



Standard Operating Procedures

Fine Arts Program
Handbook

APPROVED: July 21, 2021

Fine Arts Program Handbook

Policy Cross Reference Sheet

This handbook is an administrative procedure of the District and subject to policies adopted by the Board of Trustees. In case of conflict between administrative procedures and Board policy, policy shall prevail.

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The contents of this handbook relate to the following Board policies:

Policy	Title	Page(s)
FM (Local)	STUDENT ACTIVITIES	4*

* The above listed policies relate to areas in which Student Activities is necessary. This handbook speaks directly to the District's Fine Arts Program.

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INTRODUCTION

Philosophy

The Board believes that student activities provide opportunities for students to practice and demonstrate the attributes of the Profile of a Graduate. As such, the District shall encourage participation in student activities, engage students through inclusive and collaborative experiences, and allow students the opportunity to create and participate in student organizations and student groups.

Purpose

The District's Fine Arts Program Handbook provides procedures and guidelines governing District Fine Arts programs. The basis for these procedures and guidelines includes the Texas Education Code, FBISD Board of Trustee Legal and Local policy, District Administrative Regulations, Texas Education Agency code, University Interscholastic League rules, and the historic practices of the District and Fine Arts Department. This handbook does not supersede the aforementioned documents; rather, it intends to clarify practices for administrators, teachers, parents, and students.

Fort Bend ISD Mission

Fort Bend ISD exists to inspire and equip all students to pursue futures beyond what they can imagine.

Fort Bend ISD Vision

Fort Bend ISD will graduate students who exhibit the attributes of the District's Profile of a Graduate.

Fine Arts Department Mission

The Fort Bend ISD Department of Fine Arts exists to inspire artistry and equip students to reach their full potential, thus creating opportunities without boundaries.

Fine Arts Department Vision

Fort Bend ISD will be the premier school district for Fine Arts education in the nation.

Fine Arts Department Values

Who we are...the Future of Fine Arts Education:

- A Visionary **A**rtist
- A Responsible **C**ontributor
- A Collaborative **T**eam Member
- A Purposeful **C**ommunicator
- An Impassioned **A**dvocate
- An Accountable **L**eadership
- An Empowering **M**entor

FINE ARTS DEPARTMENT CORE BELIEFS & COMMITMENTS

Core Belief 1: All individuals possess innate artistic potential, which is best developed...

...through the creative process.

Commitment: FBISD Fine Arts will foster the creative process in all students.

...in an environment of trust.

Commitment: FBISD Fine Arts will ensure safe learning environments that encourage risk taking and individuality.

...through opportunities for artistic expression.

Commitment: FBISD Fine Arts will provide artistic opportunities for students to stretch and explore the full range of their abilities.

Core Belief 2: Teaching a love for the Arts empowers students to develop skills for life, which is best accomplished...

...by impassioned Artist-Teachers.

Commitment: FBISD Fine Arts will recruit, develop, and retain teachers who will inspire a love for the Arts.

...with the appropriate tools.

Commitment: FBISD Fine Arts will provide resources to grow students creatively and artistically.

...through effective teaching and learning.

Commitment: FBISD Fine Arts will meet the artistic needs of a diverse population through effective instruction.

...by cultivating the attributes of the Profile of a Graduate.

Commitment: FBISD Fine Arts will nurture skills essential for future success through a rigorous Arts curriculum.

Fort Bend ISD Profile of a Graduate

A Fort Bend ISD Graduate has a rigorous academic foundation, strong character, and is...

- ...equipped with skills for life.
- ...a servant leader.
- ...an effective communicator.
- ...a critical thinker.
- ...a compassionate citizen.
- ...a collaborative team member.
- ...a life-long learner.

The study of the Arts equips students with higher-order thinking skills, fosters character traits, and develops the traits listed in the FBISD Profile of the Graduate...

...equipped with skills for life

Participation in the performing and visual arts promotes skills such as creativity, collaboration, critical thinking, and communication. Daniel Pink declared in his groundbreaking book, *A Whole New Mind*, the ability to think conceptually and creatively is an indispensable skill for the 21st Century workforce. Studying the Arts develops these cognitive abilities exponentially. The Arts prepare students for careers yet to be invented and removes boundaries for future success.

...a servant leader

Leadership is fostered through all Artistic disciplines. In Band courses, drum majors, drill instructors, and section leaders learn how to assist with limited teaching responsibilities and lead by example during summer leadership training. In Dance Team courses, student officers attend a one-week summer camp alongside their directors to develop their leadership skills and hone their ability to write and teach choreography. Performing Arts programs develop leaders by electing officers, assigning roles such as stage, equipment, and costume/uniform managers, and promoting participation in honor societies such as the National Art Honor Society and Tri-M Music Honor Society.

...an effective communicator

Students communicate both verbally and non-verbally in cooperative communities of Artists. Student-artists evaluate their own and their peers' work, offer descriptive feedback, and revise their performances through collaborative goal setting. Performing Arts student leaders motivate and manage large groups of their peers through public speaking and other effective communication skills, developing self-confidence.

...a critical thinker

Performing Arts disciplines are skills-based: engaging in the continuous improvement cycle, evaluating one's performances critically, and accepting constructive feedback with a growth mindset in service of improving one's Artistic skills are essential dispositions students acquire through studying the Arts. Performing Arts disciplines are both process- and product-oriented: products flow from the process; therefore, students are able to learn concepts quickly and apply them flexibly in many contexts. Process skills transfer to all real-world applications. Student-artists can think critically and problem-solve on the spot, making rapid adjustments in new performance spaces or using different media.

...a compassionate citizen

Students enrolled in Performing Arts programs regularly volunteer their time to complete community service projects. Artistic creativity is uniquely human. The sensitivity learned through studying the Arts

generalizes to our citizenry and motivates compassionate action in service to the community. Artists not only observe their current environment, they visualize future possibilities. Our student-artists perform nationally and internationally; travel affords a wider perspective on life.

...a collaborative team member

Performing artists work together to create a unified product, whether it is a marching band show, a theatrical production, a dance recital, or a large musical ensemble. Students with diverse backgrounds, abilities, and experiences work together to create a unified performance. Student-artists respond sensitively to their peers by making critical adjustments in the moment such as humoring the pitch during a musical performance, shifting spacing during a dance recital, or altering a theatrical role during a play.

...a life-long learner

Students simultaneously draw from both hemispheres of the brain, joining logical-sequential intelligence with holistic-intuitive thinking to create Artistic products. Studying the Arts instills a wonder for life and a sense of curiosity. The Arts fulfill students' need for creativity and inspire them to see beyond their limited experiences.

ELEMENTS COMMON TO ALL FINE ARTS PROGRAMS

About this Handbook

This handbook is a resource of information on the procedures and activities of this District's Fine Arts programs. Program directors issue this handbook to student members and parents in order to provide basic information in regards to the instructional program. All student members and parents are responsible for familiarizing themselves with the contents of this handbook and must complete and return the enclosed Handbook Signature Form and Emergency Contact Form in order to participate in the program. This handbook functions in harmony with the FBISD Board policies, administrative regulations, and the FBISD Student/Parent Handbook. This handbook is a living document.

Attendance

Most Fine Arts courses require some rehearsals and performances outside of the school day. Student members are required to attend *all* activities, rehearsals, and performances. Those who must miss a rehearsal, activity, or performance must consult with one of the directors *WELL IN ADVANCE* of the function. In every case, the director will work with the student to see that his/her best interests are met. Keep in mind that a performance has priority over a practice in any activity.

Absences

Students' absences are categorized as follows:

- An excused absence is one that the director has prior knowledge of and/or is based on an acceptable reason.
- An unexcused absence is one that the director has no prior knowledge of and/or is based on a reason that is unacceptable.

Written communication and documentation is required for absences from required/graded events. Acceptable reasons for an absence include a medical emergency or illness, a death in the family, a religious holiday, or a family emergency. Circumstances *may* justify an excused absence for reasons other than those listed above in accordance with District policy. However, justification is determined at the discretion of the directors and no absence is guaranteed to be excused. Scheduling conflicts are not considered acceptable reasons for an absence.

Failure to notify directors well in advance of an excused absence will constitute an unexcused absence. Multiple unexcused absences from rehearsals and/or performances demonstrate a lack of dependability in accepting the responsibility of group membership. Failure to attend a rehearsal, activity, or performance without prior permission or good cause may result in suspension from future activities or performances, grade deduction, reassignment to a lower performing ensemble, or removal from the course.

Grade Deductions

Students may have points deducted for unexcused absences as follows:

- Unexcused absence from rehearsals or practices that are extensions of classroom activities such as section rehearsals = two daily grades.
- Unexcused absence from a performance that is an extension of classroom activities, such as school concerts or UIL Concert/Sight-reading Evaluation, which do not meet the definition of extracurricular = two major grades.

Rehearsal/Performance Schedules

Program directors will e-mail or post a calendar of rehearsals, performances, and activities for the upcoming year on a website, Charms Office, or Schoology during the summer break. Directors will provide a revised calendar at the beginning of the school year, post it on Charms Office, or post it on Schoology. Please check the calendar and report any conflicts to the directors. Attendance at all performances and rehearsals is a requirement of the class. If an excused absence is anticipated, written notification should be submitted as soon as the student/parents are aware of the conflict and no later than two days in advance of a rehearsal or at least two weeks in advance of a performance (see excused absence above).

Audition Procedures

Prior to the academic school year, ALL students will audition for placement in one of the program's performing arts classes. This placement will be determined by an audition on materials selected by the director, consideration of the student's past performance, and/or recommendation from previous director(s). Students auditioning for the top performing ensembles or groups may be required to meet additional prerequisites of the organization(s) concerning grade level, audition material, and past performance. No position is guaranteed in any ensemble to any student, regardless of a student's seniority, ability, or other merit. The directors reserve the right to move a student to a different ensemble if they deem it necessary for the student or the ensemble. Any student that does not complete the audition process will be placed in the appropriate entry-level class. Director placement is final and non-negotiable.

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. No qualified disabled student shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any District service, program, or activity.

The District takes steps, including the provision of supplementary aids and services determined appropriate and necessary, to provide nonacademic and extracurricular services and activities in the manner necessary to afford children with disabilities an equal opportunity for participation in those services and activities. Any student with a disability requiring reasonable accommodations for participation in any District service, program, or activity should contact their campus to request a meeting of their student's Section 504 committee or ARD Committee. Questions regarding District policies and procedures can be addressed to Dr. Deena Hill, Executive Director of Student Support Services, at 281-634-1143 or Deena.Hill@Fortbendisd.com.

Parent Booster Clubs

The main objectives of the program's parent booster club is to support and enhance the instructional program and to provide program communication to students and parents. The booster club does not take any role in determining program or educational decisions. All parents are encouraged to become members of the booster club. Participation is optional. Attendance at all performances and meetings is encouraged. There are various expenses necessary to run a quality Fine Arts program, which may not be covered by the District. Such expenses include expert clinicians, contest fees and expenses, meals for students, student leadership conferences, student scholarships, etc. The vast majority of the booster club budget is spent on educational activities. We encourage all parents and students to participate in booster club fundraising activities throughout the school year.

Conduct and Due Process

Organizations with high performance standards also must have high disciplinary standards. Students represent themselves, their family, their community, their District, and their school at every activity. All students are to conduct themselves properly at all times. Display of temper, profanity, flagrant violation of rules, possession of or being under the influence of drugs or alcohol, etc. will not be tolerated. *Any* behavior

that is not conducive to good citizenship will subject the student to “Due Process” that may result in *dismissal* from the organization. “Due Process” shall be defined as a student’s right to discuss with the instructor and principal any decision regarding action that would result in the student’s loss of grade, suspension from activities, or expulsion from the organization.

Due Process will be followed precisely as outlined in the FBISD Student/Parent Handbook. Students and/or parents may discuss any item of concern with their respective directors at an appropriate time in the appropriate place. If a satisfactory resolution has not been reached, the students/parents may contact the student’s grade-level principal to discuss the matter further. If the concern has not been resolved either by the directors or by the grade-level principal, the parents may contact the campus principal to address their concern.

