



2019-2020 HANDBOOK



2019-2020 STUDENT ACADEMIC CALENDAR

Richardson Independent School District – risd.org

JULY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

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

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

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

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

JANUARY 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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

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

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

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

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

AUGUST	
New Teacher Induction	1-2, 5-6
Non-duty Staff Development Opportunity	6
Staff Development/Preparation	7-9, 12-14
First Day of School	15

SEPTEMBER	
Labor Day Holiday	2

OCTOBER	
State Fair Holiday	7
Grading Period Ends	11

NOVEMBER	
Student Holiday/Staff Development	5
Student Holiday/Staff Development**	25-27
Thanksgiving Holiday	28-29

DECEMBER	
Exams Week, No Evening Events	16-20
Grading Period Ends	20
Winter Break	23-31

JANUARY	
Winter Break	1-3
Second Semester Begins	6
Martin Luther King Jr. Holiday	20
Student Holiday/Staff Development	21

FEBRUARY	
Student Holiday/Staff Development	17

MARCH	
Grading Period Ends	6
Spring Break	16-20

APRIL	
Make-Up Day (if needed)***	10
Make-Up Day (if needed)***	13

MAY	
Exams Week, No Evening Events	18-22
Last Day of School	22
Memorial Day Holiday	25
Records Day	26

	Beginning and End of Grading Period
	Student Holiday / Staff Development** Staff attendance requirement fulfilled on non-duty time.
	Student / Staff Holiday Snow Make-Up Day if Needed*** Snow make-up dates subject to change
	Student / Staff Holiday
	Student Holiday / Staff Development or Records Day

*Early Release Day - All schools release 2 hours early



FINE ARTS DEPARTMENT
RICHARDSON INDEPENDENT SCHOOL DISTRICT

Where all students connect, learn, grow and succeed

Dear Students and Parents,

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

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

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

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

If you have questions regarding the information contained in this Handbook, please call the orchestra office at (469) 593-3044 or the Fine Arts Office at (469) 593-0430.

Sincerely,

Jeffrey D. Bradford
Executive Director of Fine Arts

Chris Choat
Principal, Richardson High School

Sara Long
Director of Orchestras,
Richardson High School

Madison Waggerman
Associate Director of Orchestras,
Richardson High School

RICHARDSON HIGH SCHOOL ORCHESTRA HANDBOOK
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RISD Music Program Guidelines
And
Richardson High School Orchestra Handbook

PREFACE

Welcome to the RHS Orchestra Program. You are in an environment rich in tradition and success. You should know that Richardson High School is nationally recognized as a pioneer in quality music making in the modern public school arena. It is a tradition which has been evolving for over half a century.

In elementary school, when you made the decision to learn a string instrument, you demonstrated a level of seriousness and maturity beyond your age. Somehow you knew, at a young age, that you wanted to play an instrument which had maintained the same basic design for literally hundreds of years. These instruments can replicate centuries old music or the most modern piece available. The repertory for Orchestral Strings is vast. As you advance, it becomes more and more important for you to continue to develop your musical and technical skills. Remember – the better you are as a musician, the more enjoyment you derive from your instrument. You are playing one of the most challenging of all musical instruments. We highly encourage each student to participate in our private lesson program to maximize your skills, success and enjoyment. You are also learning to participate in one of the most elegant forms of music making. The rewards can be great.

As a member of the RHS Orchestra Program, you will also make long-lasting friendships and develop a sense of camaraderie that is very special and unique. We do not expect that every student in orchestra will become a virtuoso performer. We do expect, however, that each student establish short and long-range goals for improvement on his/her instrument. We expect mature, responsible attitudes and a respect for all students and teachers.

Every year brings with it new challenges, with new combinations of personalities and talents. Each year brings a new audience, new music and new leadership from section leaders and orchestra officers. By accepting membership in the RHS Orchestra, you have agreed to perform to the best of your abilities and work together with the teaching staff to make this year's orchestra the best organization our combined efforts will allow.

This Handbook will answer questions of both parents and students and will prove to be a helpful guide for defining the boundaries that are important in keeping the RHS Orchestra a quality ensemble. If utilized properly, the concepts of responsibility, teamwork and good citizenship will develop as each student experiences the world of music. Please call with any questions that you might have.

RHS ORCHESTRA STAFF

Sara Long, Director of Orchestras
Madison Waggerman, Associate Director
(469) 593-3044
sara.long@risd.org
madison.waggerman@risd.org
www.rhsorchestra.org

CHARMS Office Assistant

www.charmsoffice.com
School Code: RichardsonHSO
Password: Your Student ID

➤ **Individual Orchestra Responsibilities**

At the beginning of the school year students are assigned a general placement in their respective sections based on the May audition. They will have several opportunities to demonstrate improvement during the school year which may result in improved ranking within the orchestra. Students may be asked to serve where their playing skills and leadership are most needed which will not necessarily reflect their position in their section.

Each year students have a wonderful opportunity to distinguish themselves as outstanding orchestra members by auditioning for All-Region Orchestra. We look to improve individual performing skills throughout the year. Here, then, is a listing of individual student responsibilities that should help us achieve our goals.

CHAMBER/SYMPHONY ORCHESTRA
Sara Long & Madison Waggerman, Directors

- ◆ Development of individual and ensemble skills.
- ◆ Daily practice and listening to music is required.
- ◆ Performance of concert and contest music as assigned by the directors.
- ◆ Attendance at sectionals, rehearsals, and/or symphony rehearsals before or after school.
- ◆ Full participation in all performance activities, including approved travel, RHS Musical, pep rallies, and other school events.
- ◆ Cello choir is required for all cellists to participate.
- ◆ Preparation of All-Region music during the fall. Auditioning for All-Region is required for students in grades 9-12.
- ◆ Preparation of All-State music during the summer through fall. Auditioning for All-State is strongly encouraged and may be required.
- ◆ Ensemble performance in the Richardson Chamber Music Festival is required for all Chamber Orchestra members. Solo performance is required if taking private lessons.
- ◆ Participation in private lessons is highly encouraged.
- ◆ Participation in UIL Concert and Sight-Reading Contest.
- ◆ Preparation of music for orchestra placement audition held in May.

