



RICHARDSON
HIGH SCHOOL
BAND

2018-2019 Handbook



2018-2019 STUDENT ACADEMIC CALENDAR

Richardson Independent School District – risd.org

AUGUST 2018						
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
23/30	24	25	26	27	28	29

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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14	15	16	17	18	19	20
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28	29	30	31			

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
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9	10	11	12	13	14	15
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23/30	24/31	25	26	27	28	29

JANUARY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
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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		

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
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3	4	5	6	7	8	9
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24/31	25	26	27	28	29	30

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3*	4	5	6
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28	29	30				

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

{ }	Beginning and End of Grading Period
	Student Holiday / Staff Development**
☼	Student / Staff Holiday Snow Make-Up Day if Needed***
	Student / Staff Holiday
	Student Holiday / Staff Development or Records Day

AUGUST

New Teacher Induction	3, 6-8
Non-duty Staff Development Opportunity	9
Staff Development/Preparation	10, 13-17
First Semester Begins	20

SEPTEMBER

Labor Day Holiday	3
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OCTOBER

Student Holiday/Staff Development	5
State Fair Holiday	8
Grading Period Ends (42 days)	19

NOVEMBER

Student Holiday/Staff Development	6
Student Holiday/Staff Development**	19-21
Thanksgiving Holiday	22-23

DECEMBER

Exams Week, No Evening Events	17-21
Grading Period Ends (40 days)	21
Winter Break	24-31

JANUARY

Winter Break	1-4
Student Holiday/Staff Development	7
Second Semester Begins	8
Martin Luther King Jr. Holiday	21

FEBRUARY

Student Holiday/Staff Development	18
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MARCH

Grading Period Ends (42 days)	8
Spring Break	11-15

APRIL

Student and Staff Holiday ***	19
Snow Make-Up Day if Needed	
Student and Staff Holiday ***	22
Snow Make-Up Day if Needed	

MAY

Exams Week, No Evening Events	20-29
Memorial Day Holiday	27
Grading Period Ends (50 days)	29

REGULAR SCHOOL HOURS

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

* Early Release Day - All schools release 2 hours early

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

*** Snow make-up dates subject to change. April 19 would be the first make-up day if needed, then April 22.



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 *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 band program.

In addition to the RISD District guidelines, this campus Band 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 band director.

Students who begin in our band program in the sixth grade can look forward to a comprehensive, sequential music education in band 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 band 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 band office at (469) 593-3069 or the Fine Arts Office at (469) 593-0430.

Sincerely,

Jeffrey D. Bradford
Executive Director of Fine and Performing Arts

Chris Choat
Principal, Richardson High School

Jesus Marquez
Director of Bands
Richardson High School

RICHARDSON HIGH SCHOOL BAND HANDBOOK

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RISD Music Program Guidelines
and
RICHARDSON HIGH SCHOOL BAND HANDBOOK

PREFACE

Congratulations on your decision to be a part of the Richardson High School Golden Eagle Band! This handbook is designed to describe our program and clearly lay out its policies and procedures. The RHS Band staff believes in being clear and upfront about all of our expectations; this handbook is the principal means of communicating those expectations. Parents and students are asked to sign and return the last page of this book stating that they have read, understand, and agree to follow the guidelines explained in the handbook. Please understand that band at Richardson HS is an elective. ***Being involved is something you choose to do and not something you have to do.*** As a Richardson High School Band member, you are held to an elevated set of standards. Expectations are very high. You are expected to be positive role models in our school and community. Please call, email, or check the band website if you have any questions.

What Does it Mean to Be a Richardson High School Band Member?

When you join the Richardson High School Band, you are becoming a part of an organization legacy of excellence, built on the dedication and hard work of its directors, parents, alumni and members. In order for such a large organization to operate at the level which we strive to achieve, it takes cooperation from all three parts of the RHS Band family. As a result of this cooperation, you will make friends and memories that will last a lifetime; you will achieve outstanding musical accomplishments; you will learn the value of hard work; you will be an integral part of something excellent. Understand up front, however, that all of this comes at a price. As parents and students, by joining the RHS Band, you are entering to an agreement with the band family.

As your directors, we agree to:

- Work tirelessly to provide you with the absolute best that band and music has to offer.
- Set ***very high*** goals for the students, and then ***enable*** the students to meet them.
- Always challenge you to be better in all you do.
- Do our absolute best to put the students in a position to excel.
- Demand academic excellence.
- Clearly communicate our schedule and our expectations.

As students, you agree to:

- Give 110% in each and every rehearsal.
- Arrive prepared to every performance or rehearsal.
- Communicate any schedule conflicts as far in advance as possible.
- Pass your classes. This is a team effort - passing your classes is not an option.
- Demonstrate personal responsibility.
- Uphold the tradition of excellence in all that we do.

As parents, you agree to:

- Provide timely transportation for your student so that he/she arrives early to all band events.
- Meet the financial obligations of band membership.
- Maintain an open line of communication with the staff about any schedule conflicts or concerns that you might have. Feel free to contact us at any time using the contact information below.
- Be an integral part of the Band Family by attending performances, rehearsals, and by participating in our volunteer efforts.

Who to Contact: 2018-2019 Golden Eagle Band Staff

The Richardson High School Band Program has MANY working parts. As a result, it can be difficult to know who to contact regarding specific items or issues. This list is designed to help band parents and students get in contact with the correct person who can answer your questions or address your concerns.

Mr. Marquez – Director of Bands/Fine Arts Coordinator

jesus.marquez@risd.org | 469-593-3069

- Wind Symphony
- AP Music Theory
- Marching Band (nonattendance questions)
- Questions regarding RHS Band Program as a whole
- Band Handbook
- Spring Trip
- DC Festivals
- Private Lessons
- Band Auditions
- Fall Premiere
- March-a-thon
- Band Banquet

Mr. Schmuck - Associate Director

david.schmuck@risd.org | 469-593-3070

- Symphonic Winds
- Jazz Band
- Drum Line
- Uniforms
- Band Registration
- Charms Database

Mr. Reyna - Assistant Director

ryan.reyna@risd.org | 469-593-3041

- Symphonic Band
- Concerto Competition
- Forms
- Marching Band Attendance
- Pep Band Performances

Mr. McKinney- Assistant Director

mark.mckinney@risd.org | 469-593-3040

- Concert Band
- Chamber Music Festival
- Instrument Inventory
- Music Library

Mr. Muzquiz – Percussion Specialist

roland.muzquiz@risd.org | 469-593-3045

- Rhythm Movers
- Percussion Private Lessons
- Percussion Concerts
- Drumline (Pit)
- Overall Percussion Program

Ms. Maldonado - Guard Director

guard@richardsonband.org

- Color Guard
- Winter Guard

GEB COMMITMENT

**Think not of personal gain, for you are but a part of a whole;
Rather you should walk hand in hand
towards an ultimate goal.**



➤ **Individual Band Responsibilities**

There are four concert bands at Richardson High School: Wind Symphony, Symphonic Winds, Symphonic Band, and Concert Band. Students are placed in the concert bands according to their playing ability, behavior, participation, academic eligibility, and instrument needs. The concert bands provide a wide range of playing opportunities for the students. Within the bands, students will be asked to prepare concert music, all-region etudes, solos/ensembles, and other assigned music. Each ensemble has specific requirements that are listed as follows.

WIND SYMPHONY

Wind Symphony is the Varsity level competitive concert band at Richardson High School. The class is designed to develop strong musical fundamentals, both on an individual and ensemble level. This ensemble acts as the principal competitive ambassador for the RHS Band program and as such, participant expectations are quite rigorous. Students are expected to practice every day and be enrolled in private lessons. Membership in this organization is by audition only and carries the following responsibilities:

WIND SYMPHONY

Mr. Jesus Marquez, Director

- It is expected that every member of the Wind Symphony be enrolled in private lessons. The RHS Band makes available a fantastic applied music faculty who can teach these lessons during the school day or before/after school.
- Every member of the RHS Wind Symphony must prepare and audition for the Region 3 All Region Band. Freshmen are required to audition for both the 9th Grade All Region and the High School All Region Band.
- Every member of the RHS Wind Symphony must prepare and perform at solo at the RISD Chamber Music Festival. It is expected that each member of the RHS Wind Symphony will earn a 1st Division rating on their solo.
- Every member of the RHS Wind Symphony will be required to attend sectionals outside of the school day. These sectionals will be communicated as far in advance as possible and will generally follow a pre-defined schedule.
- The RHS Wind Symphony will rehearse from 8:20am-9:50am throughout the concert season (which begins as soon as marching season has ended). Students who accept a position in the Wind Symphony must not take a zero hour course.
- The RHS Wind Symphony will participate in recording sessions, contests and concerts throughout the school year. An unexcused absence may result in an immediate re-assignment to a lower concert ensemble at the discretion of the head band director.
- Every member of the RHS Wind Symphony must arrive prepared to each rehearsal. This includes musical preparation (practice) in addition to physical preparation (punctuality, functioning equipment, music/pencil, etc). Students who are asked to leave rehearsal due to inadequate preparation more than twice during the course of the school year may be immediately re-assigned to a lower concert ensemble.
- It is imperative that the Wind Symphony maximize its rehearsal time. As such, members who are unreasonably tardy to rehearsal more than 3 times may be immediately re-assigned to a lower concert ensemble.

