



CONROE
INDEPENDENT
SCHOOL DISTRICT

FINE ARTS HANDBOOK

2020-2021

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TABLE OF CONTENTS

Section I: Travel

<u>A: District Travel</u>	4
<u>B: Above District Travel</u>	5
<u>C: Procedures for Out of District or Overnight Travel</u>	6
<u>D: Summer Camp</u>	8
<u>E: Definition of Terms</u>	8

Section II: Purchasing and Budget

<u>A: Purchase Orders</u>	9
<u>B: Art Supplies</u>	9
<u>C: Sheet Music</u>	10
<u>D: Letter/Award Jackets (UIL Only)</u>	10
<u>E: Budget Codes for Fine Arts</u>	11
<u>F: Definition of Terms (Activity Funds)</u>	11

Section III: Payroll and Supplemental Payments

<u>A: Supplemental Payments</u>	12
---------------------------------------	----

Section IV: General Operating Procedures

<u>A: General Procedures</u>	
<u>I: Communication/PR with Parents & the Educational Community</u>	13
<u>II: Photocopying of Educational Materials</u>	13
<u>B: Elementary Music Programs</u>	
<u>I: Recorder Information</u>	14
<u>C: INT, JHS, and HS Music Programs (Band, Orchestra, Choir)</u>	
<u>I: Maintenance Fees for CISD Band/Orchestra Instruments</u>	15
<u>II: Inventory Control and CHARMS</u>	16
<u>III: Instrument Repair</u>	16
<u>IV: Piano Tuning</u>	17
<u>V: Transportation of Instruments Guidelines</u>	17
<u>VI Private Lessons</u>	18

<u>VII: Building Use Facility Application</u>	19
<u>VIII: Weekend Rehearsals/Workouts</u>	20
<u>IX: CPR Requirements</u>	20
<u>X: Uniform Cleaning</u>	20
<u>XI: Physicals for Band Members</u>	21
<u>XII: Parade Participation by Bands</u>	21

D: Drill Team

<u>I: Drill Team</u>	21
<u>II: Physicals for Drill Team Members</u>	23
<u>III: Parade Participation by Drill Team</u>	23

E: Theatre Programs

<u>I: Play Selections</u>	23
---	----

F: Visual Arts Programs

<u>I: CISD Art Display Panels</u>	24
<u>II: Books – Subject Matter – Copy Work of Art</u>	24
<u>III: Art Poster Contest Guidelines</u>	24

Section V: TEA and UIL Related

<u>I: TEA & UIL Side-by-Side / Eligibility for Extracurricular Activities</u>	25
<u>II: Professional Organizations and UIL Fees</u>	25
<u>III: Eight Hour Marching Band Rule</u>	25
<u>IV: UIL Links and Information</u>	26

Section VI: Useful Links

<u>I: Useful links for Fine Arts Programs</u>	27
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SECTION I: Travel

A: District Travel

All District travel requests must be submitted electronically.

Per District Policy: No CISD students are to be transported in private vehicles at any time.

Travel procedures are as follows:

Please review the Finance Manual Sections on [Employee Travel and Student Travel](#) for an overview of the travel process and requirements for travel. View updated travel procedures on the CISD Purchasing website under the ["Travel Requests."](#)

There are three types of District travel: Sponsor/Student Travel, Employee Travel, and Field Trips.

Sponsor/Student Travel:

- ❖ Fill out [Sponsor/Student Travel Form](#) for events and field trips with students) to obtain permission and a PO number for travel. The form must be completed and submitted electronically with FULL back-up; your request can be tracked through eFinance under Approval Status.

Employee Travel:

- ❖ [Employee Travel Requests](#) are for faculty/staff travel ONLY to obtain permission and a PO number for travel. After your trip, [Employee Travel Recap](#) forms should be completed within 5 days and submitted.

Field Trips:

- ❖ The process for requesting CISD vehicles as well as charters/lease vehicles is covered in depth on the CISD Transportation page under ["Field Trip Guidelines."](#) (See 7 below.) Check with your campus secretary on the process for requesting CISD vehicles.

Travel Request Requirements:

All forms should be completed **at least** 15 working days prior to any trip.

Documentation (backup) must accompany all requests. This may be either a schedule of the contest or event, a brochure of the event, or something that confirms the date, time, and location of the event and other expenses. Back-up should verify the following: WHO, WHAT, WHEN, WHERE, and WHY.

- ❖ WHO is going on the trip? (i.e. Honor Band, Art Students, JHS Choir)
- ❖ WHAT event is being attended? (i.e. UIL competition, band event, State VASE)
- ❖ WHEN AND WHERE the event will take place? (i.e. 9/12/15- Bryan HS, Bryan TX)
- ❖ WHY are you and your students participating? (i.e. Prequalification for UIL, yearly campus band event, advanced to regional competition)

Your trip may be delayed or denied if you do not provide complete back-up.

Travel budget codes:

- ❖ Teacher travel: **199# – 11 – 6411 – Sub Object – Building Code – 11000**
- ❖ Student travel: **199# – 36 – 6412 – Sub Object – Building Code – 99000**
- ❖ Lease/charter vehicles (vans used for small groups):
199# – 36 – 6412 – Sub Object – Building Code – 99000

B: Above District Travel

When submitting requests for these funds, it is necessary to fill out all the usual travel requests/ bus requests, and select **“Yes” for Above District on the travel request**. The PEIMS code (the last 5-digits) in your budget codes will then change from 99000 to 990AD.

