

Fine Arts Manual

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Director of Fine Arts

Fort Bend ISD



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PURPOSE

The Fine Arts Manual provides procedures and guidelines governing Fort Bend ISD's District- and campus-level Fine Arts programs. The information contained herein has been organized by topic to guide teachers in successfully administering their campus Fine Arts programs. Additionally, the Fine Arts Manual provides rules governing participation in District, Association (e.g., TAEA, TDEA, TETA, TMEA, ITS, etc.), and UIL events. The basis for these procedures and guidelines, which have been compiled over many years, includes the Texas Education Code, FBISD Board of Trustee Legal and Local Policy, FBISD Administrative Procedures, Texas Education Agency code, University Interscholastic League rules, Association procedures, and the historic practices of the District and Fine Arts Department. The Fine Arts Manual does not supersede the aforementioned documents; rather, it is intended to clarify administrative practices for administrators, teachers, parents, and students.

FINE ARTS DEPARTMENT MISSION

The Fort Bend ISD Department of Fine Arts exists to inspire artistry and equip students to reach their full potential, thus creating opportunities without boundaries.

FINE ARTS DEPARTMENT VISION

Fort Bend ISD will be the premier school district for Fine Arts education in the nation.

FORT BEND ISD MISSION

Fort Bend ISD exists to inspire and equip all students to pursue futures beyond what they can imagine.

FORT BEND ISD VISION

Fort Bend ISD will graduate students who exhibit the attributes of the District's Profile of a Graduate.

FORT BEND ISD PROFILE OF A GRADUATE

A Fort Bend ISD Graduate has a rigorous academic foundation, strong character, and is...

...equipped with skills for life.	...a compassionate citizen.
...a servant leader.	...a collaborative team member.
...an effective communicator.	...a life-long learner.
...a critical thinker.	

The study of the Arts equips students with higher-order thinking skills, fosters character traits, and develops the traits listed in the FBISD Profile of the Graduate...

...a servant leader

Leadership is fostered through all Artistic disciplines. In Band courses, drum majors, drill instructors, and section leaders learn how to assist with limited teaching responsibilities and lead by example during summer leadership training. In Dance Team courses, student officers attend a one-week summer camp alongside their directors to develop their leadership skills and hone their ability to write and teach choreography. Fine Arts programs develop leaders by electing officers, assigning roles such as stage, equipment, and costume/uniform managers, and promoting participation in honor societies such as the National Art Honor Society and Tri-M Music Honor Society.

...an effective communicator

Students communicate both verbally and non-verbally in cooperative communities of Artists. Student-artists evaluate their own and their peers' work, offer descriptive feedback, and revise their products/performances through collaborative goal setting. Fine Arts student leaders motivate and manage large groups of their peers through public speaking and other effective communication skills, developing self-confidence.

...a critical thinker

Fine Arts disciplines are skills-based: engaging in the continuous improvement cycle, evaluating one's products/performances critically, and accepting constructive feedback with a growth mindset in service of improving one's Artistic skills are essential dispositions students acquire through studying the Arts. Fine Arts disciplines are both process- and product-oriented: products flow from the process; therefore, students are able to learn concepts quickly and apply them flexibly in many contexts. Process skills transfer to all real-world applications. Student-artists can think critically and problem-solve on the spot, making rapid adjustments in new performance spaces or using different media. Art students design future products using visual imagery, anticipating potential roadblocks, and adapting art-making techniques as the process unfolds.

...a compassionate citizen

Students enrolled in Fine Arts programs regularly volunteer their time to complete community service projects. Artistic creativity is uniquely human. The sensitivity learned through studying the Arts generalizes to our citizenry and motivates compassionate action in service to the community. Artists not only observe their current environment, they visualize future possibilities. Our student-artists perform nationally and internationally; travel contributes to viewing the world as a connected, interdependent whole.

...a collaborative team member

Performing artists work together to create a unified product, whether it is a marching band show, a theatrical production, a dance recital, or a large musical ensemble. Students with diverse backgrounds, abilities, and experiences work together to create a cohesive performance. Student-artists respond sensitively to their peers by making critical adjustments in the moment such as humoring the pitch during a musical performance, shifting spacing during a dance recital, or altering a theatrical role during a play.

...a life-long learner

Students simultaneously draw from both hemispheres of the brain, joining logical-sequential intelligence with holistic-intuitive thinking to create Artistic products. Studying the Arts instills a wonder for life and a sense of curiosity. The Arts fulfill students' need for creativity and inspire them to see beyond their limited experiences.

GENERAL RESPONSIBILITIES OF EVERY INSTRUCTOR

The job description of a fine arts instructor encompasses multiple duties and responsibilities. Instructors seek to influence the students with whom they work in a positive way and to instill favorable character traits that yield life-long benefits. As a fine arts instructor, one's deportment and behavior has an influential effect on each student's development as an individual. Therefore, the instructor behaves in ways that consistently exhibit the highest standards of professionalism. The [Code of Ethics and Standard Practices for Texas Educators](#) lists the standards for professional conduct.

As a representative of Fort Bend ISD and the teaching profession, an instructor is always on public display and the behavior exhibited upholds the principles of integrity and dignity. A fine arts instructor adheres to both the letter and the intended spirit of school district policies and procedures. The fine arts instructor keeps in mind that other professional colleagues also work toward the common goal of providing to every student the best education Fort Bend ISD can offer. The instructor is mindful that students are involved in many other activities and consequently, the demands on students' time are kept to a minimum. Prior to all classes, rehearsals, or events, the instructor engages in adequate preparation so the use of students' time is maximized.

On occasion, the fine arts instructor may hold an opinion that differs with parents, students, or administrators. The instructor discusses such differences privately, in an open and professional way with all persons involved. After stating any concerns in a respectful way, the fine arts instructor supports all decisions that are made collaboratively with administrators, other instructors, or parents about a specific course of action or the general direction of a program. Additionally, fine arts instructors take the initiative to make suggestions and work proactively to improve existing programs.

The fine arts instructor gains prior approval of the campus principal for all written information that is distributed to students or parents. Additionally, the instructor keeps the Director of Fine Arts informed of all pertinent parent-student communication concerning campus instructional programs.

Instructors involved in University Interscholastic League (UIL) events or other activities sponsored by a state or national organization are thoroughly acquainted with current rules, regulations, and dates pertaining to their particular discipline. Students' eligibility is monitored on a regular basis. The fine arts instructor refers all concerns regarding eligibility to the campus principal and/or Director of Fine Arts for interpretation and resolution.

Fine arts instructors may be called upon at times to perform duties not listed in their job description. The instructor performs all duties with whole-hearted effort and dedication. Instructors may not receive additional compensation for such duties.

GENERAL DUTIES OF EVERY INSTRUCTOR

The fine arts instructor is responsible for the instructional program at the school(s) where he/she is assigned to teach. The instructor is accountable to the campus principal and the Director of Fine Arts in the performance of all assigned duties.

DUTIES:

1. Develop, implement, monitor, and maintain progress with group and individual instruction, practices, and performances.
2. Assess student abilities and achievement as related to desired educational goals, learning intentions, and outcomes; maintain appropriate assessment and evaluation documentation for institutional and individual reporting purposes.
3. Plan appropriate instructional/learning strategies and activities including determination of appropriate type and level of materials.
4. Implement an instructional program which provides appropriate learning experiences, considering different learning styles and a range of learning curves.
5. Manage allotted learning time to maximize student achievement.
6. Manage the behavior of learners in the instructional setting to ensure the environment is conducive to the learning process; assist and participate in management of student behavior in all parts of the school, center, school grounds, or work site both during and outside of school hours; monitor and enforce compliance with the *Fort Bend ISD Student/Parent Handbook*, *Student Code of Conduct*, and *Extracurricular Handbook*.
7. Ensure classroom and/or instructional environment is attractive, healthful, safe, and conducive to learning and that materials are accessible to students and in good condition.
8. Continually communicate with students on instructional expectations and keep them informed of their progress in meeting those expectations.
9. Ensure continuous communication with parents, both written and oral, to keep them informed of student(s) progress.
10. Participate in professional learning activities and staff meetings as required or assigned, including meetings with the Director of Fine Arts.
11. Understand and uphold all rules, regulations, and dates that pertain to the instructional program (UIL and FBISD policies all apply); if applicable, maintain a current edition of the *UIL Constitution and Contest Rules* for reference.
12. Collect, retain, and carry on all student trips an authorized [Fort Bend ISD Medical Information Certificate](#) for each student. Monitor students for any adverse health effects while they are engaged in strenuous physical exercise or program activities; observe weather conditions and abide by all FBISD precautions regarding heat, ozone, and lightening.
13. Monitor and enforce student eligibility criteria for all extracurricular activities.
14. Distribute to all students and parents at the beginning of the school year a copy of the [Extracurricular Handbook Addendum/Guidelines](#), the [Fort Bend ISD Medical Information Certificate](#), a calendar of yearly performances, and a schedule of all practices during the school year; retain on file for one year a signed acknowledgment of receipt from students and parents for the [Addendum/Guidelines](#), performance calendar, and practice schedule.
15. Support and assist feeder programs by attending concerts/shows and offering reasonable assistance to these programs.
16. Submit all online transportation requests, [Student Travel Request](#) Forms, [Itinerary](#) Forms, Facility Set-Up Forms, and fees requested by the prescribed deadlines; coordinate with instructors and the campus principal per established procedures when students miss class for program-related activities.
17. Ensure standards of professional conduct are maintained ([Code of Ethics and Standard Practices for Texas Educators](#)).

18. Participate in all UIL and FBISD sponsored events; encourage student participation in all competitions/events related to the instructional program.
19. Schedule and conduct at least one public performance, competition, or show on campus each semester with the students enrolled in the instructional program.
20. Provide proper student supervision during and after all program activities until all students have left the area.
21. Administer policies and procedures regarding assignment of student awards within the instructional program.
22. Issue work order requests to the campus principal for required building service and repairs.
23. Perform other duties as assigned by the campus principal or Director of Fine Arts.

ADDITIONAL DUTIES OF THE HEAD DIRECTOR/LEAD INSTRUCTOR

The head director/lead instructor is responsible for setting the vision and long-range goals for the instructional program at the school(s) where he/she is assigned to teach. The head director/lead instructor is accountable to the campus principal and the Director of Fine Arts in the performance of all assigned duties.

ADDITIONAL DUTIES:

1. Assign, supervise, and coordinate job responsibilities of instructional assistants within the program.
2. Coordinate the planning of instructional/learning strategies and activities with instructional assistants.
3. Supervise instructional assistants in the implementation of the instructional program.
4. Develop, implement, and monitor a public relations program that will keep the public aware of the accomplishments and events involving students in the instructional program.
5. Develop, implement, and monitor a recruitment, audition, and placement program/schedule for all potential students; assign students to an appropriate class based on audition/placement criteria; and submit class rosters to all counselors and the principal or principal's designee prior to the specified year-end campus deadline.
6. Guide all booster club activities as policies and procedures require and insure all activities sponsored by such groups reflect positively on the school district, campus, and instructional program.
7. Manage the collection, receipt, and deposit of all student fees and fundraising proceeds; comply with established FBISD policies and procedures regarding the implementation of fundraising activities, as well as the deposit and expenditure of all Activity Account funds.
8. Assist in the preparation of the campus portion of the Fine Arts budget.
9. Submit all purchase requisitions for equipment and supplies, as well as all contract requests for services related to the instructional program; receive invoiced equipment, supplies, and invoices for services in the financial management system in a timely manner.
10. Maintain a current inventory of all fine arts equipment, instructional materials, and uniforms in the specified materials management system; coordinate the service and repair of school-owned equipment.
11. Complete entry forms and submit payment for all events by the prescribed deadlines; assist the Director of Fine Arts or their designee in scheduling performances, contests, and activities sponsored or hosted by UIL and/or Fort Bend ISD.

12. Obtain approval of the campus principal, Director of Fine Arts, and the Department of School Leadership for any off-campus performances or contests scheduled in addition to those required by UIL and/or Fort Bend ISD; community-sponsored performance requests require the approval of the campus principal and Director of Fine Arts; on-campus public performances that exceed two per semester per student group require the approval of the campus principal.

SPECIFIC DUTIES OF THE HEAD BAND DIRECTOR

The head band director receives an annual stipend compensation for discharging the duties listed in this document.

SPECIFIC DUTIES:

1. Understand and uphold all rules, regulations, and dates that pertain to the instrumental music program (UIL, TMEA, and FBISD policies all apply).
2. Supervise, manage, and coordinate instruction for the Individual Private Lesson Program; collect yearly fees and forms from Private Lesson instructors and return those materials to the Director of Fine Arts by the prescribed deadlines.
3. Participate in all TMEA-sponsored instrumental music events; encourage student participation in all TMEA-sponsored competitions/events; assist the Director of Fine Arts or their designee in scheduling contests and activities sponsored or hosted by TMEA.
4. Retain on file a signed parent/student [UIL Marching Band Acknowledgement Form](#) for each student participating in the marching band.
5. Implement a pre-season marching band instructional program in compliance with the [Rehearsal Guidelines](#) below.
6. Implement sectional/small group instruction in the fall and spring semester (spring semester only for High School programs) to provide adequate preparation for all concerts, competitions, auditions, and events.

SPECIFIC DUTIES OF THE HEAD CHORAL DIRECTOR

The head choral director receives an annual stipend compensation for discharging the duties listed in this document.

SPECIFIC DUTIES:

1. Understand and uphold all rules, regulations, and dates that pertain to the choral program (UIL, TMEA, and FBISD policies all apply).
2. Supervise, manage, and coordinate instruction for the Individual Private Lesson Program; collect yearly fees and forms from Private Lesson instructors and return those materials to the Director of Fine Arts by the prescribed deadlines.
3. Participate in all TMEA-sponsored choral music events; encourage student participation in all TMEA-sponsored competitions/events; assist the Director of Fine Arts or their designee in scheduling contests and activities sponsored or hosted by TMEA.
4. Implement sectional/small group instruction in the fall and spring semester to provide adequate preparation for concerts, competitions, auditions, and events in compliance with UIL rules and regulations and the [Rehearsal Guidelines](#) below.

SPECIFIC DUTIES OF THE DANCE TEAM DIRECTOR

The dance team director receives an annual stipend compensation for discharging the duties listed in this document.

SPECIFIC DUTIES:

1. Understand and uphold all rules, regulations, and dates that pertain to the dance program (UIL, TDEA, and FBISD policies all apply).
2. Implement a pre-season dance team instructional program in compliance with the Rehearsal Guidelines below.
3. Conduct practices outside the academic school day to provide adequate preparation for performances in compliance with UIL rules and regulations and the [Rehearsal Guidelines](#) below.