PHILHARMONIC ORCHESTRA

Madison Waggerman & Sara Long, Directors

- ◆ Development of individual and ensemble skills.
- ◆ Daily practice and listening to music is required.
- ◆ Preparation and performance of concert and contest music as assigned by the directors.
- ◆ Attendance at sectionals, rehearsals, and/or symphony rehearsals before or after school.
- ◆ Full participation in all performance activities, including approved travel, school events and community tours.
- ◆ Cello choir is required for all cellists to participate.
- ◆ Preparation of All-Region music and attendance at required All-Region sectionals during the fall. Auditioning for All-Region is not required, but highly encouraged for students in grades 9-12, especially those seeking to be in Chamber Orchestra next year.
- ◆ Ensemble performance in the Richardson Chamber Music Festival is required. Solo performance is required if taking lessons and if interested in auditioning for RHS Chamber Orchestra next year.
- ◆ Participation in private lessons is highly encouraged, especially if interested in auditioning for RHS Chamber Orchestra next year.
- ◆ Participation in UIL Concert and Sight-Reading Contest.
- ◆ Preparation of music for orchestra placement audition held in May.

CONCERT ORCHESTRA

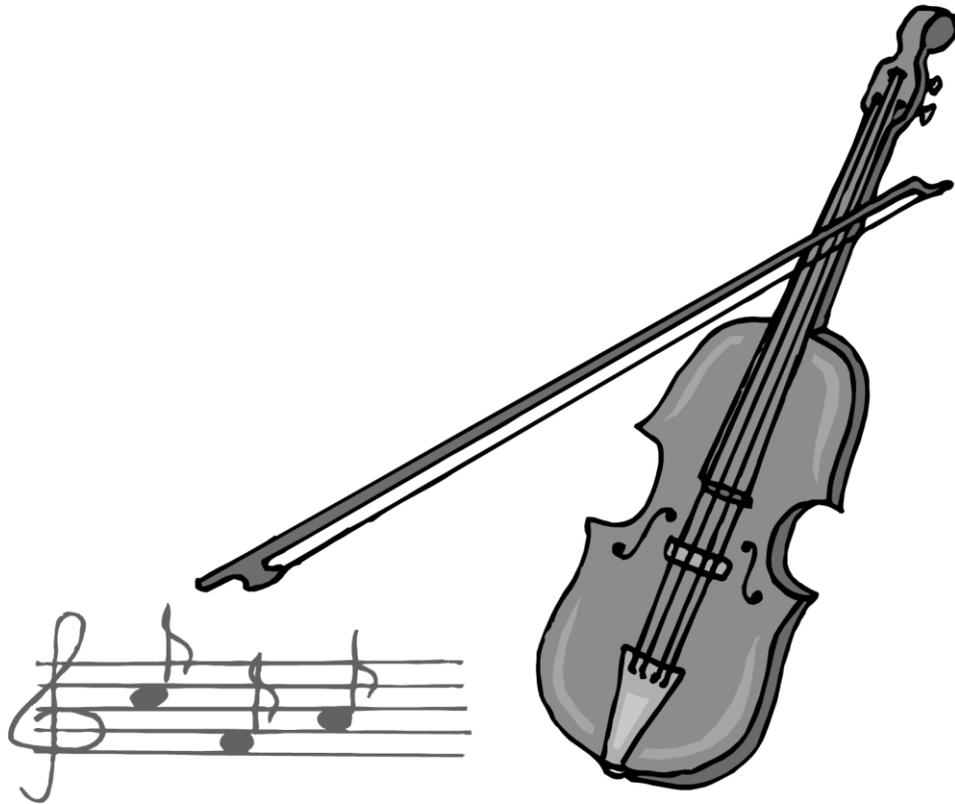
Madison Waggerman & Sara Long, Directors

- ◆ Development of individual and ensemble skills.
- ◆ Daily practice and listening to music is required.
- ◆ Preparation and performance of concert and contest music as assigned by the directors.
- ◆ Attendance at sectionals or rehearsals before or after school.
- ◆ Full participation in all performance activities, including approved travel, school events and community tours.
- ◆ Cello choir is required for all cellists to participate.
- ◆ Ensemble performance in the Richardson Chamber Music Festival is required. Solo performance is required if taking lessons and if interested in moving up orchestras next year.
- ◆ Participation in private lessons is highly encouraged, especially if interested in auditioning for Philharmonic or Chamber Orchestras next year.
- ◆ Participation in UIL Concert and Sight-reading Contest.
- ◆ Preparation of music for orchestra placement audition in May.

STRING ORCHESTRA

Madison Waggerman & Sara Long, Directors

- ◆ Development of individual and ensemble skills.
- ◆ Preparation and performance of concert and contest music as assigned by the directors.
- ◆ Attendance at sectionals or rehearsals before or after school.
- ◆ Full participation in all performance activities, including approved travel and community tours.
- ◆ Cello choir is required for all cellists to participate.
- ◆ Ensemble performance in the Richardson Chamber Music Festival is required. Solo performance is required if taking lessons and if interested in moving up orchestras next year.
- ◆ Participation in private lessons is highly encouraged, especially if interested in moving up orchestras next year.
- ◆ Preparation of music for orchestra placement audition in May.



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

Auditions

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

RHS Orchestra Specifics

- In May of each school year the High School Directors will meet with current and incoming high school students at RHS for an audition/interview.
- Students will be asked to prepare specific material selected by the High School Director.
- Students will be reevaluated periodically for participation in UIL and other contests.
- Students must successfully complete an audition and be approved by the director in order to earn placement in an orchestra class.

