

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.

G. Damon Archer
Executive Director

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.

Fine Arts Vision Statement: *Inspire Lifelong Engagement in the Arts*

Fine Arts Mission Statement

Using performance as a catalyst for students to recognize their creative and artistic potential, Katy ISD Fine Arts programs offer a nurturing, supportive, and unparalleled learning environment. Our programs while being innovative, visible, and accessible 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/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 in all curriculum disciplines by providing practical and creative 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 participation in today's society through self-discipline and respect for others.
- Partners the student and community in an experience which produces creative thinking, goal setting and e 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; is inclusive of all students and classroom instruction incorporates multiple leveling, modifications, pacing, and strategy variations to insure appropriate student development 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.
- Arts education must comply with state law that all students 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 FineartsPO@Katyisd.org.
3. Open Purchase Orders for convention:
 - Submit request for open PO
 - List vendor and specific amount
 - Original PO will be emailed to you
 - One time use at the convention only
 - Cannot exceed amount listed on PO
4. Piano Tuning: Fine Arts will provide the following amounts for piano tunings during the year:

High School	\$660
Junior High	\$330
Elementary	\$220

Currently there is a choice of 2 vendors for piano tuning: KD Music & Arts at \$110 per tuning or Ft. Bend Music at \$125.00 for the 1st piano on a campus, \$10 off additional pianos on the same campus. To request a piano tuning, send an email with the vendor name and amount requested to fineartsPO@katyisd.org. Once you receive the PO via email, contact the vendor to schedule a tuning. Once the work is complete, send any invoices, confirmation of work or an email stating the work was done to FineartsPO@Katyisd.org. Any additional tunings or repair expenses will be the responsibility of each campus.

5. Katy ISD Instrument Usage Fee Agreement
 - A. Policy - Each student using a district owned instrument will have a completed “[Katy ISD Instrument Usage Fee Agreement](#)” on file with the respective program. This agreement will be signed by the student and parent/guardian.
 - B. Fees - A fee of \$80 will be collected by the dates designated by each program and forwarded to the Fine Arts office or collected via RevTrack through Charms (the preferred method). Exact procedures will be outlined at a later date. Use of district courier is required when sending funds to Fine Arts. Sending money via interoffice mail is a violation of district financial policy.
 - C. Instrument Insurance - Katy ISD does not issue personal instrument insurance.
 - D. Responsibility - Students are responsible for all damage outside of normal wear and tear. Maintenance usage fees cover yearly standard maintenance only.

E. Refund Policy: Students withdrawing from the program are allowed a refund based on the following schedule:

- Students leaving the program prior to September 15 - \$75.00
- Students leaving Katy ISD prior to December 31 - \$50.00
- No other refunds will be given

Private Lessons Program

In order for any private lessons to be offered on any campus in Katy ISD, the following procedures must be followed:

1. Each campus music director is responsible for recruiting, interviewing, and/or selecting instructors to be used to teach the students of his/her program.
2. 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.
3. Non-employees who wish to teach Private Lessons must complete the following: (Paperwork packet for new instructors can be obtained via the [Katy ISD Fine Arts website](#).)

- **General Information Form**
- **Consent for Background Check**
- **Notarized Affidavit**
- **Katy ISD Private Lesson Program – Instructor Agreement**
- **Application for Private Lesson Instructor**
- **Bodily Injury Form**

- A. 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 **Approved Private Lesson Teacher/Clinician List**. This list can be accessed on: K Drive – Groups – Fine Arts – Secondary Music – Master PLP-Clinician ApprovedList
- B. Each scholastic year all forms must be completed and submitted to Fine Arts office before they can be approved to teach.
- C. 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.
 1. Katy ISD Employees who teach Private Lessons must fill out **Request for Approval to Engage in Non-school 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 **Approved Private Lesson Teacher/Clinician List** before lessons may be scheduled.
 2. Each student requesting enrollment in the Private Lesson Program must complete a **Private Lessons Program Student Application for Enrollment** and return to campus director.
 3. 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 **Approved Private Lesson Teacher/Clinician List** for each student form received.

4. PLI will contact parent to discuss: teaching schedule, fee structure, payment plan, 4 week deposit recommended, etc.
5. 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.
6. **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.
7. Lesson attendance will be marked as follows:
 - Present (P) – student was in attendance at lesson and received instruction (PLI will be charged administrative fee of \$.50/30 minute lesson).
 - 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)
 - Unexcused (U) – student did not attend lesson, prior notice was not provided to instructor
8. 24 hours in advance of lesson (PLI will be charged administrative fee of \$.50/30 minute lesson)
9. 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.
10. Any attendance or payment disputes are to be handled directly between the parent/student and the instructor.
11. 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. The following 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 routed through Fine Arts 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 Fine Arts may contribute to offset the cost of printed programs provided 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 observance of Katy ISD Administrative Policy, 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 of Fine Arts

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. This information will be used to recognize selected students at a designated school board meeting.

2. All-State Information Meeting – Attendance at this campus based meeting is mandatory for all students, and parents. The date and time will be set by each program at each campus.

