

2018-2019

**PFISD STUDENT AND PARENT
FINE ARTS HANDBOOK**





EXTRACURRICULAR PHILOSOPHY

Pflugerville Independent School District is dedicated to giving all students the opportunity to participate in a highly competitive and comprehensive Fine Arts extracurricular program by employing dedicated professionals and providing appropriate funding through fairly administered and conducted activities. We believe that extracurricular activities are a microcosm of society and that through participation in our programs, students will inherently learn life skills enabling them to be productive members of society, capable of managing time, striving to set and obtain goals, and developing an enhanced self-discipline. Three main themes are apparent in all successful Fine Arts extracurricular programs: integrity, character, and honesty. The extracurricular program at PFISD is a privilege and as such, the student is held to a much higher standard than that of the general school population; therefore, the guidelines and rules that each director/sponsor sets for the program may be stricter than those delineated in the Student Code of Conduct.

EXTRACURRICULAR DEPARTMENT OBJECTIVES

The Directors/ Sponsors of the Fine Arts Programs are dedicated to PFISD being recognized as a premier Fine Arts extracurricular program in the state of Texas. In order to obtain this extraordinary level of competence in an incredibly competitive area, each person within the extracurricular program must demand excellence of himself/herself, as well as, each individual for whom he/she is responsible.

The Directors/ Sponsors of the Fine Arts Programs are firmly committed to the following general objectives, which must be present in each activity and on every level, in order to continue in the pursuit of excellence which our community has grown to expect.

- Increasing participation in all activities
- Including as many activities as possible to meet the needs of the students
- Providing adequate and equitable funding for all programs
- Affording all students the opportunity to try out/audition for all activities
- Treating all students, parents, directors/sponsors, district employees, opponents, and community supporters with dignity and respect
- Recruiting and hiring the best directors/sponsors possible
- Encouraging continual development of directors/sponsors
- Exhibiting outstanding sportsmanship in victory and defeat
- Developing lifelong skills needed in a competitive society
- Stressing the importance of excellence in the classroom, as well as in competition
- Fielding competitive teams in each category



SCHEDULE CONFLICTS

Students participating in more than one activity could possibly have conflicts from time to time. Please notify the directors/sponsors as soon as the conflict arises. The following order will be used to help settle these conflicts:

- State
- Regional Events
- Area
- Bi-District
- District
- Non-District
- Local Performances
- Scrimmages
- Practice

EXTRACURRICULAR STANDARDS

Students selected into a Pflugerville ISD Fine Arts extracurricular program must recognize this distinction as an honor and privilege and must be held accountable to a greater standard than that of the general school population. The students involved in extracurricular activities are recognized as representatives of the individual school as well as the district, and as such, must demonstrate the highest levels of character and behavior. It is the responsibility of the Fine Arts Director and each director/sponsor to ensure this high level of expectation. Directors/sponsors must monitor the character and behavior of their student members in and out of season, in and out of uniform, and on and off campus. The inordinate amount of time directors/sponsors spend in various curricular and co-curricular activities provides a unique opportunity to observe, assist, and intercede to help the students make good decisions. PFISD supports education and awareness training on adolescent chemical use issues, including chemical dependency, substance abuse and special issues affecting district students in a helpful, non-punitive way.



UIL ELIGIBILITY, GRADING, ABSENCES

UIL ELIGIBILITY (High School)

The University Interscholastic League (UIL) is the governing body for public school interscholastic athletics in Texas. The following guidelines are from the University Interscholastic League Constitution and Contest Rule Manual.

First 6 Weeks

UIL participants are eligible to participate in contests during the first six weeks of the school year provided the following standards have been met:

- Students beginning grade nine and below, must have been promoted from the previous grade prior to the beginning of the current school year.
- Students beginning their second year of high school must have earned five credits which count toward state high school graduation requirements.
- Students beginning their third year of high school either must have earned a total of ten credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.
- Students beginning their fourth year of high school either must have earned a total of 15 credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.

Exceptions:

- a) When a migrant student enrolls for the first time during a school year, all criteria cited above applies. All other students who enroll too late to earn a passing grade for a grading period are ineligible.
- b) High school students transferring from out-of-state may be eligible the first six weeks of school if they meet the criteria cited above or school officials are able to determine that they would have been eligible if they had remained in the out-of state school from which they are transferring. Students who are not in compliance with these provisions may request a hardship appeal of their academic eligibility through the UIL state office. Local school boards may elect to adopt these standards for all activities in order to avoid having different standards for student participants (e.g., football, drill team, cheerleading, and all other extracurricular activities as defined by Commissioner of Education rule [19 TAC Chapter §76]).



After First 6 Weeks

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified class eligible for exemption) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for three school weeks. An ineligible student may practice, however.

The student regains eligibility after the seventh calendar day waiting period has ended following a grading period or the three school week evaluation period when the principal and teachers determine that he or she has earned a passing grade (70 or above) in all 7 classes, other than those that are exempted.

All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of the grading period whether it is six, nine, or twelve weeks in length. Students who pass remain eligible until the end of the next grading period.

All activity coaches and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the student represents the school. This provision applies to all grading periods. It also applies to all three-school week evaluation periods for ineligible students.

- All students are academically eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the December holidays, all students are academically eligible until classes resume in January. The same is true for summer recess and fall and spring breaks provided those breaks consist of at least a full calendar week. (See example at the end of this document.)
- If a grading period or three school week evaluation period ends on the last class day prior to a school holiday of one calendar week or more (e.g. spring break, winter holidays), the seven calendar day grace period to lose eligibility and the seven calendar day waiting period to regain eligibility begin the first day that classes resume.
- Students lose eligibility for a three school week period. For purposes of the law, "three school weeks" is defined as 15 class days.

Exceptions:

One, but only one of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday period. Two class days does not constitute a "school week" for purposes of this law except Thanksgiving week if schools are on holiday Wednesday, Thursday and Friday. A school district may request an exception from UIL officials to the two day school week in the event of a disaster, flood, extreme weather condition or other calamity as listed in TEC §42.005. In the event two of three school weeks are shortened, one of the shortened weeks may be counted as five days with ten other actual class days making up the fifteen class days. After the



first six weeks of the school year, academically ineligible students in schools with six week grading periods have one opportunity to regain eligibility after the first three school weeks of the grading period; students in a nine week grading period have two opportunities, one at the end of the first three school weeks and one at the end of the first six school weeks. Students who fail to regain eligibility at the evaluation periods remain ineligible until seven calendar days after passing a grading period.

Note:

When computing eligibility calendars, it is helpful to remember that the seven day grace period after the grading period also contains school week one of the three school week evaluation period. Also, a seven calendar day grace and waiting period is always applicable after grading periods and evaluation periods.

Section 5 (b) of the UIL Constitution and Contest Rules defines calendar week as 12:01 am on Sunday through midnight on Saturday. 19 TAC §76.1001 (b) states: The school week is defined as beginning at 12:01 am on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays.

This section on eligibility does not include all eligibility standards. It is the responsibility of all coaches/sponsors to be familiar with all the UIL requirements. Additional explanation of eligibility requirements can be found in the UIL Side By Side publication, or the UIL Constitution and Contest Rules.

ELIGIBILITY (Middle School)

- Students are eligible so long as they have been in attendance and are passing all classes in accordance with state law and rules of the State Board of Education and the Texas Education Agency.
- Eighth grade students who are over-age for eighth grade athletics may participate on the freshman team at the high school in their attendance zone.
- A player on the eighth grade team may not have reached his/her fifteenth birthday on or before September 1 of the current school year.
- A player on the seventh grade team may not have reached his/her fourteenth birthday on or before September 1 of the current school year. Only over-age seventh grade students may compete on the eighth grade team. In addition, a student must meet the following academic requirements:
 - o Beginning at the seventh grade year, has been promoted from the sixth grade to the seventh.
 - o Beginning at the eighth grade year, has been promoted from the seventh grade to the eighth.

