

FINE ARTS

Secondary Music Guidelines

Band-Choir-Orchestra

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Fine Arts Office 281-396-2270

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 of Fine Arts

Fine Arts Vision Statement:

Inspire Lifelong Engagement in the Arts

Fine Arts Mission Statement:

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

Strategic Focus Beliefs

We believe that education and engagement in the arts:

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

Practices/Guiding Principles

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

Non-Negotiable / Framework

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

Financial/Purchasing Guidelines:

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.

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.

For 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

Piano Tuning: Fine Arts will provide the following amounts for piano tunings during the year:

High School	\$870
Junior High	\$435
Elementary	\$290

KD Music & Arts and Ft. Bend Music are our current contract vendors. To request a piano tuning, send an email with the vendor name 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.

Katy ISD Instrument Usage Fee Agreement

Policy - Each student using a district owned instrument will complete the “Katy ISD Instrument Usage Fee Agreement”. This agreement will remain on file at the campus with the band or orchestra director. This agreement requires the signature of the student and parent/guardian.

Fees – Instrument usage fees are due by October 1st of each year. Parents/guardians should be encouraged to use Charms to pay the fees, however if payments are collected on campus, your finance clerk should follow the appropriate procedure for depositing these funds. Copies of any manual deposits should be forwarded to the Fine Arts office.

Instrument Insurance - Katy ISD does not issue personal instrument insurance.

Responsibility - Students are responsible for all damage outside of normal wear and tear. Maintenance usage fees cover yearly standard maintenance only.

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

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

Each campus music director is responsible for recruiting, interviewing, and/or selecting instructors to be used to teach the students of his/her program.

Katy ISD employees may teach private lessons; however, they may not teach any students on their home campus or in any programs that are clustered (feeder pattern) with his/her campus.

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
- Katy ISD Private Lesson Program – Instructor Agreement
- Application for Private Lesson Instructor
- Bodily Injury Form

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 Approved List

Each scholastic year all forms must be completed and submitted to Fine Arts office before they can be approved to teach. 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.

- 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.
- Each student requesting enrollment in the Private Lesson Program must complete a Private Lessons Program Student Application for Enrollment and return to campus director.

- 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.
- PLI will contact parent to discuss: teaching schedule, fee structure, payment plan, 4 week deposit recommended, etc.

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.

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.

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
- 24 hours in advance of lesson (PLI will be charged administrative fee of \$.50/30 minute lesson)
- 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.
- Any attendance or payment disputes are to be handled directly between the parent/student and the instructor.
- 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 artstravel). 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)

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.)

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.

Katy ISD will provide funding for lodging (1 night), and transportation for the administrator required to accompany student group on the trip.

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.

Any expenses over what are considered reasonable funding will be the responsibility of the performing organization.

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. All expenses related to printed programs is the responsibility of the campus.

SAMPLE LETTER TO REQUEST HONOR TRAVEL
(USE SCHOOL LETTERHEAD)

(Date of Letter)

To Katy ISD Administrators:

In accordance with district Administrative Regulations, the purpose of this letter is to request permission for the (name of school and program name) to enter the (year and name of competition). Katy ISD music directors are committed to providing the highest quality music instruction, and furthering student proficiency through the rigorous evaluation from music competitions.

If selected, the (name of organization) would perform at the (name of performance event and location), on (date of event). The program director and principal are aware of the possible financial considerations that may extend beyond funding provided by Katy ISD to support this performance or event.

The honor of being able to represent our district in these performances if selected, would reflect the dedication and importance of music education that exists in Katy ISD. These competitions foster public support for music in school, as well as inspiring lifelong engagement in the arts among the students of our district.

Respectfully Submitted,

(Name of Director)

Additional Approvals:

Campus Principal

Executive Director of Fine Arts

Chief Academic Officer

All-State

Notification – The Fine Arts office receives an official roster of students selected. Fine Arts will arrange for lodging, request per diem, and arrange for charters for student travel.

