

Fine Arts Department

Secondary Music Handbook

Band-Choir-Orchestra



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Introduction

This handbook is meant to serve as a reference guide to answer some of the questions that you may have throughout the school year. If you have questions, or need information about a topic not outlined in this handbook, do not hesitate to contact the fine arts office at any time.

Michael F. Ouellette
Executive Director of
Fine Arts

Acknowledgement Page:

Upon review of the Katy ISD Fine Arts Handbook please complete the information below and sign. Upon completion of form, send it to the Fine Arts office.

My signature certifies that I have accessed the Katy ISD Fine Arts hand book. Further, I have read and understand the Katy ISD Fine Arts Handbook, and will abide by the guidelines and procedures contained therein.

Printed Name

Signature

Date

Campus/Department

Katy ISD Vision Statement

Be the legacy.

Katy ISD Mission Statement

Katy Independent School District, the leader in educational excellence, together with family and community, provides unparalleled learning experiences designed to prepare and inspire each student to live an honorable, fulfilling life...*to create the future.*

Katy ISD Instructional Cornerstones

1. **Collaboration:** Work respectfully with others by sharing responsibilities, exchanging and evaluating knowledge and ideas, and building consensus in order to achieve a common goal.
2. **Communication:** Convey information and ideas to effectively engage the audience using a medium appropriate to the topic and purpose.
3. **Creative Thinking:** Generate a range of ideas through a meaningful process (structured or unstructured) that inspires the development of original or innovative products, performances, or solutions.
4. **Critical Thinking:** Analyze, evaluate, and synthesize information, ideas, or objects to make inferences and predictions, and draw conclusions.
5. **Information Literacy:** Utilize an inquiry process to locate and evaluate a variety of information sources based on accuracy, authority, and point of view in order to accomplish a task.
6. **Problem Solving:** Identify, define, and/or explore a problem or situation, and work through a process to determine and evaluate solutions.
7. **Social Contribution:** Contribute to the betterment of one's community through service.

Katy ISD Fine Arts Vision Statement

Inspire Lifelong Engagement in the Arts

Fine Arts Mission Statement

With performance serving as a catalyst for students to realize their creative and artistic potential, Katy ISD Fine Arts offers a nurturing, supportive, and unparalleled learning environment. Innovated, visible, and accessible programs contribute to the cultural enrichment of each school and community.

Strategic Focus

Beliefs

We believe that education and engagement in the arts:

- Prepares students to communicate in written and spoken word as well as multi-sensory expression the key issues, concepts, and ideas embodied in the human experience by examining local, cultural, and global environments and interpreting their meaning through performance and product.
- Develops students' ability to formulate and utilize effective decision-making, problem-solving, and creative thinking skills through unique learning settings incorporating individual and group products.
- Strengthens individual learning across all curriculum disciplines by providing practical application and creative synthesis application of reading, writing, science, social studies, and mathematics.
- Provides an effective venue for multiple leadership skills development as students work cooperatively, independently, and interdependently in performance and product development, design, and execution within a positive work environment utilizing a broad knowledge base in a diverse array of applications.
- Maximizes student learning through performance and exhibition by promoting a greater sense of individual responsibility and pride, as well as a greater awareness and knowledge of varied cultural contributions to the global community.
- Teaches and promotes effective and productive participation in today's society through self-discipline and respect for others.
- Partners the individual and community in an experience which produces creative and disciplined thinking, practices goal setting to enhance productivity, and continually evaluates individual and group contribution in the development and vitality of our community.

Practices/Guiding Principles

- Objective-based curriculum and delivery strategies provide the basic framework in which performance and product evidence the true learning skills and deep understanding of knowledge of each student.
- A positive classroom learning experience for each student is the main focus, therefore instructional delivery strategies are based upon research of quality lesson models, "master" teacher strategies, and collaborative sharing of ideas among teaching staff in each arts discipline.
- Competitive performances and products are not the teaching objective, but are only an evidence of day-to-day classroom learning.

Non-Negotiable / Framework

- Quality arts education reflects no cultural, language, ethnic, economic, or learning ability barriers; it is inclusive of all students and therefore classroom instruction incorporates multiple leveling, modifications, pacing, and strategy variations to insure appropriate student development in their learning of knowledge and evidence of skills.
- Arts education instruction must be delivered by qualified, certified arts instructors who must be provided the appropriate instructional time, space, and resources to be effective (K-12).
- Arts education must comply with state law in that all students are to be instructed in TEKS-based curriculum, assessed, and provided varied performance/product display opportunities to evidence their learning.

[Financial/Purchasing Guidelines](#)

1. **Budget**- Annual budgets follow the Katy ISD fiscal calendar. The fiscal year is from September 1 - August 31. Each director will be notified of their annual budget in September of each year.

2. **Purchase Order Instructions**– Purchase orders will be issued if there are sufficient funds in the account being used, and quote from an approved Katy ISD vendor is attached to the request. Send all requests for POs to the Fine Arts finance clerk.

3. **Open Purchase for Convention Orders**- For an open purchase order for use at a convention:

- Submit request for open PO
- List vendor and specific amount
- Original PO will be emailed to you
- One time use only at the convention
- Cannot exceed amount listed on PO

4. **Piano Tuning**: Fine Arts will provide each High School with 6 tunings per year. Junior High is allowed 3 tunings per year. Any addition tunings or repair expenses will be the responsibility of each campus. Notify this office when tunings are complete, and send in all invoices.

5. **Financial Calendar Due Dates**:

<u>Date</u>	<u>Action Item</u>
September 1	New fiscal year begins/new funds available for use
October 31	Maintenance Fees are due to Fine Arts
January 19	Fee summary form due to Fine Arts
	Pre-Trip paperwork due for TMEA
February 23	All TMEA documents and post travel TRIP due to fine arts
March 18	All contracted services PO requests due
April 27	All spring POs closed
June 8	Convention PO requests due
	Repair PO request due

Katy ISD Instrument Usage Fee

Policy – Each student using a district owned instrument will have a completed “[Katy ISD Instrument Usage Agreement](#)” on file with the respective program. This agreement will be signed by the student and parent/guardian.