- ❖ All above district level requests must be sent to the Fine Arts Office for final approval before they can be sent to the Assistant Superintendent’s Office. These funds are available only when students have competed and qualified for above district level activities including All-Region/Area/State Band, Choir and Orchestra groups; One-Act Play Contest (Region, Area and State competitions); or for any Fine Arts performing group selected as an “Honor Performing Group” at a state conference/convention. Performing groups that “compete and qualify” may be funded with AD money before “Honor Performing Groups.” “Honor Performing Groups” will be funded only if budget money is available.
- ❖ The last category (Honor Performing Groups) requires the approval of your Building Principal, the Fine Arts Coordinator, and the Assistant Superintendent for Elementary or Secondary Education. Prior to submitting any tape or proposal for participation in any type of “honor group”, you must first submit a trip/travel request for approval following the same procedures for an overnight or out of district trip. After carefully reading procedures in this handbook about overnight or out of district trips, please include a proposed budget with your “Above District” level trip request – it must include costs (for both students and chaperones) for buses, meals, rooms, and any other expenses you might need for such a trip, such as music, programs, royalties, rentals or participation fees. Please include the following information with your proposed budget and travel request – type of event, where your group will be performing, the number of times your group has performed at this event and when the last time your group performed at this event. When you receive your trip request/proposal back signed by all of the above, you may submit your tapes or a proposal for “honor group” participation to your state professional organization.
- ❖ Groups who submit a proposal for “honor group” status without following the above procedures or accept an invitation without appropriate approval, will be responsible for funding such an event from the building level – either by group or building level activity funds, group booster clubs or by the group fund raising for the event.
- ❖ **There will be no approvals given for any “Above District” level event/travel after the fact.**
- ❖ “Above District” level status will not be granted for any trip requests that are out of the state. All out of state performing group trips/travel expenses will be handled at the building level.
- ❖ Should you have any questions on “Above District” level expenses or travel, please call the Fine Arts Coordinator immediately – CISD will assume no “AD” level expenses without prior and appropriate permission being given from all levels

C: Out-of-District or Overnight Travel Forms

The District recognizes the educational benefits to be derived from travel. The excellence of the CISD student organizations causes them to receive many invitations to various activities, conferences and/or conventions throughout the United States. With this focus in mind, the following procedures will provide District organizations a process for requesting permission to accept these invitations and attend the related activities. The following procedures shall apply in ALL instances of trips which require travel out of the District:

- ❖ All out of District trips must have the approval of the Building Principal, Fine Arts Coordinator, and the Assistant Superintendent for Elementary or Secondary Education **prior** to any formal announcements, planning, or fund-raising activities for such a trip.
- ❖ All student trips must be competitive and/or educational in nature.
- ❖ Junior High, Intermediate, and Elementary schools are allowed to take out of district trips, but overnight trips are not allowed except by special invitation. Approval for the trip will follow the steps as outlined above.
- ❖ All senior high school student groups will be allowed to take in-state trips each year that an out of state trip is not pursued. These trips could include a trip to a music competition, a state convention/tournament, etc.
 - A group may take both an out of state trip and an out of District trip (overnight) during the same school year provided that they have a special invitation. All special invitations will be considered on an individual basis by following the approval process as outlined above.
- ❖ A senior high school group may participate in an out of state activity **only once every two years except by special invitation.** All special invitations will be considered on an individual basis by following the approval process as outlined above.
- ❖ All requests for out of state travel by any student group must include the following:
 - An official invitation in writing from the organization sponsoring the event.
 - A list of all trips taken by the organization which were 250 miles or more from the home campus over the past three years.
 - A financial breakdown for the trip must indicate the total amount of money necessary to make the trip and the actual cost per student.
 - A financial accounting of the group's money currently on hand and the amount of money to be raised for the trip. Fund raising activities should also be designated at this time.
 - No expenses connected with a major trip out of state will be paid for from school district funds.
 - No direct solicitation for contributions will be made by students to local merchants or industry.
 - Money will be raised prior to the trip by one or more of the following methods:
 - Direct contributions by students or parents.
 - Student fund raising project (limited to two selling projects and unlimited use of service projects per school year).

- Group booster club contributions and fund raising project (Students **may not** participate in booster club fund raising projects).
- Trip funds which may be established by an organization or its booster club which may be added to yearly in anticipation of an out of state trip.
- All chaperone expenses are to be paid by the organization sponsoring the trip.

A complete financial accounting of the trip must be filed with the Building Principal and the Business Office within 15 days after the trip.

