

J.J. Pearce High School
Orchestra Handbook
2010-2011



Melissa Livings, Director
Matt Cross, Associate Director



2010-2011 STUDENT ACADEMIC CALENDAR

Richardson Independent School District - www.risd.org

AUGUST 2010							SEPTEMBER							OCTOBER							NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7				1	2	3	4						{1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	{11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	{23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24/31	25	26	27	28	29	30	28	29	30				

DECEMBER							JANUARY 2011							FEBRUARY							MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4							1			1	2	3	4	5			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	{5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	{18	19	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
26	27	28	29	30	31		23/30	24/31	25	26	27	28	29	27	28						27	28	29	30	31		

APRIL							MAY							JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2	1	2	3	4	5	6	7				1	2	{3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	{11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	{22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

{ }	Beginning and End of Six Weeks
■	Student Holiday/Staff Development*
❄	Snowflake indicates Snow Make-Up Day if Needed
□	Student and Teacher Holiday
◐	Student Holiday / Staff Development

AUGUST
 New Teacher Induction.....10-13
 Staff Development/Preparation..... 17-20
 Classes Begin..... 23

SEPTEMBER
 Labor Day Holiday..... 6
 Six Weeks Ends (28 days).....30

OCTOBER
 Fair Day Holiday11
 Student Holiday/Staff Development..... 12

NOVEMBER
 Six Weeks Ends (27 days).....10
 Student Holiday/Staff Development*.....24
 Thanksgiving Holiday.....25, 26

*Staff Development - staff attendance requirement fulfilled on non-duty time.

DECEMBER
 Exams Week, *No Evening Events*13-17
 Six Weeks Ends (24 days).....17
 Winter Break.....20-31

JANUARY
 Student Holiday/Staff Development*.....3
 Student Holiday/Staff Development.....4
 Martin Luther King Jr. Holiday.....17

FEBRUARY
 Six Weeks Ends (31 days).....17
 Student Holiday/Staff Development.....21

MARCH
 Student Holiday/Staff Development*.....11
 Spring Break.....14-18

APRIL
 Six Weeks Ends (29 days).....8
 Student and Staff Holiday *if not needed for Snow Make Up Day*.....22

MAY
 Memorial Day Holiday.....30
 Exams Week, *No Evening Events* 31

JUNE
 Exams Week, *No Evening Events* 1-2
 Six Weeks Ends (37 days).....2
 Records Day/Student Holiday3
 Snow Make Up Day If Needed.....3

REGULAR SCHOOL HOURS (seven-period day)
 Grades K-6.....8:00 am - 3:00 pm
 Junior High.....8:30 am - 3:30 pm
 Senior High.....9:00 am - 4:10 pm

ADMINISTRATIVE SWITCHBOARD
469-593-0000
 For all office and school numbers.

In the event of inclement weather you may call 469-593-SNOW (7669). A recording will tell you of any delays or closings.



FINE ARTS DEPARTMENT
RICHARDSON INDEPENDENT SCHOOL DISTRICT

Unlock Potential • Provide Opportunities • Enable Dreams

Dear Students and Parents,

RISD parents, music staff, and administrators have collaborated to develop the *RISD Music Program Guidelines* to provide secondary music students and their parents as much information as possible about our program. These required guidelines are published in this Handbook to provide general information about our District-wide secondary orchestra program.

In addition to the RISD District guidelines, this campus orchestra Handbook provides specific guidelines and information regarding your student's participation in the local school program. The District guidelines are minimum standards that must be followed. However, campus guidelines may be expanded to meet the needs of each local school. We ask that you carefully read this Handbook detailing student expectations in our program. Please acknowledge reading this Handbook by returning the Acknowledgement Form found in the back of this document to your student's orchestra director.

Students who begin in our orchestra program in the sixth grade can look forward to a comprehensive, sequential music education in orchestra through the twelfth grade. Throughout their study, students will be provided a thorough foundation in individual performance fundamentals with an emphasis on developing ensemble concepts and skills

We are proud of the tradition of excellence that our orchestra program enjoys. With your help and support, we look forward to continuing this tradition of educational excellence in music.

If you have questions regarding the information contained in this Handbook, please call the orchestra office at (469) 593-5075 or the Fine Arts Office at (469) 593-0430.

Sincerely,

Brad Kent
Director of Fine Arts

Beverly Vance
Principal, J. J. Pearce High School

Melissa Livings
Director of Orchestras
J. J. Pearce High School

J. J. PEARCE HIGH SCHOOL ORCHESTRA HANDBOOK
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RISD Music Program Guidelines
and
J. J. PEARCE HIGH SCHOOL ORCHESTRA HANDBOOK

PREFACE

The ultimate goal of the J. J. Pearce Orchestra Program is to maintain a tradition of excellence and quality musical performance. The success of our program centers around the pursuit of excellence, pride, commitment to learning, and the willingness to work hard to achieve a common goal. As a member of the Pearce Orchestra, you will make long-lasting friendships and develop a sense of camaraderie that is unique to our musical organization. While we do not expect every student to become a virtuoso musician, we do expect every student to establish both short and long-range goals for improvement on his/her instrument. We expect mature, responsible attitudes and actions and a mutual respect between directors and students.

Every year is a new challenge with new combinations of personality and talent, new audiences, new music and new leadership from section leaders and orchestra officers. By accepting membership in the Pearce Orchestra, you agree to perform to the best of your abilities and work together with the directors to make this year's orchestra the finest musical organization that our combined efforts can produce.

This Handbook is designed to help you understand the concepts and guidelines of our organization. We hope the handbook can be used to answer questions of both parents and students and will prove to be a helpful guide for defining the boundaries that are important in keeping the Pearce Orchestra a quality ensemble. If utilized properly, the concepts of responsibility, teamwork and good citizenship will develop as each student experiences the world of music. If you need information that does not appear in the handbook, please contact your directors and we will assist you in any way possible.

J. J. PEARCE ORCHESTRA STAFF

Melissa Livings
Director of Orchestras
469-593-5075
melissa.livings@risd.org

Matt Cross
Associate Director of Orchestras
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matthew.cross@risd.org

➤ **Individual Member Responsibilities**

A student's individual placement in one or more of the Pearce Orchestras is determined by audition and/or the specific needs of the ensemble. Students can expect many opportunities to perform and improve regardless of which orchestra they participate in. Specific responsibilities for each ensemble are listed below.

J. J. PEARCE CHAMBER ORCHESTRA

Melissa Livings, Director

- ◆ Preparation and performance of concert and contest music as assigned by the directors
- ◆ Development of individual and ensemble skills
- ◆ Preparation of All-Region music and audition for All-Region Orchestra in the Fall
- ◆ Participate in UIL Concert and Sightreading Competition
- ◆ Perform an ability-appropriate solo or ensemble at the Richardson Chamber Music Festival.
- ◆ Attendance at sectional rehearsals and/or full rehearsals after or before school.
- ◆ Preparation of audition music for orchestra placement in May, if required.
- ◆ Students in Chamber Orchestra are expected to fully participate in all performance activities, including approved travel

J. J. PEARCE PHILHARMONIC ORCHESTRA

Matt Cross, Director

- ◆ Preparation and performance of concert and contest music as assigned by the directors
- ◆ Development of individual and ensemble skills
- ◆ Participate in UIL Concert and Sightreading Competition
- ◆ Preparation of All-Region Music and audition for All-Region Orchestra in the fall is strongly encouraged
- ◆ Participation in the Richardson Chamber Music Festival is strongly encouraged
- ◆ Attendance at sectional rehearsals before or after school
- ◆ Preparation of audition music for orchestra placement in May, if required

J. J. PEARCE CONCERT ORCHESTRA

Melissa Livings, Director

- ◆ Preparation and performance of concert and contest music as assigned by the director
- ◆ Development of individual and ensemble skills
- ◆ Focus on Fundamentals
- ◆ Preparation of audition music for orchestra placement in May, if required
- ◆ This ensemble is open to all string players including those with limited experience.