1. **Fees** - A fee of **\$80** will be collected by the dates designated by the Fine Arts office. Please note: Sending money via interoffice is a violation of district financial policy.
2. **Instrument Insurance** – Katy ISD Does not issue personal instrument insurance.
3. **Responsibility** – Students are responsible for all damage outside of normal wear and tear.
4. **Refund Policy** – Students withdrawing from the program are allowed a refund based on the following schedule:
 - A. Students leaving the program prior to **September 15** - \$60.00
 - B. Students leaving Katy ISD prior to **December 31** - \$40.00
 - C. No other refunds will be given.

Clinician Information

1. **Current Katy ISD Employee** – To hire a current Katy ISD employee to act as a clinician or a judge:
 - A. Check account balances to ensure funds are available to support the payment.
 - B. Upon completion of work performed, submit weekly time record with necessary signatures/approvals to fine arts.
 - C. Hours will be entered into KRONOS as supplemental pay.
2. **Non-Katy ISD Employee** - Procedures to hire someone outside of the district as an Independent Contractor (IC) to clinic or judge:
 - A. Background check paperwork must be completed by IC, **and approved by HR prior to any work being performed.** Background checks are required for all “Booster club hires” as well. To start background check submit the “General Information Sheet” and the “Consent to Perform Background Check.” Those forms are available by clicking [here](#). If fingerprinting or further information is required by HR, you will be notified.
 - B. If the IC has never worked for the district, purchasing will need to assign a vendor number to them in order to issue payment. The purchasing department uses the W-9 and Debarment certification to accomplish this.
 - C. **IC PAYMENTS** - To create a PO for payment of a clinician, email the required documents to FineArts@katyisd.org at least two weeks prior to start date. The entire clinician package paperwork can be downloaded by clicking [here](#).

- D. **Multiple payments** - If your clinician will be paid in multiple payments throughout the year, submit signed contract and payment paperwork once, with the payment dates listed on the contract. Notify the fine arts finance clerk each time work is completed to initiate payment.
- F. Paperwork must be updated annually on June 1 or later by the IC. All IC paperwork will expire on May 31.
- G. If you have ICs that will not be alone with Katy ISD students, please call the Fine Arts Office for additional information as the process is slightly different. This might include accompanists used for concerts etc.
- H. If you are paying your clinician out of activity funds, see your campus finance clerk for their payment requirements.

**Katy ISD Independent Contractor Payment Paperwork Checklist
(Do not complete this paperwork if your Booster Club is paying)**

Before submitting contracts for payment please note:	
<input type="checkbox"/>	Director is responsible for ensuring all documents are completed by the vendor/consultant and that vendors background check is current
<input type="checkbox"/>	Director sends agreement and exhibits to vendor for signature
<input type="checkbox"/>	Final contract will be submitted to the Executive Director of Fine Arts for review and approval

	Required Documents	Who is responsible?
<input type="checkbox"/>	W-9 (used to assign vendor number)	Vendor
<input type="checkbox"/>	Certification Regarding Debarment (used to assign the vendor a number that allows them to be paid by Katy ISD.)	Vendor
<input type="checkbox"/>	Criminal History Certification (used by purchasing to create PO for payment)	Vendor
<input type="checkbox"/>	Independent Contractor/Consultant Status Questionnaire (used by purchasing to create PO for payment)	Vendor
<input type="checkbox"/>	Bodily Injury and Property Damage Waiver (used by purchasing to create PO for payment)	Vendor
<input type="checkbox"/>	Contract Agreement (used by purchasing as invoice once work is done)	Director completes/Vendor signs
<input type="checkbox"/>	HB 89 and SB 122 Addendum	Vendor

Once the vendor has completed and signed all documents, scan all documents and email to FineArts@katyisd.org for approval.

Private Lessons Program

1. In order for any private lessons to be offered on any campus in Katy ISD, the following procedures must be followed:
 - A. Each campus music director is responsible for recruiting, interviewing, and/or selecting instructors to be used to teach the students of his/her program.
 - B. Katy ISD employees may teach private lessons; however, they **may not** teach any students on home campus or in any programs that are clustered (feeder pattern) with his/her campus.
 - C. Non-employees who wish to teach Private Lessons must complete the following:
 1. Paperwork packet for new instructors can be obtained via the [Katy ISD Fine Arts website](#).
 - **General Information Form**
 - **Consent for Background Check**
 - **Katy ISD Private Lesson Program – Instructor Agreement**
 - **Application for Private Lesson Instructor**
 - **Bodily Injury Form**
 2. Once the criminal check has been verified by Katy ISD HR Department, fingerprinting instructions (if applicant has not been fingerprinted by Katy ISD) will be sent to PL Instructor Applicant. After fingerprint results have been obtained by Katy ISD, new PLIs will be notified by email that they are approved to begin teaching and will be added to the **2017-18 Approved Private Lesson Teacher/Clinician List**. This list can be accessed on: K Drive – Groups – Fine Arts – Secondary Music – Master PLP-Clinician Approved List.
 3. Each scholastic year all forms must be completed and submitted to Fine Arts office before they can be approved to teach.
 4. Balances remaining from previous year **Lesson Summary and Fee Statement** must be paid in full before instructor can be approved to teach and appear on the approved list.
 - D. Katy ISD Employees who teach Private Lessons must fill out **Request for Approval to Engage in Nonschool Employment Form** (obtain principal/supervisor's signature), **PLP Instructor Agreement** and **PLI Application**. These forms must be completed and sent to Fine Arts Office. Employee's name must be on the **2017-18 Approved Private Lesson Teacher/Clinician List** before lessons may be scheduled.
 - E. Each student requesting enrollment in the Private Lesson Program must complete a **Private Lessons Program Student Application for Enrollment** and return to campus director.
 - F. It is the responsibility of the campus music director to see that all students desiring private lessons are scheduled with private lesson instructors. Campus director will assign a PLI from the **2017-18 Approved Private Lesson Teacher/Clinician List** for each student form received.
 - G. PLI will contact parent to discuss: teaching schedule, fee structure, payment plan, 4 week deposit recommended, etc.
 - H. After the initial deposit, it is recommended that the student continue to pay in advance for private

lessons instruction each month. This facilitates the student receiving all lessons throughout the month and encourages make-up lessons in the event of an excused absence by the student or instructor.