- ❖ Chaperones for all trips are to be legal adults and will be selected by the group/sponsor/director subject to approval by the building principal. Volunteers **must** complete the CISD volunteer form at <http://conroeisd.net/community/volunteer-in-cisd/>
- ❖ The ratio of chaperones to students for any out-of-state or overnight trip should be one adult chaperone to each ten students. Chaperone ratios for all other school trips will be determined by the group sponsor with approval by building principal prior to each trip.
- ❖ Only current group members (students enrolled in CISD or in the case of a summer trip, graduates of that school year,) may participate in any school trip.
- ❖ Student behavior on all trips will conform to and follow the guidelines for student behavior as outlined in the CISD Student Handbook issued to each student at the beginning of the school year. In addition to those guidelines, the following regulations will be required of all students on any school trip:
 - No member of any school group may leave a trip at any time, unless the student's parents have made arrangements in writing to the group's sponsor/director prior to departure.
 - Girls and boys will not at any time enter or occupy a room in a hotel or motel assigned to and occupied by members of the opposite sex.
- ❖ The group sponsor/director and/or campus administrator must accompany all student groups on out of state/overnight trips.
- ❖ A school nurse or chaperone trained in first aid and CPR must accompany all student groups on out of state/overnight trips.
- ❖ All student permission forms for out of District trips must include an emergency phone number for the student and medical information including the following: student allergies, medication being taken, local physician's name, and emergency office phone number. These permission forms must be on file with the sponsor/director before a student may accompany the group on any out of District trip.
- ❖ The sponsor/director of all groups will supply all parents a complete itinerary of any school trip with emergency phone numbers five days prior to trip departure.
- ❖ Each group sponsor/director will provide trip chaperones with an in-service session on all CISD rules and regulations concerning student behavior, information on group members with special needs (medical, etc.), and any other pertinent information necessary for the group's trip.
- ❖ All group sponsors/directors and chaperones shall assume the leadership role on any school trip. These persons are expected to conduct trip obligations in a business-like and professional manner. Group sponsors/directors and chaperones alike are expected to conform to the trip rules as outlined in this Section.

- ❖ Out of state trips shall not encompass more than two school days in a school year.
- ❖ D: Summer Camp for Drill Teams/Bands/Choirs

All groups attending summer camps must travel on school arranged transportation. Students are not to make their own arrangements to get to the various camps attended by CISD groups. You may contact the Transportation Department at (936) 709-7940 for assistance in getting your groups to summer camps. Please use [Student Travel Request](#) forms and [CISD Vehicle Requests](#) following the same procedures as you would for regular school year activities.

Buses/vans (CISD owned or charters) budget code:

- ❖ **199# – 36 – 6412 – Sub Object – Building Code – 99000**

E: Definition of Terms (Out of District Trips)

- ❖ School Trip:
A school trip is any trip involving students or staff employed by the CISD. The trip does not have to happen on school time or during the regular school year, and even though many of these trips are paid for by students/parents they are still legally school trips and must function within the guidelines for school trips.
 - *Example: Drill team members attending summer camp must follow all the guidelines for an out of district trip. (A trip approval form must be filed, permission slips filled out, etc. as the group sponsor works through the various requirements necessary for any group to take a school trip.)*
- ❖ Legal Adult:
A person 21 years of age or older.

SECTION II: Purchasing and Budget Related

A: Purchase Orders

All purchases are done through the building financial secretary. Please check with your campuses financial secretary as to how and when to complete a purchase order.

See the updated list on the Purchasing page under “Shopping A-Z”

- ❖ Purchase orders must be submitted **at least 15 working days in advance** of need or deadlines.
- ❖ All purchase orders for supplies/materials, sheet music, etc. must be delivered to our CISD warehouse with the exception of instrument repair. Repair shop representatives will pick up and deliver all instrument repairs to the teachers in each school.

NO purchase orders will be accepted “After the Fact.” Any purchase not made through an appropriate purchase order must be paid through Booster Club— if these funds are not available, the teacher/director making the purchase will be held personally responsible for payment to the vendor.

B: Art Supplies

Art Supplies may be ordered from the following Co-op vendors:

Vendor	Vendor number	Co-op Award Source (enter in Comments on requisition)
Ceramic Store – to purchase Clay . *Clay should be shipped to your campus. Contact store for pricing & delivery.	00001068	EPIC 6 Contract Vendor
Blick Art Materials (Dick Blick) (rep. Cindy Howard at c.howard@dickblick.com)	00000643	Choice Partners/ HCDE 20% off catalog pricing – not website pricing
Nasco (see instructions for getting discounted pricing online under Instructions for Using Specific Vendors)	00004048	EPIC 6 Contract Vendor
School Specialty (see instructions for getting discounted pricing online under Instructions for Using Specific Vendors)	70002623	TCPN
Triarco Arts & Crafts	00006027	CP/ HCDE

Additional co-op vendors awarded for Art / Instructional supplies may be used. A complete list of co-ops is provided on the Purchasing – Internal website under Shopping A-Z (Art Supplies)

<http://www.conroeisd.net/financial-services-internal-employees-only/purchasing-internal/>

Art Supplies budget code:

- ❖ **199# – 11 – 6399 – 30 – Building Code – 11000**

C: Sheet Music

Sheet music purchased for band, choir, general music and orchestra should be purchased from:

See the updated list on the Purchasing page under “Shopping A-Z” and Sheet Music

<http://www.conroeisd.net/financial-services-internal-employees-only/purchasing-internal/>

This music is to be used for classroom use, building concerts or programs and solo/ensemble contests.
The Fine Arts Office purchases all music used in District Honor Festivals and for the All-Region/State audition process.

Sheet Music budget code:

❖ **199# – 11 – 6397 – Sub Object – Building Code – 11000**

Sheet music not available from the listed co-op vendors may be ordered from any vendor where it is available. However, please check the CISD bid vendor’s ability to order it for you **before** ordering from another vendor. The budget codes would be the same as above, but please put “**not available from bid vendor**” in the comment area on the purchase order.