GRADES

A student shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the district or the UIL after a grade evaluation period in which the athlete



received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class. A suspension will continue for at least three school weeks and is not removed during the school year until the conditions for removing the suspension, as described below, are met. Until the suspension is removed or the school year ends, the district shall review the grades of an athlete suspended under these provisions at the end of each three-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the athlete's grade in each class, other than a TEA-identified advanced course, is equal to or greater than the equivalent of 70 on a scale of 100. The principal and each of the athlete's coaches shall make the determination concerning the athlete's grades.

See Texas Education Code 33.081 (c) and PfISD Board Policy FM (Legal).

When students are enrolled in accelerated classes which grant them the opportunity to earn credit during nine school weeks and the school is using a nine week grading period and considers the semester to be nine weeks in length, eligibility may be determined by the cumulative report grade for the nine weeks since the nine weeks also constitutes a grading period, or schools may use a cumulative grade up to the final exam for the purposes of determining eligibility. This is not intended to permit schools to select one method for some students and another method for others. School officials must decide which method they are going to use and apply it to eligibility for all students within that specific school. Schools with traditional six week grading periods and 18 week semesters must continue to use the third six weeks grade of the first semester to determine eligibility since the law requires eligibility to be based on the previous grading period during the school year.

Grade Waiver Process

Students who fail a high school advanced course with a grade between 60 and 69 may apply for a waiver, which will allow them to continue to participate in co-curricular activities. Such a waiver will be granted twice per academic year. Waiver requests can be obtained from the administrative office and require parent and coach/director signatures.

Courses for which a waiver may be requested are:

1. English Language Arts—Pre-AP /AP classes.
2. Languages Other than English—Pre-AP/AP classes.
3. Mathematics—Pre-AP/AP classes.
4. Science—Pre-AP/AP classes.
5. Social Studies—Pre-AP/AP classes.

The principal or designee shall approve the waivers and communicate with the appropriate instructor. An athlete with an incomplete grade in any class is ineligible at the end of the seven day grace period unless the incomplete was replaced with a passing grade prior to the end of



the seven day grace period, unless special circumstances warrant an extension approved by the campus principal.

Learning objectives in fine arts courses are based on performance skills, responsibility, and participation. Therefore, students are expected to fulfill individual as well as group learning tasks.

ABSENCES

PfISD Board Policy provides that no distinction shall be made between absences for UIL activities and absences for other extracurricular activities. A student shall be allowed, in a school year, no more than ten extracurricular absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition. In addition, all students participating in a PfISD extracurricular activity make a commitment to the organization, their teammates and their school. Each program demands the dedication of time and energy of the student. Part of this commitment is to be a student first and strive for academic excellence. Another integral part of the commitment is to place the PfISD organization above participation in any non-school sanctioned activities and attend all practices and performances scheduled by PfISD sponsors.

Excusable absences

- Sick from school
- Doctor's appointment (if this is a check-up, try to schedule around practices)
- Death in the family
- Religious holiday

Non-Excusable absence examples

- Homework (you must learn to manage your time well)
- Attending a concert or other social engagement over practice

STATE TESTING

STAAR Testing – State Board of Education

A school may not schedule an extracurricular activity or a public performance to occur on the day immediately preceding or evening immediately preceding the day on which the administration of the State of Texas Assessment of Academic Readiness (STAAR) test is scheduled for Grades 3-12.

Practice during Final Exams and STAAR Testing

STAAR tests take priority over practice. PfISD policy regarding practice during the STAAR testing period; all fine art rehearsals/practices will end by 6:00 p.m. and students must be off the campus by 6:30 p.m. on the day prior to a STAAR testing day. Practice during the week of final exams shall be limited to teams whose activity is in season and must conclude by 6:00 p.m. the day before an exam. To locate the PfISD Assessment Calendar, [click here](#).



Extracurricular Activities during Final Exams

For grades 7-12 there shall be no school-sponsored extracurricular activities scheduled the day before or during final examination days in the fall and spring semesters, except those of advancing to state or other higher level competition. Care and consideration should be taken to avoid conflicts whenever possible.

GENERAL GUIDELINES FOR EXTRACURRICULAR AND CO-CURRICULAR

1. Extra rehearsals must conform to Pflugerville ISD procedures.
2. Instructors will provide students with a list of required practices and performances that has been approved by the campus principal and submitted to the Director of Fine Arts. This list will include both extracurricular and co-curricular activities.
3. Instructors are responsible to organize all rehearsals/practices occurring outside the academic school day and will open and secure all rehearsal facilities through the proper campus/district procedures.
4. Instructors will supervise all students at all times. An instructor will remain at the rehearsal or performance site until all students have left the area.
5. Ineligible students may participate in performances under the following conditions:
 - A. The rehearsal or performance is an extension of the regular class; and
 - B. the activity is required to meet the Texas Essential Knowledge and Skills (TEKS) objectives of the course; and
 - C. no admission is charged; and
 - D. no competition is involved; and
 - E. the activity is held on campus or at a suitable performance venue if one does not exist on the campus.
6. Ineligible students may not participate in performances under the following conditions:
 - A. There is a competition between schools; or
 - B. there is a competition between students; or
 - C. admission is being charged for the performance.
7. The prior approval of the campus principal must be obtained when students are released from classes to perform for all activities.



LIMITS ON PRACTICE AND PERFORMANCE

All fine arts programs follow UIL guidelines. Specific details are found in the TEA-UIL Side by Side.

Commissioner of Education regulations limit participation to one UIL contest per school week unless receive special permission from UIL to participate in more than one.

Participation is defined as involvement with the activity (e.g., traveling with the team, attending the program/production as a company member). Example: A student travels with the band to a football game but sits on the sidelines and does not actually march. This counts as participation according to state law. That student cannot participate again until Friday after school.

19 TAC §76.1001, Subchapter AA

(d) Limitations on practice, rehearsal, and student participation in extracurricular activities during the school week shall be as follows:

- 1) For any given extracurricular activity, a student may not participate in more than one activity per school week, excluding holidays, except as provided in paragraph (2) of this subsection.
- 2) In addition to the limit specified in paragraph (1) of this subsection of one extracurricular activity permitted per school week, a student may also participate in a 12 tournament or post-district contest, as well as a contest postponed by weather or public disaster that may determine advancement to a post-district level of competition.
- 3) For each extracurricular activity, a school district must limit students to a maximum of eight hours of practice and rehearsal outside the school day per school week.
- 4) The Commissioner of Education recommends that school districts avoid scheduling extracurricular activities or public performances on the day or evening immediately preceding the day on which the administration of the statewide student assessment program is scheduled for Grades 3-11.

Sunday Prohibitions

All activities governed by the UIL shall follow UIL mandates and regulations. These are found in the UIL Side by Side document, as well as the UIL Constitution and Contest Rules (19 TAC § 76.1001, Subchapter AA).

UIL rules generally prohibit interschool athletic, academic and fine arts competition (including marching contests) on Sunday; exceptions are noted in the Side by Side document.



<http://www.uiltexas.org/policy/tea-uil-side-by-side>
<http://www.uiltexas.org/policy/constitution>

Academic and fine arts activities may schedule practice sessions on Sunday provided such sessions receive advance approval from the superintendent or his/her designee.