Booster Club

- *One Band, Choir and Orchestra Booster Club will exist in each high school attendance area. The Head Director will serve as an advisor and should help facilitate all UIL and RISD Guidelines that pertain to booster clubs. The main objectives of the Booster Club are to support and enhance the area band, choir and orchestra programs for the high school and all its feeder schools grades 6-12, and to provide program communication to students and parents at all levels of participation.*

RHS Orchestra Specifics

- The Richardson High School Area Orchestra Club (RAOC) is a support organization, offering assistance to our students and directors in several ways. All parents of orchestra students in the Richardson area are members of this organization. No dues are required. Participation in the RAOC is optional but strongly encouraged. Your attendance at our meetings and our concerts is appreciated and your children deserve your support.
- A central focus of our Booster Club is organizing fundraising opportunities for orchestra members and helping them achieve goals through financial assistance. Booster Club members help organize and facilitate social events for our students and handle the mechanics of program organization and hospitality.

Calendar of Events

- *Each secondary music program is responsible for developing an annual calendar of activities that includes major events and activities. The calendar should be made available to students and parents no later than start of each semester. Revisions will be communicated in a timely fashion.*

RHS Orchestra Specifics

The Calendar of Events will be provided by the individual director no later than the first week of school and can be found at www.charmsoffice.com and at www.rhsorchestra.org. Please check your calendar and report any conflicts to the directors as soon as possible. Attendance at all performances and rehearsals is required. If an excused absence is anticipated, a written notification should be submitted at least two days in advance. Unexcused absences will result in a reduction in the student's grade.

Conduct

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

RHS Orchestra Specifics

- *Students enrolled in the orchestra program are expected to display exemplary behavior at all times. Remember that you are representing your family, RHS, RISD and Richardson, Texas. Let your actions prove that the Richardson High School Orchestra is a class act in every way.*
- *Orchestra students are welcome inside the orchestra room before and after school. Do not disturb if there is a sectional or class in progress. Show every courtesy to the director and students involved.*

➤ **Class Rules and Procedures**

- Respect all people and property at all times. Be supportive and respectful of your classmates. We are all working together to be the best orchestra that we can be.
- All materials for class including instruments and music must be inside the orchestra room before the tardy bell rings.
- Be seated and quiet with your instrument, music, pencil and supplies when the tardy bell rings or no later than one minute after the tardy bell rings.
- DO NOT bring your case, books, backpacks, purse, etc. to your chair. Leave them in the designated uncasing area.
- Begin Breezin' Thru Theory when the tardy bells rings. This is not tuning time.
- Show good rehearsal etiquette by being a good team player – study your part quietly or shadow bow while the director works with another section.
- Silently share bowings and fingerings with others in your section.
- You are expected to tune quickly and quietly in the upper half of the bow. Be respectful of others as they tune. Play open strings only when tuning.
- Remain on task at all times; do not talk or interrupt the focus of a rehearsal.
- No pizzicato or any noise should distract those who are playing.
- Good posture and playing position is required for all players. If you look like a pro, you will sound more like a pro.
- Raise your hand and receive permission before speaking or leaving your seat.
- All instruments remain in cases with latches closed inside a locker when not in use. All locks must stay locked when not in class, even when the locker is empty.
- Do not leave purses, backpacks or other valuables unlocked in the orchestra room. This is especially important during concerts.
- No food should be left in lockers.
- Food, chewing gum, and drinks are not allowed in the orchestra room.
- The teacher will dismiss the class.
- Keep fingernails short to facilitate proper playing position. Nail tips or acrylic nails, etc. are not allowed. Students will be asked to trim their nails during class if necessary, as determined by the teacher.
- Following class procedures will result in an excellent conduct grade. Verbal warnings, detentions, and parental contact will be used to correct improper behavior. In the event of extreme behavior, students will be sent directly to the principal.
- Disorderly behavior and abusive language will not be tolerated.
- Please be considerate of directors' requests for assistance and/or performance of little tasks around the orchestra room.
- All students will adhere to the *RISD Student Code of Conduct Handbook*.

➤ **Materials at School Everyday**

- Natural-colored high school quality instrument and bow in good playing condition
- Rosin
- Soft Cloth to be used after each rehearsal/practice
- Pencil (on stand)
- Music in binder
- Luggage Tag on case for identification
- Rock Stop for Cello and Bass

- Shoulder Rest for Violin and Viola
- Mute (if needed)
- Tuner and pick-up; you must provide your own
- **Additional Materials for Home**
 - Music Stand (required for video recordings)
 - Metronome (phone app is acceptable)
 - Korg Tuner (phone app is acceptable)
 - Fingernail clippers

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

Overview

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

Key components of the guidelines include:

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

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

RHS Orchestra Specifics

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

Due Process

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

RHS Orchestra Specifics

Our goal as a staff is to ensure that all students are offered a consistently positive experience in orchestra. Please contact the orchestra directors at (469) 593-3044 or via email if you have any concerns, or to resolve problems and/or to schedule an appointment.

Eligibility

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

RHS Orchestra Specifics

The RHS Orchestra staff will enforce all eligibility rules and guidelines. Students who are ineligible will continue to rehearse during their orchestra class, before and after school and participate in curricular activities to earn their orchestra grade. Ineligible students may not travel with the orchestra or participate in extracurricular activities.

Grading Guidelines in Music

- *The RISD has established district-wide instructional objectives that relate to the mandated Texas Essential Knowledge and Skills (TEKS) for grade level subjects or*

courses. These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses.