- Members of the RHS Wind Symphony may be reassigned to a lower band at the director's discretion based upon All Region Auditions or RISD Chamber Music Festival among other factors.
- Members of the RHS Wind Symphony must maintain passing grades in order to be academically eligible to perform and compete. Wind Symphony members who become academically ineligible may be immediately re-assigned to a lower, less competitively focused, concert ensemble.
- Members of the Wind Symphony are expected to participate in competitive travel such as the Spring Trip.

SYMPHONIC WINDS

Symphonic Winds is the second competitive concert band at Richardson High School. The class is designed to develop strong musical fundamentals and work ethic. Tone production, articulation, breathing, intonation, technical ability, ensemble skills, and sight-reading are all elements students will be required to develop. The band will perform upper level high school band literature. Most of the fall semester curriculum is focused on marching band music and All Region music preparation. The spring semester centers on concert music. Membership in this organization is by audition only and carries the following responsibilities

SYMPHONIC WINDS

Mr. Dave Schmuck, Director

- It is expected that every member of the Symphonic Winds be enrolled in weekly private lessons. The RHS Band makes available a fantastic applied music faculty who can teacher these lessons during the school day or before/after school.
- Every member of the RHS Symphonic Winds must prepare for the Region 3 All Region Band. Freshman are required to audition for the 9th Grade All Region Band and are encouraged to auditions for the High School All Region Band. 10th – 12th graders are required to audition for the High School All Region Band.
- Prepare and perform a solo at the Richardson Chamber Music Festival. It is expected that each member of the Symphonic Winds will earn a 1st Division rating on a Class 1 or Class 2 solo.
- Attend regularly scheduled, weekly sectionals outside of the school day.
- Attend all scheduled performances. An unexcused absence may result in an immediate re-assignment to a lower concert ensemble at the discretion of the head band director.
- Arrive to each rehearsal prepared. This includes musical preparation (practice) in addition to physical preparation (rehearsal etiquette, functioning equipment, music, pencil, etc.). Students asked to leave rehearsals due to inadequate preparation more than twice during the course of the school year may be reassigned to another concert ensemble.
- Be on time. Symphonic Winds members who are late to rehearsal and/or sectionals more than three times (in any combination) may be immediately reassigned to another concert ensemble.

- Members of the Symphonic Winds may be reassigned to a lower band at the director's discretion based upon All Region Auditions or RISD Chamber Music Festival among other factors.
- Maintain passing grades in all of your classes. Members of the Symphonic Winds who become academically ineligible to perform and compete may be immediately reassigned to another concert ensemble.
- Fully participate in all performance activities, including UIL and approved travel

SYMPHONIC BAND

This ensemble is the third of four ability based concert groups in the Richardson Band and performs upper level high school concert band literature. Students are expected to perform at the highest caliber. As a result, participation in the Symphonic Band is quite rigorous and requires significant practice. Membership in this organization carries the following responsibilities.

SYMPHONIC BAND **Mr. Ryan Reyna, Director**

- It is expected that every member practices a minimum of 30 minutes a day, four to five times a week.
- Every member must arrive prepared to each rehearsal. This includes musical preparation in addition to physical preparation (punctuality, functioning equipment, music/pencil, etc.).
- Every member must attend all sectionals and rehearsals before or after school. These sectionals and rehearsals will be communicated as far in advance as possible and will generally follow a pre-defined schedule.
- Members of the RHS Symphonic Band must maintain passing grades in order to be academically eligible to perform and compete.
- Every member must highly consider taking private lessons as this is a vital part of becoming a better musician.
- Every member must perform all marching band music by memory.
- Every member must participate in the Richardson Chamber Music Festival.
- Every member of the RHS Symphonic Band must prepare assigned portions of the Region 3 All Region Band etudes. Freshman are required to audition for the 9th Grade All Region Band. 10th – 12th graders are encouraged to audition for the High School All Region Band.
- It is expected that every member will fully participate in every performance opportunity (competitions, concerts, festivals, etc.)

CONCERT BAND

This ensemble is the fourth of four ability based concert groups in the Richardson Band and performs mid-level high school concert band literature. The Concert Band is designed to focus on developing and reinforcing fundamental wind and percussion skills. Membership in this organization carries the following responsibilities.

CONCERT BAND

Mr. Mark McKinney, Director

- It is expected that every member practices a minimum of 30 minutes a day, four to five times a week.
- Every member must arrive prepared to each rehearsal. This includes musical preparation in addition to physical preparation (punctuality, functioning equipment, music/pencil, etc.).
- Every member must attend all sectionals and rehearsals before or after school. These sectionals and rehearsals will be communicated as far in advance as possible and will generally follow a pre-defined schedule.
- Members of the RHS Concert Band must maintain passing grades in order to be academically eligible to perform and compete.
- Every member must highly consider taking private lessons as this is a vital part of becoming a better musician.
- Every member must perform all marching band music by memory.
- Every member must participate in the Richardson Chamber Music Festival.
- It is expected that members of this ensemble prepare assigned portions of the High School All-Region etudes.
- It is expected that every member will fully participate in every performance opportunity (competitions, concerts, festivals, etc.)
- Every member must come to rehearsals with a great attitude and be ready to learn!

In addition to the Concert Bands, there are several additional groups which only affect select students:

PERCUSSION

During the fall semester, all percussionists will be placed in first period band (Wind Symphony). Students will audition for band placement throughout the fall semester and will be placed in one of the four ability based bands during the Spring Semester. Topics of study include: marching percussion, solo literature selection, music theory, percussion ensemble techniques in addition to group and solo performance opportunities.

PERCUSSION

Roland Muzquiz, Director

- Performance of marching music by memory
- Participation in Marching Band
- Participation in the Richardson Chamber Music Festival as either a soloist or a member of an ensemble may be required depending on band placement
- Participation in All Region Band auditions may be required depending on band placement
- Participate in private lessons is strongly encouraged
- Attendance at ensemble rehearsals on Monday afternoons after marching season

JAZZ BAND

The Jazz Band is composed of GEB members and students of Richardson High School. Emphasis is strongly placed on developing proper ensemble blend and balance, individual musical responsibility, various jazz stylistic concepts, as well as improvisatory solo skills. The Jazz Band performs in concert, contest, and by special arrangement throughout the school year. Membership in this organization is by audition carries the following responsibilities:

JAZZ BAND

Mr. David Schmuck, Director

- Membership is open to all RHS Band Members who play trumpet, trombone, saxophone, percussion, guitar, bass or piano.
- Participation in Jazz All Region/State auditions is strongly encouraged
- Attendance at sectionals and one-on-one sessions before or after school
- Attendance expectations are the same as for any other class at RHS. Attendance will be taken and entered into the grade book at each rehearsal.
- Elective credit is given for jazz band participation

GUARD PROGRAM

The RHS Guard program is a dance-oriented group composed of students of Richardson High School and GEB members. The group performs and competes year round. In the fall the Guard works together with the Golden Eagle Marching Band, playing a major role in the visual element of the show. Most of the rehearsal and performance schedules will mirror the marching band. In the spring, the guard competes in the NTCA Winterguard circuit, performing an indoor show set to recorded music. Guard is a very demanding activity incorporating dance, flags, rifles, sabers, and other props. Membership in this organization is by audition and carries the following responsibilities:

COLOR GUARD & WINTER GUARD

Ashley Maldonado, Director

- All Guard members must either be enrolled in the 2nd Period Color Guard Class or enrolled in a band class. Band members may not enroll in Guard Class in lieu of their Band Class, but may enroll in addition, if their schedule allows.
- If you will be absent from practice for any reason, excused or unexcused, this must be communicated to the director prior to practice. Call or text Ms. Maldonado at 214-310-8814 **and** email Mr. Marquez at jesus.marquez@risd.org.
- Color Guard is a yearlong activity. All members are expected to participate in winter guard. Just like the band members shift to concert season after marching band is over, we will do the same. A program cannot grow if its members only practice and perform for half the year.
- Be prepared for practice. Everyone is responsible for bringing equipment, black and white electrical tape, water, and drill books every day. Drill books are to be worn whenever you are on the field and kept up-to-date. Wear clothing and shoes that are appropriate for practice – no denim.
- No chewing gum at practice or while in uniform
- Be prepared for performance days. When we meet in the band hall have all pieces of your uniform, warm-ups, shoes, and flag bags. If we have a bus ride, you may do your hair and makeup then, but for home games be ready at lineup.
- We are always willing to work out payment plans for membership dues, and will fundraise in the winter to try and offset winter guard costs. However, if all dues are not paid by the end of the school year, the school will hold your report card.
- Have a good attitude. Be respectful. Work hard. Have fun!