Exceptions:

1) School district personnel may instruct high school students and accompany them to school sanctioned academic or fine arts competitions held on Sunday, that do not count on League standing, under the following provisions:

- a) school district personnel shall not accompany a student on more than two competitions on Sunday during a school year;
- b) the participation of the student, academic coach, sponsor, or director must have prior approval of the superintendent or designated administrator;
- c) participation is limited to contests that are sponsored by colleges or universities.

2) UIL area, regional, and state competitions may be held on Sunday, due to unavoidable circumstances which cause hardship to participating schools, provided they are approved by all of the following:

- a) a UIL staff director,
- b) designated administrators of the participating schools, and
- c) the meet director.

Non-UIL Governed Activities (dance, winter guard, winter percussion, musicals, non-UIL drama performances, art shows, and any other non-UIL activities) shall adhere to UIL guidelines, with the following exceptions.

Performances & Practices may be scheduled on Sundays, only with approval by the campus principal and the appropriate supervising coordinator.

Competitions may only be scheduled on Sunday, due to:

- 1. advancement via competition,
- 2. continuation of competition, or
- 3. rescheduling, as a result of unavoidable circumstances that potentially threaten student safety, such as inclement weather.

These must have the approval of: a) the campus principal, and (b) the supervising coordinator



NOTICE OF NONDISCRIMINATION

It is the policy of the PfISD not to discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities as required by Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990, the Age Act of 1975, and Section 504 of the Rehabilitation Act of 1973, as amended. No provision of an extracurricular behavior standard shall have the effect of discriminating on the basis of the student's sex, race, disability, religion, or ethnicity.

SERIOUS MISCONDUCT

A student who is involved in Serious Misconduct is subject to disciplinary consequences in accordance with the Student Code of Conduct and may also receive consequences or experience loss of privileges in organization(s). Students who are removed from the home campus for disciplinary reasons are not eligible to represent their home campus during the period of removal. Students who are placed in In-School Suspension (ISS) may practice but may not participate in extracurricular activities during the times of their placement in ISS.

A student in grades 6 through 12 shall lose the privilege of participation in extracurricular activities during any period of suspension, placement in a disciplinary Alternative Education Program, or Expulsion.

The following infractions are strictly prohibited:

1. Using, possessing, or being under the influence of marijuana, a controlled substance, a dangerous drug, abusable glue, aerosol paint, steroids, or any other mood-changing, mind-altering, or behavior-affecting drug;
2. Using, possessing, or being under the influence of an alcoholic beverage;
3. Engaging in lewd, disruptive, or other offensive conduct that affronts school district standards of propriety;

Upon the administration's determination that a PfISD student in grades 6 through 12 participating in a school-sponsored extracurricular event has violated any one of the three infractions enumerated above, the student shall be subject to disciplinary action as outlined in the Student Code of Conduct and shall lose the privilege of further participation in that activity (band, choir, theatre, drill team, etc...)

Hazing

Hazing is defined as an act that subjects a student to potential harm and is affiliated with initiation into a student organization or team. Hazing may involve an act committed against a student or a situation in which a student is coerced into committing an act.



These acts run counter to the educational mission of the fine arts program, regardless of the victim's willingness to participate. The list below provides examples of some types of hazing.

This list is not meant to be comprehensive:

- Being yelled, cursed or sworn at;
- Being publicly harassed;
- Being expected to act as a personal servant to an older group member;
- Being coerced/forced to eat certain foods;
- Being thrown or forced to go into a pond, ocean, toilet or other body of water;
- Being pressured to be tattooed, pierced or shaven;
- Being coerced/forced to participate in drinking contests;
- Being forced/coerced to participate in any physical or illicit activity that causes the victim to pass out;
- Being forced/coerced to destroy or vandalize property;
- Being forced/coerced to inflict pain on yourself or others

Critical Incident Reporting

The sponsor must report critical incidents to the principal and their organizational supervisor immediately. This will ensure sensitive and serious situations are being communicated as clearly and effectively as possible throughout the District. A written report of an incident must be sent to the principal within 24 hours of the occurrence. If a situation is an emergency, the sponsor must immediately notify the principal by telephone.

The following incidents must be reported immediately:

- Firearms – possession, use, display, discharge
- Weapons – possession, use, display
- Assaults
- Sexually-related incidents, including criminal complaint, misconduct, harassment
- Possession, use, sale of controlled substances
- Arrests
- Evacuation of the building
- Any call to 911
- Bus accidents
- Motor vehicle accidents involving rental or PfISD vehicles.

Extra-Curricular OC/JJAEP Placement Return Policy

I. Complete assigned period of placement in OC/JJAEP

II. Cases involving a felony or Class A Misdemeanor:

A. In incidents involving felony or Class A Misdemeanor cases extracurricular privileges will be lost from the time the student is charged until all legal obligations are fulfilled (e.g. released from incarceration, fines and restitution paid; probationary periods completed; deferred adjudication completed)



B. Where tryouts are applicable – Meet the requirements of (A) above as well as:

1. The student must complete the required days of suspension and required number of school approved community service hours before they can participate in interschool competition.
2. If tryouts are completed before their release from the alternative placement the athlete will not be able to compete on the team during the current season, because no extension of tryouts will be offered.
3. If the student is back on campus before tryouts begin, they can participate in tryouts while completing their suspension and school approved community service, but they cannot participate in interschool competition including Scrimmages.

C. Where tryouts are not required – Meet the requirements of (A) above as well as:

1. Students may participate in practices and intra-school competition during the time they are completing their suspension and school approved community service hours.
2. Students will regain the privilege of participating in inter-school competition when they have completed their suspension and school approved community service hours.

SOCIAL MEDIA

Everything posted in social media is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if security settings are listed as “private”. Information (including pictures, videos, and comments) may be accessible even after removed. Once a photo or comment on a social networking site has been posted, that photo or comment becomes the property of the site and may be searchable even after being removed.

Similar to comments made in person, Pflugerville ISD will not tolerate disrespectful comments and behavior online, such as:

- Derogatory language or remarks that may harm other instructors or colleagues; other PfISD staff or faculty; and students, instructors, directors, or representatives of other schools, including comments that may disrespect opponents.
- Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.



- Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

Violations of the Student Code of Conduct will also be handled by campus administration in conjunction with the PfISD campus discipline process.

Students who have the opportunity to travel in connection with the PfISD extracurricular events are representatives of the district and must exhibit exemplary behavior at all times. Students who dress or act inappropriately while traveling to or from a PfISD activity may be suspended or removed from the event, depending upon the nature.

TRAVEL

All students who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. An exception may be made if the student's parent or guardian personally requests, in writing, that the student be allowed to ride to/from the event with the parent, guardian, or other adult. Students are not allowed to drive themselves to out-of-district events.

Students involved in travel shall:

1. Be on time for all trips;
 2. Dress neatly and in compliance with the district's dress and grooming policy;
 3. Be on their best behavior in restaurants and hotels;
 4. Care for any equipment assigned to the student and return it to the proper storage location upon return to the school;
 5. Be on their best behavior while on the bus or other vehicle;
 6. Promptly obey all instructions given by either the instructor or any adult chaperone.
 7. Follow the PfISD ["Rules of the Road"](#) for all overnight trips.
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PARENT VOLUNTEERS

If a parent is to volunteer on campus or during a school sponsored event at any time, they need to be approved district volunteers.

Parents are to go to the district website and apply as a formal district volunteer under Career Center and "How to Apply". This must be completed 2-4 weeks prior to their first volunteer event. [Parent Volunteer](#)



BAND

Organization Membership Requirements

In accordance with UIL, no one student is entitled to a position in any fine arts program of PfISD.

