

J.J. Pearce High School
Orchestra Handbook
2017-2018



Melissa Livings, Director
Kaitlin Gallman, Associate Director



2017-2018 STUDENT ACADEMIC CALENDAR

Richardson Independent School District – risd.org

AUGUST 2017						
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	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24 31	25	26	27	28	29	30

JANUARY 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
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FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
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MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
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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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27	28	29	30	31		

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 Grading Period
□	Student Holiday / Staff Development*
❄	Student / Staff Holiday Snow Make-Up Day if Needed**
■	Student / Staff Holiday
◐	Student Holiday / Staff Development or Records Day

AUGUST

New Teacher Induction	4-9
Non-duty Staff Development Opportunity	10
Staff Development/Preparation	11-18
First Semester Begins	21

SEPTEMBER

Labor Day Holiday	4
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OCTOBER

Student Holiday/Staff Development	6
State Fair Holiday	9
Grading Period Ends (42 days)	20

NOVEMBER

Student Holiday/Staff Development*	20-22
Thanksgiving Holiday	23-24

DECEMBER

Exams Week, No Evening Events	11-15
Grading Period Ends (35 days)	15
Winter Break	18-29

JANUARY

Winter Break	1-2
Second Semester Begins	3
Martin Luther King Jr. Holiday	15
Student Holiday/Staff Development	16

FEBRUARY

Student Holiday/Staff Development	19
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MARCH

Grading Period Ends (45 days)	9
Spring Break	12-16
Student and Staff Holiday Snow Make-Up Day if Needed	30

MAY

Exams Week, No Evening Events	24-31
Memorial Day Holiday	28
Grading Period Ends (52 days)	31

JUNE

Student Holiday/Records Day Snow Make-Up Day if Needed	1
Graduation	2

REGULAR SCHOOL HOURS

Morning Pre-K	7:50 am – 10:50 am
Afternoon Pre-K	12:00 pm – 3:00 pm
Grades K-6	7:50 am – 3:00 pm
Junior High	8:15 am – 3:30 pm
Senior High	9:00 am – 4:10 pm

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

** Snow make-up dates subject to change. March 30 would be the first make-up day if needed, then June 1.



FINE ARTS DEPARTMENT
RICHARDSON INDEPENDENT SCHOOL DISTRICT

Where all students learn, grow and succeed

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,

Jeffrey D. Bradford
Executive Director of Fine Arts

Michael Evans
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

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Associate Director of Orchestras
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➤ **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

Kaitlin Gallman, 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
- ◆ Perform an ability appropriate solo or ensemble at the Richardson Chamber Music Festival
- ◆ 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
- ◆ Participation at the Richardson Chamber Music Festival is strongly encouraged
- ◆ Preparation of audition music for orchestra placement in May, if required
- ◆ This ensemble is open to all string players including those with limited experience.
- ◆ Attendance at any scheduled after or before school sectionals as required



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 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.*

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 will be required to audition unless the audition is waived by the director.
- 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. 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.*

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

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. The most up to date calendar may be found at www.jjpearceorchestra.com/calendar.

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.*

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 without express permission from the directors.
- ⇒ 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 and for other activities as designated by the director.
- ⇒ 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
- ⇒ 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 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.

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 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 nine 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 grading period.*
- *Any student whose recorded nine week grade average in any course is lower than 70 at the end of a nine week period shall be suspended from participation during the succeeding nine week period. However, a student may regain eligibility seven calendar days after the succeeding three-week or six-week evaluation period if the student is passing all courses on the last class day of the three-school-week period. See the UIL Eligibility Calendar in the appendix for specific dates. 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 and no refunds will be given if the deadline to withdraw has passed.** (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 average of the nine 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 nine 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 nine week grade will be composed of **40% minor grades and 60% major grades**. There will be **at least 14 minor and at least 3 major** grades per grading period.*
 - **Skills (20%)**
 - ❑ *The student will be expected to improve individual music skills.*
 - ❑ *The student's individual skill development will be evaluated through recorded music tests, individual playing tests, scale tests, and written tests.*
 - ❑ *The student will be evaluated on improvement of ensemble skills during daily rehearsals.*
 - **Fundamentals (20%)**
 - ❑ *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, embouchure, air production, articulation 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 (30%)**
 - 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.*

- **Participation (30%)**
 - 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.*

- **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 nine week grade may be lowered.