All RISD Music Program Guidelines will be printed in Italics.
All RHS Band Specifics will be printed in regular print.

Auditions

- *All RISD band 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 Band Specifics

- Students will audition in May to determine their concert band placement for the following school year. This audition will determine the students' band placement for the entire year. Audition material will include music and exercises assigned by the directors. Audition material for the May audition will be available two weeks before the audition. Students will be evaluated by the directors at these auditions.
- At the director's discretion a student's band placement may be changed up or down based on the student's performance at the December All Region Band auditions. In order for a student to be eligible to be considered for a band change promotion, he/she must have advanced to Phase 2. All Region based band changes are not automatic.
- Additionally, a student's band placement may be changed due to disciplinary action should he/she not meet the requirements of the assigned ensemble.

Booster Club

- *One Band, Choir and Orchestra Booster Club will exist in each high school attendance area. The main objectives of the Booster Club are to support and enhance the area band, choir and orchestra programs for each 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 Band Specifics

All band parents are members of the Richardson Area Band Club, Inc. Participation is optional and no dues are required. Meetings and functions are sent electronically as needed. Attendance at all performances and events is encouraged.

Calendar of Events

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

RHS Band Specifics

- An anticipated list of band events will be provided by the director by March of the preceding school year. This Event List may be subject to change. The official calendar for the Richardson High School Band is the Online Calendar located at www.richardsonband.org. It is expected that parents and students check this calendar regularly. All band events and corresponding event details will be listed on the Online Calendar.
- **The Band Website:** The Band Website at www.richardsonband.org is your portal to the entire band program. Here you can find event information, important news, overall program information, a link to the CHARMS database, the online calendar, downloadable sheet music/coordinate sheets, etc. If you have a question, 9 times out of 10, it can be answered with information found at www.richardsonband.org.
- **Online Band Calendar:** The official calendar for the RHS Band can be found online at www.richardsonband.org. The online calendar lists every event for the Richardson High School Band. You can find out important details about any event by clicking on that event's name.
- **CHARMS Database/Email System:** The CHARMS system maintains all of our student data records for the band. It is also our principal means of communication with the band program as a whole.
- **SMS Twitter Band Headlines System:** Students and parents are relying less on email and more on text messaging than ever. Thus, we have created the SMS (Text Messaging) Twitter Headlines Feed. Whenever important info needs to be distributed, last minute changes arise, or important deadlines come up, we will send out an SMS to everyone enrolled in the Twitter Headlines Feed. Here are some examples of how we will use the system:
 - ☐ Marching Rehearsal has been cancelled due to weather.
 - ☐ Reminder: Band Registration this Saturday.
 - ☐ Buses will be late. Inspection time has changed to 5:00pm.
 - ☐ It is 11:00 pm and we are just leaving the stadium. Estimated return time to RHS is now 11:45pm.
 - ☐ The band has arrived back at the band hall. Students are ready to be picked up.
 - ☐ To set up a Twitter account for GEB text messages:
 - Go to www.twitter.com and set up a free account.
 - Once you are logged in, click on the downward arrow next to your username in the upper right hand corner of the page. Select "Settings" from the drop down list.
 - Click on Mobile.
 - Follow the instructions to set up your phone. Make sure that you have the box checked that says "Tweets from people you've enabled for mobile notifications".
 - Once your phone is set up, go to www.twitter.com/RHSGEB

- Click the box that says "Follow"
- Click on the tiny picture of a cell phone next to the button that says "Following". When that little cell phone is green, you will receive text messages from us
- Note: Be sure to check with your cell provider to make sure text messages are covered in your phone's service plan. Additionally, this service is not mandatory but is simply an extra convenience.

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 Band Specifics

- Students enrolled in the band program are expected to display exemplary behavior at all times. At every performance as a band member, you represent your family, Richardson High School, the RISD, and Richardson, Texas. Make sure that your actions prove that the Band is a class act in every way.
- The band environment is much different from a normal classroom setting. The student to teacher ratio is much larger and the time invested is often much greater. Because of this, it is imperative that all students be prepared, organized, and focused for every rehearsal. Instrument maintenance must be taken care of at home and all supplies must be brought every day.
- All students must bring drill books, music, pencils, reeds, mutes, etc. to every rehearsal. The level of attention and focus must be extremely high. Excessive talking or general lack of focus severely hurts the ensemble.
- **Violating rehearsal expectations or consistently being unprepared could result in a student being moved to a lower concert band, reassigned as a marching alternate, having spring trip privileges revoked, removal from the band program, and/or general RHS discipline procedures.**

- **RHS Band Guidelines**
 - Be on time.
 - Arrive prepared.
 - No food or drink (other than water) in the band hall at any time for any reason.
 - No chewing gum in the band hall.
 - Absolutely no profanity, obscene gestures, or engaging in verbal abuse towards others.
 - No running or horseplay in the band hall or at band events.
 - No students allowed in directors' offices, copy room, or library without permission.
 - No hats worn in the band hall
 - Do not touch or play instruments or equipment that is not yours, including percussion
 - Do not play your instrument outside unless asked to do so.
 - We will warm up together, not on your own; unless instructed otherwise
 - Be on time.

- **Online Forum and Message Board Posting:** Due to the proliferation of online forums, message boards, Twitter, Facebook and chat rooms, the reputation of the Richardson Band program is more public than ever. There are three rules regarding online postings:
 - Richardson Band Members are not to post negative comments regarding other band programs at any time for any reason.
 - Richardson Band Members are not to reply to negative comments posted by others about the Richardson Band Program.
 - Richardson Band Members are not to post negative or offensive comments regarding other band members, the band staff, the band parent volunteers, RHS faculty, or the RHS administration.
 - Failure to abide by these rules will result in disciplinary action including, but not limited to: lowered band placement, reassignment to a non-contest position in the marching show, and/or removal of leadership duties. Serious violations of this policy may result in removal from the band program.

- **Band Facility Use:**
 - Students are welcome and encouraged to use the band hall practice rooms for daily practice either before or after school. Please be aware that rehearsals, sectionals, and private lessons will always take priority. Students may not assume that they have 24-hour access.
 - No student is allowed to be in the band hall when a director is not present.
 - No student is allowed to enter a director's office without express permission from the director. This includes the copy room.
 - During concert season, no student will be allowed in the band hall prior to 8:45am unless they are participating in a sectional, private lesson, or practicing. Students will need to wait until 8:45am to put

their instrument in their band locker. The same rule applies after school after 4:30pm.

- We will attempt to keep the instrument room locked as often as possible, particularly between non-band class periods and before and after school at designated times. If you need to leave school and return later that evening for a private lesson please take your instrument home and bring it back, as you may not have access to the instrument room.
- In addition, because we have thousands of dollars' worth of instruments and equipment stored in the band hall, **non-band/color guard students will not be allowed into the band hall**. This policy is designed to keep your instrument and supplies safe and secure. Please ask friends to wait for you in the hallway just outside of the band room.
- Our facility is absolutely state of the art! The staff is determined to keep it in mint condition. There will be no food or drink allowed in the band hall at any time. We consider it to be everyone's responsibility to keep it neat and clean.
- Instrument lockers are designed for instruments, music, and marching supplies. No books, bags or other personal items may be kept in your cubby.

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 Band Specifics

All students must complete and return the Extracurricular Activity Agreement Form no later than one week prior to the first performance. No one will travel or perform with the band without this form. (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 Band Specifics

Our goal as a staff is to make sure that all students are treated fairly. Please call one of the directors if you have any concerns. We will work with you to resolve problems. We are here to provide a quality music education for all our students.