D: Letter/Award Jackets (UIL Only)

When ordering letter jackets: <https://www.conroeisd.net/financial-services-internal-employees-only/shopping-a-z/>

Letter Jackets budget code:

❖ **199# – 36 – 6498 – Sub Object – Building Code – 99000**

E: Budget Codes for Fine Arts

Only the following budget codes may be used by Fine Arts programs:

Sub-Object Codes

12 = Orchestra
30 = Art
31 = Band
32 = Music/Choir
42 = Drama
47 = Dance
48 = Drill Team

Function Codes

11 – Instruction
36 – Co-curricular &
Extracurricular
Activities

Expenditure Codes

6118 = Extra duty pay for CISD employees
6219 = Non-CISD judges/accompanist
6245 = Repair of musical instruments & Piano tuning
6249 = Uniform cleaning
6269 = All other rentals (costumes, royalties, etc.)
6317 = Computer Equip/AVE (Software, audio tapes, etc.)
6319 = Instrument case replacement
6329 = Other reading material, play books & magazines
6397 = Sheet music
6399 = General supplies (paper, pencils)
6411 = Employee Travel
6412 = Student Travel
6497 = Fees and Dues (student and teacher)
6498 = Awards/letter jackets

F: Definition of Terms (Activity Funds)

❖ Selling Projects:

Projects to generate revenue such as selling candy, candles, turkey, etc. Selling projects are **limited to two such projects per school year**. Group members are not to contact local merchants or businesses; groups are restricted to school community areas.

❖ Service Projects:

Project involving service to others such as car washes, drill team tryout clinics, inventories for businesses, etc. Such projects offer students and parents the opportunity to raise money without the soliciting of funds; **unlimited use of service projects**.

SECTION III: Supplemental Payments

A: Supplemental Payments

When judges for drill team tryouts, drum major tryouts, guest clinicians, event judges or accompanists are hired, they are generally paid through campus level monies.

PLEASE SEE Forms and processes at
<http://www.conroeisd.net/department/ci/fine-arts/>

- ❖ If they are NOT CISD employees, they are paid through activity or Budget Funds in the processes and forms on the Fine Arts Website <http://www.conroeisd.net/department/ci/fine-arts/>
- ❖ If they ARE a CISD employee, use a Time Sheet form (available from your campus secretary or Fine Arts office or https://www.conroeisd.net/wp-content/uploads/2016/05/Pay_TimeSheet.pdf)

The form will be sent on for approval, then to payroll instead of accounts payable – the CISD employee will receive their payment included with their regular payroll check (as an EFS deposit) and not by a separate check.

Supplemental Pay budget codes:

- ❖ Non-CISD Employee: **199# – 36 – 6299 – Sub Object – Building Code – 99000**
- ❖ CISD Employee: **199# – 36 – 6118 – Sub Object – Building Code – 99000**

SECTION IV: General Operating Procedures

A: General Procedures

I: Communication/Public Relations with Parents and the Educational Community

- ❖ All communications/PR releases must be submitted to building principals prior to any communication being disseminated to parents or the media.
- ❖ All information/communications must have the building principal's approval actually written on the original copy prior to release to parents, students, or the media.
- ❖ A copy of all communication releases will then be sent to the Fine Arts Office.
- ❖ Interviews with media outlets should be scheduled through CISD Communications office.

II: Photocopying of Educational Materials

It is CISD policy that the photocopying of sheet music, plays, videos, CDs, and computer software is PROHIBITED.

[Board Policy Manual – Section CY (Legal)]

- ❖ Each CISD teacher/director is responsible for knowledge of the copyright laws regarding the photocopying of such educational materials.
- ❖ Band, orchestra and choir directors must either buy or borrow sheet music for use with their performing groups/classes.
- ❖ Drama teachers are to purchase plays for production purposes or pay the appropriate royalties/rentals.
- ❖ Should you have any questions concerning the copyright laws, please contact the Fine Arts Office and we will be glad to provide you with a copy of the United States Copyright Law: A Guide for Educators.

B: Elementary Music Programs

I: Recorder Information

Music teachers may use recorders in general music class, grades 1-6. If possible, teachers are urged to have students purchase their own recorders.

If CISD owned recorders are to be used, please use the following guidelines:

- ❖ **Recorders are not to be shared.** Plan a recorder unit with one class only and assign the individual recorders to a specific student during the unit.
- ❖ Before assigning the recorders to a new class, all recorders are to be disinfected in a **chlorine bleach cleaning solution**. [The recommended formula is 1:49 (mixing 10 ml of bleach with 0.5 liter of water.)] Fill a small pail with the cleaning solution, soak the recorder in the cleaning solution for at least 10 minutes and then rinse the cleaning solution off under warm running water to remove the “Clorox” taste. If you have any questions on the above process, please call the Fine Arts office and/or Student Health Services before getting into the use of recorders.

C: Intermediate, Junior High, and High School Music Programs

I: Maintenance Fees for CISD Band/Orchestra Instruments

All band and orchestra students who use a CISD owned instrument must pay a **\$75.00** maintenance fee per school year (includes summer use also). If a child drops band/orchestra, moves from CISD, or changes instruments, **there is no refund issued. If paid through school cash, \$77.00 may be assessed**

All instrument maintenance fees must be paid before the student uses the instrument. Should any student have a problem paying the maintenance fee, please try to work something out with the student and their parents in order to get the fee paid, as we do not want to lose any students over a maintenance fee.

All students on free or reduced lunch programs may be exempt from paying the maintenance fee. The instrumental music teacher/director with the building principal will make appropriate site-based decisions for any exemptions. Only allow such exemptions if you are certain that you will lose that student from your program. These students will then be carried on both the “inventory” and the “instrument check out” forms and “Does Not Apply” should be entered in the space marked “Maintenance Fee Paid”.

Each school will send a check for their maintenance fees (made out to CISD) to the Finance Office.