SPECIFIC DUTIES OF THE HEAD ORCHESTRA DIRECTOR

The head orchestra director receives an annual stipend compensation for discharging the duties listed in this document.

SPECIFIC DUTIES:

1. Understand and uphold all rules, regulations, and dates that pertain to the orchestra program (UIL, TMEA, and FBISD policies all apply).
2. Supervise, manage, and coordinate instruction for the Individual Private Lesson Program; collect yearly fees and forms from Private Lesson instructors and return those materials to the Director of Fine Arts by the prescribed deadlines.
3. Participate in all TMEA-sponsored orchestra events; encourage student participation in all TMEA-sponsored competitions/events; assist the Director of Fine Arts or their designee in scheduling contests and activities sponsored or hosted by TMEA.
4. Implement sectional/small group instruction in the fall and spring semester to provide adequate preparation for concerts, competitions, auditions, and events in compliance with UIL rules and regulations and the [Rehearsal Guidelines](#) below.

SPECIFIC DUTIES OF THE THEATRE ARTS INSTRUCTOR

The theatre arts instructor receives an annual stipend compensation for discharging the duties listed in this document.

SPECIFIC DUTIES:

1. Conduct practices outside the academic school day to provide adequate preparation for performances and shows in compliance with UIL rules and regulations and the [Rehearsal Guidelines](#) below.
2. In conjunction with campus administration, campus custodial staff, and the FBISD Maintenance Department, monitor the use of and facilitate all performances in the school's auditorium or stage; maintain the school auditorium's sound system and lighting system in working order; monitor the safety, upkeep, and repair of stage rigging and equipment in the school's auditorium or stage.
3. Issue work order requests to the campus principal for required auditorium maintenance, service, or repairs.

SPECIFIC DUTIES OF THE ASSISTANT DIRECTOR

The assistant director is responsible for carrying out all reasonable duties delegated by the head director where he/she is assigned to teach. The assistant director receives an annual stipend compensation for discharging the duties listed in this document. The assistant director is accountable to the head director, the campus principal, and the Director of Fine Arts in the performance of all assigned duties.

SPECIFIC DUTIES:

1. Coordinate the planning and implementation of appropriate instructional/learning strategies and activities, including determination of appropriate type and level of materials, with the head director.
2. Perform other duties as assigned by the head director.

SPECIFIC DUTIES OF FINE ARTS FACILITATORS

Fine Arts Facilitators are responsible for carrying out all reasonable duties assigned by the Director of Fine Arts. Fine Arts Facilitators receive an annual stipend compensation for discharging the duties listed below; Fine Art Facilitators are accountable to the Director of Fine Arts in the performance of all assigned duties.

SPECIFIC DUTIES:

1. Assist with the development, preparation, maintenance, and implementation of curriculum for use by fine arts instructors.
2. Provide recommendations for improvements to the fine arts programs as they relate to student needs.
3. Assist with the professional learning for fine arts instructors.
4. Assist with articulating the District's and Department's mission, vision, and goals as they relate to fine arts programs and soliciting the support of the community at-large in the achievement of these goals.
5. Advise instructors and other District personnel in the selection, use, and purchase of instructional materials and equipment related to the specific program area.
6. Organize and implement specific competitions and productions that are sponsored for District-wide involvement in their specific area.
7. Attend and participate in state, local, and district meetings and workshops pertaining to assigned responsibilities.
8. Assist with incorporating instruction of fine arts into other areas of the curriculum.
9. Remain current on educational trends and practices as they relate to education in general and more specifically to performing arts.
10. Perform other duties as assigned.

GRADING

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.

1. Homework Grades: Homework is counted as a Daily Grade. If a weekly individual practice record is used to assign a homework grade, students may be required to practice up to three hours per week to receive the equivalent grade of 97 percent. An example is given below:

Practice Time In Hours	Grade
3+	100
3	97
2 ½	89
2	84
1 ½	79
1	74
> 1	70

2. Daily Grades: Daily grades constitute 50 percent of the grading period average. There should be a minimum of four daily numerical grades given during each three-week period, or a total of 11 daily grades assigned each grading period. Since fine arts classes are performance-based courses and team activities, all students are required to attend all performances and rehearsals. Rehearsals that are extensions of classroom activities, such as section rehearsals, will count as a double daily grade. Students may have points deducted from their grade for an unexcused tardy or absence from such rehearsals.
3. Major Grades: Major grades constitute the other 50 percent of the grading period average. There should be a minimum of one major numerical grade given during each three-week period, or a total of three major grades assigned each grading period. Since fine arts classes are skills-based courses, a demonstration of skills acquired during the course may be assessed as a major grade. Additionally, performances that are extensions of classroom activities, such as school concerts that do not meet the criteria of extracurricular, may be counted as a double major grade. An unexcused tardy or absence from such performances may result in points being deducted from the grade.
4. Attendance: Fine arts students are required to attend all activities and rehearsals. Students who miss a rehearsal, activity, or performance must consult with the program instructor well in advance of the function. Failure to attend a rehearsal, activity, or performance without prior permission or good cause may result in suspension from future activities or performances. Absences will be qualified as follows:
 - A. An excused absence is one that the program instructor has prior knowledge of and/or is based on an acceptable reason. Acceptable reasons for an absence would include a medical emergency or illness, a death in the family, a religious holiday, or a family emergency.
 - B. An unexcused absence is one that the program instructor has no prior knowledge of and/or is based on a reason that is unacceptable to the instructor.

GUIDELINES FOR EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

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

REHEARSAL GUIDELINES

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

1. PRE-SEASON MARCHING BAND REHEARSALS:
 - A. Percussion students, Student Leaders, and Color Guard students may attend a one-week camp or clinic between the end of the previous school term and August 1. Student attendance will be strongly encouraged and fees necessary for participation in the camp/clinic will be the financial responsibility of the student or the booster organization.
 - B. Band students may devote no more than 10 hours of supervised instructional time to practicing marching fundamentals between the end of the previous school term and August 1.
 - C. Band students may begin pre-season marching rehearsals in preparation for the UIL Marching Contest presentation no earlier than August 1; pre-season marching rehearsals may not take place on Saturdays or Sundays without the prior approval of the campus principal.
 - D. Pre-season marching rehearsals shall not exceed eight hours per day inclusive of indoor music rehearsals and outdoor marching practice.

- E. Each entry in the UIL Region Marching Contest shall be accompanied by the following statement signed by the head director:

The members of this marching band or any of its components did not begin the marching preparation for this UIL contest presentation prior to August 1. In addition, no more than 10 hours of supervised instructional time was devoted to marching fundamentals between the end of the previous school term and August 1. EXCEPTION: Auxiliary camps, leadership training, and preparation for special summer events such as civic parades, professional football game appearances, and other non-competitive performances are not considered a violation of this limitation.

2. MARCHING REHEARSALS DURING THE REGULAR SEASON: 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.
3. SUMMER DANCE TEAM REHEARSALS:
- A. Dance Teams may attend a one-week camp or clinic between the end of the previous school term and August 1. Student attendance will be strongly encouraged and fees necessary for participation in the camp/clinic will be the financial responsibility of the student or the booster organization.
 - B. Additionally, dance team officers may attend a one-week camp or clinic between the end of the previous school term and August 1. Student attendance will be strongly encouraged and fees necessary for participation in the camp/clinic will be the financial responsibility of the student or the booster organization.
 - C. Dance teams may begin pre-season practices in preparation for their halftime presentations no earlier than August 1; pre-season practices may not take place on Saturdays or Sundays without the prior approval of the campus principal.
 - D. Pre-season practices shall not exceed five hours per day inclusive of indoor and outdoor practice.
4. OTHER SUMMER ACTIVITIES: Students belonging to organizations other than marching bands and dance teams may attend a one-week camp or clinic between the end of the previous school term and the first instructional day of the academic year. Student attendance will be strongly encouraged and fees necessary for participation in the camp/clinic will be the financial responsibility of the student, the campus program, or the booster organization. Fine arts instructors who offer such camps do so at their own choice and will not be compensated for their time.
5. BAND, CHOIR AND ORCHESTRA REHEARSALS DURING THE SCHOOL TERM:
- A. Students may be required to attend one sectional rehearsal per week that may not exceed one hour in length.
 - B. Students may be required to attend one rehearsal per week (outside of the regular school day) that may not exceed two hours in length.
 - C. Any other time requirements such as individual or group help for all-region competition or solo/ensemble contest may occur on a voluntary basis.
6. DANCE TEAM REHEARSALS DURING THE 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.
7. THEATRE ARTS REHEARSALS:
- A. Eight Hour Rule: Students involved in theatre arts productions may be required to attend a maximum of eight hours of rehearsal outside the academic school day per calendar week for a maximum of eight weeks for any one production.

- B. Students involved in the construction of sets may be required to devote a maximum of two hours daily, up to a maximum of eight hours outside the academic school day per week, for a maximum of eight weeks for any one production.
 - C. Productions shall be limited to no more than one contest or performance per calendar week. The school week begins at 12:01 a.m. on the first instructional day of the calendar week and ends at the close of instruction on the last instructional day of the calendar week (excluding holidays).
 - D. Exceptions include dress rehearsals, which require students to arrive prior to the rehearsal for make-up 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.)
8. Rehearsals During Exams
- A. Avoid scheduling after-school rehearsals on any day prior to a semester, EOC, or STAAR exam.
 - B. If an after-school rehearsal is absolutely necessary, it must conclude no later than 5:00 PM on the day prior to any semester, EOC, or STAAR examination.
9. Students may be involved in multiple extracurricular activities. Instructors are encouraged to be flexible when conflicts arise with other extracurricular activities. As a general rule, performances or games 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 and Director of Fine Arts.

COMPETITIONS

1. UIL Contests:
- A. All eligible middle school and high school bands, choirs, and orchestras participate in the UIL Concert and Sight-Reading Contest each year. High school bands participate in the UIL Marching Contest (Region, Area, State).
 - B. Students in each middle school and high school band, choir, and orchestra program participate in the UIL Solo & Ensemble Contest.
 - C. Qualifying students in each high school band, choir, and orchestra program may participate in the UIL Texas State Solo & Ensemble Contest at the discretion of their program instructor.
 - D. All high school theatre programs participate in the UIL One-Act Play Contest.
 - E. Non-participation in any UIL event listed above requires the approval of the campus principal and the Director of Fine Arts. Non-participation may result in the forfeiture of the program instructor's annual stipend compensation.
2. FBISD Sponsored Events:
- A. All eligible middle school and high school bands, choirs, and orchestras participate in the FBISD Pre-UIL Concert & Sight-Reading Contest each year.
 - B. High school bands participate in FBISD *Band Night*.
 - C. High school color guards participate in the FBISD *Color Guard Preview*.
 - D. Students in each high school choir program participate in the yearly *Men's Choral Festival*.
 - E. Students from each elementary school participate in the yearly FBISD *Honor Choir Concert*.
 - F. Students in each high school dance team participate in the FBISD *Dance Classic* and the FBISD *Dance Showcase*.
 - G. Students in each middle school orchestra program participate in the yearly FBISD *String Fling* performance.

- H. All middle school theatre programs participate in the FBISD Middle School One-Act Play Festival.
 - I. Non-participation in any FBISD Sponsored event listed above requires the approval of the campus principal and the Director of Fine Arts. Non-participation may result in the forfeiture of the program instructor's annual stipend compensation.
3. TMEA All-Region, Pre-Area, Area, and All-State Competitions: Students in each middle school and high school band, choir, and orchestra program are encouraged to participate in the TMEA region- level individual competitive audition process. All travel expenses will be paid through the Fine Arts budget for high school students qualifying for advancement to the Area and/or All-State level of the individual competitive audition process. Qualifying students are strongly encouraged to participate in the TMEA All-region clinic and concert for their respective discipline.
 4. Other Contests: Organizations may participate in other contests with the approval of the campus principal and the Director of Fine Arts.
 5. Notification of all contest results should be presented to the campus principal and communicated to the Director of Fine Arts on the first work day following the competition.

RELIGIOUS ACTIVITIES AND HOLIDAYS

Students will be excused from participation in school commitments that are in conflict with their religious activities. Students are excused from attending extracurricular performances and activities for the purpose of observing religious holy days. The student and parents are responsible to inform the program instructor of the conflict well in advance of the imminent absence.

STUDENT MEDICAL POLICY

While there are no requirements for medical examination to participate in the Fine Arts Programs, Marching Band, and/or Dance Team, program instructors should make every effort to learn about any medical issues that may affect a student's participation in Band or Dance Team. Every student must have a [Fort Bend ISD Medical Information Certificate](#) on file with the program instructor. All band directors and dance team instructors are required to maintain a current certification in CPR and first aid. All extracurricular instructors are encouraged to do the same. If an injury occurs:

1. The instructor in charge of the organization will make an assessment to determine the seriousness of the injury/illness. It is essential to remain calm.
2. If the injury/illness is serious, proper emergency procedures should be followed to protect the student and the instructor.
3. Keep the student still and calm. Be very judicious in administering on-the-spot first aid.
4. If required, inform the proper emergency services. Use qualified emergency transportation if possible. Be careful about using personal vehicles.
5. If necessary, contact a doctor, hospital, or clinic to insure proper care of the student.
6. Notify the parent. If the parent cannot be located, a school representative will accompany the student to the hospital while the instructor continues to attempt to locate the parent.
7. If the student is hospitalized, the instructor will follow up by visiting the hospital and conferring with the parents. If the student is not hospitalized, the instructor will follow up with the parents.
8. Notify the campus principal and the Director of Fine Arts of the injury as soon as possible.

STUDENT AWARDS

All student awards for participation in activities and organizations must meet the criteria set forth in each program's guidelines, in conjunction with the policies and procedures of Fort Bend ISD and the University Interscholastic League (UIL). These guidelines are stated in each program's [Addendum/Guidelines](#) to the *Extracurricular Handbook*. UIL has stringent guidelines regarding the limitation of student awards. Program instructors are encouraged to discuss the presentation of awards with the Director of Fine Arts prior to any student receiving the award(s).