- *Assignments, tests, projects, classroom activities, and other instructional activities must be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course.*
- *In accordance with RISD policy, all "excused" absences will be honored with no grade penalty.*
- *A major part of the music curriculum is the development of performance skills. Therefore, "unexcused" absences from a sectional, rehearsal or performance, which are integral to developing these performance skills, will lower a student's course grade as follows:*
 - *Sectionals and rehearsals are course requirements that require interaction from members of a group and cannot be made up. Therefore, an "unexcused" absence/tardy from a before or after school sectional or rehearsal will lower a student's participation average.*
 - *Performances are mandatory as a culmination of group course requirements and cannot be made up. Therefore, an "unexcused" absence from a scheduled performance will reflect a grade of "0" to be averaged into the student's nine week performance grade, and the student may be subject to removal from the course.*
- *Students in grades 9-12 are able to earn Honors credit in Band, Choir and Orchestra. The Honors student must be committed to developing individual academic and musical skills and be disciplined with expectations to deadlines.*
- *An orchestra member's nine week grade will be composed of **40% minor grades and 60% major grades**. There will be **at least 14 minor and at least 3 major** grades per grading period.*
 - **Skills (20%)**
 - The student will be expected to improve individual music skills.*
 - The student's individual skill development will be evaluated through recorded music tests, individual playing tests, scale tests, and written tests.*
 - The student will be evaluated on improvement of ensemble skills during daily rehearsals.*
 - **Fundamentals (20%)**
 - The student will be expected to improve performance fundamentals.*
 - The student will be evaluated for improvement of music fundamentals through daily observation during each rehearsal and each sectional.*
 - The student will be expected to demonstrate correct posture, hand position, embouchure, air production, articulation and attentiveness as monitored during rehearsals.*
 - The student will be expected to develop a historical knowledge of the literature relative to his/her respective instrument.*
 - **Performance (30%)**
 - The student will receive a grade for each performance during a grading period.*
 - Performances will be counted as major exams.*

- The number of performances will be determined by the performance calendar.*
- If no public performance occurs during a grading period, the performance grade will be based upon informal classroom performances determined by the director.*

➤ **Participation (30%)**

- The student will receive a grade for each before and after school sectional and rehearsal during a grading period.*
- The student will be on task and focused during all rehearsals.*
- The student will have instrument, music, pencil, and supplies.*
- The student will be prepared to play his/her part successfully.*
- The student will mark music and take notes as needed.*

•

➤ **Additional Criteria Affecting Grades**

Excused Absences

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

Medical emergency or illness

Death in the family

Religious holiday

Family emergency

Medical or dental appointment

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

Unexcused Absences/Tardiness

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

➤ **Semester Exam**

Semester grades shall consist of an average of the 2 nine week grading periods and a semester exam. The average of the 2 nine week grading periods shall count as a minimum of 80% of the overall semester grade. The semester exam shall count a maximum of 20% of the overall semester grade.

RHS Orchestra Specifics

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

Honors Credit

- *Students in grades 9-12 are able to earn Honors credit in Band, Choir and Orchestra. The Honors student must be committed to developing individual academic and musical skills and be disciplined with expectations to deadlines. The goal of this rigorous Honors program is to challenge outstanding students to improve their*

individual musical skills at a high level and have a positive impact on the student's overall grade point average.

- *Students must enroll in Honors Band, Choir and Orchestra at the beginning of each semester. In accordance with RISD Guidelines, students have 15 days from the first day of each semester to decide whether to stay enrolled in the Honors Course and complete all requirements or drop it and enroll in Regular Band, Choir and Orchestra. At the end of the semester, students earning a passing grade in Honors Band, Choir and Orchestra shall receive 5 additional quality points in the GPA/Rank.*
 - *Band, Choir and Orchestra students who wish to enroll in the Honors program, must have a minimum average grade of 80 in previous Band, Choir and Orchestra classes, show potential for completing the requirements for Honors courses and be recommended by their director. The final determination for admittance to the Honors program rests with the director.*
 - *The focus of Honors Band, Choir and Orchestra is the development of independent musicianship in contrast to Regular Band, Choir and Orchestra where the focus is on large group performance with a conductor. The expectations of the Honors courses will be at higher levels of expertise, confidence, performance and skill development in order for participating students to be independent musicians functioning as soloists and chamber music participants. Research projects and work with music theory will enable the Honors student to be a more knowledgeable, well-rounded musician.*
 - *Honors Band, Choir and Orchestra exceed the requirements of Regular Band, Choir and Orchestra by requiring additional work outside the classroom as described under **Grading Guidelines in Music**. The student enrolled in the Honors course must fulfill the curriculum for the Regular Band, Choir and Orchestra classes at an advanced level plus the rigorous Honors course requirements. The director will communicate specific requirements and deadlines at the beginning of each semester. The Honors student must:*
 - Exhibit an advanced level of participation, skills, fundamentals and performance.*
 - Attend two professional performances or other performances approved in advance by the director each semester in the student's respective Honors area. Documentation of these performances will include a program and a minimum two page critique of each performance. The paper must be typed 12 point, Times New Roman font, double-spaced and must reflect the writing quality, content, and construction expected of an Honors student.*
 - Prepare all of the TMEA All Region audition materials during the fall.*
 - Audition for All Region during the fall unless waived by director.*
 - Complete a research paper each semester on a topic approved by the director. The paper must be a minimum of six pages typed 12 point, Times New Roman font, double spaced, and include a work-cited page. A minimum of three sources is required. The paper must reflect the writing quality, content, and construction expected of an Honors student.*
 - Participate in the Richardson Chamber and/or UIL Solo and Ensemble Contest as a solo performer.*
 - *The student, with director approval, may choose one of the following as an alternative to the research paper for one semester only.*
 - Complete individual music theory projects as assigned using the music computer lab.*

- ❑ *Compose an original piece of music – length and content to be approved by the director.*

Instruments

- *Students in band and orchestra, grades 6-12, are required to have an instrument in order to participate. The maintenance, repair and insurance against theft or damage of these personal instruments are solely the responsibility of each student.*
- *In band and orchestra, grades 6-12, the District has a limited number of instruments that may be available for an annual usage fee of \$100. In addition to the usage fee, students are responsible for maintenance, repair and insurance of school owned instruments against theft or loss while in their possession. Instruments must be returned at the end of the school year in the same condition as issued, minus normal wear and tear. Any costs associated with damage from negligence or malicious intent will be assessed to the student.*

