The Voice of the Eagles

Choral Department Handbook
2017-2018

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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29	30	31				

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
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19	20	21	22	23	24	25
26	27	28	29	30		

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
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

JANUARY 2018

SUN	MON	TUE	WED	THU	FRI	SAT
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7	8	9	10	11	12	13
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FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
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25	26	27	28			

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
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4	5	6	7	8	9}	10
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25	26	27	28	29	❄	31

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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20	21	22	23	24	25	26
27	28	29	30	31}		

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
					❄	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

{ }	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

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

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 choir program.

In addition to the RISD District guidelines, this campus Choir 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 choir director.

Students who begin in our choir program in the seventh grade can look forward to a comprehensive, sequential music education in choir 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 choir program enjoys. With your help and support, we look forward to continuing this tradition of educational excellence in music.

If you have questions regarding information contained in this Handbook, please call Mrs. Perez at (469) 593-3042, Ms. Moore at (469) 593-3261 or the Fine Arts Office at (469) 593-0430.

Sincerely,

Jeffrey D. Bradford
Executive Director of Fine Arts

Chris Choat
Principal, Richardson High School

Lindy Perez
Director of Choirs, Richardson High School

Elizabeth Moore
Assistant Director of Choirs, Richardson HS

RICHARDSON HIGH SCHOOL CHOIR HANDBOOK
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RISD Music Program Guidelines
and
Richardson High School Choir Handbook

PREFACE

The Richardson High School Choral program is rich in a tradition of excellence and quality in musical performance. The success of the choir program centers on pride, commitment to task, and the willingness to work hard to achieve a common goal. As a member of the Eagle Choir 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 in the Choir to become a virtuoso musician, we do expect every student to establish both short and long-range goals for improvement in choral singing. We do expect mature, responsible attitudes and actions -- and lots 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 leadership from choir officers. By accepting membership in the Richardson High School Choir, you agree to perform to the best of your abilities and work together with the choir staff to make this year's choir the finest musical organization that our combined efforts can produce.

This handbook is designed to convey the guidelines and operating procedures of the Richardson High School Choirs. Its purpose is to help answer student/parent questions and be a helpful guide for defining the procedures of the organization. If you need further information, please call and we will assist in whatever way possible.

Thank you for your support of choral music education. We are proud to have you as a valued part of the choral music program at Richardson High School.

2017-2018 RICHARDSON HIGH SCHOOL
CHORAL STAFF

Lindy Perez, Director of Choirs **469-593-3042**
Elizabeth Moore, Assistant Director of Choirs **469-593-3261**

lindy.perez@risd.org
elizabeth.moore@risd.org
www.richardsonchoir.org

- **Individual Choir Responsibilities**

  There are five choir classes at Richardson High School: Acappella Choir, Junior Varsity Mixed Choir, Vocal Ensemble, Women's Choir and Concert Choir. Students are placed in Acappella Choir and Legacy by audition only.

ACAPPELLA CHOIR (5th period)

FA8349-sophomore boys, FA8350-juniors, FA8351-seniors,

Lindy Perez, Director

This course is for Junior and Senior students with advanced choir experience. Some sophomores may be added at the discretion of the director. Students must audition for the director and demonstrate mature vocal technique, sight-singing skills, and commitment to excellence in performance. Five concerts and U.I.L. Concert and Sightreading Contest are required in Acappella and Varsity Men or Women. Students in Acappella Choir are expected to fully participate in all performance activities, including approved travel.

JUNIOR VARSITY MIXED CHOIR (6th period)

FA8333-girls, FA8316-boys

Lindy Perez, Director/Elizabeth Moore, Assistant Director

This course is for freshman boys, sophomore, junior and senior students with previous choir experience. Four concerts and U.I.L. Concert and Sightreading Contest are required.

VOCAL ENSEMBLE – LEGACY (2nd period)

FA8358-juniors, FA8359-seniors

Lindy Perez, Director

This group is open to only those students who demonstrate superior vocal and musical skills. Students audition in May and must have concurrent membership in Acappella choir.

WOMEN'S CHOIR (4th period)

FA8308-freshmen, FA8309-sophomores, FA8310-juniors, FA8311-seniors

Elizabeth Moore, Assistant Director

This course is for freshman girls and may include upperclassmen as scheduling needs arise. Four concerts and U.I.L. Concert and Sightreading contests are required.

