



2024-2025 Handbook



UPDATED 7/10/2024

# RICHARDSON INDEPENDENT SCHOOL DISTRICT 2024-2025 SCHOOL CALENDAR

JULY 2024						
S	M	T	W	T	F	S
	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			

July 4... Independence Day (RISD Offices Closed)

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13A	14B	15A	16B	17
18	19A	20B	21A	22B	23A	24
25	26B	27A	28B	29A	30B	31

Aug. 13..... First Day of School

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3A	4B	5A	6B	7
8	9A	10B	11A	12B	13A	14
15	16B	17A	18B	19A	20B	21
22	23A	24B	25A	26B	27A	28
29	30B					

Sept. 2 ..... Labor Day  
Sept. 18 ..... Elementary Early Release

OCTOBER 2024						
S	M	T	W	T	F	S
			1A	2B	3A	4B
5	6	7A	8B	9A	10B	11
12	13	14	15A	16B	17A	18B
19	20	21A	22B	23A	24B	25A
26	27	28B	29A	30B	31A	

Oct. 10..... Grading Period Ends  
Oct. 11..... Student Holiday/Staff Pro. Learning  
Oct. 14..... State Fair Holiday  
Oct. 23..... Elementary Early Release

NOVEMBER 2024						
S	M	T	W	T	F	S
					1B	2
3	4	5	6A	7B	8A	9
10	11B	12A	13B	14A	15B	16
17	18A	19B	20A	21B	22A	23
24	25	26	27	28	29	30

Nov. 4-5..... Student Holiday/Staff Pro. Learning  
Nov. 25-27..... Student Holiday/Staff Exchange Days  
Nov. 28-29..... Thanksgiving Holiday

DECEMBER 2024						
S	M	T	W	T	F	S
1	2B	3A	4B	5A	6B	7
8	9A	10B	11A	12B	13A	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec. 20..... Early Release/Grading Period Ends  
Dec. 23-Jan. 3..... Winter Break

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7A	8B	9A	10B	11
12	13A	14B	15A	16B	17A	18
19	20	21B	22A	23B	24A	25
26	27B	28A	29B	30A	31B	

Dec. 23-Jan. 3..... Winter Break  
Jan. 6..... Student Holiday/Staff Pro. Learning  
Jan. 7..... Second Semester Begins  
Jan. 20..... Martin Luther King Jr. Day Holiday

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3A	4B	5A	6B	7A	8
9	10B	11A	12B	13A	14B	15
16	17	18A	19B	20A	21B	22
23	24A	25B	26A	27B	28A	

Feb. 13..... Elementary Early Release  
Feb. 17..... Student Holiday/Staff Pro. Learning

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3B	4A	5B	6A	7B	8
9	10	11	12	13	14	15
16	17A	18B	19A	20B	21A	22
23	24B	25A	26B	27A	28B	29
30	31A					

March 7..... Grading Period Ends  
March 10-14..... Spring Break

APRIL 2025						
S	M	T	W	T	F	S
		1B	2A	3B	4A	5
6	7B	8A	9B	10A	11B	12
13	14A	15B	16A	17B	18A	19
20	21A	22B	23A	24B	25A	26
27	28A	29B	30A			

April 17..... Elementary Early Release  
April 18..... Make-Up Day  
April 21..... Make-Up Day

MAY 2025						
S	M	T	W	T	F	S
				1B	2A	3
4	5B	6A	7B	8A	9B	10
11	12A	13B	14A	15B	16A	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 23..... Early Release/Last Day of School  
May 26..... Memorial Day Holiday

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June 19..... Juneteenth (RISD Offices Closed)

### CALENDAR SYMBOLS KEY

- Student and Staff Holiday
- Student Holiday/Staff Professional Learning
- Student Holiday/Staff Exchange Day
- Make-Up Day (if needed, subject to change)
- Early Release for All Campuses
- Early Release for Elementary Schools Only
- Grading Period Ends
- A / B..... Block Schedule for Secondary Schools

### SCHOOL HOURS

- Pre-K Programs..... Check with home campus
  - Dobie Pre-K..... 7:30 a.m. - 2:50 p.m.
  - Elementary..... 7:50 a.m. - 3:10 p.m.
  - Junior High..... 8:15 a.m. - 3:40 p.m.
  - High School..... 9 a.m. - 4:20 p.m.
- Early release dismissal is two hours ahead of normal dismissal time.