All RISD Music Program Guidelines will be printed in Italics.
**All J. J. Pearce High School Orchestra Specifics will be printed
in regular print.**

Auditions

- *All RISD orchestra courses require full year participation and involve outside of school rehearsals and performances.*
- *Students are required to audition for select performance ensembles.*
- *The Head Director determines audition requirements.*
- *Directors will notify students of audition dates, requirements, and results in a timely fashion.*
- *Directors will serve as an evaluator during auditions.*
- *Students may be reevaluated periodically for participation in performance ensembles.*
- *Students may be evaluated to qualify for participation in UIL or other competitions.*
- *Auditions may be live or recorded at the director's discretion.*
- *Audition material will reflect the director's anticipated performance level for the students and will be based on prior learning.*

J. J. Pearce Orchestra Specifics

- One major audition will be held at the end of the spring semester, usually in May, to determine ensemble placement for the following year. All students who wish to be considered for an ensemble more advanced than their current one will be required to audition.
- In most cases, students who have been members of an ensemble for two or more years will not be required to audition to maintain membership in that same ensemble. Freshmen will only be required to audition if they wish to be considered for Chamber Orchestra.
- New students will be required to audition for the director to determine placement within the orchestra.
- Audition material will be posted at least one week in advance and may include all or some of the following: prepared music, sight-reading, and scales.
- Regardless of ensemble placement, chair placement throughout the year is not static. At the directors' discretion student chair placement is determined by, but not limited to, the following criteria:
 - initial audition ranking;
 - individual performance of an assigned selection of music;
 - overall individual performance of music for a specific performance
 - performance/ranking at All-Region/All-State auditions;
 - stand partner pairing and/or
 - grade level in cases where a specific grade level is being honored
- For first chair, first stand, and/or outside row chair placement, criteria such as a student's individual leadership ability and stage presence may be considered in addition to the criteria listed above.

Booster Club

- *One Band, Choir and Orchestra Booster Club will exist in each high school attendance area under the leadership of the High School Head Band, Choir and Orchestra Director. The main objectives of the Booster Club are to support and enhance the area band, choir and orchestra programs for the high school and all its feeder schools grades 6-12, and to provide program communication to students and parents at all levels of participation.*

J. J. Pearce Orchestra Specifics

Once a student accepts membership in the Pearce Orchestra Program, that student's parents/legal guardians are automatically considered members of the Pearce Area Orchestra Club, Inc. (PAOC). Participation is optional and no dues are required. Attendance is not required, but all parents are encouraged to get directly involved in your child's education by participating in the PAOC.

Calendar of Events

- *Each secondary music program is responsible for developing an annual calendar of activities that includes major events and activities. The calendar should be made available to students and parents no later than September 1 of the new school year.*

J. J. Pearce Orchestra Specifics

A calendar of events will be provided no later than the first week of school. It is the individual student's and their parents'/guardians' responsibility to check the Orchestra calendar on a regular basis and report any conflicts to the directors. Attendance at all performances and rehearsals is required. If an excused absence is anticipated, a written notification must be submitted at least two days in advance.

Conduct

- *Any organization that has high performance standards must also have high behavioral standards. The basic behavioral guidelines for students in music activities are taken from the RISD Student Code of Conduct Handbook. Specific guidelines above and beyond those outlined in the RISD Student Code of Conduct can be found in your organization's specifics located in the campus Music Handbook.*
- *With the approval of the Principal and Superintendent, sponsors and coaches of extracurricular activities, including interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct. Adherence to these standards may condition membership or participation in the activity. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discrimination on the basis of sex, race, disability, religion, or ethnicity.*
- *Students shall be informed of any extracurricular behavioral standards at the beginning of each school year or, in the case of interscholastic athletics and marching band, at the time the students report for workouts or practices that occur prior to the beginning of classes. Students and their parents shall sign and return to*

the director or coach an acknowledgement of the behavioral standards as a condition of participation in the activity.

J. J. Pearce Orchestra Specifics

➤ Students enrolled in the orchestra program are expected to display exemplary behavior at all times. At every performance as an orchestra member, you represent your family, peers, J. J. Pearce High School, the RISD, and Richardson, Texas.

❑ Orchestra students are welcome in the orchestra hall before and after school when a director is present and no sectionals or rehearsals are in progress.

Class Rules

- ⇒ Bring required materials to class every day including your instrument, orchestra binder, pencil and other required supplies.
- ⇒ During rehearsal, exhibit appropriate rehearsal etiquette at all times.
- ⇒ Maintain a positive attitude and be supportive of your classmates.
- ⇒ Take care of your instrument and have repairs made when needed.
- ⇒ Keep the orchestra hall clean. Food and drinks, other than water, are not permitted at any time.
- ⇒ Keep your instrument locker locked at all times.
- ⇒ Store only orchestra materials in your orchestra locker.
- ⇒ All students will adhere to the *RISD Student Code of Conduct Handbook*.

❑ **Class Procedures**

- ⇒ Arrive on time. Students will be allowed up to two minutes after the tardy bell sounds to prepare for class.
- ⇒ Tuning: The first one to two minutes after the bell rings are to be used for tuning.
- ⇒ Preparing for Class: As soon as you enter the room, begin preparing for class. Have all of your music and warm-up materials in order according to the schedule posted on the board.
- ⇒ End of Class: Rehearsal will end when the goals for the day have been achieved. Do not pack up until the director instructs you to do so. Only the director may dismiss you.

❑ **Materials Required EVERY DAY**

- ⇒ Instrument
- ⇒ Rosin
- ⇒ Pencil and dry erase marker
- ⇒ Music
- ⇒ Binder with sheet protectors
- ⇒ Shoulder Rest (or equivalent) for Violins and Violas
- ⇒ Rock Stop for Cellos and Basses (for concerts)

❑ **Optional Materials**

- ⇒ Metronome
- ⇒ Tuner
- ⇒ Music Stand
- ⇒ Extra Strings



❑ Consequences

Failure to follow any of the above class rules or procedures may result in:

- ⇒ Conference with the directors
- ⇒ Parent conference and/or contact
- ⇒ Grade Penalties – a deduction of points from the student’s participation and/or skills grade depending on the specific violation.
- ⇒ Citizenship Penalties – a deduction of points from the student’s citizenship grade.
- ⇒ Detention Assignments – writing assignments or after-school tasks assigned by the directors.
- ⇒ Loss of privileges – loss of privilege to participate in some orchestra activities.
- ⇒ School Detention
- ⇒ Removal – extreme infractions or failure to modify behavior may result in the student’s removal from the orchestra program.