Eligibility

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

RHS Band Specifics

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

Grading Guidelines in Music

- *The RISD has established district-wide instructional objectives that relate to the mandated Texas Essential Knowledge and Skills (TEKS) for grade level subjects or courses. These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses.*
- *Assignments, tests, projects, classroom activities, and other instructional activities must be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course.*
- *In accordance with RISD policy, all "excused" absences will be honored with no grade penalty.*
- *A major part of the music curriculum is the development of performance skills. Therefore, "unexcused" absences from a sectional, rehearsal or performance, which are integral to developing these performance skills, will lower a student's course grade as follows:*
 - *Sectionals and rehearsals are course requirements that require interaction from members of a group and cannot be made up. Therefore, an "unexcused" absence from a before or after school sectional or rehearsal will lower a student's participation average of the nine week grade by 20 points.*
 - *Performances are mandatory as a culmination of group course requirements and cannot be made up. Therefore, an "unexcused" absence from a scheduled performance will reflect a grade of "0" to be averaged into the student's nine week performance grade, and the student may be subject to removal from the course.*
- *Other absences and tardiness, excused or unexcused, may be made up in accordance with District and school/teacher grading guidelines.*
- *Students in grades 9-12 are able to earn Honors credit in Band, Choir and Orchestra. The Honors student must be committed to developing individual academic and musical skills and be disciplined with expectations to deadlines.*
- *A high school band student's nine week grade will be composed of **40% minor grades** and **60% major grades**. There will be **at least 14 minor** and **at least 3 major** grades per grading period.*
 - **Skills (20%)**
 - ☐ *The student will be expected to improve individual music skills.*
 - ☐ *The student's individual skill development will be evaluated through recorded music tests, individual playing tests, scale tests, and written tests.*
 - ☐ *The student will be evaluated on improvement of ensemble skills during daily rehearsals.*

➤ **Fundamentals (20%)**

- ☐ *The student will be expected to improve performance fundamentals.*
- ☐ *The student will be evaluated for improvement of music fundamentals through daily observation during each rehearsal and each sectional.*
- ☐ *The student will be expected to demonstrate correct posture, hand position, embouchure, air production, articulation and attentiveness as monitored during rehearsals.*
- ☐ *The student will be expected to develop a historical knowledge of the literature relative to his/her respective instrument.*

➤ **Performance (30%)**

- ☐ *The student will receive a grade for each performance during a grading period.*
- ☐ *Performances will be counted as major exams.*
- ☐ *The number of performances will be determined by the performance calendar.*
- ☐ *If no public performance occurs during a grading period, the performance grade will be based upon informal classroom performances determined by the director.*

➤ **Participation (30%)**

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

➤ **Additional Criteria Affecting Grades**

☐ ***Excused Absences***

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

Medical emergency or illness

Death in the family

Religious holiday

Family emergency

Medical or dental appointment

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

☐ ***Unexcused Absences***

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

☐ ***Tardiness***

Each tardy to a before or after school sectional or rehearsal may require completing an extra task assigned by the director. If the extra task is not

completed within the allotted time determined by the director, the student's participation average of the nine week grade may be lowered.

➤ **Semester Exam**

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

RHS Band Specifics

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

Honors Credit

- *Students in grades 9-12 are able to earn Honors credit in Band, Choir and Orchestra. The Honors student must be committed to developing individual academic and musical skills and be disciplined with expectations to deadlines. The goal of this rigorous Honors program is to challenge outstanding students to improve their individual musical skills at a high level and have a positive impact on the student's overall grade point average.*
- *Students must enroll in Honors Band, Choir and Orchestra at the beginning of each semester. In accordance with RISD Guidelines, students have 15 days from the first day of each semester to decide whether to stay enrolled in the Honors Course and complete all requirements or drop it and enroll in Regular Band, Choir and Orchestra. At the end of the semester, students earning a passing grade in Honors Band, Choir and Orchestra shall receive 5 additional quality points in the GPA/Rank.*
 - *Band, Choir and Orchestra students who wish to enroll in the Honors program, must have a minimum average grade of 80 in previous Band, Choir and Orchestra classes, show potential for completing the requirements for Honors courses and be recommended by their director. The final determination for admittance to the Honors program rests with the director.*
 - *The focus of Honors Band, Choir and Orchestra is the development of independent musicianship in contrast to Regular Band, Choir and Orchestra where the focus is on large group performance with a conductor. The expectations of the Honors courses will be at higher levels of expertise, confidence, performance and skill development in order for participating students to be independent musicians functioning as soloists and chamber music participants. Research projects and work with music theory will enable the Honors student to be a more knowledgeable, well-rounded musician.*
 - *Honors Band, Choir and Orchestra exceed the requirements of Regular Band, Choir and Orchestra by requiring additional work outside the classroom as described under Grading Guidelines in Music. The student enrolled in the Honors course must fulfill the curriculum for the Regular Band, Choir and Orchestra classes at an advanced level plus the rigorous Honors course requirements. The director will communicate specific requirements and deadlines at the beginning of each semester. The Honors student must:*

- ☐ *Exhibit an advanced level of participation, skills, fundamentals and performance.*
- ☐ *Attend two professional performances or other performances approved in advance by the director each semester in the student's respective Honors area. Documentation of these performances will include a program and a minimum two page critique of each performance. The paper must be typed 12 point, Times New Roman font, double-spaced and must reflect the writing quality, content, and construction expected of an Honors student.*
- ☐ *Prepare all of the TMEA All Region audition materials during the fall.*
- ☐ *Audition for All Region during the fall unless waived by director.*
- ☐ *Complete a research paper each semester on a topic approved by the director. The paper must be a minimum of six pages typed 12 point, Times New Roman font, double spaced, and include a work-cited page. A minimum of three sources is required. The paper must reflect the writing quality, content, and construction expected of an Honors student.*
- ☐ *Participate in the Richardson Chamber Music Festival and/or UIL Solo and Ensemble Contest as a solo performer.*
- *The student, with director approval, may choose one of the following as an alternative to the research paper for one semester only.*
 - ☐ *Complete individual music theory projects as assigned using the music computer lab.*
 - ☐ *Compose an original piece of music – length and content to be approved by the director.*

Instruments

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

RHS Band Specifics

➤ **Personal Instruments**

- ☐ **A quality program requires quality musical instruments. By the time a student is a sophomore at Richardson High School, he/she will be expected to be using what is considered a professional quality instrument. In most cases, these instruments will have been purchased during the eighth or ninth grade year.**
- ☐ **A list of acceptable instruments is always available in the band office. If a purchase is needed, 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.**
- ☐ **With all personal instruments, it is strongly 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 Instruments**

- ☐ Richardson High School furnishes instruments for students who play the following: piccolo, oboe, english horn, bassoon, bass clarinet, contrabass clarinet, tenor saxophone, baritone saxophone, french horn, bass trombone, euphonium, tuba, marching mellophone, marching baritone, sousaphone, color guard equipment, and all percussion instruments.
- ☐ The usage fee for school owned instruments is \$100 per year.
- ☐ All students, including percussionists and color guard, who play school owned instruments will be charged \$100 per year, not \$100 per instrument. Some students will be issued a marching instrument as well as a concert instrument. This is a very minimal fee considering that most of the school owned instruments cost several thousand dollars each.
- ☐ The student is responsible for the maintenance and upkeep of the equipment during the year. Additionally, they are responsible for any summer repairs or cleanings.
- ☐ Students must provide their own personal accessories such as mouthpiece, drum sticks, and reeds. The student is responsible for damage to the instrument while in his or her possession. The instrument will be inspected at the end of the year for damage and the student must pay for any repairs.

Jazz Band

- *To participate in Jazz band, a student must have concurrent membership in the school band program. Exceptions may be made only for those who play piano, guitar, and bass or are vocalists, with the approval of the Head Band Director, the Director of Fine Arts and the building Principal.*
- *Band students who elect to drop band and audition for membership in the Jazz Band for one of the listed music exceptions may not audition until one year has elapsed from the time they drop band. Priority placement for exceptions will be given to students with concurrent membership in band.*

Marching Band

- **Background Information**
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. As an integral part of the band program, the District's philosophy is that educationally, historically and musically, marching band is an essential ingredient in a well-rounded music education. The RISD believes that music students need to develop the ability to participate and perform in different ensemble experiences which includes marching band.
- **Academic Standards**
The opportunity for weekly performance is a motivating factor for academic achievement for marching band students, since only by maintaining their eligibility can they continue to perform. As a result, the directors have documented the fact that

the least number of ineligible band students each year occurs during the marching season.

- **Color Guard**

Students in Color Guard are a part of the marching band and participate in all activities. Band students in Color Guard must be enrolled in the band elective. Wind and percussion students who elect to quit band may not audition for or participate in Color Guard until one year has elapsed from the time they drop band. Students not in band may audition for and participate in Color Guard with the approval of the Head Band Director. Color Guard is a local credit course. If a Color Guard student wishes to receive a physical education credit, he/she must be enrolled in the band component.