Marching Band

To be a member of the Marching Band, the student must be enrolled in the proper band class.

- **Competitive Marching Band.** The student agrees to attend summer rehearsals whenever possible (exceptions through director approval). Each member must meet all financial obligations and must attend all rehearsals and performances (contests and football games).
- **Alternate Status.** These students must meet all requirements of the competitive Marching Band. These students will rehearse and perform with the group in noncompetitive settings, possibly earning a permanent spot at any time when deemed appropriate by the directors. Alternates are considered full-fledged members of the Marching Band. Alternates are expected to attend all rehearsals as per the rehearsal rules and regulations. Alternates will travel on all trips with the Marching Band.

Concert Bands

To be a member of one of the spring concert bands, the student must be enrolled in the proper band class, and meet all financial obligations. Each student must comply with all rules and regulations for that particular organization. The student agrees to attend all after-school rehearsals, sectionals, and performances. (Exceptions are approved in advance by director only). Each member must be in good standing within the band program.

Winter Guard

The Winter Guard is a select group with membership through audition only. Each student must comply with all rules and regulations and be enrolled in the class for that particular organization. The student agrees to attend all after-school rehearsals, sectionals, and performances (Exceptions are approved in advance by director only). Each member must meet all financial obligations and be in good standing within the band program.

Drumline

The Drumline is a group open to a select group of percussionists interested in learning, exploring, and performing on percussion instruments, and will be selected through an audition process. Each student must comply with all rules and regulations for that particular organization. The student agrees to attend all after-school rehearsals, sectionals, and performances. (Exceptions are approved in advance by director only). Each member must meet all financial obligations and be in good standing within the band program.



Any student who drops out of any of these organizations during the school year will be required to drop that specific class as soon as the administration deems possible. Any student who drops out will not be allowed to rejoin unless approved by the band staff.

Attendance and Participation

- Attendance at all games and events is mandatory. This includes but is not limited to practices, performances, competitions, pep rallies and fundraising activities.
- Planned absences to a game/event/practice/etc. should be requested in writing at least 48 hours in advance. Campus directors will determine if it will be excused. Inappropriate notification will result in disciplinary action.
- Students who are ill should notify the coach as soon as possible.
- All marching band members are required to attend summer practices.

Selection of Officers

The band will select drum majors and student leadership positions each year. These students will be sophomores, juniors or seniors during their term, and are selected through an audition process that includes evaluation by a panel of judges. Students are evaluated on marching, playing, conducting, interviews, past leadership, and student confidence.

Individual Membership Requirements

Pflugerville ISD provides excellent support for the band program. However, there are expenses beyond the scope of the band's' budget. These expenses are the responsibility of the individual members and the booster organization. Fund-raising events are scheduled throughout the year to help each student offset these costs. Those who need to make special arrangements will need to speak with the directors on an individual basis.

No one will be denied participation because of financial hardship as long as steps are being taken to fulfill the obligations. We would like to encourage all our parents to be an ACTIVE member of the Band Boosters.

Band Dues

Marching Band

The band directors work to create a budget each year that is an estimation of the necessary operating expenses needed for the following school year. Some of these expenses are covered through the district operating budgets but it is necessary to charge each student to cover contracted staff, band shirts, trips, and numerous other expenses. These expenses will be distributed in the form of an expense sheet at the beginning of each school year. The band will not order any item that has not been pre- paid. Students who require the use of school owned instruments or equipment will need to pay an additional \$75 rental fee.



Winter Guard and Drumline fees participating, staff that will need to be secured, uniforms, and other expenses to stage our production. This information will be distributed to students and parents before the season begins.

Financial Assistance

Students and parents who have financial difficulties will need to speak to the director. Payment plans will be available to ensure that ALL STUDENTS who wish to participate in the Band program will be given the opportunity to do so.

Band Trips and Expenses

The band will be taking an out-of-state trip every other year during concert season. Other trips are possible, and will be announced as the opportunities arise (for example—a holiday parade). Students are financially responsible for any trip they wish to participate in. Trips are meant to be educational, as well as, meant to provide the band with competitive venues. Students are not obligated to participate in these trips, but are highly encouraged.

Band Staff

Paid professionals and technical assistants are a vital part of the band program. Without their help the Band would not be able to achieve the standard to which we aspire. They must have the respect of all students and parents. Staff members are chosen by the directors and are directly responsible to their director. Students should give these staff members the same respect they would give any member of the band faculty. Any problems should be brought directly to the directors; do not confront a staff member directly.

Equipment and Instruments

Rental

Most band members are expected to provide their own instruments, in special cases such as percussion, color guard, low brass, or other larger instruments; school owned equipment may be available for rent. The usage fee is \$75 per year. Students who play more than one rented instrument in a semester pay only one rental fee. The fee may be waived if the family can demonstrate severe financial hardship or if the student is playing a secondary instrument at the specific request of the directors to help the band's instrumentation.

Care

School owned instruments and equipment become the responsibility of the student to whom they are assigned. Any damage other than normal wear and tear will need to be repaired at the student's expense. Individual instruments must always be maintained in top playing condition. Always show the director your instrument before taking it in for repairs. Remember that horseplay can cause damage to instruments and equipment. Be careful with your own instrument, place it out of harm's way if it is necessary for you to put it down, and never play around with or play on anyone else's instrument

Summer Weather Guidelines for Outdoor Practice



The high School band director will obtain weather report from www.weather.com by 8:00am each morning for morning workouts. A second report will be taken at 1:00 pm for the afternoon workouts if applicable.

The band/drill team director will be responsible for informing students and parents by posting the temperature each day. Daily temperature reports will be on file in the Band /Drill Team directors' office. The temperature of the day will dictate which protocol will be followed:

Temperatures of 100°F-104°F and/or a heat index of 100°F-110°F

Practice will not exceed 2 hours.

Band /drill team members will have water breaks every 20 minutes.

Open water policy at all times.

Temperatures of 105°F-106°F and/or a heat index of 111°F-115°F

Practice will not exceed 1.5 hours.

Band/drill team members will have water breaks every 20 minutes.

Breaks must be a minimum of 5 minutes in length.

Open water policy at all times.

Temperatures of 107°F or higher and/or heat index of 116°F or higher

No outside practice will be held.

Rehearsal Guidelines

The rehearsal guidelines below define the maximum allotted time an organization may practice within a given timeframe in accordance with TEA policy. An instructor is not required to utilize all of the available practice times listed below; however, allotted times may not be exceeded.

Pre-season rehearsals:

A. Percussion students, Student Leaders, and Color Guard students may attend a one-week camp or clinic between the end of the previous school term and August 1. Student attendance will be strongly encouraged and fees necessary for participation in the camp/clinic will be the financial responsibility of the student or the booster organization.

B. Band students may devote no more than 10 hours of supervised instructional time to practicing marching fundamentals between the end of the previous school term and August 1.



C. Band students may begin pre-season marching rehearsals in preparation for the UIL Marching Contest presentation no earlier than August 1; pre-season marching rehearsals may not take place on Sundays.

D. Pre-season marching rehearsals shall not exceed eight hours per day inclusive of indoor music rehearsals and outdoor marching practice.

Regular Season rehearsals:

Beginning on the first instructional day of the academic year, a marching band and its auxiliary components are limited to a maximum of eight hours of rehearsal outside the academic school day per calendar week.

**Students may be involved in multiple extracurricular activities. Instructors are highly encouraged to be flexible when conflicts arise with other extracurricular activities. As a general rule, performances or competitions take precedence over rehearsals or practices. UIL activities should take priority over non-UIL activities. Any deviation from these standardized Rehearsal Guidelines must have the prior approval of the campus principal.