Online Decorum

Students and parents must maintain a high standard of online conduct, which will include ensuring that student member websites are appropriate. The internet is a worldwide, publicly accessible form of communication. Any communication such as Facebook, Twitter, Instagram, TikTok, emailing, texting, or other online forums, etc., appearing on the internet is public domain, even if it is marked private. Members are responsible for their personal websites and postings, as well as posting from or on other students’ websites. The areas of appropriateness will include, but are not limited to: profane, foul, or disrespectful language (abbreviated or alluding to), pictures, suggestive poses, clothing, references to alcohol, drugs, and/or tobacco, and postings (either verbal or photos) that could be interpreted as negative or threatening towards other District teaching staff or students, or that demonstrate poor sportsmanship or a disrespectful attitude towards other programs. Student members will not post in the comments section on any social media as representatives of the instructional program, school, or District. Any such incident will result in review by the director (or designee) and may lead to probation or dismissal from the instructional program.

Student members that violate the above internet guidelines shall be subject to the following:

- Upon confirmation of a first violation, the member will be asked to remove any offensive items from the website(s) and will be asked to give an apology and plan of action to deter this behavior to the principal, directors, and student members. Parents/guardians will be contacted and made aware of the offensive behavior. The student also may be suspended from performance for the next 20 days.
- Upon confirmation of a second offense, students will be suspended from performances for the next 40 days.
- Upon confirmation of a third offense, the member will be removed from the instructional program.

ELIGIBILITY

Academic Eligibility Rules

A student shall be suspended from participation in all extra-curricular activities sponsored or sanctioned by the District during the three-week period following a grade reporting period in which the student received a grade lower than seventy (70) in any class other than an identified eligibility-exempt high school course. This suspension continues for at least three weeks and is not removed during the school year until the student's grade in each class, other than an identified eligibility-exempt high school course, is seventy (70) or greater. A student may continue to practice or rehearse with other students for an extracurricular activity but may not participate in such an activity until the suspension is lifted. A suspended student may regain eligibility seven days after the grading period ends or seven days after a three-week evaluation period.

Additional Eligibility Rules for High School

A student must meet the following requirements in order to participate in extracurricular activities during the first six weeks of the fall semester.

- NINTH GRADE – PROMOTED from the eighth grade to the ninth grade.
- TENTH GRADE – earned at least five (5) state approved credits toward graduation.
- ELEVENTH GRADE – earned at least ten (10) state approved credits toward graduation, or during the preceding twelve months he/she must have earned five (5) state approved credits.
- TWELFTH GRADE – earned at least fifteen (15) state approved credits toward graduation, or during the preceding twelve months, he/she must have earned five (5) state approved credit.

Extracurricular

An activity is considered extracurricular if any one of the following criteria apply:

1. The activity is competitive;
2. The activity is held in conjunction with another activity that is considered to be extracurricular;
3. The activity is held off campus, except in the case in which adequate facilities do not exist on campus;
4. The general public is invited; or
5. An admission is charged.

Co-Curricular

A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved course that requires demonstration of the mastery of the essential knowledge and skills (TEKS) in a public performance, may participate in the performance subject to the following requirements and limitations:

1. Only the extracurricular criterion #4 listed above applies to the performance; and
2. The requirement for student participation in public is stated in the essential knowledge and skills (TEKS) of the course.

A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved music course that participates in UIL Concert and Sight-reading Evaluation, may perform with the ensemble during the UIL evaluation performance.

Eligibility Rules Relating to UIL Competition

No student may take part in any University Interscholastic League competition who, at the time of the contest, has not been a bona fide regular attendant of the school for fifteen (15) calendar days, or since the sixth day of the current school year. No student shall take part in any UIL contest after the end of the fourth consecutive year following enrollment in the ninth grade, and/or third consecutive year following enrollment in the tenth grade.

No school may issue and no student may receive an award for participation in inter school competition in excess of \$50.00 (or the equivalent in value) during his/her high school enrollment in the same high school. Additional symbolic awards not to exceed \$8.00 each may be presented for each additional inter school activity each year.

Students must abide by all other rules as set forth by the University Interscholastic League in Austin, Texas.

GRADING

Learning objectives are based on performance skills, responsibility, and participation. Therefore, students are expected to fulfill individual as well as group responsibilities. Since Fine Arts courses are a performance-based, team activities, all students are required to attend all performances, and rehearsals (see Attendance above).

Daily Grades (50%)

Daily grades may include but are not limited to daily class participation, preparation, written quizzes, performance quizzes, material checks, posture checks, as well as before and/or after school rehearsals. All before/after school rehearsal, which are an extension of classroom activities such as section rehearsals, are counted as two daily grades.

Major Grades (50%)

Major grades may include but are not limited to performance tests, written tests, co-curricular performances, and special projects. All performances, which are an extension of classroom activities such as school concerts, are counted as two major grades.

Motivational Plan/Reluctant Students/Retesting

- Students will be encouraged to demonstrate proficiency on core competencies. Students will be given regular graded assessments in order to provide opportunities for director feedback. Students may be asked to perform in class individually or as a member of a small group to demonstrate proficiency of core competencies.
- Directors or peer tutors will work with reluctant students in a one-on-one tutoring situation to re-teach concepts and encourage reluctant students to demonstrate proficiency on core competencies.
- Students may retest as many times as necessary in order to demonstrate proficiency on assessments. No points on numerical grades will be deducted when retesting. Directors will update grades accordingly upon demonstration of proficiency through re-retesting until the last day of the current nine-week grading term.

Conduct Grades

- A student merits a conduct grade of “E” when he/she consistently fulfills all classroom expectations.
- A student merits a conduct grade of “S” when he/she regularly fulfills most classroom expectations.
- A student merits a conduct grade of “N” when he/she does not fulfill classroom expectations regularly and director feedback is occasionally necessary.
- A student merits a conduct grade of “U” when he/she does not fulfill classroom expectations, is disruptive to the educational process, and director feedback is necessary regularly.

CLASSROOM MATERIALS

Individual Equipment

In order for our instructional programs to operate at the highest level, students may be required to purchase some materials, such as instruments, accessories, uniforms, notebooks, method books, scripts, art supplies, computer programs or apps, as well as practice wear including shoes, undergarments, and shirts in order to participate in Fine Arts courses. Students may have purchased some items at the middle school and would not need to “upgrade” in high school unless they no longer are adequate (defective, too small, etc.). Some items are instrument specific. We expect all instrumentalists to have working instruments and equipment. A student cannot be successful in learning an instrument if their instrument or equipment is not working properly. The District does not provide insurance for individually owned equipment.

The District will not deny participation to any student in any Fine Arts program where the cost of individual equipment and/or materials required for the course becomes a financial barrier for the students and parents. Please contact the program director if financial assistance is needed to purchase required equipment and/or supplies for the program.

Personal Instruments

A quality music program requires quality musical instruments. A list of recommended instruments is available from the program directors. If a purchase is required, the staff will be most happy to consult with the student and parents in order to avoid an inappropriate purchase and to assist in obtaining the best possible price for the instrument. Please consult with the directors before making any purchase of a musical instrument or accessories, as there are countless “knock-off” alternatives to high-quality instruments, which will require frequent maintenance and leave the students dissatisfied with progress. With all personal instruments, it strongly is recommended that the instrument be insured through your homeowner’s policy or a private company. The school district will not assume liability for maintenance, repair, or damage of personal instruments.

School-owned Equipment

The District furnishes school-owned instruments for purposes of avoiding large expenditures to the parent and providing well-rounded instrumentation for the performing organizations. Students must provide some of their own personal accessories such as mouthpiece, various mutes, drumsticks, mallets, and reeds. Each student member is financially responsible for all instrument, equipment, and/or materials checked out to him/her for their personal use. All students using a school-owned instrument are required to pay an Instrument Use Fee of \$80 per year to the District. The student is responsible for damage to the instrument while in his/her possession. Directors will inspect all school-owned instruments at the end of the school year. Student will not be charged for repairs if the instrument becomes damaged due to normal wear and tear. However, damage caused by fire, theft, accidental destruction, abuse, or neglect will be charged to the student. All equipment and materials must be kept in their proper storage location when not in use. Students who use a school-owned instrument will be expected to practice the instrument a reasonable amount of time each day. Failure to do so may result in their instrument being taken up and re-issued to a student who will make better use of it.

Instrument Lockers

All Band and Orchestra students will be assigned a locker for instrument storage during the school day. Students are to keep only their instrument and music in the locker. Students should not keep clothing, shoes, schoolbooks, food, or drinks in their lockers; these items should be kept in school lockers. Directors can/will remove any of these items and/or other belongings from the instrument locker at their discretion. It is the responsibility of the student to ensure their instrument is secured in their locker with a locked

combination lock when not in use. Students must have a lock for their locker – no exceptions. If a lock is misplaced, the student is expected to replace it quickly. Instruments will be taken home daily, over weekends, and school holidays. The District is not responsible for personal items or instruments left in instrument lockers.

MEDICAL FORMS

All Fine Arts students must complete the *FBISD Emergency Contact Form* each year. This form provides consent to treat students if the director or a medical provider cannot reach the parent or guardian. The *FBISD Emergency Contact Form* must accompany students when traveling. No student will travel or perform with the organization without these forms on file. Head directors will track student compliance in *Charms Office*.

All Band and Dance Team students must submit the *UIL Preparticipation Physical Evaluation – Medical History* form each year. The head director will review and sign off at the bottom of this form each year. This form also must accompany students when traveling. Head directors will track student compliance in *Charms Office*. This form does not replace the *FBISD Emergency Contact Form* listed above; it accompanies it.

All students participating in the Marching Band activity (including Color Guard students) or Dance Teams must have a physical examination prior to participating in outdoor rehearsals. Starting in the 2020-21 school year, only freshman and juniors, as well as any students new to the program, are required to have physical examinations. Proof of the physical is the *UIL Preparticipation Physical Evaluation – Physical Examination* form, which must be signed by a physician or certified medical professional with the provider's office stamp or business card affixed to the bottom of the form. The head director will enforce compliance with the UIL Marching Band Physical requirement and track student compliance in *Rank One*.

Physical examinations must be completed by an authorized medical provider on or after April 1 to be valid for the next school year. Many insurance companies pay for one wellness check per year. Students should schedule their wellness check in order to complete their preparticipation physical examination after April 1 and prior to the first Marching Band or Dance Team rehearsal. This includes any May or June "Mini-Camps", Leadership Camps, Percussion Camps, Freshman Camps, Dance Officer Camps, or Dance Team Camps held prior to August 1. Students can obtain a physical examination either by their physician/authorized medical provider or by Houston Methodist at one of the in-District dates/locations.

The physical examination required is considered a "screening physical." The Houston Methodist physicals require no blood, urine, or genital checks. EKG's may be required if indicated by a review of the Medical History form; however, very few students are required to complete the EKG test.

Students are not allowed to attend any rehearsals or performances without the *UIL Preparticipation Physical Evaluation – Medical History* and the *UIL Preparticipation Physical Evaluation – Physical Examination* forms being completed appropriately and submitted to the head directors.

REQUIRED EXPENSES AND FEES

Members of the instructional program may have financial obligations for required materials, such as a uniform or t-shirt, software, activity expenses, member dues, and trip expenses. No student will be denied the privilege of membership or participation in the program when the cost of required expenses and fees becomes a financial barrier. Parents should contact the head director to discuss options in meeting financial obligations or if financial assistance is needed.

Program Fees

Fees are non-negotiable and non-refundable. See specific campus program Addenda for a detailed description of required fees. Any student who voluntarily or involuntarily withdraws from the program will forfeit all deposited funds.

