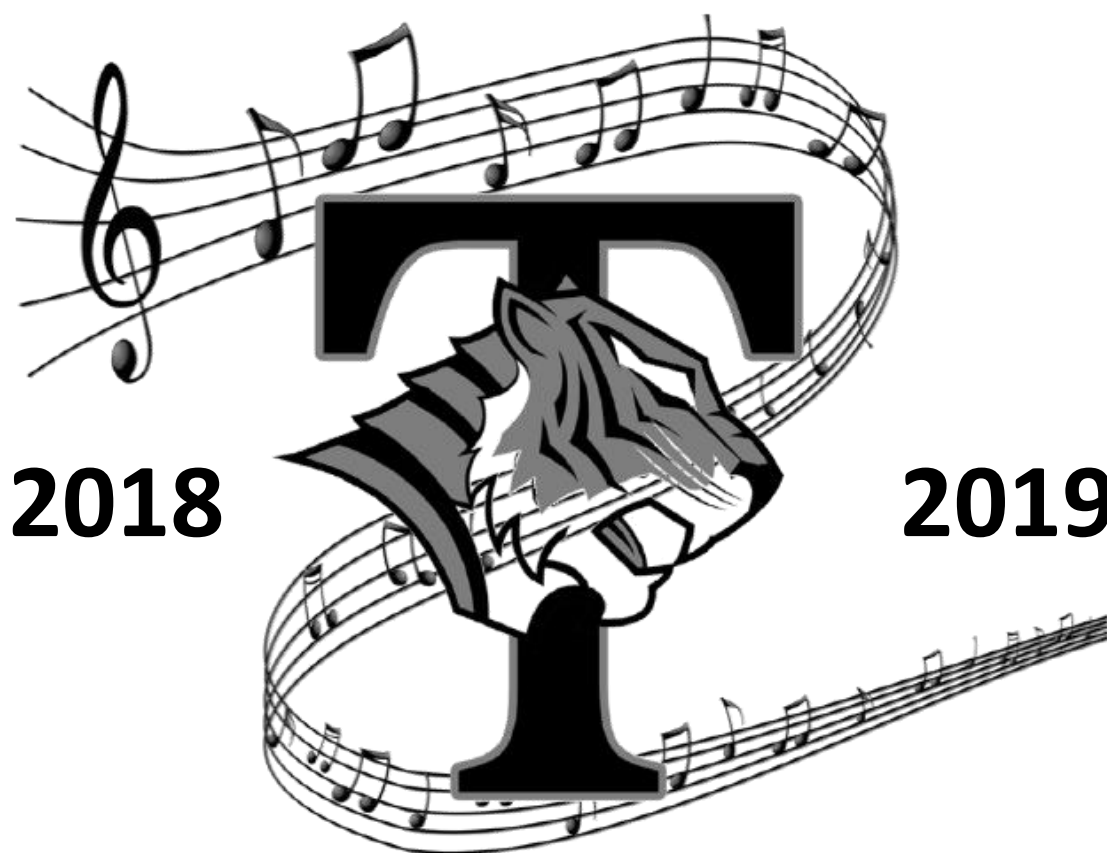
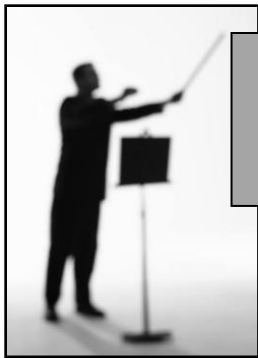


TECH HIGH SCHOOL
MUSIC DEPARTMENT
Orchestra Handbook



Kara Mather, Orchestra Director
Email: Kara.Mather@isd742.org
Website: <http://tech-orchestras.weebly.com>
Office: 320.252.2231, ext 3453



Musical Notes from Ms. Mather Tech High School Orchestra Director 2018-2019

"I can't live one day without hearing music, playing it, studying it, or thinking about it." ~Leonard Bernstein (1918-1990)

Greetings and Welcome all Tech Orchestra Students and Families! As I enter my ninth year of teaching here at Tech High School, I reflect on the many wonderful memories that have been made during my time as the Director of Orchestras—memories of students, families, trips, friendships, hard-work and perseverance, and, of course, doing what we do best every day: making music together! This year's Class of 2019 will even have an extra-special memory of being Tech's final graduating class in its original building. If these walls could talk here at Tech, as the old saying goes, I'm sure they would share many stories of how our students have been inspired, encouraged, and have gone on to discover their passions in life. And although new walls are currently forming at the new Tech High School, these old walls that still surround us here at Tech have been serving a greater purpose all of these years; they do not enclose or limit us but rather support and gather a group of young musicians who want to create a common sound...a united voice in music! *If these walls could talk...* I know that they would express great pride in all that they have joined together over the years and I am confident that we will continue to make many more wonderful memories this year!