These funds will then be placed in each program’s account for the purpose of instrument repair of school-owned instruments. These instrument repair funds may then be used for purchase orders for instrument repair.

Instrument repair code band and orchestra:

❖ T 2171.09

The “**Band Instrument Check Out**”, “**Orchestra Instrument Check Out**” and the “**Instrument Maintenance Fee**” forms are available on the Fine Arts Website <http://www.conroeisd.net/department/ci/fine-arts/>

The following steps are necessary when setting up your instrument maintenance fee program:

- ❖ All students using a CISD school-owned instrument are to have an “Instrument Check Out” form on file in the band/orchestra office at each school. Each form must have both student and parent signatures and be accompanied by the maintenance or appropriate exemption information before the form can be accepted.
- ❖ All maintenance fee money is to be submitted to your school financial secretary according to building procedures and is to be deposited into building activity accounts for band/orchestra. The financial secretary sends one check for your maintenance fees to the Finance Office for each program. The sooner these checks are in, the faster your purchase orders for instrument repair will be processed. No school will have an instrument repair code set up until these maintenance fees have been received in the finance office. **Do not hold these checks -- turn in to your financial secretary.**
- ❖ Band and orchestra activity accounts and instrument check out materials are subject to audit to insure that all schools are following these procedures.

II: Inventory Control and CHARMS

Every band, choir, and orchestra and Dance director that has been issued a CHARMS Office Assistant log-in is expected to maintain a detailed inventory of all equipment, instruments, uniforms, and music.

Questions about Charms logins should be directed to Dr Horton.

Band and Orchestra teachers will maintain a binder with the following documentation:

- ❖ A hard copy printout of the inventory documentation from the [CHARMS Office Assistant program](#), where the inventory is maintained electronically.
- ❖ A copy of the "Instrument Maintenance Fees Collected" form, detailing every student and payment of fees or waiver granted.
- ❖ A copy of the "Instrument Check-out Form" for each instrument that is documented in CHARMS. If the instrument has been issued to a student, the form must be completed in full.

III: Instrument Purchase and Repair

Commodity Code: 300-014/Instruments and Supplies *Purchases*

Commodity Code: 300-008/Instrument *Repair*

[REP -17-12-01](#): CISD Bid-Awarded Vendors: **Use first** for instrument & equipment purchases only.

See the updated list on the Purchasing page under "Shopping A-Z" for Instruments

Requirements for Instrument Repair:

- ❖ Each request **must be a line item purchase** order for instrument repair limited to the amount of maintenance fees collected in your building by the instrumental music staff. (Please see Section IV: C. CISD Maintenance Fees). When the repair limit is reached in your budget and you need an instrument repaired, give the written repair estimate to your building financial secretary. She will then e-mail the estimate amount to the **Business Office and Fine Arts Office** and the funds will be transferred into your building budget repair account to cover the repair cost. The final step is to process a requisition/purchase order for the instrument repair (*including type of instrument, CISD inventory number and serial # of the instrument in the "comments" area*).

A Purchase order must be issued before the instruments are sent for repair

- ❖ All instrument repair requisitions/purchase orders must contain the **co-op and contract number**.

Instrument Repair budget codes:

- ❖ **Band:** 199# – 11 – 6245 – 31 – Building Code – 11000
- ❖ **Orchestra:** 199# – 11 – 6245 – 12 – Building Code – 11000

Instrument case replacement is handled in the same procedure as instrument repair, using the following budget code:

Instrument Case Replacement budget codes:

- ❖ **Band:** 199# – 11 – 6319 – 31 – Building Code – 11000
- ❖ **Orchestra:** 199# – 11 – 6319 – 12 – Building Code – 11000

All instruments are to be maintained appropriately and kept in “playing condition” at all times. There is no “summer repair,” so do not anticipate sending out large numbers of CISD instruments over the summer months to be repaired. Please keep your repair and maintenance on all instruments current – “summer repair” should only be used for instruments that need major overhauls.

IV: Piano Tuning/Repair

When you need a piano tuned/repared, call a tuner of your choice to give you an estimate on the tuning/repair cost, give the written tuning/repair estimate to your building financial secretary. She will then call in or email the estimate amount to the Business Office and the funds will be transferred into your building budget repair account to cover the tuning/repair cost. The final step is to process a requisition/purchase order for the tuning/repair (including type of instrument, CISD inventory number and serial # of the instrument in the “comments” area) and then make an appointment for the tuning/repair of the piano.

Piano/Tuning Repair budget codes:

- ❖ **Choir/Music:** 199# – 11 – 6245 – 32 – Building Code – 11000
- ❖ **Band:** 199# – 11 – 6245 – 31 – Building Code – 11000
- ❖ **Orchestra:** 199# – 11 – 6245 – 12 – Building Code – 11000

Commodity Code : 300-025

Please allow ample time for the tuner to come to your campus prior to the holiday season. Please plan to have your pianos **tuned at least once a year**. You may select any piano tuner you choose to tune your pianos; there is not an approved list of tuners.

V: Transportation of Instruments Guidelines

- ❖ Instruments **will** be allowed on a CISD school bus if they:
 - fit under the seat,
 - can be held in a student’s lap, or
 - can be placed on an unoccupied seat.
- ❖ Instruments **may not** be transported if they:
 - block the aisle,
 - block the rear door, or
 - create a hazard.

- ❖ If the bus is loaded to capacity, instrument placement or removal will be at the discretion of the campus administration.

Should a problem arise concerning the transportation of any instrument, a Building Principal will make the final decision, not the bus driver.