Fund Raising

Fundraising is a vital component to the campus instructional program in order to provide a healthy variety of activities for student members. The money raised is used for program activities, which are not covered by the Fine Arts budget. Families that do not participate in fundraisers strongly should consider donating to the campus instructional program, as all students benefit from the raising of funds.

In compliance with Internal Revenue Service mandates, all monies earned through fund raising activities belong to the organization's general fund and will be dispersed equally among all student members participating in the activities of the instructional program. There are no refunds granted from fund raising activities.

Refund of Fees

Trip funds may be non-refundable depending on the specific trip payment agreement and date of request. Trip Insurance is available; however, insurance does not cover ineligibility due to failing grades. Any student who voluntarily or involuntarily withdraws from the instructional program will forfeit all deposited monies. Any student's parent may appeal in writing the decision of the staff concerning refunds. Any appeal of this nature must be submitted to the Head Principal.

PRIVATE LESSONS

The District prides itself on having many of the finest private instructors in the Houston area. It is highly encouraged that students take full advantage of the private lesson program. Private lessons are provided for interested students as an enrichment program in all Music and Theatre classes. Private study is encouraged, but not required, to participate in the instructional program. The advantages of a one-on-one experience are overwhelming. Private lesson fees are consistent throughout the District and determined by the Director of Fine Arts. The current fees are between \$20-25 per half hour lesson, based on the qualifications of the private instructor. Private lessons are held either during class or after school. Campus program directors hire, supervise, and evaluate their private lesson instructors. Each private lesson instructor must complete a Criminal History Check and pay a Building Use Fee.

MASTERCLASSES AND GUEST CLINICIANS

As an enrichment to students, masterclass teachers and guest clinicians are scheduled to work with our students during some Fine Arts classes. Masterclasses are offered free of charge to students. Additionally, guest clinicians often travel to work with our students in rehearsals or sectionals. Students are expected to show the utmost respect towards these guest clinicians and masterclass teachers. Any student who acts inappropriately towards a guest clinician or masterclass teacher, whether through poor attitude, disrespectful comments, foul language, or any other inappropriate behavior, maybe subject to immediate removal from the instructional program at director's discretion and subject to due process.

TRANSPORTATION

If a student is required to leave from an event or activity during a school trip, the parent/legal guardian of the student must provide written notification to the instructor prior to the student leaving on the trip and the student may leave from the activity only with their parent/guardian as stated in the written notification. Students may not leave any activity during a school trip with anyone except a parent or guardian. A telephone call confirming the written notification also may be requested.

TRAVEL

Parents and students should understand Fine Arts organizations may be involved in out-of-District travel; students who participate in these organizations also must participate in the travel. This may include a limited number of overnight trips for some competitive events. If the parent does not want the student to travel, the student should register for an organization that does travel so extensively.

All members represent the school and community and they are expected to conduct themselves in a manner in keeping with the following regulations when traveling within or outside the District:

- Return to the director(s) all completed travel forms by the given deadline;
- Be on time for trips;
- Dress as directed;
- Behave in an appropriate and mannerly fashion in accordance with established Student/Parent Handbook rules while on the bus or in other vehicles, as well as in restaurants and hotels;
- Avoid excessive noise on the bus ;
- Travel on the same bus for all segments of the trip;
- Return equipment to its proper storage place upon returning to the school; and
- Promptly obey all instructions given by the director(s) or any chaperone.

Any student who behaves disrespectfully or argues with a parent chaperone while on a trip may be removed from the trip immediately at director's discretion, and parents will be expected to either pick up their student or pay any transportation costs to send the student home.

Overnight Travel Requirements

- Extracurricular trips are not mandatory for any member and will not affect their status or grade in the course in any way. However, students in performing ensembles do have a travel expectation. Additionally, travel to events such as contests, UIL Concert/Sight-reading Evaluation, UIL One-Act Play Contest, Dance competitions, is mandatory. Since participation in our instructional program is a team effort, any student not participating in a trip should advise the directors well in advance of the trip (a minimum of nine weeks). The directors then can initiate alternate arrangements to cover for missing students.
- When traveling, each student must meet all local and state eligibility requirements to participate in the competition. Ineligible students may not travel with the performing group under any circumstances.
- Students must be able to perform the material assigned for the performance(s) satisfactorily.
- Students must attend all scheduled rehearsals in preparation for the trip.
- Students must fulfill their financial obligations.

UNIFORMS

It may be necessary to purchase some materials for uniformity of dress for performance purposes. The District provides uniforms for high school music groups, which are mandatory for participation in performances. The individual student must provide uniform accessories as appropriate. No student will be denied the privilege of membership or participation in the program when the cost of the uniform becomes a financial barrier. Parents should contact the head director to discuss options in meeting financial obligations or if financial assistance is needed. Students are responsible for repair or replacement of any damaged or unreturned uniform parts.

- Concert uniforms may require minor alterations such as adjusting the hem of the pants or dress. Ensure the hem simply is raised or lowered, and that no material is removed from the garment. Students will provide black dress socks, ties, cummerbunds, and undergarments; however, tuxedos and dresses are provided.
- Marching Band uniforms will be stored at school and issued before each performance. These uniforms will be returned after each performance prior to leaving the school. Students are responsible for providing personal accessories to their uniform. These accessories may include gloves, marching shoes, undershirt, t-shirt, etc.
- Dance Team uniforms may be provided at some schools, while other schools may require student members to purchase their own uniforms or uniform accessories, as well as practice clothing.
- Participation in theatrical productions may require a costume rental fee or fee to cover the costs of building a costume.

TECHNOLOGY USE

The director will be very clear in letting students know when it is or is not acceptable to be using personal devices during class time. If a device is visible when not allowed, it may be confiscated.

SCHOOLGY

Schoology (pronounced *skoo-luh-jee*) is the District's learning management system and the primary tool for facilitating blended learning. It is a platform for learning, accessing the curriculum and communicating authentic online learning experiences with parents. It offers students multiple avenues for collaboration, communication, assessment, submitting assignments and discussion boards.

CHARMS OFFICE

Charms Office is an online database, which among other things, allows for the tracking of student medical forms and District-owned inventory such as instruments, equipment, and uniforms, sheet music, and play scripts. Additionally, students can make payments for program fees, instrument use fees, and other materials through the Charms Office online store. To access Charms Office, you will need the school program code and a password. Students will receive their password from the directors once school has started. Once in Charms Office, student and parents will have access to a variety of information and forms. Within the first few weeks of school, all classes will be trained in the use of Charms Office.

AUDIO/VIDEO RECORDING

Throughout the year, Fine Arts groups will make audio and video recordings of rehearsals and concerts. These recordings will comply with Texas Education Code, Sec 26.009 subsection (b) which states:

- (b) An employee of a school district is not required to obtain the consent of a child's parent before the employee may make a videotape of a child or authorize the recording of a child's voice if the videotape or voice recording is to be used only for:
 - (1) purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses;
 - (2) a purpose related to a co-curricular or extracurricular activity;
 - (3) a purpose related to regular classroom instruction; or
 - (4) media coverage of the school.

SECTION 1 – HIGH SCHOOL BAND

The Band Philosophy of Music Education

The High School Band Program aims to support the FBISD Profile of a Graduate through students' participation in instrumental music. Music is a subject that affects many aspects of the human personality. It shapes individuals on an intellectual, physical, emotional, psychological, spiritual, and social level. Instrumental music can foster a lifelong appreciation of music as an art form. Instrumental music also fosters a sense of cultural awareness, as well as an aesthetic appreciation for the arts. The High School Band Program engages students in a group activity that can enrich their life, personally and socially. It develops proper work habits through the successful implementation of a daily practice routine. It develops confidence and promotes students' abilities of self-expression and intelligent listening skills that encourage heightened communication skills. It teaches the ideals of self-discipline, commitment, and teamwork consistently. Through the cooperation of band students, parents, campus administration, the community, and the Fort Bend Independent School District, band directors strive to provide a music program that is recognized consistently as one of the finest of its kind.

Objectives

The High School Band Program, which encompasses wind, percussion, and visual performers, forms an integral part of campus life and is recognized as a co-curricular activity. The High School Band is one of the largest and most visible student organizations on campus, and its members consistently project a positive representation of their community.

The Primary Objective of the band program is to serve its members with the following opportunities for the duration of their membership:

- Cultural Opportunities: To facilitate the continued development of music appreciation and understanding through the study and performance of outstanding music literature.
- Educational Opportunities: To develop interested and discriminating listeners, provide a well-rounded music education, and prepare students for musical and academic pursuits beyond high school.
- Leadership Opportunities: To foster exceptional personal values through the emphasis of teamwork and integrity.
- Service Opportunities: To lend color and atmosphere to certain school and community affairs while promoting and enhancing the distinction and reputation of your school at all appearances.
- Recreational Opportunities: To provide all students with the opportunity for worthy use of leisure time, an emotional outlet, and quality social experiences.

Individual Band Responsibilities

No student is required to take part in the instrumental music program or University Interscholastic League contests; therefore, participation should be considered a PRIVILEGE, not a right (NOTE: this refers to the general student population; enrolled band students are REQUIRED to attend all band rehearsals and performances, and such events are graded). It is imperative that students and parents understand the following rules and procedures.

All students must audition for placement into an ensemble or class. Band members at some campuses may be moved into a different ensemble for the Spring Semester following a mid-year audition.

Performance Responsibilities

Students are placed into an appropriate ensemble based on an audition and director recommendation that will ensure their success and continued musical growth. Our curriculum is designed to improve individual

and ensemble performing skills throughout the year. The responsibilities for students in each group are outlined below:

Varsity Band

- Participation in marching band;
- Preparation of All-Region music during the fall semester;
- Participation in All-Region Band auditions (at directors' discretion);
- Participation in UIL Solo/Ensemble Contest;
- Performance of concert music as assigned by directors;
- Attendance at before and after school section rehearsals, master classes, and full band rehearsals;
- Participation in all performance obligations, including approved travel;
- Participation in UIL Varsity Concert/Sight-reading Evaluation during the spring semester; and
- Fulfillment of other requirements as outlined in the handbook addenda.

Non-Varsity and Sub Non-Varsity Bands

- Participation in marching band;
- Preparation of All-Region music during the fall semester (at directors' discretion);
- Participation in All-Region Band auditions (at directors' discretion);
- Participation in UIL Solo/Ensemble Contest;
- Performance of concert music as assigned by directors;
- Attendance at before and after school section rehearsals, master classes, and full band rehearsals;
- Participation in all performance obligations, including approved travel;
- Participation in UIL Non-Varsity Concert/Sight-reading Evaluation during the spring semester (at directors' discretion); and
- Fulfillment of other requirements as outlined in the handbook addenda.

Jazz Band

- Participation in all festivals, concerts, and after-school rehearsals;
- Participation in the TMEA All-Region Jazz Band (at directors' discretion);
- Enrolled concurrently in Concert Band and Jazz Band classes if offered at your campus (except bass and guitar players); and
- Fulfillment of other requirements as outlined in the handbook addenda.

Color Guard or Visual Performers

- Enrolled in the color guard class;
- Participation in marching band;
- Participation in Winter Guard rehearsals and competitions;
- Participation in all other required performances, shows, and concerts; and
- Fulfillment of other requirements as outlined in the handbook addenda.

Attendance

Listed below is additional information related to attendance at High School Band functions:

- Section rehearsals shall be no more than 90 minutes in length and no more than one time per school week, per ensemble. (i.e. students enrolled in multiple groups may have more than one sectional per week).
- Rehearsals shall be during the school day with the exception of section rehearsals, after-school marching band rehearsals, and after-school, concert band rehearsals (see below).
- One full band rehearsal per week outside of the regular school day for each performing concert organization (i.e. Varsity, Non-Varsity, Sub-Non-Varsity, Jazz, etc.). Rehearsals outside of the regular school day for concert organizations shall not exceed two hours per week. Special exceptions may be made for paid clinicians and special occasions, such as dress rehearsals.