- I. **Private Lesson Program Student Attendance Form:** Each PLI must fill out 1 form/ day/campus of students scheduled for private lesson instruction. If student does not attend, please add name to form and circle either U (Unexcused) or E (Excused). Forms must be signed by campus director and forwarded immediately to Fine Arts Office. The campus, student's name, time of lesson (beginning/end), date of lesson, student signature, attendance status (P, E, U) must be completed for each entry. These sheets are to be verified with signature of the campus director monitoring the campus lessons and sent to the Private Lessons Office promptly.
- J. Lesson attendance will be marked as follows:
- a. Present (P) – student was in attendance at lesson and received instruction (PLI will be charged administrative fee of \$.50/30 minute lesson).
 - b. Excused (E) – student was unable to attend lesson, but provided instructor with notice 24 hours in advance of lesson time (PLI will not be charged administrative fee)
 - c. Unexcused (U) – student did not attend lesson, prior notice was not provided to instructor 24 hours in advance of lesson (PLI will be charged administrative fee of \$.50/30 minute lesson)
- K. Students will be charged for all lessons that are designated either “P” Present or “U” Unexcused. Students will not be charged for an “E” Excused designation.
- L. **Any attendance or payment disputes are to be handled directly between the parent/student and the instructor.**
- M. Falsification of attendance sheets or failure of instructor to remit to Katy ISD the administrative/facility fee invoiced from the Private Lessons Office is just cause for dismissal of the instructor from the Katy ISD Private Lessons Program as noted on the **Katy ISD Private Lessons Program Agreement.**

GENERAL TRAVEL GUIDELINES

Review all policies and regulations for student trips to ensure your group is eligible for the type of travel you are planning. View current regulations here ([Administrative regulations relating to fine arts travel](#)). In addition to Katy ISD regulations, the Fine Arts department recommends the following:

- 1 Chaperone for every 12 students traveling
- For all overnight travel a campus administrator should be present

State Honor Group Travel Guidelines

Katy ISD will support performances/competitions at the state level, sponsored by state professional organizations that recognize outstanding, curriculum-based student performances.

These guidelines are to be used when preparing for “State” Honor group competition performances: (TMEA)

1. **Prior to** entering a competition that allows for a group to advance to a state level performance or competition, the group must receive written approval from the campus principal, the Executive Director of Fine Arts, appropriate assistant superintendent, and the Chief Academic Officer. (This request should be a formal letter which will be routed for the necessary signatures. A sample letter is provided on the next page.)

2. Upon approval, Katy ISD will provide funding to help with the expenses of: lodging (1 night), transportation, and Katy ISD printed programs for the event based on available funding. Please note: Katy ISD policy does not allow Junior High students to participate in an overnight trip unless special approval is obtained from the Superintendent. Junior high honor group performances will be coordinated with the sponsoring State Organization so that an overnight stay will not be required if possible.
3. Katy ISD will provide funding for lodging (1 night), and transportation for the administrator required to accompany student group on the trip.
4. The administrator on the trip will participate in chaperoning duties of the students as deemed necessary by the director and serve as the campus administrator in the event administrative decisions need to be made above the level of authority of the director.
5. Any expenses over what are considered reasonable funding will be the responsibility of the performing organization.
6. It is recommended that all student groups use a chaperone/student ratio of one (1) adult chaperone per twelve (12) students on the trip. This total does not include head director and campus administrator.

National Honor Group Travel Guidelines

The following guidelines are to be used when preparing for National Honor group completion/performances:

1. Prior to entering any competition that may result in a national level appearance by the group, the director must obtain written approval from the campus administrator and central office administration. (see section #1 above for procedure)
2. Performance at the national level will receive Katy ISD approval, thereby allowing all students involved to receive “excused” absences from school to fulfill trip obligations, when necessary.
3. All necessary trip funding, e.g. housing, transportation, meals, music, etc., will be the responsibility of the group involved.
4. The recommended chaperone/student ratio of one (1) adult chaperone per twelve (12) students is to be followed.
5. Katy ISD has approved the use of district funding for campus administrator to accompany group.
6. Katy ISD has approved district funding for Katy ISD printed programs, if funding is available and all printing is handled by the Katy ISD Print Shop.

**SAMPLE LETTER TO REQUEST
HONOR TRAVEL
(USE SCHOOL LETTERHEAD)**

To Katy ISD Administrators:

In accordance with Administrative Regulations, this letter is to request permission for the (name of organization) to enter the (year) Texas Music Educators Association Honor (band, choir, orchestra) Competition. This is one of the highest honors a school music program can receive. The Katy Independent School District music directors are committed to providing the highest quality of music instruction to each of our students in our classes and furthering quality music education throughout our state. The honor of being able to represent our district in this competition and subsequent concert performance at the state conference, if selected, would reflect the support and importance of music education present in Katy ISD. The concert would take place in San Antonio at the annual conference for the Texas Music Educators Association in February.

About TMEA (*from TMEA*): The Texas Music Educators Association promotes excellence in music education. Begun in 1920 as the Texas Band Teachers Association, the Texas Music Educators Association is an organization of nearly 9,000 music educators united by common goals.

- To provide professional growth opportunities
- To encourage interaction among music education professionals
- To foster public support for music in schools
- To offer quality musical experiences for students
- To cultivate universal appreciation and lifelong involvement in music
- To develop and maintain productive working relationships with other professional organizations

If selected, the (name of organization) would perform at the conference representing the best of (classification of school and type of ensemble) as selected through this statewide, rigorous competition by evaluators who have demonstrated the highest of knowledge in the teaching, training, and concert presentation of music by students of this grade level and experience. The campus directors and principal are aware of the possible financial considerations to facilitate this performance.

Respectfully submitted,

(Name of director)

Signatures of approval:

_____ Campus Principal

_____ Executive Director for Fine Arts

_____ Assistant Superintendent, Student Support Services

_____ Chief Academic Officer

All-State

1. **Notification** - Upon notification of selection forward a roster of those students to the Fine Arts office. The roster should include student name, parent/guardian name(s), and home address.
2. **All-State Information Meeting** – Attendance at this meeting is mandatory for all students, parents, and directors. The Fine Arts office will arrange the time/date, and location and communication that information at a later date.
3. **Housing** – To arrange housing the Fine Arts department must receive the roster with the information listed in item “1” above to make arrangements for lodging while at All-State. The following general guidelines will be used:
 - A. All-State students from Katy ISD should be housed with other All-State students from Katy ISD whenever possible.
 - B. Katy ISD will pay for lodging, for a maximum of three (3) nights.
 - **Katy ISD does not provide for lodging for Saturday evening.**
 - Students must be checked out of the room prior to the posted check out time. Failure to do so could result in additional charges.
 - Students who need to prepare for All-State performances occurring after the check-out time will need to make arrangements for instruments, changing of clothes, etc.
4. **Transportation-** Katy ISD will provide All-State student transportation in accordance with district policy.
 - A. Students must use district provided transportation to the event
 - B. Arrangements/itineraries will be coordinated throughout the district to maximize space for all students, luggage, and equipment
 - C. Students will return home with parent/legal guardian after the All-State concert. The form must be filled out and approved prior to departure
5. **Expenses** : All-State students will be provided per diem for meals and registration expenses.
6. **Chaperones** – Directors should ensure chaperones read and understand the instructions contained in the Chaperone Guidelines for All State. Please have each chaperone sign the [Chaperone Acknowledgement Form](#) and maintain a copy for your records.

