

2021-2022

**PfISD STUDENT AND PARENT
FINE ARTS HANDBOOK**





EXTRACURRICULAR PHILOSOPHY

Pflugerville Independent School District is dedicated to giving all students the opportunity to participate in a highly competitive and comprehensive fine arts program. We believe that fine arts activities represent a microcosm of society. Through participation in our programs, students will inherently learn life skills enabling them to be productive members of society, capable of managing time, striving to set and obtain goals, and developing enhanced self-discipline. Three main themes are apparent in all successful fine arts programs: integrity, character, and honesty. Participation in extracurricular activities through PfISD fine arts is a privilege, and the student is held to a much higher standard than that of the general school population. The guidelines and rules that each director or teacher sets for the program may be stricter than those delineated in the Student Code of Conduct.

FINE ARTS DEPARTMENT OBJECTIVES

Fine arts instructors are dedicated to PfISD being recognized as a premier fine arts program in Texas. To obtain this extraordinary level of competence in an incredibly competitive area, each person within the department must demand excellence of himself/herself, as well as each individual for whom he or she is responsible.

The directors and teachers of the fine arts programs are firmly committed to the general objectives as follows:

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

These must be present in each activity and on every level to continue in the pursuit of excellence that our community has grown to expect.



**** Under UIL, no one student is entitled to a position in any fine arts program.**

SCHEDULE CONFLICTS

Students participating in more than one activity could possibly have conflicts from time to time. Please notify the directors or sponsors as soon as the conflict arises. To settle these scheduling conflicts, use the order as follows:

- State
 - Regional/Area Events
 - Bi-District
 - District
 - Non-District
 - Local Performances
 - Scrimmages
 - Practices
 - Non-school sanctioned activities
-

STUDENT CONDUCT STANDARDS

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

UIL ELIGIBILITY, GRADING, ABSENCES

UIL ELIGIBILITY (High School)



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

First 6 Weeks

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

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

Exceptions:

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

After First 6 Weeks

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

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



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

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

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

Exceptions:

One (but only one) of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday period. Two class days do not constitute a “school week” for this law’s purposes except Thanksgiving week if schools are on holiday Wednesday, Thursday, and Friday. A school district may request an exception from UIL officials to the two day school week in the event of a disaster, flood, extreme weather condition, or another calamity as listed in TEC §42.005. In the event two of three school weeks are shortened, one of the shortened weeks may be counted as five days, with ten other actual class days making up the fifteen class days. After the first six weeks of the school year, academically ineligible students in schools with six week grading periods have one opportunity to regain eligibility after the first three school weeks of the grading period; students in a nine-week grading period have two chances, one at the end of the first three school weeks and one at the end of the first six school weeks. Students who fail to regain eligibility at the evaluation periods remain ineligible until seven calendar days after passing a grading period.

Note:

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



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

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

ELIGIBILITY (Middle School)

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

GRADES

A student shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the District or the UIL after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class. A suspension will continue for at least three school weeks and is not removed during the school year until the conditions for terminating the suspension, as described below, are met. Until the suspension is removed, or the school year ends, the district shall review the student's grades suspended under these provisions at the end of each three weeks following the date on which the suspension began. At the time of a review, the suspension is removed if the student's grade in each class, other than a TEA-identified advanced course, is equal to or greater than the equivalent of 70 on a scale of 100. The principal and each of the student's teachers shall determine the student's grades.

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



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

Grade Waiver Process

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

A waiver may be requested for the courses as follows:

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

The principal or designee shall approve the waivers and communicate with the appropriate instructor. A student with an incomplete grade in any class is ineligible at the end of the seven day grace period unless the incomplete was replaced with a passing grade before the end of the seven day grace period unless special circumstances warrant an extension approved by the campus principal. Learning objectives in fine arts courses are based on performance skills, responsibility, and participation. Therefore, students are expected to fulfill individual as well as group learning tasks.

UIL Concert & Sight Reading Evaluation Eligibility Policy

A student ineligible to participate in an extracurricular activity but enrolled in a state-approved music course that participates in UIL Concert and Sightreading Evaluation may perform with the ensemble during the UIL evaluation performance. *19 TAC 76.1001(a)(3)*

ABSENCES

PfISD Board Policy provides that no distinction shall be made between absences for UIL activities and absences for other extracurricular activities. A student shall be allowed, in a school year, no more than ten extracurricular absences not related to post-district competition, five absences for post-district competition before state, and two absences for state competition. All students participating in a PfISD extracurricular activity commit to the



organization, their teammates, and their school. Each program demands the dedication of time and energy of the student. Part of this commitment is to be a student first and strive for academic excellence. Another integral part of the commitment is to place the PfISD organization above participation in any non-school sanctioned activities and attend all practices and performances scheduled by PfISD teachers.

