

**LAKE HIGHLANDS JUNIOR HIGH  
WILDCAT BAND HANDBOOK**

**2011-2012**

*Rylon Guidry and Morgan Tinsley, Directors*



# 2011-2012 STUDENT ACADEMIC CALENDAR

Richardson Independent School District - [www.risd.org](http://www.risd.org)

AUGUST 2011						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	{22	23	24	25	26	27
28	29	30	31			

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

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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

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

JANUARY 2012						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	{4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30	31				

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

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

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

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

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

{ }	Beginning and End of Six Weeks
■	Student Holiday/ Staff Development*
❄	Snowflake indicates Snow Make-Up Day if Needed
□	Student and Teacher Holiday
◐	Student Holiday / Staff Development

## AUGUST

New Teacher Induction..... 9-12  
 Staff Development/Preparation.... 16-19  
 Classes Begin..... 22

## SEPTEMBER

Labor Day Holiday..... 5  
 Six Weeks Ends (28 days).....29

## OCTOBER

Fair Day Holiday .....10  
 Student Holiday/Staff Development..... 11

## NOVEMBER

Six Weeks Ends (27 days).....9  
 Student Holiday/Staff Development\* .....23  
 Thanksgiving Holiday.....24, 25

## DECEMBER

Exams Week, *No Evening Events* .....12-16  
 Six Weeks Ends (24 days).....16  
 Winter Break.....19-30

## JANUARY

Student Holiday/Staff Development\*.....2  
 Student Holiday/Staff Development.....3  
 Martin Luther King Jr. Holiday.....16

## FEBRUARY

Six Weeks Ends (31 days).....16  
 Student Holiday/Staff Development.....20

## MARCH

Spring Break.....12-16

## APRIL

Student Holiday/Staff Development\* ..... 6  
 Student and Staff Holiday *If not needed for Snow Make Up Day*.....9  
 Six Weeks Ends (32 days).....12

## MAY

Memorial Day Holiday.....28  
 Exams Week, *No Evening Events* ..... 28-31  
 Six Weeks Ends (34 days).....31

## JUNE

Records Day/Student Holiday ..... 1  
 Snow Make Up Day If Needed..... 1

## REGULAR SCHOOL HOURS (seven-period day)

Grades K-6.....8:00 am - 3:00 pm  
 Junior High.....8:30 am - 3:30 pm  
 Senior High.....9:00 am - 4:10 pm

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

In the event of inclement weather you may call 469-593-SNOW (7669). A recording will tell you of any delays or closings.

ADMINISTRATIVE SWITCHBOARD  
 469-593-0000



**FINE ARTS DEPARTMENT**  
RICHARDSON INDEPENDENT SCHOOL DISTRICT

*Where all students learn, grow and succeed.*

Dear Students and Parents,

RISD parents, music staff, and administrators have collaborated to develop the *RISD Music Program Guidelines* to provide secondary music students and their parents as much information as possible about our program. These required guidelines are published in this Handbook to provide general information about our District-wide secondary 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) 593-1628 or the Fine Arts Office at (469) 593-0430.

Sincerely,

Brad Kent  
Director of Fine Arts

Veronica Escalante  
Principal, Lake Highlands Junior High

Rydon Guidry  
Director of Bands  
Lake Highlands Junior High School

Morgan Tinsley  
Associate Director of Bands  
Lake Highlands Junior High School

# LAKE HIGHLANDS JUNIOR HIGH BAND HANDBOOK

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***RISD Music Program Guidelines***  
***and***  
**Lake Highlands Junior High School Band Handbook**

**PREFACE**

The Lake Highlands Jr. High Wildcat Band Program is rich in a tradition of excellence and quality in musical performance. The success of the band program centers on pride, commitment to task, and the willingness to work hard to achieve a common goal. As a member of the Wildcat Band, you will make long-lasting friendships and develop a sense of comradeship that is unique to our organization. While we do not expect every student in the Band to become a virtuoso musician, we do expect every student to establish both short and long-range goals for improvement on his or her instrument. We do expect mature, responsible attitudes and actions - and lots of hard work from everyone.

Every year is a new challenge -- new combinations of personalities and talent, new audiences, new music and new members. By accepting membership in the Lake Highlands Jr. High Wildcat Band, you agree to perform to the best of your abilities and work together with the band staff to make this year's band the finest musical organization that our combined efforts can produce.

This Handbook is designed to help you understand the concepts and guidelines of our organization. We hope the handbook can be used to answer questions of both parents and students and will prove to be a helpful guide for defining the boundaries that are important in keeping the Wildcat Band a quality ensemble. If utilized properly, the concepts of responsibility, teamwork, and good citizenship will develop as each student experiences the world of music. If you need information that does not appear here, please call. We will try to assist in whatever way possible.