Districtwide Guidelines for Extracurricular Students **Alcohol & Illegal Drugs**

Overview

The purpose of these guidelines is to deter and eliminate any use, possession, sale, or the furnishing to others of alcohol or other drugs; to help students avoid drug and alcohol use; to establish consistency in consequences across all activities for students who do not comply with the prohibitions in the guidelines; to promote a high quality educational experience in all activities; to assist RISD in maintaining order and a safe learning environment; and, to promote a high level of civic and individual responsibility among students.

Key components of the guidelines include:

- **First-time violation**
 - *The student will be removed from **all** extracurricular activities for 20 school days. The student will not participate in any extracurricular activities, travel with the team or organization, or otherwise act as a representative of the team or organization.*
 - *The student and his or her parent must attend and successfully complete a drug and alcohol education program provided by RISD before the student will be reinstated.*
 - *Students are allowed only one first-time violation during their high school career. Any additional violation during their high school years will be viewed as a subsequent violation.*
- **Subsequent violation**
 - *The student will be removed from all extracurricular activities for the remainder of the school year or for a period of no less than 60 days, whichever is greater.*
- **For ANY violation of the guidelines**
 - *The student will be removed from all campus leadership positions for the remainder of the school year.*

Please read the complete guidelines in the appendix for more specific information related to student responsibilities regarding participation in extracurricular activities.

J. J. Pearce Orchestra Specifics

All students must complete and return the Extracurricular Activity Agreement Form prior to the first performance. No one will travel or perform with the orchestra without this form on file. (See Appendix for the Extracurricular Activity Agreement Form.)

Due Process

- *All RISD students are entitled to due process in accordance with the Richardson Independent School District Policy. Contact the campus Principal for inquiries concerning due process procedures.*

J. J. Pearce Orchestra Specifics

The goal of the Pearce Orchestra directors is to ensure that all students are treated fairly. Please call the orchestra office at (469) 593-5075 or e-mail the directors if you have any concerns, to resolve a problem, and/or to schedule an appointment.

Eligibility

- *All music organizations adhere to the eligibility rules and regulations as stated by TEA and the District (see RISD Secondary Program of Studies). To be eligible at the high school level at the beginning of the school year, students must have earned the accumulated number of credits in state approved courses indicated below:*
 - *Beginning of the 9th grade year – an overall average of 70 in each of the following subjects: language arts, mathematics, social studies and science*
 - *Beginning of the 10th grade year – at least 5 credits toward graduation*
 - *Beginning of the 11th grade year – at least 10 credits toward graduation*
 - *Beginning of the 12th grade year – at least 15 credits toward graduation*
- *To be eligible to participate in any six week period following the initial six week period of a school year, a student must have recorded a grade average of at least 70 on a scale of 0 to 100 in every course for that preceding six week period.*
- *Any student whose recorded six week grade average in any course is lower than 70 at the end of a six week period shall be suspended from participation during the succeeding six week period. However, a student may regain eligibility seven calendar days after the succeeding three-week evaluation period if the student is passing all courses on the last class day of the three-school-week period. If the student has at least a grade of 70 on a scale of 0-100 for work done since the end of the previous grading period, the student regains eligibility seven calendar days later at the end of the regular school day.*
- *The District provides a list of courses that are exempt from eligibility requirements.*

J. J. Pearce Orchestra Specifics

The J. J. Pearce Orchestra staff will enforce all eligibility rules and regulations. Students who are ineligible will continue to rehearse during orchestra class, before and after school and participate in curricular performances to earn their orchestra grade. Please note that ineligible students will be allowed to participate in curricular performances, but will not travel with the orchestra or participate in extracurricular performances. **Please note that students must be eligible to go on the Spring Trip.**

Grading Guidelines in Music

- *The RISD has established district-wide instructional objectives that relate to the mandated Texas Essential Knowledge and Skills (TEKS) for grade level subjects or courses. These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses.*
- *Assignments, tests, projects, classroom activities, and other instructional activities must be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course.*
- *In accordance with RISD policy, all "excused" absences will be honored with no grade penalty.*
- *A major part of the music curriculum is the development of performance skills. Therefore, "unexcused" absences from a sectional, rehearsal or performance, which are integral to developing these performance skills, will lower a student's course grade as follows:*
 - *Sectionals and rehearsals are course requirements that require interaction from members of a group and cannot be made up. Therefore, an "unexcused" absence from a before or after school sectional or rehearsal will lower a student's participation average of the six week grade by 20 points.*
 - *Performances are mandatory as a culmination of group course requirements and cannot be made up. Therefore, an "unexcused" absence from a scheduled performance will reflect a grade of "0" to be averaged into the student's six week performance grade, and the student may be subject to removal from the course.*
- *Other absences and tardiness, excused or unexcused, may be made up in accordance with District and school/teacher grading guidelines.*
- *Students in grades 9-12 are able to earn Honors credit in Band, Choir and Orchestra. The Honors student must be committed to developing individual academic and musical skills and be disciplined with expectations to deadlines.*
- *An orchestra member's six week grade will be an average of the following:*
 - **Participation (25%)**
 - The student will receive a grade for each before and after school sectional and rehearsal during a grading period.*
 - The student will be on task and focused during all rehearsals.*
 - The student will have instrument, music, pencil, and supplies.*
 - The student will be prepared to play his/her part successfully.*
 - The student will mark music and take notes as needed.*
 - ❖ **Honors Orchestra Requirements**
 - Honors students must exhibit an advanced level of the above.*
 - Honors students must attend two professional orchestra performances or other performances approved in advance by the director each semester. Documentation of attendance at these performances will include a program and a minimum two page critique of each performance. The paper must be typed 12 point, Times New Roman font, double-spaced and reflect the writing quality, content and construction expected of an Honors student.*
 - **Skills (25%)**
 - The student will be expected to improve individual music skills.*
 - The student's individual skill development will be evaluated through taped music tests, individual playing tests, scale tests, and written tests.*

- The student will be evaluated on improvement of ensemble skills during daily rehearsals.*
- ❖ **Honors Orchestra Requirements**
 - Honors students must exhibit an advanced level of the above.*
 - Honors students must prepare all of the TMEA All Region and/or All State audition music and audition for All Region Orchestra in the fall unless waived by the director.*
- **Fundamentals (25%)**
 - The student will be expected to improve performance fundamentals.*
 - The student will be evaluated for improvement of music fundamentals through daily observation during the “basics” part of each rehearsal and during sectionals.*
 - The student will be expected to demonstrate correct posture, hand position and attentiveness as monitored during rehearsals.*
 - The student will be expected to develop a historical knowledge of the literature relative to his/her respective instrument.*
- ❖ **Honors Orchestra Requirements**
 - Honors students must exhibit an advanced level of the above.*
 - Honors students must complete a research paper each semester on a topic approved by the director. The paper must be a minimum of six pages typed 12 point, Times New Roman font, double-spaced, with endnotes and include a critical thinking application of a minimum of one page. A minimum of three sources is required. The paper must reflect the writing quality, content, and construction expected of an Honors student.*
 - The student, with director approval, may choose one of the following as an alternative to the research paper for one semester only.*
 - ⇒ *Complete individual music theory projects as assigned using the music computer lab.*
- *Compose an original piece of music – length and content to be approved by the director.*
- **Performance (25%)**
 - The student will receive a grade for each performance during a grading period.*
 - Performances will be counted as major exams.*
 - The number of performances will be determined by the performance calendar.*
 - If no public performance occurs during a grading period, the performance grade will be based upon informal classroom performances determined by the director.*
- ❖ **Honors Orchestra Requirements**
 - Honors students must exhibit an advanced level of the above.*
 - Honors students must participate in the Richardson Chamber Music Orchestra Festival and/or UIL Solo and Ensemble Contest as a solo performer.*
- **Additional Criteria Affecting Grades**
 - Excused Absences*

In accordance with RISD policy, all excused absences will be honored with no grade penalty. These will include:

Medical emergency or illness

Death in the family

Religious holiday

Family emergency

Medical or dental appointment

Circumstances may justify an excused absence for reasons other than those listed above in accordance with RISD policy. Please refer to RISD Student Code of Conduct Handbook for a complete list of extenuating circumstances and non-extenuating circumstances. If an excused absence is anticipated, a written notification should be submitted at least two days in advance.