CONCERT CHOIR (1st period)

FA8324-freshmen, FA8325-sophomores, FA8326-juniors, FA8327-seniors

Elizabeth Moore, Assistant Director

This course is for students with little or no choir experience. Four concerts are required with possible participation at U.I.L. Concert and Sightreading contests.

***All RISD Music Program Guidelines will be printed in Italics*.**
All Richardson High School Choir Specifics will be printed in regular print.

Auditions

- *All RISD choir 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.*

Richardson High School Choir Specifics

All choir students are required to audition for Women's Choir, JH Choir, Acappella and Legacy. The director determines the requirements for auditions which include tone production, sight-reading, musicianship, etc. The director will notify students of audition dates and requirements at least two weeks in advance and results within a week of the conclusion of the auditions.

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 of its feeder schools grades 7-12, and to provide program communication to students and parents at all levels of participation.*

Richardson High School Choir Specifics

- The Richardson High School Area Choir Booster Club (RHS-ACBC) is a non-profit organization of parents designed to support and enrich the choral music education program in the RHS attendance area. The Booster Club has a president elected in the spring of the preceding school year. This position will be elected from among the RHS Choir parents.
- There is a common bank account, which will be managed by the elected treasurer for the booster club. Within the account each school has its own balance and there is no sharing of funds. Junior High School students do not raise money for high school equipment or activities.
- The Booster Club President will spearhead parent activities and appoint committee chairpersons to assist in the many facets of the program. All interested

parents will be called upon to help with the booster club activities. There are no dues, and meetings are scheduled as necessary.

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.*

Richardson High School Choir Specifics

The Calendar of Events will be provided by the individual 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. Students are expected to stay for the entire concert. If an excused absence is anticipated, a written notification should be submitted at least one week in advance.

Conduct

- *Any organization that has high performance standards must also have high behavioral standards. The basic behavioral guidelines for students in music activities are taken from the RISD Student Code of Conduct Handbook. Specific guidelines above and beyond those outlined in the RISD Student Code of Conduct can be found in your organization's specifics located in the campus 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.*

Richardson High School Choir Specifics

- Students enrolled in the choir program are expected to display exemplary behavior at all times. At every performance as a choir member, you represent your family, Richardson High School, the RISD, and Richardson, Texas. Make sure that your actions prove that the Voice of the Eagles is a class act in every way.
- Choir students are welcome in the choir rehearsal room before and after school. However, do not disturb if there is a class or section rehearsal in progress. Show every courtesy to the director and students involved. The following requirements

will make our rehearsals more productive and will contribute to a positive learning environment.

- **Guidelines for Each Singer**
  - Be seated with your music, pencil, and necessary supplies when the tardy bell rings.
  - Upon entering the choir room, leave backpacks, purses, etc. in a corner of the room. DO NOT bring these items to the risers.
  - Cell phones should remain in your backpack, purse or pocket. Cell phones used without permission will be taken up by the directors and turned in to the office.
  - Show good rehearsal etiquette by being a good team player -- study your part quietly while the director works with another section. Remain on task at all times; do not talk or interrupt the focus of a rehearsal.
  - Good posture is important for all singers. We will work on basics every day to improve each student's skills regardless of expertise.
  - Raise your hand and ask questions if you need more individual help.
  - No food, gum, or drink (except water) is allowed in the choir room. We all take pride in keeping our rehearsal room clean and organized.
  - All students will adhere to the *RISD Student Code of Conduct* Handbook.
  - Students in Acappella or Legacy who are assigned to in-school suspension (ISS) more than once, may be removed from the group.

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.

Richardson High School Choir Specifics

All students must complete and return the Extracurricular Activity Agreement Form no later than one week prior to the first performance. No one will travel or perform with the choir without this form on file. (See the appendix for 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.*

Richardson High School Choir Specifics

The choir directors will ensure that all students are treated fairly. Please call Mrs. Perez at (469) 593-3042 or Ms. Moore at (469) 593-3261 if you have any concerns, 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 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.*

Richardson High School Choir Specifics

The Richardson High School Choir staff will enforce all eligibility rules and regulations. Students who are ineligible will continue to rehearse during their choir class and before and after school and participate in curricular performances to earn their choir grade. Ineligible students may not travel with the choir or participate in extracurricular 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 average of the six week grade by 20 points.*
  - *Performances are mandatory as a culmination of group course requirements and cannot be made up. Therefore, an "unexcused" absence from a scheduled performance will reflect a grade of "0" to be averaged into the student's 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.*
- *A choir 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 2 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.