PRIVATE INSTRUCTION PROGRAM GUIDELINES

Fort Bend Independent School District's Department of Fine Arts has an approved private lesson program that is conducted before school, after school, and during student lunch periods, using the following guidelines:

1. Students may take one 30-minute lesson per week for a fee not to exceed \$20.00 for experienced teachers, \$17.00 for inexperienced teachers, and \$12.00 for high school students teaching middle school students. A fee not to exceed \$23.00 may be charged by instructors offering weekly, 30-minute private lessons in "hard-to-fill" positions, as defined by the Director of Fine Arts. Students are not permitted to take private lessons during the instructional school day.
2. Instructors may include university students, music instructors, professional musicians, or staff members. Staff members are not permitted to offer private instruction for a fee at the school where they are employed; however, they may teach students from another Fort Bend ISD school outside of regular work hours. Regular instructor work hours are defined as follows: high school, 7:30 AM— 2:45 PM; middle school, 8:55 AM—4:10 PM.
3. Private instruction time will be assigned to students on a first come, first served basis, with no regard to ability.
4. Students are not required to take private instruction; however, if they desire to do so, every effort should be made to find a qualified instructor for them.
5. No private instruction should be scheduled during a school holiday.
6. Any questions or problems regarding private instruction should be brought directly to the school music instructor and the Director of Fine Arts, 281-634-1124.
7. Each year, all private instructors teaching in Fort Bend ISD schools must complete the following:
 - A. An online Criminal History Application;
 - B. An Instructor Information Form;
 - C. Remit the \$20 Building Use Fee; and
 - D. Provide proof of liability coverage (with limits of at least \$1 million and the policy must extend coverage for sexual misconduct; the insurer must carry an AM Best Rating of "A-VI" or greater).
 - E. These forms, fees, and proof of liability insurance must be submitted to the campus music instructor and forwarded to the Director of Fine Arts before the private instructor is permitted to begin teaching private music lessons at any FBISD campus.
8. All private instructors in Fort Bend ISD schools must meet with the campus music instructor before teaching any students.
9. A District professional employee or an adult volunteer will supervise the music area and be accessible to both students and private instructors when private lessons are being taught.
10. This program may be terminated at the discretion of the Superintendent of Schools.

FINE ARTS RECRUITING GUIDELINES

ELEMENTARY SCHOOL TO MIDDLE SCHOOL

Informing students about participation requirements in a secondary performing arts program is vitally important. There are many ways in which students are influenced to make their 6th grade elective choice. Besides the value the Arts bring to the lives of students, teacher staffing is determined by the number of students who select a particular performing arts course as their elective. It is necessary to implement consistent parameters for educating elementary students concerning their elective choices while keeping disruptions during the instructional day to a minimum. The recruiting guidelines to be followed by all middle school Performing Arts organizations (which include the following instructional programs: band, choir, orchestra, and theatre arts) and campus principals are stated below.

1. All Performing Arts instructional programs will be granted the opportunity to educate prospective fifth grade students about their elective choices at every FBISD elementary campus. Performances and presentations by middle school students and teachers for the express purpose of recruiting prospective students into sixth grade Performing Arts programs will be limited to one visit per Performing Arts organization per calendar year. Other performances, such as holiday performances, performances at carnivals, etc., may occur on elementary campuses as long as their purpose is not recruiting and the performance has been approved by the elementary school administration. Recruiting performances/presentations will be scheduled to occur within the fifth grade course selection window at each elementary campus. In coordination with middle school Performing Arts teachers, elementary principals, fifth grade teachers, and outclass teachers will make arrangements for all fifth grade students to attend Performing Arts recruiting performances/presentations. Recruiting performances/presentations will be scheduled on at least two, and no more than four, separate school days during the fifth grade outclass time. It is preferable to allot four days (one day for each instructional program) for outclass recruiting performances/presentations. If only two outclass days are allotted by the elementary principal and staff, it is recommended that the middle school choir and theatre programs share one day, and the middle school band and orchestra programs share the other day. Since recruiting performances/presentations may involve middle school students missing some of their own school day, great care will be taken to limit the amount of missed instructional time.
2. Performing Arts instructors will present recruiting performances/student presentations at each elementary school that feeds their respective middle school. When an elementary school feeds two or more middle schools, the middle school where the majority of the fifth graders are zoned will be responsible for providing recruiting performances/presentations.
3. Each school's Performing Arts Department may provide an informational packet so that students and their parents may make an informed decision regarding their sixth-grade elective options. Each elective program will contribute an equal number of pages to the packet, if they so choose, detailing the unique qualities of their respective class.
4. When students visit the middle school campus for a parent night, open house, camp, or other event, teachers may set up a display and/or may distribute informational handouts or recordings before the course selection window closes. For band and orchestra programs, an "instrument petting zoo" or display is allowed. Incentives will not be passed out (e.g., candy, toys, stickers, pencils, etc.) to prospective students as such items are not educational or informative. Performances are not allowed unless all Performing Arts groups have been given an equal opportunity to participate.
5. When scheduling meetings with incoming beginning band/orchestra students and their parents for the selection and/or fitting of instruments, instructors only will contact and distribute materials to

those students who have been assigned band or orchestra as their sixth-grade elective after course selection choices have been processed. Student/parent meetings will be scheduled after the counselors or principal provide the instructors with contact information.

6. Performing Arts teachers may visit the elementary school music classes to demonstrate instruments and proper vocal technique, provided these visits are instructional in nature and a direct reflection of the District curriculum, both director and music teacher collaborate regarding curriculum presentations, elementary students are not active participants in the demonstration, and presentations are coordinated with the elementary music specialist and the elementary principal. Instrumental and vocal teachers will limit the time away from their home campus to no more than one presentation per fifth-grade class per elementary feeder per school year. Any teacher's absence from their campus must be approved by their department head and campus principal prior to scheduling.
7. Performing Arts Video
 - A. Each middle school may compile one Performing Arts Recruiting Video, which includes each of the school's Performing Arts organizations. The purpose of the video is to inform potential students and their parents about the middle school's Performing Arts programs. The video will be educational and informative in nature. Social events may be included; however, they will not be a major focus of the presentation.
 - B. Each organization (band, choir, orchestra, and theatre) wishing to participate in the project will complete a video presentation no longer than five minutes in length about their instructional program by December 15th of each year. The video will be compiled and distributed electronically to the parents of each fifth grade student who will attend that particular middle school the following school year at a time which coincides with the students' course selection process. Additionally, videos will be posted to the middle school campus' Fine Arts webpages.
 - C. Please contact the Digital Learning Department to assist in the creation of your videos. Below is a link to the FBISD Media Production Request Form.
<http://www.fortbendisd.com/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=310>

8TH GRADE TO 9TH GRADE

PURPOSE:

The FBISD Department of Fine Arts *8th to 9th Grade Recruiting Guidelines* provides a standardized process to inform and educate eighth grade students and their parents about available high school Fine Arts programs. The purposes of these guidelines are to provide clear, minimal expectations for both middle school and high school stakeholders, to establish consistent and equitable recruiting practices across the District, and to equip students for a successful transition to high school Fine Arts courses through proper placement. The Department of Fine Arts believes recruiting and vertical alignment of instructional practices are essential components in inspiring and developing excellence through the Arts, thus contributing to the vision of Fort Bend ISD being the premier district for Fine Arts education in the nation.

DEFINITIONS:

The Department of Fine Arts defines *Vertical Alignment of Instructional Practices* as activities taking place inside or outside the school day, primarily for the purposes of enhancing teaching and learning, occurring as a single event or a long-term project, and involving students and/or teachers from both the middle and high school instructional programs.

The Department of Fine Arts defines Recruiting as activities taking place only during the school day, primarily for the purposes of informing students about and enlisting them into the high school program, occurs as a single event, and involves students and teachers from both the middle school and high school.

The Fine Arts *8th to 9th Grade Recruiting Guidelines* establish procedures only for recruiting activities as defined above. The guidelines do not govern vertical alignment activities or performances not linked to recruiting activities.

PROCEDURES:

Comprehensive 6th-12th grade Fine Arts instructional programs (Band, Choir, Orchestra, Theatre, and Visual Art) shall adhere to the following procedures:

1. Recruiting activities may occur during eighth grade Fine Arts classes only (e.g., eighth grade band class by high school band directors and students, eighth grade theatre classes by high school theatre directors and students, etc.).
2. A maximum of two recruiting visits shall be allowed per school year. Recruiting visits may occur in the following ways:
 - A. One District-funded field trip of eighth graders currently enrolled in a Fine Arts course to the feeder high school's corresponding instructional program (e.g., MS Band to HS Band, MS Visual Art to HS Visual Art, etc.). This field trip must be approved by both the middle school and high school campus principals; and/or
 - B. One or two (depending on whether a field trip – as described above – is approved) recruiting visits from high school Fine Arts teachers, accompanied by a maximum of two high school students, to the middle school eighth grade classes.

Ninth-12th grade instructional programs (Dance and Color Guard) may engage in recruiting activities twice per school year under the following conditions:

1. One recruiting visit from the instructional program's group of choice to the feeder middle school's Physical Education classes for purposes of performing and educating prospective students about their program.
2. One recruiting visit from the high school Fine Arts teacher, accompanied by a maximum of two students, to the middle school Physical Education classes to announce team tryouts and answer questions.

BEGINNING BAND/ORCHESTRA ORIENTATIONS

Middle school band and orchestra instructors may hold an orientation for students and their parents entering the program for the first time. This orientation may be held at any time prior to the second week of school. The format for these orientations will adhere to the following guidelines:

1. Program instructors will provide the parent(s) of each student at the orientation with the list of recommended instruments. The instructor may express a preference of brand/model. However, parents should be informed that all instruments on the list have proven to be of good quality.
2. Each instructor will provide a campus- and program-specific cover letter regarding times, dates, and location of the orientation. The Director of Fine Arts must approve this letter prior to mailing.
3. Programs may have an instrument display exhibited by a District-approved vendor at the school. Instruments may be sold or rented to parents at this event.
4. Instructors may not recommend one District-approved vendor over another.

5. Any vendor may provide literature to be distributed at the beginner orientation provided that it has been pre-approved by the Director of Fine Arts. No exhibitors other than those representing a District-approved vendor may be present during the school's beginner orientations.
6. See Appendix B for the [FBISD Suggested List for Beginning Band Students](#) and Appendix C for the [FBISD Suggested Instrument List for Beginning Orchestra Students](#)

GUIDELINES FOR EMPLOYEE TRAVEL

1. Instructors must receive prior approval for any school-related activities that require them to miss work days. Such activities include attending university classes, professional conferences, and adjudicating competitions.
2. CONFERENCES: Instructors will be allowed to attend conferences on a rotational basis. Instructors will be invited to attend conferences by the Director of Fine Arts and should submit paperwork only when asked to do so. Conferences may include:
 - Texas Art Educators Association Conference
 - Texas Dance Educators Association Convention
 - Texas Educational Theatre Association Conference
 - Texas Music Educators Association Convention
3. REIMBURSEMENT FOR EMPLOYEE TRAVEL: A District employee shall be reimbursed for reasonable, allowable expenses incurred, not to exceed the approved amount set by the Department of Fine Arts, in carrying out District business and only with the prior approval of the employee's immediate supervisor. For any authorized expenses incurred, the employee shall submit a statement with receipts documenting actual expenses in accordance with administrative procedures (See Travel Request Checklist). To request funding for travel, an original Travel Request and Payment Voucher, signed by the employee's immediate supervisor, must be submitted to the Director of Fine Arts at least four (4) weeks prior to the trip. Upon returning, the employee must submit the pre-approved, completed Travel Request and Payment Voucher with all receipts attached. Original receipts are required for all travel reimbursements (see below – Guidelines for Expending Funds from the Fine Arts Budget). For reimbursement rates and stipulations, review DEE-R.
4. ABSENCE REPORTING: It is the employee's responsibility to report any absences in the District's absence management system and request a substitute for all instructional days missed. Additionally, Form DEC-E-1, the Fort Bend ISD Request for Absence, must be submitted to the employee's immediate supervisor prior to the date of the absence(s).
5. ADJUDICATION: Adjudication of competitions during the school day is permissible under the following provisions:
 - A. An employee may take leave no more than six (6) work days per year to adjudicate competitions.
 - B. Professional leave days may be used providing the employee accepts only reimbursement for expenses but not an honorarium.
 - C. Personal leave may be used and the employee may accept both an honorarium and reimbursement for expenses.

GUIDELINES FOR STUDENT TRANSPORTATION/TRAVEL

1. When traveling outside of the school district, students will travel on District-owned vehicles with the instructor serving as chaperone. Students may not drive themselves to out-of-district activities.

2. Students may meet at the site of the activity if it is held within the school district.
3. All requests for student travel must be submitted in a packet of information at least 15 working days prior to the trip. No travel will be approved without proper documentation and prior approval. This packet must contain the following:
 - A. [Request for Field Trip Approval](#) Form (EFD-E-1) is required for all student travel
 - B. [Student Travel Request Form](#) (FMG-E-2) is required for all student travel
 - C. [Itinerary Form](#) (FMG-E-3) is required for all overnight travel
 - D. [Request for Leave/Absence Report Form](#) (DEC-E-1)—completed by the instructor only if the instructor will be absent during school hours or reimbursement of expenses will be requested.
 - E. Request for District-provided transportation submitted online in *Infofinder*.
 - F. Some campus principals may require the [Permission for Student Participation in School-Sponsored Trip Form](#) (FMG-E-1)
4. Transportation of students by private vehicle is not recommended. Any request of this type will require prior approval from the campus principal and a written release from the parent. UNDER NO CIRCUMSTANCES ARE STUDENT DRIVERS TO BE USED.
5. Instructors may drive the school bus provided it does not interfere with the proper supervision of the organization.
6. If a student must leave from an event for a suitable reason, the student must provide the campus principal and the program instructor with written notification from the parent/guardian asking that the student be allowed to ride to/from an event with the parent/guardian or other adult.
7. Persons not serving as chaperones, employed by, or enrolled in FBISD schools may not travel on school transportation. Each chaperone must complete an online Criminal History Application prior to the activity or trip.
8. GUIDELINES FOR OVERNIGHT AND OUT-OF-STATE TRIPS: All out-of-state trips must have the approval of the campus principal, Director of Fine Arts, Assistant Superintendent, and the Superintendent of Schools prior to any formal planning or fundraising activities. High schools will participate in out-of-state activities on a rotating schedule of every three (3) years. This allows each student the opportunity to take an out-of-state trip at least once during his or her four (4) years in senior high school. Below is the rotation for senior high school organizations:

Austin HS Band	2019—2020	Dulles HS Dance	2018—2019	Marshall HS Band	2018—2019
Austin HS Choir	2020—2021	Dulles HS Orchestra	2018—2019	Marshall HS Choir	2018—2019
Austin HS Dance	2019—2020	Elkins HS Band	2020—2021	Marshall HS Dance	2018—2019
Austin HS Orchestra	2018—2019	Elkins HS Choir	2020—2021	Ridge Point HS Band	2018—2019
Bush HS Band	2018—2019	Elkins HS Dance	2018—2019	Ridge Point HS Choir	2019—2020
Bush HS Choir	2018—2019	Elkins HS Orchestra	2018—2019	Ridge Point HS Dance	2018—2019
Bush HS Dance	2018—2019	Hightower HS Band	2020—2021	Ridge Point HS Orchestra	2018—2019
Bush HS Orchestra	2018—2019	Hightower HS Choir	2018—2019	Travis HS Band	2019—2020
Clements HS Band	2019—2020	Hightower HS Dance	2019—2020	Travis HS Choir	2018—2019
Clements HS Choir	2020—2021	Hightower HS Orchestra	2018—2019	Travis HS Dance	2018—2019
Clements HS Dance	2020—2021	Kempner HS Band	2018—2019	Travis HS Orchestra	2018—2019
Clements HS Orchestra	2018—2019	Kempner HS Choir	2020—2021	Willowridge HS Band	2018—2019
Dulles HS Band	2018—2019	Kempner HS Dance	2018—2019	Willowridge HS Choir	2018—2019
Dulles HS Choir	2018—2019	Kempner HS Orchestra	2018—2019	Willowridge HS Dance	2018—2019

9. Bands, choirs, and dance teams will be allowed to take in-state trips each year that an out-of-state trip is not scheduled. These trips may include Dallas, San Antonio, Corpus Christi, etc.
10. All trips will be made at the discretion of the program instructor. Any request to make a trip outside the scheduled rotation will require the approval of the campus principal, Director of Fine Arts, and Assistant Superintendent. All trips must be competitive and/or educational in nature.