Lettering Guidelines

Students will have the opportunity to earn their letter jackets throughout the high school years. Students receive points based on their service to the band and their individual attempts to represent the program. Points are earned by participation in the marching band, the TMEA region band audition process, successful participation at the UIL Solo and Ensemble contest, UIL Concert and Sight-reading contest and other performances as scheduled throughout the year.

All awards to students for participation in band must meet criteria set forth in the individual lettering guidelines, as established by the director and approved by the appropriate district level official. This information will be distributed to students and parents at the beginning of the school year.

If at any time a band student quits or is removed from the program, he/she gives up all rights to any honors/awards which he/she has earned, but not yet received.

Any band student may receive a letter in any one of the four years in high school if they fulfill the lettering requirement. A participant may letter at the director's discretion if the participant is considered to have been of exceptional value to the organization.

General requirements for lettering:

- Must complete the marching season at the Varsity level following all school procedures and policies.
- All issued equipment must be accounted for.
- Severe disciplinary action can forfeit letter award.
- Special consideration will be given to injured students and seniors not receiving proper performing time.



Directors may add additional requirements if necessary. This information will be distributed to students and parents before the season begins.

CHOIR

Organization Membership Requirements

In accordance with UIL, no one student is entitled to a position in any fine arts program of PfISD.

Varsity Choir

To be a member of the High School Varsity Choir, the student must be enrolled in the proper choir class and maintain passing grades in all classes. Enrollment is by audition ONLY. Students will have the opportunity to participate in TMEA All Region tryouts and UIL Solo and Ensemble competition. This participation will improve the students' chances of advancing to a higher choir.

Chorale—The student agrees to attend extra rehearsals during the school year whenever possible (exceptions through director approval). Each member must meet all financial obligations and must attend all rehearsals and performances. Fundraisers will be available to help meet financial obligations.

Academic Probation—Selected students can be a member of the Varsity Choir even though their grades are not satisfactory. This is based on sectional needs of the choir and past history in choir. This is a private determination of the director and the academic requirements vary depending on the student's situation. The director's decision on this is final.

Concert Choir/Boys, Girls, or Mixed

This choir is open to all students and is a training choir for students to become more proficient in choral skills. This will allow students to advance into a more competitive choral organization. The student must be enrolled in the proper choir class, sing for the director in a screening audition, and meet all financial obligations. Each student must comply with all rules and regulations for this particular organization. The student agrees to attend all after-school rehearsals, sectionals, and performances. (Exceptions are approved in advance by director only). Students will have the opportunity to participate in TMEA All Region tryouts and UIL Solo and Ensemble competition. This participation will improve the students' chances of advancing to a higher choir.

Show Choir

To be a member of the Show Choir, the student must be enrolled in the proper choir class and maintain passing grades in all classes. Enrollment is by audition ONLY. Students will have the



opportunity to participate in TMEA All Region tryouts and UIL Solo and Ensemble competition. This participation will improve the students' chances of advancing to a higher choir.

Many of the performances are extracurricular and therefore, eligibility is essential. The students must have an advanced level of vocal ability and movement skills. Preference will be given to students with choral experience.

- The student agrees to attend summer rehearsals and extra rehearsals during the school year whenever possible (exceptions through director approval). Each member must meet all financial obligations and must attend all rehearsals and performances. Fundraisers will be available to help meet financial obligations.
- Academic Probation—Selected students can be members of the Show Choir even though their grades are not satisfactory. This is based on sectional needs of the choir and a past history in choir. This is a private determination of the director and the academic requirements vary depending on the student's situation. The director's decision on this is final.

Individual Membership Requirements

Pflugerville ISD provides excellent support for the choir program. However, there is expense beyond the scope of the choir's budget. These expenses are the responsibility of the individual member. Those who need to make special arrangements will need to speak with the director on an individual basis. No one will be denied participation because of financial hardship as long as steps are being taken to fulfill the obligations.

Trips and Expenses

The Choral Department tries to take an out-of-state trip every other year. Students are financially responsible for any trip they wish to participate in. Trips are meant to be educational, but also involve at least one performance and possibly a competition. All students are expected to participate in competitions, which are within the state of Texas, but exceptions can be made at the director's discretion. Students are not obligated to participate in out of state trips, but are highly encouraged. Trips are open to all choir students (9 – 12).

Membership for any choir is at the director's discretion. ***All decisions regarding membership, awarding solos, trip participation, & contest involvement are solely up to the director.***

Choir Rehearsals During School Term

- A. Students may be required to attend one sectional rehearsal per week that may not exceed one hour in length.
- B. Students may be required to attend one rehearsal per week (outside of the regular school day) that may not exceed two hours in length.
- C. Any other time requirements such as individual or group help for all-region competition or solo/ensemble contest may occur on a voluntary basis.



**Students may be involved in multiple extracurricular activities. Instructors are highly encouraged to be flexible when conflicts arise with other extracurricular activities. As a general rule, performances or competitions take precedence over rehearsals or practices. UIL activities should take priority over non-UIL activities. Any deviation from these standardized Rehearsal Guidelines must have the prior approval of the campus principal.

Lettering Guidelines

Students will have the opportunity to earn their letter jackets throughout the high school years. Students receive points based on their service to the choir and their individual attempts to represent the program. Points are earned by participation in the choir, the TMEA region choir audition process, successful participation at the UIL Solo and Ensemble contest, UIL Concert and Sight-reading contest and other performances as scheduled throughout the year.

All awards to students for participation in choir must meet criteria set forth in the individual lettering guidelines, as established by the director and approved by the appropriate district level official. This information will be distributed to students and parents at the beginning of the school year.

If at any time a choir student quits or is removed from the program, he/she gives up all rights to any honors/awards which he/she has earned, but not yet received.

Any choir student may receive a letter in any one of the four years in high school if they fulfill the lettering requirement. A participant may letter at the director's discretion if the participant is considered to have been of exceptional value to the organization.

General requirements for lettering:

- Must complete all 4 years of choir or earn points earlier.
- All issued equipment must be accounted for.
- Severe disciplinary action can forfeit letter award.
- Special consideration will be given to injured students and seniors not receiving proper performing time.
- Directors may add additional requirements if necessary. This information will be distributed to students and parents before the season begins.

ORCHESTRA

Organization Membership Requirements

In accordance with UIL, no one student is entitled to a position in any fine arts program of PfISD.



Varsity Orchestra

To be a member of the High School Varsity Orchestra, the student must be enrolled in the proper orchestra class and maintain passing grades in all classes. Enrollment is by audition ONLY. Students will have the opportunity to participate in TMEA All Region tryouts and UIL Solo and Ensemble competition. This participation will improve the students' chances of advancing to a higher choir and earn letterman points for a letter jacket.

Academic Probation—Selected students can be a member of the Varsity Orchestra even though their grades are not satisfactory. This is based on sectional needs of the orchestra and past history in the program. This is a private determination of the director and the academic requirements vary depending on the student's situation. The director's decision on this is final.

Individual Membership Requirements

Pflugerville ISD provides excellent support for the orchestra program. However, there are expenses beyond the scope of the orchestra's budget. These expenses are the responsibility of the individual member. Those who need to make special arrangements will need to speak with the director on an individual basis. No one will be denied participation because of financial hardship as long as steps are being taken to fulfill the obligations.

Trips and Expenses

The Orchestra Department tries to take an out-of-state trip every other year. Students are financially responsible for any trip they wish to participate in. Trips are meant to be educational, but also involve at least one performance and possibly a competition. Members of Orchestra are expected to participate in competitions, which are within the state of Texas, but exceptions can be made at the director's discretion. Students are not obligated to participate in out of state trips, but are highly encouraged. Trips are open to all orchestra students (9 – 12).