**2011-2012 Lake Highlands Junior High Band Staff**

Rylon Guidry, Director of Bands  
rylon.guidry@risd.org

Morgan Tinsley, Associate Director of Bands  
morgan.tinsley@risd.org

LHJH Band Hall and Voice Mail: (469) 593-1628

Website: [www.lhabc.org](http://www.lhabc.org)

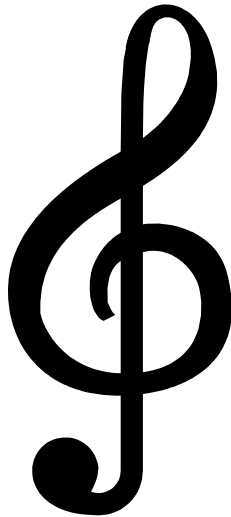
➤ **Individual Band Responsibilities**

Students are placed by audition into one of three bands at Lake Highlands Jr. High School: Symphonic, Concert and Cadet. Our curriculum is designed to improve individual performing skills throughout the year. The responsibilities for students in each group are outlined below.

**SYMPHONIC BAND**

**Rylon Guidry, Director**

- Continued development of individual playing skills
- Maintain grades well above passing in ALL classes in order to be eligible
- Development of ensemble and rehearsal skills
- Performance of football music, some by memory
- Preparation of All-Star music during the fall, with tests assigned periodically throughout the first three months of school
- Performance of All-Star scales by memory
- Audition for All-Star Band
- Performance of a solo and an ensemble in the Richardson Chamber Music Festival
- Performance of class music and concert music as assigned by the director
- Attendance at section rehearsals, skills classes, and/or full band rehearsals before or after school
- Individual practice outside of school
- Attendance at all performances by the Symphonic Band
- Performance at UIL concert and sightreading contest
- Students in this Band are expected to fully participate in all performance activities, including approved travel



## **CONCERT BAND**

### **Morgan Tinsley, Director**

- Continued development of individual playing skills
- Maintain grades well above passing in ALL classes in order to be eligible
- Development of ensemble and rehearsal skills
- Performance of football music, some by memory
- Preparation of All-Star music during the fall
- Performance of All-Star scales by memory
- Audition for All-Star Band (optional; required of students before auditioning to advance to Symphonic I)
- Performance with an ensemble in the Richardson Chamber Music Festival
- Performance of class music and concert music as assigned by the director
- Attendance at section rehearsals, skills classes, and/or full band rehearsals before or after school
- Individual practice outside of school
- Attendance at all performances by the Concert Band
- Performance at a band festival
- Performance at UIL concert and sightreading contest

## **CADET BAND**

### **Morgan Tinsley, Directors**

- Continued development of individual playing skills
- Development of ensemble and rehearsal skills
- Performance of football music, some by memory
- Preparation of All-Star music during the fall (optional)
- Performance of All-Star scales by memory
- Audition for All-Star Band (optional)
- Performance of a solo or ensemble in the Richardson Chamber Music Festival (optional)
- Performance of class music and concert music as assigned by the director
- Attendance at section rehearsals, skills classes, and/or full band rehearsals before or after school
- Individual practice outside of school
- Attendance at all performances by the Concert Band
- Performance at a band festival

***All RISD Music Program Guidelines will be printed in Italics.***

**All Lake Highlands Jr. High 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.*

### **Lake Highlands Jr. High Band Specifics**

There will be one audition each year to place students in band classes. Students will audition in May for the following fall semester and in December for chair placement during the spring semester. Audition material will include music and scales assigned by the directors. The directors will evaluate students at these auditions. Student chair placement within a band may change during the semester at the director's discretion based on performance, work ethic, grades and objective sheets. No one will move between classes unless being demoted for behavior, grade, or participation issues. Membership may also be changed or revoked with excessive absences from sectional rehearsals.

### **Booster Club**

- *One Band, Choir and Orchestra Booster Club will exist in each high school attendance area. The Head Director will serve as an advisor and should help facilitate all UIL and RISD Guidelines that pertain to booster clubs. The main objectives of the Booster Club are to support and enhance the area band, choir and orchestra programs for 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.*

### **Lake Highlands Jr. High Band Specifics**

➤ The Lake Highlands Area Band Club (LHABC) is an organization that provides the support necessary to maintain a high quality band program. Their support is demonstrated through the development of a band directory for all 6-12<sup>th</sup> grade band students, a newsletter, fund-raising projects, etc. The band club membership is \$20. Members receive a band sticker and directory. Members are notified of meetings that take place throughout the school year.

- Our Band Parents this year are Anita Siegers and Elizabeth May. We are fortunate to have their help and are excited about their support. They have big plans for our Band. Please contact either person if you are interested in volunteering.

### 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.*

### Lake Highlands Jr. High Band Specifics

The Calendar of Events will be provided by the individual director no later than the first day of school. Please check your calendar and report any conflicts to the directors. Attendance at all performances and rehearsals is required. If an excused absence is anticipated, **a written notification should be submitted at least one week in advance.** The most accurate/updated calendar is always available on the website [www.lhabc.org](http://www.lhabc.org).

### 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 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.*

### Lake Highlands Jr. High 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, Lake Highlands Junior High, and the Richardson ISD. Make sure that your actions prove that the Wildcat Band is a class act in every way.
- Band students are welcome in the band hall before and after school and are encouraged to practice. However, do not disturb if there is a class or sectional in progress. Show every courtesy to the director and students involved.

➤ **Lake Highlands Jr. High Band Hall Schedule**

- 6:35 am - Band Hall opens.
- 6:50 am - Sectionals begin.
- 7:50 am - Sectionals end and band hall closes until 3<sup>rd</sup> period.
- Between 6<sup>th</sup> and 7<sup>th</sup> periods – Students going to Athletics pick up their instruments.
- 3:45 pm - End of school day. Students may practice in the practice rooms. Sectionals may also be scheduled at this time.
- 4:45 pm - (Mondays and Fridays) – Band Hall closes for the day.