11. All special invitations (e.g., Midwest Clinic, BOA Nationals, Rose Bowl Parade, etc.) will be considered on an individual basis.
12. Middle schools will not take overnight or out-of-state trips except by special invitation and prior approval of the campus principal, the Director of Fine Arts, the Assistant Superintendent, and the Superintendent of Schools.
13. International travel will occur by invitation only and will require approval of the Board of Trustees.
14. Funding of trips will be the responsibility of the parents and students in the organization. All chaperone expenses should be calculated into the total cost of the trip and divided among the participating students. It is recommended that a 10:1 student to chaperone ratio be utilized whenever possible. One building administrator will be required to accompany groups on all overnight trips. Expenses for the building administrator should be figured into the student costs of the trip. (If other administrators attend, it should not be at student expense.) Since students are paying the expenses, the administrator will be expected to serve in the capacity of a chaperone.
15. Any travel expenses for competitions and/or events sponsored by the University Interscholastic League and/or the Texas Music Educators Association will be the responsibility of Fort Bend ISD.
16. All administrative approvals should be secured BEFORE any announcements are made to parents or students and before any formal arrangements are made regarding the trip.

PAPERWORK FLOW CHART

The diagram below identifies the flow of the most commonly used district forms. Forms originated by a fine arts instructor should be signed and approved by the campus principal before being sent to the Administration Building for approval.

Form	Purpose	Route for Approval			
		1	2	3	4
Travel Request and Payment Voucher Form	Travel on behalf of the District	Instructor	Principal	Fine Arts Director	Executive Team (Out of State)
Purchase Requisition	Purchase of instructional materials	Instructor	Executive Assistant	Fine Arts Director	Purchasing
Contract Request	Payment of consultants who are not employees of the District	Instructor	Contracts Specialist	Fine Arts Director	Purchasing
Print Shop Request	Printing materials at the District Print Shop	Instructor	Executive Assistant	Fine Arts Director	Print Shop
Requests for Student Travel/Itinerary	Student travel outside FBISD; Student Itinerary must be included for overnight travel	Instructor	Principal	Fine Arts Director	Assistant Superintendent
Bus Request	Student travel using District transportation	Designated Requestor	Principal or Designee	Fine Arts Director or Designee	Transportation
Fundraising Request	Approval to initiate a fundraising project	Instructor	Principal	Assistant Superintendent	
Work Order	Building repair; large equipment transport	Instructor	Principal or Designee	Operations	
Facility Set-Up Form	Building use requests; A/C after-hours	Instructor	Principal or Designee	Operations	

GUIDELINES FOR BUDGET PREPARATION

The function codes of concern to fine arts instructors for all instructional program budgets are: Function 11—Instruction; and Function 36—Extracurricular.

1. **Function 11—Instruction:** Expenses identified as being directly related to the instruction of students in a learning situation are considered instructional costs. Materials and equipment in the classroom that are essential to the curriculum (musical instruments for band class; paint and canvases for art class, etc.), as well as furniture and supplies, are expenses directly related to instruction. Function 11 Object Codes and their descriptions include:
 - 6246—F, F & E Repairs (instrument repairs)
 - 6269—Rentals (including royalties)
 - 6299—Other Contract Services (uniform cleaning, contract printing)
 - 6329—Other Reading Materials (includes play scripts)
 - 6393—Musical Instruments (between \$750--\$5000 per item)
 - 6395—Hardware (under \$750 per item)
 - 6396—Software (under \$750 per item)
 - 6397—Musical Instruments (under \$750 per item)
 - 6399—Supplies and Materials (under \$750 per item), printing (in district Print Shop)
 - 6637—Musical Instruments (> \$5000 per item)
2. **Function 36—Extracurricular:** Activities that are student and curricular related and are not essential to regular classroom instruction. Interscholastic competitions, invitational competitions, special interest and community performances, student awards, and student travel are examples of extracurricular activities. Function 36 Object Codes and their descriptions include:
 - 6118—Extra Duty—Professional
 - 6246—F, F & E Repairs (repairs on instrument used in marching band)
 - 6269—Rentals (including royalties)
 - 6291—Other Professional Services (out-of-district clinicians, choreographers, accompanists)
 - 6299—Other Contract Services (uniform cleaning, printing, clinicians)
 - 6329—Other Reading Materials (includes play scripts)
 - 6399—Supplies and Materials (under \$750 per item)
 - 6411—Employee Travel (includes registrations for conventions)
 - 6412—Student Travel
 - 6417—Event Fees—Student (competitions)
 - 6495—Fees and Dues (membership in professional organizations)
 - 6499—Student Awards

GUIDELINES FOR EXPENDING FUNDS FROM THE FINE ARTS BUDGET

Fine Arts budget funds provide support to high school and middle school band, choir, dance, orchestra, and theatre instructional programs. Funds are assigned to the campuses under the control of the program instructor.

BUDGET RESPONSIBILITIES FOR PROGRAM INSTRUCTORS

1. **Beginning of the Year Procedures:** Program instructors will be sent an electronic copy of their fine arts budgets at the beginning of the instructional year by the Fine Arts Department. Instructors are responsible for printing their budget and tracking encumbrances charged against their budget.
2. **End of the Year Procedures:** All purchase orders and voucher requests must be submitted for approval by the Department-assigned deadline. All invoices must be received and turned into Accounts Payable by the Department-assigned deadline.

EXPENSES

1. Transportation: Field Trip Bus Requests will be entered by the designated campus requestor through the transportation request software. Requests are routed to the campus principal and the Director of Fine Arts for approval. Please refer to the Transportation Guidelines when submitting Field Trip requests to determine whether the trip is funded through the campus activity account or through the Fine Arts Department. The appropriate budget coding must be entered at the time the requisition is created in order to ensure proper billing.
2. All purchases must be procured using a blanket purchase order, a line-item purchase order, or Voucher Request. Do not charge merchandise or services without first receiving a Purchase Order number or prior approval from the Director of Fine Arts.
3. Requisitions, Purchase Orders, and Invoices: Instructors will obtain quotes and make requests for requisitions to the Department of Fine Arts to acquire materials, supplies, and repairs. Once a purchase order has been issued, and materials or services have been obtained from a District- approved vendor, instructors will “receive” the materials/services by entering the invoice into the budget management software (PeopleSoft), obtaining a receipt number, writing the receipt number on the invoice, copying the invoice for recordkeeping, and then routing the signed and dated invoice to Accounts Payable for payment disbursement.
4. Check Vouchers: Instructors will request checks for reimbursement of expenses and payment for some services from the Department of Fine Arts. All required forms, signed and dated invoices, or receipts must be submitted to the Department of Fine Arts to secure disbursement of funds.
5. Reimbursements: An employee may be reimbursed for instructional materials between \$25 – 150 monthly. Any unreimbursed expenditures exceeding \$150 per month require the prior approval of the campus principal or the Director of Fine Arts. To be reimbursed for instructional expenses, attach original receipts to the [Reimbursement Form](#), provide justification for the purchase(s), and forward all documents to the Department of Fine Arts for approval. Fort Bend ISD does not reimburse for Texas sales tax.
6. Professional Conferences/Chaperones: Instructors attend professional conferences and chaperone student trips. Immediately upon return from the event, the instructor is responsible for submitting the approved [Travel Request and Payment Voucher](#), with all original receipts attached, for reimbursement of allowable expenses, which may include conference fees, mileage, lodging, self- parking, ground transportation, and meals up to \$44 per day.
7. Consultants/Contracted Services: All expenditures for all consultant services require a written contract with a vendor or consultant, prepared and approved prior to services being rendered. Instructors will submit a Contract Request Form to the Fine Arts Department’s Contracts Specialist at least six weeks prior to any services being rendered by a vendor or consultant. The Contracts Specialist will prepare a Master Service Agreement and obtain all necessary signatures in order to execute the contract. Consultants must provide proof of auto and professional liability insurance. Furthermore, consultants must undergo a criminal history review, which may include fingerprints and photographs. Obtaining approval of the Master Service Agreement requires approximately six weeks; therefore, instructors should plan accordingly. Once a contract is executed, the instructor must request a blanket purchase order in an amount equal to or less than the Master Service Agreement from the Fine Arts Department Executive Assistant. Once the Master Service Agreement has been approved and a purchase order has been issued, only then is the vendor or consultant eligible to provide the contracted services. After services have been rendered satisfactorily, the instructor must process an invoice for payment against the open purchase order in accordance with the procedures for [receiving invoices](#) as stated above.

REVENUE

Program Instructors collect funds for the following purposes:

1. Private Lesson Administrative Fees (\$20 per private instructor, per year): This is a processing fee which is covered by policy and can be reviewed annually. Instructors will submit all appropriate paperwork for Private Lesson Instructors to the Fine Arts Department by the prescribed deadline.
2. Instrument Use Fee (\$80 per student annually): This is a yearly fee assessed to students using district-owned instruments for the purpose of maintaining the District's inventory of musical instruments in proper playing condition for current and future student use. Instructors will upload all pertinent information in the Charms Music materials management system by the prescribed deadline to facilitate the Fine Arts Department in assessing this fee to students.
3. Fort Bend ISD sponsored fine arts events, such as String Fling, Elementary Honor Choir, and the Summer Fine Arts Camps: Students are charged a nominal fee to cover the expenses of these activities.
4. Program Participation Fee: some programs may charge students a fee to fund certain instructional materials, consumable supplies, uniforms, and student travel that are not covered in the program's fine arts or campus-based budget. Any fees assessed to students must receive the prior approval of the campus principal and Director of Fine Arts. These fees only will be deposited into the campus club account.

GUIDELINES FOR FUNDRAISING PROJECTS

1. All fundraising projects require prior approval from the campus principal and Assistant Superintendent. Project proposals must be sufficiently detailed to allow serious consideration by the Department of School Leadership and submitted far enough in advance of the proposed project dates to allow for such consideration. The specific use of all funds raised must be specified in the project proposal. Project proposals to raise funds to pay for a student trip may be submitted only upon receiving approval for the trip.
2. Fundraising activity may begin only after the organization has received approval for the project from the campus principal and Assistant Superintendent. To engage in any fundraising activity or preparation prior to receiving the approvals outlined above may result in the loss of fundraising privileges for the organization involved.
3. Upon completion of the fund raising project, the organization sponsor must complete a detailed Summary. This Summary must reconcile all pertinent details of the project with the proposal that was approved by the campus principal and Assistant Superintendent. Any material discrepancies between the original proposal and final sales data will be brought to the immediate attention of the Internal Auditor. All Summaries from completed fundraising activities must be on file before any organization will be allowed subsequent fundraising projects in any year.
4. In general, every organization will be allowed one reasonable fundraising project per semester. Approval for fundraising projects will be based on the merits of the proposal and are not granted automatically. Ticket sales to student productions or concerts are not considered fundraising projects if the sole intent of charging admission is to recover the costs incurred in staging the production. Certain hardship situations may warrant the approval of additional projects; however, organizations should not rely upon this prospect until actual approval for additional projects is secured. Organizations which have abused fundraising privileges may be denied approval for future fundraising projects.

BOOSTER CLUBS

Parent or community organizations may be formed to promote an instructional program or to complement a particular student group or activity [See [GE \(LOCAL\)](#)].

1. The Principal at each campus shall approve:
 - A. The formation of the organization, subject to approval by the Superintendent of Schools
 - B. The constitution and bylaws of such organizations
 - C. Ensure that each organization's sole function is to support the educational activities of the designated program area.
 - D. Have the authority to disallow the continued association of any school program with a parent or community organization that has been judged by the principal to be disruptive to the educational activities or goals of the program or group.
2. The faculty sponsor of a student group shall serve as the liaison between any group formed in connection with a student group and the District. The designated faculty sponsor acting as the liaison shall:
 - A. Approve all student/school-related activities of such organizations;
 - B. Work with such organizations to establish approved goals and student-support activities for the respective organizations;
 - C. Assist in setting the budgets of such organizations and ensuring that expenditures of such organizations are in direct support of the goals of the designated programs;
 - D. File lists of officers of the respective organizations with the campus principal at the beginning of each school year, and revise such lists as officers change during the school year; and
 - E. File lists of organization activities for the coming year with the principal at a date established by the principal. Additional activities should be submitted at least 30 days prior to the event to aid in the development of the master calendar for the school.
3. District booster clubs shall:
 - A. Be voluntary and provide unified support for student activities of the school.
 - B. Be limited to a single club/organization for each area of student activity.
 - C. Encourage involvement by all parents of students participating in the supported activity.
 - D. Use school facilities only with the prior approval of the principal or designee, in accordance with policy GKD (LOCAL).
 - E. Not be involved in decision- or policy-making activities for a student group.
 - F. Have no authority in directing or influencing District employees in the administration of duties.
 - G. Comply with all UIL guidelines.
 - H. Comply with administrative regulations and Board policy when offering money/gifts to the District [see CDC].
 - I. Submit a copy of current adopted bylaws and operating procedures to the principal.
 - J. Prepare a written report of actual revenues and expenditures (financial report) for the school year. The treasurer of the booster club should prepare the financial report.
 - K. Have an organizational review committee conduct an annual review of the organization's financial report and the related financial activity for the school year and prepare a written report communicating the results of the committee's review to the organization.
 - L. Submit the annual financial report and the review committee's report to the school principal and to the District's internal auditor by September 1 of each year.
 - M. Pay all taxes and other debts incurred by the organization.
 - N. Issue receipts for all money received.

BUILDING REPAIRS

All requests for building repair and/or modification should be made to the campus principal.

RECRUITMENT OF STAFF

The Human Resources Department will place job postings and teacher vacancies online. Please contact the Director of Fine Arts to recommend qualified job candidates to fill open positions. Posting jobs with any online service requires the prior approval of the Director of Fine Arts and the Human Resources Department.