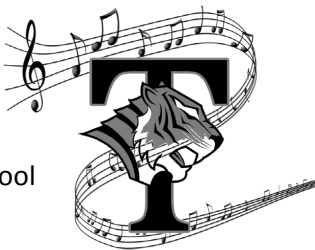
As we start the **2018-2019** school year, we have another exciting year planned for our orchestra students. Our **Tech Chamber Orchestra** students will already be busy preparing to play at the **Southside Orchestra Instrument Night** on **September 11th**, the **NHS Induction Ceremony** the evening of **September 17th**, and the **Homecoming Coronation** on **September 26th**, in addition to other scheduled contests and events throughout the school year. The Tech Orchestras, along with the entire HS Music Department, will be joining together to present a Music Department Concert on Monday, October 15th featuring all of our wonderful Tech music students! This will lead right in to our **Fall Musical** of **"Shrek"** in November, followed by our **Winter Orchestra Concert** in **December**. Our Tech Music Department will also be traveling to **New York City** from **February 28th-March 5th**. Keep an eye open for further NYC Trip information this fall. Along with all of these wonderful events, there are many more fun concerts, contests, and events throughout the school year, too! (*Just a reminder that orchestra students are expected to attend/perform in all scheduled performances and events.*)

After taking in all of our music calendar activities for the year, please take time to read and review your **Tech Orchestra Handbook** (located online at: <http://tech-orchestras.weebly.com> or via the PDF attachment in your Skyward Email), taking careful note of classroom expectations, performances, contests, and other special dates to add to your own calendars. **Please also note that all students may need to purchase some of the listed classroom materials. (Classroom donations are always greatly appreciated!)** After reading and reviewing, please *sign, date, and turn in* your **Tech Music Agreement Form**, (located at the back of this handbook), to me by **Tuesday, September 11, 2018**.

If there is ever anything that I can help you with this year or if you ever just want to say a quick 'hello,' feel free to contact me via email at kara.mather@isd742.org or by phone at **320-252-2231, ext. 3453**. I am looking forward to working with each and every one of you. Here's to another wonderful school year!

Musically yours,

Kara Mather
Director of Orchestras
Tech High School & Talahi Community School



ORCHESTRA COURSES AND PERFORMANCE GROUPS

1. **CONCERT ORCHESTRA** Grades 9 - 12 (Level 2, 1 or 2 Credits)

Grad Standard: Literary & Arts Creation & Performance

The Tech Concert Orchestra meets every other day and performs a variety of literature from string orchestra repertoire. Students will be required to attend all performances and take one to two lesson assessments with the director per trimester in order to receive full credit. Concert Orchestra meets every other day, Period 2. (Students may sign up for this course every day.)

2. **SYMPHONY ORCHESTRA** Grades 9 – 12, Director's Approval Required. (Level 1, 1 or 2 Credits)

Grad Standard: Literary & Arts Creation & Performance

The Tech Symphony Orchestra meets every day and performs a variety of literature from both string and full orchestra repertoire. Students will be required to attend all performances and take one to two lesson assessments with the director per trimester in order to receive full credit. Symphony Orchestra meets every day, Period 1.

3. **CHAMBER ORCHESTRA** Grades 9 – 12, Audition Required. (Extracurricular)

The Tech Chamber Orchestra performs works intended for smaller ensembles. Performances will include various school and community events, solo/ensemble competitions, and concerts. The Tech Chamber Orchestra meets every Thursday morning from 7:30-8:20 AM and occasionally during Period 1. (*Chamber students must be enrolled in either Symphony or Concert Orchestra.*)

ATTENDANCE

CLASS / REHEARSALS

Attendance at all rehearsals is essential to creating a polished performing group. Tardiness and/or truancy will have a negative effect on your final grade. If you are not in your assigned seat when attendance is taken, you WILL be marked absent.