- Color guard and winter guard rehearsal schedules are under the discretion of the band directors.
- Regularly scheduled sectionals, rehearsals, and concerts are curricular and have no academic eligibility requirements. Student members are expected to participate fully in all rehearsals regardless of eligibility.
- Students **MUST** participate fully in all performance activities of the group in which they are a member, including approved travel. After the school year begins, please do not schedule a family event or trip that conflicts with a band function. Work, doctor's appointments unless in the case of emergency, and vacations do not constitute an acceptable excuse from a band function.

Marching Band

The Marching Band consists of every high school band student in grades 9 through 12. The Marching Band will perform at every football game and will attend all scheduled band contests. A complete schedule for marching band rehearsals and performances will be available during the summer months and fall semester on the band website or Charms Office. Any alteration in the schedule will be communicated to the students as soon as possible.

Primary and Secondary Marching Positions

Students may be placed in a primary or secondary marching band position according to criteria set by the band directors, including attendance, preparation, playing ability, marching/kinesthetic ability, attitude, and academics. A student may be moved from a primary marching position to a secondary position for a failure to fulfil the factors listed above. This may be done at any time in order to facilitate the best experience possible for all band members, as well as the best performance possible for the group as a whole. Students in a primary marching position will perform at ALL marching band performances. Students in a secondary marching band position will perform at ALL football games and in various capacities at all marching band competitive performances. All students are required to attend ALL rehearsals. Students with poor attendance may be excluded from marching primary or secondary spots at the director's discretion.

Concert Season

The directors will develop a sectional and rehearsal schedule for each band at the beginning of the spring semester that will be available on the band website and/or Charms Office. These sectionals and rehearsals will begin once marching season is over and continue throughout the concert season. When possible, the directors will attempt to schedule sectionals at times that do not conflict with individual students' school-related activities.

Grading Guidelines

Students must be committed to developing individual academic and musical skills and be disciplined with expectations and deadlines. A band member's grade will be an average of the following:

Participation

- The student will receive a grade for his/her participation at 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 at each rehearsal or sectional.
- The student will be prepared to play his/her part successfully.
- The student will mark music and take notes as needed.

Fundamentals and Skills

- The student will be expected to improve performance fundamentals, which will be evaluated through daily observation during the skill-building part of each rehearsal and sectional.

- The student will be expected to demonstrate correct posture, hand position, embouchure, breathing, air support, articulation, technique, and attentiveness as observed during rehearsals and sectionals.
- The student will be expected to improve individual and ensemble music skills, which will be evaluated through playing tests and online assessments.
- The student will be expected to develop a historical knowledge of the literature relative to his/her respective instrument, as well as the band and orchestra literature considered canon, which will be assessed through written tests.

Performance

- The student will receive a second grade for his/her performance at each before- and after-school sectional and rehearsal during a grading period.
- The student will receive two grades, one based on performance criteria and the other based on concert etiquette, for each public performance during a grading period.
- The number of performances will be determined by the performance calendar and at the director’s discretion.
- If no public performance occurs during a grading period, the performance grade will be based upon criteria determined by the director.

Auditions for Leadership Positions

Auditions for band leadership positions are scheduled and held late in the spring semester and are open to rising sophomores, juniors, and seniors. Auditions are comprised of a tryout process determined by the directors. Dates are posted on the band calendar well in advance of the auditions. Directors and guest adjudicators will evaluate these auditions.

Band Letter Awards

Letter Awards will be presented to Band students (woodwind, brass, and percussion players) based on a point system for participation and service as outlined below.

- Participation in the Band program each year 2 points
- Freshman Region Band 2 points¹
- District Band 2 points¹
- Region Band 3 points¹
- Region Orchestra 3 points
- Region Jazz Ensemble 3 points
- Area Band 4 points
- All-State Band/Jazz/Orchestra 8 points
- U.I.L. Solo (Division I) 2 points
- U.I.L. Ensemble (Division I) 2 points
- T.S.S.E.C. Solo (Division I) 4 points
- T.S.S.E.C. Solo (Division II) 2 points
- State Ensemble (Division I) 3 points
- Performing in the school’s musical orchestra 2 points
- Performing in the full orchestra 2 points²
- Senior 10 points³

Eligibility Points

15 points = Letter Award and eligibility to purchase a jacket, sweater, or blanket

¹Students receive points for earning a place in one ensemble only. (I.e., 2 points for Freshman Region Band or 2/3 points for District/Region Band, but not both.)

²Points are awarded for participation in UIL Concert/Sight-reading Evaluation only.

³Points are awarded only to students who have not received a Letter Award by their senior year. They may not be used to receive a second Letter Award.

Students may earn no more than one Letter Award per year for participation in the Band program.

A student may purchase only one jacket, sweater, or blanket for combined activities during his/her four years in high school.

Color Guard Letter Awards

Letter Awards will be presented to Color Guard students based on participation in the program for four (4) consecutive semesters: two fall semesters of marching band participation followed by two spring semesters attending Winter Guard competitions (TCGC or WGI).

For schools who do not participate in Winter Guard competitions, students must participate in three fall semesters of marching band to qualify.

Students who have not received a Letter Award by their senior year may qualify with three semesters of consecutive participation in the program (two semesters of marching band participation and one semester attending Winter Guard competitions).

Director Responsibilities

The band staff will enforce District awards rules and regulations, as well as determine when band students will be fitted for Letter Jackets during the school year. It is each student's responsibility to keep track of points earned and notify the directors when he/she thinks that enough points have been earned to merit an award. The directors are responsible to verify that a student has earned enough points to qualify for the award and to communicate to the appropriate assistant principal that an award is warranted. Directors do not order individual Letter Awards or jackets, sweaters, or blankets for students.

Instruments - Individual Equipment

Students will be required to purchase all materials necessary to perform on their instrument as listed below. Additionally, all students must have a pencil, folder for music, and a tuner/metronome.

Woodwinds

- Mouthpiece as designated by the band director;
- Cork Grease for reed instruments;
- Three high quality reeds to be rotated daily; and
- Cleaning swab to be used daily.

Brass

- Mouthpiece as designated by the band director;
- Valve oil/rotary oil for horns and tubas;
- Slide Grease; and
- Slide-O-Mix and spray bottle for Trombones.

Percussion

- Stick bag;
- Concert Snare sticks;

- 2 pairs of yarn mallets;
- 1 pair of hard rubber mallets;
- 1 pair of general timpani mallets; and
- Vic Firth 12" Heavy Hitter practice pad.

Percussion Specialists will determine what specific stick and mallet brands/models, as well as stick bags, are required based on program needs and availability.

Marching Band

The marching band is a highly visible aspect of the band program, which provides performance opportunities for band students and integrates band into school and community activities. It is the District's philosophy that marching band is an integral part of each band program and an essential ingredient in a well-rounded music education. The District believes that students need to develop the ability to participate and perform in different ensemble experience, which includes the marching band.

Summer Rehearsals

There will be a series of summer rehearsals prior to the beginning of the school year, which all students participating in the marching band MUST attend. These rehearsals will begin prior to the beginning of school; rehearsals are held daily, except for weekends, until school begins.

State Curriculum Requirements

The music and performance skills and techniques, along with the associated academic skills in the band program, are derived from implementation of the expectations found in the Texas Essential Knowledge and Skills (TEKS). The curriculum specifically includes requirements such as demonstrating musical skills and artistry, performing in different musical mediums, and experiencing music through a wider range of music literature, which all are addressed through the marching band. Each performance by the marching band provides students the opportunity to demonstrate musical artistry through the ensemble, individual music performance skills and techniques, marching performance skills and techniques, and critical thinking skills that include auditory, spatial, and visual awareness.

Participation

Marching band is required for all high school students who elect to take the academic band performance or color guard courses. Exceptions are not granted for those students who play a school sponsored sport that conflicts with Marching Band, such as football and volleyball. Students will be required to participate to a limited degree in the marching band. Directors will determine what role these students will take. Any other conflicts should be addressed with the directors before the beginning of summer band in August.

Academic Standards

The opportunity for weekly performance is a motivating factor for academic achievement for marching band students, since only by maintaining eligibility can they continue to perform in the contest drill.

Competitions

The marching band will attend UIL Marching Contests. The marching band may enter other additional marching contests as determined by directors.

Grading

Since marching band is a part of the academic band course and therefore, part of the graded curriculum, students in marching band are responsible for assimilating the academic aspects of the band elective as found in the Texas Essential Knowledge and Skills (TEKS). Attendance at rehearsals and performances is

mandatory (see the Attendance section above) and will be integrated into the students' grade for band in accordance with the TEA/UII guidelines and District policies/procedures.

Physical Education Substitution

As an artistic endeavor, each rehearsal and performance by the marching band is demanding, both mentally and physically. For the full marching band performance, students are always on task and must bring to the experience their best performance skills. As a result, each freshman and sophomore band student will be enrolled concurrently in a pass/fail, 0.5-credit, Physical Education Substitution course during the fall semester. Upon successful participation in the after-school marching band activity during the fall semester, students will earn credit toward fulfilling the physical education graduation requirement in accordance with TEA guidelines and District policies/procedures.

Instruments

Marching band students who play an instrument that the District does not provide must personally supply, march, and perform with the same instrument they use for concert band or obtain a second instrument that is listed on the District recommended instrument list. (i.e., bassoon students may be asked to perform on a saxophone).

The District assumes no responsibility for maintaining instruments they do not supply. Since these instruments will be played outside in various weather situations (i.e. sun, heat, wind, rain, etc.), students and parents need to be vigilant regarding instrument maintenance to keep the student's instrument in good playing condition.

Practice Time Limits

Marching Band rehearsal times are closely regulated by TEA/UII guidelines. Adherence to these guidelines is the responsibility of the Head Band Director and is monitored by the Director of Fine Arts. TEA and UII rules state:

The members of marching band or any of its components may not begin the marching preparation for a UII contest presentation prior to August 1st. In addition, no more than ten hours of director-supervised instructional time may be devoted to marching fundamentals between the end of the previous school term and August 1st.

Music preparation is not affected by this ten-hour rule between August 1 and the first day of school. Practice schedules outside of the school day are determined by the Head Band Director and Principal. During the school year, no more than eight (8) hours of rehearsal per calendar week, outside of the school day, is allowed. Exceptions to the Eight Hour Rule include:

- Once the school year begins, Districts of Innovation are allowed to rehearse eight (8) hours during the school week, defined as starting at midnight on the first day of instruction and ending at the end of school day on the last day of instruction, through the Labor Day weekend.
- Preparation immediately before games and competitions.

Summer Heat Guidelines

- Rehearsal dress includes lightweight clothing, hat or cap, tennis shoes (i.e. cross trainers preferred), and socks. For health and safety reasons, students will not be allowed to march in any other footwear (i.e. this includes boat shoes, slippers, etc.).
- Students must have their individual water jug labeled with them at all rehearsals. Water jugs will be kept on the sideline, lined up along with backpacks and cases (for woodwinds), and frequent water breaks will be taken.
- Students should eat breakfast and drink plenty of fluids before morning rehearsals. Good nutrition is vital to remain healthy during marching season.

- The directors will determine length of water breaks. There are generally two types of water breaks: 1) "Sip-n-Go", where the students will run to the sideline, get a brief drink of water, then return to rehearsal; and 2) Extended water breaks, which may last up to ten minutes. There usually will only be one extended water break per rehearsal block.
- Students are trained by the directors to watch for signs of dehydration. Students should monitor their bodies to make sure they perspire heavily during rehearsal. Lack of perspiration is a sign of dehydration.
- Students should sit down immediately when feeling dizzy or weak. A staff member will provide assistance.
- During summer rehearsals, directors will constantly monitor the weather conditions and make adjustments as necessary for the safety of the students.
- Water will be provided by the booster club for students at games and competitions, as well as during portions of summer band rehearsal for refills.

ADDENDA FOR SPECIFIC CAMPUS PROGRAMS

Campus directors will add addenda to communicate program-specific information.