VI: Private Lessons

Private lessons may be offered to CISD instrumental/vocal music students. This page contains the guidelines that are to be followed for this program:

CISD Band/Choir/Orchestra Director Responsibilities

The band/choir/orchestra directors at their campus are responsible for coordinating their private lesson program:

Specifically:

- **Securing approval for private lesson program through their building principal.**
- Recruiting private lesson music teachers (all recommended private lesson teachers must come from the CISD approved list of teachers through the process outlined below).
- Scheduling facilities for private music lessons. A “Building Facility Use Application” form should be turned in by the band/choir/orchestra director after the private lesson schedule is established.
- Scheduling the supervision of private lesson teachers (private lesson teachers **may not** be left unsupervised in the building).

Private Lesson Application Process

- 1) Potential Private lesson teacher obtains application from Fine Arts website at:
<http://www.conroeisd.net/departments/ci/fine-arts/>
- 2) Potential Private lesson teacher fills out form and returns it to Fine Arts office:
Fine Arts Office
by postal mail: 3205 West Davis **OR** by email to: svein@conroeisd.net
Conroe TX 77304
- 3) Potential Private Lesson teacher completes online background check form at:
<https://apps.conroeisd.net/Volunteer/>
(See Online Background Check Help Sheet page for detailed instructions)
- 4) Fine Arts office submits application to HR for background check.
- 5) HR notifies Fine Arts office when a Private Lesson teacher’s background check has cleared.
****Note: Potential Private lesson teacher’s will also receive an automatic email stating that their background check has cleared; HOWEVER, if “Available Schools” section was not completed correctly, Fine Arts office will not be able to see it on their end. Background check online portion will need to be re-done.**
- 6) Fine Arts Office notifies Private Lesson Teacher of approval status.
- 7) Fine Arts office will then call or email Private Lesson Teacher to set-up appointment for PL Teacher to come in and pay **\$100.00 non-refundable fee** to CISD.
CASH OR CHECK ONLY. We are unable to accept Debit or Credit Cards at this time.

VI: Private Lessons-Continued

- 8) Private Lesson teacher will then take a picture and be issued a CISD badge, *which must be worn while teaching lessons*.
- 9) Campus/Program is notified that the Private lesson teacher has been cleared to start teaching.
- 10) Private Lesson teacher's name will be added to the approved lesson teacher list, available through the Fine Arts Office.

CISD Private Lessons Program Policies

- ❖ Private lesson teachers may not start teaching until: 1) the Private Lesson Application process has been completed 2) they have paid the building usage fee directly to the Fine Arts Office and have been issued a badge and 3) they have been notified by the Fine Arts office that they are cleared to teach.
- ❖ Lesson Rates (fees) for private music lessons will be at the discretion of each private lesson teacher. Fees and payment arrangements are made between Private Lesson Teacher and parents. CISD personnel are not involved.
- ❖ No private lessons may be provided to **non-CISD** students under this arrangement.
- ❖ Any problems concerning rescheduling of lessons or Private Lesson teacher absenteeism will be handled at the building level by the band/choir/orchestra director.
- ❖ Private Lesson teachers must wear a CISD badge *while teaching lessons*. This badge is the property of CISD, and must be renewed each year.
- ❖ At no time will any building keys be issued or loaned to ANY private lesson teacher. It is the responsibility of the band/choir/orchestra teacher to ensure the security of the facility.
- ❖ No lessons are to be taught on Sundays or scheduled CISD holidays.
- ❖ CISD Teachers may not specifically recommend only one teacher for a lessons program on their campus. For lessons taught on CISD Campuses, CISD teachers may only recommend teachers who have completed the Lessons application process and are on the approved list.
- ❖ Upon request, the Private Lesson teacher must supply to the band/choir/orchestra director, and to the CISD Fine Arts Office, a current list and schedule of CISD students who are their private students at CISD campuses.
- ❖ **Application process must be renewed each school year.**

For CISD Teachers who wish to teach lessons

Procedure:

- 1) CISD Teacher obtains application from Fine Arts website at: <http://www.conroeisd.net/department/ci/fine-arts/> and returns it to Fine Arts office by inter-office mail, in-person to: Fine Arts Office, 3205 West Davis, Conroe, TX 77304 or by email to: svein@conroeisd.net
- 2) Campus/Program is notified that the Private lesson teacher has been cleared to start teaching
- 3) Private Lesson teacher's name will be added to the approved lesson teacher list, available through the Fine Arts Office.

VI: Private Lessons-Continued

Policies:

- ❖ CISD teachers may teach private lessons, but may not teach students enrolled in their classes/programs, (Board Policy Manual-Section DBD) or potential future students within the vertical feeder program.
- ❖ This applies all year even when school is not in session.
- ❖ CISD teachers may not use their classrooms for private lesson instruction.

Variation from any of these policies must be requested in writing from the Fine Arts Office

VII: Building Facility Use Application

Teachers using the building after regular school hours must fill out a "**Facility Use Application**" which can be obtained from your Building Principal. There will not be a charge for any group involved with school-oriented activities such as: approved weekend rehearsals, booster club meetings, or clinics/workshops organized by school groups. Please consult your Building Principal well in advance of any activities, to ensure that you will have lights, air/heat, and priority on your school calendar.