- **Competitions**

Each marching band will attend UIL Marching Contest. In a year when a band is not eligible for the State Marching Band Competition process, they may enter two additional contests. In a year when a band chooses to enter the State Marching Band Competition process, they may enter one additional contest. Exceptions must be approved prior to the UIL Regional Marching Contest by the Director of Fine Arts and the Principal.

- **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 and will be integrated into the students' grade for band in accordance with TEA/UIL guidelines.

- **Instruments**

- *Marching band students who play an instrument that the District does not provide (flute, clarinet, alto sax, trumpet and trombone) must personally provide, march, and perform with the same instrument they use in band or a second instrument of the same type that is approved by the Head Band Director.*
- *The District assumes no responsibility for maintaining instruments it does not supply. Since these instruments will be played outside in various weather situations (sun, heat, wind, rain, etc.) students and parents need to be diligent regarding instrument maintenance to keep the student's instrument in top playing condition.*

- **Participation**

- *Marching band is required for all high school students who elect to take the academic band performance courses. Philosophy regarding all aspects of high school band stems from TEA/UIL guidelines, which govern all Texas schools.*
- *Exceptions to this requirement for marching band participation will be authorized at the discretion of the Head Band Director and the Director of Fine Arts. Any student granted an exception will not receive a physical education credit.*

- **Physical Education Requirement**

As an artistic endeavor, each rehearsal and performance by the marching band is mentally and physically demanding. For the full marching band performance, students are expected to always be on task and bring to the experience their best performance skills. As a result, each student in the marching band is eligible to receive a physical education credit in accordance with TEA and RISD guidelines.

- **Practice Time Limits**

- *Marching band practice times are regulated by TEA/UIL guidelines. Adherence to these guidelines is the responsibility of the Head Band Director at each high school and is monitored by the Director of Fine Arts. TEA and UIL rules state: “The members of this marching band or any of its components may not begin the marching preparation for a UIL contest presentation prior to August 1. 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 1.” Music preparation is not affected by this ten-hour rule.*
- *Between August 1 and the first day of school, practice schedules are determined by the Head Band Director and Principal. During the school year, no more than 8 hours of rehearsal per week, outside of the school day, is allowed.*
- *Exceptions to the 8-hour rule include preparation immediately before games and competitions.*
- *Details of the 8-hour rule will be provided to each student and parent by the Head Band Director.*

RHS Band Specifics

The Parent/Student UIL Marching Band Acknowledgement Form is located in the appendix. There must be a signed form on file in the director’s office for every member of the band.

- **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 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.

- **Summer Heat Guidelines**

- *The time and length of outside rehearsals will be carefully considered. Rehearsals will be avoided at peak temperature times, and will be consistent with the RISD Hot Weather Guidelines.*
- *Outdoor rehearsals will include ample water breaks*
- *Staff members will watch for heat disorders such as sunburn, heat cramps, heat exhaustion, or heat stroke and monitor students’ medical history to be alert for*

heat illness, asthma, poor nutrition, etc. Parents are asked to acknowledge any pre-existing heat conditions.

- *Staff members will monitor the condition of students before and after each outdoor rehearsal.*

RHS Band Specifics

➤ Outdoor Rehearsal Requirements

- ☐ Rehearsal dress includes shorts, a light colored T-shirt, hat or cap, tennis shoes (a cross-trainer type preferred), and socks. For safety reasons, students will not be allowed to march in any other footwear.
- ☐ Students must have individual water bottles labeled with their name at all rehearsals. Water bottles will be kept close and frequent water breaks will be taken. Extra water will be supplied in the event a student's personal supply runs out.
- ☐ Students are required to have their **marching coordinates** at every rehearsal.
- ☐ Students are encouraged to eat breakfast and drink plenty of fluids before morning rehearsals. Good nutrition is a must to remain healthy during marching season.
- ☐ Students should sit down immediately if dizzy or weak. A director will provide assistance.
- ☐ Every effort will be made to schedule marching rehearsals during the coolest part of the day. 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 for students at games and competitions.

RHS Band Specifics for Marching Band

The RHS Golden Eagle Marching Band is made up of students from all concert bands and color guard. The band performs at RHS pep rallies, football games, marching contests, and community events. **All students in band are required to participate in marching band.**

➤ Rehearsal Schedules

During the fall semester, the marching band will rehearse to prepare the halftime/contest show. The marching band rehearses Monday afternoon from 5:30pm – 7:30pm. Students will work on school assignments or attend tutoring with teacher confirmation from 4:15pm – 5:15pm on Mondays. Students are not allowed to leave campus for any reason as this time is incorporated to improve academics. Rehearsals Tuesday through Friday are from 7:00am - 8:30am. Certain weeks may contain an altered marching schedule.

➤ Game Day Procedures

- ☐ The RHS Marching Band will perform at all *Varsity* football games. All students are required to attend and participate. The football schedule and corresponding driving directions (away games) can be found at www.richardsonband.org. Band students will receive instructions explaining what to do on game nights during their band classes. The evening's itinerary will be on the official Online Calendar several days before the game.
- ☐ Band Members should eat a good meal before putting on their marching uniform and departing for the game. Except for medical circumstances, students are not permitted to eat or drink anything other than water while

wearing their uniform. Students should fill their personal water bottle prior to the game and after the halftime show.

- ☐ On game days, the Band Boosters will deliver meals to the school shortly after classes end. These meals will be from local restaurants (Subway, Chick-fil-A, etc.). Band members who want these meals must enroll in the meal plan and pay for them ahead of time.
- ☐ Alternatively, band members can bring food from home or have meals delivered to them at school by friends or family. Again, students must eat before changing into their band uniforms. Students will eat their meals in the RHS cafeteria. No food or drinks are allowed in the band hall, hallway or on buses.
- ☐ The Golden Eagle Band performs through all football games. No student will be allowed to leave the game early. Specifically, students will not be released after halftime.

➤ **Marching Uniform Inspection**

A Uniform/supply inspection will occur prior to each performance. The following eight points will be inspected.

- ☐ Shoes
 - Polished and clean
- ☐ Socks
 - Correct length
 - Pulled above the calf
- ☐ Pants
 - Hemmed to appropriate length
 - Slight break at the shoe
 - Clean with no wrinkles
- ☐ Jacket
 - Clean with no wrinkles
 - With overlay, breastplate or any other item stated as necessary on the Online Calendar.
- ☐ Gloves and Gauntlets
 - Clean with no stains
 - Gloves cut to proper length (for Clarinets and Flutes)
 - No frayed ends
 - No holes or tears
- ☐ Hat/Duffle Bag
 - Hat in clean, working order
 - Hat box, poncho in duffle bag
- ☐ Instrument
 - Instrument is spot and fingerprint free in good working order.
- ☐ Misc.
 - Personal water bottle
 - No cell phone
 - No makeup is to be worn; Nail polish should not be visible
 - Natural hair colors only
 - No jewelry of any kind is to be worn – including watches
 - When hat is worn, all long hair must be tucked into the hat
 - Richardson GEB Under Armor shirt is to be worn underneath uniform

- Thin shorts are to be worn underneath the uniform
- All students must have their rain poncho inside their hat box
- Students must have all necessary music, flip folder, and lyre
- ❑ Summer Uniform
 - GEB Dri-fit uniform
 - GEB athletic shorts
 - Ankle black socks
 - Black marching shoes
- **Marching Placement**

Marching placements are divided into two categories: Full Band Block and Contest Block.

 - ❑ The “Full Band Block” performs at every varsity football game during the Eaglette portion of halftime.
 - ❑ The “Contest Block” performs the marching show following the Eaglette performance and at several contests during October.
 - ❑ Every band/guard member will have a charted position in the “Full Band Block”. Because of grades, absences, illnesses, injuries, and the competitive nature of marching band, there must be a limited number of available marching positions in our “Contest Block”. During summer band camp students will audition for one of these spots.
 - ❑ “Contest Block” Placement will be determined by marching ability, musical competence and memorization, and academic eligibility.
 - ❑ If a student feels they would like an opportunity to take over a position in the “Contest Block”, they may challenge another student for their position. The student must select a person in their section. The students will be asked to demonstrate a series of marching and music fundamentals. The person performing at the highest level will earn the spot. Students may challenge on a weekly basis up until one week before the first scheduled marching contest, at which point the “Contest Block” becomes permanently set and no more challenges are allowed.
 - ❑ Students who are not assigned a “Contest Block” spot may be assigned other duties to perform at marching contests such as assisting with props, equipment, running sound, etc.
- **Marching Band Consequences**

The directors have agreed upon the following set of consequences. These are intended to promote personal responsibility and accountability

 - ❑ Unexcused absence/tardy:
 - Two or more unexcused tardies and/or one or more absences will result in not performing during the halftime show at football games.
 - Excessive unexcused tardies and/or absences may result in removal of a comparative marching spot at the discretion of the head band director.
 - ❑ Failing inspection: Students who fail inspection due to wearing the incorrect attire or talking during rehearsal/inspection lines will result in cleaning the band hall after football games.