Students will be informed when the Band Hall closes early due to meetings or special activities.

Please note! We set our watches to the Band Hall clock, which is set to “school time”.

➤ **Lake Highlands Jr. High Band Guidelines**

- Gum is not allowed in the band hall.
- Keep hands, feet and other objects to yourself. No running is allowed.
- Practice rooms are for practice only.
- Only Band students are allowed in the Band Hall.
- You are responsible for your instrument. You may not give that responsibility to anyone else. Keep your instrument with you on the way to and from school. Instruments are not allowed in other classes. (This includes percussion sticks and mallets.)
- Respect others' property.
- Your instrument case must have your name and school on it.
- Your locker must be kept neat. Messy lockers will be cleaned out by the directors and items will be thrown away.
- Lockers are to be kept locked at all times, even during band class, to prevent theft from occurring at any time. LHJH cannot be responsible for items taken from an unlocked locker. Lost locks cost \$15.
- If your instrument is in the shop, you must bring a note from a parent or guardian explaining the situation and stating when you expect to have the instrument at school again. We will also try to offer you a rental instrument to use until yours is repaired.
- If you are in the Band Hall during a rehearsal, you must be silent as you enter and remain quiet.
- Students may not ‘hang out’ in the band hall during an after school rehearsal or sectional.
- Enter the Band Hall office only with permission. (We do not make change.)

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

➤ **Lake Highlands Jr. High Band Class Procedures**

- Enter the band hall silently, quickly and with purpose.
- Be in your seat with **all** materials when the tardy bell rings.
- Put your case in your locker. Put non-band items in your locker.

- Instruments must be kept inside their cases while in a locker. Non-compliance can result in parent conference and eventually to possible removal from the band program.
- Control your conduct so as to allow your director to teach and everyone in the Band to learn.
- Your director will not allow you to do anything that is not in your best interest.
- Be responsible for yourself and your property.

➤ **Lake Highlands Jr. High Band Game Procedures**

Members of the Wildcat Band will be expected to follow the following game procedures. Remember to show your PRIDE in the Wildcat Band at all times!

- Each person is responsible for his or her equipment at all times.
- Sit in assigned seats and do not move about the band during the game.
- Play your very best each time the group performs **do not** play your instrument at any time the band is not playing.
- Percussion is only to play with the full band or with the yells or as a section on an organized cadence or feature.
- No one except band personnel is allowed in the band section. Ex-band students or special visitors are sometimes exceptions, but only by special permission from the director.
- Watch the director at all times when he/she is standing in front of the band. Watch closely for cutoffs in the music, as **the band will sometimes stop playing when play is resumed on the field.**
- Cheer with the cheerleaders; group cheers are acceptable but "off color" or unsportsmanlike cheers will not be tolerated.
- All students must have music in a flip folder. Students who play any instrument other than oboe, bassoon, or percussion must provide a lyre for their instrument.
- If transportation to a game is provided by school bus, all students must ride the bus unless a parent has made pre-planned arrangements with permission from the band directors. Students may be allowed to leave the event with a parent as long as a written note is furnished to the director by the parent and eye-contact is made between the parent and director.

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

**Overview**

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

*Key components of the guidelines include:*

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

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

### **Lake Highlands Jr. High Band Specifics**

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

### **Due Process**

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

### **Lake Highlands Jr. High Band Specifics**

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

### **Eligibility**

- *All music organizations adhere to the eligibility rules and regulations as stated by TEA and the District (see RISD Secondary Program of Studies). To be eligible at the high school level at the beginning of the school year, students must have earned the accumulated number of credits in state approved courses indicated below:*
  - *Beginning of the 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 six 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 six week period.*
- *Any student whose recorded six week grade average in any course is lower than 70 at the end of a six week period shall be suspended from participation during the succeeding six week period. However, a student may regain eligibility seven calendar days after the succeeding three-week evaluation period if the student is passing all courses on the last class day of the three-school-week period. 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.*

### **Lake Highlands Jr. High Band Specifics**

The Lake Highlands Jr. High 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 and participate in curricular activities to earn their band grade. Ineligible students may not travel with the band or participate in extracurricular performances. Consequently, ineligible students may be moved down to a different band. (See Appendix for UIL Eligibility Calendar and list of exempt courses.)

### **Grading Guidelines in Music**

- *The RISD has established district-wide instructional objectives that relate to the mandated Texas Essential Knowledge and Skills (TEKS) for grade level subjects or courses. These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses.*
- *Assignments, tests, projects, classroom activities, and other instructional activities must be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course.*
- *In accordance with RISD policy, all "excused" absences will be honored with no grade penalty.*
- *A major part of the music curriculum is the development of performance skills. Therefore, "unexcused" absences from a sectional, rehearsal or performance, which are integral to developing these performance skills, will lower a student's course grade as follows:*
  - *Sectionals and rehearsals are course requirements that require interaction from members of a group and cannot be made up. Therefore, an "unexcused" absence from a before or after school sectional or rehearsal will lower a student's participation grade.*
  - *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 six week performance grade, and the student may be subject to removal from the course.*
- *Other absences and tardiness, excused or unexcused, may be made up in accordance with District and school/teacher grading guidelines.*