Excusable absences:

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

Non-Excusable absence examples:

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

STATE TESTING

STAAR Testing – State Board of Education

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

Practice during Final Exams and STAAR Testing

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

Extracurricular Activities during Final Exams

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

GENERAL GUIDELINES FOR EXTRACURRICULAR AND CO-CURRICULAR

1. Extra rehearsals must conform to Pflugerville ISD procedures.



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

LIMITS ON PRACTICE AND PERFORMANCE

All UIL mandated programs will follow UIL guidelines. Specific details are found in the [TEA-UIL SIDE BY SIDE](#).

The commissioner of education regulations limit participation to one UIL contest per school week unless they receive special permission from UIL to participate in more than one.

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



19 TAC §76.1001, Subchapter AA

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

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

Sunday Prohibitions

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

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

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

<http://www.uil texas.org/policy/constitution>

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

Exceptions:

- 1) School district personnel may instruct high school students and accompany them to school-sanctioned academic or fine arts competitions held on Sunday that do not count on League standing, under the following provisions:
 - a) school district personnel shall not accompany a student on more than two competitions on Sunday during a school year;
 - b) the participation of the student and teacher or director must have prior approval of the superintendent or designated administrator;
 - c) participation is limited to contests that are sponsored by colleges or universities.



- 2) UIL area, regional, and state competitions may be held on Sunday, due to unavoidable circumstances that cause hardship to participating schools, provided all approve them of the following:
 - a) a UIL staff director,
 - b) designated administrators of the participating schools, and
 - c) the meet director.

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

Performances and practices may be scheduled on Sundays only with the campus principal's approval and the appropriate supervising coordinator.

Competitions may only be scheduled on Sunday due to:

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

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

SERIOUS MISCONDUCT

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

The following infractions are strictly prohibited:

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

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



Hazing

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

These acts run counter to the educational mission of the fine arts program, regardless of the victim's willingness to participate. The list below provides examples of some types of hazing, and this list is not meant to be comprehensive:

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

Critical Incident Reporting

The teacher must immediately report critical incidents to the principal and organizational supervisor to ensure sensitive and serious situations are being communicated as clearly and effectively as possible throughout the District. A written report of an incident must be sent to the principal within 24 hours of the occurrence. In an emergency, the teacher must immediately notify the principal by telephone. Immediately report the incidents as follows:

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

Extra-Curricular OC/JJAEP Placement Return Policy

I. Complete assigned period of placement in OC/JJAEP

II. Cases involving a felony or a Class A misdemeanor:

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

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



1. The student must complete the required days of suspension and required number of school-approved community service hours before they can participate in an inter-school competition.
 2. If tryouts are completed before their release from the alternative placement the student will not be able to compete on the team during the current season, because no extension of tryouts will be offered.
 3. If the student is back on campus before tryouts begin, they can participate in tryouts while completing their suspension and school-approved community service, but they cannot participate in an inter-school competition, including scrimmages.
- C. Where tryouts are not required – Meet the requirements of (A) above as well as:
1. Students may participate in practices and intra-school competition during the time they are completing their suspension and school-approved community service hours.
 2. Students will regain the privilege of participating in inter-school competitions when they have completed their suspension and school-approved community service hours. Recommendation: 1st Offense - 30 Hours; 2nd Offense - 100 Hours

SOCIAL MEDIA

Everything posted on social media is public information. Any text or photo placed online is entirely out of your control the moment it is posted online – even if security settings are listed as “private.” Information (including pictures, videos, and comments) may be accessible even after being removed. Once a photo or comment on a social networking site has been posted, that photo or comment becomes the site’s property and may be searchable even after being removed. Similar to the remarks made in person, Pflugerville ISD will not tolerate disrespectful comments and behavior online, such as:

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



Violations of the Student Code of Conduct will be handled by the Fine Arts Department and campus administration in conjunction with the PfISD campus discipline process.

- Avoid using copyrighted clipart or photos.
- Avoid posting more than 10% of a copyrighted song.
- If you experience any negative or false comments, refer to the [PfISD Social Media Response Guide](#).
- Always represent yourself, your program, and the school district honorably.
- Don't say, do, or post things that will negatively impact you.
- Commit all of your social media interactions to being respectful, public, and timely.

TRAVEL

Students will travel in district-owned vehicles or district-approved rental vehicles, with the instructor serving as a chaperone when traveling outside of the school district. Students may not drive themselves to out-of-district activities. An exception may be made at the sponsor's discretion.