PUBLICITY AND PROMOTION

Instructors are encouraged to share news about individual or group student successes with the community. All such news is released to the public by the Communications Department. Any press release related to a fine arts program must receive prior approval from the campus principal before being sent to the Director of Fine Arts. Upon review and approval, the Director of Fine Arts will forward the press release to the Community Relations Department for publication and broadcast.

MATERIALS MANAGEMENT

It is the responsibility of all fine arts instructors to maintain an accurate inventory of District-owned instructional equipment. Instructors will track the location of District-owned equipment, as well as accurately record to whom equipment has been assigned for use. This responsibility may not be delegated to student aids.

1. In an effort to maintain the District's inventory of musical instruments in proper playing condition for current and future student use, an annual \$80 fee will be assessed for the upkeep and repair of those instruments. The Instrument Use Fee will be waived for all students enrolled in the Free and Reduced Lunch Programs at any campus.
2. Students and their parents are responsible for returning all District-owned equipment to the instructor in the same condition that it was received. Students and their parents will be responsible for repair or replacement of any equipment that is damaged or lost due to student negligence. All students and parents will complete an [Instrument Loan Agreement](#) form each year.
3. An up-to-date inventory of District-owned equipment will be submitted in May of each year to the Director of Fine Arts. Inventory for band, choir and orchestra will be maintained on the Charms Office materials management program and subject for review by the Director of Fine Arts at any time. Assignment of all musical instruments to students will be recorded by September 30 of each school year in the Charms Office materials management program and accurately maintained during the remainder of the instructional year.
4. TRANSFER OF EQUIPMENT: At the discretion of the Director of Fine Arts, any District-owned equipment not currently in use at a campus may be transferred to another campus where there is student need for equipment. All such transfers will be recorded accurately by both campus instructors in the Charms Music materials management program.

5. **STOLEN EQUIPMENT:** Stolen equipment should be reported to the campus principal, the Director of Fine Arts, and the Fort Bend ISD Police Department immediately.
6. **COMMUNITY USE OF SCHOOL-OWNED EQUIPMENT:** Any District-owned equipment that is loaned to individuals or organizations in the community must have the prior approval of the campus principal and the Director of Fine Arts.
7. **DISPOSAL OF EQUIPMENT:** All requests for deleting items from inventory must be initiated on a District Work Order. The following information must be supplied on the Work Order: campus name; date of request; accurate number and description of items; location within the building; and organizational manager's (campus principal's) signature. Items to be deleted must have Disposal/Repair tags attached. All equipment disposals will be accurately recorded by the instructor in the Charms Office materials management program.
8. **INDIVIDUALLY OWNED EQUIPMENT:** All equipment owned by the individual instructor or student will be the responsibility of the individual. Students should be made aware that the District's insurance does not cover privately-owned equipment and they should be encouraged to purchase coverage for their musical instruments through their homeowner's policy or some other insurance carrier.

PERFORMANCE LITERATURE

1. Some of the literature that an instructor selects for performance with an organization may be religious in nature. For example, a large portion of all published choral literature falls into the category of religious music and some master composers, such as J.S. Bach, historically wrote vocal music only for the church. Therefore, works should not be eliminated from the classroom simply because they are religious in nature. Some selections may be offensive to patrons of various religions in the community. Please select literature that will maintain the integrity of the instructional program, whether secular or sacred in nature, while remaining sensitive to the concerns of the school's patrons.
2. The following statement should be printed at the bottom of all concert programs or play bills when sacred literature is performed:
Some of the music performed in this program is sacred in nature. Sacred music comprises much of the choral literature produced in western civilization and is always taught from a historical and cultural perspective in Fort Bend ISD schools.
3. Fine arts instructors should always be sensitive in their selection of performance materials. Any literature that might be deemed questionable by the instructor should receive the approval of the campus principal prior to any public performance.

COPYING OF PUBLISHED WORKS AND THE FAIR USE APPLICATIONS

COPYING PUBLISHED MUSIC: Copying of published music by any means is permissible under the following circumstances:

1. *Emergency copying to replace purchased copies, which for any reason are not available for an imminent performance, provided purchased replacement copies shall be substituted in due course.*
If copies are made to satisfy instrumentation, extra parts must be ordered if they are published, or written consent must be obtained from the copyright owner to copy them.

2. *For academic purposes other than performance, single, or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than 10 percent of the whole work. The number of copies shall not exceed one copy per student.*

The key words in this statement are "other than performance." The intent is to allow portions of a work to be copied for classroom study, i.e., music theory or music history. If it is to be performed in any way, use of copied material would be considered a violation of the copyright laws. Copying an exercise from a collection for performance at region tryouts would not be permissible without written consent from the copyright owner. Photocopying a work for a judge at a music contest would be considered an infringement of copyright as well. Copying lyrics to songs and choral parts, or speaking parts to musicals or dramatic plays, which are not in the public domain, is considered an infringement of copyright law.

FAIR USE APPLICATIONS: Under the Fair Use Guidelines, the following are expressly prohibited:

1. *Copying to create, replace or substitute for anthologies, compilations or collective works, i.e., making a songbook for students.*
2. *Copying from works intended to be "consumable" in the course of study or teaching such as workbooks, exercises, standardized tests, and answer sheets.*
3. *Copying without inclusion of the copyright notice that appears on the printed copy.*

COPYING OUT-OF-PRINT MUSIC: In order to copy a musical work that is out of print, the copyright owner must be contacted and permission to do so must be granted. It would be considered an infringement of copyright law to do otherwise.

RECORDING MUSIC

Recording a musical performance of a student or student organization is permissible under the following stipulations:

1. *A single copy of a sound recording of copyrighted music may be made from sound recordings owned by an educational institution or an individual instructor for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual instructor.*
2. *A single copy of recordings of performance by students may be made for evaluation and rehearsal purposes and may be retained by the educational institution or individual instructor.*

Recordings at contests, concerts, and rehearsals would fall under this Fair Use Clause.

3. If a recording of a student group is made and copies of the recordings are sold to students, even if the recordings are not for profit, the instructor or the recording company must obtain a license to record and pay mechanical royalty fees for each selection recorded. Licenses are issued by and royalties paid to the owner of the copyright or their designate. These mechanical royalty fees are currently \$.091 for songs five minutes or less, or \$1.75 per minute for songs over 5 minutes. The agency that handles recording rights for most music publishers is:

The Harry Fox Agency
110 East 59th Street
New York, NY 10022
(212) 751-1930

If this agency does not handle a particular music publisher, the instructor is required to look elsewhere. Usually, the copyright owner is the publishing company listed on the bottom of the first page of the publication. However, should the instructor have difficulty in locating copyright owners, other sources of information are:

ASCAP
One Lincoln Plaza
New York, NY 10023
(212) 595-3050
<http://www.ascap.com/>

BMI
40 West 57th Street
New York, NY 10019
(212) 586-2000
<http://www.bmi.com/>

SESAC, Inc.
10 Columbus Circle
New York, NY 10019
(212) 586-3450
<https://www.sesac.com/>

LIVE PERFORMANCES

The Public Performance Right and the Copyright Act of 1976 allow the performances of music in educational institutions under the following circumstances:

1. *Face-to-face teaching activities in a non-profit educational institution.* This includes the daily use of copyrighted materials used in the classroom.
2. *Live performance without commercial advantage to anyone.* This grants school musical groups the right to publicly perform copyrighted materials if no payment is made to the performers, promoters, or organizers, and if there is no direct or indirect admission charge. However, an admission charge would be considered exempt if the proceeds from the performance are used exclusively for educational or charitable purposes. This covers only *non-dramatic*, literary and musical works.
3. Plays, musicals, etc., are not exempt, even if no admission is charged. If a school program is performing a published play, the copyright owner should be contacted for approval according to the law. A simple truth to remember is that the purchase of a work simply gives you the right to own a copy. You do not have any rights to the work itself. Fort Bend ISD is not responsible for and cannot condone the abuse of any copyright laws and any infringement will be the responsibility of the individual who violates these laws.

PROFESSIONAL WEBSITES AND RESOURCES

Texas Art Educators Association: <http://www.taea.org>
Texas Dance Instructors Association: <http://www.tdea.org>
Texas Music Educators Association: <http://www.tmea.org>
Texas Theatre Instructors Association: <http://www.tetatx.com>
National Association for Music Education: <http://www.nafme.org>
University Interscholastic League: <http://www.uil texas.org>
Texas Education Agency: <http://www.tea.state.tx.us>
Advanced Placement Program: <http://www.collegeboard.com/ap>
UIL Region 13 Music: <https://uilregion13.com>

Appendix A

FORT BEND I.S.D. MEDICAL INFORMATION CERTIFICATE



PLEASE PRINT

Student's Name: _____ Campus: _____
Last First Middle

Age: _____ Date of Birth: ____/____/____ Grade: _____ Sex: M F Student ID #: _____
(Circle One)

Address: _____
Street City State Zip Code

Subdivision: _____ Home Phone Number: (____) _____ - _____

Name of Physician: _____ Physician's Telephone: (____) _____ - _____

Medical Health Insurance Coverage: YES / NO If YES, What Type: HMO / PPO / OTHER

Insurance Company: _____ Policy Number: _____ Group: _____

Emergency Contact – Parent(s)/Guardian(s): _____

Father's Work Phone: (____) _____ - _____ Father's Cell Phone: (____) _____ - _____

Father's Place of Employment: _____

Mother's Work Phone: (____) _____ - _____ Mother's Cell Phone: (____) _____ - _____

Mother's Place of Employment: _____

E-mail: Father _____ Mother _____

Medical History:

	Yes	No		Yes	No
Allergies	<input type="checkbox"/>	<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>
Allergy to medication	<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Kidney Disease and/or injury	<input type="checkbox"/>	<input type="checkbox"/>
Bleeding tendencies	<input type="checkbox"/>	<input type="checkbox"/>	Neck injury	<input type="checkbox"/>	<input type="checkbox"/>
Bone and/or joint injury or disease	<input type="checkbox"/>	<input type="checkbox"/>	Rheumatic Fever	<input type="checkbox"/>	<input type="checkbox"/>
Contact Lenses/Glasses	<input type="checkbox"/>	<input type="checkbox"/>	Seizures, concussion, loss of consciousness	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Sickle Cell Anemia	<input type="checkbox"/>	<input type="checkbox"/>
Eye, Kidney, Lung removed/nonfunctioning	<input type="checkbox"/>	<input type="checkbox"/>	Skin Disease	<input type="checkbox"/>	<input type="checkbox"/>
Heart Disease	<input type="checkbox"/>	<input type="checkbox"/>	Surgical operation	<input type="checkbox"/>	<input type="checkbox"/>
Hernia	<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>
Is student taking medication regularly?	<input type="checkbox"/>	<input type="checkbox"/>	Is student currently under a physician's care?	<input type="checkbox"/>	<input type="checkbox"/>

Date of last tetanus shot? _____

Explain any "yes" answers, please explain: _____

Please list all medications and any illnesses not listed above requiring medication being taken at the present time. _____

I hereby consent for medical care to be given to _____ in case of an emergency.

Signature of Parent/Guardian

Date

Please return this form to your child's teacher of record.

This form must accompany the student on all school trips.

Appendix B

Fort Bend Independent School District Suggested Instrument List for Beginning Band Students

FLUTE	Yamaha - Model YFL-281 (open hole) Trevor James – Privilege Model Armstrong - Model 103 (open hole) Jupiter - Model J2007 (open hole) Gemeinhardt Model 3 with a Model “J” head joint
CLARINET	Ridenour - Model TR147 with BE10 or 5RV mouthpiece Buffet Model E-11 with BE 10 or 5RV lyre mouthpiece Yamaha YCL34 with BE10 or 5RV lyre mouthpiece
ALTO SAXOPHONE	Yamaha - Model YAS 23 with Larry Teal or C star mouthpiece Vito - Model 7131R with Larry Teal or C star mouthpiece Jupiter - Model J2069 with Larry Teal or C star mouthpiece
TRUMPET/ CORNET	King - Model 601/603 with Bach 5C mouthpiece Bach - Model TR300/CR300 with Bach 5C mouthpiece Yamaha - Model YTR 2320 TH/YCR 2310 TH with Bach 5C mouthpiece Holton TR602 with Bach 5C mouthpiece
TROMBONE	King - Model 606 with Schilke “Dixon” mouthpiece Bach - Model TB300 with Schilke “Dixon” mouthpiece Jupiter - Model 438L with Schilke “Dixon” mouthpiece Holton – Model TR602 with Schilke “Dixon” mouthpiece
PERCUSSION KIT	Vic Firth Percussion Kit Ludwig Percussion Kit
Kit consists of:	2 and 1/2 octave steel bell set w/screw mount Tunable practice pad w/screw mount Stand on which to mount bells and pad Carrying case (backpack-style bag)
Additional items:	Mallets: 2 pair drumsticks - ProMark 2B (wood tip) 1 pair bell mallets - Musser M4 1 pair timpani mallets - Vic Firth T1 Generals Stick Caddy (used to carry sticks, mallets and accessories)

All students will need the following accessories: wire music stand and metronome (one that subdivides the beat)

WHILE STUDENTS ARE REQUIRED TO HAVE A MUSICAL INSTRUMENT, THEY ARE NOT REQUIRED TO PURCHASE ONE OF THOSE LISTED ABOVE. HOWEVER, EACH OF THESE INSTRUMENTS HAS PROVEN TO BE OF GOOD QUALITY AND DURABILITY FOR THE BEGINNING BAND STUDENT, AND THEY CAN BE SUGGESTED WITHOUT RESERVATION.

IF YOU OWN AN INSTRUMENT ALREADY, OR PLAN TO PURCHASE ONE OTHER THAN FROM THE SUGGESTED LIST, PLEASE CONTACT THE BAND DIRECTORS AT YOUR CHILD'S SCHOOL

Appendix C

Fort Bend Independent School District Suggested Instrument List for Beginning Orchestra Students

VIOLIN:

- Lewis-Hermann Model
- Glaesel- Silver series instruments or higher
- Lisle-Model 96 or higher
- Meisel-Model 6107-A

VIOLA:

- Lisle-Model 96 or higher
- Glaesel–Silver series instruments or higher

CELLO:

- Lisle-Model 312 and 318
- Glaesel/Roth- Model R204EH

BASS:

- Lisle Bass Model 412B, 418, 416, 426 & 428
- Christopher Professional
- Glaesel GBI
- Gliga Gems I or Gems II
- #870 Hans Kroger bass
- Franz Hoffmann Concert Bass
- Shen Hybrid Model SB150
- Shen Willow series 200

All instruments should come with case, Glasser or wooden bow with horse hair, Dominant or Pro-Arte strings with four fine tuners and rosin.