- *Students in grades 9-12 are able to earn Honors credit in Band, Choir and Orchestra. The Honors student must be committed to developing individual academic and musical skills and be disciplined with expectations to deadlines.*
- *A band member's six week grade will be an average of the following:*
  - **Participation (25%)**
    - 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.*
  - **Skills (25%)**
    - The student will be expected to improve individual music skills.*
    - The student's individual skill development will be evaluated through taped music tests, individual playing tests, scale tests, and written tests.*
    - The student will be evaluated on improvement of ensemble skills during daily rehearsals.*
  - **Fundamentals (25%)**
    - 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 (25%)**
    - 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.*
  - **Additional Criteria Affecting Grades**
    - Excused Absences*  
*In accordance with RISD policy, all excused absences will be honored with no grade penalty. These will include:*
      - Medical emergency or illness*
      - Death in the family*
      - Religious holiday*
      - Family emergency*
      - Medical or dental appointment**Circumstances may justify an excused absence for reasons other than those listed above in accordance with RISD policy. Please refer to RISD Student Code of Conduct Handbook for a complete list of extenuating circumstances*

*and non-extenuating circumstances. If an excused absence is anticipated, a written or email notification should be submitted at least two days in advance.*

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

*Tardiness*  
*Each tardy to a before or after school sectional or rehearsal may require completing an extra task assigned by the director. If the extra task is not completed within the allotted time determined by the director, the student's participation average of the six week grade may be lowered.*

➤ **Semester Exam**  
*Semester grades shall consist of an average of the 3 six week grading period and a semester exam. The average of the 3 six week grading period 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.*

### **Lake Highlands Jr. High Band Specifics**

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

#### **Instruments**

- *Students in band and orchestra, grades 6-12, are required to provide an instrument. The maintenance, repair and insurance against theft or damage of these personal instruments are solely the responsibility of each student.*
- *In band and orchestra, grades 6-12, the District has a limited number of instruments that may be available for an annual usage fee of \$75. 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.*

### **Lake Highlands Jr. High Band Specifics**

#### ➤ **Personal Instruments**

- A quality program requires quality musical instruments. Instruments from the Lake Highlands Jr. High Recommended Instrument List are good-quality instruments for junior high students. Check the website [www.lhabc.org](http://www.lhabc.org) for this list and **always** ask a director before purchasing an instrument. However, students who plan to continue into the Lake Highlands High School Band should consider purchasing a professional quality instrument.
- The Band staff and private teachers will be most happy to consult with the student and parents in order to avoid an inappropriate purchase and to assist in obtaining the best possible price for the instrument.

- ❑ With all personal instruments, it is strongly recommended that the instrument be insured through your homeowner's policy or a private company. The school district will not assume liability for maintenance, repair, or damage of personal instruments on school property.

➤ **School Owned Instruments**

- ❑ Lake Highlands Jr. High School furnishes the following instruments for students to use: piccolo, oboe, bassoon, bass clarinet, tenor saxophone, baritone saxophone, French horn, bass trombone, euphonium, tuba, and all ensemble percussion instruments.
- ❑ The instrument usage fee for school owned instruments is \$75.00 per year. All students (including percussionists) who play school owned instruments will be charged \$75 per year, not \$75 per instrument. This is a very minimal fee considering that most of the school owned instruments cost several thousand dollars each. The student is responsible for the maintenance and upkeep of the equipment.
- ❑ It is strongly recommended that all school owned instruments be insured through your homeowner's policy or a private company. The school district will not assume liability for maintenance, repair, or damage of school owned instruments while they are checked out to a student.
- ❑ 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/her possession. The instrument will be inspected at the end of the year or any time during the year for damage and the student must pay for any repairs.

**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, organ, guitar, and bass or are vocalists, with the approval of the Head Band Director, the Director of Fine Arts and the building Principal.*
- *Band students who elect to drop band and audition for membership in the Jazz Band for one of the listed music exceptions may not audition until one year has elapsed from the time they drop band. Priority placement for exceptions will be given to students with concurrent membership in band.*

**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.*

**Lake Highlands Jr. High Band Specifics**

All students must complete and turn in a Medical Release & Permission to Travel Form. No student may travel or perform with the band without this form on file. (Please see Appendix for Medical Release & Permission to Travel Form.)

### **Orchestra**

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

### **Private Lessons – Voluntary Music Enrichment Program and Fees**

- *Private lessons are provided for interested students as an enrichment program in Band, Choir and Orchestra.*
- *The Head Director coordinates the private lesson program in each high school attendance area in collaboration with RISD guidelines.*
- *The private teachers are contracted through the RISD and must complete an Application and a Criminal History check.*
- *The private teachers are hired, supervised and evaluated by the Head Director at each high school and teach at each secondary campus.*
- *Private study fees are consistent throughout the District and are determined through the Office of Fine Arts. The current fee is \$17 per lesson.*
- *While private study is not a requirement for participation in any of the music organizations, students are strongly encouraged to participate.*