3. Housing – To the extent possible, all KISD students will be housed with other students from their program/campus.
 - Katy ISD will pay for a maximum of three (3) nights lodging
 - **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 to avoid 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– In accordance with district policy, Katy ISD will provide student transportation to the All State competition.
 - Students must use district provided transportation to the event
 - Arrangements/itineraries will be coordinated throughout the district to maximize space for all students, luggage, and equipment
 - 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. TMEA All State Director responsibilities - Directors who have students going to All State will have the responsibilities outlined in the Director Guidelines for All State. Please read and sign the [Guidelines for Directors with students attending TMEA](#) and forward to the Fine Arts office one week prior to the competition.

Conventions

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

JH DIRECTORS TMEA ROTATION SCHEDULE

School	20-21	21-22	22-23	23-24	24-25
AJH	ORCH	BAND	CHOIR	ORCH	BAND
BDJH	BAND	CHOIR	ORCH	BAND	CHOIR
BJH	ORCH	BAND	CHOIR	ORCH	BAND
CJH	CHOIR	ORCH	BAND	CHOIR	ORCH
CRJH	CHOIR	ORCH	BAND	CHOIR	ORCH
KJH	BAND	CHOIR	ORCH	BAND	CHOIR
MCJH	CHOIR	ORCH	BAND	CHOIR	ORCH
MDJH	BAND	CHOIR	ORCH	BAND	CHOIR
MMJH	ORCH	BAND	CHOIR	ORCH	BAND
MPJH	ORCH	BAND	CHOIR	ORCH	BAND
MRJH	ORCH	BAND	CHOIR	ORCH	BAND
SLJH	CHOIR	ORCH	BAND	CHOIR	ORCH
SJH	CHOIR	ORCH	BAND	CHOIR	ORCH
TJH	BAND	CHOIR	ORCH	BAND	CHOIR
WCJH	BAND	CHOIR	ORCH	BAND	CHOIR
WMJH	CHOIR	ORCH	BAND	CHOIR	ORCH

Transportation Overview

1. Transportation Policy: Per district policy, all students must ride to/from school activities or events using district school buses. Schools and/or booster clubs may not contract charter bus services for transport to any UIL regulated event. Each student will have the "[Parent/Guardian Authorization for Extra-curricular Activity Transportation and Consent to Emergency Treatment of Student](#)" form on file.
2. Rules - When student groups travel 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.
3. Parent Release - Students may be released to parent/guardian at the conclusion of the activity with a signed [Request for Post-Activity Student Release Form](#).
 4. 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](#) for approval.

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, the form 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. Things to remember when adding requests to T.O.M.:
 - A. Day trips will load to leave at approximately 9:00 a.m. and must return to campus to unload no later than 1:30 p.m. After hours buses for trips will be available for departure after 5:50 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: AJH, 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 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 \(Combo Form with Auth for Extra Cir Travel\)](#)

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)

<u>Honor Organization Participation:</u>	Points	Earned/Year
(Points will be awarded for highest position earned each year)		
HS TMEA All-Region Orchestra	5	____/____
HS TMEA All-Area Orchestra	10	____/____
HS TMEA All-State Orchestra	15	____/____

<u>Individual Music Competitions:</u>		
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 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

INCLUSION OF RELIGIOUS MUSIC STUDY IN STUDY IN FINE ARTS DISCIPLINES



*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 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.

Attachment: [Inclusion of Religious Music in Fine Arts Disciplines](#)

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 – Waiting for update from Operations \(7/31/19\)](#)

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 deoportment, 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 Theatre Production 1, 2, 3, 4	Designs Portfolio	Classroom Engagement, Class labs/afterschool labs	Preparation, Homework, In class		
Art 1 Fundamental Art 1 Art 2, 3, 4 Ceramics Art 2, 3 Drawing Art 2, 3, 4 Painting Art 2, 3, 4 Sculpture	Major Project Test Portfolio	Daily Assignments, Sketchbook, Quiz	Participation Homework		
Dance (Dance), (Dance Team Training), (Dance Team), (Colorguard)	Portfolio, Tests, Performances	Classroom Engagement	Participation Homework, In class written/general assignments, Quizzes		
AP Music Theory AP 2-Dimensional Design Portfolio AP Studio Art: Drawing AP Art History	Portfolio, Exam, Major Project	Class Assignments, Homework, Quizzes	Daily, Participation, Materials		F Major 70% Minor 20% Other 10%



*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).

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 I 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

FORMS AND LINKS

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](#)
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](#)
12. [Weekly time record](#)
13. [Contract for Independent Contractors](#)
14. [Performing Arts Center \(PAC\) Reservation Form](#)
15. [Facility Reservation Request](#)
16. [Best practices for copyright law](#)

UIL Region XXIII

Secretary: Joe Williams - uilreg23@aol.com

www.uilforms.com/regions/23

UIL - Austin

Director of Music: Dr. Bradley Kent

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Texas Music Educators Association

www.tmea.org

Texas Bandmasters Association

www.texasbandmasters.org

Texas Choral Directors Association

www.tcda.net/

Texas Orchestra Directors Association

www.todaweb.org/