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 Band Specifics

All students will be given Medical Release and Permission to Travel form in their band registration packet during the summer. The form must be completed and turned in band registration. No one will travel or perform with the band without this form on file. (See appendix for Medical Release & Permission to Travel Form).

Orchestra

- *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.*

Private Lessons – Voluntary Music Enrichment Program and Fees

- *Private lessons are provided for interested students as an enrichment program in Band, Choir and Orchestra.*
- *The Head Director coordinates the private lesson program in each high school attendance area in collaboration with RISD guidelines.*
- *The private teachers are contracted through the RISD and must complete an Application and a Criminal History check.*
- *The private teachers are hired, supervised and evaluated by the Head Director at each high school and teach at each secondary campus.*
- *Private study fees are consistent throughout the District and are determined through the Office of Fine Arts. The current fee is \$18 per lesson.*
- *While private study is not a requirement for participation in any of the music organizations, students are strongly encouraged to participate.*

RHS Band Specifics

- *Private lesson teachers are to be treated the same as the directors. It is expected that students conduct themselves professionally with the private lesson staff.*
- *Private study is encouraged, but not required, to participate in the Richardson Bands.*
- *The opportunity to study one-on-one with a professional musician is invaluable and has proven to be one of the most successful ingredients to individual achievement.*
- *Lessons are customized and tailored for each individual's needs and may occur before, during or after the school day depending on availability. Lesson time and availability are on a first come-first serve basis.*
- *Please see www.richardsonband.org for a complete list of private lesson faculty now teaching at Richardson High School.*
- *Students are to arrive at each lesson with all necessary supplies: pencil, notebook, method book and any other needed supplies.*
- *If you wish to discontinue private lessons, please do so at the end of the semester.*

- Notify your private lesson teachers at least 24 hours in advance, if you must miss a lesson; otherwise, you may be responsible for paying for the missed lesson. Exceptions would be illness or family emergency.
- Private lesson scholarships may be available for students meeting certain criteria.

Rehearsal/Performance Schedules

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

RHS Band Specifics

The official band calendar is the Online Calendar located on the band website. There is an expected schedule of events also available for download on the website and a preliminary schedule will be distributed in printed format before March 1st of each previous year. Please note, the Online Calendar will always be the most accurate and up to date. Each band student is important to the success of the overall group. All rehearsals and performances are mandatory unless otherwise stated.

➤ **Attendance Policy**

- ☐ Please see the section on *Grading Guidelines in Music* for a list of what constitutes an excused absence.
- ☐ Email Mr. Marquez at jesus.marquez@risd.org to document any absence. Any absence not documented through email will result in an unexcused absence.
- ☐ Work obligations, homework, projects, family vacations (non-emergency) are examples of unexcused absences. Unexcused absences may result in removal from an ensemble.
- ☐ Any unexcused absence from a marching rehearsal will result in a 20 point deduction from the students' weekly participation grade. All unexcused tardies will result in a 10 point deduction from the student's weekly participation grade.
- ☐ Students who miss a performance with an unexcused absence may be immediately moved to a lower concert band, have spring trip privileges

revoked, or be removed from the band program. Once a student is removed, their right to rejoin band for the remainder of their high school career will be at the discretion of the head director.

- ❑ Students who are consistently tardy to marching band rehearsals can be reassigned and subsequently lose their Contest Block spot. In this case, the student may only regain the spot through a challenge.
- ❑ This absence policy applies to all rehearsals, performances, and sectionals. Severe attendance policy violations can result in a student being removed from the program.

Religious Music Guidelines

Background Information

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

Required Expenses and Fees

- *All high school music organizations levy fees to cover expenses of uniform upkeep, additional equipment, school-owned instrument usage fees, repairs, supplies and other program operation expenses not covered in the regular music budget. Program fees will not exceed \$600 per student and are managed through the local booster club, a 501(c) (3) non-profit organization.*
- *Travel fees are separate from program fees and are assessed according to the requirements of approved travel.*
- *All monies raised during fundraising activities belong to the organization's general fund from which student scholarships may be dispersed. There are no refunds granted from fundraising monies.*
- *If a high school student withdraws from an organization or fails academically and is unable to participate in the organization, any money earned through fundraisers or granted through scholarships will remain in the organization's general fund. Any money over and above the costs of the "operating fee" and trip costs will remain in the organization's general fund.*
- *All fundraising activities must be approved by the Head Director, the Area Booster Club, and the school principal.*
- *All funds raised must be deposited with and accounted for through each Area Booster Club.*
- *Junior High fundraising activities are to be group efforts, which go into a group account to support group activities. Students fundraise for activities that support their programs, for additional equipment, for the ability to assist students who have*

financial problems, etc. An integral part of fundraising is the spirit and unity that comes as a result of the group effort.

- *An RISD instrument usage fee, a school uniform fee or individual competition entry fees may be charged.*
- *No 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 Band Specifics

Members of the RHS Bands have financial obligations in four different categories: uniform fees, supply fees, program operation fee, and trip expenses. No student will be denied participation in the band program due to financial difficulties. Parents should contact the director with any specific concerns. All fees are due at the Band Registration event in August. A detailed description of all band fees can be found on the RHS Band/Guard Supply List, which is included in your Band Registration packet. Please note the additional information regarding these fees:

➤ **Uniform Fees**

- ☐ Each member of the Richardson Golden Eagle Band will be issued two uniforms: a marching uniform and a concert uniform. The uniform fees cover the dry cleaning and alteration of these uniforms.
- ☐ For a detailed list of the uniform fees, see the RHS Band/Guard Supply List.

➤ **Supply Fees**

- ☐ Every student in the Richardson Golden Eagle Band will require certain supplies each year. Supply fees are paid to the RABC who purchases the supplies in bulk for added savings to our band families.
- ☐ All supplies are the property of the student once purchased. New band members will need to purchase all of the supplies. Returning members need only purchase items which require replacement.
- ☐ For a detailed list of supplies, see the RHS Band/Guard Supply List.

➤ **Operation Fee**

- ☐ Every student in the Golden Eagle Band is responsible for a Program Operation Fee established by the Richardson Area Band Club's (RABC's) Executive Board.
- ☐ The philosophy is that each high school student will share an equal part of the financial responsibility of funding band program expenses not provided by the district. Some of these expenses are:

Special music arrangements	Custom marching drill
Flags and supplies for the Marching Band	Contest Entry Fees
Instruments	Equipment
Repairs not provided by the RISD	Clinician fees
Food and drinks for band activities	Scholarships

Band Banquet expenses
Rental of concert facilities

Administrative costs

- ☐ The Operations Fee for all students is \$275.00. Students may pay with VISA, MasterCard or check payable to RABC (Richardson Area Band Club) for this fee or receive scholarships based on their application for financial aid. For a detailed list of items covered by the RABC Operations Fee, visit www.richardsonband.org.
- ☐ As a valued member in good standing with the GEB, seniors who have met their full financial obligations will receive one non-transferrable complimentary ticket to the spring band banquet. Seniors who have a balance on their account are not eligible to receive this complimentary ticket.

➤ **Spring Trip Expenses**

- ☐ Each spring the band travels out-of-town for a competition. Every four years the band is allowed to travel outside a 600-mile radius within the U.S. The other three years the band is allowed to travel within the 600-mile radius to various state competitions. The location is usually decided by early fall. The funds for this trip may be paid with VISA, MasterCard, or by check to RABC.

➤ **Instrument Usage Fee**

- ☐ Richardson High School furnishes the following instruments for student usage: piccolo, oboe, English horn, bassoon, bass clarinet, contrabass clarinet, tenor saxophone, baritone saxophone, French horn, bass trombone, euphonium, tuba, marching mellaphone, marching baritone, sousaphone, color guard equipment, and all percussion instruments.
- ☐ The usage fee for school owned instruments is \$100 per year. All students (including percussionists and color guard) who play school owned instruments will be charged \$100 per year, not \$100 per instrument.