### **Lake Highlands Jr. High Band Specifics**

- *The Lake Highlands Junior High School Band has a strong private study program coordinated by the Head Director. The teachers are highly qualified professionals who are auditioned and approved by the Head Band Director. Participating students receive one private lesson per week at a cost of \$17.00 per lesson.*
- *Private study is strongly encouraged, but not required, to participate in the Lake Highlands Junior High Bands. The advantages of a one-on-one experience are overwhelming. Please see the director or the website [www.lhabc.org](http://www.lhabc.org) for a complete list of private lesson faculty now teaching at Lake Highlands Junior High School.*
- *Scholarships are available to eligible students. Ask a director for information.*

### **Rehearsal/Performance Schedules**

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

- *Performance courses in Band, Choir and Orchestra involve outside of school rehearsals and performances. Students who are members of principal performing groups are expected to participate fully in all performance activities including approved travel.*

### **Lake Highlands Jr. High Band Specifics**

- Every Symphonic and Concert band member is required to attend one section rehearsal per week. Near contest time, there may be additional clinics or sectionals required.
- In a section rehearsal the director will work with individual sections of the band. When making the section rehearsal schedule, the director will take the student's commitments to other school related organizations into consideration. Situations do arise, however, in which the students must be flexible with their time.
- A schedule of section rehearsals and skills classes will be given to the students well in advance of rehearsals starting in order to allow personal schedule planning to be made. Parents are advised to check their student's band notebook for the schedule.
- Attendance will be taken at the beginning of each section rehearsal and skills class.

## **Religious Music Guidelines**

### **Background Information**

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

## **Required Expenses and Fees**

- *All high school music organizations levy fees to cover expenses of uniform upkeep, additional equipment, school-owned instrument usage fees, repairs, supplies and other program operation expenses not covered in the regular music budget. Program fees will not exceed \$600 per student and are managed through the local booster club, a 501(c) (3) non-profit organization.*
- *Travel fees are separate from program fees and are assessed according to the requirements of approved travel.*
- *All monies raised during fundraising activities belong to the organization's general fund from which student scholarships may be dispersed. There are no refunds granted from fundraising monies.*
- *If a high school student withdraws from an organization or fails academically and is unable to participate in the organization, any money earned through fundraisers or granted through scholarships will remain in the organization's general fund. Any*

*money over and above the costs of the “operating fee” and trip costs will remain in the organization’s general fund.*

- *All fundraising activities must be approved by the Head Director, the Area Booster Club, and the school principal.*
- *All funds raised must be deposited with and accounted for through each Area Booster Club.*
- *Junior High fundraising activities are to be group efforts, which go into a group account to support group activities. Students fundraise for activities that support their programs, for additional equipment, for the ability to assist students who have financial problems, etc. An integral part of fundraising is the spirit and unity that comes as a result of the group effort.*
  - *An RISD instrument usage fee, a school uniform fee or individual competition entry fees may be charged.*
  - *No individual student fundraising accounts will be maintained.*
  - *No fundraising participation is expected from 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.*

### **Lake Highlands Jr. High Band Specifics**

#### **➤ Fundraising**

- Lake Highlands Junior High Band students are encouraged to participate in two or three fundraising activities each year that are coordinated through the Lake Highlands Area Band Club. We fundraise for additional activities and financial support for our program. Fundraising activities allow students to share the responsibility of funding our program beyond what the district provides. Therefore, it is important for these fundraisers to be as successful as possible.*
- These fundraising activities are group efforts that go into a group account that supports our band program. These activities also nurture a spirit and unity in the group as a result of the group efforts.*
- All information regarding the specifics of the fundraising will be communicated to students and parents at the time of the activities. Donations to the Lake Highlands Area Band Club in support of our program are always welcomed and appreciated.*

### **Summer Activities**

- *The director will post information concerning summer music camps and private studies. Attendance is encouraged but optional.*
- *Summer camps and activities are held outside the normal school year. It should be understood that attendance and participation at these camps and practices are clearly at the individual’s discretion. RISD in no way requires this participation.*

- *While at these camps, participants are under the rules and procedures of the specific camp involved. RISD assumes no responsibility for student conduct.*
- *A director's participation in summer activities is entirely at his/her discretion and his/her attendance is in no way related to his/her duties as an RISD employee.*

### **Lake Highlands Jr. High Band Specifics**

- *Students are encouraged, but not required, to continue their musical studies during the summer. Students may sign up for lessons taught by the Lake Highlands applied lesson faculty during the summer.*
- *There are also a number of worthwhile camps offered by universities for band students during the summer. Information about these camps will be available in the band hall as received.*
- *Summer Band rehearsals for the Symphonic and Concert Bands take place in August. These rehearsals are required and serve to get the band members ready in time for pep rallies and football game performances. If a student's summer schedule prevents attendance at Summer Band, the band director must be notified in advance and the rehearsals must be made up as soon as possible after the student returns.*

### **Transportation**

- *All travel 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.*

### **Lake Highlands Jr. High Band Specifics**

*The band director will determine transportation to and from off-campus full band performances. If a student must leave directly from a performance, he/she can be released only to his/her parent/guardian. Any exception to this guideline must be submitted in writing and approved by the band director prior to the event.*