Conventions

Approved travel to conventions such as TBA/TCDA/TODA will be reimbursed based on. Fine Arts will send an email each spring to give you specifics on the procedure for attending these conventions.

JH DIRECTORS TMEA TRAVEL SCHEDULE

<i>KJH</i>	16-17	17-18	18-19	19-20
BAND		X		
CHOIR			X	
ORCH	X			X

<i>WMJH</i>	16-17	17-18	18-19	19-20
BAND	X			X
CHOIR		X		
ORCH			X	

<i>MRJH</i>	16-17	17-18	18-19	19-20
BAND			X	
CHOIR	X			X
ORCH		X		

<i>MCJH</i>	16-17	17-18	18-19	19-20
BAND	X			X
CHOIR		X		
ORCH			X	

<i>MPJH</i>	16-17	17-18	18-19	19-20
BAND			X	
CHOIR	X			X
ORCH		X		

<i>CJH</i>	16-17	17-18	18-19	19-20
BAND	X			X
CHOIR		X		
ORCH			X	

<i>MDJH</i>	16-17	17-18	18-19	19-20
BAND		X		
CHOIR			X	
ORCH	X			X

<i>BJH</i>	16-17	17-18	18-19	19-20
BAND			X	
CHOIR	X			X
ORCH		X		

<i>WCJH</i>	16-17	17-18	18-19	19-20
BAND		X		
CHOIR			X	
ORCH	X			X

<i>MMJH</i>	16-17	17-18	18-19	19-20
BAND			X	
CHOIR	X			X
ORCH		X		

<i>CRJH</i>	16-17	17-18	18-19	19-20
BAND	X			X
CHOIR		X		
ORCH			X	

<i>BDJH</i>	16-17	17-18	18-19	19-20
BAND		X		
CHOIR			X	
ORCH	X			X

<i>SLJH</i>	16-17	17-18	18-19	19-20
BAND	X			X
CHOIR		X		
ORCH			X	

<i>SJH</i>	16-17	17-18	18-19	19-20
BAND	N/A			X
CHOIR		X		
ORCH			X	

<i>TJH</i>	16-17	17-18	18-19	19-20
BAND		X		
CHOIR			X	
ORCH	X			X

Transportation Overview

Transportation Policy - In accordance with district policy, all students must ride to/from school activities or events via district school bus. Schools and/or booster clubs may not contract charter bus services for transport to any UIL regulated event. Each Student should have the "[Parent/Guardian Authorization for Extra-curricular Activity Transportation and Consent to Emergency Treatment of Student](#)" form on file.

1. **Rules** - When your student group is traveling by school bus, the following safety precautions will be followed:
 - A. All students should board and depart bus using only the front access door. Do not allow any students to use the back/side emergency exit door for access. These doors are for emergency use only
 - B. Rear/side emergency doors may be used to load large equipment/instruments, which must be transported inside the bus. Adult supervision should be present at all times to ensure safety of students and instruments while loading and unloading
 - C. Each bus must have an adult chaperone to supervise students
 - D. No exterior bus decorations are allowed - it is viewed as advertising. All advertising on buses is regulated by the State of Texas
 - E. Please inform your students/parents/chaperones of safety protocol
 - F. All Parent Chaperons must submit the "[Hold Harmless Form](#)" to ride on Katy ISD transportation.
2. **Parent Release** - Students may be released to parent or legal guardian at the conclusion of the activity, with a signed [Request for Post-Activity Student Release Form](#).
3. **Student/Parent Provided Transportation** - In the event of an extenuating circumstance involving a conflict between two (2) school-sponsored activities occurring on the same day, the parent may submit a written request to obtain approval from the director/sponsor and campus principal or designee for parent-provided transportation from the first activity to the second activity. Submit the [Permission for Student/Parent-Provided Transportation Form to the campus principal](#).

Transportation Request Procedures

1. **Regulations** - Review all policies and regulations for student trips to ensure your group is eligible for the type of trip you are requesting. View current regulation here ([Administrative Regulations for Travel \(FMG\)](#)).
2. **How to Request** - Complete the [Request for Student Trip](#) form. The form must be signed by the sponsoring director, the campus principal, and forwarded to the Fine Arts office. Once the Executive Director has approved this form, it will be routed back to the originator.
3. **Transportation Operations Manager** - Enter your approved trip into the Transportation Operations Manager system (T.O.M.). On the secondary level, Fine Arts campus staff enter their own requests as needed. T.O.M. will allow you to enter and check the status of your bus requests.

4. **Access to T.O.M.** - If you do not have access to T.O.M., contact the fine arts department at 281-396-2991. Things to remember when adding requests to T.O.M.:

- A. Day trips will load to leave at approximately 8:30 a.m. and must return to campus to unload no later than 2:00 p.m. After hours buses for trips will be available for departure after 4:30 p.m.
- B. Call dispatch during the first part of the week of your scheduled trip to make sure your bus has been reserved.
- C. East Transportation—281-396-2700: MCHS, MRHS (SPLIT WITH WEST), THS, CJH, MCJH, MDJH, MMJH, MPJH, MRJH
- D. South Transportation—281-396-2115: CRHS, SLHS, OTHS, BJH, BDJH, CRJH, SLJH, WCJH
- E. West Transportation—281-396-7560: KHS, MRHS (SPLIT WITH EAST), PHS, KJH, SJH, WMJH

Guidelines for medication administration by school personnel who sponsor off-campus activities

Board Policy FFAC (LEGAL) and (LOCAL) addresses issues related to the administration of medication. The Board has delegated the Superintendent or designee to administer medication and for the administration to establish procedures to ensure medication is distributed appropriately. The following employees are thereby delegated this responsibility: superintendents, principals, classroom teachers, supervisors, counselors, registered nurses, teachers' aides, secretaries, or any other classified person employed by a school district. The Board Policy and Administrative Regulations at FFAC further provide information related to the requirements and procedures for medications to be administered by school personnel.