RHS Orchestra Specifics

➤ **Personal Instruments**

- ❑ A quality program requires quality musical instruments. By the time a student enters Richardson High School he/she will be expected to be using what is considered a step-up quality instrument and a good Pernambuco or carbon fiber bow. In most cases these items will have been or will be purchased during the eighth or ninth grade year. One advantage of owning such an instrument of investment quality is that in contrast to "starter" instruments, which can depreciate in value, quality string instruments actually gain value as they age. If a purchase is needed, see your director or private teacher. We would be glad to make recommendations and consult with students and parents in order to avoid an inappropriate purchase.
- ❑ You are responsible for your instrument's care and maintenance. Whether you own, rent or use a school instrument, you are responsible for purchasing replacement strings. For your convenience, a music representative from a local store comes by each week to fill student orders. You will be responsible for paying for the merchandise when delivered. Payment should be by cash or check, made out directly to the music company.
- ❑ With all personal and school instruments, it is strongly recommended that the instrument be insured through your parent's homeowner's policy or a private company. The school district will not assume liability for maintenance, repair or damage of personal instruments on school property. Refer to your student's Charms page for more information regarding instrument insurance.

➤ **School Owned Instruments**

- ❑ Richardson High School has a limited number of the following instruments for students to use: violin, viola, cello and bass.
- ❑ The instrument usage fee for school owned instruments is \$100 per year. The student is responsible for the maintenance and upkeep of the school issued instruments including strings, bow re-hairs, etc.
- ❑ Students must provide their own personal accessories such as rosin, shoulder rest, mute, soft cloth, or rock stop.

- ❑ The student is responsible for maintenance, repair, and damage while the case, instrument and bow are in his or her possession. The case, instrument and bow will be inspected at the end of the year for damage and the student must pay for any repairs.
- ❑ RISD does not provide insurance coverage for damage/theft on school instruments and it is the responsibility of the parents and student for the full replacement value of the instrument should it be damaged or stolen while issued to the student.
- ❑ It is strongly recommended that the instrument be insured through your parent's homeowner's policy or a private company. Refer to your student's Charms page for more information regarding instrument insurance.

Medical Release & Permission to Travel Form

- *All students enrolled in band, choir and orchestra must have a Medical Release & Permission to Travel Form on file in the Head Director's office.*

RHS Orchestra Specifics

All parents must complete and turn in a Medical Release & Permission to Travel Form (local and overnight versions). No student will travel or perform with the orchestra without this form on file. Spring Trip students may be asked to complete the Overnight Medical Form again in the spring so we have the most up-to-date medical information for your child.

Private Lessons – Voluntary Music Enrichment Program and Fees

- *Private lessons are provided for interested students as an enrichment program in Band, Choir and Orchestra.*
- *The Head Director/Lesson Coordinator coordinates the private lesson program in each high school attendance area in collaboration with RISD guidelines.*
- *The private teachers are contracted through the RISD and must complete an Application and a Criminal History check.*
- *The private teachers are hired, supervised and evaluated by the Head Director at each high school and teach at each secondary campus.*
- *Private study fees are consistent throughout the District and are determined through the Office of Fine and Performing Arts. The current fee is \$20 per lesson.*
- *While private study is not a requirement for participation in any of the music organizations, students are strongly encouraged to participate.*

RHS Orchestra Specifics

- *The Richardson High School Orchestra has a strong private study program coordinated by the Head Orchestra Director. The teachers are highly qualified professionals who are auditioned and approved by the Head Orchestra Director. Teachers offer students one private lesson per week. The district determines the fees for private study taken within the school building. This year private lessons will cost \$20 per lesson.*
- *Private study is highly encouraged, but not required, to participate in the Richardson Area Orchestras. The advantages of a one-on-one experience are*

overwhelming. Please contact the Directors or visit www.rhsorchestra.org for a list of private lesson teachers available in our area.

Rehearsal/Performance Schedules

- *Participation at sectionals, rehearsals, and performances is required and will be integrated into the student's grade in accordance with the **Grading Guidelines in Music** contained in this Handbook, the RISD Program of Studies and TEA/UIIL regulations.*
- *A schedule of activities and events will be provided to students and parents. Updated schedules will be provided as needed.*
- *Regularly scheduled sectionals, rehearsals, and concerts are curricular and have no academic eligibility requirements, provided they are on campus and do not charge admission.*
- *The Head Director, or someone designated by the Head Director, will supervise all required practices, rehearsals, and/or performances that are school-sponsored.*
- *In addition to local performances, special performance ensembles may make numerous other appearances during the year.*
- *Performance courses in Band, Choir and Orchestra involve outside of school rehearsals and performances. Students who are members of varsity performing groups are expected to participate fully in all performance activities including approved travel.*

RHS Orchestra Specifics

Rehearsal schedules will be announced, posted or distributed at least one week in advance.

Religious Music Guidelines

Background Information

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

Required Expenses and Fees

- *All high school music organizations levy fees to cover expenses of uniform upkeep, additional equipment, school-owned instrument usage fees, repairs, supplies and other program operation expenses not covered in the regular music budget. Program fees will not exceed \$750 per student. These fees are managed through the local booster club, a 501(c) (3) non-profit organization.*