PERFORMANCES

Performances are the culmination of our work in orchestra classes and are therefore mandatory. Concert absences will be excused if the following conditions are met:

- 1) Minimum of two weeks prior notice. 2) Parent notification. 3) Director approval.**

Make-up work will be assigned for absences. Working at a job is not considered an excused absence. (***Show employers your Music Calendar right away.***) Students are expected to put priority on all school-related performances. Unexcused absences will lower your grade by at least one to two letter grades. School policy will be followed should school activities conflict with performances.

CONCERT ATTIRE

Formal concert attire is required for all performances unless otherwise indicated by the director.

LADIES: Plain BLACK blouse, plain BLACK pants/floor-length skirt, BLACK nylons/socks, and BLACK dress shoes.

GENTLEMEN: Plain BLACK long-sleeved dress shirt, tie, plain BLACK dress pants, BLACK socks, and BLACK dress shoes. You may also choose to wear a BLACK suit. (*Preferred in Chamber.*)

SEATING

Seating will vary depending on repertoire. Violinists should expect to potentially play in both the 1st and 2nd violin sections throughout the year. All sections will also use ROTATION SEATING during rehearsals. CONCERT SEATING will be determined using the following factors, in this order: sound/balance, leadership, and ability. *Principal players/section leaders will be selected based on an audition, leadership skills, and possible seniority/experience. Section leaders will be responsible for bowings, fingerings and leading their section during sectionals and concerts. All final seating will be assigned by the director.

***PRINCIPAL PLAYERS & REPSONSIBILITIES**

In each of the orchestras, there will be five principal players, or section leaders: Concertmaster/mistress, Principal Second, Principal Viola, Principal Cello, and Principal Bass. Concertmaster/mistress could also be a shared position, if needed. There is a reason they are called principal players. They have been chosen by the directors to **lead** their sections. They are chosen for their musical ability as well as their leadership capabilities and experience. It is the expectation of the directors that the principal players assume the role of the director in helping to provide information during their own private sectionals away from class. It is the responsibility of the section leaders to call their own individual rehearsals, in addition to the ones required by the directors, in order to **fully** prepare their sections.

In the preparation of new music for an upcoming program, the principal players as a group will meet with the directors to help determine what needs to be done in upcoming sectional rehearsals. It is the expectation of the directors that during orchestra rehearsals the principal players conduct themselves in a responsible and serious manner as the student role models for their sections.

The directors will expect all students in the sections to respond in a favorable and positive manner and show respect toward their section leaders as the representative of the directors. Conversely, it is the expectation of the directors that the section leaders will listen to suggestions provided by their sections, and **all** students will work in a **cooperative, team spirit**. Some of the types of technical assistance that the section leaders must provide to their sections are fingerings, bowings, dynamics, repetitive work on difficult technical passages, rhythm and tempo problems, and any other item that will enable the sections to be better prepared for the next rehearsal.

These five principal players sit in the hot seats of the orchestra. Their responsibilities are great--to the directors, to their sections, to the orchestra and, ultimately, to our audiences. Hard work by **all** players within the sections will contribute greatly toward our final musical product. To all who serve as section leaders during the 2017-2018 school year, the director expresses sincere gratitude.

BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES

1. Pride: Be supportive of fellow students, try your best, and always be positive. ☺
2. Responsibility: Be on time, have needed materials for class, and *practice-practice-practice!*
3. Respect: Be respectful of the rehearsal space and other students.

LESSON LAB ASSESSMENT REQUIREMENTS

Orchestra students will be required to **attend one or two, 20-30 minute lesson lab assessments per trimester** for the school year, alone or in a group. Students who study with a private teacher can turn in a Private Lesson Form to fulfill these requirements, but must still play for the director once during each trimester to demonstrate what they are working on in their private lessons. Students will be responsible for scheduling their lessons on the lesson sheet and obtaining a lesson pass from the director if they need one. Additional lessons may be taken for extra credit.

