Major Grade for the year.*

**District-required Instrument Use Fees & Instrument Check-out Form are due (or payment plan started) before a student may be assigned a school-owned instrument.**

Detach and return THIS page with the Required Forms. Incomplete forms, or forms without Parent signatures, will be returned to the Student (do NOT return the Handbook).

“I have read the Conroe Tiger Orchestra & Mariachi Handbook, Required District/School Forms, and understand the expectations for Membership in the Tiger Orchestra Program. I understand that if my child violates the Standards of Conduct or expectations set forth in the Handbook, School & District Policies, and UIL protocols, appropriate disciplinary action will be taken, including (but not limited to) loss of participation, loss of ensemble placement, or removal from the Tiger Orchestra Program.”

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **STUDENT FEE PAYMENT PLAN REQUEST**

Student Name: \_\_\_\_\_

Check the appropriate Fee(s):

- Orchestra/Mariachi Participation Fee (\$85)
- CISD Instrument Use Fee (\$75)

A minimum \$5 deposit per fee will be made in order to secure student membership privileges in the Tiger Orchestra Program. Student/Parent/Guardian understands that all payments must be met in a timely manner to avoid having the student's school account being charged for the amount owed.

- Minimum Payment: \$5 ***Due with Form***
- Payment plans are set up through your Student Account

**By signing below, you acknowledge your financial responsibility to participate in the Tiger Orchestra Program for the school year.**

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

*If there are extreme circumstances which place undue hardship on your family, please Contact Mr. Hensley & Ms. Kelley directly to discuss options. Money should not prevent any student from fully participating. Your situation will remain private and confidential.*

# Student Information Form

Name of Student: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
Student Email: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Home Phone: \_\_\_\_\_

**Ensemble Placement** (circle all that apply):

Chamber I / II	Symphonic Orchestra	Cameraata
Philharmonic Orchestra	Sinfonietta	Mariachi Los Tigres de Conroe

**Instrument** (circle primary):  
*If you play a secondary, list it under "other".*

Violin	Viola	Cello	Bass
Vihuela	Guitarron	Trumpet	Piano
Harp	Other: _____		

**Instrument Use** (circle one):      Personal Instrument      School Instrument

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_  
Work/Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Alternate Guardian Name:** \_\_\_\_\_  
Work/Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Emergency Contact** (if none of the other numbers can be reached):  
Name: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_  
Work/Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Additional Information** (Allergies, Medical Conditions, Concerns, etc.):

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**Student Information Form (continued)**

Preferred method of Conference Communication (check all that apply):

- Email
- Phone Call

Preferred time of Communication:

- Morning (8:00-11:00 am)
- Lunchtime (11:00 am-1:00 pm)
- Afternoon (1:00-3:00 pm)
- Evening (3:00-6:00 pm)

Preferred Language of Communication:

- English
- Spanish
- Other: \_\_\_\_\_

Are you interested in being an Orchestra Parent Volunteer?

- Yes
- No
- Maybe

IF YES, what skills/services can you contribute to the Program (sewing, carpentry, baking, etc.)?

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Is there anything important that I should know about your child?

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## **Standards of Conduct Acknowledgement**

All students who participate in the Conroe High School Orchestra & Mariachi Program must abide by the Campus, District, UIL, and Program guidelines for academics and behavior. Students who are in violation of any Standards of Conduct set forth by any of the above entities will be held accountable pursuant to those Standards. All violations will be handled on a case-by-case basis by the Directors and Administration. Every attempt will be made to address each unique situation in an unbiased, equitable manner with the ultimate goal of supporting student and Program success.

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Sig.: \_\_\_\_\_



# CISD Medical Release/Travel Form

Sport \_\_\_\_\_ Sport \_\_\_\_\_

**Parent Permit to Travel/Emergency Treatment Card**

Student's name: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex:  male  female

Student's social security: \_\_\_\_\_ School: \_\_\_\_\_ Grade \_\_\_\_\_

Address: \_\_\_\_\_ Home phone: \_\_\_\_\_

Father's name: \_\_\_\_\_ Employer: \_\_\_\_\_

Father's Cell/Pager \_\_\_\_\_ Work Phone \_\_\_\_\_

Mother's name: \_\_\_\_\_ Employer: \_\_\_\_\_

Mother's Cell/Pager \_\_\_\_\_ Work Phone \_\_\_\_\_

Family physician: \_\_\_\_\_ Office number: \_\_\_\_\_

**Emergency contact in case parent/guardian *cannot* be reached**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

I hereby give my consent for the above student to compete in University Interscholastic League, or school sponsored activities approved events, and travel with coach, sponsor or representative of the school on any trips.

Neither the University Interscholastic League nor Conroe ISD assumes any responsibility in case an accident occurs.