Texas Education Code 22.052(a), (b) states that the District, the Board, and its employees shall be immune from civil liability for damages or injuries resulting from the administration of medication to a student, if:

1. The school district has received a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student; and
2. **When administering prescription medication** - the medication is administered either:
 - A. From a container that appears to be the original container and to be properly labeled; or
 - B. From a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from a container that appears to be the original container and to be properly labeled.

3. **THE FIVE RIGHTS OF MEDICATION ADMINISTRATION**

- | | |
|-------------------|---|
| 1. RIGHT STUDENT | properly identifies the student by asking them their name or, if nonverbal, identification by a third party |
| 2. RIGHT TIME | administers medicine at the right time |
| 3. RIGHT MEDICINE | administers the correct medicine |
| 4. RIGHT DOSE | administers the right amount of medicine |
| 5. RIGHT ROUTE | uses the prescribed method of medication administration |

4. The guidelines for administering medication to students are as follows:

- Verify completed parent authorization to administer medication to individual student is current.
- Be sure that medication is in its original labeled container and that instructions regarding name and dosage of medication and frequency of administration are clear and legible on permission form.
- Label nonprescription medicine container with student name and dosage.
- Check label for name, dosage, time and route when picking up medication bottle.
- Prepare correct dosage of medication by pouring into lid cap or into medicine cup if liquid.
- Recheck name, dosage, time and route when preparing dose for student.
- Recheck label a third time when returning medicine to container.
- **DO NOT LEAVE MEDICATION UNATTENDED AT ANY TIME.** All medication must be kept in a locked container at all times.
- Identify student by asking student to say his name or verify identity with third party if student is nonverbal.
- Administer proper medicine to correct student at correct time, using the correct dose and administration route.
- Observe student placing medicine in his/her mouth and swallowing.
- Observe student for any adverse reactions or unusual behaviors both before and after giving medication and record.
- Record medication dose, date and time of administration and your initials on individual student consent form.
- Report any medication errors or omissions immediately. A medication incident report form must be completed and filed. (Medication Incident Report Form)
- Students with permission on file for self-administration of asthma, anaphylaxis or diabetes medications may self-administer their prescribed medications as ordered by their physician. (Self-Administration Form)
- District employees are required to treat all records regarding medication and health-related conditions confidential.
- During the school day, all medication is administered by the school nurse.

Errors in recording should be easily visible. Use red ink and clearly mark as an error. Make sure to record omissions, student absences, or student refusals immediately. Only record medication that you have, in fact, administered.

Auto injector medications used for anaphylactic emergencies have specific directions for administration on the medication packaging itself. Activate 911 and follow the emergency procedures outlined on the student's allergy action plan.

Medical Forms

1. [Parent/Physician Authorization for Self-Administration of Asthma or Anaphylaxis Medication](#)
2. [Medication Incident Report](#)
3. [Master Schedule for Medication Administration](#)
4. [Student Medication Administration during Off Campus Activities](#)
5. [Medical Skills review for those who sponsor off campus activities](#)
6. [Consent for emergency treatment \(Combo Form with Auth for Extra Cir Travel\)](#)

FINE ARTS PERFORMANCE DRESSING GUIDELINES

In an effort to ensure the privacy and safety of students involved in activities involving wardrobe changes, all school personnel are reminded that students conducting wardrobe/uniform changes must do so in areas designated as dressing rooms, locker rooms, or restrooms. Students should not be directed to nor allowed to change in non-designated areas such as closets, classrooms, practice rooms, offices, or other non-private areas that could compromise modesty or privacy. There may be circumstances during student performances where alternative dressing areas may need to be considered. If alternative dressing areas must be used, the following guidelines must be followed.

- 1. Arrangement:** It is the responsibility of the teacher and designated campus administrator to determine the appropriate use of the school facility or performance area to provide a safe environment for students to change clothing and to provide all students with an opportunity to fulfill their roles and commitment to the activity.
- 2. Supervisory Responsibility:** The program sponsor* is responsible for providing appropriate monitoring arrangements for all students. The program sponsor* may use a designated chaperone(s) to provide an appropriately monitored environment once the space has been approved. The program sponsor* shall articulate arrangements to students and chaperone(s).
- 3. Conduct:** Students are expected to adhere to the Discipline Management Plan and Student Code of Conduct.
- 4. Discipline Regulations:** Students should only enter their assigned dressing area. A student violating this rule will be subject to disciplinary action as directed in the Katy ISD Code of Conduct.
- 5. Procedure for Determining Dressing Areas:** The following procedure must be followed to assure that all students will be provided a safe and secure changing area.
 1. The program sponsor* will locate the closest restrooms or formal dressing rooms (i.e. performing arts center dressing rooms) to the event and use these specified areas.
 2. If the closest facilities identified above are not adequate in location or size, the administrative approved sponsor will then determine an alternate area to be utilized.
 3. If other areas are to be used, they must be visibly identified by signage as changing areas and identified as male and female.
 4. The designated changing area must be monitored by the district employed program sponsor* or a designated parent chaperone(s).
 5. If the space being used has a window or clear area on the door or wall(s), it must be covered to allow privacy for each of the changing areas for male and female.
 6. Under special circumstances, the program sponsor* may need to provide individual or alternate dressing areas.

*Program sponsor must be an employee of the district acting in their capacity as a district employee.

AWARDS JACKET CRITERIA

1. **Awarding Points** - A student must earn fifteen (15) points to receive a letter jacket. All points are cumulative within a year and carry over from year to year. A music student moving into the Katy ISD district from another Texas public school will have points assigned according to Katy ISD policy. Underclassmen points will be assigned to all move-in students.
2. **Tracking Points** - See Awards Jacket Point Distribution Sheets on the following pages. Each student is responsible for tracking his/her own individual points. All points must be verified by Director.
3. **District Guidelines** - Per district guidelines students may not measure for a jacket unless they are listed on an approved student listing. The Director is to provide one copy of this list to the approved letter jacket vendor PRIOR to the students fitting. The vendor will provide the campus Director with all information pertinent to jacket orders to be distributed to qualifying students. This is to provide verification of orders. The cost of the jacket and any additional package add-ons is the responsibility of the student and/or parent.