Unexcused Absences

*See **Grading Guidelines in Music** above.*

Tardiness

Each tardy to a before or after school sectional or rehearsal may require completing an extra task assigned by the director. If the extra task is not completed within the allotted time determined by the director, the student's participation average of the six week grade will be lowered by 5 points.

➤ **Semester Exam**

Semester grades shall consist of an average of the 3 six week grading period and a semester exam. The average of the 3 six week grading periods shall count as a minimum of 80% of the overall semester grade. The semester exam shall count a maximum of 20% of the overall semester grade.

J. J. Pearce Orchestra Specifics

Students will be expected to meet the responsibilities for each orchestra class as listed in the preface of this handbook. Since orchestra is an academic music class with some extra-curricular activities attached, the orchestra student's grade will reflect achievement in both curricular and extracurricular areas.

Honors Credit

- *Students in grades 9-12 are able to earn Honors credit in Band, Choir and Orchestra. The Honors student must be committed to developing individual academic and musical skills and be disciplined with expectations to deadlines. The goal of this rigorous Honors program is to challenge outstanding students to improve their individual musical skills at a high level and have a positive impact on the student's overall grade point average.*
- *Students must enroll in Honors Band, Choir and Orchestra at the beginning of each semester. In accordance with RISD Guidelines, students have 15 days from the first day of each semester to decide whether to stay enrolled in the Honors Course and complete all requirements or drop it and enroll in Regular Band, Choir and Orchestra. At the end of the semester, students earning a passing grade in Honors Band, Choir and Orchestra shall receive 5 additional quality points in the GPA/Rank.*

- *Band, Choir and Orchestra students who wish to enroll in the Honors program, must have a minimum average grade of 80 in previous Band, Choir and Orchestra classes, show potential for completing the requirements for Honors courses and be recommended by their director. The final determination for admittance to the Honors program rests with the director.*
- *The focus of Honors Band, Choir and Orchestra is the development of independent musicianship in contrast to Regular Band, Choir and Orchestra where the focus is on large group performance with a conductor. The expectations of the Honors courses will be at higher levels of expertise, confidence, performance and skill development in order for participating students to be independent musicians functioning as soloists and chamber music participants. Research projects and work with music theory will enable the Honors student to be a more knowledgeable, well-rounded musician.*
- *Honors Band, Choir and Orchestra exceed the requirements of Regular Band, Choir and Orchestra by requiring additional work outside the classroom as described under **Grading Guidelines in Music**. The student enrolled in the Honors course must fulfill the curriculum for the Regular Band, Choir and Orchestra classes at an advanced level plus the rigorous Honors course requirements. The director will communicate specific requirements and deadlines at the beginning of each semester. The Honors student must:*
 - Exhibit an advanced level of participation, skills, fundamentals and performance.*
 - Attend two professional performances or other performances approved in advance by the director each semester in the student's respective Honors area. Documentation of these performances will include a program and a minimum two page critique of each performance. The paper must be typed 12 point, Times New Roman font, double-spaced and must reflect the writing quality, content, and construction expected of an Honors student.*
 - Prepare all of the TMEA All Region audition materials during the fall.*
 - Audition for All Region during the fall unless waived by director.*
 - Complete a research paper each semester on a topic approved by the director. The paper must be a minimum of six pages typed 12 point, Times New Roman font, double spaced, with endnotes and include a critical thinking application of a minimum of one page. A minimum of three sources is required. The paper must reflect the writing quality, content, and construction expected of an Honors student.*
 - Participate in the Richardson Chamber/Vocal Music Festival and/or UIL Solo and Ensemble Contest as a solo performer.*
- *The student, with director approval, may choose one of the following as an alternative to the research paper for one semester only.*
 - Complete individual music theory projects as assigned using the music computer lab.*
 - Compose an original piece of music – length and content to be approved by the director.*

Instruments

- *Students in band and orchestra, grades 6-12, are required to provide an instrument. The maintenance, repair and insurance against theft or damage of these personal instruments are solely the responsibility of each student.*
- *In band and orchestra, grades 6-12, the District has a limited number of large instruments that may be available for an annual usage fee of \$75. In addition to the usage fee, students are responsible for maintenance, repair and insurance of school owned instruments against theft or loss while in their possession. Instruments must be returned at the end of the school year in the same condition as issued.*

J. J. Pearce Orchestra Specifics

➤ **Personal Instruments**

- ❑ A quality program requires quality musical instruments. By the time a student is a sophomore at J. J. Pearce High School, they should be using a “step-up” quality instrument and a wooden or carbon graphite bow. One advantage of owning such an instrument of investment quality is that in contrast to “starter” instruments, which depreciate in value, quality string instruments actually gain value as they age. If a purchase is needed, see your directors or private teacher.
- ❑ **You** are responsible for your instrument’s care and maintenance. For your convenience, a music representative will come to the school each week to fill students’ orders. You will be responsible for paying for the merchandise when delivered. Payment should be by check, made out directly to the music company.

➤ **School Owned Instruments**

- ❑ J. J. Pearce High School has a limited number of the following instruments for students to rent: violin, viola, cello and bass.
- ❑ The usage fee for school owned instruments is \$75.00 per year. Students are fully responsible for the maintenance and upkeep of the school issued instruments including string replacements.
- ❑ Students must provide their own personal accessories such as rosin, shoulder pad, mute, or rock stop.
- ❑ The student is responsible for maintenance, repair, and damage while the instrument is in his or her possession. The instrument will be inspected at the end of the year for damage and the student must pay for any repairs.
- ❑ With all personal and school instruments, it is strongly recommended that the instrument be insured through your parent’s homeowners’ policy or a private company. Please ask if you need additional information on options for insurance.
- ❑ RISD does not provide insurance coverage for damage/theft on school instruments and it is the responsibility of the parents and student for the full replacement value of the instrument should it be damaged or stolen while issued to the student.

Medical Release & Permission to Travel Form

- *All students enrolled in band, choir and orchestra must have a Medical Release & Permission to Travel Form on file in the Head Director's office no later than the end of the third week of the new school year.*

J. J. Pearce Orchestra Specifics

All parents must complete and turn in a Medical Release & Permission to Travel Form (included in the Appendix of this handbook). No student will travel or perform with the orchestra without this form on file.