- **Semester Exam**
Semester grades shall consist of an average of the 23 nine week grading periods and a semester exam. The average of the 2 nine 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, and include a work-cited 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 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 instruments that may be available for an annual usage fee of \$100. 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.*

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. 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 instruments for students to rent:
- The usage fee for school owned instruments is \$100 per year. Routine maintenance including string changes and minor upkeep repairs will be covered by the booster club’s instrument rental fee.
- The instrument rental fee must be paid in full (or a payment plan negotiated with PAOC) no later than October 1 or the student may not be allowed to continue using the school instrument.
- Students must provide their own personal accessories such as rosin, shoulder pad, mute, or rock stop.
- The student is responsible for major and/or minor repairs needed due to negligence or misuse of the school instrument 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, 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.*

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 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 \$18 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 \$18.00 per lesson. If you have financial need, partial 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/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.*

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 and at least 24 hours in advance of said event.

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 is 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.*

J. J. Pearce Orchestra Specifics

Orchestra members and their parents have financial obligations in three different categories: program operation fee, trip expenses and school instrument use fee as described on page 14. No student will be denied participation in the orchestra program due to financial difficulties. A brief description of all expenses follows.

➤ **Program Operation Fee**

- Each student in the J. J. Pearce High School Orchestra will be responsible for a program 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 fee includes expenses such as the orchestra T-shirt, uniform cleaning, and other expenses not covered by the school orchestra budget. Students may pay by cash; check made out to PAOC or by earning

scholarships based on fundraising participation. The fee for the 2017-2018 school year is \$100. A portion of the fee may be waived if a student has an acceptable formal uniform to use.

PROGRAM FEE
Please make check payable to PAOC
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. Please pay attention to emails and other forms of communication so that you are aware of payment due dates, penalty dates and drop-out dates.
- 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.

➤ **Payment Schedule**

- Please see the trip contract for payment deadlines and amounts.

➤ **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.
- PAOC will be making payments throughout the year on behalf of all students and chaperones signed up to attend the Spring Trip. For this reason, **any student who wishes to withdraw his/her attendance on the Spring Trip and receive a refund/credit must do so by the withdrawal date set in the trip contract.** 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. 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.*

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 with a note written by the parent/guardian. 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 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.*

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 as 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. String students participating in band must have concurrent membership in the school orchestra program.*

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***RISD District-Wide High School Guidelines for Extracurricular Students:
Alcohol & Illegal Drugs***
(Revised March 2017)

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 and/or being under the influence of alcohol or illegal substances is strictly prohibited (the Prohibition). Any student who violates the Prohibition is not in compliance with the rules of extracurricular 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 in maintaining 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). Students transitioning from eighth to ninth grade who, during the summer, engage in conduct that violates the Prohibition will be subject to the High School Guidelines.

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.
- In Proximity – To be captured via still picture, video, internet site, social media feed, site, etc., or any other electronic capture where the school determines based on reasonable evidence that the student knows or should know he/she is (i) in a place where alcohol, illegal substances, and/or drug paraphernalia are present, and/or (ii) possessing, using, and/or being under the influence of alcohol, illegal substances, and/or drug paraphernalia. (e.g., Facebook posts shows student at social event where alcohol is visible and being consumed; Facebook post shows student posing in front of cases of unopened beer; Student captured holding and/or consuming alcohol or illegal substances at a sporting

event; Picture of student holding a drug pipe).