If, in the judgement of any representative of the school, the above student should need immediate care and treatment as a result of any injury or sickness, I do hereby request, authorize and consent to such care and treatment as may be given to said student by any physician, athletic trainer, nurse, hospital, or school representative; and I do hereby agree to indemnify and save harmless the school and any school representative from any claim by any person whomsoever on account of such care and treatment of said student.

CISD 35

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

**Insurance Information**

**Medical History - Does your child have a previous history of:**

	Yes	No
Bone/joint injury or disease? .....	<input type="checkbox"/>	<input type="checkbox"/>
Neck injury? .....	<input type="checkbox"/>	<input type="checkbox"/>
Being unconscious/knocked out? .....	<input type="checkbox"/>	<input type="checkbox"/>
Seizures/convulsion? .....	<input type="checkbox"/>	<input type="checkbox"/>
Frequent headaches? .....	<input type="checkbox"/>	<input type="checkbox"/>
Bleeding/blood disorders? .....	<input type="checkbox"/>	<input type="checkbox"/>
Heat illness .....	<input type="checkbox"/>	<input type="checkbox"/>
Allergies (seasonal, insects)? .....	<input type="checkbox"/>	<input type="checkbox"/>
Allergies (medications)? .....	<input type="checkbox"/>	<input type="checkbox"/>
Heart disease? .....	<input type="checkbox"/>	<input type="checkbox"/>
High blood pressure? .....	<input type="checkbox"/>	<input type="checkbox"/>
Heart murmur? .....	<input type="checkbox"/>	<input type="checkbox"/>
Viral infection (mono)? .....	<input type="checkbox"/>	<input type="checkbox"/>
Eye/vision problems? .....	<input type="checkbox"/>	<input type="checkbox"/>
Missing/non-functioning limbs .....	<input type="checkbox"/>	<input type="checkbox"/>
Asthma? .....	<input type="checkbox"/>	<input type="checkbox"/>
Emotional disturbance? .....	<input type="checkbox"/>	<input type="checkbox"/>
Take medication? .....	<input type="checkbox"/>	<input type="checkbox"/>
Had surgery in the past year? .....	<input type="checkbox"/>	<input type="checkbox"/>
Currently under physicians care? .....	<input type="checkbox"/>	<input type="checkbox"/>
Wearing contacts/glasses? .....	<input type="checkbox"/>	<input type="checkbox"/>
Date of recent immunizations:		

Tetanus: \_\_\_\_\_

Hepatitis: \_\_\_\_\_

Explain all "yes" answers. \_\_\_\_\_

**Sponsor Copy of Travel Card**

**To be completed by parents/guardians**

**Insurance Information**

My child is covered under the insurance policy of (check one):  
 father  mother  none

Insured's name \_\_\_\_\_

Insurance company \_\_\_\_\_

Insurance company address \_\_\_\_\_

Insurance company phone number \_\_\_\_\_

Group # \_\_\_\_\_

Policy # \_\_\_\_\_

## **Student Uniform Responsibility Acknowledgement**

All students will be issued one (1) formal uniform (full tuxedo, formal dress, or traje de charro, and all their accessories). Students are responsible for keeping each item clean, free from damage, and free from wrinkles; uniforms must be properly hemmed, but **may NOT be cut to alter the garment.**

Students are liable for any damages or extra cleaning that may occur during the course of the year. All uniforms will receive one (1) dry cleaning per year, covered by the Program as part of membership fees. Any additional cleaning will be at the student's expense, without reimbursement. The following replacement costs will be followed:

### **Orchestra Uniform:**

- Tuxedo Jacket: \$100
- Tuxedo Pants: \$50
- Tuxedo Shirt: \$30
- Tuxedo Bow Tie: \$15
- Formal Dress: \$100

### **Mariachi Uniform:**

- Traje Jacket: \$300
- Traje Pants/Skirt: \$150
- Traje Vest: \$100
- Traje Neck Tie: \$30
- Traje Botines: \$60
- Traje Belt: \$40

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Sig.: \_\_\_\_\_

## Conroe Tiger Orchestra & Mariachi Messaging Consent:

CISD requires all organizations to receive permission for students involved in extra-curricular activities to receive text messages from sponsors. These messages would be sent in regards to scheduling, departure/arrival times for trips, reminders, etc. If you grant permission for your student to receive text messages from Mr. Hensley & Ms. Kelley, complete this form.

Students NOT registered for Slack must have a reliable form of quick communication on file. The Directors make every attempt to ensure that information is communicated with families in a timely and effective manner. **Not having reliable means of communication will not excuse absences or missed deadlines because information has not been received.**

Student Name (printed): \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Sig.: \_\_\_\_\_