- *Travel fees are separate from program fees and are assessed according to the requirements of approved travel.*
- *All monies raised during fundraising activities belong to the organization's general fund from which student scholarships may be dispersed. There are no refunds granted from fundraising monies.*
- *If a high school student withdraws from an organization or fails academically and is unable to participate in the organization, any money earned through fund-raisers or granted through scholarships will remain in the organization's general fund. Any money over and above the costs of the "operating fee" and trip costs will remain in the organization's general fund.*
- *All fundraising activities must be approved by the Head Director, the Area Booster Club, and the school principal.*
- *All funds raised must be deposited with and accounted for through each Area Booster Club.*
- *Junior High fundraising activities are to be group efforts, which go into a group account to support group activities. Students fundraise for activities that support their programs, for additional equipment, for the ability to assist students who have financial problems, etc. An integral part of fundraising is the spirit and unity that comes as a result of the group effort.*
 - *An RISD instrument usage fee, a school uniform fee or individual competition entry fees may be charged.*
 - *No individual student fundraising accounts will be maintained.*
 - *No fundraising participation is expected from 6th grade band and orchestra students.*
- *Instrument purchase/rental: Individual instruments are the responsibility of the student/parent, and may be purchased or rented. A limited number of district-owned instruments may be available for an annual usage fee.*
- *Financial assistance is available for students who need help meeting required maintenance fees and other expenses related to this activity. Assistance, based on the organization's needs and on the commitment and interest of the individual student, may be obtained through fundraising or other resources (local booster club, campus funds, etc.). Consult the Head Director for more information.*

RHS Orchestra Specifics

Members of the RHS Orchestra and their parents have financial obligations to the program depending on grade level. However, no student will be denied an opportunity to participate in the orchestra program due to financial difficulties. Please contact your director in writing if a payment plan is necessary. The following is a brief description of all the expenses:

➤ Fees by Grade Level

These fees are paid to the Richardson Area Orchestra Club at the beginning of each year (unless otherwise noted). Students pay in cash, check made out to RAOC, or online through Charms. See below for a complete listing

ORCHESTRA FEES – 9th GRADE or NEW STUDENT

Please make checks payable to: RAOC

PROGRAM OPERATION FEE	\$110
CHAMBER MUSIC FESTIVAL ENTRY FEE	\$10
UNIFORM CLEANING & ALTERATION FEE	\$20
CUSTOM BINDER, LUGGAGE TAG, ROSIN & SOFT CLOTH	\$15
ORCHESTRA POLO SHIRT	<u>\$25</u>
	\$180

Check the box if it applies to you:

- | | |
|--|-------|
| <input type="checkbox"/> SCHOOL-OWNED INSTRUMENT USAGE FEE | \$100 |
| <input type="checkbox"/> ORCHESTRA T-SHIRT (optional) | \$15 |

GRAND TOTAL _____

ORCHESTRA FEES – 10th & 11th GRADE

Please make checks payable to: RAOC

PROGRAM OPERATION FEE	\$110
CHAMBER MUSIC ENTRY FEE	\$10
UNIFORM CLEANING & ALTERATION FEE	\$20
CUSTOM BINDER, LUGGAGE TAG, ROSIN & SOFT CLOTH	<u>\$15</u>
	\$155

Check the box if it applies to you:

- | | |
|--|-------|
| <input type="checkbox"/> SCHOOL-OWNED INSTRUMENT USAGE FEE | \$100 |
| <input type="checkbox"/> ORCHESTRA T-SHIRT (optional) | \$15 |

GRAND TOTAL _____

ORCHESTRA FEES – 12th GRADE
Please make checks payable to: RAOC

PROGRAM OPERATION FEE	\$110
CHAMBER MUSIC ENTRY FEE	\$10
UNIFORM CLEANING & ALTERATION FEE	\$20
CUSTOM BINDER, LUGGAGE TAG, ROSIN & SOFT CLOTH	\$15
SENIOR GOLD POLO SHIRT	<u>\$25</u>
	\$180

Check the box if it applies to you:

- | | |
|--|-------|
| <input type="checkbox"/> SCHOOL-OWNED INSTRUMENT USAGE FEE | \$100 |
| <input type="checkbox"/> ORCHESTRA T-SHIRT (optional) | \$15 |

GRAND TOTAL _____

STUDENT SUPPLIES MATERIALS

These items are to be provided by the student

- TUNER and PICK-UP (phone app is acceptable)
- SHOULDER REST (Violin, Viola)
- ROCK STOP (Cello, Bass: Slipstop or Xeros Strap)
- METRONOME (phone app is acceptable)
- MUSIC STAND (required for video recordings)
- MUTE
- UNIFORM ACCESSORIES
 - MEN: tux shirt, bow tie, cummerbund, long plain black socks, & black shoes
 - LADIES: black shoes, black tights
- ITEM REPLACEMENT FEE FOR LOSS

Locks	\$5
Uniform	current replacement cost

➤ **Program Operation Fee**

- Each student in the Richardson High School Orchestra is responsible for the program's operation. The philosophy is that each high school student will share an equal part of the financial responsibility of funding orchestra program expenses not provided by the district.
- Some of these expenses include special music arrangements, contest entry fees, instruments, equipment and repair not provided by the RISD, clinician fees, food and drinks for orchestra activities, orchestra banquet expenses, rental of off-campus performance venues, scholarships, and orchestra club administrative costs such as website maintenance, postage and printing. Students may pay by cash, check made out to RAOC, online through www.charmsoffice.com, or by earning scholarships based on fundraising participation. Donations to the RAOC in support of our program are always appreciated and welcomed.

➤ **Orchestra Trip**

- ❑ In addition to local performances, the RHS Orchestra takes a trip each spring to perform at a Texas college or university or an orchestra festival/competition. All students (grades 9-12) are highly encouraged to participate in the spring trip; however, it is not required. More information regarding destination and expenses will be provided at a later date. Last year the trip cost was approximately \$550 per student. Students are responsible for participating and raising money for special orchestra trips. This fee covers chartered buses, performance entry fees, lodging, activities and some meals.
- ❑ Specific details regarding the trip will be available throughout the year. Students must meet the following expectations:
 - ⇒ Students must meet all local and state eligibility requirements to participate in the competition.
 - ⇒ Students who are ineligible may not travel with the orchestra.
 - ⇒ Students must be able to satisfactorily perform the material assigned for the performance.
 - ⇒ Students must fulfill their financial obligations to the organization.
 - ⇒ Students must have attended ALL scheduled rehearsals.

ORCHESTRA TRIP FEES

SPRING TRIP:

Prices vary based on the destination and number of participants.
Last year the trip cost was approximately \$550 per student.