Richardson High School Choir Specifics

The students will be expected to meet the responsibilities for each choir class as listed in the preface of this handbook. Since choir is an academic music class with some extracurricular activities attached, the choir 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 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.*

<u>Richardson High School Choir Specifics</u>

- Prepare and perform a solo at the UIL Solo and Ensemble Contest.
- Type one paper per semester on a composer of choral works.
  - The paper must be a minimum of 6 pages typed, 12 point, Times New Roman font, double spaced.
  - Include a works cited page with at least 3 sources.
  - Include information about the composer's CHORAL works, as well as interesting facts about his/her life and career.
  - You must choose a different composer each semester you are enrolled in Honors Choir at RHS. Remember we know what you have done in the past.
  - Your paper is due in your class period on the dates listed. It will not be accepted late, even if you are absent. The paper must reflect the writing quality, content, and construction expected of an Honors student.
  - All papers must be submitted through turnitin.com and a hard copy is due to your choir director as well.
- Concert attendance and evaluation

  Go to 2 professional or collegiate choir/vocal performances and write a 2 page paper about each one. A calendar of the kinds of concerts you should attend will be posted in the choir room, on charms, and on the choir website. Other concerts must be approved by your choir director. Church choir events will not be accepted. Some church sponsored art series will be accepted. Please submit the programs from the events along with your essays on the date listed below in your choir class. 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.
- You will be held at a higher standard in choir fundamentals, participation, skills, and performance.

Honors Due Dates and Grades

❑ Sept. 22	Paper due in turnitin.com
❑ Oct. 3 and Oct. 7	Region Auditions
❑ Dec. 8	2 concert critiques/content of honors paper
❑ Feb. 2	Paper due in turnitin.com
❑ Feb. 24	UIL Solo Contest
❑ May 18	2 concert critiques/content of honors paper

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.*

Richardson High School Choir Specifics

All students must complete and turn in a Medical Release & Permission to Travel Form in the fall, no later than the end date of the first nine weeks. No one will travel or perform with the choir without this form on file. (See Appendix for Medical Release & Permission to Travel Form)

Private Lessons – Voluntary Music Enrichment Program

- *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.*

Richardson High School Choir Specifics

- **Voice lessons**
  - ❑ The Richardson High School Choir has a strong private study program coordinated by the Head Director. Voice lessons will be taught once a week for approximately twenty-five minutes, usually scheduled during the choral music class, study hall, lunch, or after school.
  - ❑ Areas of concentration will include correct vocal support, breath control, tone production and quality, repertoire suited to voice type and capabilities, and sight-singing.
  - ❑ Private study is encouraged, but not required, to participate in the Richardson High School Choirs. The advantages of a one-on-one experience are overwhelming.

- **Make-up lessons and cancellations**.
  - If the instructor is unable to make a scheduled lesson, the student will be notified. The lesson may then be rescheduled, or the fee for that lesson will be credited to next month's bill.
  - Students or parents canceling lessons should call the vocal instructor before 8:00 a.m. on the morning of the lesson or the student will be charged for the lesson. Leaving a message at the school is not acceptable notification of the instructor. There are no refunds and no rescheduling of "no-shows".
- **Private Lesson Fees**
  - Private Lesson Fees are determined by RISD and currently are $18.00 per lesson. The lessons will be paid monthly (i.e., $72 per billing period), and will be due at the beginning of the lesson cycle. At the parent's request, a payment reminder will be sent home. Checks should be made payable to the individual voice instructor. If payment is not received by the second lesson, **no further lessons will be taught until payment is made. If payment is not received by the third lesson, the student will be dropped and the next student on the waiting list will take his/her place.**
  - Some activities (i.e., Solo and Ensemble, Legacy auditions, recitals, etc.) may require a professional accompanist. The student/parent will be expected to pay the accompanist their required fee to be determined in advance.