Private Lessons – Voluntary Music Enrichment Program and Fees

- *Private lessons are provided for interested students as an enrichment program in Band, Choir and Orchestra.*
- *The Head Director coordinates the private lesson program in each high school attendance area in collaboration with RISD guidelines.*
- *The private teachers are contracted through the RISD and must complete an Application and a Criminal History check.*
- *The private teachers are hired, supervised and evaluated by the Head Director at each high school and teach at each secondary campus.*
- *Private study fees are consistent throughout the District and are determined through the Office of Fine Arts. The current fee is \$17 per lesson.*
- *While private study is not a requirement for participation in any of the music organizations, students are strongly encouraged to participate.*

J. J. Pearce Orchestra Specifics

- *The Pearce High School Orchestra has a strong private study program coordinated by the Head Director. The teachers are highly qualified professionals who are auditioned and approved by the directors.*
- *All teachers are required to fill out a criminal record check before being hired to teach lessons. Participating students receive one private lesson per week at a cost of \$17.00 per lesson. If you have financial need, scholarships may be available from the Pearce Area Orchestra Club. Please contact the director for details.*
- *Private study is encouraged, but not required, to participate in the Pearce Orchestra. The advantages of a one-on-one experience are overwhelming, and consequently, the most successful students have studied privately. Please contact the directors for a list of private lesson teachers available in the Pearce area.*

Rehearsal/Performance Schedules

- *Participation at sectionals, rehearsals, and performances is required and will be integrated into the student's grade in accordance with the **Grading Guidelines in Music** contained in this Handbook, the RISD Program of Studies and TEA/UIIL regulations.*
- *A schedule of activities and events will be provided to students and parents. Updated schedules will be provided as needed.*
- *Regularly scheduled sectionals, rehearsals, and concerts are curricular and have no academic eligibility requirements.*

- *In the spring semester, no more than two competitions may be entered in addition to the UIL Concert and Sightreading Contest, excluding the high school spring trip.*
- *The Head Director, or someone designated by the Head Director, will supervise all required practices, rehearsals, and/or performances that are school-sponsored.*
- *In addition to local performances, special performance ensembles may make numerous other appearances during the year.*
- *Performance courses in Band, Choir and Orchestra involve outside of school rehearsals and performances. Students who are members of principal performing groups are expected to fully participate in all performance activities including approved travel.*

J. J. Pearce Orchestra Specifics

Rehearsal schedules will be posted and distributed at least one week in advance. Every effort will be made to accommodate students with schedule conflicts that involve other school and family activities, as well as emergencies. **Missing an orchestra event because of work will not be excused.** Plan ahead and let the directors know about any conflicts as soon as possible. All notifications must be in writing.

Religious Music Guidelines

Background Information

- *During the 1999-2000 school year a Religious Practices Committee, comprised of parents, community members, clergy, teachers, administrators and students, reviewed current *RISD Guidelines for Religious Practices*. Their recommendations were accepted and approved by the Board of Trustees in June, 2000.*
- *One of the components reviewed by the committee was religious music in public schools. The RISD guidelines concerning religious music in school, as stated below, were approved by the Board of Trustees and are in compliance with current law.*
 - *District bands, choirs and orchestras, as part of a secular program of instruction, may perform religious music. District personnel must make every effort to assure that such music reflects a diversity of religious beliefs.*

Required Expenses and Fees

- *All high school music organizations levy fees to cover expenses of uniform upkeep, additional equipment, school-owned instrument usage fees, repairs, supplies and other program operation expenses not covered in the regular music budget. Program fees will not exceed \$500 per student. These fees are managed through the local booster club, a 501(c) (3) non-profit organization.*
- *Travel fees are separate from program fees and are assessed according to the requirements of approved travel.*
- *All monies raised during fundraising activities belong to the organization's general fund from which student scholarships may be dispersed. There are no refunds granted from fundraising monies.*
- *If a high school student withdraws from an organization or fails academically, and is unable to participate in the organization, any money earned through fund-raisers or granted through scholarships will remain in the organization's general fund. Any*

money over and above the costs of the “operating fee” and trip costs will remain in the organization’s general fund.

- All fundraising activities must be approved by the Area Booster Club and the individual school principal.
- All funds raised must be deposited with and accounted for through each Area Booster Club.
- Junior High fundraising activities are to be group efforts, which go into a group account to support group activities. Students fundraise for activities that support their programs, for additional equipment, for the ability to assist students who have financial problems, etc. An integral part of fundraising is the spirit and unity that comes as a result of the group effort. Therefore, in Junior High programs there are:
 - No required fees for participation with the exception of an RISD instrument usage fee, a school uniform fee or individual competition entry fees.
 - No required "operation" fees or individual fundraising amounts for which parents or students are held responsible.
 - No individual student fundraising accounts to be maintained.
 - No fundraising participation or expectations from 6th grade band and orchestra students.
- Instrument purchase/rental: Individual instruments are the responsibility of the student/parent, and may be purchased or rented. A limited number of district-owned instruments may be available for an annual usage fee.
- Financial assistance is available for students who need help meeting required maintenance fees and other expenses related to this activity. Assistance, based on the organization’s needs and on the commitment and interest of the individual student, may be obtained through fundraising or other resources (local booster club, campus funds, etc.). Consult the Head Director for more information.

J. J. Pearce Orchestra Specifics

Orchestra members and their parents have financial obligations in three different categories: start-up fees, program operation fee and trip expenses. No student will be denied participation in the orchestra program due to financial difficulties. A brief description of all expenses follows.

➤ **Start-Up Fees: Uniform, Instrument & T-shirt**

These fees are paid to the Pearce Area Orchestra Club at orchestra registration in August. Students may pay in cash or with a check made out to PAOC.

<u>START-UP FEES</u>	
Please make check payable to: PAOC	
Most items due at Orchestra Registration in August	
ORCHESTRA T-SHIRT (required)	\$15
UNIFORM RENTAL & CLEANING FEE(required)	\$15
SCHOOL OWNED INSTRUMENT USAGE FEE	\$75
LOST ITEM FEES (due as needed)	
Lock	\$5
Uniform	Current Replacement Cost
Music	\$0.25 per copy

➤ **Program Operation Fee**

- ❑ Each student in the J. J. Pearce High School Orchestra will be responsible for a program operation fee that has been established by the Executive Board of the Pearce Area Orchestra Club. The philosophy is that each high school student will share an equal part of the financial responsibility of funding orchestra program expenses not provided by the district.
- ❑ This Program Operation fee includes expenses such as contest entry fees, instruments, equipment and repair not provided by the RISD, clinician fees, food and drinks for orchestra activities, orchestra banquet expenses, scholarships, and orchestra club administrative costs such as postage and printing. Students may pay by cash; check made out to PAOC or by earning scholarships based on fundraising participation. The fee for the 2010-2011 school year is \$75.00.