- Parent- A student's biological or adoptive parent or parents, legal guardian, or other person in lawful control of the student.
- Period of removal- Period of time during which an Extracurricular Student is excluded from any participation in an extracurricular activity due to violation of the Prohibition. 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.
- 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 one's personal being or property, including without limitation, clothing, purse, backpack, private vehicle, motorcycle or bicycle used for transportation to or from school or school-related events, telecommunication or electronic device, or other property used by the student such as a desk, locker, or cubby-hole.
- Use (Alcohol/Substance) - Voluntarily introducing into one's body, by any means, a prohibited substance. For example, and without limitation, consuming or ingesting alcohol in any manner is "use" of alcohol; smoking or ingesting marijuana, an unlawful derivative or look-alike of marijuana, or other illegal substances is "use" of marijuana or other illegal substance.
- 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:

- Uses, possesses, sells, or furnishes alcohol or illegal substances to another;
- 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; *Note:* 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; 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 (*See Note* above);
- Performs or participates in an extracurricular activity while under the influence of alcohol or other drugs.
- Is determined to be In Proximity to alcohol, illegal substance, and/or drug paraphernalia.

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 determine the start date for the consequence and will notify the student and his/her parent in writing of the start date and reasons for any consequences imposed.

When a student self-reports a violation of these guidelines that does not result in the issuance of a citation or other penalty from law enforcement before the District otherwise learns of the student's actions, the District may, in its sole discretion, consider the student's self-report as a mitigating factor to support a reduced probationary period for a first offense.

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.

CONSEQUENCES

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 and/or Disciplinary Alternative Education Program (DAEP) placement, where appropriate, the District will consider allowing a student who violates the Prohibition to serve a last chance probationary period if the violation is the first instance in which the student has failed to comply with these guidelines.

First Offense: Probationary Removal.

Except where the severity or circumstance of a student's offense is so severe that immediate removal to DAEP or expulsion is required, 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) except where the first violation also results in DAEP placement or expulsion, 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 and parent must complete the educational program before the student will be reinstated after the removal period.
- If the leadership position from which the student is removed is connected with a credit bearing class, the student may continue to remain enrolled in the class and the sponsor will determine appropriate activities for the student.

- Students must participate in practices for the extracurricular activities while on probation.
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.
- *If competition or performance is scheduled 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.
- If the conduct results in the student's placement in a DAEP, the period of removal will be for the duration of the DAEP placement.

If the student violated the Prohibition due to him/her being determined to be In Proximity without possession, use or being under the influence, and the student has not already violated the Prohibition due to being In Proximity, the student may avoid the applicable consequence (Probationary Removal or Removal) for the In Proximity violation provided the student and his/her parent/guardian (i) participate in an administrative conference with the principal, and (ii) successfully complete the alcohol/drug program by the date assigned along with any follow up with the campus intervention specialist as determined by the principal. A second Violation due to the student being In Proximity will be treated as a first or second offense and subject to the applicable consequence (Probationary Removal or Removal).

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

Second Offense or Subsequent Offenses: (Removal)

A second offense or subsequent offenses will result in removal from all (i) extracurricular activities, and (ii) 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 conference with the principal and parent/legal guardian, unless the conference has been forfeited and the principal will determine the start date.
- The student will be removed from all extracurricular activities for the entire upcoming school year.
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.
- Students may not travel with the team or organization, or otherwise act as a representative of the team or organization.
- At the beginning of a new school year, an Extracurricular Student is eligible to participate in extracurricular activities and to pursue future leadership positions after a second offense if the student has "sat out" of all extracurricular activities for no less than 60 school days or UIL Competition days and has otherwise complied with all conditions of his/her removal for the second offense.

2017-2018 Extracurricular Activity Acknowledgment and 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 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/Legal Guardian 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 student must comply with all rules and regulations written in these guidelines and any additional rules adopted by my student'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

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Richardson Independent School District

2017-18 TEA / UIL Academic Eligibility Calendar

This document is intended to bring clarity to the eligibility calendar for U.I.L participants. Specifically be aware of the following issues:

- *Grace periods for academic eligibility are seven (7) calendar days after the evaluation, with the exception of holidays.*
- *Academic Eligibility is determined from the first six week grading period and each nine-week grading period, not semester grades.*
- *After the 1st six weeks academic eligibility check, students may only lose academic eligibility at the nine weeks grading report.*
- *All students are academically eligible during the Thanksgiving, Christmas, and Spring Break holidays.*
- *Following Thanksgiving, Christmas, and Spring Break holidays, ineligible students return to being ineligible until the next grade check and grace period.*
- *All students are academically eligible through the summer.*
- *Total credits from the previous year determine the first six weeks eligibility for 10th-12th students. The 2nd year of high school, they need 5 credits. 3rd year = 10 credits. 4th year = 15 credits. For 7th-9th students, promotion to the next grade means they are eligible the first six weeks.*

Friday	9-29	Evaluate all students/End of six weeks
Friday	10-6	Students gain or lose eligibility (end of school day)
<hr/>		
Friday	10-20	End of the 9 week grading period
Friday	10-27	Students gain or lose eligibility (end of school day)
Friday	11-10	3 week grade evaluation
Friday	11-17	Students may regain eligibility (end of school day)

THANKSGIVING BREAK – ALL STUDENTS ARE ACADEMICALLY ELIGIBLE

Friday	12-8	3 week grade evaluation
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Friday	12-15	End of 9 week grading period
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CHRISTMAS BREAK – ALL STUDENTS ARE ACADEMICALLY ELIGIBLE

Wednesday	1-10	Students gain or lose eligibility (end of school day)
Tuesday	1-23	3 week grade evaluation
Tuesday	1-30	Students may regain eligibility (end of the school day)
Friday	2-9	3 week grade evaluation
Friday	2-16	Students may regain eligibility (end of the school day)

Friday	3-9	End of 9 week grading period
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SPRING BREAK – ALL STUDENTS ARE ACADEMICALLY ELIGIBLE

Monday	3-26	Students may gain or lose eligibility (end of the school day)
Friday	4-6	3 week grade evaluation
Friday	4-13	Students may regain eligibility (end of the school day)
Friday	4-27	3 week grade evaluation
Friday	5-4	Students may regain eligibility (end of the school day)

UIL Exempt Courses

Advanced Placement and International Baccalaureate (In All Disciplines)	Honors/Pre-Adv. Placement and OnRamps (ELA, Math, Sci., Soc. Studies, Economics, LOTE)	Dual Credit with Partner DCCCD Schools (ELA, Math, Sci., Soc. Studies, Economics, and LOTE)
AP English 3 AP English 4 AP Seminar (Capstone) AP Research (Capstone)	Language Arts 7 Pre-AP Language Arts 8 Pre-AP English 1 Pre-AP English 2 Pre-AP OnRamps Research and Writing (English IV)	English 1301 English 1302 English 2332
AP Statistics AP Calculus AB AP Calculus BC AP Computer Science AP Computer Science Principles	PreCalculus PreCalculus - Pre-AP Math 7 Pre-AP Math 8 Pre-AP (Algebra 1) Algebra 1 Pre-AP Algebra 2 Pre-AP Geometry Pre-AP OnRamps Discovery PreCalculus OnRamps Statistics OnRamps Thriving in Digital World (Computer Science)	Math 1314 Math 1316 Math 2342
AP Biology AP Chemistry AP Physics 1 AP Physics 2 AP Physics C AP Environmental Science	Science 7 Pre-AP Science 8 Pre-AP Biology Pre-AP Chemistry Pre-AP Physics Pre-AP Anatomy & Physiology (Honors) OnRamps Introduction to Geoscience (Earth and Space Science) OnRamps Mechanics, Heat and Sound (Physics)	Physics 1405 Physics 1407
AP Human Geography AP World History Studies AP U.S. History AP U.S. Government & Politics AP Macroeconomics AP European History AP Psychology	Social Studies 7 Pre-AP Social Studies 8 Pre-AP OnRamps US History	History 1301 History 1302 Government 2305 Economics 2301 Psychology 2301 Sociology 1301
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 Pre-AP (7-8) Spanish 2 and 3 – Pre-AP (9-12) Spanish 4 Spanish, French, German and Japanese – Language Enrichment (Honors) French 2 and 3 – Pre-AP German 3 – Pre-AP Japanese 3 – Pre-AP Latin 3 – Pre-AP	Spanish, French, German, Chinese and Japanese 1411, 1412, 2311, and 2312 American Sign Language 1301, 1302 American Sign Language 2301, 2302
AP Art Drawing AP Art History AP Two-Dimensional Design Portfolio AP Three Dimensional Design Portfolio AP Music Theory		