**FINE ARTS DEPARTMENT**  
RICHARDSON INDEPENDENT SCHOOL DISTRICT

*Every child. Every teacher. Every leader. Every day.*

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

Christopher Bronson  
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 principle 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. 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 a 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.

***Who to Contact: 2024-2025 Golden Eagle Band Staff***

The Richardson High School Band Program has MANY working parts. 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. Bronson – Director of Bands/Fine Arts Coordinator**

christopher.bronson@risd.org | 469-593-3069

- Wind Symphony
- Marching Band
- Questions regarding RHS Band Program as a whole
- Band Handbook
- Spring Trip
- Band Auditions
- March-a-thon
- Band Banquet

**Mr. Foster- Assistant Director**

kyle.foster@risd.org | 469-593-3040

- Symphonic Winds
- Brass Instrument Inventory

- Private Lessons
- Chamber Music Festival

**Mrs. Huddleston - Assistant Director**

melanie.cheney@risd.org | 469-593-3070

- Symphonic Band
- Marching Band Attendance
- Woodwind Instrument Inventory

**Austin Von Kalow - Associate Director**

austin.vonkalow@risd.org | 469-593-3041

- Jazz Band
- Percussion Ensemble
- Overall Percussion Program

**Mr. Muzquiz – Percussion Specialist**

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

- Percussion Private Lessons
- Percussion Concerts

**Manuel Gonzales - Guard Director**

manuel.gonzales@risd.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 three concert bands at Richardson High School: Wind Symphony, Symphonic Winds, and Symphonic 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. 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. Chris Bronson, 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 20 All Region Band.
- Every member of the RHS Wind Symphony must prepare and perform a 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 his/her 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 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. Kyle Foster, 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 20 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.
- 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**

Membership in this organization carries the following responsibilities.

### **SYMPHONIC BAND**

**Mrs. Huddleston, 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 should 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 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.

## **PERCUSSION**

During the fall semester, all percussionists will be placed in first and second period band. Students will audition for band placement throughout the fall semester and will be placed in one of the three 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**

**Mr. Von Kalow, 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 and carries the following responsibilities:

### **JAZZ BAND**

#### **Mr. Von Kalow, 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 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**

#### **• Mr. Manuel Gonzalez, Director**

- 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
- 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, 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.
- 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.
- 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.*

**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.*

**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**

- **Online Band Calendar:** The official calendar for the RHS Band can be found online at [www.richardsonband.org](http://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.
- **Presto Assistant Database/Email System:** The Presto Assistant 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.

**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/play instruments or equipment that is not yours, including percussion.

- Do not play your instrument outside unless asked to do so.
- **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 may 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 8:50am unless they are participating in a sectional, private lesson, or practicing. Students will need to wait until 8:50am to put their instrument in their band locker.
  - 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! 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.

### **Extracurricular Code of Conduct and Drug and Alcohol Policy**

- *All students enrolled in band, choir and orchestra must have a signed Extracurricular Activity Acknowledgment and Agreement Form on file in the Head Director's office. The complete guidelines are found in the appendix.*

#### **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.

#### **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.*

#### **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 9<sup>th</sup> grade year – an overall average of 70 in each of the following subjects: language arts, mathematics, social studies and science*
  - *Beginning of the 10<sup>th</sup> grade year – at least 5 credits toward graduation*
  - *Beginning of the 11<sup>th</sup> grade year – at least 10 credits toward graduation*
  - *Beginning of the 12<sup>th</sup> 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 or six-school-week evaluation period. See the UIL Eligibility Calendar for specific dates. If the student has at least a grade of 70 on a scale of 0-100 for work done since the end of the previous grading period, the student regains eligibility seven calendar days later at the end of the regular school day.*
- *The District provides a list of courses that are exempt from eligibility requirements.*
- *Spring UIL Concert and Sightreading Contest is exempt.*

