

Richardson North Jr. High
Orchestra Handbook



2011-2012



2011-2012 STUDENT ACADEMIC CALENDAR

Richardson Independent School District - www.risd.org

AUGUST 2011						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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JANUARY 2012						
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FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
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MARCH						
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APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
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29	30					

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
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JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
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17	18	19	20	21	22	23
24	25	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..... 9-12
 Staff Development/Preparation.... 16-19
 Classes Begin..... 22

SEPTEMBER

Labor Day Holiday..... 5
 Six Weeks Ends (28 days).....29

OCTOBER

Fair Day Holiday10
 Student Holiday/Staff Development..... 11

NOVEMBER

Six Weeks Ends (27 days).....9
 Student Holiday/Staff Development*23
 Thanksgiving Holiday.....24, 25

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

DECEMBER

Exams Week, *No Evening Events*12-16
 Six Weeks Ends (24 days).....16
 Winter Break.....19-30

JANUARY

Student Holiday/Staff Development*2
 Student Holiday/Staff Development.....3
 Martin Luther King Jr. Holiday.....16

FEBRUARY

Six Weeks Ends (31 days).....16
 Student Holiday/Staff Development.....20

MARCH

Spring Break.....12-16

APRIL

Student Holiday/Staff Development* 6
 Student and Staff Holiday *if not needed for Snow Make Up Day*..... 9
 Six Weeks Ends (32 days).....12

MAY

Memorial Day Holiday.....28
 Exams Week, *No Evening Events* 28-31
 Six Weeks Ends (34 days).....31

JUNE

Records Day/Student Holiday 1
 Snow Make Up Day If Needed.....1

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

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

ADMINISTRATIVE SWITCHBOARD
 469-593-0000



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) 593-5382 or the Fine Arts Office at (469) 593-0430.

Sincerely,

Brad Kent
Director of Fine Arts

Melissa Gassman
Principal, Richardson North Jr. High School

David Moran
Director of Orchestra, Richardson North Jr. High School

RICHARDSON NORTH JUNIOR HIGH ORCHESTRA HANDBOOK

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RISD Music Program Guidelines
and
Richardson North Junior High Orchestra Handbook

PREFACE

The North Junior High (RNJH) Orchestra has established a tradition of excellence and quality in musical performance. The success of the program centers on pride, commitment to task, and the willingness to work hard to achieve a common goal. As a member of the orchestra you will make long-lasting friendships and develop a sense of comradeship that is unique to our organization. While we do not expect every student to become a virtuoso musician, we do expect every student to establish both short-term and long-term goals for improvement on his or her instrument. We also expect mature, responsible attitudes and actions-and plenty of hard work from everyone.

Every year is a new challenge -- new combinations of personalities and talent, new audiences, new music, new members, and new officers. By accepting membership in the orchestra, you agree to perform to the best of your abilities and work together with the director to make this year's orchestra the finest 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 RNJH 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 here, please call. I will try to assist in whatever way possible.

RNJH ORCHESTRA STAFF

David Moran
Director of Orchestras
Office (469) 593-5382
Email: david.moran@risd.org

➤ **Individual Orchestra Responsibilities**

Students are placed by the director's discretion into one of two orchestra classes at RNJH: Symphony Orchestra or Concert Orchestra. Our curriculum is designed to improve individual performing skills throughout the year. The responsibilities for students in each group are outlined below.

SYMPHONY ORCHESTRA

David Moran, Director

- * Performance of concert music as assigned by the director
- * Students are required to participate in the Richardson Chamber Music Festival
- * Preparation of UIL music
- * Students are required to audition for All-Region Orchestra
- * Attend after school sectionals
- * This group will attend UIL Concert and Sightreading Contest
- * Students in Advanced Orchestra are expected to fully participate in all performance activities, including approved travel

CONCERT ORCHESTRA

David Moran, Director

- * Performance of concert music as assigned by the director
- * Students are encouraged to participate in the Richardson Chamber Music Festival
- * This group will not be performing at UIL Concert and Sightreading Contest



All RISD Music Program Guidelines will be printed in Italics.
All Richardson North Junior High 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 evaluators 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.*

Booster Club

- *One Band, Choir and Orchestra Booster Club will exist in each high school attendance area. The Head Director will serve as an advisor and should help facilitate all UIL and RISD Guidelines that pertain to booster clubs. 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.*

RNJH Orchestra Specifics

There will be one major audition each year to place students in orchestra classes. Students will audition in May for the following fall semester. Audition material for the May audition will be available three weeks before the audition. The director(s) at the audition will evaluate students. Student group placement will be determined during the audition. Student chair placement within an orchestra may change during the year at the director's discretion, based on performance and needs of the ensemble.