RISD Fine Arts Department Authorization and Release for Student Travel -- Local

General Information

Welcome to the Fine Arts Department for the 2017 – 2018 school year. We are looking forward to a dynamic year. Throughout the year, your student's Fine Arts program may travel locally to performances, competitions, etc. Students represent the Richardson Independent School District and their school at all times. Student participation in this trip or any other activity is conditioned upon the student's compliance with all applicable rules and policies before and during the activity. Any student who engages in inappropriate behavior while away from RISD on a school-sponsored trip is subject to immediate removal from the activity at the parents' expense in addition to any other school discipline which may be administered.

This form is designed to obtain your permission for your student to participate in these school-sponsored local trips throughout the year. A separate form will be provided for any trips that involve overnight travel. Transportation generally will be provided via school buses or district approved vendor. If the school arranges for transportation to an activity, all students participating in the activity are required to travel to and from the activity in the school-arranged transportation unless the parent provides specific written notification to the director in advance of the activity that the parent will provide transportation to and/or from the activity.

Please carefully read and complete all information requested on this form. Incomplete forms may delay your student's approval for Fine Arts activities.

Student and Parent/Legal Guardian Information *(Please print legibly and provide all requested information)*

Student's Full Name _____ DOB _____

Student's Address _____

Student Mobile Telephone # _____ Student Home Telephone # _____

Name(s) of Student's Parent(s)/Legal Guardian(s) _____

Address (if different from student) _____

Mother's Telephone Contact #s (Home, Mobile, Work) _____

Father's Telephone Contact #s (Home, Mobile, Work) _____

Name/Contact #s for Alternate Adult (Emergency Contact) _____

Name/Contact #s for Alternate Adult (Emergency Contact) _____

Please continue on 2nd /back page

PRINTED Student Name: _____

PARENT/LEGAL GUARDIAN AUTHORIZATION & RELEASE

My signature below certifies that I (i) am the parent/legal guardian of the student named in this form and that I have full legal authority to made decisions concerning this minor child, (ii) have carefully completed the information requested on this form and the information is true and complete, and (iii) authorize RISD to transport my student named herein to and from school-sponsored activities such as performances, competitions, etc. connected with his/her participate in the Fine Arts program. I understand that the Richardson Independent School District and its employees will take reasonable steps to ensure the activity, including transportation, is conducted in a safe and responsible manner but I further understand and agree that my student could be injured or sustain other damage or loss. In consideration of the work by the Richardson Independent School District and its employees to plan and sponsor trips and activities and to allow my student to participate, on my own behalf and on behalf of my minor student named herein, I hereby release and hold harmless the Richardson Independent School District and its trustees, employees, agents, assigns, and volunteers from any claims or causes of action, including negligence, resulting from any damages, injuries, or other loss to my student, to me, or my family, arising out of or resulting from my student's participation in school-sponsored activities through the Fine Arts Department.

In the event that my student is presented for or requires medical treatment or surgery or any other form of medical care or aid, I authorize the trip sponsors/chaperones to provide consent for my student to obtain such care and I authorize any medical provider to communicate or consult with such sponsors or chaperones about my student's medical treatment, including disclosing my student's protected health information. I understand that I am responsible for payment of all costs or charges related to medical treatment my student receives such as, but not limited to physician, hospital, x-ray, lab, drugs, and EMS.

Signature: _____ Signature: _____

Date Signed _____ Date Signed _____

Health-Related Information

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

2. Describe all major health concerns and illnesses (*e.g.*, diabetes, epilepsy, allergies, heart issues, etc.) (If None, so state.)