1. 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.
2. Lodging:
 - 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.
3. 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 fine arts office
4. Expenses - All-State students will be provided per diem for meals and registration expenses.
5. 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	22-23	23-24	24-25
AJH	ORCH	BAND	CHOIR
BDJH	ORCH	BAND	CHOIR
BJH	CHOIR	ORCH	BAND
CJH	BAND	CHOIR	ORCH
CRJH	BAND	CHOIR	ORCH
HJH	CHOIR	ORCH	BAND
KJH	ORCH	BAND	CHOIR
MCJH	BAND	CHOIR	ORCH
MDJH	ORCH	BAND	CHOIR
MMJH	CHOIR	ORCH	BAND
MPJH	CHOIR	ORCH	BAND
MRJH	CHOIR	ORCH	BAND
SLJH	BAND	CHOIR	ORCH
SJH	BAND	CHOIR	ORCH
TJH	ORCH	BAND	CHOIR
WCJH	ORCH	BAND	CHOIR
WMJH	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.

Please inform your students/parents/chaperones of safety protocol.

All Parent Chaperons must submit the "Hold Harmless Form" to ride on Katy ISD transportation.

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.

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

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)). 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.

All requests for transportation are entered via the TRIP Bus Tracker software. Restrictions of departure and pick up times are outlined in the software.

Awards Jacket Criteria

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.

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.

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 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:

<u>UIL Regional Solo and Ensemble</u>			
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	_____/____
<u>UIL State Solo and Ensemble</u>			
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

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. If the desired date, or only available date, for the junior high performance conflicts 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.

Secondary Fine Arts Grading Category Recommendations – Junior High

Course	Major Grades	Minor Grades	Other Grades	Template
7 Arts and Crafts	Project , Written Test	Sketchbook, 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 department, Participation in Region Auditions, Playing quizzes	Paperwork sent home Written homework worksheets, Practice records, Materials check	
7, 8 JH Orchestra				
6, 7, 8 Choir	Performances, Tests, Daily Classroom Engagement, After school engagement, attendance, participation	Quizzes, Concert/Performance , attire & Punctuality, Sectionals/Rehearsals	Daily Skills, Preparation, Written Homework	
6, 7, 8 Theatre I, 8 Theatre II	Designs, Presentations, Projects , Performances	Classroom engagement, Crew Work, Performance Evaluations , Written Reports	Preparation materials, Homework, In class written/general assignments, Quizzes	
8 Art I, II, 8 Art I (HS credit)	Project, Written Test	Sketchbook, Daily assignments, Quiz	Materials, Participation	
8 Arts and Crafts				

Secondary Fine Arts Grading Category Recommendations – High School

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

Dance (Dance), (Dance Team Training), (Dance Team), (Colorguard)	Portfolio, Tests, Performances	Classroom Engagement	Participation Homework, In class written/general assignments, Quizzes	
AP Music Theory	Portfolio, Exam, Major Project	Class Assignments, Homework, Quizzes	Daily, Participati on, Materials	F Major 70% Minor 20% Other 10%
AP 2-Dimensional Design Portfolio				
AP Studio Art: Drawing				
AP Art History				

COMMONLY USED FORMS

1. Parent/Physician Authorization for Self-Administration of Asthma or Anaphylaxis Medication
2. Medication Incident Report
3. Master Schedule for Medication Administration
4. Student Medication Administration during Off Campus Activities
5. Medical Skills review for those who sponsor off Campus activities
6. Parent/Guardian Auth for Travel and Emergency Consent for Treatment
7. Parent/Guardian Auth for Travel and Emergency 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. Performing Arts Center (PAC) Reservation Form
14. Facility Reservation Request
15. 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

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

Texas Music Educators Association

www.tmea.org

Texas Bandmasters Association - www.texasbandmasters.org

Texas Choral Directors Association - www.tcda.net

Texas Orchestra Directors Association - www.todaweb.org