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 the start of each semester. Revisions will be communicated in a timely fashion.*

RNJH Orchestra Specifics

A calendar of events will be provided by the director no later than the first day of school. Please check your calendar and report any conflicts to the directors. Attendance at all performances and rehearsals is required. If an excused absence is anticipated, a written notification should 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 organization's 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.*

RNJH Orchestra Specifics

Students enrolled in the orchestra program are expected to display exemplary behavior at all times. At every performance you represent your family, Richardson North Junior High School, and Richardson, Texas. Make sure that your actions prove that the RNJH Orchestra is a class act in every way.

➤ Class Rules and Procedures

- Be in your seat with instrument, music, pencil and supplies when the tardy bell rings.
- Do NOT bring your cases, books, notebook, purses, etc. to your chair. Leave them at the back of the room.
- You are expected to tune quickly and quietly. Be respectful of others as they tune.
- Do NOT talk or practice while others tune.
- If you are having trouble, raise your hand or ask your stand partner or section leader to help.
- Keep fingernails cut to an appropriate length to allow proper position and playing habits to develop. Please do not get nail tips or acrylic nails, etc.
- Show good rehearsal etiquette by being a good team player – study your part quietly or shadow bow while the director works with another section. Remain on task at all times; do not talk or interrupt the focus of a rehearsal. No pizzicato or any noise should distract those who are playing. We expect you to show respect to all players in the group.
- Good posture and playing position is important for all players. If you look like a pro, you will sound more like a pro.
- Don't be afraid to ask questions. If you don't understand something and you don't let us know, we all lose. Raise your hand and ask.
- Be supportive of your classmates. We are all working together to be the best orchestra we can be.

- All instruments remain in cases with latches closed when not in use.
 - Do not leave purses or other valuables unlocked in the orchestra room
 - Disorderly behavior and abusive language will not be tolerated.
 - Please be considerate of director's requests for assistance and/or performance of little tasks around the rehearsal hall, such as picking up paper, putting away chairs and stands, etc.
 - All students will adhere to the RISD *Student Code of Conduct Handbook*.
- **Materials at School Everyday**
- Instrument
 - Rosin (Cello and Bass students should have rosin for their school and home instruments.)
 - Soft Cloth
 - Pencil (on stand)
 - Music in music folder or binder
 - Rock Stop for Cello and Bass
 - Shoulder Rest for Violin and Viola
- **Additional Materials for Home**
- Music Stand
 - Metronome
 - Tape recorder

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 or guardian 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 school 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.

RNJH 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.*

RNJH Orchestra Specifics

My goal is to make sure that all students are treated fairly. Please contact me at (469) 593-5382 if you have any concerns, or to resolve problems 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 non-exempt courses 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.*

RNJH Orchestra Specifics

The RNJH Orchestra Director will enforce all eligibility rules and regulations. Students who are ineligible will continue to rehearse during orchestra class and before and after school and participate in curricular performances to earn their orchestra grade. Ineligible students may not travel with the orchestra, or participate in extra-curricular performances. (See Appendix for UIL Eligibility Calendar and list of exempt courses.)

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 grade.*
 - *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.*

- **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.*

- **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 each rehearsal and each sectional.*
 - 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.*

- **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.*

- **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 or email 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 may be lowered.

➤ **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.

RNJH Orchestra Specifics

Students will be expected to meet the responsibilities in their class as listed in the opening of this Handbook. Since orchestra is an academic class with some extra-curricular activities, the student's grade will reflect achievement in both areas.

➤ **Practice Records**

Each student will be responsible for submitting a practice record every Monday, with a parent's signature. This can include private lessons.

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 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, minus normal wear and tear. Any costs associated with damage from negligence or malicious intent will be assessed to the student.*

RNJH Orchestra Specifics

➤ **Personal Instruments**

- The Orchestra Director or your private teacher will be happy to consult with the student and parents in order to make an appropriate purchase and to assist in obtaining the best possible price for your instrument.
- You are responsible for your instrument's care and maintenance. If you own or rent it and a string breaks, you are responsible for purchasing a replacement.
- With all personal and school instruments, it is strongly recommended that the instrument be insured through your parent's homeowner's policy or a private company. Please ask if you need additional information on options for insurance. The school District will not assume liability for maintenance, repair or damage of personal instruments on school property.