<u>PROGRAM OPERATIONS FEE</u>	
Please make check payable to PAOC	
PROGRAM OPERATIONS FEE	\$75
Due at Orchestra Registration	

➤ **Orchestra Competition Expenses**

- ❑ In addition to local performances, the orchestra department takes a trip each spring. The purpose of the trip is for the orchestra to perform in an orchestra festival/competition. This trip is open to all orchestra students enrolled in the orchestra program, including freshmen.
- ❑ The funds for this trip may be paid by check to PAOC or covered by individual scholarships based on participation in fundraising opportunities.
- ❑ Information about this trip and specific details will be provided to students and parents as soon as these become available.
- ❑ To participate, students must meet the following expectations:
 - ⇒ Students must meet all local and state eligibility requirements to participate in the competition.
 - ⇒ **Students who are ineligible may not travel with the orchestra.**
 - ⇒ Students must be able to perform all music for the performance at a satisfactory level.
 - ⇒ Students must have attended scheduled rehearsals.
 - ⇒ Students must fulfill their financial obligations to the organization.

<u>ORCHESTRA SPRING COMPETITION</u>	
Please make checks payable to: PAOC	
SPRING TRIP – \$50 Deposit Due at Registration	

➤ **Payment Schedule**

<u>PAYMENT SCHEDULE</u>	
<u>FALL SEMESTER</u>	– Registration - \$50 deposit
	November 2010 – 25% of trip cost less deposit
	December 2010 – 50% of trip cost
<u>SPRING SEMESTER</u>	
	January 2011– 75% of trip cost
	February 2011 – balance of trip cost

➤ **Refunds and Transfer of Refunds**

- To be in compliance with Internal Revenue Service mandates, no scholarship money earned through fundraising will be refunded.
- If a freshman, sophomore or junior overpays or has surplus scholarship monies, those monies will be carried forward to the following year.
- Any senior may request all of his/her out-of-pocket excess money, money personally paid, to be refunded upon graduation. Excess scholarship money earned through fundraising participation can be credited to a sibling's orchestra account for the following year. If there will not be a sibling in the high school orchestra the following year, the excess money will revert to the PAOC general fund.
- Any student who did not travel for the current year may request a refund of his/her out-of-pocket excess money. **Some trip funds may be non-refundable depending on the specific trip payment agreement.**
- Any student who is removed or withdraws from the orchestra program will forfeit any and all deposited funds.
- Any student's parent may appeal in writing the decision of the orchestra staff concerning refunds. Any appeal of this nature must be submitted to the Director.

Summer Activities

- *The director will post information concerning summer music camps and private studies. Attendance is encouraged but optional.*
- *Summer camps and activities are held outside the normal school year. It should be understood that attendance and participation at these camps and practices are clearly at the individual's discretion and the RISD in no way requires this participation.*
- *While at these camps, participants are under the rules and procedures of the specific camp involved and the RISD assumes no responsibility for student conduct.*
- *A director's participation in summer activities is entirely at his/her discretion and his/her attendance is in no way related to his/her duties as an RISD employee.*
- *RISD Leadership Camp may be held one week during the summer months.*

J. J. Pearce High School Orchestra Specifics

- All orchestra members are strongly encouraged to continue their musical growth and playing capabilities by attending camps offered during the summer. Many of

- these take place at universities throughout Texas with some of the best orchestra directors and players in the state. Information about some of these camps will be posted in the orchestra hall as received.
- Orchestra members are also encouraged to continue private study through the summer break. Playing your instrument year-round can tremendously increase your musical and technical capabilities as a musician.

Transportation

- *All transportation arrangements must be through District approved vendors.*
- *The Head Band, Choir and Orchestra Director and Principal will determine the mode of transportation to and from all performances.*

J. J. Pearce Orchestra Specifics

The Head Orchestra Director will determine transportation to and from local performances. If a student must leave directly from a performance, he/she may be released only to his/her parent/guardian by the Head Orchestra Director. Any exception to this guideline must be submitted in writing and approved by the Head Orchestra Director prior to the event.

Travel

- *During a high school music student's career, a student may participate in an approved spring trip of up to three school days to travel beyond a radius of 600 miles within the continental United States. For all remaining years, music organizations may have two school days of approved travel within a radius of 600 miles within the United States.*
- *Exceptions to the above (i.e. invitation to Midwest, invitation to ACDA, special invitation for international travel, etc.) must be approved by the Director, Principal, Director of Fine Arts, and Assistant Superintendent. The District will bear no cost for invitational travel excluding the UIL State Marching Contest, TMEA performances and members of the All-State Music groups.*
- *Out of district trips are not mandatory for any member and will not affect their status or grade in any way. However, students in the top performing music ensembles do have a travel expectation.*
- *Since participation in our music program is a team effort, any student not participating in a spring trip should advise the director well in advance of the trip (a minimum of eight weeks is recommended). The director can then initiate alternative arrangements for missing students.*
- *When traveling, each student must meet all local and state eligibility requirements to participate in the competition.*
- *Students who are ineligible may not travel with the music organization.*
- *Students must be able to satisfactorily perform the material assigned for the performance.*
- *Students must have attended scheduled rehearsals.*
- *Students must fulfill their financial obligation.*
- *Junior High music groups may only travel overnight by invitation of the Texas Music Educator's Association. Any exception to this will be with the approval of the*

Director of Fine Arts and the Secondary Assistant Superintendent for Curriculum and Instruction.

J. J. Pearce Orchestra Specifics

In addition to local performances the ensembles may make numerous other appearances each year. There is one overnight trip each year for performing groups.

➤ **Overnight Travel Guidelines**

- Be eligible according to state law by passing all classes
- Be able to perform all the material assigned for the performance satisfactorily
- Attend scheduled rehearsals necessary for preparation for the trip
- Fulfill financial obligations to the organization (See **Required Expenses and Fees.**)

Uniforms

- *The District provides uniforms for high school music groups are mandatory for participation in high school Band, Choir and Orchestra.*
- *The individual student must provide uniform accessories such as shoes, socks, gloves, tux shirts, bow ties, etc. as needed.*
- *Students are responsible for maintenance/cleaning fees.*
- *Each student is responsible for repair or replacement of any damaged or unreturned uniform or accessory.*
- *Junior High music students may be required to provide a uniform at the discretion of the Director and Principal.*
- *At the 6th grade level, the uniform requirement for Band and Orchestra students will be at the discretion of the Junior High Band or Orchestra Director and in consultation with the principal.*

J. J. Pearce Orchestra Specifics

Orchestra uniforms for concerts are provided by the RISD. These uniforms are issued in the fall and must be returned in the spring. Female bassists and cellists may choose to wear all black pants and top in lieu of the concert dress. Uniforms do NOT need to be cleaned upon return. A uniform cleaning fee is included in the fees.

➤ **Accessories**

Women will purchase black shoes. Dress sandals for use with their concert dress are acceptable. No flip-flops.

Men will purchase black shoes and black socks for use with their concert uniform. Each student is responsible for replacing any uniform part that is damaged or lost.

➤ **Alterations**

Alterations will be made at Orchestra Registration and Uniform Fitting in August. Students who miss this date will be responsible for their own alterations. If the hem needs to be adjusted, do not remove any fabric from the garment. Please adhere to the following rules:

Boys

- ⇒ Measure the pant hem wearing the shoes you will wear when you perform.
- ⇒ If altering the jacket, measurements should be taken with the tux shirt on.

□ **Girls**

- ⇒ Measure the dress hem wearing the shoes you will wear when you perform.
- ⇒ The finished dress length MUST be EXACTLY 2" off the floor when wearing concert shoes.
- ⇒ Do not press the fabric.