All models may not come in all sizes. Please consult with the orchestra director regarding the appropriate size (half, three-quarter, or full) for your child.

Students wishing to begin on viola smaller than 14” can use a violin restrung as a viola. Please consult with the orchestra director.

All students will need the following accessories:

- wire music stand
- metronome
- specified method book
- shoulder rest (violin/viola)
- rock stop (cello/bass)
- rosin

WHILE STUDENTS ARE REQUIRED TO HAVE A MUSICAL INSTRUMENT, THEY ARE NOT REQUIRED TO PURCHASE ONE OF THOSE LISTED ABOVE. HOWEVER, EACH OF THESE INSTRUMENTS HAS PROVEN TO BE OF GOOD QUALITY AND DURABILITY FOR THE BEGINNING ORCHESTRA STUDENT AND CAN BE RECOMMENDED WITHOUT RESERVATION.

IF YOU HAVE AN INSTRUMENT OR PLAN TO PURCHASE ONE OTHER THAN FROM THE RECOMMENDED LIST, PLEASE CONTACT THE ORCHESTRA DIRECTOR AT YOUR CHILD'S SCHOOL.

STUDENT TRAVEL REQUEST

_____ SCHOOL _____ ORGANIZATION/CLUB _____ SPONSOR/COORDINATOR

EVENT/ACTIVITY: _____

SPONSORED BY: _____

LOCATION: _____

DATE(S): _____ TIME(S) OF EVENT(S): _____

PURPOSE/EDUCATIONAL VALUE: _____

OVERNIGHT: YES _____ NO _____ If yes, an itinerary form MUST be included with this request.

NUMBER OF STUDENTS ATTENDING: Boys _____ Girls _____

CHAPERONES:

Professionals

Paraprofessionals

Parents

TRANSPORTATION: (please check one):

District Supplied _____ Private Vehicle _____

If a private vehicle is to be used, please provide details _____

FUNDING: (check appropriate funding): Regular Budget ____ Activity Budget ____ Student Funds ____

ACCOUNT NUMBER(S):

Regular _____

Activity _____

APPROXIMATE COST TO THE DISTRICT: \$ _____ TO THE STUDENT: \$ _____

SPONSOR: _____ DATE: _____

PRINCIPAL: _____ DATE: _____

DIRECTOR: _____ DATE: _____

ASSISTANT SUPERINTENDENT: _____ DATE: _____

ITINERARY

Organization _____ School _____

Date _____ Sponsor _____

Location of Activities _____

Leaving School (time) _____ Date _____

Estimated Arrival (time) _____ Date _____

LODGING

Hotel/Dorm: _____

Address: _____

Phone: _____

ACTIVITY SCHEDULE

Day 1: _____

Day 2: _____

Day 3: _____

Day 4: _____

Day 5: _____

Leaving Activity Site (time) _____ Date _____

Returning to School (time) _____ Date _____

SPONSOR: _____ DATE: _____

REQUEST FOR FIELD TRIP APPROVAL

Date of field trip: _____

Destination of field trip: _____

Instructional purpose of field trip and its relationship to the curriculum

Teacher and class/grade _____

Number of students _____ **Number of Adults** _____

Cost to school \$ _____ **Cost to Student \$** _____

Departure time _____ **a.m. or p.m. (circle one)**

Return time _____ **a.m. or p.m. (circle one)**

.....
FOR OFFICE USE ONLY

Approved

Denied

Principal's Signature

Assistant Superintendent's Signature

Appendix G

FMG-E-1

(School Letterhead)
**ACKNOWLEDGEMENT OF RESPONSIBILITY AND PERMISSION FOR STUDENT
PARTICIPATION IN SCHOOL-SPONSORED TRIP**

Student Name: _____

School-sponsored trip to: _____

Your child has the opportunity to participate in a school-sponsored trip. Please complete this form to provide the teachers accompanying the students on the trip with information relating to your child.

Teacher: _____ Date: _____

List any physical limitations (temporary or permanent):

List any current medications (prescribed or over the counter) taken:

List any allergies including reactions to medications, food, insects, and environment:

Name of child's physician: _____ Phone: _____

Insurance company: _____ Phone: _____

Policy Number: _____ Group Number: _____

ACKNOWLEDGEMENT OF RESPONSIBILITY

My signature below indicates that I give my child permission to participate in this activity, to have any medications administered that would normally be given at school, and that I authorize any needed emergency medical treatment. I also acknowledge that I have been informed that Fort Bend Independent School District has immunity from any liability. Transportation will be provided by the district or a commercial carrier.

Parent Signature: _____ Date: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

Emergency contact person: _____ Phone No: _____

REVIEWED 1/12/2009

Appendix H

FORT BEND ISD
079907

FMG-R

STUDENT ACTIVITIES TRAVEL

School-sponsored trips must be supervised by at least one (1) District employee. When both male and female students participate in a school sponsored overnight trip, they will be accompanied by at least one (1) male and one (1) female sponsor. When groups of 40 or more students are on the trip, at least one (1) administrator shall accompany the group.

Student must submit a form signed by the parent(s) giving permission to participate in trips sponsored by a specific school organization. (FMG-E-1)

CHAPERONES

The recommended ratio of chaperones shall be determined by the approving administrator.

1. Employees (on duty) may serve as chaperones
2. Non-employees (or off duty employees) may serve as chaperones
3. Non-employee chaperones will be recruited at the earliest possible date and may include spouses of employees

CLUBS AND ORGANIZATIONS

All requests for student travel will be subject to approval by principals, divisional directors and the Superintendent or designee. All club sponsors must complete the approval process within the approved time frame prior to any student travel. Failure to do so could result in denial of the request. Sponsors shall submit to the principal, requests for student travel during the current school year.

1. Requests shall be submitted on the Student Travel Request form. (See FMG-E2)
2. Itinerary form must be included when students are required to stay overnight. (See FMG-E-3)
3. Sponsors must submit an Easy Trip Bus Request if school transportation is required
4. If charter buses are to be used, prior approval must be obtained from appropriate administrator
5. Sponsor must submit the packet of applicable forms (Student Travel Request Itinerary, Field Trip Request and Leave Request) 15 working days prior to the date of activity.
6. Exceptions to the timelines are possible if late requests can be justified by the sponsor and principal

Page 1 of 3

STUDENT ACTIVITIES TRAVEL

**ADMINISTRATIVE
APPROVAL**

Upon completion of the applicable student travel request forms, the sponsor shall submit them to the building principal for his/her approval.

1. After the principal has signed off, the forms shall be submitted to the appropriate program director for his/her approval
2. After the director has signed off, the forms shall be sent to the appropriate assistant superintendent for his/her approval
3. The assistant superintendent's office will distribute all completed forms to appropriate staff

**EXPENSE
REIMBURSEMENT**

Expenses incurred by off-duty or non-employee chaperones for travel approved by the District and on behalf of the District shall be reimbursed (See DEE-R).

Expenses of chaperones for student trips must be incorporated in the trip budget. Individuals designated as trip chaperones may participate in the fund-raising activities to offset their expenses.

**NON SCHOOL-SPONSORED
FIELD TRIPS**

The Fort Bend Independent School District recognizes that it does not regulate, nor assume responsibility for non-school-sponsored field trips/tours on weekends, during school holidays, or during summer vacation, unless it is a school-sponsored activity. Because of the potential for a conflict between the interests of the District, the teacher(s), and the student(s), the District believes it is necessary and appropriate to establish the following requirements for school employees who sponsor or chaperone a non-school-sponsored field trip/tour:

1. Field trips/tours should not be scheduled on days when school is to be in session. It is the opinion of the District that the teacher's responsibility to the students assigned to his/her classes outweighs the benefits that may be acquired by the teacher(s) and students taking the field trip/tour.
2. The planning and implementation of such field trips/tours shall not be performed by school employees during the employee's work day, with the exception of promotional activities as described here:
 - a. School employees sponsoring such a field trip/tour may post notices and distribute literature about the field trip/tour as long as these promotional activities do not occur during class time.

STUDENT ACTIVITIES TRAVEL

- b. Promotional literature shall contain a statement clearly indicating that the field trip/tour is not sponsored by the school or the Fort Bend Independent School District. A copy of any promotional literature shall be filed in the Principal's Office. It is the responsibility of the school employee who sponsors the field trip/tour to notify, in writing, any students and parents who are considering participation in such a field trip/tour that the field trip/tour is not sponsored by the District.
- c. Teacher(s) and/or school employee(s) who sponsor or chaperone non-school-sponsored field trips/tours on days when school is in session may, in the sole discretion of the Superintendent, be granted personal leave without pay for any absences in excess of his/her accumulated personal leave. Any request for such leave shall be made at least 30 days before the trip/tour.

Students who miss classes are responsible for all assignments.

DATE ISSUED:
FMG-R

DATE APPROVED: 04/07/2014

Appendix I

DEC-E-1



Fort Bend ISD Request for Absence
Professional/Paraprofessional Employees

(NOTE - This form is not to be used for State Sick (ST) and Local Sick (LSL) days.)

Name: _____ PeopleSoft Employee ID: _____
Last name First name

Campus/Department: _____ Job Title: _____

All absences must be entered in Viper or WebCenter. Before completing this form, employees must enter their absence in Viper or WebCenter to receive a job number. Failure of an employee to enter an absence may result in disciplinary action.

All professional/paraprofessional employees must complete this form when requesting an absence from the list below. These absences require pre-approval from employee's supervisor. Requests for personal leave shall be considered on a first-come, first-served basis.

- LPL Local Personal Leave (requires minimum five-day advance notice)
- STPB State Personal Leave (requires minimum five-day advance notice)
- ND Non-Duty Day
- MD Military Duty (supporting documentation must be attached to this form)
- JD Jury Duty (supporting documentation must be attached to this form)
- SB1* School Sponsoring - Coaching, UIL, Other Student Groups (supporting documentation must be attached to this form)
- SB2* Staff Development - Conferences, Workshops (supporting documentation must be attached to this form)
- SB3* School Business Professional - Testing, Committee Work, etc. (supporting documentation must be attached to this form)

Viper Job #	Date (One day per line)	Full/Half Day	Reason Code	Approved Prin/Supv Initials	Not Approved** Prin/Supv Initials
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I hereby certify that the above statements are true and correct.

Date _____ Employee's Signature: _____
 Date _____ Principal/Supervisor's Signature: _____

* SB1, SB2, and SB3 absences are monitored by principals/supervisors, HR, and DOSA.
 ** Unapproved absences must be deleted in Viper or WebCenter by the employee within 24 hours from the date of the absence or the employee will be charged an absence for that day.

See page two for personal leave requirements.

Print Form

Original - Campus/Department Verifier Copy - Employee and Principal/Supervisor

Aug 2010 YS

Instructions for Requesting/Reporting an Absence

Policy DEC(LOCAL)

Requests for use of personal leave must be submitted to the employee's immediate supervisor or designee as soon as practicable, but no later than five days prior to the anticipated absence.

Discretionary use of state (STPB) and local (LPL) personal leave shall not exceed three consecutive workdays, except in extenuating circumstances and with the approval of the Superintendent or designee.

No more than a total of ten leave days, including any combination of state (STPB) personal or local (LPL) personal days may be used in each school year (July 1 through June 30).

Employees have the option to charge their absence(s) to either local or state leave as appropriate.

No more than ten percent of the total staff of a school or department that exceeds ten people may be on personal leave at the same time.

The use of state or local personal leave shall not be allowed in the following circumstances:

1. The first day of school or the day before a school holiday.
2. The last day of school or the day after a school holiday.
3. Days scheduled for end-of-semester or end-of-year exams.
4. Days scheduled for state-required assessments.
5. Professional or staff development days.
6. The last teacher workday of the school year.
7. Any other time the principal/supervisor determines that the employee's presence is critical to the instructional program or the operation of the school/department.

NOTE: Additional leave/absence information is in the FBISD Employee Handbook and in Policy Online.

Appendix J

FORT BEND INDEPENDENT SCHOOL DISTRICT TRAVEL REQUEST AND PAYMENT VOUCHER				DEE-E-1		
Budget Code - - - 6411 - - - - -			PS Employee ID #			
Budget Code - - - 6399 - - - - -						
<u>TRAVEL INFORMATION</u>			Estimate		Actual	
Name			Date	Time	Date	Time
Title		Campus	Departure		AM/PM	AM/PM
Destination			Return		AM/PM	AM/PM
Description of Trip						
REIMBURSEMENT INFORMATION						
Comments:			Estimated Amount	Actual Amount (PO or Voucher# Required on Prepayments)	Accounting Use	
Registration Fees (Itinerary and Proof of Attendance Required)						
Airfare (Receipts Required)						
Lodging (Itemized Receipt Required) Rate per night: \$ _____ (Approval if more than \$175: _____)						
Meals: Actual Cost not to Exceed \$44/Day \$22/Half-Day						
Mileage: # of miles _____ x \$.5350 (Attach MapQuest)						
Parking (Original Receipts Required)						
Ground transportation (Original Receipts Required)						
Other (ex. Tolls, Gas, Student Meal Advance, etc.)						
Supplies & Materials (Reimbursement Form Required)						
Total Expenses Incurred						
Advance Requested				()	()	
Reimbursement due to Employee						
Refund due to District*						
* If cash advance exceeds expenses incurred, please attach your personal check for the difference.						
* Breakdown of meal expenses: \$10 Breakfast, \$12 Lunch, and \$22 Dinner						
RECOMMENDED WEBSITES:						
HOTELS / AIRFARE / CAR RENTAL: http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943						
MILEAGE: MapQuest Only						
AUTHORIZATION FOR TRAVEL			AUTHORIZATION FOR REIMBURSEMENT			
Employee			I have incurred the amounts shown on this statement for necessary expenses on behalf of Fort Bend ISD. I certify that the actual expenses incurred on this trip are true and accurate. I certify that I have not been reimbursed from any other entity, fund, or other means through the district or any other vendor. Employee _____ Budget Manager _____			
Budget Manager						
Cabinet Approval (Out of State Travel)						
01/17						

Travel Request Checklist

Original form is needed for final reimbursement; your cooperation in completing this form properly may expedite your reimbursement request. Review invoice numbering examples underlined below – use the following example: Hester Abadie left for trip 7-1-10.