ADDENDUM – YEARLY CALENDAR

ADDENDUM – PROGRAM FEES

ADDENDUM – ADDITIONAL GRADING REQUIREMENTS

ADDENDUM – SPECIFIC REQUIRED MATERIALS/EQUIPMENT

ADDENDUM – SPECIFIC UNIFORM REQUIREMENTS

EXHIBIT A – Handbook Signature Form

HANDBOOK SIGNATURE FORM

Return this form to your campus program director

STUDENT

- I have read the FBISD Fine Arts Program Handbook and Campus Addenda.
- I have read the rules and expectations for the course and I agree to abide by them.
- I realize that my failure to abide by the regulations or to carry out my responsibilities may result in my suspension or immediate dismissal from the course.
- I also understand by not signing the handbook, I am waiving my rights to any and all participation with the instructional program including any after-school activities and may forfeit enrollment in the course.

Student Name: _____

(Print)

Student Signature: _____ Date: _____

PARENT/GUARDIAN

I acknowledge receiving and reviewing the rules, regulations, guidelines and procedures governing my student's participation in the Fine Arts instructional program. I also realize that my student consequently will need my assistance in time management and scheduling. I hereby give consent for my student to participate in rehearsals, practices, and performances for this FBISD Fine Arts program, and I realize their behavior will be setting the example for their school, our community, and my family.

Parent/Guardian Name: _____

(Print)

Parent/Guardian Signature: _____ Date: _____

Home/Cell Phone: _____ Work Phone: _____

Email: _____

Check below if you would like to be a parent volunteer:

_____ I would be willing to help chaperone events and trips.

_____ I would be willing to help in other ways (e.g., uniform fitting, props, painting, snacks, etc.)

PERMISSION TO USE PHOTOS FOR PROGRAM SOCIAL MEDIA SITES

Sometimes we like to feature our student members participating in rehearsals, performances, and other activities on Social Media sites for purpose of promoting the program. This may include Facebook, Twitter, Instagram and the program website. Signing this will give us your consent to use your student's photo on those particular sites.

Parent/Guardian Signature: _____ Date: _____

EXHIBIT C – Emergency Contact Form Band & Dance

Fort Bend ISD
Emergency Contact Form
High School Band & Dance



Student's Name: _____

Student ID: _____ Campus: _____

Date of Birth: _____ Age: _____ Grade: _____

Home Address: _____

City: _____ Zip: _____ Home Phone #: _____

Physician: _____ Office Phone #: _____

Allergies:

Yes No List: _____

Medications:

Yes No List: _____

Medical Health Insurance Coverage:

Yes No

Insurer: _____ Group #: _____ ID #: _____ Phone #: _____

Parent/Guardian 1 Work #: _____ Parent/Guardian 1 Cell #: _____

Place of Employment: _____ Email Address: _____

Parent/Guardian 2 Work #: _____ Parent/Guardian 2 Cell #: _____

Place of Employment: _____ Email Address: _____

Parent/Guardian Permit Waiver:

If, in the judgement of any representative of the schools, the said student should need immediate care and treatment as a result of an injury or sickness, I do hereby request, authorize, and consent to such care and treatment as may be given said student by any physician, athletic trainer, nurse, or school representative, and I do hereby agree to indemnify and save harmless the school and any school representative from any claim by any person whomever on account of such care and treatment of said student.

Student Name (Printed): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

EXHIBIT D – Preparticipation Physical Evaluation - Medical History

PREPARTICIPATION PHYSICAL EVALUATION -- MEDICAL HISTORY

2020

This **MEDICAL HISTORY FORM** must be completed **annually** by parent (or guardian) and student in order for the student to participate in activities. These questions are designed to determine if the student has developed any condition which would make it hazardous to participate in an event.

Student's Name: (print) _____ Sex _____ Age _____ Date of Birth _____

Address _____ Phone _____

Grade _____ School _____

Personal Physician _____ Phone _____

In case of emergency, contact:

Name _____ Relationship _____ Phone (H) _____ (W) _____

Explain "Yes" answers in the box below**. Circle questions you don't know the answers to. **Student will be participating in:** ATHLETICS Band/Fine Arts ROTC

	Yes	No		Yes	No
1. Have you had a medical illness or injury since your last check up or physical?	<input type="checkbox"/>	<input type="checkbox"/>	13. Have you ever gotten unexpectedly short of breath with exercise?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been hospitalized overnight in the past year?	<input type="checkbox"/>	<input type="checkbox"/>	Do you have asthma?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had surgery?	<input type="checkbox"/>	<input type="checkbox"/>	Do you have seasonal allergies that require medical treatment?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever had prior testing for the heart ordered by a physician?	<input type="checkbox"/>	<input type="checkbox"/>	14. Do you use any special protective or corrective equipment or devices that aren't usually used for your activity or position (for example, knee brace, special neck roll, foot orthotics, retainer on your teeth, hearing aid)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever passed out during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>	15. Have you ever had a sprain, strain, or swelling after injury?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had chest pain during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>	Have you broken or fractured any bones or dislocated any joints?	<input type="checkbox"/>	<input type="checkbox"/>
Do you get tired more quickly than your friends do during exercise?	<input type="checkbox"/>	<input type="checkbox"/>	Have you had any other problems with pain or swelling in muscles, tendons, bones, or joints?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had racing of your heart or skipped heartbeats?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, check appropriate box and explain below:		
Have you had high blood pressure or high cholesterol?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Head	<input type="checkbox"/> Elbow	<input type="checkbox"/> Hip
Have you ever been told you have a heart murmur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Neck	<input type="checkbox"/> Forearm	<input type="checkbox"/> Thigh
Has any family member or relative died of heart problems or of sudden unexpected death before age 50?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Back	<input type="checkbox"/> Wrist	<input type="checkbox"/> Knee
Has any family member been diagnosed with enlarged heart, (dilated cardiomyopathy), hypertrophic cardiomyopathy, long QT syndrome or other ion channelopathy (Brugada syndrome, etc), Marfan's syndrome, or abnormal heart rhythm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Chest	<input type="checkbox"/> Hand	<input type="checkbox"/> Shin/Calf
Have you had a severe viral infection (for example, myocarditis or mononucleosis) within the last month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Finger	<input type="checkbox"/> Ankle
Has a physician ever denied or restricted your participation in activities for any heart problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Upper Arm	<input type="checkbox"/> Foot	
4. Have you ever had a head injury or concussion?	<input type="checkbox"/>	<input type="checkbox"/>	16. Do you want to weigh more or less than you do now?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been knocked out, become unconscious, or lost your memory?	<input type="checkbox"/>	<input type="checkbox"/>	17. Do you feel stressed out?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how many times? _____			18. Have you ever been diagnosed with or treated for sickle cell trait or sickle cell disease?	<input type="checkbox"/>	<input type="checkbox"/>
When was your last concussion? _____			<i>Females Only</i>		
How severe was each one? (Explain below)			19. When was your first menstrual period? _____		
Have you ever had a seizure?	<input type="checkbox"/>	<input type="checkbox"/>	When was your most recent menstrual period? _____		
Do you have frequent or severe headaches?	<input type="checkbox"/>	<input type="checkbox"/>	How much time do you usually have from the start of one period to the start of another? _____		
Have you ever had numbness or tingling in your arms, hands, legs or feet?	<input type="checkbox"/>	<input type="checkbox"/>	How many periods have you had in the last year? _____		
Have you ever had a stinger, burner, or pinched nerve?	<input type="checkbox"/>	<input type="checkbox"/>	What was the longest time between periods in the last year? _____		
5. Are you missing any paired organs?	<input type="checkbox"/>	<input type="checkbox"/>	<i>Males Only</i>		
6. Are you under a doctor's care?	<input type="checkbox"/>	<input type="checkbox"/>	20. Do you have two testicles? _____		
7. Are you currently taking any prescription or non-prescription (over-the-counter) medication or pills or using an inhaler?	<input type="checkbox"/>	<input type="checkbox"/>	21. Do you have any testicular swelling or masses? _____		
8. Do you have any allergies (for example, to pollen, medicine, food, or stinging insects)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> An electrocardiogram (ECG) is not required. By checking this box, I choose to obtain an ECG for my student for additional cardiac screening. I have read and understand the information about cardiac screening. I understand it is the responsibility of my family to schedule and pay for such ECG.		
9. Have you ever been dizzy during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>	EXPLAIN 'YES' ANSWERS IN THE BOX BELOW (attach another sheet if necessary):		
10. Do you have any current skin problems (for example, itching, rashes, acne, warts, fungus, or blisters)?	<input type="checkbox"/>	<input type="checkbox"/>			
11. Have you ever become ill from exercising in the heat?	<input type="checkbox"/>	<input type="checkbox"/>			
12. Have you had any problems with your eyes or vision?	<input type="checkbox"/>	<input type="checkbox"/>			

It is understood that even though protective equipment is worn by athletes, whenever needed, the possibility of an accident still remains. Neither the University Interscholastic League nor the school assumes any responsibility in case an accident occurs.

If, in the judgment of any representative of the school, the above student should need immediate care and treatment as a result of any injury or sickness, I do hereby request, authorize, and consent to such care and treatment as may be given said student by any physician, athletic trainer, nurse or school representative. I do hereby agree to indemnify and save harmless the school and any school or hospital representative from any claim by any person on account of such care and treatment of said student.

If, between this date and the beginning of participation, any illness or injury should occur that may limit this student's participation, I agree to notify the school authorities of such illness or injury.

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct. Failure to provide truthful responses could subject the student in question to penalties determined by the UIL

Student Signature: _____ Parent/Guardian Signature: _____ Date: _____

Any Yes answer to questions 1, 2, 3, 4, 5, or 6 requires further medical evaluation which may include a physical examination. Written clearance from a physician, physician assistant, chiropractor, or nurse practitioner is required before any participation in UIL practices, games or matches. THIS FORM MUST BE ON FILE PRIOR TO PARTICIPATION IN ANY PRACTICE, SCRIMMAGE, PERFORMANCE OR CONTEST BEFORE, DURING OR AFTER SCHOOL.

For School Use Only:

This Medical History Form was reviewed by: Printed Name _____ Date _____ Signature _____

PREPARTICIPATION PHYSICAL EVALUATION -- PHYSICAL EXAMINATION

Student's Name _____ Sex _____ Age _____ Date of Birth _____

Height _____ Weight _____ % Body fat (optional) _____ Pulse _____ BP _____/_____/_____ (_____/_____, ____/_____) brachial blood pressure while sitting

Vision: R 20/____ L 20/____ Corrected: Y N Pupils: Equal Unequal

As a minimum requirement, this **Physical Examination Form** must be completed prior to junior high participation and again prior to first and third years of high school participation. It **must** be completed if there are yes answers to specific questions on the student's MEDICAL HISTORY FORM on the reverse side. ** Local district policy may require an annual physical exam.*

	NORMAL	ABNORMAL FINDINGS	INITIALS*
MEDICAL			
Appearance			
Eyes/Ears/Nose/Throat			
Lymph Nodes			
Heart-Auscultation of the heart in the supine position.			
Heart-Auscultation of the heart in the standing position.			
Heart-Lower extremity pulses			
Pulses			
Lungs			
Abdomen			
Genitalia (males only)			
Skin			
Marfan's stigmata (arachnodactyly, pectus excavatum, joint hypermobility, scoliosis)			
MUSCULOSKELETAL			
Neck			
Back			
Shoulder/Arm			
Elbow/Forearm			
Wrist/Hand			
Hip/Thigh			
Knee			
Leg/Ankle			
Foot			

*station-based examination only

CLEARANCE

Cleared
 Cleared after completing evaluation/rehabilitation for: _____

Not cleared for: _____ Reason: _____

Recommendations: _____

The following information must be filled in and signed by either a Physician, a Physician Assistant licensed by a State Board of Physician Assistant Examiners, a Registered Nurse recognized as an Advanced Practice Nurse by the Board of Nurse Examiners, or a Doctor of Chiropractic. Examination forms signed by any other health care practitioner, will not be accepted.