#### **RHS 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.

## **Grading Guidelines in Music**

- *The RISD has established district-wide instructional objectives that relate to the mandated Texas Essential Knowledge and Skills (TEKS) for grade level subjects or courses. These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses.*
- *Assignments, tests, projects, classroom activities, and other instructional activities must be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course.*
- *In accordance with RISD policy, all "excused" absences will be honored with no grade penalty.*
- *A major part of the music curriculum is the development of performance skills. Therefore, "unexcused" absences from a sectional, rehearsal or performance, which are integral to developing these performance skills, will lower a student's course grade as follows:*
  - *Sectionals and rehearsals are course requirements that require interaction from members of a group and cannot be made up. Therefore, an "unexcused" absence/tardy from a before or after school sectional or rehearsal will lower a student's participation average.*
  - *Performances are mandatory as a culmination of group course requirements and cannot be made up. Therefore, an "unexcused" absence from a scheduled performance will reflect a grade of "0" to be averaged into the student's nine-week performance grade, and the student may be subject to removal from the course.*
- *Students in grades 9-12 are able to earn Honors credit in Band, Choir and Orchestra. The Honors student must be committed to developing individual academic and musical skills and be disciplined with expectations to deadlines.*
- *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/Tardiness*  
*See **Grading Guidelines in Music** above.*
  
- **Semester Exam**  
*Semester grades shall consist of an average of the 2 nine week grading periods and a semester exam. The average of the 2 nine week grading periods shall count as a minimum of 80% of the overall semester grade. The semester exam shall count a maximum of 20% of the overall semester grade.*

### **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.*

### **Individual Musicianship Expectations**

- *Helping students grow individually at their craft is a top priority in RISD secondary music programs. Being a valuable member of any ensemble is aided by consistent growth as an individual musician. Students in secondary band, choir, and orchestra programs will be expected to participate in fall and spring semester individual musicianship growth goals. (This applies to all students in their second year of the program and beyond.) These curricular components help students set goals for themselves to become better individual musicians including, but not limited to the following areas: tone, technique, range, literacy, and musicianship. Students will have appropriate musical selections chosen for them by their directors during the All Region season and again during the Solo and Ensemble season. Participation in the All Region Auditions or the district Solo and Ensemble Festival will be at the discretion and encouragement of the music staff. All students will have growth goals and consistent opportunities to receive feedback from their directors throughout each season. The goal is for every student to experience these valuable processes throughout their musical careers in RISD, while becoming better individual and ensemble members.*

### **Instruments**

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

### **RHS 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.
- If a purchase is needed, the staff will be most happy to consult with the private lesson teacher, 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.

- ❑ All students, including percussionists, 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.
- ❑ 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 that are outside of normal wear and tear use.

### **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 Executive 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 RISD has enjoyed a high reputation for excellence in music performance, including marching band for many years. The marching band is a highly visible aspect of the band program, providing access for all students, providing performance opportunities for band students, integrating the band into student and school activities, and combining both student performance opportunities and support for school activities to provide musical experiences for the community (football games, parades, etc.).*

### **Marching Band Participation**

- *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, for band students, includes marching band. As a result, marching band is required for all high school students who elect to take the academic band performance courses that include Symphonic 1-5 bands. Marching band in RISD seeks to create an environment that welcomes students from all backgrounds and ability levels. By requiring students in the band program to participate in the marching band, a sense of community and support for all levels of learners is developed. Through the marching arts, students can expect to be better informed about cultural diversity, sensitivity to different backgrounds, and an understanding of acceptance across the entire band program. Philosophy and policies regarding all aspects of high school band stem from TEA/UIIL guidelines which govern Texas*

*schools. Exceptions to this requirement for marching band participation will be authorized at the discretion of the Head Band Director and the Executive Director of Fine Arts. Any student granted an exception will not receive a physical education credit.*

- **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 that receives a PE waiver.*

- **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.*

- **Physicals**

*All marching band students must have a current school year physical on file prior to beginning outdoor marching instruction for the academic year.*

- **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 waiver in accordance with TEA and RISD guidelines.*

- **Practice Time Limits**

- *Marching band practice times are regulated by TEA/UIIL 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 fifteen 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 fifteen-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.*
- *Exemptions to the 8-hour rule between the start of school and Labor Day may be made at the District’s discretion.*