Students involved in travel shall:

1. Be on time for all trips;
2. Dress neatly and in compliance with the district's dress and grooming policy;
3. Be on their best behavior in restaurants and hotels;
4. Care for any equipment assigned to the student and return it to the proper storage location upon return to the school;
5. Be on their best behavior while on the bus or other vehicle;
6. Promptly obey all instructions given by either the instructor or any adult chaperone.

PARENT VOLUNTEERS

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

Parents should visit the [district website](#) and apply as a volunteer under the Career Center and "How to Apply." The application must be completed 2-4 weeks before their first volunteer event.

BAND

Organization Membership Requirements



Marching Band

The student must be enrolled in the proper band class to be a marching band member.

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

Concert Bands

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

Winter Guard

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

Drumline

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

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

Attendance and Participation

- Attendance at all games and events is mandatory, including but not limited to practices, performances, competitions, pep rallies, and fundraising activities.



- Planned absences to a game, event, or practice etc. should be requested in writing at least 48 hours in advance. Campus director approval is required. Inappropriate notification will result in disciplinary action.
- Students who are ill should notify the teacher as soon as possible.
- All marching band members are required to attend summer practices.

Selection of Officers

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

Individual Membership Requirements

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

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

Band Dues

Marching Band

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

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

Financial Assistance

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

Band Trips and Expenses



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



Band Staff

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

Equipment and Instruments

Rental

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

Care

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

Summer Weather Guidelines for Outdoor Practice

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

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

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

Practice will not exceed 2 hours.

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

Open water policy at all times.

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

Practice will not exceed 1.5 hours.

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

Breaks must be a minimum of 5 minutes in length.

Open water policy at all times.

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

No outside practice.



Winter Weather Guidelines for Outdoor Practice

When the body and clothing are wet (whether from sweat, rain, snow, or immersion), the cooling is even more pronounced due to evaporation of the water held close to the skin by the wet clothing. Clothing is one of the most important parts of keeping the student's body warm. Students should dress in layers and try to stay dry. Layers can be added or removed depending on temperature, activity, and wind chill. Students should use a wind block garment to avoid wind chill. Heat loss from the head and neck may be as much as 50% of total heat loss; therefore, cover the head and neck during cold conditions. Wind chill and precipitation will dictate which protocol to follow:

Wind chill factor 33 to 35 degrees (w/precipitation):

Thirty-five minutes of exposure/20 minutes inside (may return outside after 20 minutes).

Dry inside layer clothing and extremities covered.

Wind chill factor 32 degrees or below (w/precipitation):

All activities will be inside; no outside exposure.

Wind chill factor 33 to 35 degrees (dry):

Forty-five minutes of exposure/15 minutes inside (may return outside after 15 minutes).

Dry clothing with extremities covered.

Wind chill factor 26 to 32 degrees (dry):

Thirty minutes of total exposure to chill factor/15 minutes inside.

Dry clothing with extremities covered.

Wind chill factor 25 degrees or below (dry):

All activities will be inside; no outside exposure.

Rehearsal Guidelines

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

Pre-season rehearsals:

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

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



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

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

Regular Season rehearsals:

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

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

Lettering Guidelines

Students will have the opportunity to earn their letter jackets throughout the high school years.

General requirements for lettering:

Students may earn a letter jacket when they have met any of the following criteria:

- The student has completed three years of high school band or color guard and enrolled in band or color guard for their senior year.
- The student is enrolled as a senior in color guard and has participated in any combination of three winter guard or marching band seasons.
- The student qualifies for Area or All-State Band.
- The student qualifies for an All-Region ensemble twice in high school (band, jazz, orchestra).
- The student is an underclassmen and has fulfilled all three of the following requirements:
 - Made a region ensemble once (band, jazz, orchestra)
 - Has remained eligible for at least one entire year in high school
 - Has been enrolled in private lessons continually for at least two years in high school



CHOIR

Organization Membership Requirements

Varsity Choir

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

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

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

Concert Choir/Tenor-Bass, Treble, or Mixed

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

Show Choir

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

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



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

Academic Probation—Selected students can be members of the Show Choir even though their grades are unsatisfactory based on the choir’s sectional needs and history in the choir. This is a personal determination of the director, and the academic requirements vary depending on the student’s situation. The director’s decision on this is final.

Individual Membership Requirements

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

Trips and Expenses

The Choral Department may take an out-of-state trip every other year. Students are financially responsible for any trip they wish to participate in. Trips are educational and also involve at least one performance and possibly a competition. All students participate in competitions in Texas, but exceptions are made at the director’s discretion. Students are not obligated to participate in out of state trips but are highly encouraged. Trips are open to all choir students (9 – 12). Membership for any choir is at the director’s discretion. ***All membership decisions, awarding solos, trip participation, & contest involvement are solely up to the director.***

Choir Rehearsals During School Term

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

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

Lettering Guidelines

Students will have the opportunity to earn their letter jackets throughout the high school years. Students receive points based on their service to the choir and their individual attempts to represent the program. Points are earned by participation in the choir, the TMEA region choir



audition process, successful involvement in the UIL Solo and Ensemble contest, UIL Concert, Sight-reading contest, and other performances scheduled throughout the year.