PRACTICE HABITS (Practice, Persistence, and Patience):

A regular schedule of quality individual practice is essential to maintain and continue the development of necessary skills used to play a musical instrument. Research tells us that practicing 30 minutes a day for 4 days is more effective than practicing for 2 hours in one day. Remember the three P's: Practice, Persistence, and Patience. **The expected MINIMUM practice time outside of school rehearsals is 1.5 HOURS per WEEK (30 minutes a day for 3 days).**

GRADING CRITERIA FOR THE TECH ORCHESTRA

ATTENDANCE & BEHAVIOR IN DAILY REHEARSALS (25%)

Students are expected to be in the classroom by the time the second bell rings. Students must be fully unpacked, and ready to begin within one minute after the second bell. Failure to meet **both** of these requirements will result in a tardy for the day. Rehearsal grades are lowered for disruptive behavior (i.e. talking), lack of attention, poor participation, and other inappropriate behaviors, including excessive tardiness. Chewing gum during a rehearsal, not having a pencil with which to mark music, or not having music will lead to an automatic loss of a portion of the grade. If a student is absent from an extra evening/morning rehearsal without permission, the grade will drop one degree for each rehearsal missed: i.e., from "A" to "A-". Prior notification **and conductor approval** will result in no drop in grade.

ENSEMBLE CONTRIBUTIONS FOR PERFORMANCES (25%)

All orchestra performances are required and participation is a part of the orchestra grade. If a student is absent from a concert performance, their ensemble contribution grade will drop one letter-grade for each concert missed: i.e., from "A" to "B". Prior notification **and conductor approval** will result in no drop of grade as long as the student completes an alternate assignment (conductive with the missed concert) within a set time-frame of the missed event. Inappropriate behavior or dress will result in a lower grade.

DAILY MUSICIANSHIP (20%)

Excellent participation is shown in such factors as being ready to begin on time, working hard to improve each day, respecting the director(s) and fellow orchestra members, and demonstrating a desire to help the group improve. Quality of playing, playing tests, practice charts, musical growth, and advanced string techniques are also taken in to consideration for their grade. Playing posture is included in this grade. Students will be evaluated and receive points daily.

LESSON LAB ASSESSMENTS/PLAYING PROFICIENCY TESTS (20%)

Students are expected to have 1-2 lesson assessments each trimester to work on proper fundamentals of string playing, including orchestral and solo repertoire. These can take place before school, during limited class-time, and during periods 2, 3, & 4. Options will be given for playing proficiency tests during these times as well. **PLEASE EXPECT AT LEAST 1 PLAYING PROFICIENCY TEST EACH TRIMESTER.**

- Demonstrates punctuality and preparedness.
- Knows and applies proper practice habits and procedures.
- Demonstrates rhythms, tone, technique, intonation, articulation and expression relevant to current material, experience, and set guidelines.

WRITTEN & ORAL WORK

(10%)

Orchestra rehearsals will cover information relevant to understanding music theory, history and technique which can be given orally or written.

- Understands and applies terms and symbols used in materials.
- Understands and applies theoretical, historical and other supplementary materials.

MUSIC AREA RULES

- **No food, gum or drinks (besides water) are allowed in the music areas at any time.**
- Special care should be taken of: chairs, stands, tuners, instruments, stereo and other equipment. Percussion instruments are extremely expensive and can be damaged by untrained use. **Only percussionists are to play any on these instruments.**
- **Practice rooms** are available for individual or small group practice. Students are encouraged to use these rooms to fulfill their practice obligations during school hours. Although these rooms may be used for music student study, preference will be given to those wishing to practice.
- **Instrument lockers** are available for students to store their instruments during the school day. Lockers will be chosen at the beginning of the school year and students are responsible for keeping their lockers clean and in good repair. Because the directors also teach in other buildings, the music area may not always be open, please do your best to plan accordingly!

INSTRUMENT CARE AND MAINTENANCE

The investment in a musical instrument is great and care should be taken when handling them at all times. Here are some basic rules to follow for basic instrument care:

- Keep it clean! Regularly wipe the rosin from your instrument with a soft cloth.
- Don't trade instruments; untrained use can often result in damage.
- Ask the director for help. If something is not working properly do not try to "do it yourself". Your director is trained in minor repair and can suggest an expert if needed.

NEEDED CLASSROOM MATERIALS

- | | |
|---|---|
| - Instrument | - Tuner & Metronome |
| - Assigned music & folder
(If lost, a fee will apply.) | - Humidifier/Dampit (<i>VERY IMPORTANT during winter months!</i>) |
| - PENCILS & ERASERS ☺ | - Cleaning Cloth |
| - Good Quality Rosin | - ID Tag on Instrument Case |
| - Mute | - Music Stand (for at-home & trips) |
| - Shoulder Rest (<i>Violins & Violas</i>) | - Boxes of Kleenex/Tissue |
| - Rockstop/Endpin Anchor (<i>Cellos</i>) | - Dry-erase markers |