- ⇒ The finished hem depth should be no more than 4". If the fold under is more than 4", then fold the excess amount of fabric under or inside the hem before sewing. Use black thread with small hem stitches for hemming. Do not use staples, tape, safety pins or fabric fuse. The dress must be hemmed using a needle and thread.

Wind and Percussion Students

- *Wind and percussion students participating in orchestra must have concurrent membership in the school band program.*

RISD District-Wide Guidelines for Extracurricular Students: Alcohol & Illegal Drugs

RISD expects that all students, including students who participate in any Extracurricular Activities (Extracurricular Students) will conduct themselves at all times in an exemplary manner that brings honor to the District, their school, and themselves. Participation in extracurricular activities is a privilege and is conditioned on the student's compliance with all rules and regulations of the activity and District policies and guidelines, including these guidelines. The use, possession, sale, or furnishing to others of alcohol or drugs of any kind is strictly prohibited (the Prohibition). Any student who violates the Prohibition is not in compliance with the rules of participation and will be subject to disciplinary measures, which could result in removal from the extracurricular activities in which the student participates.

These guidelines and statement of consequences apply to all extracurricular activities sponsored by the Richardson Independent School District and to all Extracurricular Students. The purpose of these guidelines is to deter and eliminate any use, possession, sale, or the furnishing to others of alcohol or other drugs, help students avoid drug and alcohol use, establish consistency in consequences across all activities for students who do not comply with the Prohibition, promote a high quality educational experience in all activities and assist RISD to maintain order and a safe learning environment, and to promote a high level of civic and individual responsibility among students.

Extracurricular students are subject to these guidelines at all times throughout the twelve month calendar year, whether the extracurricular activity is "in season" or inactive and on weekends and during school holidays. Refer also to Board Policy FO (Local).

Notwithstanding these guidelines, violations of the RISD Student Code of Conduct

(categories II or III) resulting in a Disciplinary Alternative Education Program placement (Christa McAuliffe Learning Center) will result in removal from all extracurricular participation for the remainder of the school year.

To ensure consistency among activities, these guidelines shall be used by all extracurricular groups. However, nothing in these guidelines prohibits an extracurricular activity sponsor from developing activity guidelines and rules to address topics other than alcohol or illegal drug activities.

The following definitions will apply to these guidelines:

- Leadership Position- a position or office an Extracurricular Student holds in an organization or group either by election or appointment. Such positions may include without limitation: captain, officer, squad leader, drum major, section chair.
- Parent- A student's biological or adoptive parent or parents, legal guardian, or other person in lawful control of the student.
- Prescription Drugs- A drug authorized by a licensed physician specifically for that student. A student who uses a prescription drug in a manner prescribed by the student's physician and who has followed school policies in such use shall not be considered to have violated this policy.
- Possession- To have an item in or on ones personal being or property, including without limitation, clothing, purse, backpack, private vehicle used for transportation to or from school or school-related events, or other property used by the student such as a desk, locker, or cubby-hole.
- Use (Substance)-Voluntarily introducing into one's body, by any means, a prohibited substance, recently enough that it is detectable by observation of the

students physical appearance, actions, breath, speech, or by substance testing.

- Extracurricular Activities - School sponsored activities including but not limited to Dance & Drill Teams, Bell Guards, Cheerleaders, Spirit Groups, Sports, Fine Arts, Clubs, UIL governed Activities, Mock Trial, AC DEC, and other school sponsored student activities unique to a campus.

An Extracurricular Student violates the Prohibition if he or she:

- Receives an MIP (Minor in Possession), MIC (Consumption of Alcohol by a Minor), DWI (Driving While Intoxicated), DUI (Driving Under the Influence of an Illegal Substance), or other citation for the illegal use or possession of alcohol/drugs, or furnishing alcohol/drugs to another in a non-school setting;
- Is observed by a faculty or staff member using, possessing, or furnishing to another student any drugs, including alcohol, on or off school property (observation via internet site, video, still picture, or other media will be considered);
- Receives any citation for or is arrested for illegal alcohol/drug activity or substance on or off school property;
- Performs or participates in an extracurricular activity while under the influence of alcohol or other drugs.

An Extracurricular Student who receives an MIP, MIC, DUI, DWI, or other alcohol/drug citation shall promptly notify the activity sponsor. An Extracurricular Student who fails to do so may be subject to further disciplinary action once the activity sponsor or administrator learns of the offense. The consequences for violation of the Prohibition apply regardless of the disposition of any citation the student may receive.

Process: When an activity sponsor or campus administrator learns that an

Extracurricular Student has violated the Prohibition, the sponsor or administrator will attempt to gather as much information as is available about the suspected violation and shall immediately communicate with the student and his/her parent to review the information. The sponsor or administrator will take reasonable steps to ensure the student and his/her parents are notified of the suspected violation of the Prohibition and to offer the student and his/her parent a meeting with the administrator and/or sponsor and give them an opportunity to provide information about the student's suspected actions. Parents and/or students who refuse to promptly meet with the sponsor or administrator forfeit their opportunity for a conference. The administrator or sponsor will notify the student and his/her parent in writing of the reasons for any consequences imposed.

A student or parent who is not satisfied with the outcome of the conference or the principal's decision may appeal the decision through the District's Student and Parent Complaint Policy (FNG (Local), but the consequence will not be delayed during any appeal. Copies of the policy are available on the District's website or may be obtained from the school.

PROBATION: Last Chance Opportunity

All Extracurricular Students are expected to comply with these guidelines. An Extracurricular Student who does not do so is subject to disciplinary action. While some offenses may be so severe that they will result in immediate removal from the extracurricular activity, where appropriate, the District will consider allowing a student who violates the Prohibition to serve a last chance probationary period if the violation of the Prohibition is the first instance of the student's failure to comply with these guidelines.

Probation: A student's first violation of the Prohibition will result in the Extracurricular Student's (i) removal for the remainder of the

school year from all leadership positions he or she holds, including any such positions that the student might seek or be appointed to later in the school year; and (ii) removal from all extracurricular activities for 20 school days or UIL Competition dates. (see below*)

- The 20 school days or UIL Competition dates removal period start at the parent/student/principal conference. If the parent/student forfeits the conference, the principal will determine the start date;
- During the 20-day removal period, the student and the parent must attend and successfully complete the RISD alcohol/drug educational program. Students may be required to have follow-up sessions with the Intervention Specialist on campus. The student is responsible for all fees associated with the program. A student/parent must complete the educational program before the student will be reinstated after the removal period.
- Students may participate in practices for the extracurricular activities while on probation.
- *If an activity schedules competition or performance during the summer or on a school holiday (excluding weekends), any days on which the student's team or group actually competes or performs will be counted toward completion of the 20-day probation period.
- "UIL Competition Date" means a day on which the individual or group actually competes or performs in a UIL or Non-UIL sponsored activity when the school is represented.

An Extracurricular Student can receive only **one** probation period for violating the Prohibition during the students' 9-12 high school career.

Second Offense or Subsequent Offenses

A second offense or subsequent offenses will result in removal from all extracurricular activities for the remainder of the school year. Students will also be removed from all leadership positions for the remainder of the school year.