➤ **Refunds and Transfer of Funds**

- ☐ To be in compliance with Internal Revenue Service mandates, no scholarship money earned through fundraising will be refunded.
- ☐ If a freshman, sophomore or junior overpays or has surplus scholarship monies, those monies will be carried forward to the following year.
- ☐ Any senior may request all of his/her out-of-pocket excess money, money personally paid, to be refunded upon graduation. Excess money can be credited to a sibling's band account for the following year. If there will not be a sibling in the high school band the following year, the excess money will revert to the RABC general fund.
- ☐ Any student who did not travel for the current year may request a refund of his/her out-of-pocket excess money. Some trip funds may be non-refundable depending on the specific trip payment agreement.
- ☐ Any student who is removed or withdraws from the band program will forfeit any and all deposited funds.
- ☐ Any student's parent may appeal in writing the decision of the band staff and RABC concerning refunds. Any appeal of this nature must be submitted to the President of the Richardson Area Band Club.

Summer Activities

- *The director will post information concerning summer music camps and private studies. Attendance is encouraged but optional.*
- *Summer camps and activities are held outside the normal school year. It should be understood that attendance and participation at these camps and practices are clearly at the individual's discretion. RISD in no way requires this participation.*
- *While at these camps, participants are under the rules and procedures of the specific camp involved. RISD assumes no responsibility for student conduct.*
- *A director's participation in summer activities is entirely at his/her discretion and his/her attendance is in no way related to his/her duties as an RISD employee.*

RHS Band Specifics

- *Students are encouraged, but not required, to continue their musical studies during the summer. Students may sign up for lessons taught by the Richardson applied lesson faculty during the summer.*
- *There are also a number of worthwhile camps offered by universities for band students during the summer. Information about these camps will be posted in the band hall as received. Costs vary from \$225.00 to \$600.00.*
- *All members of the leadership team for the next school year will be required to attend the RISD Leadership Camp during the summer. There is no cost for this event.*
- *Color Guard and Drumline members will be required to attend a special summer camp in order to develop skills necessary for groups in the marching band.*
- *The Drum Majors will also be expected to attend a summer camp.*

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 Band Specifics

The band director will determine transportation to and from local full band performances. If a student must leave directly from a performance, he/she can be released only to his/her parent/guardian. For their safety, students will not be allowed to ride with any person other than their parent/guardian. Any exception to this guideline must be submitted in writing and approved by the Head Band Director prior to the event.

Travel

- *During a high school music student's career, a student may participate in an approved spring trip of up to three school days to travel beyond a radius of 600 miles within the continental United States. For all remaining years, music organizations may have two school days of approved travel within a radius of 600 miles within the United States.*
- *Exceptions to the above (i.e. invitation to Midwest Clinic, invitation to ACDA, special invitation for international travel, etc.) must be approved by the Director, Principal,*

Director of Fine Arts, and Assistant Superintendent. The District will bear no cost for invitational travel excluding the UIL State Marching Contest, TMEA performances and members of the All-State Music groups.

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

RHS Band Specifics

- Students who represent RISD and the RHS band on school sponsored trips are expected to maintain very high standards in behavior, punctuality, and respect at all times.
- There may be times when students will be under the supervision of parent chaperones. Students are to treat chaperones with respect at all times. It should be understood that their directions are to be followed completely as if the directors said it.
- Bus trips should be orderly and calm. Students should remain in their seats for the entire trip. The noise level should be moderate; no audible music from speakers is permitted. No student is to get on or off the bus unless instructed to do so.
- Students who are involved in a serious disciplinary offense on a school-related trip (including Spring Trip), such as use or possession of illegal drugs or alcohol, stealing, fighting, leaving a room or bus at an inappropriate time, going onto the hotel balcony, or other serious offense will face strong action which may include the following:
 - ☐ Being sent home immediately at the parents expense
 - ☐ Being held liable for damage of property
 - ☐ Being permanently removed from the band program
 - ☐ RHS administrative disciplinary action
- **Overnight Travel Requirements**
 - ☐ Students **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** have attended scheduled rehearsals necessary for preparation of the performance.

- ❑ Students **must** fulfill his/her financial obligations to the organization.

Uniforms

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

RHS Band Specifics

- Marching band uniforms, tuxedo pants/jacket (gentlemen) and concert dresses (ladies) are provided by the RISD. Students will be charged a dry cleaning fee to cover the annual costs of cleaning these uniforms. It is a privilege and an honor to wear the Richardson High School Band uniform.
- Students must follow all uniform guidelines in order to protect the integrity and quality of the uniform. Eating will not be allowed while students are wearing the uniform. The only allowable beverage is water.
- Students will be required to purchase a Richardson GEB Under Armor shirt at Band Registration. This is the only shirt allowed under the uniform. There may be instances where the band needs to take off their coats and the students must look uniform.
- If any part of the marching or concert uniform is damaged, destroyed, or lost when it is checked in following marching /concert season, students will be held responsible for the costs.
- Marching uniforms will be stored in the band hall and issued before each performance. These uniforms will be returned to the uniform rack after each performance prior to leaving the school.
- The following concert uniform parts must be purchased at band registration through the RABC:

Gentlemen	Ladies
Tuxedo shirt	Concert shoes
Black bow tie/cummerbund	
Tuxedo shoes	

- The following items should be purchased on your own: Gentlemen - black dress socks; Ladies - black hose.

- During marching season, the accessories are ordered at the time of fitting. See the Band/Guard Supply List for a complete listing.
- Failure to abide by the guidelines in this handbook could result in the removal from the band program at the discretion of the head director. Students removed from the program may not be able to rejoin during their high school career.

***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.

2018-2019 Extracurricular Activity Acknowledgment and Agreement Form

Student Statement:

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

Printed Name of Student

Student Signature

Date Signed

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

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

Printed Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Date Signed

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Richardson Independent School District

2018-19 TEA / UIL Academic Eligibility Calendar

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

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

Friday	9-28	Evaluate all students/End of six weeks
Friday	10-5	Students gain or lose eligibility (end of school day)

Friday	10-19	End of the 9 week grading period
Friday	10-26	Students gain or lose eligibility (end of school day)
Friday	11-9	3 week grade evaluation
Friday	11-16	Students may regain eligibility (end of school day)

THANKSGIVING BREAK – ALL STUDENTS ARE ACADEMICALLY ELIGIBLE

Friday	12-7	3 week grade evaluation
Friday	12-14	Students may regain eligibility (end of school day)

Friday	12-21	End of 9 week grading period
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CHRISTMAS BREAK – ALL STUDENTS ARE ACADEMICALLY ELIGIBLE

Tuesday	1-15	Students gain or lose eligibility (end of school day)
Monday	1-28	3 week grade evaluation
Monday	2-4	Students may regain eligibility (end of the school day)
Friday	2-15	3 week grade evaluation
Friday	2-22	Students may regain eligibility (end of the school day)

Friday	3-8	End of 9 week grading period
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SPRING BREAK – ALL STUDENTS ARE ACADEMICALLY ELIGIBLE

Monday	3-25	Students may gain or lose eligibility (end of the school day)
Friday	4-5	3 week grade evaluation
Friday	4-12	Students may regain eligibility (end of the school day)
Monday	4-29**	3 week grade evaluation
Monday	5-6**	Students may regain eligibility (end of the school day)