On final reimbursement vouchers, the invoice # should be the person's initials/first date of trip/REIMB
EX: HA7/1/10REIMB

Comments: Please note the name of any employee(s) if sharing a room, carpooling, or any other special circumstances

_____ **Registration:** Before trip – Itinerary or agenda is required for prepayment
After trip – In addition to the itinerary or agenda a proof of attendance is required
For prepaid registration expenses the invoice number should be the invoice # from the registration **or** if no invoice # then use the person's initials/first date of trip/REG EX: HA7/1/10REG

_____ **Airfare:** Receipts are required
For prepaid airfare expenses the invoice number should be the invoice # from Uniglobe **or** confirmation # from airline **or** if none provided then use the person's initials/first date of trip/AIR EX: HA7/1/10AIR

_____ **Hotel:** Before trip - if using grant funds print Domestic Per Diem Rates from the following website:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943
After trip an itemized paid receipt must show -0- balance due
For prepaid hotel expenses the invoice number should be the hotel reservation confirmation # **or** if no confirmation # then use the person's initials/first date of trip/HOTEL EX: HA7/1/10HOTEL

_____ **Food:** Departure and Return times should be exact including **AM** or **PM**
Departure **before noon** is considered a full day. Departure **noon or after** is considered a half day
Return **before noon** is considered a half day. Return **noon or after** is considered a full day
The district will only advance meals if the employee is traveling with students
For meal advances, including student meal advances, the invoice number should be the person's initials/first date of trip/MEALADV EX: HA7/1/10MEALADV EX: HA7/1/10STUMEALS (for student meal advance)

_____ **Mileage:** Map Quest should be attached and it must show mileage total – please do not round up or down
If an employee carpoled, please write carpoled on mileage line or note if using district vehicle
If district vehicle is provided mileage **will not** be reimbursed

_____ **Parking:** FBISD only reimburses for self parking – original receipts are required

_____ **Ground Transportation:** Taxi/Shuttle: FBISD requires original receipts and **does not** reimburse for tips

_____ **Other:** Baggage Fees: Original receipts required
Gasoline Charges: Original receipts required when using district vehicle or rental car only
Internet Charges: Only reimbursed for business use & noted on travel form in comments section
Student Meal Advance: Please note voucher # of advance and provide signed Student Receipt Form
Tolls: Original receipts required **or** Map Quest must show toll booth charges **or** if employee has EZ tag provide transaction history for that date range from online account

_____ **Supplies & Materials:** Must have Reimbursement Form with justification noted on form and signed by budget manager with original itemized receipts (see attached) – no sales tax reimbursed for purchases made in Texas

Prepaid Expenses (Advances):

Must have copy of Travel Request and Payment Voucher form when requesting an advance

Meals will only be advanced if traveling with students

Meal advances must be cleared with Accounts Payable within 30 days of return from trip

Paid receipts should be sent to Accounts Payable

Refund Due to District: Documentation required from prepaid vendor showing amount of refund that will be due FBISD upon return from trip. Refund checks should be made payable to FBISD and sent to the Lexington address.

Authorization: Higher authorization is needed if a principal or supervisor is traveling.

Appendix K

FORT BEND ISD
079907

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE (R)

GENERAL GUIDELINES:

An employee must submit the Fort Bend ISD Request for Absence Professional/Paraprofessional leave form (DEC-E-1) and receive prior approval from their supervisor prior to incurring any overnight travel related costs resulting from approved professional leave (DMD-R). Original receipts are required for travel reimbursements.

- OVERNIGHT TRIPS**
1. Supervisor approval for overnight travel must be received prior to incurring any travel related costs (DMDR). To request advance funding for travel, an approved copy of the Travel Request and Payment Voucher must be submitted to the Accounts Payable Department at least three (3) weeks prior to the trip. (See DEE-E-1) Travel advances are provided when the estimated total expenses will exceed \$100. Any remaining funds from a travel advance must be remitted to the Finance Department within five (5) business days of the employee's return.
 2. Airfare should be purchased from the most economical source available. Employees may purchase airfare directly or use a departmental procurement card. If an employee elects to pay for airfare out of pocket, the airfare will be reimbursed upon completion of travel, subject to submission of the completed Travel Request and Payment Voucher and proof of attendance.
 3. One baggage fee per destination within the airline's allowable size and weight limits will be reimbursed. All other baggage fees are the responsibility of the traveler.
 4. Employees are strongly encouraged to prepay expenses such as hotel and conference fees directly to the vendor. A Non PO Voucher should be completed, approved, and sent to the Accounts Payable Department for prepayment three (3) weeks prior to the conference deadlines and detailed information regarding the request must be provided in support of the voucher. Prepayments will be sent to the hotel and/or conference provider unless otherwise specified. Upon completion of travel, the itemized final hotel receipt must be submitted to the Accounts Payable Department along with the original Travel Request and Payment Voucher.
 5. Hotel selection should be made based upon cost as well as safety, comfort, and proximity to convention activities; however the district will not reimburse for lodging if the event is within 50 miles of the

Page 1 of 6

**COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT**

DEE (R)

employee's home address without Cabinet Member approval.

- a) State rates should be requested when making a reservation. State approved hotel rates can be found at: (<http://www.window.state.tx.us/procurement/prog/stmp/stmp-hotelcontract/>). If required, convention rates will be accepted.
 - b) Cabinet Member preapproval is required on rooms exceeding \$175.00 (before applicable taxes) per person per night.
 - c) For travel within Texas, lodging will be reimbursed for the room rate plus city sales tax. It is the employee's responsibility, upon arrival at the hotel, to present the Texas Hotel Occupancy Tax Exemption Certificate to receive the exemption from state sales tax.
 - d) For travel outside Texas, lodging will be reimbursed for the room rate plus all applicable taxes. Original itemized receipts required.
6. Employees are to request to be reimbursed for the actual amount expensed on meals up to \$35 per day for food only (tips, gratuities, and taxes, etc are not to be included). If an employee's trip begins after noon or ends before noon, employees are to request to be reimbursed for the actual amount expensed on meals up to \$17.50 per day will be computed.

Meal receipts are not required to be submitted with reimbursement requests; however, the campus or department should maintain all meal receipts on file in the event of an audit.

Employees traveling with students may request a per diem advance; however, receipts should be maintained for the sponsor's meals.

6. None of the expenses associated with an employee's spouse or children who accompany an employee on a district funded trip are reimbursable.
7. Airport parking will be reimbursed at a rate not to exceed the airport's long term daily parking rate.
8. Employees are not allowed to use student activity club accounts for membership dues or convention travel. Such expenses should be reimbursed by the district's budgetary accounts.
9. Employees may not use district funds for the reimbursement of

**COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT**

DEE (R)

additional liability insurance. Any additional insurance the employee wishes to have during a district sponsored out of town event is the responsibility of the employee.

10. Automobile mileage for out of town trips will be reimbursed at the IRS standard mileage rate. Mileage may be claimed by attaching an Internet mileage and directions map such as MapQuest to the Travel Request and Payment Voucher. Any additional mileage claimed should be documented on the mileage sheet submitted. Employees are required to use the most economical mode of transportation. Toll road fees are reimbursable without a receipt and should be identified by location.
11. Local ground transportation costs such as taxis and buses will be reimbursed. Original receipts required. Tips will not be reimbursed.
12. Seminar/Conference fees will be reimbursed based on the amount charged. Any amount specifically identified as a meal should be subtracted from the reimbursable totals (agenda required): \$10 for breakfast; \$10 for lunch; and \$15 for dinner. An employee wishing to participate in the optional meals or activities offered by a conference or convention is responsible for the fees associated with such an event and must submit a personal check payable to the organization along with the Travel Request and Payment Voucher.
13. Telephone calls for personal reasons are not reimbursable. Business calls are reimbursable provided the call is identified on the bill. Only Internet charges for business use will be reimbursed. This must be stated on the Travel Request and Payment Voucher.
14. Rented vehicles should be used only in situations where the cost of local transportation exceeds the cost of a daily car rental.
 - a) It is the employee's responsibility to present the vehicle tax exemption form to the rental car provider to receive the exemption from the state's sales tax.
 - b) The District does not reimburse for collision damage waiver insurance or benefits for personal medical insurance as this coverage is already provided by the District.
 - c) An employee's Motor Vehicle Record (MVR) must be approved by authorized District personnel prior to utilizing or renting a vehicle on behalf of the District.
15. Travel club membership fees, miscellaneous incidentals,

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE (R)

entertainment, alcoholic beverages, in room movies and other personal expenses are not reimbursable. The employee is responsible for all fees associated with any of these expenses.

DAY TRIPS

Day trips are defined as those trips where an overnight stay is not required. All travel policies for day trips are the same as those for overnight trips with the exception that meals are not reimbursable by the District.

STATE/FEDERAL
GRANT TRAVEL

Approved travel using state/federal program funds is subject to the state travel guidelines. All travel expenses in excess of the state reimbursement rates will be reimbursed from local funds up to the allowable District travel reimbursement limits.

The Texas Education Agency has outlined the following regarding mileage and travel reimbursements rates applicable to State and Federal Grants:

- a.) The standard rate per night lodging for cities and counties not listed on the Domestic Maximum Per Diem Rates is \$77.
- b.) Per diem for lodging and meals are not allowable – actual expenses must be submitted.
- c.) Tips and gratuities are not reimbursable from grant funds.

When making hotel reservations, a copy of the schedule from the Domestic Maximum Per Diem Rates website is now required at the time the reservation is made and should accompany the check request. The district can only authorize payment of \$77 per night for cities and counties not listed on the website from grant funds. If the county and city is listed, up to \$85 plus city tax will be covered by the grant for travel within the state of Texas. The difference between the amount the grant will cover and the actual lodging expense must be paid from the campus or departmental local budgeted funds.

The Accounts Payable department must have a copy of the Domestic Maximum Per Diem Rates schedule at the time the reservation is made. If a copy is not attached the lesser amount of \$77 will be applied from grant funds and any remaining amounts will be charged to the campus or department local budget.

STUDENT AND
NONEMPLOYEE
CHAPERONE TRAVEL

Expenses incurred by students and nonemployee chaperones for travel approved by the District shall be reimbursed. Travel policies for students and nonemployee chaperones will be the same as for employees with the

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE (R)

following exceptions:

1. Advance approval for the employee(s) who accompany the students and nonemployee chaperones constitutes advance approval for the students and nonemployee chaperones. The Student Travel Request Form and Itinerary Form are required with a copy of the approved Travel Request and Payment Voucher.
2. If the nonemployee chaperone is a spouse of an employee traveling with the group, the appropriate assistant superintendent must determine the need for a chaperone and approve the chaperone for travel prior to the trip.
3. Students will receive a flat dollar amount per meal for day trips and overnight trips.
4. Nonemployee chaperones will be reimbursed for meals using per diem rates. Alcoholic beverages will not be reimbursed.

OUTOFSTATE
TRAVEL

All out of state travel must have Cabinet level approval. (See DMDR).

INTERNATIONAL
TRAVEL

International travel by students must be approved by the Board of Trustees. (See FMG Local).

EMPLOYEE MILEAGE
REIMBURSEMENT

The District prohibits the reimbursement of expenses for travel between an employee's residence and his or her official work location. Employees who travel to their official work location in the evenings or on weekends to perform assignments that are a requirement of their job function will not receive mileage reimbursement.

The District shall reimburse mileage based upon the following guidelines when an employee is required to travel to conduct District business:

1. Travel between all Fort Bend ISD locations shall be reimbursed based upon the established mileage guidelines.
2. Travel from an employee's work location to a location outside of the District shall be reimbursed based upon the lesser of the rate that would be generated from the employee's residence or worksite if travel occurs at the beginning of a work day. Travel occurring outside of the work day shall be reimbursed from the employee's place of residence.

Itinerant employees shall be reimbursed mileage to and from their primary work location to other locations in the district. Note: Voluntary attendance

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COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE (R)

of any work related function is not eligible for mileage reimbursement.

DATE ISSUED: 01/24/2012

DATE APPROVED: 02/06/2012

DEE(R)

Appendix L

**Fort Bend Independent School District
Reimbursement Form
(ONE FORM PER RECEIPT)**

Invoice # (use the person's initials/date of purchase) _____

Payee _____ Date _____

Campus/Department _____

Receipt Total: \$ _____ Store Name _____

Budget Code _____

Budget Manager Name (Print) _____

STAPLE ORIGINAL RECEIPT HERE	Expenditure Type	Expenditure Type
	Description and Justification	Total*
Total		
*Must equal receipt total when added together. No Sales Tax will be reimbursed if purchase is made in Texas.		

Budget Manager Signature _____

Appendix M



Department of Fine Arts
Curriculum & Instruction Division

2014-2015 INSTRUMENT LOAN AGREEMENT

Student Name (Printed): _____

Primary Instrument: _____

I acknowledge that my son/daughter is a student in the _____ Band / Orchestra and will use district-owned instrument(s), cases, and accessories during the 2014-2015 school year.

I understand that he/she is financially responsible for the following:

- Repair costs incurred as a result of student misuse of the instrument, case, or other accessories.
- Replacement of any instruments, cases, or other accessories which are misplaced, lost, or stolen while in the possession of the student.
- Damage caused by general mistreatment of the instrument, case or other accessories, including, but not limited to:
 - Leaving the instrument unattended in an open area
 - Leaving the instrument in an unlocked locker
 - Leaving the instrument in its case without properly shutting and securing the instrument inside the case

I understand that the responsibilities listed above are not covered by the FBISD-required \$80 Instrument Usage Fee. It is expected that all students utilizing district-owned instruments, cases, and supplies treat all materials with due care and respect. Each student is required to keep all instruments, cases, and supplies secure in his/her band locker when items are at school and are not being used. Fort Bend ISD reserves the right to apply additional usage fees to students who mistreat instruments, cases, or supplies, as described above.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Instrument Information

<i>Instrument</i>	<i>Brand</i>	<i>Model</i>	<i>Serial</i>	<i>Condition</i>	<i>Date Out</i>	<i>Date In</i>

Fort Bend Independent School District

16431 Lexington Blvd. • Sugar Land, Texas 77479 • 281-634-1124 • Fax 281-634-1651 • www.fortbendisd.com

Appendix N

Fort Bend ISD
079907

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

PURCHASES FOR THE SCHOOL

Before parent groups or other groups working with the school purchase equipment for the schools, including computer hardware and software, they shall notify the principal of their plans. In consultation with the Superintendent or designee, the principal shall determine the type or brand of equipment to buy to ensure compatibility with current District equipment.

PARENT OR COMMUNITY ORGANIZATIONS

Parent or community organizations may be formed to promote the school program or to complement a particular student group or activity. Examples of parent or community organizations include PTO's, booster clubs, and volunteer groups. A parent or community organization may not represent the District nor bind the District or any of its employees to a third party with whom the organization may conduct business.

SUPERINTENDENT'S DESIGNEE

The Superintendent's designee for overseeing the activities of a parent and community organization is the principal of the campus where the organization functions. As the responsible District employee, the principal shall:

1. Approve the formation of the organization.
2. Approve the constitution and bylaws of each organization.
3. Ensure that each organization's sole function is to support the educational activities of the designated program area.
4. Have the authority to disallow the continued association of any school program with a parent or community organization that has been judged by the principal to be disruptive to the educational activities or goals of the program or group.