**RHS Band Specifics**

The Parent/Student UIL Marching Band Acknowledgement Form must be signed and 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 and UIL Heat Stress recommendations.*
- *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, sunglasses, 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 UDB App and mobile device 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 5:15p to 7:15p. 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](http://www.richardsonband.org). Band students will receive instructions explaining what to do on game nights during their band classes.
- 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 the entirety of the football game. 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
- Pants
  - Hemmed to appropriate length
  - Clean with no wrinkles
- Jacket
  - Clean with no wrinkles
- 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 or hair must be completely hidden.
  - No visible jewelry of any kind is to be worn – including watches. Any visible piercings must be removed while in uniform. Clear studs (if necessary) are the only thing that will be permitted as part of our formal contest uniform.
  - When hat is worn, all long hair must be tucked into the hat
  - Richardson GEB Under Armor shirt is to be worn underneath uniform
  - Students must have all necessary music, flip folder, and lyre
- Summer Uniform
  - GEB purple t-shirt
  - GEB athletic shorts
  - Low cut black socks
  - Black marching shoes

➤ **Marching Placement**

Marching placements are divided into two categories: JV Block and Varsity Block.

- The “JV Block” performs at every varsity football game during the Eaglette portion of halftime.
- The “Varsity 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 “JV 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 “Varsity Block”. During summer band camp students will audition for one of these spots.



- ❑ “Varsity Block” placement will be determined by marching ability, musical competence and memorization, and academic eligibility.
- ❑ Students who are not assigned a “Varsity 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 may result in not performing during the halftime show at football games.
  - Excessive unexcused tardies and/or absences may result in removal of a competitive 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.*

### **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/Lesson Coordinator coordinates the private lesson program in each high school attendance area in collaboration with RISD guidelines.*
- *The private teachers are contracted through the RISD and must complete an Application and a Criminal History check.*
- *The private teachers are hired, supervised and evaluated by the Head Director/Lesson Coordinator 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 \$22 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](http://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 financial aid 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/UII regulations.*
- *A schedule of activities and events will be provided to students and parents. Updated schedules will be provided as needed.*
- *Regularly scheduled sectionals, rehearsals, and concerts are curricular and have no academic eligibility requirements, provided they are on campus and do not charge admission.*
- *The Head Director, or someone designated by the Head Director, will supervise all required practices, rehearsals, and/or performances that are school-sponsored.*
- *In addition to local performances, special performance ensembles may make numerous other appearances during the year.*
- *Performance courses in Band, Choir and Orchestra involve outside of school rehearsals and performances. Students who are members of varsity performing groups are expected to participate fully in all performance activities including approved travel.*

### **RHS Band Specifics**

The official band calendar is the Online Calendar located on the band website. Please note, the Online Calendar will always be the most accurate and up to date. 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 Mrs. Huddleston at [melanie.cheney@risd.org](mailto:melanie.cheney@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 Varsity 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 \$750 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 6<sup>th</sup> 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	Administrative costs
Rental of concert facilities	
- ❑ 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.

➤ **Refunds and Transfer of Funds**

- ❑ To be in compliance with Internal Revenue Service mandates, no scholarship money earned through fundraising will be refunded.
- ❑ 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.

**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.*

**Travel**

- *Out of district trips are not mandatory for any member and will not affect their status or grade in any way. However, students in the varsity music ensembles do have a travel expectation.*

- *Since participation in our music program is a team effort, any student not participating in a spring trip should advise the director well in advance of the trip (a minimum of eight weeks is recommended). The director can then initiate alternative arrangements for missing students.*
- *When traveling, each student must meet all local and state eligibility requirements to participate in the competition.*
- *Students must be able to satisfactorily perform the material assigned for the performance.*
- *Students must attend scheduled rehearsals.*
- *Students must fulfill their financial obligation.*
- *Junior High music groups may only travel overnight by invitation of the Texas Music Educators Association. Any exception to this will be with the approval of the Executive Director of Fine Arts, principal, and the Superintendent.*

### **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.*
- **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 junior high and high school music groups and these are mandatory for participation in Band, Choir and Orchestra performances.*
- *The individual student must provide uniform accessories such as shoes, socks, gloves, etc. as needed.*
- *Students are responsible for maintenance/cleaning fees.*
- *Each student is responsible for repair or replacement of any damaged or unreturned uniform or accessory.*
- *At the 6<sup>th</sup> 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**

- 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.
- 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.
- 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.