**** If school is in session either 4/19 or 4/22 these dates will revert back to 4/26 and 5/3.**

UIL Exempt Courses

Advanced Placement and International Baccalaureate (In All Disciplines)	Honors/Pre-Adv. Placement and OnRamps (ELA, Math, Sci., Soc. Studies, Economics, LOTE)	Dual Credit with Partner DCCCD Schools (ELA, Math, Sci., Soc. Studies, Economics, and LOTE)
AP English 3 AP English 4 AP Seminar (Capstone) AP Research (Capstone)	Language Arts 7 Pre-AP Language Arts 8 Pre-AP English 1 Pre-AP English 2 Pre-AP OnRamps Research and Writing (English IV)	English 1301 English 1302 English 2332 English 2333
AP Statistics AP Calculus AB AP Calculus BC AP Computer Science A AP Computer Science Principles	PreCalculus PreCalculus - Pre-AP Math 7 Pre-AP Math 8 Pre-AP (Algebra 1) Algebra 1 & Algebra 2 Pre-AP Geometry Pre-AP OnRamps Discovery PreCalculus OnRamps College Algebra (Alg II) OnRamps Statistics OnRamps Thriving in Digital World (Computer Science)	Math 1314 Math 1316 Math 2342
AP Biology AP Chemistry AP Physics 1 AP Physics 2 AP Physics C AP Environmental Science	Science 7 Pre-AP Science 8 Pre-AP Biology Pre-AP Chemistry Pre-AP Physics Pre-AP Anatomy & Physiology (Honors) OnRamps Introduction to Geoscience (Earth and Space Science) OnRamps Mechanics, Heat and Sound (Physics)	Physics 1405 Physics 1407
AP Human Geography AP World History Studies AP U.S. History AP U.S. Government & Politics AP Macroeconomics AP European History AP Psychology	Social Studies 7 Pre-AP Social Studies 8 Pre-AP OnRamps US History	History 1301 History 1302 Government 2305 Economics 2301 Psychology 2301 Sociology 1301
AP Spanish Language – 8th AP Spanish Language AP Spanish Literature AP French Language AP German Language AP Japanese Language and Culture AP Latin - Vergil	Spanish 3 Pre-AP (7-8) Spanish 2 and 3–Pre-AP (9-12) Spanish 4 Spanish, French, German and Japanese – Language Enrichment (Honors) French 2 and 3 – Pre-AP German 3 – Pre-AP Japanese 3 – Pre-AP Latin 3 – Pre-AP	Spanish, French, German, Chinese and Japanese 1411, 1412, 2311, and 2312 American Sign Language 1301, 1302 American Sign Language 2301, 2302
AP Art Drawing AP Art History AP Two-Dimensional Design Portfolio AP Three Dimensional Design Portfolio AP Music Theory		



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

General Information

Welcome to the Fine Arts Department for the 2018 – 2019 school year. We are looking forward to a dynamic year. Throughout the year, your student's Fine Arts program may travel locally to performances, competitions, etc. Students represent the Richardson Independent School District and their school at all times. Student participation in this trip or any other activity is conditioned upon the student's compliance with all applicable rules and policies before and during the activity. Any student who engages in inappropriate behavior while away from RISD on a school-sponsored trip is subject to immediate removal from the activity at the parents' expense in addition to any other school discipline which may be administered.

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

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

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

Student's Full Name _____ DOB _____

Student's Address _____

Student Mobile Telephone # _____ Student Home Telephone # _____

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

Address (if different from student) _____

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

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

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

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

PRINTED Student Name: _____

PARENT/LEGAL GUARDIAN AUTHORIZATION & RELEASE

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

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

Signature: _____ Signature: _____

Date Signed _____ Date Signed _____

Health-Related Information

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

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

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

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

Name of Parent who is the Policy Holder: _____

August 2011



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

General Information

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

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

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

Basic Trip Information (To be completed by School)

Sponsoring School and Activity _____

Description/Destination(s) of Trip _____

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

Total Estimated Cost of Trip (per student) _____

(Fundraising activities *will/will not* (circle one) be conducted to help students raise money to offset trip costs).

Other required equipment, costumes, accessories for Trip _____

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

Student's Full Name _____ DOB _____

Student's Address _____

Student Mobile Telephone # _____ Student Home Telephone # _____

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

Address (if different from student) _____

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

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

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

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

PRINTED Student Name: _____

PARENT/LEGAL GUARDIAN AUTHORIZATION & RELEASE

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

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

Signature: _____ Signature: _____

Date Signed _____ Date Signed _____

Health-Related Information

1. List allergies to food, medications, other. (If None, state NKA.)
2. Describe all major health concerns and illnesses (*e.g.*, diabetes, epilepsy, allergies, heart issues, etc.) (If None, so state.)
3. Will the student be required to take any medication on the trip? If yes, describe. If no, so state.
List medication(s), their purpose, mode of administration, and any assistance the student requires
4. Date of last Tetanus injection:
5. Name/Address/Phone of family physician:
6. Does student wear (yes/no): glasses? _____ contact lenses? _____ hearing aid? _____ other assistive device? _____
7. Additional medical information or comments:

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

Name of Parent who is the Policy Holder: _____

**PARENT/STUDENT UIL MARCHING BAND
ACKNOWLEDGEMENT FORM**

No student may be required to attend practice for marching band for more than eight hours of rehearsal outside the academic school day per calendar week (Sunday through Saturday). This provision applies to students in all components of the marching band.

On performance days (football games, competitions and other public performances) bands may hold up to one additional hour of warm-up and practice beyond the scheduled warm-up time at the performance site. Multiple performances on the same day do not allow for additional practice and/or warm-up time.

Examples Of Activities Subject To The UIL Marching Band Eight Hour Rule.

- Marching Band Rehearsal (Both Full Band And Components)
- Any Marching Band Group Instructional Activity
- Breaks
- Announcements
- Debriefing And Viewing Marching Band Videos
- Playing Off Marching Band Music
- Marching Band Sectionals (Both Director And Student Led)
- Clinics For The Marching Band Or Any Of Its Components

The Following Activities Are Not Included In The Eight Hour Time Allotment:

- Travel Time To And From Rehearsals And/Or Performances
- Rehearsal Set-Up Time
- Pep Rallies, Parades And Other Public Performances
- Instruction And Practice For Music Activities Other Than Marching Band And Its Components

NOTE: An extensive Q&A for the Eight Hour Rule for Marching Band can be found on the Music Page of the UIL Web Site at: www.uil.utexas.edu

“We have read and understand the Eight-Hour Rule for Marching Band as stated above and agree to abide by these regulations.”

Parent Signature _____ Date _____

Student Signature _____ Date _____

Student's Name (PRINTED): _____

This form is to be kept on file by the local school district.

This page left blank for two-sided printing.



RISD School Owned Instrument Check-out Form

Student name _____ Grade _____

Address _____ Home Phone _____

City _____

Mother's Name _____

Father's Name _____ Daytime Phone _____

Instrument Make & Model _____ Serial Number _____

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

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

Signed _____ Date _____

Student Musician



Approximate replacement cost of this instrument is:

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

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

Signed _____ Date _____

Parent/Guardian

Make \$100 check payable to: RABC

For office use:

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

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

Condition of Instrument and Case

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

____ Bocal ____ Mouthpiece ____ Neck Strap ____ Seat Strap ____ Other

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



RISD School Owned Instrument Guidelines

- Students in band and orchestra, grades 6-12, are required to provide an instrument. The maintenance, repair and insurance against theft or damage of these personal instruments are solely the responsibility of each student.
- In band, grades 6-12, the District has a limited number of instruments that may be available for an annual usage fee of \$100.
- The following instruments may be available for students to use: piccolo, oboe, bassoon, bass clarinet, tenor saxophone, baritone saxophone, French horn, bass trombone, euphonium, tuba, and ensemble percussion instruments.
- The instrument usage fee for school owned instruments is \$100 per year. All students (including percussionists) who play school owned instruments will be charged \$100 per year, not \$100 per instrument. This is a very minimal fee considering that most of the school owned instruments cost several thousand dollars each.
- Students must provide their own personal accessories such as mouthpiece, drum sticks, and reeds.
- In addition to the usage fee, students are responsible for maintenance, repair and upkeep of the instrument.
- Students and parents need to be diligent regarding instrument maintenance to keep the instrument in top playing condition.
- Instruments must be returned at the end of the school year in the same condition as issued, minus normal wear and tear. Any costs associated with damage from negligence or malicious intent will be assessed to the student and parent.
- RISD does not provide insurance coverage for damage/theft of school instruments. It is the responsibility of the parents and student for the full replacement value of the instrument should it be damaged beyond repair or stolen while issued to the student.
- It is strongly recommended that all school owned instruments be insured through your homeowner's policy or a private company. The school district will not assume liability for maintenance, repair, or damage of school owned instruments while they are checked out to a student.
- The instrument will be inspected at the end of the year or any time during the year for damage and the student must pay for any repairs.

2018-2019 RICHARDSON GOLDEN EAGLE BAND

ACKNOWLEDGEMENT FORM

This Handbook is provided for your information. We hope it will make your experience in the Richardson High School Band as beneficial as possible. Organizational information, descriptions and schedules are covered in this Handbook. Please read them and sign the following acknowledgement form and return it to the band office. All forms must be on file before the first day of school. If you have any questions, please contact Mr. Marquez at jesus.marquez@risd.org for more information.

Student's PRINTED Name: _____

THIS IS TO CERTIFY THAT I HAVE RECEIVED AND READ THE 2018-2019 RICHARDSON HIGH SCHOOL BAND HANDBOOK AND WILL OBSERVE ALL GUIDELINES FOUND THEREIN.

RHS GEB Student Signature

Date

I HAVE RECEIVED AND READ THE 2018-2019 RICHARDSON HIGH SCHOOL BAND HANDBOOK AND UNDERSTAND HOW IT APPLIES TO MY BAND STUDENT.

RHS GEB Parent/Guardian Signature

Date