Membership for any orchestra is at the director's discretion. ***All decisions regarding membership, awarding solos, trip participation, & contest involvement are solely up to the director.***

Orchestra Rehearsals during School Term

- A. Students may be required to attend one sectional rehearsal per week that may not exceed one hour in length.
- B. Students may be required to attend one rehearsal per week (outside of the regular school day) that may not exceed two hours in length.
- C. Any other time requirements such as individual or group help for all-region competition or solo/ensemble contest may occur on a voluntary basis.



**Students may be involved in multiple extracurricular activities. Instructors are highly encouraged to be flexible when conflicts arise with other extracurricular activities. As a general rule, performances or competitions take precedence over rehearsals or practices. UIL activities should take priority over non-UIL activities. Any deviation from these standardized Rehearsal Guidelines must have the prior approval of the campus principal.

Lettering Guidelines

Students will have the opportunity to earn their letter jackets throughout the high school years. Students receive points based on their service to the orchestra and their individual attempts to represent the program. Points are earned by participation in the orchestra program, the TMEA region orchestra audition process, successful participation at the UIL Solo and Ensemble contest, UIL Concert and Sight-reading contest and other performances as scheduled throughout the year.

All awards to students for participation in orchestra must meet criteria set forth in the individual lettering guidelines, as established by the director and approved by the appropriate district level official. This information will be distributed to students and parents at the beginning of the school year.

If at any time an orchestra student quits or is removed from the program, he/she gives up all rights to any honors/awards which he/she has earned, but not yet received.

Any orchestra student may receive a letter in any one of the four years in high school if they fulfill the lettering requirement. A participant may letter at the director's discretion if the participant is considered to have been of exceptional value to the organization.

General requirements for lettering:

- Must complete the orchestra year at the Varsity level following all school procedures and policies.
- All issued equipment must be accounted for.
- Severe disciplinary action can forfeit letter award.
- Special consideration will be given to injured students and seniors not receiving proper performing time.
- Directors may add additional requirements if necessary. This information will be distributed to students and parents before the season begins.



DANCE/DRILL TEAM

The purpose of this organization shall be to promote interest in school activities, foster good fellowship, develop leadership, encourage school spirit, and provide entertainment for activities deemed suitable by the director and principal. Being a dance team member is an honor and special privilege.

All rules and regulations pertaining to dance team members will also apply to managers. Dance Team is not a UIL activity.

Expectations

- **Membership in the dance team organization IS a PRIVILEGE.**
- Each member must have a doctor's written permission verifying that the member's physical condition enables participation in all drill team activities, performances, and practices.
- Varsity team members must register for the designated (Fine Arts/PE/Elective) class periods for the fall and spring semesters of their membership year.
- Members will participate in all practices and fundraisers in which the organization is involved.
- Members must exhibit and maintain an above satisfactory attitude toward school policies and regulations.

Game and Performances

- No friends or family members may sit in the assigned drill team area at any time.
- Water will be allowed before and after a performance. NO food, drinks, or gum will be allowed without approval from the director.
- No team member will leave her seat without permission from the director and without a chaperone.
- Team members are not to converse with those outside of the designated drill team area unless authorized by the director.
- No one is allowed to leave a game or activity early without prior permission the day before the activity.

Code of Conduct

Standards of Conduct

Dance team members may incur disciplinary consequences for behavior that does not constitute a violation of the Student Code of Conduct, and also incur disciplinary consequences from both the appropriate administrator and her director for conduct that does constitute a violation of the Student Code of Conduct.

Dance team members must comply with all standards of conduct outlined below, in addition to the standards of conduct and behavior outlined in the Pflugerville ISD Student Code of Conduct



and other portions of this handbook. Dance team members will be subject to the standards of conduct outlined herein at all times regardless of when or where the conduct occurs, whether on or off school property, and whether or not school is in session. Failure to comply with the standards of conduct may result in disciplinary action against the dance team member, up to and including removal from the team. Dance team members shall not engage in inappropriate behavior, including, but not limited to, inappropriate sexual conduct, fighting, public intoxication, possession or consumption of alcohol or illegal drugs, or other criminal activity.

Behavior

Manners should be used at all times toward anyone you come across without age discrimination. Practice time should not be used to settle personal problems. If there is a problem between members, it is their responsibility to work it out on their own time. If necessary, members may ask the director for assistance. Mutual respect and politeness among members is expected.

The use of respectful language is not meant to belittle any member. It is meant to teach the importance and benefits of being polite, respecting those of higher rank, and using the mannerisms of a sophisticated young lady. Failure to conduct oneself in a proper manner may result in disciplinary action via demerit, probation, or dismissal.

Dismissal/Removal

Dance team members may be removed for the following:

- Persistent misbehaviors that result in multiple ISS placements.
- Behavior which the director deems inappropriate, including but not limited to, unsportsmanlike conduct, insubordination, or lewd or profane behavior.
- Other deemed by the Director

Director

The director may be allowed to place certain restrictions upon the members of the drill team at any time. This handbook is designed to be used as a guideline toward being the best you can be. Good judgment and common sense will be used when events are not covered in this handbook.

Grading

Dance team members will receive grades based on participation in the completion of assigned duties, tasks and performance mastery.

Dance Team Dues

The directors work to create a budget each year that is an estimation of the necessary operating expenses needed for the following school year. Some of these expenses are covered through the district operating budgets but it is necessary to charge each student to cover shirts, trips, and numerous other expenses. These expenses will be distributed in the form of an expense sheet at the beginning of each school year. The dance team members will not receive an item that has not been paid.

Financial Assistance



Students and parents who have financial difficulties will need to speak to the director. Payment plans will be available to ensure that ALL STUDENTS who wish to participate in the Dance program will be given the opportunity to do so.

Auditions

- Team size will be determined by the director.
- The director of each team will decide how the team is chosen.
- All candidates should attend all tryout practices and meetings. If for some reason they cannot attend, it is the candidate's responsibility to learn the given information and tryout material.
- The candidate's tryout score will be based on judges' scores.. Scoring rubrics and personnel used in the judging process will be included in the campus tryout packet.
- All elected dance team members must be full time students in Pflugerville ISD and be able to participate in ALL dance team member functions.
- Dance team candidates must abide by all rules set forth in these guidelines as well as the PFISD Student Handbook and other sections of the PFISD Extracurricular Handbook. Extension: The rules and regulations in the handbooks are MINIMUM guidelines for the Pflugerville ISD School dance program. Additional action regarding the rules and guidelines may occur if the director deems it necessary.
- Any rule clarification questions need to be brought before the director(s) prior to tryouts.
- Decision of the judges will be essential in determining each team; however, the final decision will be made by the directors and campus administrators.
- Transfer students from a previous drill team will be allowed to audition once verified by a letter of recommendation from previous dance director. Transfer auditions, processes and selection are left up to the director.

Varsity Dance Team Officer Selection

- The officers will be decided through the audition process which is determined by each individual school. Filling of vacancies during the year will be left to the discretion of the director.
- **Eligibility:** Tryouts are open to any returning Dance team member who meets the following criteria:
 - o Have been a member in good standing throughout the entire tryout year.
 - o Submit proper application and turn in by the date specified
 - o Be classified as a sophomore, junior or senior for the year in which they are auditioning.
 - o Must prove worthy in leadership, character, and sportsmanship.
 - o Must not have been suspended from any performance for any disciplinary reason.
 - o Must not have a job that interferes with office duties.
- Duties and expectations will be defined in a contract between the officer and director.
- Additional Camps and Clothes may be required. The director will notify you of the fees as they come up.