➤ **School Owned Instruments**

- Richardson North Junior High School has a limited number of the following instruments for students to rent: viola, cello, bass and harp.
- The usage fee for school owned instruments is \$75.00 per year. The student is responsible for the maintenance and upkeep of the school issued instruments. This includes strings, bow re-hairs, etc.
- 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.

- ❑ Parents and students should understand that 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 you.
- ❑ It is strongly recommended that the instrument be insured through your homeowner's policy or a private company. Please ask if you need additional information on options for insurance.

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.*

RNJH Orchestra Specifics

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

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.*

RNJH Orchestra Specifics

- *The Richardson North Orchestra has a strong private study program coordinated by the Orchestra Director. The teachers are highly qualified professionals who are auditioned and approved by the Orchestra Director. Teachers offer students one private lesson per week. The district determines the fees for private study taken within the school building. This year private lessons will cost \$17.00 per lesson.*
- *Private study is encouraged, but not required, to participate in the North Orchestras. The advantages of a one-on-one experience are overwhelming. Please see the Director for a list of private lesson teachers available in our 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/UIL 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, provided they are on campus and do not charge admission.*
- *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 participate fully in all performance activities including approved travel.*

RNJH Orchestra Specifics

All sectionals will be set-up during the first 2 weeks of school and continued throughout the school year. The times will be Monday through Friday 7:00-8:00 a.m. or 3:45-4:30 p.m. Each student will attend only one sectional per week. The instructor will take note of who attended sectionals for grading purposes.

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 \$600 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 Head Director, the Area Booster Club, and the 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.*
 - *An RISD instrument usage fee, a school uniform fee or individual competition entry fees may be charged.*
 - *No individual student fundraising accounts will be maintained.*
 - *No fundraising participation are expected 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.*

RNJH Orchestra Specifics

➤ **Program Fees**

Members of the North Orchestras have program expenses outlined below. Parents should contact the director with any specific concerns. A brief description of all expenses follows.

<u>RNJH ORCHESTRA PROGRAM FEES</u>	
SCHOOL OWNED INSTRUMENT RENTAL	\$75
UNIFORMS (See <u>UNIFORMS</u>)	\$75-80*
* Each student is responsible for providing his or her own uniform.	

➤ **Refunds and Transfer of Refunds**

- To be in compliance with Internal Revenue Service mandates, no scholarship money earned through fundraising will be refunded.
- Any excess money will revert to the PAOC general fund.
- Any student who is removed or withdraws from the orchestra program will forfeit any and all deposited funds.

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. RISD in no way requires this participation.*
- *While at these camps, participants are under the rules and procedures of the specific camp involved. 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.*

RNJH Orchestra Specifics

Students are encouraged, but not required, to continue their musical studies during the summer months. Students may sign up for lessons taught by the Pearce Area Orchestra applied lesson faculty during the summer. There are also a number of worthwhile camps offered by universities for orchestra students. Information about these camps will be posted in the orchestra hall and published in the PAOC Newsletter.

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.*

RNJH Orchestra Specifics

The 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 Orchestra Director. Any exception to this guideline must be submitted in writing and approved by the 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 Clinic, 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 must be able to satisfactorily perform the material assigned for the performance.*
- *Students must attend 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.*

RNJH Orchestra Specifics

In the event that the RNJH Orchestras qualify for additional travel, the directors will communicate all pertinent information to students and parents.

Uniforms

- *District provides uniforms for high school music groups are these are mandatory for participation in high school Band, Choir and Orchestra performances.*
- *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.*

RNJH Orchestra Specifics

Formal Uniform: White shirt, black pants for boys, street length black skirts for girls (female 'cellists and bassists may wear long black pants), black shoes, black socks for boys, flesh-colored hosiery for girls.

➤ **Accessories**

Women will purchase white blouse, black skirt, black shoes, slip and hose for use as their concert dress. Men will purchase white shirt, black slacks, shoes and socks for use as their concert uniform.

GIRLS FORMAL UNIFORM ACCESSORIES

WHITE BLOUSE, BLACK SKIRT	\$30-40*
BLACK SHOES, SLIP AND HOSE	\$30-40*

BOYS FORMAL UNIFORM ACCESSORIES

WHITE SHIRT, BLACK SLACKS	\$35-50*
BLACK SHOES AND BLACK SOCKS	\$20-30*

* Each student is responsible for providing his or her own uniform.