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 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.*

Richardson High School Choir Specifics

- **Sectionals**

  Sectionals are part of your responsibility for being part of a select ensemble. Please see *Grading Guidelines in Music* for absence and tardy policies. The sectional schedules will be listed on the choir room announcement board, given to the students, and posted on the website.

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 Expense and Fees

- *All high school music organizations levy fees to cover expenses of uniform upkeep, additional equipment, school-owned instrument rental fees, repairs, supplies and other program operation expenses not covered in the regular music budget. Program fees will not exceed $600 per student and 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 fundraisers 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 required "operation" fees or individual fundraising amounts for which parents or students are held responsible.*
  - *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.*

Richardson High School Choir Specifics

- **Operating Fee**

  All students enrolled in the Richardson High School Choir program will be responsible for a $75 operating fee. This fee is necessary to maintain a quality choir program for our students, and is required to purchase items which are not provided by the district such as additional music, accompaniment discs, folders, supplies, uniforms and dry cleaning, t-shirt, clinician and accompanist fees, lunch at UIL contest, administrative costs, senior banquet expenses, and sound equipment. Students may use money earned in fundraising activities to cover this expense. The fee is due by September 2nd of each school year. **Please make all checks payable to RHS ACBC** (RHS Area Choir Booster Club).

  If necessary, students may make monthly payments following this schedule:

Thursday, August 31	$20
Thursday, September 28	$20
Thursday, November 2	$20
Thursday, December 7	$15

- **Choir Trip**

  In addition to local performances, the choir department may take a trip. The purpose of the trip is for the choir to perform. During a weekend in the spring, all choir students have the opportunity to travel with the choir. All students are responsible for raising money for their trip. A variety of fundraising activities will be provided. Specific details regarding the trip will be available throughout the year. 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 choir.
  - ❑ Students must be able to satisfactorily perform the material assigned for the performance.
  - ❑ Students must have attended scheduled rehearsals.
  - ❑ Students must fulfill their financial obligations to the organization.
  - ❑ Students who are ineligible for UIL contests may not be allowed to travel.
  - ❑ Students who have been sent to CMLC during the current school year will not be allowed to travel

- **Refunds and Transfer of Funds**
  - ❑ In accordance with Internal Revenue Service mandates, no scholarship money will be refunded.
  - ❑ Freshmen, sophomores and juniors may carry forward any funds that exceed the cost of the trip and the operating fee.

- ❑ Any excess money earned by a senior student will revert to the RHS ACBC general fund.
- ❑ Any personally paid funds, excluding the trip deposit, paid by students who are not able to take the spring trip may be refunded if the trip coordinator is notified before January 1, 2017. After deposits have been made to travel agents and airlines, they are not refundable to the Booster Club, <u>and will not be refunded to the student.</u>
- ❑ Any student who withdraws or is removed from the choir program will forfeit any and all deposited funds.
- ❑ **Students who are ineligible may not travel or perform with the choir** (please refer to *Eligibility* in the handbook) **and <u>will not receive a refund.</u>**

<u>Summer Activities</u>

- *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.*

<u>Transportation</u>

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

<u>Richardson High School Choir Specifics</u>

The Head Choir 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. Any exception to this guideline must be submitted in writing and approved by the Head Choir Director prior to the event.

<u>Travel</u>

- *During a high school music student's career, a student may participate in an approved spring trip of up to three school days to travel beyond a radius of 600 miles within the continental United States. For all remaining years, music organizations may have two school days of approved travel within a radius of 600 miles within the United States.*
- *Exceptions to the above (i.e. invitation to Midwest, invitation to ACDA, special invitation for international travel, etc.) must be approved by the Director, Principal, Director of Fine Arts, and Assistant Superintendent. The District will bear no cost for invitational travel excluding the UIL State Marching Contest, TMEA performances and members of the All-State Music groups.*

- *Out of district trips are not mandatory for any member and will not affect their status or grade in any way. However, students in the top performing music ensembles do have a travel expectation.*
- *Since participation in our music program is a team effort, any student not participating in a spring trip should advise the director well in advance of the trip (a minimum of eight weeks is recommended). The director can then initiate alternative arrangements for missing students.*
- *When traveling, each student must meet all local and state eligibility requirements to participate in the competition.*
- *Students 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 Educators Association. Any exception to this will be with the approval of the Director of Fine Arts and Secondary Assistant Superintendent for Curriculum and Instruction.*