VIII: Weekend Rehearsals/Workouts

Fine Arts teachers/directors/sponsors should not schedule weekend rehearsals or workouts. Should an emergency situation arise and a weekend rehearsal becomes necessary, please obtain permission from your building principal and file the "[Facility Use Application](#)". This form will allow you to have air/heat and lights, as well as let CISD Police know that you will be in your building over the weekend. Parents should also be notified of the extra rehearsal in writing and the start/end times must be included in this notification to parents.

IX: CPR Requirements

All school band, choir, dance, drama, and orchestra teachers as well as all drill team sponsors are required to have current CPR certification on file in with the Health Services Office.

X: Uniform Cleaning

All costs for the cleaning of uniforms come from building budget codes or activity funds. There is no bid for uniform cleaning and groups may select a cleaner of their choice. A purchase order must be used each time uniforms are sent to the cleaners. Please get a written estimate for the cost of the cleaning before you do the purchase order.

Uniform Cleaning budget code:

- ❖ **199# – 36 – 6249 – Sub Object – Building Code – 99000**

XI: Physicals for Band Members

All high school band members are required to have a physical examination form on file prior to participating in any type of marching rehearsal or summer camp. See Athletics Department webpage under Student Info ([Pre-Participation Physical Form](#)).

Junior high school band members are **not** required to have a physical.

XII: Parade Participation by Bands

All high school bands are expected to participate in community parades held throughout the district during the school year.

All bands are expected to **march** in the parades – **no riding in trucks**. Bands will also march as individual school units – there will be no combining of marching units for any parade.

D: Drill Team

I: Drill Team

These “General Guidelines” are recommended, but building principals and sponsors may make site based changes as needed for their programs. Please keep the Fine Arts Office aware of any changes you make in these guidelines.

Requirements:

- ❖ At least a “70” average with no more than one grade of “F” for the fall semester average. A student is eligible to try out for next year’s membership even if they have failed a course during the previous grading period. This student is also eligible to participate in practice sessions prior to tryouts.
- ❖ Teacher recommendations are no longer considered practical.
- ❖ Grade level principals or building principals will screen all the candidates for discipline problems. There must be no recurring behavioral problems.
- ❖ Students must have an attendance record which complies with the campus attendance policy.
- ❖ Each director will schedule the required practice session prior to tryouts.
- ❖ Students will provide their own transportation to and from practice sessions at the time stated in the tryout information.

Because of the vigorous nature of the physical activity required each candidate should be in excellent physical condition.

- ❖ Prior to tryouts, each candidate must have on file with the director the following information:
 - Medical Release for Try-Outs/Drill and Cheer
 - Drill Team Application, AND
 - Report Cards
- ❖ A mandatory pre-tryout meeting with parents is highly encouraged.
- ❖ Constitutions/Handbooks should be posted on the website. Include all forms that need parent signatures.

Tryout Information:

- ❖ No previous knowledge or training is necessary in order for a candidate to tryout. The candidates will be taught everything they need to know during the practice sessions.
- ❖ Dress for the practice sessions must be comfortable, as well as appropriate.
- ❖ Tryout results for candidates selected for drill team membership will be posted by their tryout numbers.
- ❖ High school and junior high school drill teams will be selected by a panel of impartial judges. Judges should avoid erasures on the score sheets.
- ❖ An administrator should be present at all auditions.
- ❖ A separate tabulator is recommended.
- ❖ Do not video the tryouts.

Membership Costs:

- ❖ CISD will provide all high school drill team members a field uniform. Each member must provide her own day uniform, shoes, hair ribbons, practice uniform, tote bag, garment bag and warm-ups. Day uniforms will consist of a t-shirt and jeans.
- ❖ CISD will provide all junior high school drill team members a field uniform. Each member must provide her own day uniform, shoes, hair ribbons, practice uniform, tote bag, garment bag and warm-ups. Day uniforms will consist of a t-shirt and jeans.
- ❖ Each high school member will be encouraged to attend summer camp at her own expense, but if any member attends more than one camp, those expenses will be covered by activity funds or booster clubs.
- ❖ Each junior high school officer will be encouraged to attend summer camp at her own expense. But if any member attends more than one camp, those expenses will be covered by activity funds or booster clubs. The maximum initial cost for any new drill team member will be \$250.

II: Physicals for Drill Team Members

All drill team members (Grades 7-12) must have a physical examination form on file with sponsors/directors before they may participate in any type of workout or summer camp. Forms for physicals may be obtained from your high school athletic trainer or online (see below).

See the Athletics Department webpage under Student Info ([Pre-Participation Physical Form](#)).

III: Parade Participation by Drill Teams

All high school drill teams are expected to participate in community parades held throughout the district during the school year.

All drill teams are expected to **march** in the parades – **no riding on trucks!** Drill teams will also march as individual school units – there will be no combining of marching units for any parade.

E: Theatre Programs

I: Play Selection

All plays and drama materials selected for production, classroom use, or competition use must conform to the rules concerning play selection in the [UIL Handbook for One Act Plays \(current edition\)](#). “Plays and classroom materials may not be used if they have a morbid or sordid theme, have unwholesome plot or subject, offend the moral standards of the community, or if they contain immorally suggestive statements, contain cursing or profane references to the Deity.”

All materials, scripts used in theatre arts classes or used for production purposes must reflect and be within the CISD guidelines which involve or impact drug, alcohol, and sex education.

The approved UIL list of appropriate plays is also available in the above mentioned book. Directors who request approval of plays not on the approved UIL list are required to follow these guidelines:

- ❖ Submit a copy of the suggested play or classroom/competition materials to your building principal for **reading and approval**.
- ❖ There will be no casting of parts, production work, classroom use, or competition use until final approval is received from the building principal.