Wind and Percussion Students

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

2011 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

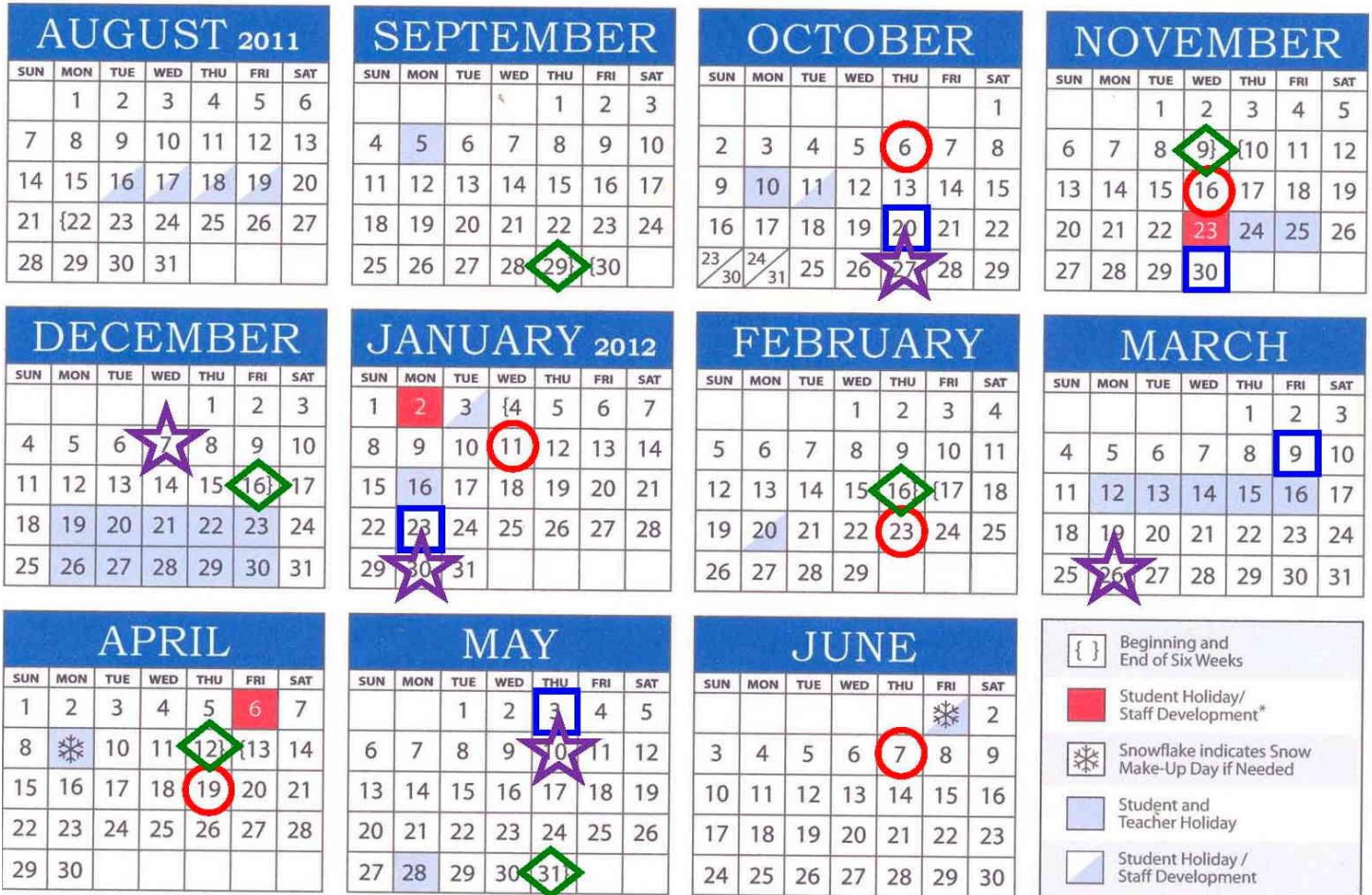
Signature of Parent or Legal Guardian





Date Signed



2011-2012 UIL ELIGIBILITY DATES ACADEMIC CALENDAR

Richardson Independent School District - www.risd.org



End of 6 Weeks 	End of 7 Day Grace Period 	3 Week Grade Evaluation 	Regain Eligibility 
September 29	October 6	October 20	October 27
November 9	November 16	November 30	December 7
December 16	January 11	January 23	January 30
February 16	February 23	March 9	March 26
April 12	April 19	May 3	May 10
May 31	June 7		