-Advanced Level Strings (*Ask the director about the options below.*)

Violin - Dominants, Zyex, Evah Pirazzi, Obligato, Vision

Viola - Dominants, Zyex, Helicore, Evah Pirazzi, Obligato, Larsen

Cello - Helicore, Jargar, Larsen, Spirocore, Prim

Bass - Helicore, Flexocore, Spirocore

SOLO & ENSEMBLE CONTEST

The Solo & Ensemble Contest occurs yearly in February and is open to any soloist or ensemble from the Tech Orchestras. There is no cost to the student for entry fees; however, students are required to provide **two original copies** of their piece for contest. Some school-owned solo & ensemble music is available for use; inquire with the director before ordering. Publishers do not always stock a large supply of contest music, so it is suggested that music be selected early and ordered **no later than Friday, December 14, 2018**. Please sign-up with your Director.

****SOLO & ENSEMBLE DATE: Wednesday, February 27th, 2018 @ Alexandria H.S..**

An accompanist will be provided for the contest by the school on all pieces that require an accompaniment part, although students can bring another accompanist if they choose. SMART MUSIC - The Minnesota High School League has approved the use of computer accompaniment for solos at contest. This is available at Tech but students performing with computer-assisted accompaniment will need to show proficiency before being allowed to enter contest.

MN ALL-STATE ORCHESTRA

All-State Orchestra is an auditioned-based select orchestra for highly-accomplished high school orchestra students from around the state of Minnesota. Students who are interested in auditioning for the 2019-2020 MN All-State Orchestra are asked to notify their school orchestra Director *as soon as possible* for further information regarding applications, requirements and deadlines. Director approval required for registration.

CLC MUSIC FESTIVAL (Central Lakes Conference)

CLC Music Festival is a Large Group Festival for Band, Choir and Orchestra that is held in early April. **SYMPHONY & CHAMBER ORCHESTRAS** will be participating only. A clinician is invited to assess and work with the Symphony Orchestra as they perform for other schools. Students will observe and critique other school's orchestras as they perform throughout the school day. Students are expected to behave in a mature and respectful manner while at the festival and will be required to wear their formal concert attire.

****2019 CLC MUSIC FESTIVAL: Friday, April 5, 2019—ALL DAY @ Apollo H.S.****

The CLC All-Conference Honors Band, Choir and Orchestra is comprised of the top students from each participating school, nominated by their directors. The Honors rehearsal for all three groups is scheduled during the week prior to the CLC festival and is **MANDATORY** for Honors Orchestra participants who wish to play at the performance. The CLC Honors Concert is presented the evening of the CLC Music Festival.

****Rehearsal for all three Honors Groups (Orchestra, Band, Choir):**

Monday, April 1, 2019 from 4-8pm at Apollo High School

****Rehearsal is mandatory for those in the Honors Groups—those not in attendance will not be allowed to participate in the evening Honors Concert on Friday, April 5, 2019.**

MN HIGH SCHOOL MUSIC LISTENING CONTEST

(Tech Club Activity)

An independent, not-for-profit competition providing an ideal opportunity to enrich students' experiences with classical, ethnic, and popular music in a fun and competitive environment. In this statewide contest, students develop skills in *active listening* and *critical analysis* by learning to identify composers, cultures, periods and styles. Teachers/coaches recruit **three** students to form a team. The teams receive a study guide and repertoire compact discs that contain all the musical selections they will need to compete effectively. All teams participate in regional competitions on **Friday, January 18, 2019** at Tech H.S. First- and second-place teams advance to the state competition held at Augsburg College on **Friday, February 1, 2019**.

*The Music Listening Contest is regarded as a Tech Club Activity and a fee of approximately \$30 per member will be due at registration. **Registration deadline is Mid-October, 2018.** See the band teacher, Mr. Zwack, or Ms. Mather for details.*

TRIPS

FIELD TRIPS

Transportation to and from contests and festivals will be mostly provided by Tech High School's Music Department. Other field trips such as concerts, music enrichment, college music departments, or other activities may be provided throughout the year; costs will vary. (The Tech Orchestras & Bands will take a trip to Chanhassen Dinner Theater on Wednesday, April 24, 2019.)