Name (print/type) _____ Date of Examination: _____

Address: _____ Place Office Stamp Here: _____

Phone Number: _____

Signature: _____

Must be completed before a student participates in any practice, before, during or after school, (both in-season and out-of-season) or performance/games/matches.

Please look through the following sections:

- 1. Introduction**
- 2. Grading Policy**
- 3. Attendance, Auditions and Conduct, Cell Phone Policy**
- 4. Primary, Shared, Alternate Marching Assignments**
- 5. Rehearsal/Instrument Supplies, Uniforms, & Water Coolers**
- 6. Private Lessons, School Instruments, Band Banquet**
- 7. Percussion Expectations**
- 8. Winter Guard Addendum**
- 9. Travis High School Band Handbook Acknowledgement (must be signed and submitted)**

Introduction

Purpose

The Travis Band Handbook is a guide for students to gain the most from their time as a member of the band program. It is also intended to provide insight into the everyday practical experiences of being a part of the organization.

Mission

The mission of the Travis High School Band is to provide each student with a well-rounded musical experience in a family-oriented and supportive environment that fosters learning, growth and the development of practical life skills.

About the Band

The Band Directors at Travis High School are Taylor Smith, Kyle Baragas, Danielle Jaundoo, and Garrett Tagliabue. The Travis High School Color Guard is directed by Mason Barnes.

The Bands of Travis High School include the marching band, concert bands, percussion ensembles and chamber groups.

Throughout the history of Travis High School, the Travis Band has established itself as one of the premier band programs in the State of Texas and endeavors to be a role model for music education and student leadership in the United States.

Grading Policy

Student grades in the Travis High School Band will be based on performance in the following six areas:

Writing/Daily Preparation/Supplies (5%) Rehearsal Attendance (20%)

Performance Attendance (20%)

Daily/In-class Performances (15%) Music Pass-offs (20%)

Exams (20%)

Following is a breakdown of the grading system for each:

Writing/Daily Preparation (5%)

- *All paperwork submitted as required*
- *Daily Writing Assignments*
- *Proper performance/rehearsal ATTIRE as required*
- *Instrument*
- *Music Binder*
- *Flip Folder*
- *Pencil*
- *Tuner with clip on microphone (available at Music & Arts, Amazon)*
- *Metronome (you can find a tuner/metronome combo from KORG)*

Rehearsal Attendance (20%)

Attendance at all scheduled rehearsals is mandatory. Students will receive a zero for all unexcused absences. Excessive unexcused absences during in- class/school day rehearsals will also directly affect this grade.

Marching Band Rehearsal Attendance

All marching band rehearsals begin promptly at 4:00pm. Thus, all Tiger Band students should have ample time to visit a tutorial prior to marching band rehearsal beginning. Additionally, all students have one day off per week to allow for extended tutorial sessions or scheduled doctors appointment

Concert Band Sectional/Rehearsal Attendance

All concert band sectional and full band after school rehearsals are required. Each band will have up to one sectional and one full band rehearsal after school per week. Students will have multiple days off per week to allow for tutorial sessions or scheduled doctors' appointments.

Performance Attendance (20%)

Students will receive a grade for attending and performing at each concert and competition.

NOTE ON ATTENDANCE: Attendance at ALL concerts, competitions, performances, and before/after school rehearsals is mandatory. Students who wish to submit an "excused absence" may do so by emailing their director and turning it in at least 48 hours prior to the rehearsal absence. Students who fail to submit an email will receive a "Zero" for the missed rehearsal or performance.

Excused absences are limited to:

1. Medical Emergency (Doctor's note required)
2. Death in the Family
3. Competition/Athletic event (conference with coach required)

Daily/In-class Performances or Participation (15%)

Individual student performances of assigned rhythm, or scale performance exercises during class. Band members will perform in front of the class multiple times during the semester and will be evaluated with a numerical grade out of 10 points:

- 10 - Perfect, fluent performance with no errors
- 8-9 - Few mistakes, student recovers quickly
- 6-7 - Incorrect rhythms or notes, but student completes performance
- 4-5 - Incorrect rhythms or notes, may not complete performance
- 1-3 - Glaring performance errors, preparation not evident

Music Pass-offs (20%)

Each student will complete music pass-offs during the fall semester (during class, before school or after school). Pass-offs will be completed in front of a band director, member of the Band Staff or through MuseClass. All students are responsible for music checks during the fall and the spring semesters. Some will be during class, others will be on a first come, first served basis after school. Music checks will follow the standard rubric for Region/State etudes.

During concert season, a weekly listening assignment will be established to pass-off the UIL Contest Material through MuseClass or during band class in front of a band director.

Students may also be evaluated on region music, scales and other technique exercises based on the ensemble's requirements. Percussion students who are placed in primary percussion spots for marching band will be required to audition for Region Band (battery percussion & mallet percussion).

Exams (20%)

Each semester, students will take a mid-term and final exam during class. The exams may include written theory and musicianship material, singing/rhythm performances, and performance on one's instrument.

In addition to the mid-term and final, students can expect at least one additional exam during the fall and spring focused on sight-singing and rhythm skills.

**Band members should be prepared for out-of-class performances during mid-term and final exam period.

Attendance and Conduct

Attendance & Commitment to “BE THERE”

Because the Travis Band functions as a team and counts on each member's presence at rehearsal to accomplish the goals, *prompt attendance at each and every band function is mandatory and a part of the commitment to the program. You should NEVER allow transportation to be the reason why a student isn't at rehearsal.*

For attendance purposes, a band function is defined as: Any rehearsal, sectional, performance, trip, or event scheduled by a Director.

Each member is responsible to be at the required location, properly attired, with his or her instrument and all of the necessary equipment, *before* the appointed time that Roll Call takes place.

The following guidelines outline the attendance procedures and policies for the marching band:

The Directors will establish a “Roll Call” time for each rehearsal. Students should be standing in the form prepared for this, but should arrive at least 10 minutes prior to this time to allow for unpacking, and other preparations for the rehearsal.

Excused Absence

Your grade in the Travis High School Band will reflect active participation in rehearsal and success as a performer. Coming to rehearsal prepared continues to reign paramount over all things, enabling you to enjoy a successful performance during competition season.

Excused absences are limited to:

1. Medical Emergency (Doctor's note required)
2. Death in the Family
3. Academic Intervention (conference with teacher/counselor required)

For advanced notice absences, parents/students should e-mail the Head Band Director no later than 48 hours prior to the missed rehearsal.

Students who are continually ill should provide a Doctor's note in case there are special instructions we need to follow. If in doubt, an absence should be checked with a director.

Absences/Tardies

A tardy will be converted to a mark of "absence" 15 minutes after the rehearsal begins unless proper documentation is provided (i.e. THS Tutorial Pass from teacher). Tardy is defined as arriving to an event after the start time. Excessive tardiness will follow the same consequences as unexcused absences.

Special note: On most weeks, students have one afternoon free during the marching band season. Please use these days for doctors' appointments and routine professional visits as well as extended tutorial sessions.

Without question, schoolwork and academics remain the number one priority for all students at Travis High School, whether or not they participate in a varsity sport or co-curricular ensemble. With that said, "I had a lot of homework last night..." or "I had family over last night..." will not suffice as an acceptable excuse for missing a rehearsal. It is up to you to learn to balance your time responsibly. We will help with this, but planning is key!

Participation in the Travis Band means a commitment to not only one's own time management, and personal improvement, but also to other members of the team. All students received detailed information on the amount of hours of rehearsal each week to plan for and in following through with the audition, students and parents agreed to develop a time management plan that would allow balance between school and this varsity sport.

Barring unforeseen medical emergencies or loss of a family member, no further conflicts are expected or accepted. Should an academic conflict arise, parents should schedule a meeting with the Band Director immediately to discuss possible scenarios.

Unexcused Absence Consequences

Students who have an unexcused absence will be subject to one of the following consequences:

1. Loss of status as a primary marcher
2. Lowering of rehearsal attendance/performance attendance grade
3. Loss of marching privilege for one or more games.
4. Loss of attendance privilege at one or more games.
5. Removal from the marching band

Sectionals

Sectionals may be called by a Band Director or by the Section Leader. Section Leaders must obtain approval from a Director in advance and give the section at least 24 hours notice for all sectionals. Section leaders MUST ensure that a sectional will not cause a violation of the 8-hour rule. Sectionals shall be used to play-off or prepare music.

Eligibility

Many band activities are designated by the state as extra-curricular. These activities are therefore governed by the state laws regarding participation.

The state law is such that a student shall be suspended from participation in all extra curricular activities sponsored or sanctioned by the school district during the six week period following a grade-reporting period in which the student received a grade lower than seventy in any one class. However, the student may not be suspended from participation during the period in which school is recessed for the summer. Also, students are not suspended for practice or rehearsal of extra-curricular activities.

Starting in the Summer of 2019, the UIL & TEA passed a state law that says that Concert & Sightreading (spring semester performance) is an evaluation and will no longer be held to the UIL/TEA "No Pass-No Play" rule. This will only be in effect for Concert & Sightreading Evaluation and their academic standing will have no bearing on their participation in this evaluation. However, the "No Pass-No Play" rule will still be in effect for marching band, all athletics and for students taking field trips that are not for UIL Concert & Sightreading Evaluation.

Students may regain eligibility under certain circumstances. If a student has been suspended as a result of failing, he / she may regain eligibility by passing ALL courses in the third week of the affected grading period. Thus, they may regain eligibility at the conclusion of the 4th week of the suspension period.

A few band activities are designated by the state as co-curricular. These activities are those that occur on campus, and are a natural extension of the learning taken place in the classroom. Examples of this type of activity are the public concerts that

are presented at Travis High School. These activities are not governed by the state eligibility law.

General Conduct / Expectations

Band Members will observe all policies set forth by the Fort Bend Independent School District, in addition to the following, as they pertain to the instrumental music setting:

1. All students are expected to conduct themselves properly at all times.
2. Display of profanity, temper, flagrant violation of rules, etc. will not be tolerated. Individual behavior during a band function is a reflection of the group.
3. Students will follow the director's instructions.
4. Students will be in their assigned rehearsal area ready to work at the set rehearsal time.
5. Students will bring all equipment including music, pencil, instrument, and all the supplies to rehearsals daily. (See detailed supply list for each instrument.)
6. Students will keep hands, feet, and other objects to themselves.
7. Students will bring no food, drinks, candy or gum in the Band Hall area without permission from a band director.
8. Students will not play on equipment they do not own or have permission from a director to use. Students will not touch, handle, borrow, or use anyone else's instrument, uniform, or personal belongings. Students who continue to touch or play on equipment that does not belong to them will follow the 3-strike system:
9. 1st offense): Warning; 2nd offense) student loses privilege to play in the stands the remainder of the game; 3rd offense) student will lose the privilege to perform in the stands at all remaining football games but will still be required to attend.
10. Students should ask for permission to speak by raising your hand and waiting to be acknowledged. All rehearsals are expected to be extremely quiet so that our time will be utilized wisely.
11. When allowed in the band hall, either before or after school, students will not disturb any rehearsal in progress.
12. Students will respect the property of others, and return their equipment to its proper storage place when not in use. Each student is responsible for keeping his or her storage area clean.
13. Students will not enter the directors' offices without permission.
14. Students will not deface or mark on music stands, walls, freshmen, etc.
15. Students should keep their equipment in the designated storage area and keep said storage area clean and neat in appearance. Students who demonstrate great difficulty with this may lose the privilege of having a storage area in the band hall.
16. Students will utilize their assigned storage slot / locker for instrument cases during rehearsals. Cases should not be brought into rehearsals unless requested by a director.

17. Any behavior, which is not representative of good citizenship, as perceived by the band staff, may result in the student's dismissal from the activity at hand as well as the band program. This also applies to the actions of student leaders in both public and private events.
18. At no time should a student be without permission from a director in the practice rooms or any other rehearsal spaces.