Awards Jacket Point Sheet (Band)

Honor Organization Participation:

(Points will be awarded for highest position earned each year)

	Points	Earned/Year
Freshman All-Region Band	2	_____/____
HS TMEA All-District Band	2	_____/____
HS TMEA All-Region Band	8	_____/____
HS TMEA All-Area Band	12	_____/____
HS TMEA All-State Band	15	_____/____

Individual Music Competitions:

UIL Regional Solo and Ensemble			
Division I:	Class I Solo (by memory)	6	_____/____
	Class I Solo (w/music)	5	_____/____
	Class II Solo	4	_____/____
	Class III Solo	3	_____/____
Division I:	Class I Small Ensemble	3	_____/____
	Class II Small Ensemble	2	_____/____
	Class III Small Ensemble	1	_____/____
Division I:	Medium Ensemble	2	_____/____
UIL State Solo and Ensemble			
Division I:	Solo	5	_____/____
	Small Ensemble	3	_____/____
Division II:	Solo	3	_____/____

Participation:

To receive participation points, students must have successfully completed one year, enrolled in the band program, fulfilling all responsibilities as defined by the campus band director and printed in the campus band handbook.

Preparation and participation as member of school Symphony (Full) Orchestra at UIL Concert and		
Sight-reading Contest (wind/percussion)	1	_____/____
Ninth (9 th) grade year	2	_____/____
Tenth (10 th) grade year	2	_____/____
Eleventh (11 th) grade year	2	_____/____
Twelfth (12 th) grade year	6	_____/____
12 th grade (w/ 3 previous yrs. successful completion)	10	_____/____

Total points earned:

(A total of 15 points is required to qualify for an Awards Jacket.) My signature

verifies that all above information is true and accurate.

signature of student

Classification/year

_____/____

printed name of student

signature of band director

Awards Jacket Point Sheet (Choir)

Honor Organization Participation:

(Points will add on as positions are earned.)

	Points	Earned/Year
HS TMEA District	2	____/____
HS TMEA Region Treble Choir	2	____/____
HS TMEA Region Mixed Choir	3	____/____
HS TMEA Area Candidates (top 5)	4	____/____
HS TMEA All-State Choir	6	____/____

Individual Music Competitions:

UIL Regional Solo and Ensemble			
Division I:	Class I Solo	4	____/____
	Class II Solo	3	____/____
	Class III Solo	2	____/____
Division I:	Class I Small Ensemble	3	____/____
	Class II Small Ensemble	2	____/____
	Class III Small Ensemble	1	____/____
Division I:	Medium Ensemble	1	____/____
UIL State Solo and Ensemble			
Division I:	Solo	5	____/____
	Small Ensemble	3	____/____
Division II:	Solo	3	____/____

Participation:

To receive participation points, students must have successfully completed one year, enrolled in the choir program, fulfilling all responsibilities as defined by the campus choir director and printed in the campus choir handbook.

Ninth (9 th) grade year	2	____/____
Tenth (10 th) grade year	2	____/____
Eleventh (11 th) grade year	2	____/____
Twelfth (12 th) grade year	6	____/____
12 th grade (w/ 3 previous yrs. successful completion)	9	____/____

Total points earned:

(A total of 15 points is required to qualify for an Awards Jacket.) My signature verifies that all above information is true and accurate.

Signature of student

Classification/year

____/____

Printed name of student

Signature of choir director

Awards Jacket Point Sheet (Orchestra)

Honor Organization Participation:

(Points will be awarded for highest position earned each year)

	Points	Earned/Year
HS TMEA All-Region Orchestra	5	____/____
HS TMEA All-Area Orchestra	10	____/____
HS TMEA All-State Orchestra	15	____/____

Individual Music Competitions:

UIL Regional Solo and Ensemble

Division I:	Class I Solo (by memory)	6	____/____
	Class I Solo (w/music)	5	____/____
	Class II Solo	4	____/____
	Class III Solo	3	____/____

Division I:	Class I Small Ensemble	3	____/____
	Class II Small Ensemble	2	____/____
	Class III Small Ensemble	1	____/____

Division I:	Medium Ensemble	2	____/____
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UIL State Solo and Ensemble

Division I:	Solo	5	____/____
	Small Ensemble	3	____/____
Division II:	Solo	3	____/____

Participation:

To receive participation points, students must have successfully completed one year, enrolled in the orchestra program, fulfilling all responsibilities as defined by the campus orchestra director and printed in the campus orchestra handbook.

Preparation and participation as member of Band at UIL Concert and

Sightreading Contest on Orch. instrument	1	____/____
Ninth (9 th) grade year	2	____/____
Tenth (10 th) grade year	2	____/____
Eleventh (11 th) grade year	2	____/____
Twelfth (12 th) grade year	6	____/____
12 th grade (w/ 3 previous yrs. successful completion)	10	____/____

Total points earned:

(A total of 15 points is required to qualify for an Awards Jacket.) My signature verifies that all above information is true and accurate.

Signature of student

Classification/year

Printed name of student

Signature of orchestra director

Memo Packet



Division of Teaching and Learning
Department of Student Support Services
Fine Arts Department

MEMORANDUM

TO: All Principals

FROM: Rhonda Ward, Assistant Superintendent for Student Support Services
Michael Ouellette, Executive Director for Fine Arts

DATE: August 1, 2017

SUBJECT: **INCLUSION OF RELIGIOUS MUSIC STUDY IN STUDY IN FINE ARTS
DISCIPLINES**

The attached document outlines important information pertaining to the inclusion of religious/sacred music in concert programming, including the use of religious music, scripts and objects in the teaching of the various curriculum disciplines. This information is widely used for answers to inquiries about music selections for performance. Representatives from the First Amendment Center, Freedom Forum, have cited these guidelines as being very appropriate and accurate in their interpretation of the issue of religious music in public schools.