➤ **Payment Schedule**

PAYMENT SCHEDULE

A detailed payment schedule will be included in the trip commitment

FALL SEMESTER:

Required Fees - due August 30	varies by grade
Trip Deposit-due September	\$100
Trip Payment-due October	\$100
Trip Payment-due November	\$100

SPRING SEMESTER

Trip Payment-due January	\$100
Trip Payment-due February	\$100
Final Trip Payment-due March	TBD

➤ **Refunds and Transfer of Refunds**

- ❑ To be in compliance with Internal Revenue Service mandates, no money earned through fundraising scholarships will be refunded.
- ❑ If a freshman, sophomore or junior overpays or has surplus scholarship monies, those monies will be carried forward to the following year.
- ❑ Excess scholarship money earned through fundraising participation can be credited to a sibling or designated recipient's orchestra line item for the following year. If there will not be a sibling in the high school orchestra the following year, the excess money will revert to the RAOC general fund.
- ❑ Excess scholarship money earned through fundraising will be credited to the student's line item or if graduating, will revert to the RAOC general fund. Some trip funds may be non-refundable depending on the specific trip payment agreement.
- ❑ Any student who is removed or withdraws from the orchestra program will forfeit any and all deposited funds.
- ❑ Any student's parent may appeal in writing the decision of the orchestra staff concerning refunds. Any appeal of this nature must be submitted to the Directors.
- ❑ Trip funds paid by a student who becomes ineligible and cannot travel or who chooses not to travel are non-refundable.

Transportation

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

RHS Orchestra Specifics

The Orchestra Directors will determine transportation to and from local performances. If a student must leave directly from a performance or early from an event, he/she must submit a written note to the directors for approval one day prior to the event. Students may only be released to their parent or guardian.

Travel

- *Out of district trips are not mandatory for any member and will not affect their status or grade in any way. However, students in the varsity music ensembles do have a travel expectation.*
- *Since participation in our music program is a team effort, any student not participating in a spring trip should advise the director well in advance of the trip (a minimum of eight weeks is recommended). The director can then initiate alternative arrangements for missing students.*
- *When traveling, each student must meet all local and state eligibility requirements to participate in the competition.*
- *Students must be able to satisfactorily perform the material assigned for the performance.*
- *Students must attend scheduled rehearsals.*
- *Students must fulfill their financial obligation.*

- *Junior High music groups may only travel overnight by invitation of the Texas Music Educator's Association. Any exception to this will be with the approval of the Executive Director of Fine Arts, principal and the Deputy Superintendent.*

RHS Orchestra Specifics

See the page about *Orchestra Trip* for more information about travel.

Uniforms

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

RHS Orchestra Specifics

RHS requires uniforms for all orchestra members. Students will be fitted into uniforms one week before school starts. These will be worn at concert and competition performances. Hair must be a natural color for all performances to prevent distractions. Directors will use their discretion as to what is acceptable.

➤ **Casual Uniform**

RHS Orchestra students will wear an orchestra polo shirt with blue jeans and close-toed athletic shoes. Hats are not acceptable.

➤ **Formal Uniform**

Orchestra uniforms for concerts are provided by the RISD and must remain at school in the locked uniform room when not in use. For girls, a formal black gown and for boys, tuxedo pants and jacket. Uniforms will be issued in the Fall and must be returned in the Spring in the same condition in which it was issued. Students will be charged for uniform maintenance.

Girls will purchase dressy black shoes (no flip flops) and black tights, not stockings for use with their concert attire. Boys will purchase a plain white tux shirt with "winged tip" collar, black shoes, black socks, black cummerbund, and black bow tie for use with their concert attire. These are readily available at T&C Menswear, Al's Formal Wear, Gingiss Formal. Each student is responsible for replacing any uniform part that is damaged or lost.

➤ **Alterations**

Alterations and cleaning fees are included in the uniform maintenance fee. The orchestra uniform parent volunteer will arrange for professional alterations as needed for each student at the beginning of the school year.

Wind and Percussion Students

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

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

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

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

Extracurricular students are subject to these guidelines at all times throughout the twelve-month calendar year, whether the

extracurricular activity is "in season" or inactive and on weekends and during school holidays. Refer also to Board Policy FO (Local). Students transitioning from eighth to ninth grade who, during the summer, engage in conduct that violates the Prohibition will be subject to the High School Guidelines.

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

The following definitions will apply to these guidelines:

- Leadership Position- A position or office an Extracurricular Student holds in an organization or group either by election or appointment. Such positions may include without limitation: captain, officer, squad leader, drum major, section chair.
- In Proximity – To be captured via still picture, video, internet site, social media feed, site, etc., or any other electronic capture where the school determines based on reasonable evidence that the student knows or should know he/she is (i) in a place where alcohol, illegal substances, and/or drug paraphernalia are present, and/or (ii) possessing, using, and/or being under the influence of alcohol, illegal substances, and/or drug paraphernalia. (e.g., Facebook posts shows student at social event where alcohol is visible and being consumed; Facebook post shows student posing in front of cases of unopened beer; Student captured holding and/or consuming alcohol or illegal substances at a sporting

event; Picture of student holding a drug pipe).

- Parent- A student's biological or adoptive parent or parents, legal guardian, or other person in lawful control of the student.
- Period of removal- Period of time during which an Extracurricular Student is excluded from any participation in an extracurricular activity due to violation of the Prohibition. During a period of removal, an Extracurricular Student may not wear his/her uniform, travel with the team or organization, or otherwise act as a representative of the team or organization.
- Prescription Drugs- A drug authorized by a licensed physician specifically for that student. A student who uses a prescription drug in a manner prescribed by the student's physician and who has followed school policies in such use shall not be considered to have violated this policy.
- Possession- To have an item in or on one's personal being or property, including without limitation, clothing, purse, backpack, private vehicle, motorcycle or bicycle used for transportation to or from school or school-related events, telecommunication or electronic device, or other property used by the student such as a desk, locker, or cubby-hole.
- Use (Alcohol/Substance) - Voluntarily introducing into one's body, by any means, a prohibited substance. For example, and without limitation, consuming or ingesting alcohol in any manner is "use" of alcohol; smoking or ingesting marijuana, an unlawful derivative or look-alike of marijuana, or other illegal substances is "use" of marijuana or other illegal substance.
- Extracurricular Activities- School sponsored activities including but not limited to Dance & Drill Teams, Bell Guards, Cheerleaders, Spirit Groups, Sports, Fine Arts, Clubs, UIL governed

Activities, Mock Trial, AC DEC, and other school sponsored student activities unique to a campus.