- Social Officers will be given guidelines and an application prior to their scheduled audition.

Weekly Tryouts and Performances

- Dance team members are required to try out for all performances.
- Tryouts will be announced and held at a time designated by the director.
- Tryouts are mandatory unless prior approval has been given by the director for extenuating circumstances.
- Factors such as attitude, manners, effort, as well as ability will be taken into consideration during tryouts.
- If tryouts are missed, a member might not be allowed to perform due to adjusting choreography and renumbering the routine.

Summer Weather Guidelines for Outdoor Practice

The High School Drill Team director will obtain weather report from www.weather.com by 8:00 am each morning for morning workouts. A second report will be taken at 1:00 pm for the afternoon workouts if applicable.

The band/drill team director will be responsible for informing students and parents by posting the temperature each day. Daily temperature reports will be on file in the Band /Drill Team directors' office. The temperature of the day will dictate which protocol will be followed:

Temperatures of 100°F-104°F and/or a heat index of 100°F-110°F

Practice will not exceed 2 hours.

Band /drill team members will have water breaks every 20 minutes.

Open water policy at all times.

Temperatures of 105°F-106°F and/or a heat index of 111°F-115°F

Practice will not exceed 1.5 hours.

Band/drill team members will have water breaks every 20 minutes.

Breaks must be a minimum of 5 minutes in length.

Open water policy at all times.

Temperatures of 107°F or higher and/or heat index of 116°F or higher

No outside practice will be held.

Rehearsals during School Term

Dance team students may be required to attend a maximum of eight hours of rehearsal outside the academic school day per calendar week.

**Students may be involved in multiple extracurricular activities. Instructors are highly encouraged to be flexible when conflicts arise with other extracurricular activities. As a general rule, performances or competitions take precedence over rehearsals or practices. UIL activities should take priority over non-UIL activities. Any deviation from these standardized Rehearsal Guidelines must have the prior approval of the campus principal.



Lettering Guidelines

Drill team students will have the opportunity to earn their letter jackets throughout the high school years.

All awards to students for participation in Drill team must meet criteria set forth in the individual lettering guidelines, as established by the director and approved by the appropriate district level official. This information will be distributed to students and parents at the beginning of the school year.

Any Drill team student may receive a letter in high school if they fulfill the lettering requirement. A participant may letter at the director's discretion if the participant is considered to have been of exceptional value to the organization.

General requirements for lettering:

- Must complete the Drill team year at the Varsity level following all school procedures and policies.
- All issued equipment must be accounted for.
- Severe disciplinary action can forfeit letter award.
- Directors may add additional requirements if necessary. This information will be distributed to students and parents before the season begins.

THEATRE ARTS

The purpose of this organization shall be to promote interest in school activities, foster good fellowship, develop leadership, encourage school spirit, and provide entertainment at any activity deemed suitable by the director and principal. Being a member in the theater arts department is an honor and special privilege.

In accordance with UIL, no one student is entitled to a position in any fine arts program of PfISD.

Expectations

- **Membership in the theater arts organization IS a PRIVILEGE.**
- Members, pending eligibility status, will participate in all practices and fundraisers in which the organization is involved.
- Members must exhibit and maintain an above satisfactory attitude toward school policies and regulations.

Performances

- All theater and technical theater students that are called to rehearsals/performances are expected to attend and contribute.
- Attendance at scheduled performances is an expectation.



Theater Arts Dues

The directors work to create a budget each year that is an estimation of the necessary operating expenses needed for the following school year. Most of these expenses are covered through the district operating budgets but it is necessary to charge each student to cover trips, and numerous other expenses. These expenses will be distributed in the form of an itemized sheet at the beginning of each production or trip.

Financial Assistance

Students and parents who have financial difficulties will need to speak to the director. Payment plans will be available to ensure that ALL STUDENTS who wish to participate in the Theater program will be given the opportunity to do so.

Auditions

- You are ALWAYS auditioning.
- Cast sizes will be determined by the director.
- The director will decide the audition process and guidelines. This information will be given to the student and parents prior to the audition.
- No role or membership is guaranteed to a student based solely on previous experience, previous roles or grade level.
- All candidates should attend all practices and meetings. If for some reason they cannot attend, it is the candidate's responsibility to learn the given information and audition material.
- Any audition clarification questions need to be brought before the director(s) prior to auditions.
- Decision of the judges (if used) will be essential in determining each cast; however, the final decision will be made by the directors.
- At the discretion of the directors, roles can be recast and rearranged for the better of the company and production. This should be handled professionally and with the student's' best interest at the forefront of the decision.

Summer Camp Guidelines

Students belonging to organizations other than marching bands and dance teams may attend a one-week camp or clinic between the end of the previous school term and the first instructional day of the academic year. Student attendance will be strongly encouraged and fees necessary for participation in the camp/clinic will be the financial responsibility of the student, the campus program, or the booster organization. Fine arts instructors who offer such camps do so at their own choice and will not be compensated for their time.

School Term Rehearsal Guidelines

- A. Eight Hour Rule: Students involved in theatre arts productions may be required to attend a maximum of eight hours of rehearsal outside the academic school day per calendar week for a maximum of eight weeks for any one production.



B. Students involved in the construction of sets may be required to devote a maximum of two hours daily, up to a maximum of eight hours outside the academic school day per week, for a maximum of eight weeks for any one production.

C. Productions shall be limited to no more than one contest or performance per calendar week unless given prior approval from UIL. The school week begins at 12:01 a.m. on the first instructional day of the calendar week and ends at the close of instruction on the last instructional day of the calendar week (excluding holidays).

D. Exceptions include dress rehearsals, which require students to arrive prior to the rehearsal for makeup and costume preparation. Students may attend a maximum of three full dress rehearsals for any one production. Rehearsal times and schedules must meet the requirement of the eight-hour rule as stated above. (See A.)

**Students may be involved in multiple extracurricular activities. Instructors are highly encouraged to be flexible when conflicts arise with other extracurricular activities. As a general rule, performances or competitions take precedence over rehearsals or practices. UIL activities should take priority over non-UIL activities. Any deviation from these standardized Rehearsal Guidelines must have the prior approval of the campus principal.

Lettering Guidelines

Drama students will have the opportunity to earn their letter jackets throughout the high school years. Students receive points based on their participation in theater related performances and projects.

All awards to students for participation in Drama must meet criteria set forth in the individual lettering guidelines, as established by the director and approved by the appropriate district level official. This information will be distributed to students and parents at the beginning of the school year.

If at any time a drama student quits or is removed from the program, he/she gives up all rights to any honors/awards which he/she has earned, but not yet received.

Any Drama student may receive a letter in any one of the four years in high school if they fulfill the lettering requirement. A participant may letter at the director's discretion if the participant is considered to have been of exceptional value to the organization.

Individual Guidelines

Awards will be presented to theatre arts students based on a point system for participation and service. Participation as a cast member or a crew member is defined by attending rehearsals after school that culminate in an evening performance where an audience is in attendance.

A total of 60 points must be earned.

Points/Achievement



1. Crew work on Productions – Crew Head: 8 points, Crew Member: 6 points
 2. Cast in Productions – Leading Role: 8 points, Supporting/Chorus Role: 6 points, Classroom show only: 4 points
 3. Full participant in campus enrichment activities such as campus festivals, fundraisers, community service etc. – 8 points per year can be earned
 4. Participation in the UIL One Act Play Competition – 8 points
- * *Advancement to regional competition in UIL is an automatic award for the entire company.