### **Travel**

- *During a high school music student's career, a student may participate in an approved spring trip of up to three school days to travel beyond a radius of 600 miles within the continental United States. For all remaining years, music organizations may have two school days of approved travel within a radius of 600 miles within the United States.*
- *Exceptions to the above (i.e. invitation to Midwest Clinic, invitation to ACDA, special invitation for international travel, etc.) must be approved by the Director, Principal, Director of Fine Arts, and Assistant Superintendent. The District will bear no cost for invitational travel excluding the UIL State Marching Contest, TMEA performances and members of the All-State Music groups.*
- *Out of district trips are not mandatory for any member and will not affect their status or grade in any way. However, students in the top performing music ensembles do have a travel expectation.*
- *Since participation in our music program is a team effort, any student not participating in a spring trip should advise the director well in advance of the trip (a*

*minimum of eight weeks is recommended). The director can then initiate alternative arrangements for missing students.*

- *When traveling, each student must meet all local and state eligibility requirements to participate in the competition.*
- *Students who are ineligible may not travel with the music organization.*
- *Students must attend scheduled rehearsals.*
- *Students must fulfill their financial obligation.*
- *Junior High music groups may only travel overnight by invitation of the Texas Music Educators Association. Any exception to this will be with the approval of the Director of Fine Arts and the Secondary Assistant Superintendent for Curriculum and Instruction.*

### **Lake Highlands Jr. High Band Specifics**

In the event that the Lake Highlands Jr. High Bands qualify for additional travel, the directors will communicate all pertinent information to students and parents.

### **Uniforms**

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

### **Lake Highlands Jr. High Band Specifics**

- *During football season, the band uniform is the current year's band t-shirt, regular-style blue jeans and tennis shoes.*
- *During concert season, girls' uniforms will be a school owned black concert dress. Girls will need to purchase their own black dress shoes (not flip flops). Girls are responsible for any damage to the dress while in their possession. Dresses will be handed out before a performance and turned in immediately following that performance.*
- *During concert season boys' will be provides a black shirt to wear with their own black dress pants, black socks, black belt and black dress shoes (non-athletic shoes). A \$23 fee is required for purchasing this shirt and it will be the students to keep. Every boy is sized and measured by a professional before ordering.*
- *Students not in proper uniform will not be allowed to perform with the band and consequently the grade may suffer.*



***RISD District-Wide Junior High School Guidelines for Extracurricular  
Students: Alcohol & Illegal Drugs  
(Revised July 2011)***

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 is strictly prohibited (the Prohibition). Any student who violates the Prohibition is not in compliance with the rules of participation and will be subject to disciplinary measures, which could result in removal from the extracurricular activities in which the student participates.

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

Extracurricular students are subject to these guidelines at all times throughout the twelve month calendar year, whether the extracurricular activity is "in season" or inactive and on weekends and during school holidays. Refer also to Board Policy FO (Local). Students transitioning from eighth to ninth grade who, during the summer,

engage in conduct that violate the Prohibition will be subject to the High School Guidelines.

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

The following definitions will apply to these guidelines:

- Leadership Position- A position or office an Extracurricular Student holds in an organization or group either by election or appointment. Such positions may include without limitation: captain, officer, squad leader, drum major, section chair.
- Parent- A student's biological or adoptive parent or parents, legal guardian, or other person in lawful control of the student.
- Period of removal- Period of time during which an Extracurricular Student is excluded from any participation in an extracurricular activity due to violation of the Prohibition. During a period of removal, an Extracurricular Student may not wear his/her uniform, travel with the team or organization, or otherwise act as a representative of the team or organization.
- Prescription Drugs- A drug authorized by a licensed physician specifically for that student. A student who uses a prescription drug in a manner prescribed by the student's physician and who has followed school policies in such use shall not be considered to have violated this policy.
- Possession- To have an item in or on one's personal being or property, including without limitation, clothing, purse, backpack, private vehicle, motorcycle, or bicycle used for transportation to or from school or school-related events, telecommunication or electronic device, or

other property used by the student such as a desk, locker, or cubby-hole.

- Use (Alcohol/Substance) - Voluntarily introducing into one's body, by any means, a prohibited substance. For example, and without limitation, consuming or ingesting alcohol in any manner is "use" of alcohol; smoking or ingesting marijuana, an unlawful derivative or look-alike of marijuana, or other illegal substances is "use" of marijuana or other illegal substance.
- Extracurricular Activities - School sponsored activities including but not limited to Dance & Drill Teams, Bell Guards, Cheerleaders, Spirit Groups, Sports, Fine Arts, Clubs, UIL governed Activities, Mock Trial, AC DEC, and other school sponsored student activities unique to a campus.

An Extracurricular Student violates the Prohibition if he or she:

- Uses, possesses, sells, or furnishes alcohol or illegal substances to another;
- Receives an MIP (Minor in Possession), MIC (Consumption of Alcohol by a Minor), DWI (Driving While Intoxicated), DUI (Driving Under the Influence of an Illegal Substance), or other citation for the illegal use or possession of alcohol/drugs, or furnishing alcohol/drugs to another in a non-school setting;
- 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;
- Performs or participates in an extracurricular activity while under the influence of alcohol or other drugs.

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. The consequences for violation of the Prohibition apply regardless of the disposition of any citation the student may receive.

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.

Where 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 the 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.

An Extracurricular Student can receive only **one** probation period for violating the Prohibition during the students' 7-8 junior high school career.