An Extracurricular Student violates the Prohibition if he or she:

- Uses, possesses, sells, or furnishes alcohol or illegal substances to another;
- Receives an MIP (Minor in Possession), MIC (Consumption of Alcohol by a Minor), DWI (Driving While Intoxicated), DUI (Driving Under the Influence of an Illegal Substance), or other citation for the illegal use or possession of alcohol/drugs, or furnishing alcohol/drugs to another in a non-school setting; *Note:* An Extracurricular Student who receives an MIP, MIC, DUI, DWI, or other alcohol/drug citation shall promptly notify the activity sponsor. An Extracurricular Student who fails to do so may be subject to further disciplinary action once the activity sponsor or administrator learns of the offense; Is observed by a faculty or staff member using, possessing, or furnishing to another student any drugs, including alcohol, on or off school property (observation via internet site, video, still picture, or other media will be considered);
- Receives any citation for or is arrested for illegal alcohol/drug activity or substance on or off school property (*See Note* above);
- Performs or participates in an extracurricular activity while under the influence of alcohol or other drugs.
- Is determined to be In Proximity to alcohol, illegal substance, and/or drug paraphernalia.

Process: When an activity sponsor or campus administrator learns that an Extracurricular Student has violated the Prohibition, the

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

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

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

CONSEQUENCES

All Extracurricular Students are expected to comply with these guidelines. An Extracurricular Student who does not do so is subject to disciplinary action. While some offenses may be so severe that they will result in immediate removal from the

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

First Offense: Probationary Removal.

Except where the severity or circumstance of a student's offense is so severe that immediate removal to DAEP or expulsion is required, a student's first violation of the Prohibition will result in the Extracurricular Student's (i) removal for the remainder of the school year from all leadership positions he or she holds, including any such positions that the student might seek or be appointed to later in the school year; and (ii) except where the first violation also results in DAEP placement or expulsion, removal from all extracurricular activities for 20 school days or UIL Competition dates. (*See below.)

- The 20 school days or UIL Competition dates removal period start at the parent /student / principal conference. If the parent/student forfeits the conference, the principal will determine the start date;
- During the 20-day removal period, the student and the parent must attend and successfully complete the RISD alcohol / drug educational program. Students may be required to have follow-up sessions with the Intervention Specialist on campus. The student is responsible for all fees associated with the program. A student and parent must complete the educational program before the student will be reinstated after the removal period.
- If the leadership position from which the student is removed is connected with a credit bearing class, the student may continue to remain enrolled in the class and the sponsor will determine appropriate activities for the student.

- Students must participate in practices for the extracurricular activities while on probation.
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.
- *If competition or performance is scheduled during the summer or on a school holiday (excluding weekends), any days on which the student's team or group actually competes or performs will be counted toward completion of the 20-day probation period.
- "UIL Competition Date" means a day on which the individual or group actually competes or performs in a UIL or Non-UIL sponsored activity when the school is represented.
- If the conduct results in the student's placement in a DAEP, the period of removal will be for the duration of the DAEP placement.

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

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

Second Offense or Subsequent Offenses: (Removal)

A second offense or subsequent offenses will result in removal from all (i) extracurricular activities, and (ii) leadership positions for the remainder of the school year.

- If the infraction occurs and/or is discovered 60 or less days prior to the end of the school year, the student will be removed from all extracurricular activities and leadership positions for at least 60 school days or UIL Competition dates. The removal days may extend into the next school year.
- When a second or subsequent infraction occurs after the end of the school year, the consequence will go into effect at the conference with the principal and parent/legal guardian, unless the conference has been forfeited and the principal will determine the start date.
- The student will be removed from all extracurricular activities for the entire upcoming school year.
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.
- Students may not travel with the team or organization, or otherwise act as a representative of the team or organization.
- At the beginning of a new school year, an Extracurricular Student is eligible to participate in extracurricular activities and to pursue future leadership positions after a second offense if the student has "sat out" of all extracurricular activities for no less than 60 school days or UIL Competition days and has otherwise complied with all conditions of his/her removal for the second offense.

2019-2020 Extracurricular Activity Acknowledgment and Agreement Form

Student Statement:

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

Printed Name of Student

Student Signature

Date Signed

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

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

Printed Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Date Signed

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2019-2020 RICHARDSON ORCHESTRA
HANDBOOK & DIRECTORY ACKNOWLEDGEMENT FORM

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

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

HANDBOOK

THIS IS TO CERTIFY THAT I HAVE RECEIVED AND READ THE 2019-2020 RICHARDSON HIGH SCHOOL ORCHESTRA HANDBOOK AND WILL OBSERVE ALL GUIDELINES FOUND THEREIN.

SIGNED _____ DATE _____
RHS Orchestra Student Signature

I HAVE RECEIVED AND READ THE 2019-2020 RICHARDSON HIGH SCHOOL ORCHESTRA HANDBOOK AND UNDERSTAND HOW IT APPLIES TO MY ORCHESTRA STUDENT.

SIGNED _____ DATE _____
RHS Orchestra Parent/Guardian Signature

DIRECTORY

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

Accept Decline

RHS Orchestra Student PRINTED Name

RHS Orchestra Student Signature

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

Accept Decline

RHS Orchestra Parent/Guardian PRINTED Name

RHS Orchestra Parent/Guardian Signature