- If the infraction occurs and/or is discovered 60 or less days prior to the end of the school year, the student will be removed from all extracurricular activities and leadership positions for at least 60 school days or UIL Competition dates. The removal days may extend into the next school year.
- When a second or subsequent infraction occurs after the end of the school year, the consequence will go into effect at the parent or legal guardian/student/principal conference. The student will be removed from all extracurricular activities for the entire up-coming school year.
- If the parent or legal guardian/student forfeits the conference, the principal will determine the start date.
- During a period of removal, an Extracurricular Student may not wear his/her uniform, travel with the team or organization, or otherwise act as a representative of the team or organization.

An Extracurricular Student is eligible to participate in extracurricular activities and to pursue future leadership positions after the second offense, if:

- It is the start of the school year and the student has "sat out" of all extracurricular activities for no less than 60 school days or UIL Competition days.
-

2010 Extracurricular Activity Agreement Form

Student Statement:

My signature below certifies that I have read and understand the RISD District-Wide Guidelines for Extracurricular Students: Alcohol & Illegal Drugs. I agree to comply with all rules and regulations written in these guidelines and any additional rules adopted by my school as a condition of participation as a member of an extracurricular activity. I understand that my failure to comply with these guidelines may result in disciplinary action, including dismissal from all extracurricular activities.

Printed Name of Student

Student Signature

Date Signed

Parent Statement (for students under 18 years of age):

My signature below certifies that I have read and understand the RISD District-Wide Guidelines for Extracurricular Students: Alcohol & Illegal Drugs. I understand that my child must comply with all rules and regulations written in these guidelines and any additional rules adopted by my child's school as a condition of participation in an extracurricular activity. I understand that his or her failure to comply may result in disciplinary action, including dismissal from all extracurricular activities.

Printed Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Date Signed

**J. J. PEARCE HIGH SCHOOL ORCHESTRA
2010-2011 MEDICAL RELEASE & PERMISSION TO TRAVEL FORM**

PRINT

Student: _____ SS#: _____ - _____ - _____

Address: _____ Grade: _____

City/Zip: _____ Home Phone: _____

Father: _____ Mother: _____

Father's Work Phone: _____ Mother's Work Phone: _____

Alternate Adult Name: _____ Phone: _____

Alternate Adult Name: _____ Phone: _____

The above named student has my permission to participate in school-sanctioned activities as a member of the Pearce High School Orchestra during the school year. All transportation will be arranged by the Director in accordance with RISD Guidelines. Students even when off campus are still subject to the school rules and regulations when participating with the Pearce High School Orchestra. I understand that any student who does not conduct himself/herself properly may be (1) sent home at the parent's expense; (2) prohibited from participating in future activities of this organization; and/or, (3) subject to other appropriate disciplinary action.

By signing this document, the parent and/or legal guardian releases the Richardson Independent School District and Pearce School Orchestra directors, chaperones, volunteers, etc. from any and all claims resulting from the injury of the above named student or the loss of property of the above named student while participating in any activities connected with the Pearce High School Orchestra.

Insurance Coverage – (You may copy the front and back of your insurance card and attach to this space rather than printing this information.)

Insurance Company: _____

Policy Number: _____ Group in Name of: _____

Name of Parent who is the Policy Holder: _____

Insurance Coverage – Secondary

Insurance Company: _____

Policy Number: _____ Group in Name of: _____

Name of Parent who is the Policy Holder: _____

Dental Coverage –

Insurance Coverage: _____

Policy Number: _____ Group in Name of: _____

Name of Parent who is the Policy Holder: _____

Health-Related Information about Student:

1. List allergies to food, medications, other. (If None, so state.)

 2. List pertinent medical information applicable to heart trouble, diabetes, epilepsy, allergies, Etc. (If None, so state.)

 3. Does student carry medication? (If None, so state.)
Name of medication(s): _____ Purpose: _____
 4. Date of last Tetanus injection: _____
 5. Name of family physician: _____
Address: _____ Phone: _____
 6. Does student wear: glasses? _____ Contact lenses? _____ Hearing Aid? _____
 7. Additional medical information or comments: _____

-

In the event that the above named student is presented for, or requires medical treatment or surgery or any other form of medical care or aid, I, parent/legal guardian of the above named student, do hereby authorize the Sponsors/Chaperones to be consulted with, and consent to, any medical treatment or care deemed necessary by any doctor, nurse or other medical personnel. I also guarantee payment of all charges incurred for medical treatment such as, but not limited to physician, hospital, x-ray, lab, drugs, and EMS.

This form must be signed and returned to the Pearce High School Orchestra Director before the student will be permitted to participate in any off-campus activity.

Date

Signature of Parent/Legal Guardian

2010-2011
SCHOOL OWNED INSTRUMENT CHECK-OUT FORM

J. J. Pearce High School Orchestras

Name of Student _____ Home Phone _____

Address _____

City _____ State _____ Zip _____

Mother's Name _____ Work Phone _____

Father's Name _____ Work Phone _____

Instrument Make & Model _____

Serial Number _____

Instrument Name _____

THIS IS TO CERTIFY THAT I AM USING A SCHOOL-OWNED INSTRUMENT.
I UNDERSTAND THE GUIDELINES CONCERNING USE OF MY SCHOOL
OWNED INSTRUMENT AND WILL OBSERVE ALL GUIDELINES.

SIGNED _____ DATE _____
PHS Orchestra Member

I HAVE READ THE GUIDELINES FOR USING A SCHOOL OWNED
INSTRUMENT AND UNDERSTAND HOW IT APPLIES TO MY CHILD.

SIGNED _____ DATE _____
PHS Orchestra Parent/Guardian

***CHECK FOR \$75 SHOULD BE PAYABLE TO: PAOC
AND IS DUE AT THE TIME OF RENTAL***

2010-2011 J. J. PEARCE ORCHESTRA
HANDBOOK ACKNOWLEDGEMENT FORM

This Handbook is distributed to all J. J. Pearce High School Orchestra students and parents. The information is intended to make your J. J. Pearce High School Orchestra experience as positive and fulfilling as possible.

Please sign the following acknowledgement form and return it to the Orchestra office. All forms must be on file before the end of the first six weeks.

THIS IS TO CERTIFY THAT I HAVE RECEIVED AND READ THE 2010-2011 J. J. PEARCE HIGH SCHOOL ORCHESTRA HANDBOOK AND WILL OBSERVE ALL GUIDELINES FOUND THEREIN.

SIGNED _____ DATE _____
PHS Orchestra Student Signature

I HAVE RECEIVED AND READ THE 2010-2011 J. J. PEARCE HIGH SCHOOL ORCHESTRA HANDBOOK AND UNDERSTAND HOW IT APPLIES TO MY ORCHESTRA STUDENT.

SIGNED _____ DATE _____
PHS Orchestra Parent/Guardian Signature

As discussed at orchestra registration, your contact information may be maintained on your child's "Charms account." This information will be kept private and will be viewable only to you, your child's directors and approved PAOC board members. You may amend or delete this information at any time by logging in to your child's Charms account. Please contact your child's director if you require assistance. You may also print your information below and the data will be entered for you.

Please confirm the information that will be used on your confidential Charms ledger:

Student Name: _____

Grade: _____ Instrument: _____

Address: _____

City, Zip code: _____

Contact phone number(s): _____

Email(s): _____

Parent Name(s): _____