3. Will the student be required to take any medication on the trip? If yes, describe. If no, so state.

List medication(s), their purpose, mode of administration, and any assistance the student requires

4. Date of last Tetanus injection:
5. Name/Address/Phone of family physician:
6. Does student wear (yes/no): glasses? _____ contact lenses? _____ hearing aid? _____ other assistive device? _____
7. Additional medical information or comments:

Insurance Coverage – Please attach a copy (front and back) of any medical and/or dental insurance card(s) under which the student is covered. Identify which carrier provides the primary coverage, if applicable.

Name of Parent who is the Policy Holder: _____



RISD Fine Arts Department Authorization and Release for Student Travel -- Overnight

General Information

The Fine Arts Department at your student's school has arranged a trip for students. Your student is eligible to attend if you choose to allow him/her to participate. These trips are designed for enrichment, entertainment, and/or curriculum enhancement and your student's participation is completely voluntary. The trip involves travel out of the local area and students will be responsible for meeting all financial commitments for the trip. Students represent the Richardson Independent School District and their school at all times. Student participation in this trip or any other activity is conditioned upon the student's compliance with all applicable rules and policies before and during the activity. Any student who engages in inappropriate behavior while away from RISD on a school-sponsored trip is subject to immediate removal from the activity at the parents' expense in addition to any other school discipline which may be administered.

This form provides basic information about the trip and seeks to gather important information about your student that is necessary during the trip. The activity sponsor will provide more detailed information and you will have the opportunity to ask questions to ensure you make a fully informed decision about your student's participation in this activity.

Please carefully read and complete all information requested on this form. Incomplete forms may delay your student's approval for the activity.

Basic Trip Information *(To be completed by School)*

Sponsoring School and Activity: JJ Pearce High School Orchestra Spring Trip and Competition _____

Description/Destination(s) of Trip: _____

Date(s) of Trip: _____ Mode(s) of Transportation: _____

Total Estimated Cost of Trip (per student): _____ (may be reduced by PAOC subsidy) _____
(Fundraising activities *will/will not* (circle one) be conducted to help students raise money to offset trip costs).

Other required equipment, costumes, accessories for Trip: Instrument and Formal Uniform _____

Student and Parent /Guardian Information *(Please print legibly and provide all requested information)*

Student's Full Name _____ DOB _____

Student's Address _____

Student Mobile Telephone # _____ Student Home Telephone # _____

Name(s) of Student's Parent(s)/Legal Guardian(s) _____

Address (if different from student) _____

Mother's Telephone Contact #s (Home, Mobile, Work) _____

Father's Telephone Contact #s (Home, Mobile, Work) _____

Name/Contact #s for Alternate Adult (Emergency Contact) _____

Name/Contact #s for Alternate Adult (Emergency Contact) _____

PRINTED Student Name: _____

PARENT/LEGAL GUARDIAN AUTHORIZATION & RELEASE

My signature below certifies that I (i) am the parent/legal guardian of the student named in this form and that I have full legal authority to made decisions concerning this minor child, (ii) have carefully completed the information requested on this form and the information is true and complete, (iii) have familiarized myself with the school-sponsored activity described in this form and I have had an opportunity to ask questions about any aspect of the activity, and (iv) authorize my student named herein to participate in the described activity, including the use of transportation through common carriers or other public or private means. I understand that the Richardson Independent School District and its employees will take reasonable steps to ensure the activity is conducted in a safe and responsible manner but I further understand and agree that my student could be injured or sustain other damage or loss. In consideration of the work by the Richardson Independent School District and its employees to plan and sponsor this trip and to allow my student to participate, on my own behalf and on behalf of my minor student named herein, I hereby release and hold harmless the Richardson Independent School District and its trustees, employees, agents, assigns, and volunteers from any claims or causes of action, including negligence, resulting from any damages, injuries, or other loss to my student, to me, or my family, arising out of or resulting from my student's participation in this trip.