Social Media Use

The use of social media in our society these days is part of the culture but sometimes that culture doesn't include the proper use and training on best practices. Students as part of the Travis Band must understand that everything they say and do online represents not only themselves and their families but additionally it also represents the Travis Tiger Band therefore no remarks, posts, comments, etc. should be made concerning other bands, students, parents, etc. Should this expectation not be followed the matter will be turned over to the Travis High School Administration for further investigation.

Bullying

Bullying of any kind is not tolerated in the Travis Tiger Band Program. Should any student choose to make a poor decision and to bully anyone through any means they will no longer be part of the Travis Tiger Band Program and will be referred to the THS Administration for further investigation.

Travel Guidelines

The band will frequently travel on both school and commercial busses. Student conduct is expected to be at the highest level on any trip.

Students must travel to events and return from events on the bus. Any student wishing to arrive or leave with his / her parent, must notify a director in writing prior to the event. A decision will be rendered based on the circumstances provided.

Students must have all necessary forms completed and returned, to travel on any trip with the band.

While on the bus, students will:

- A. Remain seated at all times
- B. Sit properly in a forward position
- C. Keep the bus clear of food, drinks, and debris
- D. Keep all body parts inside the bus
- E. Remain silent when addressed by person in charge on the bus
- F. Refrain from loud, boisterous talking, screaming, whistling, etc.
- G. Refrain from public displays of affection.

Special Note:

Students are reminded that all performances / concerts start and conclude at the band hall. As a member of the band, you are a representative of your school. Always be on your best behavior. If you are in doubt about an action, DO NOT DO IT! Your

conduct should positively reflect the school, the band, your home, and your community.

Chaperones

Our chaperones bring together the finest volunteers at Travis High School to ensure the safety of our band students while on trips at away games/ competitions.

Students should afford chaperones the same respect they would a Band Director or member of the Travis High School Administration.

Performance / Rehearsal Expectations for the Concert Ensembles

Each of the concert ensembles will perform at various times throughout the school year. Students are expected to participate in the performances of their assigned ensemble. Failure to participate in either rehearsals or performances will result in student removal from the organization at the discretion of the band directors. (See general attendance policies.)

Performances of the concert ensembles will include but are not limited to the following:

- Winter and Spring Concerts
- Band Festivals / Pre U.I.L. Contest
- U.I.L. Contest

Concerts / Performances

Concerts and performances are frequent with all bands. Students should consult their schedules for dates and times. Periodically, the schedule will change and updates will be sent home.

Concerts are considered to have three parts: warm-up, performance, and listening. The concert begins for the student at the warm-up. Punctuality is essential. A concert concludes when the last group performs and directors have given permission for students to be dismissed. A report time will be given.

Concert Guidelines

1. All concerts are a group effort, thus, attendance is required.
2. All concerts are an extension of the classroom and will be graded
3. Students should be punctual and prepared for all events.
4. In the event a performance causes a student to miss another class, the student is responsible to make up all missed work!
5. The appropriate dress for all concerts will be a dress uniform.
6. Students are expected to stay the entire concert.

Solo & Ensemble Competitions

The Travis High School Band sponsors both individual and group music competitions for high school band students. Students are required to perform at both the Solo Contest and Ensemble Contest. The exact performance requirements will be at the discretion of your student's individual band director. Soloists must perform

with piano accompaniment if an accompaniment is published with the solo or with SmartMusic. A band director will contact and set up rehearsals with a piano player for any students wanting a piano player. Students must pay their piano player at the first rehearsal or will lose the opportunity to perform with the piano player.

Audition and Solo Policy

All decisions regarding ensemble placement, chair placement, and selection of soloists is left to the discretion of the band directors. Band members have the ability to audition in December of each year for placement into a higher ensemble. In the event a student places into a higher or lower band, they may have a schedule change. Decisions regarding solos in the marching show, or solos in concert band are left to the discretion of the band director(s) and maybe based on several factors including the semester audition, chair placement, TMEA audition results, past participation, or an open audition. None of these results is final in determining which students will perform a solo. Students and parents may discuss concerns at any time, but the final decision on solos is up to the band director(s) and may be based on multiple factors.

Parent Conferences

The preferred method of contact to the Band Directors is by e-mail. Addresses can be found on the website. Should a conference be necessary, you may e-mail us to coordinate one. Parent conferences will only be scheduled during the directors conference period.

Band Discipline Plan

For a violation of any State Law, FBISD policy, THS school rule, UIL rule, Travis Band rule or requirement, the following disciplinary actions may be imposed:

1. Student correction and/or counseling
2. Parent notification
3. Office referral and loss of band privileges
4. Exclusion or removal from the band program

The above information outlines the general plan for most disciplinary issues. However, the disciplinary action imposed in each instance will be at the discretion of the Band Director considering the nature and severity of the conduct, the circumstances of the conduct, its frequency and prior warnings or action, consistency of action considering other situations, and other relevant factors.

All appeals should be addressed to the Band Directors first. Following discussion with a Director, appeals may then go to the Assistant Principal. Appeals to the Principal's office should be made only after the Band Directors and then the Assistant Principals have responded.

Medical, Consent, and Other Forms Requirements

To enjoy the privileges of engaging in certain Travis Band functions, FBISD policy requires that members turn in medical forms, consent and/or permission forms, and other documentation as needed on each occasion.

It is the responsibility of the band member to obtain the required documents, seek the necessary signatures, and return them to the proper person or place *by the specified time*. To function effectively, the Travis Band relies on each of its members to follow through on all of the necessary paperwork. *Without all documentation in order, members will not be permitted to attend functions, trips, or other events.*

Travis Band Cell Phone Policy

Students are not allowed to have their phone on them at football games or during contest performances. Following the event, students can have access to contact guardians/parents.

As a reminder, the Travis Band, Travis High School and Fort Bend ISD is not responsible for any theft or damage to an individual's personal property if it is not properly secured in a locker or in a locked district space.

Primary, Shared, or Alternate Marcher Assignments

What is a Primary Marcher?

A student who has a marching spot, and will march every performance the entire season. Exceptions would occur due to injury or ineligibility. Additionally, a Primary Marcher can lose their position by failing to complete Pass-Off assignments or missing rehearsals.

What is a Shared Marcher?

A student who shares a marching spot, and will march every other football game and split competitions. Shared Marcher students will rehearse with the band throughout the season, and rotate in and out of their positions. We will provide parents with a schedule of performances prior to the season starting so you can plan. A Shared marcher may move into a Primary Spot if another student becomes unable to fulfill their responsibilities due to injury or ineligibility. Additionally, a primary marching spot may open up as a result of another student not keeping up with Pass Offs. Shared Marcher students must keep up with Pass-Offs as well.

What is an Alternate?

As with most competitive, large, high school marching bands, the Travis High School Marching Band has an alternate marcher policy. In order to design a particular musical and visual effect, a competitive marching show is written for a specific number of marchers. A competitive show is always written with fewer positions than there are members in the marching band. An alternate marcher is a student who has not been assigned to a specific position in the competitive marching show. In some ways, an alternate marcher is analogous to that of a

2nd string player in competitive sports in that the alternate marcher is in good standing and ready to perform when called up to the field. Alternate students will perform at half time of all football games as a member of the Travis Marching Band.

Specifically, the alternate marcher will:

- learn all fundamentals
- memorize all music
- attend all rehearsals
- assist with props for performances
- be ready to take another marcher's position
- be ready to take another marcher's position
- be involved in all trips, football games, pre game, parades, and special performance opportunities

In short, an alternate marcher does everything that a primary marcher does except for marching at contests. Alternate students may move into a Shared Marcher spot should one open up due to injury or ineligibility. Alternates must keep up with Pass-Offs and attend all rehearsals in order to improve and work towards earning a primary position.

Why do you have these positions?

There are two reasons for creating Shared & Alternate positions.

First, the show has been written for a specific number of students. In order to commission music and drill, an estimate of the number of students in each section and the entire band must be submitted months in advance. Otherwise, drill maneuvers and music will be received late, creating a "catch up" form of rehearsal. That process would always put our students at a competitive disadvantage compared to other bands. An effort to create a position for every student that registers for band at the beginning of summer band camp would mean that our drill may not be ready until as late as October, leaving only a few weeks of season remaining.

Secondly, we have occasionally experienced attendance difficulties, lack of music or drill memorization, and work ethic issues that make it impossible for the band as a whole to remain competitive. When one person is missing from the field or out of position, it affects the entire group. It is vital that all marchers on the field be well prepared to march and perform as a cohesive unit. The reserve marcher policy will ensure that every marcher on the field is completely dedicated to the success of the entire band.

Who selects a primary marcher versus an alternate or shared marcher?

The staff hired by Travis High School will consult with the Head Band Director and offer their recommendations. The Head Band Director will make all decisions on assigning primary or reserve marching status. Attendance record, music and drill memorization, body coordination (marching and dancing), and a healthy cooperative attitude will be among the criteria considered for primary marcher status.

Special Notes:

- A marcher's status will **NOT** be determined on the basis of parent involvement or donations.
- A history of on-time full payment **does not guarantee** that a marcher will be given primary status at any time during the season.
- All part assignments and positions are subject to change for the benefit of the band and the individual.
- A primary marcher who misses multiple rehearsals and or practices may be subject to replacement by a shared or alternate marcher.
- A primary marcher who falls behind or struggles to perform either the music or marching routine maybe replaced by a shared or alternate marcher at the discretion of the Head Band Director.
- Any marcher (primary, shared, alternate) can be replaced if a student fails to pass their classes at all grade checks during the marching band season. This includes the 6-week and 9-week mark.

All decisions on this are left to the discretion of the band staff, and will be based on excellence both musically and visually

Rehearsal/Instrument Supplies, Uniforms, & Water Coolers

Rehearsal Supplies

The following is a list of supplies to have at each rehearsal. This list is not all inclusive:

- A. All issued music
- B. Pencil
- A. Instrument
- B. All supplies relative to their instrument.
- C. All marching related equipment (during marching season)
 - 1. Drill / chart book
 - 2. Lyre / plastic sheets a.Available at Music & Arts
 - 3. All issued music in a black binder
 - 4. Other marching equipment as needed.
 - 5. Tuner, Pick Up Mic, & Metronome (available at M&A, Amazon)

Flutes:

Tuning and cleaning rods

Cleaning cloth

Key oil

Approved type instrument

Screwdriver Set

Clarinets:

Three good playable reeds. Reed guard

Pencil Box with ziplock plastic bag for reeds
Ligature
Proper mouthpiece with cap
Key oil (Case Storage) Bore oil (Home Storage) Cleaning swab
Approved type instrument
Cork grease

Saxes / Low Reeds as applicable

Three good playable reeds. Reed guard
Ligature
Proper mouthpiece with cap Pad and neck saver Approved type instrument
Pencil Box with ziplock plastic bag for reeds

Trumpet

Valve oil
Polishing cloth
Approved mouthpiece (by lesson teacher or band director) Approved type instrument

French Horn

Rotary / Valve oil
Polishing cloth
Approved mouthpiece (by lesson teacher or band directors) Approved type instrument

Trombone

Slide cream
Spray Water Bottle
Polishing Cloth
Approved Mouthpiece (by lesson teacher or band directors) Approved type instrument

Baritone / Euphonium

Valve oil
Approved Mouthpiece (by lesson teacher or band directors) Polishing cloth
Approved type instrument

Tuba

Rotator / Valve Oil
Approved Mouthpiece (by lesson teacher or band directors) Polishing cloth
Approved type instrument

Percussion

List of approved equipment provided by the percussion director.

Color Guard

Pole Flag
Rifle or Sabre (if applicable)
Electrical Tape
Gloves

Uniforms

Formal band uniforms are provided by FBISD for the musicians and will be kept at the school between events. The district pays for cleaning uniforms several times during the year. Students are fitted for a uniform and shako during camp.