One of the identified standards in the Texas Essential Knowledge and Skills (TEKS) requires the study of the Historical and Cultural Heritage within the varying curricula of the fine arts disciplines. The University Interscholastic League (UIL) Prescribed Music List (the list from which all Texas music organizations must select music for competition) contains many music works containing religious, or sacred, texts or titles. This list has been thoroughly evaluated and approved for public music education performance as it was compiled.

A document to help with the determination of music to be performed during the month of December is also included because this is the month that most concerns are encountered.

Also enclosed is a copy of the Board policy (adopted 8/26/02) which specifically addresses the inclusion of the study of religion in the curriculum for music, drama, and art.

For additional information:

First Amendment Center, Freedom Forum – www.freedomforum.org – 1-800-830-3733 Music Educators National Conference – www.menc.org

Contact Michael Ouellette at 281.396.2270 or michaelouellette@katyisd.org if you have questions.

Junior High/High School PAC Reservation Alignment Procedures

When a feeder pattern junior high music group would like to have a concert in their respective high school Performing Arts Center, please use the following steps **For Individual Program Concerts** –

1. The junior high director (band, choir, orchestra) contacts the high school director (of the same) to set a date on the PAC Calendar.
2. The high school director will check with the PAC Manager for availability of the PAC.
3. When an available date is agreed upon by the junior high director and the high school director, the junior high director will complete the PAC Reservation Form (enclosed) and send it to the high school PAC Manager to reserve the date on the official PAC Calendar. The PAC Manager will then send the confirmation of the date to the Junior High Director and High School Host Director.
4. In the event that the desired date, or only available date, for the junior high performance is in conflict with required duties of the high school director (e.g. playoff games, Region activities, UIL activities, etc.) the junior high director will need to secure the services of the high school PAC Manager to arrange for concert logistics – opening/closing of PAC, lighting, sound, setup, etc. Please note there is an established district fee that must be paid for these services.

[Feeder Pattern Documents](#)

Secondary Fine Arts Grading Category Recommendations

Junior High

Course	Major Grades	Minor Grades	Other Grades	Template
7 Arts and Crafts	Project , Written Test	Sketchboo, Daily assignments, Quiz	Materials, Participation	C- Major 50% Minor 35% Other 15%
7 Art I				
6, 7, 8 Beginning Band	Performances, Tests	Participation, Quizzes, Daily Grades	Homework	
7, 8 Band				
6, 7, 8 Beginning Orchestra	Concerts/Public performances- Recitals, UIL concert & sight- reading contest, KISD solo &	Care of equipment, Rehearsal deportment, Participation in Region Auditions, Playing quizzes	Paperwork sent home Written homework worksheets, Practice records, Materials check	
7, 8 JH Orchestra				
6, 7, 8 Choir	Performances, Tests, Daily Classroom Engagement, After school engagement, attendance, participation	Quizzes, Concert/Performance, attire & Punctuality, Sectionals/Rehearsals	Daily Skills, Preparation, Written Homework	
6, 7, 8 Theatre I, 8 Theatre II	Designs, Presentations, Projects , Performances	Classroom engagement, Crew Work, Performance Evaluations , Written Reports	Preparation materials, Homework, In class written/general assignments, Quizzes	
8 Art I, II, 8 Art I (HS credit)	Project, Written Test	Sketchbook, Daily assignments, Quiz	Materials, Participation	
8 Arts and Crafts				

Secondary Fine Arts Grading Category Recommendations

High School

Course	Major Grades	Minor Grades	Other Grades	Template
Applied Music	Projects/Portfolio		Daily Work Participation	A Major 90%
Applied Art 1				
Technical Theatre I, II, III, IV	Designs , Portfolio, Projects, Tests, Quizzes	Class labs, Afterschool labs, Performance Evaluations/Etiquette, Written Reports, Classroom engagement	Preparation Homework In class written/general assignments	C Major 50% Minor 35% Other 15%
Band I, II, III, IV, Stage (Jazz)	Performance Tests After school engagement Attendance Participation	Playing Quizzes Concert/Performance Attire & Punctuality Sectionals/Rehearsals	Daily engagement in rehearsals Preparation Written	
Music I, II, III, IV Choir			Daily skills Preparation Written homework	
Orchestra I, II, III, IV	Performances, Tests, Extended curricular activities	Playing Quizzes, Concert/Performance Attire & Punctuality, Sectionals/Rehearsals, UIL music competitions/preparation, TMEA auditions process	Daily engagement in rehearsals Preparation Written homework	
Voice Ensemble	Performance, Tests, After school engagement Attendance Participation	Quizzes, Concert Performance attire Punctuality Sectionals/rehearsals	Daily skills Preparation Written homework	
Music Theory, Music Theory II, Theatre I, II, III, IV	Designs	Classroom Engagement, Class labs/afterschool labs	Preparation, Homework, In class	
Theatre Production 1, 2, 3, 4	Portfolio			
Art 1	Major Project Test Portfolio	Daily Assignments, Sketchbook, Quiz	Participation Homework	
Fundamental Art 1				
Art 2, 3, 4 Ceramics				
Art 2, 3 Drawing				
Art 2, 3, 4 Painting				
Art 2, 3, 4 Sculpture	Portfolio, Tests, Performances	Classroom Engagement	Participation Homework, In class written/general	
Dance (Dance), (Dance Team Training), (Dance Team), (Colorguard)				
AP Music Theory	Portfolio, Exam, Major Project	Class Assignments, Homework, Quizzes	Daily, Participation, Materials	F Major 70% Minor 20% Other 10%
AP 2-Dimensional Design Portfolio				
AP Studio Art: Drawing				
AP Art History				



*Division of Teaching and Learning Department of
Secondary Curriculum and Instruction*

MEMORANDUM

TO: Secondary Principals

FROM: Rhonda Ward, Executive Director of Secondary Curriculum & Instruction

DATE: June 11, 2015

SUBJECT: **2015-2016 HONORS (PreAP) COURSES IDENTIFIED AS EXEMPT FROM NO-PASS, NO-PLAY**

At the Monday, May 18, 2015 Board Meeting, the Katy ISD Board of Trustees approved the No-Pass, No-Play exempt courses for the 2015-2016 school year. Policy FM (LEGAL), Student Activities, specifies that "A student shall be suspended from participation in any extracurricular activity sponsored by the District of the UIL after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than a course described below as EXEMPT COURSES."