General requirements for lettering:

- Must complete the theatre year at the Varsity level following all school procedures and policies.
- All issued equipment must be accounted for.
- Severe disciplinary action can forfeit letter award.
- Special consideration will be given to injured students and seniors not receiving proper performing time.
- Directors may add additional requirements if necessary. This information will be distributed to students and parents before the season begins.



Extracurricular UIL Handbook Acknowledgement Form

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Fine Arts Director .

This handbook is neither a contract nor a substitute for the official District policy manual. Rather it is a guide to and a brief explanation of District Fine Arts extracurricular procedures. District procedures can change at any time. This manual is not meant to be all encompassing and administration discretion may be used when deemed appropriate.

Student's Name _____

Year of Graduation _____

I hereby acknowledge receipt of the Pflugerville ISD Fine Arts Extracurricular Handbook. I agree to read the handbook and abide by the standards, policies, and procedures, defined or referenced in this document.

The information in the handbook is subject to change. I understand that changes in the District policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform my extracurricular directors/sponsors of any changes in personal information, such as phone numbers, address, etc. If I am to volunteer for anything on campus or at a district event, I understand I am required to fill out the volunteer form on the district website and receive approval before volunteering. I also accept responsibility for contacting my extracurricular director/sponsor or The Director of Fine Arts if I have any questions, concerns, or need further explanation.

Signature of Student Date

Signature of Parent (Guardian) Date

Please sign and date this form and return it to the appropriate director/sponsor. Please keep the second copy for your personal records.



PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT

Fine Arts Extracurricular Standards of Behavior Contract

I, _____, understand that I must conduct myself with utmost integrity and honesty as a student involved in co-curricular/extracurricular activities in the Pflugerville Independent School District. I understand that my position as a student involved in co-curricular/extracurricular activities means that I am held to a higher standard of behavior, and therefore, may receive greater consequences than those outlined in the Pflugerville ISD Student Code of Conduct regardless of whether such conduct occurs on or off school property and/or at a school-sponsored or school-related event. I understand that if I represent my organization in an unfavorable, questionable, or illegal manner through electronic media (i.e. websites, personal home pages, blogs, camera phones, digital photos, electronic descriptions, text messages, chat rooms, social media, or similar websites/filed accessible through a server or Internet), I will be subject to the disciplinary action determined appropriate by school officials.

I understand that if I violate the Pflugerville ISD Student Code of Conduct, I may receive consequences in accordance with those outlined in the Code of Conduct, as well as additional consequences as a result of my participation in co-curricular/extracurricular activities. I understand and agree that consequences assigned under this contract will be assigned at the discretion and determination of the campus administrator and director/sponsor of the activity and may include, but are not limited to, disciplinary consequences in, suspension form, removed from and/or prohibition from future participation in all co-curricular/extracurricular activities.

I understand that as a participant in a co-curricular/extracurricular activity, I must follow the PflISD Student Code of Conduct in addition to all rules, regulations, and schedule commitments, as required by the director/sponsor of the activity.

I have read the PflISD Fine Arts Extracurricular Standards of Behavior Contract and agree to all of the terms and consequences stated herein.

Student's Printed Name _____ Date _____

Student's Signature _____ Date _____

Parent's Printed Name _____ Date _____

Parent's Signature _____ Date _____

Student's Contact Information

Address _____

Email _____

Cell Phone # _____



Student's Extracurricular Organization

PfISD FINE ARTS RULES OF THE ROAD FOR OVERNIGHT TRAVEL

These guidelines are to be reviewed with students and parents prior to any overnight travel. Campuses and organizations may impose additional guidelines, as appropriate to the trip.

1. No male may be inside a female's hotel room at any time for any reason. No female may be inside a male's hotel room at any time for any reason. Students may not switch their assigned hotel room or be in a hotel room that is not assigned to them without prior approval of the trip sponsor. If caught, consequences may be assigned depending on the situation, up to and including immediate removal from the trip and being returned home at parents' expense.
2. Once "Lights Out" is declared, every student must be in his/her assigned hotel room with the door closed and lights out.
3. Sponsors and approved adult chaperones will conduct room/door checks throughout the night, to assure that students remain in their rooms. If there is a perceived emergency during the night, other than a fire evacuation, the student must call the sponsor before leaving the room.
4. Sponsors will establish a meeting location for students, in the event of a fire alarm at the hotel. Sponsors will assure that all students have evacuated appropriately and will then meet the students at the prearranged location, where roll will again be taken to confirm that all are present.
5. All students must participate in all activities set forth by sponsor's. No student may deviate from the itinerary; all students must be on time for all scheduled meetings, events, and activities. All decisions about the trip will be made by sponsors.
6. Students must be in groups of at least 2 or 3 at all times. This includes when going to the restroom. No one student is ever allowed to be by himself/herself at any time. Students who do not remain with the group or who are not in the correct areas, as reflected on the itinerary, including in their hotel room after lights out, will receive consequences on the trip and may be sent home at the expense of the parent/s.
7. Any student caught shoplifting or breaking the law; caught with any illegal item or substance, including but not limited to weapons, alcohol, drugs, or tobacco; or engaging in any form of sexual behavior may be sent home at the expense of the parent/s and may be arrested, in accordance with provisions of the law. Upon arrival at school, the student will face disciplinary consequences set forth by the campus administration and the Student Code of Conduct.
8. Students are to be on their best behavior at all times, as they are representing their campus and PfISD. All disciplinary issues will be handled by trip sponsor(s) only. Sponsors will report all serious infractions immediately to the appropriate campus and/or district administrator, per the campus' protocol. Severe disruptions may result in the student's removal from the trip and return home, at the parent's' expense.
9. Students are to immediately notify their sponsor if they become aware that another student has violated a safety rule or Rule of the Road. Failure to do so may result in disciplinary consequences for the student who remained silent.



10. Disrespect will not be tolerated. Any disrespect toward chaperones, sponsors or others, including other schools, will result in disciplinary consequences on the trip as well as consequences upon arrival at school. Students are to be respectful of other hotel guests. There is to be no loud music, running in the halls, prank calling to other rooms, or disruptive behavior of any kind.

11. No one is to use the hotel room phone to make out-of-hotel phone calls. No movies and no room service may be ordered. No items may be taken from the hotel, to include hotel towels, robes, remotes, pillows, linens and the like.

12. Everyone is to maintain a positive attitude at all times. If things run late, something goes wrong, etc. everyone is to deal with all situations calmly. Any negative attitudes may prevent the entire group from participating in scheduled events. No emotional outbursts from students, including arguments, will be tolerated.

13. Students must bring enough money for expenses, as set forth by sponsors and dress appropriately for each day's activities and weather.

14. Parents may travel to the team/group/club's destination but must do so on their own accord, not as a chaperone. Exceptions must be preapproved by campus administration. Parents traveling as chaperones for the trip must be officially cleared as volunteers by PfISD prior to preapproval by campus administration.

15. A parent or relative may not remove their student from assigned activities set forth by the sponsor. The group must travel as a group. If a parent insists on pulling their student away from the group, the parent forfeits their student's spot on the team/group and will assume all financial responsibility for their student from that point forward. This includes remaining lodging, meals, airfare/bus/transportation, etc.

16. Other than health or safety issues, parents may not address the trip sponsor with any concerns dealing with their child during the trip and must wait until return to school.

17. Parents may not share lodging with their own child or any student who is a member of the traveling group while on the trip. Sponsors may not share lodging with students or student teachers.

I have read, understand and agree to abide by all the Rules of the Road as stated above. Student's

Printed Name _____

Date _____

Student's Signature _____

Date _____

Parent's Printed Name _____

Date _____

Parent's Signature _____

Date _____