UIL Exempt Courses

Advanced Placement and International Baccalaureate (in All Disciplines)	Dual Credit (ELA, Math, Sci., Soc. Studies, Econ. LOTE)	Honors (ELA, Math, Sci., Soc. Studies, Econ. LOTE)
AP English 3 AP English 4	English 4 Dual Credit	Language Arts 7 PreAP Language Arts 8 PreAP English 1 PreAP English 2 PreAP
AP Statistics AP Calculus AB AP Calculus BC	College Algebra	Precalculus Precalculus - PreAP Math 7 PreAP Math 8 PreAP (Algebra 1) Algebra 1 PreAP Algebra 2 PreAP Geometry PreAP
AP Biology AP Chemistry AP Physics B AP Physics C AP Environmental Science	Fundamentals of Astronomy General Introductory Astronomy	Science 7 PreAP Science 8 PreAP Biology PreAP Chemistry PreAP Physics PreAP Anatomy & Physiology (Honors)
AP Human Geography AP World History Studies AP U.S. History AP U.S. Government & Politics AP Macroeconomics AP European History AP Psychology	American Government Intro. To Psychology Intro. To Sociology Principles of Economics I	Social Studies 7 PreAP Social Studies 8 PreAP
AP Spanish Language – 8th AP Spanish Language AP Spanish Literature AP French Language AP German Language AP Japanese Language and Culture AP Latin - Vergil		Spanish 3 – PreAP (7-8) Spanish 3 – PreAP (9-12) Spanish 4 Spanish Language Enrichment (Honors) French 3 – PreAP French Language Enrichment (Honors) German 3 - PreAP German Language Enrichment (Honors) Japanese 3 - PreAP Latin 3 – PreAP
AP Art Drawing AP Art History AP Two-Dimensional Design Portfolio AP Three Dimensional Design Portfolio AP Music Theory AP Computer Science		

**RICHARDSON NORTH JUNIOR HIGH SCHOOL ORCHESTRA
2011-2012 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 Richardson North Junior 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 Richardson North Junior 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 Richardson North Junior High 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 Richardson North Junior 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 Richardson North Junior High School Orchestra Director before the student will be permitted to participate in any off-campus activity.

Date

Signature of Parent/Legal Guardian

2011-2012
SCHOOL OWNED INSTRUMENT CHECK-OUT FORM

Richardson North Junior 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 _____

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 _____
RNJH Orchestra Member

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

SIGNED _____ DATE _____
RNJH Orchestra Parent/Guardian

CHECK FOR \$75 SHOULD BE PAYABLE TO: PAOC

2011-2012 RICHARDSON NORTH JUNIOR HIGH
ORCHESTRA HANDBOOK ACKNOWLEDGEMENT FORM

This Handbook is distributed to all Richardson North Junior High School Orchestra students and parents. The information is intended to make your Richardson North Junior 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.

Student's Printed Name _____

THIS IS TO CERTIFY THAT I HAVE RECEIVED AND READ THE 2011-2012 RICHARDSON NORTH JUNIOR HIGH SCHOOL ORCHESTRA HANDBOOK AND WILL OBSERVE ALL GUIDELINES FOUND THEREIN.

SIGNED _____ DATE _____
RNJH Orchestra Student Signature

I HAVE RECEIVED AND READ THE 2011-2012 RICHARDSON NORTH JUNIOR HIGH SCHOOL ORCHESTRA HANDBOOK AND UNDERSTAND HOW IT APPLIES TO MY ORCHESTRA STUDENT.

SIGNED _____ DATE _____
RNJH Orchestra Parent/Guardian Signature

I grant permission for RNJH Orchestra to identify me by name or likeness or both in RICHARDSON NORTH JUNIOR HIGH SCHOOL ORCHESTRA HANDBOOK or RISD publications, either printed or electronic.

Accept Decline _____
RNJH Orchestra Student Signature

I grant permission for RNJH Orchestra to identify my above named child by name or likeness or both in RICHARDSON NORTH JUNIOR HIGH SCHOOL ORCHESTRA HANDBOOK or RISD publications, either printed or electronic.

Accept Decline _____
RNJH Orchestra Parent/Guardian Signature