MAJOR TRIPS—2018-2019 (NYC TRIP)

Out-of-state trips are subject to administration and school board approval. Funds for major trips come through fundraising efforts by the group, individuals, donations and other sources. **Our next music department trip will be to New York City from February 28th-March 5th.**

FUNDRAISING

All orchestra students are eligible to participate in orchestra fundraising activities, (although *not required* to participate). Fundraising is occasionally done to meet needs such as trips or purchase of specialized equipment. Fundraising activities will be announced as details are finalized.

AWARDS AND HONORS

Each year several awards and honors are given to outstanding Orchestra students:

- The **Erwin A. Hertz Award** is presented to an outstanding Tech Symphony Orchestra senior by their peers.
- The **Director's Award** for an outstanding orchestra member of the year as chosen by the director.
- The **Nadia Boulanger Award** is presented to an outstanding orchestra member who has made a difference in the orchestra by their support behind the scenes.
- The **Squirrely Frosh Award** is presented to the most "squirrel-like" freshman member of the orchestra as decided by their peers.

Other awards and honors in orchestra include:

- Solo and Ensemble Contest certificates and medals
- All-State Orchestra Selection
- CLC Honor Orchestra

- All-American Hall of Fame Award
- Who's Who in Music
- Other awards given by the Director and/or Section leaders

ORCHESTRA LETTER POINTS

Students will have the opportunity to earn an Orchestra Letter by accumulating points through orchestra-related activities. Points are cumulative from year to year until a letter is earned. After a letter has been awarded, students can earn points toward a chevron. These points must be earned in one year and are not cumulative from year to year; each year starts at zero. Only one award may be earned per year.

LETTER = 1500 points

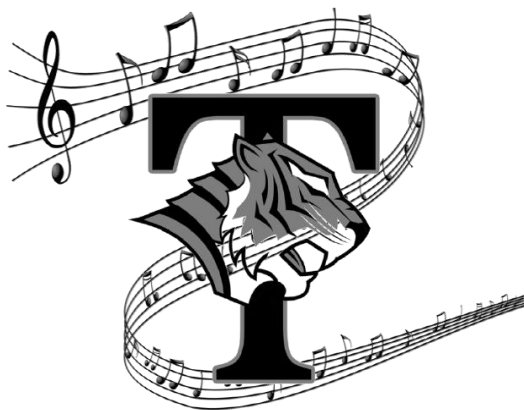
CHEVRON = 750 points

ACTIVITIES

POINTS

Tech Orchestra Member (1 st year = 25, 2 nd = 50, 3 rd = 75, 4 th = 100)	25/year
Tech Chamber Orchestra Member	25/year
Orchestra Concert	50
TCO Gig	50
Solo performance at contest	100
Ensemble Performance at contest	50
CLC Honors Orchestra Member	50/year
Festival Participation	50-100
All-State Orchestra Participation	200
Non-School Performances*	25-100
Pit Orchestra	up to 200
Orchestra Library Volunteer	30/hour
Tech Orchestra Guild Member	50
Written Concert Critiques	50
Other	points will vary

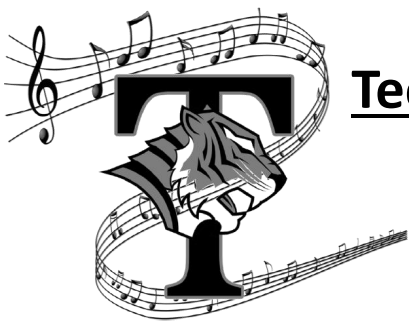
**An "Out-of-School Performance" form will need to be turned in to the director to receive letter points for your non-school performance.*





2018-2019 Tech Music Department Calendar (9-5-18)