Marching Uniform

Jacket, Marching Pants, Shako (Hat) Spandex/Compression Shorts for uniform
THS Compression Shirt for uniform
Knee-high, solid black socks
Marching Shoes (purchased through Band Parents) Marching gloves (purchased through parents)

Summer Band Uniform

THS Band Polo
Shorts
Marching Shoes

Formal Concert Uniform

Gentlemen: Tuxedos (Issued through School) Black Shoes, Black Socks underneath White tuxedo shirt
Ladies: Solid Black Top, Solid Black Pants, Close-toed black Shoes

Inspections

Prior to student departure for a marching band performance, students must pass a uniform inspection. In order to board the bus, students must have complete uniform, music, flip folder, and other components for the marching performance. Students who do not pass the uniform inspection will receive a grade appropriate for the items they do not have.

Marching Uniform Overall Guidelines

No earrings, other than small studs, may be worn during performances. One ring - senior, religious, or family - may be worn with the uniform. NO fingernail polish is allowed (unless permission granted by Director).

Band members with long hair will need to have the hair tightly secured when wearing the marching uniform. All hair ties must be black and no protruding hair can be seen outside of the shako/hat.

No bracelets may be worn, as they may appear at the sleeves, however; a necklace maybe worn, providing it cannot be seen from under the uniform.

Make-up may be worn in the formal uniform in a conversation manner only (Discretion left with the band director). This does not apply to colorguard.

Black shoes and black socks are worn with the uniform. Black band shoes are a specific brand and model shoe and may be ordered during summer band each year.

Shakos will be issued with the uniform. Students will be given a shako number and are responsible for taking their shako and shako box to events. Uniforms are stored at school. Students pick them up before each event and hang them up afterwards.

Formal Concert Tuxedos will be issued for gentleman in the Travis HS Band during Concert Season. Further guidelines for concert attire will be given prior to performances.

Uniform “DO’s” and “DON’Ts”

DO’s

Do Inspect your uniform completely. Report any torn seams, hems or broken snaps immediately to parent volunteers or the uniform crew so the uniform can be repaired before the next performance.

Do Keep track of all the uniform parts. Report any missing parts immediately. Very often they show up, but we need to know to start looking.

Do Always check to see that you are indeed putting on your uniform. If for some reason the numbers get mixed up, it is very difficult to find the right uniform, once everyone is already dressed and on the buses!

Do Hang your uniform properly and completely on the appropriate rack every time. Also make sure to hang your uniform in numerical order.

Do Put your name IN your band shoes with permanent ink. We have a big problem with shoes being misplaced. Don’t mark the soles of your shoes for ID – it shows when you march.

Do Remember to bring YOUR shoes for every performance. In an emergency, old shoes are usually available to be borrowed from the uniform room.

Do Wear BAND underarmor, spandex type shorts and knee high solid black socks under your uniform. If your seams rip (and it DOES happen), we want only black to show. If needed, black socks can be purchased from the uniform room for \$4.00/ pair.

Do Clean out your hat and hatbox. Never store anything but your gloves and rain poncho in your hatbox! **NO FOOD IN YOUR HAT BOX!**

Do Keep your gloves in your hatbox. Wet gloves need to be hand washed and/or air dried before storing in hat box. Order enough gloves to get you through the season. In an emergency, gloves can be purchased from the uniform moms for \$ 4.00 /pair

Do Respect the uniforms we have and understand they are a huge financial investment that must last us more than one year. Parent volunteers and the uniform crew spend a lot of time making sure the uniforms are ready to go for the next performance.

DON'T's

Do Not Drag your uniform on the ground.

Do Not Wad up your uniform and stuff it in your locker, backpack or car trunk.

Do Not Touch the plume feather with your hands. Let the gloved parents insert and remove your plume for you. They are very fragile and damaged by sweat and oil.

Do Not Put on or take off your bibbers with your shoes on. Pant hems get torn out easily this way and the bibbers get dirty. Always put on your shoes **AFTER** your bibbers and always take off your shoes **BEFORE** your bibbers

Do Not Hang your jacket hanger (with the jacket on it) on the front or back of your bibbers while walking to/from the bus. This can damage the bibbers.

Do Not Switch uniform parts with any other student without permission from a volunteer parent. For example, if you switch hats with someone and the hat is lost or damaged, **YOU** will be charged because that piece of equipment is **YOUR** responsibility.

Water Coolers

Each marching band member should provide a one gallon cooler to use for rehearsals, competitions and events.

When will my band member use their coolers?

All rehearsals, football games, competitions, and other events they need H2O.

What about re-fills?

Band members themselves will have the opportunity to re-fill periodically during contest days and during games.

What is the most important thing about moving to this system?

Band members **MUST CLEARLY PRINT THEIR FULL NAME** on the jug

What if my band member forgets their cooler?

Bummer. The days are long and hot! Do not forget your cooler.

The key here is individual responsibility!

Will water be available in case of medical emergency?

Of course! We will continue to carry a supply of water for medical emergencies, staff, and chaperones.

Can band members share coolers?

No. Each band member will be issued his or her own cooler. Coolers should not be shared in order to prevent the spread of illness.

What about washing the coolers?

Coolers should be washed with BLEACH each week by band members at home -- please ensure this happens to prevent illness.

Private Lessons, School Instruments & Band Banquet

Private Lesson Policy

In order to achieve a high level of excellence, the Travis Band *ACTIVELY ENCOURAGES* (but does not require) all students to secure private instruction from a specialist on their instrument.

Rehearsals during the school day provide students with broad goals on their instruments, concepts to improve upon, and train each band member in ensemble listening and performance skills. However, we cannot stress enough the importance of one-on-one private instruction with a *qualified* specialist to aid each student in his or her quest for musical excellence. A weekly lesson with a private instructor will provide students with individual attention on all-state music, band music, and fundamental concepts, all of which will serve to improve the overall level of the Travis Band.

More information on preferred instructors can be found on the band website or by contacting a Director. A private lesson form is also available to students to submit expressing interest in the Private Lesson Program. That information will be shared with the Private Lesson Teacher for contact with the student and parent/guardian.

School-Owned Instruments

1. Each instrument will be issued in good playing condition. Each issued instrument will be checked and cleaned prior to issue. Students are expected to maintain their issued instrument accordingly.
2. The band member is financially responsible for all equipment and/or materials checked out to him or her.
3. All equipment and materials must be kept in their proper storage location when not in use.
4. Fort Bend Independent School District does provide insurance for individually or school owned equipment through an Instrument Usage Fee. This fee can be paid for on CHARMS. Each student who uses a school owned instrument is responsible for this Instrument Usage Fee and will have it charged to their

account. If a student has multiple school owned instruments, they will only be assessed the fee a single time. ***Students will be held responsible for school owned instruments issued to them.***

This responsibility will include fire, theft, accidental damage, abuse and general maintenance not incurred through normal use.

Band Banquet

The Travis Band Boosters manages the sale of Band Banquet bids each spring. These tickets can be sold to all current members and parents of the program as well as approved guests that are not part of the band family (significant others, non-band friends from THS). Non-Band guests should be cleared with the band director prior to banquet. Current means that they are enrolled at the time of purchase - I.E. a band member must remain in band through the spring in order to attend banquet. Special requests may be granted by the Band Director. Students must also be in good standing academically and from a discipline standpoint to attend Band Banquet. Students who miss concerts or skip rehearsals may be denied admission to band banquet. This is left to the discretion of the band director and campus administration. Although the Boosters runs the event, the THS Campus Administration and Band Directors have final discretion on attendees.

Percussion Expectations

Percussion Rehearsals (Rehearsal Attendance)

After marching season is over, we will begin preparation for our concert ensembles. For percussionists, this means participation in our percussion ensembles in addition to the concert bands. Percussion Ensembles will meet twice a week for two hours, and every effort will be made to keep rehearsal days the same throughout the school year. Attendance at all after-school rehearsals is required, and all aforementioned Attendance and Conduct rules apply to these rehearsals. Every effort will be made to work around campus-based activities (e.g. school athletics but not club athletics) that conflict with our schedule on a case-by-case basis, however, an inability to be present for rehearsals and consistent absences will affect placement into Varsity and Non-Varsity classes.

The same region music that is used to audition percussion students into their concert ensembles (Wind Ensemble, Symphonic Band, Concert Band) will be used to help determine placements in percussion ensemble class.

Primary Spots (Music Pass off's)

All students performing on a primary instrument (Marimba, Vibraphone, and Drumline) are expected to audition for Region Band before the end of the Fall semester. This includes our double reed students auditioning on their primary instruments. Auditioning for Region Orchestra will be encouraged, but not required. Any student that would like to join the audition process but is not currently assigned a primary instrument for the 2019 marching season is also encouraged to audition.

Eligibility/Failure

Any student that fails a semester or term grade will not be considered for a primary marching spot for the next season, and will also have their placement for percussion ensembles during the current school year affected. This also applies to students who fail a semester or term grade during the current marching season, losing eligibility to participate in UIL activities.

Bus Seating (Travel Guidelines)

The Percussion Director reserves the right to assign seats for the percussion bus should consistent issues violating the Attendance and Conduct rules become apparent.

Percussionist Band Placement (Audition and Band Placement)

Percussion students will be placed in Wind Ensemble, Symphonic Band, and Concert Band based upon the results of auditions taking place during class time in November when the marching season comes to a close. The audition material for placement will be the Region Band audition music made available to all percussion members in August.

Winter Guard Handbook Addendum

I. CODE OF CONDUCT

I agree to be mindful of the community of mutual respect while participating in rehearsals. This includes member to member as well as member to staff dialogues. I understand that my goals are about personal excellence and I agree not to engage in any behavior that might impose on another's pursuit.

I agree to be punctual and attend every calendar rehearsal. I understand that my attendance is IMPERATIVE; in addition to rehearsals I agree to be present at every contest and understand that missing a contest for any reason is strictly prohibited. Students with a total of three or more unexcused absences from the Fall season will be unable to audition for a primary spot but will still have the opportunity to audition for an alternate spot. A total of THREE excused and/or unexcused absences are permitted per student throughout the winter guard season, anything exceeding these expectations could result in a student's removal from the production. I understand that any conflicts must be communicated at least 48 hours in advance with Mr. Smith and Miss Jocelyn Marroquin, I understand that failure to do so will be subject to disciplinary action.

I agree to behave in a professional manner at all color guard events or color guard related functions where I have the potential to positively affect the outreach of our program. This includes behavior, language, volume, body language as well as topics of conversation (including competitor's efforts and scores).

II. FINANCIAL COMMITMENT

I understand that I will need to communicate my financial responsibilities with my parent/guardian. By signing the acknowledgement form, I am agreeing to rely all information regarding fees and dues to my parent/guardian or whoever is responsible for making payments on my behalf. I understand that in addition to my financial obligations to the Travis High School winter guard, I am also expected to participate in any fundraiser should the opportunity present itself.

III. ACADEMIC ELIGIBILITY

I understand that everything I need to know regarding eligibility is spelled out in the Travis Tiger Band Handbook and will refer to it should I have any questions or concerns. I acknowledge that it is my responsibility to keep up with schoolwork outside of rehearsal. I will utilize my time between rehearsal to attend tutorials or take care of any matter that contributes to my success in the classroom. Students are expected to maintain a 75 or higher during each grade check and will be addressed by a director should their grades reflect anything lower.

I understand that failure to maintain my grades will result in immediate removal from the program. I understand that unlike any other activity the winter guard is driven by the presence of every single member and by reading this document I am affirming that my academic success has the potential to affect not only myself, but also my team as a whole.

IV. MEMBER STATUS

I understand that a marching member is an individual who is in a primary performer spot. An alternate member is contracted for various reasons should someone fail a grade check, suffer an injury, etc. As an alternate I accept that my responsibilities will not differ in any way, shape, or form from that of a primary performer. The number of performers selected for the production are predetermined by our designers and I understand that this status does not reduce the importance of my contributions to the winter guard program. I acknowledge that as an alternate member the expectations are not reduced, and my presence is equally as valuable as every other member.