FORMATION

All parent or community organizations must obtain a unique tax identification number — Employer Identification Number (EIN). Such organizations may not use the District's tax identification number.

All PTO's and booster clubs should:

1. Obtain federal tax-exempt status as a public 501(c)(3) charitable organization by applying for and obtaining a Letter of Determination from the Internal Revenue Service (IRS) that states the organization is tax-exempt from federal taxes.

If an organization is new, the organization should apply for and receive its tax-exempt status from the IRS within one year from the date the organization's constitution and bylaws are adopted.

If an organization loses its public 501(c)(3) tax-exempt status or if this tax-exempt status expires, the organization should

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LDU 2014.04
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RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

take the necessary steps to regain the tax-exempt status as a public 501(c)(3) organization within one year from the date of notification from the IRS of the loss of exemption or within one year from the tax-exempt expiration date.

2. Submit the organization's EIN and a copy of the IRS's Letter of Determination to the District's internal auditor.

LIAISON

The designated faculty sponsor of a student activity area shall serve as the liaison, under the supervision of the principal, between any parent group formed in connection with a student group and the District.

The designated faculty sponsor acting as the liaison shall:

1. Approve all student/school-related activities of such organizations;
2. Work with such organizations to establish approved goals and student-support activities for the respective organizations;
3. Assist in setting the budgets of such organizations and ensuring that expenditures of such organizations are in direct support of the goals of the designated programs;
4. File lists of officers of the respective organizations with the school principal at the beginning of each school year, and revise such lists as officers change during the school year; and
5. File lists of organization activities for the coming year with the principal at a date established by the principal. Additional activities should be submitted at least 30 days prior to the event to aid in the development of the master calendar for the school.

DISTRICT EMPLOYEES

District employees may not serve in a financial capacity for a parent or booster organization. Financial capacity is defined as treasurer, fund-raising chair, or check signer.

FUND-RAISING

All community/school-support organization fund-raising efforts shall be within federal, state, and District guidelines and shall be for the purpose of supporting the school program or group activity for which the organization was formed. [See GKB]

According to the IRS, revenues generated from fund-raising activities by tax-exempt organizations should benefit the organization, the sponsored student group, or student activity area as a whole, not individuals. Therefore, individual accounts that credit individuals for their fund-raising efforts may not be used. All members of the organization, the sponsored student group, or the student activity area must receive an equal opportunity to benefit from the fund-

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

raising activities, regardless of whether or not a person participated in the fund-raising activities.

In addition, according to the IRS, tax-exempt organizations may not require people to participate in fund-raisers. Benefits given by a parent organization cannot be distributed based on participation in a fund-raiser or based on revenues individually generated in a fund-raiser. Therefore, a person cannot be denied the opportunity to receive a benefit because of lack of participation in a fund-raiser or because a specified amount of revenue was not raised.

An organization may establish written criteria for giving certain benefits to an individual with a financial hardship. If a student meets the written criteria, the student may then receive a benefit that others do not receive. Such a benefit is an approved exception by the IRS to having all members receive an equal opportunity to benefit from fund-raising activities. However, the criteria for financial hardship should not change to allow a particular individual to meet the criteria. Therefore, the financial hardship criteria should be applied consistently to all recipients, and the criteria must be established prior to a financial hardship situation arising.

In the event that students pay a designated amount to attend a trip, a student who meets the financial hardship criteria may have the full amount of his or her trip paid by the organization.

Careful consideration should be given to limiting the number of major fund-raising activities involving students. All such activities require the approval of the designated sponsor(s) and the principal.

NOTICE OF FUND-
RAISING ACTIVITIES

A parent or community organization desiring to conduct a fund-raising activity for a school program shall submit the following information to the designated faculty sponsor on the appropriate District or campus form at least 30 days prior to the event:

1. Purpose of the fund-raiser.
2. Type of fund-raising activity (i.e., candy sale, carnival, and the like).
3. Date(s), time(s), and place(s) of the activity.
4. Name of sponsoring organization and representative.
5. Name and phone number of the organization's representative.
6. Name and phone number of the person(s) in charge of the fund-raiser.
7. Name and phone number of the person(s) who shall be handling the money for the fund-raiser.

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

BONFIRES

Bonfires shall be prohibited as school-related activities.

BOOSTER
ORGANIZATIONS

School-related booster organizations shall organize and function in a way that is consistent with the District's philosophy and objectives, within adopted Board policies, and in accordance with UIL guidelines as applicable.

District booster clubs shall:

1. Be voluntary and provide unified support for student activities of the school.
2. Be limited to a single club/organization for each area of student activity (i.e., athletics, band, choir, dance team, and the like).
3. Encourage involvement by all parents of students participating in the supported activity.
4. Use school facilities only with the prior approval of the principal or designee, in accordance with policy GKD(LOCAL).
5. Not be involved in decision- or policy-making activities for a student group.
6. Have no authority in directing or influencing District employees in the administration of duties.
7. Comply with all UIL guidelines.
8. Comply with administrative regulations and Board policy when offering money/gifts to the District [see CDC].
9. Submit a copy of current adopted bylaws and operating procedures to the principal.
10. Prepare a written report of actual revenues and expenditures (financial report) for the school year. The treasurer of the booster club should prepare the financial report.
11. Have an organizational review committee conduct an annual review of the organization's financial report and the related financial activity for the school year and prepare a written report communicating the results of the committee's review to the organization.
12. Submit the annual financial report and the review committee's report to the school principal and the Business and Finance Department by September 1 of each year.
13. Pay all taxes and other debts incurred by the organization.
14. Issue receipts for all money received.

Appendix O

Addendum for Middle School Band and Orchestra

Grading

Learning objectives are based on performance skills, responsibility, and participation. Therefore, students are expected to fulfill individual as well as group responsibilities.

Since band and orchestra are performance based courses and team activities, all students are required to attend all performances and rehearsals. Therefore, students may have points deducted as follows:

Unexcused absence from rehearsals that are extensions of classroom activities such as section rehearsals = double daily grade

Unexcused absence from a performance that is an extension of classroom activities, such as school concerts, which do not meet the definition of extracurricular = double major grade

Tryout Procedures

Prior to the academic school year, ALL seventh and eighth grade students will audition for placement in one of the bands/orchestras. This placement will be determined by an audition on music materials selected by the director and on the student's past performance. NO STUDENT WILL BE ENROLLED IN ANY BAND/ORCHESTRA UNTIL THIS AUDITION IS COMPLETED.

Addendum for Middle School Choirs

Grading

Learning objectives are based on performance skills, responsibility, and participation. Therefore, students are expected to fulfill individual as well as group responsibilities.

Since choir is a performance based course and a team activity, all students are required to attend all performances and rehearsals. Therefore, students may have points deducted as follows:

Unexcused absence from rehearsals that are extensions of classroom activities such as section rehearsals = double daily grade

Unexcused absence from a performance that is an extension of classroom activities, such as school concerts, which do not meet the definition of extracurricular = double major grade

Tryout Procedures

Prior to the academic school year, ALL seventh and eighth grade students will audition for placement in one of the choirs. NO STUDENT WILL BE ENROLLED IN ANY CHOIR UNTIL THIS IS DONE.

Appendix P

Addendum for Band and Orchestra

Grading

Learning objectives are based on performance skills, responsibility, and participation. Therefore, students are expected to fulfill individual as well as group responsibilities.

Since band and orchestra are performance based courses and team activities, all students are required to attend all performances and rehearsals. Therefore, students may have points deducted for the following:

Unexcused absence from rehearsals that are extensions of classroom activities such as section rehearsals = double daily grade

Unexcused absence from a performance that is an extension of classroom activities, such as school concerts, which do not meet the definition of extracurricular = double major grade

Tryout Procedures

Prior to the academic school year, ALL students will audition for placement in one of the band/orchestra classes. This placement will be determined by an audition on music materials selected by the director and on the student's past performance and/or recommendation from previous director(s). NO STUDENT WILL BE ENROLLED IN ANY BAND/ORCHESTRA UNTIL THIS AUDITION IS COMPLETED.

Students auditioning for drum major, twirler or flag captain must have passed the audition requirements for the marching unit.

Summer Rehearsals (Band Only)

There will be a series of summer rehearsals prior to the beginning of the school year, which all students participating in the marching unit MUST attend. These rehearsals will begin prior to the beginning of school and will be held daily, except weekends, until school begins.

Awards

Awards will be presented to band/orchestra students based on a point system for participation and service.

- Freshman Region Band 3 points
- District Band 2 points
- Region Band/Orchestra 3 points
- Region Jazz Ensemble 3 points
- Area Band/Orchestra 4 points
- All state Band/Jazz/Orchestra 8 points
- U.I. L. Solo (Division I) 3 points
- KKY - U of H Solo (Division I) 3 points
- KKY - U of H Ensemble (Division I) 2 points
- U.I.L. Ensemble (Division I) 2 points
- State Solo (Division I) 6 points
- State Solo (Division II) 3 points
- State Ensemble (Division I) 4 points
- Performing in the musical (orch.) 2 points
- Senior 10 points*
- Participation each year 2 points

15 points = Award Letter

Students participating in the color guard may be awarded letters using the following point system:

- Football game/contest performance 1/2 point
- Senior 10 points*

*These points count only for students who have not received an award by their senior year. They may not be used to receive a second award letter.

Band/Orchestra members who are participating in the color guard during marching season may choose their award for band, orchestra or color guard. However, a student may not combine points earned to receive an award.

A student may receive only one major award for combined activities during his/her four years in high school and no more than one award per year for participation in the same organization.

Appendix Q

Addendum for High School Choirs

Grading

Learning objectives are based on performance skills, responsibility, and participation. Therefore, students are expected to fulfill individual as well as group responsibilities.

Since choir is a performance based course and a team activity, all students are required to attend all performances and rehearsals. Therefore, students may have points deducted as follows:

Unexcused absence from rehearsals that are extensions of classroom activities such as section rehearsals = double daily grade

Unexcused absence from a performance that is an extension of classroom activities, such as school concerts, which do not meet the definition of extracurricular = double major grade

Tryout Procedures

Prior to the academic school year, ALL students will audition for placement in one of the choirs. This placement will be determined by an audition on music materials selected by the choir director and/or recommendation from previous directors. NO STUDENT WILL BE ENROLLED IN ANY CHOIR UNTIL THIS IS DONE.

Awards

Awards will be presented to choir students based on a point system for participation and service.

- Freshman Region Choir 3 points
- District Choir 2 points
- Region Choir 3 points
- Area Choir 4 points
- All State Choir 15 points
- U.I.L. Solo (Division I) 3 points
- U.I.L. Ensemble 2 points
- State Solo (Division I) 6 points
- State Ensemble (Division I) 4 points
- Musical Performance
 - A Lead Role 5 points
 - A Chorus Part 2 points
- Senior 10 points
- Participation each year 2 points

15 POINTS = AWARD LETTER

A student may receive only one major award for combined activities during his/her four years in high school and no more than one award per year for participation in the same organization.

Appendix R

Addendum for High School Dance Teams

Grading

Learning objectives in dance team are based on performance skills, responsibility, and participation. Therefore, students are expected to fulfill individual as well as group responsibilities.

Because dance is performance based and a team activity, it is imperative that members participate in all rehearsals and performances to meet the essential elements of the course. Therefore, students may lose points from their six-week grade for the following:

Unexcused absence from co-curricular rehearsal –double daily grade
A co-curricular rehearsal would be an extension of classroom studies required for grading and curriculum directed.

Unexcused absence from co-curricular performance –double major grade
A co-curricular performance is one that is an extension of classroom activities such as dance recitals that do not meet the definition of extra-curricular.

Selection of Members

- Selection of members will be based on a dance workshop.
- All girls trying out must have a grade update sheet completed prior to tryouts, and each current classroom teacher should give recommendations.
- Tryouts will be closed to the public.
- No score sheets will be distributed and all tallies will be kept on file in the school.
- Results will be announced or posted. The final number selected may vary.
- Each girl is allowed one and only one audition each year. (Any exceptions must have the approval of the Principal AND the Director of Fine Arts). Any irregularities or inability to complete the tryout process should be reported immediately to the coach/director, or else you would forfeit this opportunity.
- Students new to the school with dance team experience may receive an audition at the time of their enrollment at the discretion of the Director and the Principal.

Selection of Officers

A student must have been a member of the dance team at least one year before trying out for officer.

Officers will be selected based on criteria designed by the dance teacher and the audition standards of the Texas Dance and Drill Team Association.

Summer Rehearsals

There will be a series of summer rehearsals prior to the beginning of the school year, which all students participating in the marching unit MUST attend. These rehearsals will begin prior to the beginning of school and will be held daily, except weekends, until school begins.

Awards

Awards will be presented to dance team students based on a point system for participation and service.

Required Performance	1 point
Solo Contest (Division I) (one per year)	1 point
Small Ensemble Competition (Division I) (one per year)	1 point
Team Competition (Division I) (one per contest)	1 point
Winning of Individual Title, i.e. "Miss Texas Drill Team"	15 points
Senior	10 points*

*These points count only for students who have not received an award by their senior year. They may not be used to receive a second award letter.

25 points = Award Letter

A student will be awarded a second letter for accumulating an additional 25 points. A student may receive only one major award for combined activities during her four years in high school. A student may not receive two letter awards in the same year for participation in dance team.

Appendix S

PARENT/STUDENT UIL MARCHING BAND ACKNOWLEDGEMENT FORM

No student may be required to attend practice for marching band for more than eight hours of rehearsal outside the academic school day per calendar week (Sunday through Saturday). This provision applies to students in all components of the marching band.

On performance days (football games, competitions and other public performances) bands may hold up to one additional hour of warm-up and practice beyond the scheduled warm-up time at the performance site. Multiple performances on the same day do not allow for additional practice and/or warm-up time.

Examples Of Activities Subject To The UIL Marching Band Eight Hour Rule.

- Marching Band Rehearsal (Both Full Band And Components)
- Any Marching Band Group Instructional Activity
- Breaks
- Announcements
- Debriefing And Viewing Marching Band Videos
- Playing Off Marching Band Music
- Marching Band Sectionals (Both Director And Student Led)
- Clinics For The Marching Band Or Any Of Its Components

The Following Activities Are Not Included In The Eight Hour Time Allotment:

- Travel Time To And From Rehearsals And/Or Performances
- Rehearsal Set-Up Time
- Pep Rallies, Parades And Other Public Performances
- Instruction And Practice For Music Activities Other Than Marching Band And Its Components

NOTE: An extensive Q&A for the Eight Hour Rule for Marching Band can be found on the Music Page of the UIL Web Site at: www.uil.utexas.edu

“We have read and understand the Eight-Hour Rule for Marching Band as stated above and agree to abide by these regulations.”

Parent Signature _____ Date _____

Student Signature _____ Date _____

This form is to be kept on file by the local school district.