In the event that my student is presented for or requires medical treatment or surgery or any other form of medical care or aid, I do hereby authorize the trip sponsors/chaperones to provide consent for my student to obtain such care and I authorize any medical provider to communicate or consult with such sponsors or chaperones about my student's medical treatment, including disclosing my student's protected health information. I understand that I am responsible for payment of all costs or charges related to medical treatment my student receives such as, but not limited to physician, hospital, x-ray, lab, drugs, and EMS.

Signature: _____ Signature: _____

Date Signed _____ Date Signed _____

Health-Related Information

1. List allergies to food, medications, other. (If None, state NKA.)
2. Describe all major health concerns and illnesses (e.g., diabetes, epilepsy, allergies, heart issues, etc.) (If None, so state.)
3. Will the student be required to take any medication on the trip? If yes, describe. If no, so state.

List medication(s), their purpose, mode of administration, and any assistance the student requires

4. Date of last Tetanus injection:
5. Name/Address/Phone of family physician:
6. Does student wear (yes/no): glasses? _____ contact lenses? _____ hearing aid? _____ other assistive device? _____
7. Additional medical information or comments:

Insurance Coverage – Please attach a copy (front and back) of any medical and/or dental insurance card(s) under which the student is covered. Identify which carrier provides the primary coverage, if applicable.

Name of Parent who is the Policy Holder: _____

August 2011



RISD School Owned Instrument Check-out Form

Student name _____ Grade _____

Address _____ Home Phone _____

City _____

Mother's Name _____

Father's Name _____

Instrument Make & Model _____ Serial Number _____

If your student plays a school owned instrument, this form will be completed by the student, the parent and the director. This copy is for informational purposes only.

This is to certify that I am using a school-owned instrument. I understand the guidelines concerning use of my school instrument (*found on the reverse of this form*) and will observe all guidelines.

Signed _____ Date _____
Student Musician

rip rip rip rip

Approximate replacement cost of this instrument is:

I have read the guidelines for using a school-owned instrument (*found on the reverse of this form*) and understand how it applies to my child.

I hereby agree to hold myself personally and financially responsible for any damage or loss of the instrument while it is in my care. I understand that the RISD does not provide off-campus insurance coverage for damage/theft of this instrument. I will allow no other person than the student designated below to use the instrument. I agree to maintain the instrument in its current condition and return it when requested by the director.

Signed _____ Date _____
Parent/Guardian

Make \$100 check payable to: PAOC

For office use:

Rental Fee _____ Date Paid _____ Ck/Cash _____ Date Issued _____
Date returned _____ Recondition Fee _____ Date Paid _____ Ck/Cash _____

Condition of Instrument and Case
____ New ____ Excellent ____ Good ____ Fair ____ Poor
(Provide detailed information if "good," "fair," or "poor" is checked.)

____ Bow ____ Shoulder Rest ____ Rock Stop ____ Mute ____ Rosin ____ Other

Copies to: High School Director and/or Junior High Director



RISD School Owned Instrument Guidelines

- 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 orchestra, grades 6-12, the District has a limited number of instruments that may be available for an annual usage fee of \$100.
- The following instruments may be available for students to use: viola, cello, bass and harp.
- The instrument usage fee for school owned instruments is \$100 per year. All students who play school owned instruments will be charged \$100 per year, not \$100 per instrument. This is a very minimal fee considering that most of the school owned instruments cost several thousand dollars each.
- Students must provide their own personal accessories such as rosin, shoulder pad, mute or rock stop.
- In addition to the usage fee, students are responsible for maintenance, repair and upkeep of the school instrument including strings, bow re-hairs, etc.
- Students and parents need to be diligent regarding instrument maintenance to keep the instrument in top playing condition.
- 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 and parent.
- RISD does not provide insurance coverage for damage/theft of school instruments. It is the responsibility of the parents and student for the full replacement value of the instrument should it be damaged beyond repair or stolen while issued to the student.
- It is strongly recommended that all school owned instruments be insured through your homeowner's policy or a private company. The school district will not assume liability for maintenance, repair, or damage of school owned instruments while they are checked out to a student.
- The instrument will be inspected at the end of the year or any time during the year for damage and the student must pay for any repairs.

2017-2018 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 2017-2018 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 2017-2018 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): _____