### **Second Offense or Subsequent Offenses: (Removal)**

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

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

**2011-2012 Extracurricular Activity  
Acknowledgement and Agreement Form**

**Student Statement:**

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

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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: Alcohol & Illegal Drugs. I understand that my student must comply with all rules and regulations written in these guidelines and any additional rules adopted by my student's school as a condition of participation in an extracurricular activity. I understand that his or her failure to comply may result in disciplinary action, including dismissal from all extracurricular activities.

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Printed Name of Parent or Legal Guardian

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Signature of Parent or Legal Guardian

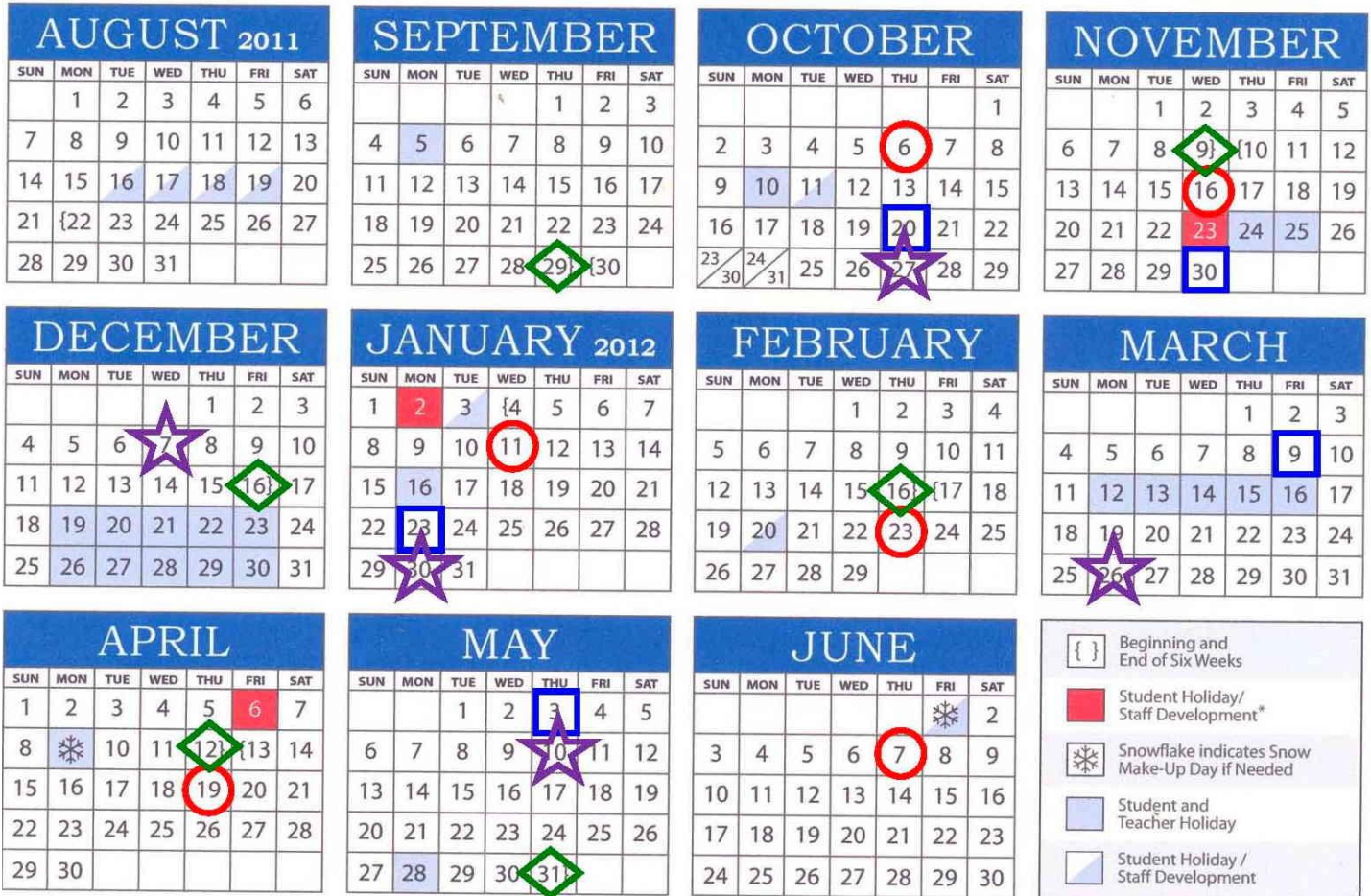
Date Signed









# 2011-2012 UIL ELIGIBILITY DATES ACADEMIC CALENDAR

Richardson Independent School District - [www.risd.org](http://www.risd.org)



End of 6 Weeks 	End of 7 Day Grace Period 	3 Week Grade Evaluation 	Regain Eligibility 
September 29	October 6	October 20	October 27
November 9	November 16	November 30	December 7
December 16	January 11	January 23	January 30
February 16	February 23	March 9	March 26
April 12	April 19	May 3	May 10
May 31	June 7		