The following are honors classes for purposes of eligibility to participate in extracurricular activities:

1. **ALL College Board Advanced Placement courses** and International Baccalaureate courses in all disciplines;
2. **English Language Arts:** high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual (Part One)";
3. **Languages other than English:** high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual (Part One)" and languages other than English courses Levels IV-VII;
4. **Mathematics:** high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual (Part One)" and pre-calculus;
5. **Science:** high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide manual (Part One); and
6. **Social Studies:** Social Studies Advanced Studies, Economics Advanced Studies, high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual (Part One).

June 11, 2015

2015 - 2016 Honors (PreAP) Courses Identified as Exempt From No-Pass, No-Play Page 2

Districts **may identify additional honors courses** in the subject areas of English language arts, mathematics, science, social studies, economics, or a language other than English for the purposes of extracurricular eligibility, but must identify such courses before the semester in which any exemptions related to extracurricular activities occur.

The courses listed below are EXEMPT from No-Pass, No-Play consideration:

English	Mathematics	Science	Social Studies	Languages other than English (LOTE)
English 1 PreAP	Geometry PreAP	Biology PreAP	World Geography PreAP	Spanish III PreAP
English I PreAP/GT	Geometry PreAP/GT	Biology PreAP/GT	World Geography PreAP/GT	Spanish for Spanish Speakers III PreAP
English II PreAP	Algebra II PreAP	Chemistry PreAP	World History PreAP	German III PreAP
	Algebra II PreAP/GT	Chemistry PreAP/GT		French III PreAP
	PreCalculus PreAP	Physics PreAP		Japanese III PreAP
	PreCalculus PreAP/GT	Physics PreAP/GT		Latin III PreAP
				Chinese III PreAP

Contact Rhonda Ward at 281-396.2315 or rhondarward@katyisd.org with any questions.

2018 – 2019 TEA / UIL ACADEMIC ELIGIBILITY CALENDAR

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

- Grace periods for eligibility are seven (7) calendar days after the evaluation, with the exception of holidays.
- Students may only lose eligibility at the six weeks grading period (not at three weeks progress report time).
- Students may regain eligibility at both the three weeks progress report and at the six weeks grade report.
- All students are academically eligible during holidays of a full calendar week or more.

KATY INDEPENDENT SCHOOL DISTRICT

2018 – 2019 TEA / UIL ACADEMIC ELIGIBILITY CALENDAR

- Friday 9/21 Evaluate All Students (6 weeks grade check)
- Friday 9/28 Students gain/lose eligibility (2:35 pm)
- Friday 10/12 Re-evaluate failing students (3 weeks progress report)
- Friday 10/19 Students may regain eligibility (upon conclusion of early release day)

- Friday 11/02 Evaluate All Students (6 weeks grade check)
- Friday 11/09 Students gain/lose eligibility (2:35 pm)
 - **THANKSGIVING BREAK – ALL STUDENTS ARE ACADEMICALLY ELIGIBLE**
- Friday 11/30 Re-evaluate failing students (3 weeks progress report)
- Friday 12/07 Students may regain eligibility (2:35 pm)

- Friday 12/21 Evaluate All Students (6 weeks grade check)
 - **CHRISTMAS BREAK – ALL STUDENTS ARE ACADEMICALLY ELIGIBLE**
- Tuesday 1/15 Students gain/lose eligibility (2:35 pm)
- Monday 1/28 Re-evaluate failing students (3 weeks progress report)
- Monday 2/04 Students may regain eligibility (2:35 pm)

- Friday 2/15 Evaluate All Students (6 weeks grade check)
- Friday 2/22 Students gain/lose eligibility (2:35 pm)
- Friday 3/08 Re-evaluate failing students (3 weeks progress report)
 - **SPRING BREAK – ALL STUDENTS ARE ACADEMICALLY ELIGIBLE**
- Monday 3/25 Students may regain eligibility (2:35 pm)

- Friday 4/05 Evaluate All Students (6 weeks grade check)
- Friday 4/12 Students gain/lose eligibility (2:35 pm)
- Friday 4/26 Re-evaluate failing students (3 weeks progress report)
- Friday 5/03 Students may regain eligibility (2:35 pm)

Please note:

- Upon return following Thanksgiving, Winter and Spring Breaks, ineligible students return to their previous ineligible status through the next grade evaluation and grace period.
- All students are eligible through the Summer.
- Total credits earned determine the first 2018-2019 six week eligibility for students in Gr 10-12.
- Promotion status determines the first 2018-2019 six week eligibility for students in Gr 7-9.

FORMS AND LINKS

Medical Forms

1. [Parent/Physician Authorization for Self-Administration of Asthma or Anaphylaxis Medication](#)
2. [Medication Incident Report](#)
3. [Master Schedule for Medication Administration](#)
4. [Student Medication Administration during Off Campus Activities](#)
5. [Medical Skills review for those who sponsor off campus activities](#)
6. [Parent/Guardian Auth for Tvl and Emerg Consent for Treatment](#)

Travel Forms

7. [Parent/Guardian Auth for Tvl and Emerg Consent for Treatment](#)
8. [Parent/Guardian authorization for regular extra-curricular travel - Spanish](#)
9. [Request for Student Trip](#)
10. [Hold Harmless Agreement for parents traveling on KISD bus](#)
11. [Request for Post-Activity Student release](#)

Clinician/Contractor Forms

12. [Weekly time record](#)
13. [Contract for Independent Contractors](#)

Employee Travel

14. [Texas Hotel Occupancy Tax Exemption Certificate](#)

Miscellaneous Forms

15. [Performing Arts Center \(PAC\) Reservation Form](#)
16. [Request for Acceptance of Donated Items](#)
17. [Facility Reservation Request](#)
18. [Leonard E. Merrell Center Reservation Form](#)

Important Information Links

1. [Best practices for copyright law](#)
2. [Katy ISD Instructional Calendar](#)
3. [Katy ISD Local Assessment Calendar](#)
4. [UIL Eligibility Calendar](#)

UIL Region XXIII

Secretary: Joe Williams - uilreg23@aol.com

www.uilforms.com/regions/23

UIL - Austin

Director of Music: Dr. Bradley Kent

www.uil.utexas.edu uilmusic@uts.cc.utexas.edu

Texas Music Educators Association

www.tmea.org/

Texas Bandmasters Association

www.texasbandmasters.org

Texas Choral Directors Association

www.tcda.net/

Texas Orchestra Directors Association

<http://www.todaweb.org/>

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