<u>Month</u>	<u>Day</u>	<u>Weekday</u>	<u>Event</u>	<u>Who</u>	<u>Time</u>	<u>Place</u>
Sept	11	Tuesday	Southside Instr. Night	Chamber Orch	4-6:30pm	Talahi
	17	Monday	NHS Induction	Chamber Orch	7:00pm	Auditorium
	26	Wednesday	Coronation	Chamber Orch	Daytime	Gym
	28	Friday	Homecoming	Pep Band	7:00 PM	SCSU
Oct	15	Monday	Music Department Concert	Band, Choir, Orch	7:30 PM	Gym
	29	Monday	All-Conference Jazz Fest	Honors Members	All Day	Apollo
	29	Monday	Choral Connections	Concert Choir	7:30 PM	SCSU
Nov	5	Monday	Jazz Concert	Jazz and Dixie	7:30 PM	Cafeteria
	15-18	Thur-Sun	Musical "Shrek"	Pit Orchestra	7:30 PM	Auditorium
Dec	3	Monday	Choir Concert	All Choir Members	7:30 PM	Gym
	10	Monday	Orchestra Concert	All Orch Members	7:30 PM	Auditorium
	17	Monday	Indoor Band Show	All Band Members	7:30 PM	Gym
Jan	18	Friday	Music Listening Contest Regior	MLC Teams	1:00 PM	Tech Rm 41-42
	23-24	Wed-Thur	"Night of the Stars" Audition	Open Auditions	3:30-5:00 PM	Tech/Apollo
Feb	1	Friday	Music Listening Championship	Final State Teams	1:00 PM	Augsburg - Mpls
	4	Monday	Jazz Concert	Jazz Bands	7:30pm	Cafeteria
	6	Wednesday	Choral Solo & Ensemble	Select Choir Kids	Daytime	Apollo
	7	Thursday	Dist 742 6-9 Honor Band	Honors	Daytime	SCSU
	13	Wednesday	Band Solo/Ensemble	Band Members	Daytime	Tech
	22-23	Fri-Sat	"Night of the Stars"	Select Kids	Eve	Paramount
	25	Monday	Choir Concert	Choir Members	7:30 PM	Gym
	27	Wednesday	Orchestra Solo/Ensemble	Select Orch. Kids	Daytime	Alexandria
	28 +	Thur-Tue 3/5	Music Tour - New York City	Select kids		NYC
March	20	Wednesday	Choir Large Group	Choir Members	Daytime	Monticello
	25	Monday	Tech Music Showcase	Top Groups	7:30 PM	Paramount
April	1	Monday	CLC Honors Rehearsal	Honors Groups	4:00-8:00 PM	Apollo
	5	Friday	CLC Music Festival	WE, CC, Orch	All Day & Eve	Apollo
	10	Wednesday	Band & Orch Large Group	CB, VB	All Day	Rocori
	24	Wednesday	Chanhassen	Voluntary Students	4-11:30 PM	Chanhassen
May	6	Monday	Band Concert	All Band Members	7:30 PM	Gym
	13	Monday	Orchestra Concert	All Orch Members	7:30 PM	Auditorium
	20	Monday	Choir Concert	All Choir Members	7:30 PM	Gym
	31	Friday	Tech Graduation	Band & Choir	7:30 PM	River's Edge



Tech High School Music Agreement Form

~Orchestra~

2018-2019

Student and Parent/Guardian **Statements**

We have received and noted the handbook & calendar dates for orchestra and we will attend to all obligations. We will also contact Ms. Mather with any questions as soon as possible.

STUDENT:

Name (print): _____ Date: _____

Signature: _____ Instrument(s): _____

E-mail: _____ Ensemble(s): _____

PARENT or GUARDIAN:

Name (print): _____ Date: _____

Signature: _____

E-mail: _____ Phone: _____

PLEASE RETURN TO MS. MATHER BY:

Tuesday, September 11th, 2018

Please feel free to leave any comments/questions.

I'm looking forward to working with you this school year! ☺



ISD 742 - ST. CLOUD AREA SCHOOLS INSTRUMENT USE CONTRACT

Fee: Grades 5-8 \$50 user fee per year, Grades 9-12 \$70 user fee per year
If receiving free or reduced lunch, the Use Fee is half the regular fee.



Student Name _____

Parent Name _____

Address _____

School _____ Grade _____

Telephone/Cell Phone _____ / _____

E-mail(s) _____

Instrument Information

What Instrument _____

What Make _____

Model Number _____

Serial Number _____

STUDENT & PARENT/GUARDIAN RESPONSIBILITY

- (1) I agree to keep the instrument in sound playing condition.
- (2) I expect to pay for any repairs made necessary by my misuse, negligence or carelessness.
- (3) I agree that I will not permit the instrument to be used by anyone but the student to whom it is assigned
- (4) I will return the instrument promptly if I withdraw from the program and the user fee will NOT be refunded.
- (5) I understand this instrument is supplied for my use as a convenience to me and not as an obligation of ISD 742. I understand that any violation of this accepted responsibility will forfeit the privilege of using this instrument.

Signature of Student _____

Signature of Parent/Guardian _____

Date _____

Office Use Only

Payment Plan _____ Photo _____

Check Out Condition _____ Check Out Date _____

Check In Condition _____ Check In Date _____

Teacher _____