F: Visual Arts Programs

I: CISD Art Display Panels

The CISD Art Display Panels may be used by individual schools during the year. Their use is coordinated through the Fine Arts Office. **Please call or email the office at least one month in advance** to coordinate the number of panels needed, dates of use, and when/where they will be picked up from your building.

Schools using these display units must furnish their own 5/8" aluminum push pins for use with these units (the smaller push pins will not hold art work on the units) – staples and tape may not be used on the units. These push pins are available from multiple vendors. See purchasing internal website Shopping A-Z

When you use the units, please dismantle the units before they are returned to the warehouse. The bolts and screws which hold these units together will come to your building in a plastic bag when the units are delivered. Please return the bolts and screws with the display units when they are picked up from your campus.

II: Books – Subject Matter – Copy Work of Art

All Art Resource books purchased with CISD funds must be processed through your school librarian and then checked out from the library for teacher/class use.

- ❖ Alcohol or drug-related subject matter (marijuana leaves, wine or beer bottles, psychedelic concepts, mushrooms, "joints", etc.) is NOT to be used in CISD art classes.
- ❖ Gang-related graffiti symbols (crowns, "VNS", "LK", pitchforks, etc.) satanic symbols (pentagrams, inverted crosses, ankhs, etc.) and nudes or nude body parts are also NOT appropriate subject matter.
- ❖ Our District policy concerning sex education is that of abstinence, and artwork that is of strong sexual content is inappropriate.

Artwork in CISD will reflect the District's policies on sex, drugs, and alcohol education currently being taught in health/science.

All work in Art classes must be original artwork – **copy work of any type is not acceptable.** The various activities in our art curriculum have been developed to foster creative problem-solving and high-level thinking skills. Therefore, any type of copy work is questionable with our current curriculum guidelines.

III: Art Poster Contest Guidelines

During the school year, information on various art or poster contests will be sent to teachers. The following procedures for poster contests are to be followed:

- ❖ The information concerning the contest may be sent home to any student interested in participating at the discretion of the art teacher and the building principal.
- ❖ Student participation in any contest is optional.
- ❖ No class time is to be devoted to any poster contest, as we do not conduct a "poster based" curriculum in CISD.

SECTION V: TEA & UIL Related

I: TEA & UIL Side-by-Side

Review the [TEA&UIL Side-by-Side Manual](#) for current information on eligibility for extracurricular activities.

II: Professional Organizations & UIL Fees

All TMEA/UIL fees and transportation costs are paid at the campus level from building budgets and all secondary staff members must be members of their respective professional organizations (TAEA, TDEA, TETA, TMEA) in order for their students to participate in any state competition.

CISD students do not pay their own participation fees for any of these activities – these fees come from building budgets.

Professional Organization & UIL Fees budget code:

❖ **199# – 36 – 6497 – Sub Object – Building Code – 99000.**

Payment of participation fees must accompany entries.

Note: Extra fees may apply per organization, late entries, participation membership, etc.

III: Eight Hour Marching Band Rule

The most current version of all UIL rules is at <http://www.uil texas.org/music/marching-band>

The UIL Constitution and Contest Rules state the following regarding the scheduling of marching band preparation:

- ❖ The members of the marching band or any of its components did not begin the marching preparation prior to August 1st. 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 1st. **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.
- ❖ A signed parent/student UIL Marching Band Acknowledgement Form has been filed with the school principal or his/her designee for each participant in the competing organization.
- ❖ The director(s) recognize(s) the importance of the total educational process and have remained sensitive to each student's needs in terms of academic pursuits, family life and extracurricular activities; and, the director(s) of have/has maintained a reasonable and proper balance of pre-school and out-of-school rehearsal schedules.

- ❖ Effective the last Monday in August, 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.](#)
- ❖ Additional UIL information is available on the [UIL Texas website.](#)

IV: UIL Links and Information

Below are UIL links which you may use frequently through the year:

- ❖ **TEA/UIL Side-by-Side**
<https://www.uiltexas.org/policy/tea-uil-side-by-side>
- ❖ **UIL Constitution and Contest Rules**
<http://www.uiltexas.org/policy/constitution>
- ❖ **UIL Marching Band Eight Hour Rule Q&A**
<http://www.uiltexas.org/music/marching-band/eight-hour-marching-band-rule-ga>
- ❖ **UIL Marching Band Statement of Compliance**
<http://www.uiltexas.org/files/music/region-marching-statement-of-compliance.pdf>
- ❖ **UIL Marching Band Parent/Student Acknowledgement Form**
<http://www.uiltexas.org/files/music/marching-acknowledgement-rules.pdf>

SECTION VI: Useful Links

Below are links which you may use frequently through the year:

- ❖ **Center for Educator Development in Fine Arts**
<http://www.cedfa.org/>
- ❖ **University Interscholastic League**
<http://www.uiltexas.org/>
- ❖ **Texas Art Education Association**
<http://www.taea.org/TAEA/default.asp>
- ❖ **Texas Band Masters Association**
<http://www.texasbandmasters.org/>
- ❖ **Texas Choral Directors Association**
<http://www.tcda.net/>
- ❖ **Texas Dance Educators Association**
<http://www.tdea.org/>
- ❖ **Texas Music Educators Association**
<http://www.tmea.org/>
- ❖ **Texas Orchestra Directors Association**
<http://www.todaweb.org/>
- ❖ **Texas Educational Theatre Association**
<http://www.tetatx.com/>