## **Richardson ISD Extracurricular Code of Conduct 2024-2025**

### **Statement of Expectations:**

The Richardson Independent School District believes that being involved in extracurricular activities is an honor. Participation in one or more of these activities should be considered a privilege, not a right. The following are expectations of our students:

- ✓ Obtain a quality education as the primary reason for attending school
- ✓ Compete at the highest level while promoting good sportsmanship and courteous behavior
- ✓ Exhibit positive leadership
- ✓ Develop and maintain high morals and ethical values
- ✓ Exhibit conduct becoming of a young adult
- ✓ Exhibit respect to sponsors, coaches, faculty, officials, opponents and fellow students
- ✓ Develop and show school pride

### **Standards for District Extra-Curricular Activities:**

Richardson ISD students are expected to adhere to the District Student Code of Conduct as it applies to school-related and/or school sponsored activities. Prior to participation in a Richardson ISD Extracurricular activity, students and parents must also agree to abide by all guidelines outlined in the Extracurricular Code of Conduct. Students involved in extracurricular activities are expected to maintain high standards of ethical conduct. Extracurricular participation is a privilege and not a right. Any misconduct that reflects negatively on the Richardson Independent School District will fall under these Codes of Conduct. These guidelines are developed to deal with misconduct that occurs within the school's jurisdiction as well as outside of the school's jurisdiction, regardless of time or location. Disciplinary action or suspension will be mandated to students who are involved in any disciplinary infraction on or off campus including, but not limited to possession or use of drugs, improper use of prescription medicines, alcohol or tobacco, violent behavior, any inappropriate behavior including presence at functions where illegal substances are being consumed and other offenses that result in the violation of the district Student Code of Conduct, which in turn results in a In School Suspension (other than tardies or dress code violations), DAEP, Off Campus Suspension or expulsion. In the event that a student is responsible for multiple violations prior to the initial investigation it may be determined that a higher-level consequence be deemed appropriate.

### **Automatic student removal from a program:**

Any inappropriate behavior, including representation on social media, that is disrespectful to the district, school, program, or staff may result in immediate removal.



**RISD District-Wide Guidelines for Extracurricular Students:  
Alcohol & Illegal Drugs  
(Revised March 2023)**

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).

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, etc.
- 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., Social media posts show student at social event where alcohol is visible and being consumed; social media post shows student posing in front of cases of unopened alcohol; Student captured holding and/or consuming alcohol or illegal substances at a sporting event; Picture of student holding drug paraphernalia).
- 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 storage area.
- 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, ACDEC, 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**

A second offense will result in removal from all extracurricular activities for 60 days and removal from 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.
- 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.

### **Third Offense**

A third offense may result in the student's removal from all extracurricular activities for the remainder of their school career.

**2024-2025 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. 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.

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Printed Name of Student

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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. 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.

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Printed Name of Parent or Legal Guardian

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Signature of Parent or Legal Guardian

Date Signed

# **2024-2025 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](mailto:jesus.marquez@risd.org) for more information.

**Student's PRINTED Name:** \_\_\_\_\_

**THIS IS TO CERTIFY THAT I HAVE RECEIVED AND READ THE  
2024-2025 RICHARDSON HIGH SCHOOL BAND HANDBOOK AND  
WILL OBSERVE ALL GUIDELINES FOUND THEREIN.**

\_\_\_\_\_  
RHS GEB Student Signature

\_\_\_\_\_  
Date

**I HAVE RECEIVED AND READ THE 2024-2025 RICHARDSON HIGH  
SCHOOL BAND HANDBOOK AND UNDERSTAND HOW IT APPLIES  
TO MY BAND STUDENT.**

\_\_\_\_\_  
RHS GEB Parent/Guardian Signature

\_\_\_\_\_  
Date

### **MEDIA PUBLICATION RELEASE**

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

Accept       Decline

\_\_\_\_\_  
RISD Student PRINTED Name

\_\_\_\_\_  
RISD Student Signature

I grant permission for RISD Fine Arts to identify my above-named child by name or likeness or both in campus or RISD publications, either printed or electronic.

Accept       Decline

\_\_\_\_\_  
RISD Parent/Guardian PRINTED Name

\_\_\_\_\_  
RISD Parent/Guardian Signature