## UIL Exempt Courses

Advanced Placement and International Baccalaureate (in All Disciplines)	Dual Credit (ELA, Math, Sci., Soc. Studies, Econ. LOTE)	Honors (ELA, Math, Sci., Soc. Studies, Econ. LOTE)
AP English 3 AP English 4	English 4 Dual Credit	Language Arts 7 PreAP Language Arts 8 PreAP English 1 PreAP English 2 PreAP
AP Statistics AP Calculus AB AP Calculus BC	College Algebra	Precalculus Precalculus - PreAP Math 7 PreAP Math 8 PreAP (Algebra 1) Algebra 1 PreAP Algebra 2 PreAP Geometry PreAP
AP Biology AP Chemistry AP Physics B AP Physics C AP Environmental Science	Fundamentals of Astronomy General Introductory Astronomy	Science 7 PreAP Science 8 PreAP Biology PreAP Chemistry PreAP Physics PreAP Anatomy & Physiology (Honors)
AP Human Geography AP World History Studies AP U.S. History AP U.S. Government & Politics AP Macroeconomics AP European History AP Psychology	American Government Intro. To Psychology Intro. To Sociology Principles of Economics I	Social Studies 7 PreAP Social Studies 8 PreAP
AP Spanish Language – 8th AP Spanish Language AP Spanish Literature AP French Language AP German Language AP Japanese Language and Culture AP Latin - Vergil		Spanish 3 – PreAP (7-8) Spanish 3 – PreAP (9-12) Spanish 4 Spanish Language Enrichment (Honors) French 3 – PreAP French Language Enrichment (Honors) German 3 - PreAP German Language Enrichment (Honors) Japanese 3 - PreAP Latin 3 – PreAP
AP Art Drawing AP Art History AP Two-Dimensional Design Portfolio AP Three Dimensional Design Portfolio AP Music Theory AP Computer Science		



**RISD Fine Arts Department**  
**Authorization and Release for Student Travel -- Local**

**General Information**

*Welcome to the Fine Arts Department for the 2011 – 2012 school year. We are looking forward to a dynamic year. Throughout the year, your student's Fine Arts program may travel locally to performances, competitions, etc. Students represent the Richardson Independent School District and their school at all times. Student participation in this trip or any other activity is conditioned upon the student's compliance with all applicable rules and policies before and during the activity. Any student who engages in inappropriate behavior while away from RISD on a school-sponsored trip is subject to immediate removal from the activity at the parents' expense in addition to any other school discipline which may be administered.*

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

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

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

Student's Full Name \_\_\_\_\_ DOB \_\_\_\_\_

Student's Address \_\_\_\_\_

Student Mobile Telephone # \_\_\_\_\_ Student Home Telephone # \_\_\_\_\_

Name(s) of Student's Parent(s)/Legal Guardian(s) \_\_\_\_\_

Address (if different from student) \_\_\_\_\_

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

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

Name/Contact #s for Alternate Adult (Emergency Contact) \_\_\_\_\_

Name/Contact #s for Alternate Adult (Emergency Contact) \_\_\_\_\_

PRINTED Student Name: \_\_\_\_\_

**PARENT/LEGAL GUARDIAN AUTHORIZATION & RELEASE**

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

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

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Signed \_\_\_\_\_ Date Signed \_\_\_\_\_

**Health-Related Information**

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

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

Name of Parent who is the Policy Holder: \_\_\_\_\_

**2011-2012**  
**SCHOOL OWNED INSTRUMENT CHECK-OUT FORM**  
**Lake Highlands Junior High School Bands**

Name of Student \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mother's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Instrument Make & Model \_\_\_\_\_

Serial Number \_\_\_\_\_

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THIS IS TO CERTIFY THAT I AM USING A SCHOOL-OWNED INSTRUMENT.  
I UNDERSTAND THE GUIDELINES CONCERNING USE OF MY SCHOOL  
OWNED INSTRUMENT AND WILL OBSERVE ALL GUIDELINES.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
LHJH Band Member

I HAVE READ THE GUIDELINES FOR USING A SCHOOL OWNED  
INSTRUMENT AND UNDERSTAND HOW IT APPLIES TO MY CHILD.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
LHJH Band Parent/Guardian

***CHECK FOR \$75 SHOULD BE PAYABLE TO: LHABC***



# **2011-2012 LAKE HIGHLANDS JUNIOR HIGH BAND HANDBOOK ACKNOWLEDGEMENT FORM**

This Handbook is distributed to all Lake Highlands Junior High band students and parents. The information is intended to make your Wildcat Band experience as positive and fulfilling as possible. Sign the following consent form and return to the band office before the end of the first six weeks.

**Student's Printed Name** \_\_\_\_\_

**THIS IS TO CERTIFY THAT I HAVE RECEIVED AND READ THE  
2011-2012 LAKE HIGHLANDS JUNIOR HIGH BAND HANDBOOK  
AND WILL OBSERVE ALL GUIDELINES FOUND THEREIN.**

\_\_\_\_\_  
LHJH Student Signature

\_\_\_\_\_  
Date

**I HAVE RECEIVED AND READ THE 2011-2012 LAKE HIGHLANDS  
JUNIOR HIGH BAND HANDBOOK AND UNDERSTAND HOW IT  
APPLIES TO MY BAND STUDENT.**

\_\_\_\_\_  
LHJH Parent/Guardian Signature

\_\_\_\_\_  
Date

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

Accept  Decline

\_\_\_\_\_  
LHJH Student Signature

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

Accept  Decline

\_\_\_\_\_  
LHJH Parent/Guardian Signature