Uniforms

- *District provides uniforms for high school music groups and 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 in consultation with the principal.*

Richardson High School Choir Specifics

- Each student will be provided a choir t-shirt when they pay their Operating Fee. This t-shirt will be worn for casual performances such as the Spring Concert.
- The formal concert uniform is to be returned after UIL Contest, with the exception of Acappella Choir members who will return their uniform after Senior Dedication. The choir department will pay for the dry cleaning of the uniform at this time. Any student who wishes to keep the exact same uniform for the next school year may return the uniform with the dry cleaning tag attached. The uniform will be stored in the choir room during the summer and reissued in the fall after the Operating fee is paid. Each student is responsible for replacing any uniform part that is damaged or lost.
- Boys must provide their own tuxedo shirt. This shirt may be purchased for a reduced price at K & G Men's Warehouse on Central Expressway or Men's Suit Warehouse. The bow tie and cummerbund is black and will be issued by the choir department.

- **Alterations** are the responsibility of each student. 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 touch the top of your 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 hemstitches for hemming. Do not use staples, tape, safety pins or fabric fuse. The dress must be hemmed using a needle and thread.
  - ❑ If you need help, please call the choir uniform mom.

- **Legacy Uniforms** will be purchased by individual members. Full payment is due by the end of the first semester.

LEGACY UNIFORMS	
DRESS	$125.00
CHARACTER SHOES	$ 40.00
TIE, VEST, SHIRTS	$100.00
BUTTON DOWN SHIRT	$ 50.00

Vocal Ensemble

- *To participate in vocal ensemble (pop choir), a student must have concurrent membership in the school choir program. Exceptions may be made only for instrumentalists with the approval of the Head Choir Director, the Director of Fine Arts and the building Principal.*

How to Log into CHARMS OFFICE

- ♪ Access: www.charmsoffice.com
- ♪ Go to: Parent/Student Log-in
- ♪ Schoolcode: richardsonhsc
- ♪ Student Password: student ID number (this may be changed after your first log-in)

Check this site often for downloading forms that were handed out in class, such as the RHS Choral Department Calendar, the Handbook, etc. You will also be able to make trip payments through PayPal in charms.

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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)

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

Friday	12-15	End of 9 week grading period

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

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 DimensionalDesign Portfolio AP Music Theory		

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.

<u>Process:</u> 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 up-coming 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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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) _____

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: _____

August 2011

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 _____

Description/Destination(s) of Trip _____

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

Total Estimated Cost of Trip (per student) _____
(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 _____

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

2017-2018 RICHARDSON HIGH SCHOOL CHOIR HANDBOOK ACKNOWLEDGEMENT FORM

This Handbook is distributed to all Richardson High School Choir students and their parents. The information is intended to make your choir experience as positive and fulfilling as possible.

Please sign the following acknowledgement form and return it to the choir 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 2017-2018 RICHARDSON HIGH SCHOOL CHOIR HANDBOOK AND WILL OBSERVE ALL GUIDELINES FOUND THEREIN.

_____ _____

RHS Choir Student Signature **Date**

I HAVE RECEIVED AND READ THE 2017-2018 RICHARDSON HIGH SCHOOL CHOIR HANDBOOK AND UNDERSTAND HOW IT APPLIES TO MY CHOIR STUDENT.

_____ _____

RHS Choir Parent/Guardian Signature **Date**

I grant permission for RHS Choir to identify me by name or likeness or both in RHS or RISD publications, either printed or electronic.

☐ Accept ☐ Decline _____

RHS Choir Student Signature

I grant permission for RHS Choir to identify my above named child by name or likeness or both in RHS or RISD publications, either printed or electronic.

☐ Accept ☐ Decline _____

RHS Choir Parent/Guardian Signature

Charms Information

Student Name(F,L):_____

Address:_____ City_____ Zip:_____

Student Cell Phone: _____

Student Email: _____

Parent #1 Name (F, L):_____

Relation to student: _____ Work Phone: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Parent #2 Name (F, L):_____

Relation to student: _____ Work Phone: _____

Home Phone: _____ Cell Phone: _____

Email: _____