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

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

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

General requirements for lettering:

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

ORCHESTRA

Organization Membership Requirements

Varsity Orchestra

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

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



Individual Membership Requirements

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

Trips and Expenses

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

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

Orchestra Rehearsals during School Term

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

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

Lettering Guidelines

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

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



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

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

General requirements for lettering:

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

DANCE AND DRILL TEAM

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

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

Expectations

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



Game and Performances

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

Code of Conduct

Standards of Conduct

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

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

Behavior

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

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

Dismissal/Removal

Dance team members may be removed for the following:

- Persistent misbehaviors that result in multiple ISS placements.
- Behavior which the director deems inappropriate, including unsportsmanlike conduct, insubordination, or lewd or profane behavior.



- Other behaviors deemed by the director.

Director

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

Grading

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

Dance Team Dues

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

Financial Assistance

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

Auditions

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



Varsity Dance Team Officer Selection

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

Weekly Tryouts and Performances

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

Summer Weather Guidelines for Outdoor Practice

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

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

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

Outside Practice will not exceed 2 hours.

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

Open water policy at all times.

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

Outside Practice will not exceed 1.5 hours.

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

Breaks must be a minimum of 5 minutes in length.

Open water policy at all times.



Temperatures of 107°F or higher and/or heat index of 116°F or higher
Practice will not be held outside.

Rehearsals during School Term

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

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

Lettering Guidelines

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

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

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

General requirements for lettering:

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

THEATRE ARTS

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

Expectations

- **Membership in the theatre arts organization IS a PRIVILEGE.**



- Members, pending eligibility status, will participate in all practices and fundraisers in which the organization is involved.
- Members must exhibit and maintain an above satisfactory attitude toward school policies and regulations.
- Members are expected to respect themselves, their peers, and directors.

Performances

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

Theater Arts Dues

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

Financial Assistance

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

Auditions

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

Summer Camp Guidelines

Students belonging to organizations other than marching bands and dance teams may attend a one-week camp or clinic between the end of the previous school term and the academic year's first instructional day. Student attendance will be strongly encouraged, and fees necessary for



participation in the camp/clinic will be the student's financial responsibility, the campus program, or the booster organization. Fine arts instructors who offer such camps do so at their own choice and will not be compensated for their time.

School Term Rehearsal Guidelines

- A. Eight Hour Rule: Students involved in theatre arts productions may be required to attend a maximum of eight hours of rehearsal outside the academic school day per calendar week for a maximum of eight weeks for one production.
- B. Students involved in the construction of sets may be required to devote a maximum of two hours daily, up to a maximum of eight hours outside the academic school day per week, for a maximum of eight weeks for one production.
- C. Productions shall be limited to no more than one contest or performance per calendar week unless prior approval from UIL. The school week begins at 12:01 a.m. on the first instructional day of the calendar week and ends at the close of instruction on the calendar week's last instructional day (excluding holidays).
- D. Exceptions include dress rehearsals, which require students to arrive before the rehearsal for makeup and costume preparation. Students may attend a maximum of three full dress rehearsals for any one production. Rehearsal times and schedules must meet the requirement of the eight-hour rule, as stated above. (See A.)

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

Lettering Guidelines

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

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

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

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



Individual Guidelines

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

A total of 60 points must be earned.

Points/Achievement

1. Crew work on Productions – Crew Head: 8 points, Crew Member: 6 points
2. Cast in Productions – Leading Role: 8 points, Supporting or Chorus Role: 6 points, Classroom show only: 4 points
3. Full participant in campus enrichment activities such as campus festivals, fundraisers, community service etc. – 8 points per year can be earned
4. Participation in the UIL One-Act Play Competition – 8 points

* *Advancement to the regional competition in UIL is an automatic award for the entire company.

General requirements for lettering:

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

NOTICE OF NONDISCRIMINATION

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



Extracurricular UIL Handbook Acknowledgement Form

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

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

Student's Name _____

Year of Graduation _____

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

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

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

Signature of Student

Date

Signature of Parent (Guardian)

Date

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

PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT



Fine Arts Extracurricular Standards of Behavior Contract

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

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

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

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

Student's Printed Name _____ Date _____

Student's Signature _____ Date _____

Parent's Printed Name _____ Date _____

Parent's Signature _____ Date _____

Student's Contact Information

Address _____

Email _____ Cell Phone # _____

Student's Extracurricular Organization _____

PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT