

*Westwood Junior High School  
Math, Science and Leadership  
Magnet*



*Choral Department Handbook  
2021-2022*



# RICHARDSON INDEPENDENT SCHOOL DISTRICT 2021-2022 SCHOOL CALENDAR

### JULY 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### AUGUST 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Aug. 3-6 .....New Teacher Induction  
 Aug. 9-16..... Staff Pro. Learning/Preparation  
 Aug. 17..... First Day of School

### SEPTEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sept 6 ..... Labor Day  
 Sept 22..... Early Release

### OCTOBER 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

31  
 Oct. 8..... Student Holiday/Staff Pro. Learning  
 Oct. 11..... State Fair Holiday  
 Oct. 15..... Grading Period Ends  
 Oct. 27..... Early Release (PLC)

### NOVEMBER 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Nov. 1..... Student and Staff Holiday  
 Nov. 2..... Student Holiday/Staff Pro. Learning  
 Nov. 22-24..... Student Holiday/Staff Exchange Days  
 Nov. 25-26..... Thanksgiving Holiday

### DECEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dec. 13-17..... Exams Week, No Evening Events  
 Dec. 17..... Early Release/Grading Period Ends  
 Dec. 20-31..... Winter Break

### JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan. 3..... Student Holiday/Staff Pro. Learning  
 Jan. 4..... Second Semester Begins  
 Jan. 17..... Martin Luther King Jr. Day Holiday

### FEBRUARY 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb. 16..... Early Release  
 Feb. 21..... Student Holiday/Staff Pro. Learning

### MARCH 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 4..... Grading Period Ends  
 March 14-18..... Spring Break

### APRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 14..... Early Release (PLC)  
 April 15..... Make-Up Day  
 April 18..... Make-Up Day

### MAY 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 23-27..... Exams Week, No Evening Events  
 May 27..... Early Release/Last Day of School  
 May 30..... Memorial Day Holiday

### JUNE 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### CALENDAR SYMBOLS KEY

- ..... Student and Staff Holiday
- ..... Student Holiday/Staff Exchange Day
- ..... Early Release
- ..... Student Holiday/Staff Professional Learning
- ..... Make-Up Day (if needed, subject to change)
- ..... Grading Period Ends



**FINE ARTS DEPARTMENT**  
RICHARDSON INDEPENDENT SCHOOL DISTRICT

*Where all students connect, learn, grow and succeed*

Dear Students and Parents,

RISD parents, music staff, and administrators have collaborated to develop the *RISD Music Program Guidelines* to provide secondary music students and their parents as much information as possible about our program. These required guidelines are published in this Handbook to provide general information about our District-wide secondary choir program.

In addition to the RISD District guidelines, this campus Choir Handbook provides specific guidelines and information regarding your student's participation in the local school program. The District guidelines are minimum standards that must be followed. However, campus guidelines may be expanded to meet the needs of each local school. We ask that you carefully read this Handbook detailing student expectations in our program. Please acknowledge reading this Handbook by returning the Acknowledgement Form found in the back of this document to your student's choir director.

Students who begin in our choir program in the seventh grade can look forward to a comprehensive, sequential music education in choir through the twelfth grade. Throughout their study, students will be provided a thorough foundation in individual performance fundamentals with an emphasis on developing ensemble concepts and skills.

We are proud of the tradition of excellence that our choir program enjoys. With your help and support, we look forward to continuing this tradition of educational excellence in music.

If you have questions regarding information contained in this Handbook, please call the choir office at (469) 593-3539 or the Fine Arts Office at (469) 593-0430.

Sincerely,

Jeffrey D. Bradford  
Executive Director of Fine Arts

Kathryn Mottram  
Principal, Westwood Junior High School

Joel M. Price  
Director of Choirs  
Westwood Junior High School

Caroline Hartman  
Assistant Director of Choirs  
Westwood Junior High School

# WESTWOOD JUNIOR HIGH SCHOOL CHOIR HANDBOOK

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***RISD Music Program Guidelines***  
***and***  
**Westwood Junior High School Choir Handbook**

**PREFACE**

The Westwood Junior High School (WWJH) Choral Program is rich in a tradition of excellence and quality in musical performance. The success of the choir program centers on pride, commitment to task, and the willingness to work hard to achieve a common goal. As a member of the choir you will make long-lasting friendships and develop a sense of comradeship that is unique to our organization. While we do not expect every student in the Choir to become a virtuoso musician, we do expect every student to establish both short and long-range goals for improvement in choral singing. We do expect mature, responsible attitudes and actions - and lots of hard work from everyone.

Every year is a new challenge - new combinations of personalities and talent, new audiences, new music, new members and new leadership from choir officers. By accepting membership in the Westwood Junior High School Choir, you agree to perform to the best of your abilities and work together with the choir staff to make this year's choir the finest musical organization that our combined efforts can produce.

This Handbook is designed to convey the guidelines and operating procedures of the Westwood Junior High School Choirs. Its purpose is to help answer student/parent questions and be a helpful guide for defining the procedures of the organization. If you need further information, please call and we will assist in whatever way possible.

Thank you for your support of choral music education. We are proud to have you as a valued part of the choral music program at WWJH.

**2021-2022 Westwood Choral Staff**

Joel Price  
Director of Choirs  
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Caroline Hartman  
Assistant Director of Choirs  
(469) 593-3592  
caroline.jaimes@risd.org

➤ **Individual Choir Responsibilities**

**TENOR-BASS CHOIR**

Joel Price, Director

GRADE LEVEL: 7, 8

PREREQUISITES: Open to all boys. Audition is not required.

COURSE DESCRIPTION: This choir devotes attention to the changing voice. Emphasis is on basic fundamentals of music reading, choral techniques and producing a good choral sound.

**VARSITY TENOR-BASS CHOIR**

Joel Price, Director

GRADE LEVEL: 8

PREREQUISITES: Open to all 8<sup>th</sup> grade boys by auditions. Prior experience in the Tenor-Bass Choir is preferred.

COURSE DESCRIPTION: Students must audition for the director and demonstrate mature vocal technique, sight-singing skills, and commitment to excellence in rehearsal and performance. Five concerts and the UIL Concert and Sightreading Contest are required per year. Students in the Varsity Tenor-Bass Choir are expected to fully participate in all performance activities including approved travel.

**7<sup>TH</sup> GRADE TREBLE CHOIR**

Caroline Hartman, Director

GRADE LEVEL: 7

PREREQUISITES: Open to all 7<sup>th</sup> grade girls. Audition is not required.

COURSE DESCRIPTION: This is a beginning choral group with emphasis on learning basic fundamentals of music reading, choral techniques and producing a good choral sound.

**8<sup>TH</sup> GRADE TREBLE CHOIR**

Caroline Hartman, Director

GRADE LEVEL: 8

PREREQUISITES: Open to all 8<sup>th</sup> grade girls. Audition is not required.

COURSE DESCRIPTION: This course is for students who enjoy singing and have limited musical training or experience in choir. This class emphasizes basic fundamentals of music reading, choral techniques and producing a good choral sound.

**BELLA VOCE**

Joel Price, Director

**GRADE LEVEL:** 8

**PREREQUISITES:** Open to 8<sup>th</sup> grade girls by audition. Previous experience in 7<sup>th</sup> grade Treble Choir is preferred.

**COURSE DESCRIPTION:** Students must audition for the director and demonstrate mature vocal technique, sight-singing skills, and commitment to excellence in rehearsal and performance. Six concerts and U.I.L. Concert and Sightreading Contest are required per year. Students in Bella Voce are expected to fully participate in all performance activities including approved travel.

***All RISD Music Program Guidelines will be printed in Italics.***  
**All Westwood Junior High Choir Specifics will be printed in regular print.**

**Auditions**

- *All RISD choir courses require full year participation and involve outside of school rehearsals and performances.*
- *Students are required to audition for select performance ensembles.*
- *The Head Director determines audition requirements.*
- *Directors will notify students of audition dates, requirements, and results in a timely fashion.*
- *Directors will serve as evaluators during auditions.*
- *Students may be reevaluated periodically for participation in performance ensembles.*
- *Students may be evaluated to qualify for participation in UIL or other competitions.*
- *Auditions may be live or recorded at the director's discretion.*
- *Audition material will reflect the director's anticipated performance level for the students and will be based on prior learning.*

**Westwood Choir Specifics**

Auditions for the Westwood Bella Voce and the Varsity Tenor-Bass Choir will be held in the spring for the following school year. Auditions will include vocalizing and sight-reading. Students must audition in order to be considered for placement in these ensembles.

Auditions for the Westwood show choirs, Voices Unlimited and New Edition, will be held in the first few weeks of school each school year. Any students wishing to audition for Voices Unlimited and New Edition must have a signed permission slip from the parent or guardian before auditioning. A student must prepare a solo and audition to be considered for either group. Any student who auditions and is selected for either group must be available to rehearse once a week outside of the school day. The members and the choir directors will pick the best rehearsal time for the entire group. Voices Unlimited and New Edition rehearse and perform throughout the school year.

**Booster Club**

- *One Band, Choir and Orchestra Booster Club will exist in each high school attendance area. The Head Director will serve as an advisor and should help facilitate all UIL and RISD Guidelines that pertain to booster clubs. The main objectives of the Booster Club are to support and enhance the area band, choir and orchestra programs for the high school and all of its feeder schools grades 7-12, and to provide program communication to students and parents at all levels of participation.*

**Westwood Choir Specifics**

The Richardson Area Choir Booster Club (RHS-ACBC) is a non-profit organization of parents who come together to help support and enrich the choral music education program in the Richardson High School attendance area. The three schools, RHS, Richardson West, and Westwood, share a common treasurer and a common bank account. Each school has its own balance and there is no sharing of funds.

## **Calendar of Events**

- *Each secondary music program is responsible for developing an annual calendar of activities that includes major events and activities. The calendar should be made available to students and parents no later than the start of each semester. Revisions will be communicated in a timely fashion.*

### **Westwood Choir Specifics**

A calendar of events will be provided by the individual director no later than the first day of school. Please check your calendar and report any conflicts to the directors. Attendance at all performances and rehearsals is required. If an excused absence is anticipated, a written notification should be submitted at least two days in advance.

## **Conduct**

- *Any organization that has high performance standards must also have high behavioral standards. The basic behavioral guidelines for students in music activities are taken from the RISD Student Code of Conduct Handbook. Specific guidelines above and beyond those outlined in the RISD Student Code of Conduct can be found in your organization's specifics located in the campus organization's music handbook.*
- *With the approval of the Principal and Superintendent, sponsors and coaches of extracurricular activities, including interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct. Adherence to these standards may condition membership or participation in the activity. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discrimination on the basis of sex, race, disability, religion, or ethnicity.*
- *Students shall be informed of any extracurricular behavioral standards at the beginning of each school year or, in the case of interscholastic athletics and marching band, at the time the students report for workouts or practices that occur prior to the beginning of classes. Students and their parents shall sign and return to the director or coach an acknowledgement of the behavioral standards as a condition of participation in the activity*

### **Westwood Choir Specifics**

Students enrolled in the choir program are expected to display exemplary behavior at all times. At every performance as a choir member, you represent your family, Westwood Junior High School, the RISD, and Richardson, Texas. Make sure that your actions prove that the Westwood Junior High Choirs are a class act in every way.

#### ➤ **Guidelines for Each Singer**

- Be seated with your music, pencil, and necessary supplies when the tardy bell rings.
- Upon entering the choir room, leave all belongings in a corner of the room. DO NOT bring these items to the risers.
- Show good rehearsal etiquette by being a good team player -- study your part quietly while the director works with another section. Remain on task at all times; do not talk or interrupt the focus of a rehearsal.
- Good posture is important for all singers. We will work on basics every day to improve each student's skills regardless of expertise.

- Raise your hand and ask questions if you need more individual help.
- No food, gum, or drink is allowed in the choir room. We all take pride in keeping our rehearsal room clean and organized.
- All students will adhere to the *RISD Student Code of Conduct Handbook*.

➤ **Concert Etiquette**

- Audience members are encouraged to follow some well-established standards for formal concert behavior.
- Refrain from talking during the performance.
- Remain seated for the entire concert if at all possible. If it is absolutely necessary to do so, move only between selections and exit at the nearest door.
- Wait to re-enter the auditorium until the performing group is finished.
- Applause is the only appropriate form of expressing appreciation. A good rule of thumb is to wait until the conductor lowers his or her hands to indicate the completion of the selection or work.
- Please eliminate disruptions by turning off pagers, cell phones and removing small children who are crying or speaking loudly.
- Students are NOT permitted to leave until the end of the concert and are expected to observe all performing groups. This is part of the educational process.

**Districtwide Guidelines for Extracurricular Students**  
**Alcohol & Illegal Drugs**

**Overview**

*The purpose of these guidelines is to deter and eliminate any use, possession, sale, or the furnishing to others of alcohol or other drugs; to help students avoid drug and alcohol use; to establish consistency in consequences across all activities for students who do not comply with the prohibitions in the guidelines; to promote a high quality educational experience in all activities; to assist RISD in maintaining order and a safe learning environment; and, to promote a high level of civic and individual responsibility among students.*

Key components of the guidelines include:

- **First-time violation**
  - *The student will be removed from **all** extracurricular activities for 20 school days. The student will not participate in any extracurricular activities, travel with the team or organization, or otherwise act as a representative of the team or organization.*
  - *The student and his or her parent or guardian must attend and successfully complete a drug and alcohol education program provided by RISD before the student will be reinstated.*
  - *Students are allowed only one first-time violation during their high school career. Any additional violation during their high school years will be viewed as a subsequent violation.*
- **Subsequent violation**
  - *The student will be removed from all extracurricular activities for the remainder of the school year or for a period of no less than 60 school days, whichever is greater.*
- **For ANY violation of the guidelines**
  - *The student will be removed from all campus leadership positions for the remainder of the school year.*

*Please read the complete guidelines in the appendix for more specific information related to student responsibilities regarding participation in extracurricular activities.*

### **Westwood Choir Specifics**

All students must complete and return the Extracurricular Activity Agreement Form. No one will travel or perform with the choir without this form on file. (See Appendix for the Extracurricular Activity Agreement Form.)

### **Due Process**

- *All RISD students are entitled to due process in accordance with the Richardson Independent School District Policy. Contact the campus Principal for inquiries concerning due process procedures.*

### **Westwood Choir Specifics**

The choir director will ensure that all students are treated fairly. Please call (469) 593-3539 if you have any concerns, to resolve problems and/or to schedule an appointment.

### **Eligibility**

- *All music organizations adhere to the eligibility rules and regulations as stated by TEA and the district (see RISD Secondary Program of Studies). To be eligible at the high school level at the beginning of the school year, students must have earned the accumulated number of credits in state approved courses indicated below:*
  - *Beginning of the 9<sup>th</sup> grade year – an overall average of 70 in each of the following subjects: language arts, mathematics, social studies and science*
  - *Beginning of the 10<sup>th</sup> grade year – at least 5 credits toward graduation*
  - *Beginning of the 11<sup>th</sup> grade year – at least 10 credits toward graduation*
  - *Beginning of the 12<sup>th</sup> grade year – at least 15 credits toward graduation*
- *To be eligible to participate in any nine week period following the initial six week period of a school year, a student must have recorded a grade average of at least 70 on a scale of 0 to 100 in every non-exempt course for that preceding grading period.*
- *Any student whose recorded nine week grade average in any course is lower than 70 at the end of a nine week period shall be suspended from participation during the succeeding nine week period. However, a student may regain eligibility seven calendar days after the succeeding three-week evaluation period if the student is passing all courses on the last class day of the three-school-week period or six-school-week evaluation period. See the UIL Eligibility Calendar for specific dates. If the student has at least a grade of 70 on a scale of 0-100 for work done since the end of the previous grading period, the student regains eligibility seven calendar days later at the end of the regular school day.*
- *The District provides a list of courses that are exempt from eligibility requirements.*
- *Spring UIL Concert and Sightreading Contest is exempt.*

### **Westwood Choir Specifics**

The Westwood Junior High School Choir staff will enforce all eligibility rules and regulations. Students who are ineligible will continue to rehearse during their choir class, before and after school, and participate in curricular performances to earn their choir grade.

Ineligible students may not travel with the choir or participate in extracurricular performances.

### **Grading Guidelines in Music**

- *The RISD has established district-wide instructional objectives that relate to the mandated Texas Essential Knowledge and Skills (TEKS) for grade level subjects or courses. These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses.*
- *Assignments, tests, projects, classroom activities, and other instructional activities must be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course.*
- *In accordance with RISD policy, all "excused" absences will be honored with no grade penalty.*
- *A major part of the music curriculum is the development of performance skills. Therefore, "unexcused" absences from a sectional, rehearsal or performance, which are integral to developing these performance skills, will lower a student's course grade as follows:*
  - *Sectionals and rehearsals are course requirements that require interaction from members of a group and cannot be made up. Therefore, an "unexcused" absence/tardy from a before or after school sectional or rehearsal will lower a student's participation average.*
  - *Performances are mandatory as a culmination of group course requirements and cannot be made up. Therefore, an "unexcused" absence from a scheduled performance will reflect a grade of "0" to be averaged into the student's nine week performance grade, and the student may be subject to removal from the course.*
- *Students in grades 9-12 are able to earn Honors credit in Band, Choir and Orchestra. The Honors student must be committed to developing individual academic and musical skills and be disciplined with expectations to deadlines.*
- *A choir member's nine week grade will be composed of **50% minor grades** and **50% major grades**. There will be **at least 14 minor** and **at least 3 major** grades per grading period.*
  - **Skills (25%)**
    - The student will be expected to improve individual music skills.*
    - The student's individual skill development will be evaluated through recorded music tests, individual playing tests, scale tests, and written tests.*
    - The student will be evaluated on improvement of ensemble skills during daily rehearsals.*
  - **Fundamentals (25%)**
    - The student will be expected to improve performance fundamentals.*
    - The student will be evaluated for improvement of music fundamentals through daily observation during each rehearsal and each sectional.*
    - The student will be expected to demonstrate correct posture, hand position, embouchure, air production, articulation and attentiveness as monitored during rehearsals.*
    - The student will be expected to develop a historical knowledge of the literature relative to his/her respective instrument.*

➤ **Performance (25%)**

- The student will receive a grade for each performance during a grading period.*
- Performances will be counted as major exams.*
- The number of performances will be determined by the performance calendar.*
- If no public performance occurs during a grading period, the performance grade will be based upon informal classroom performances determined by the director.*

➤ **Participation (25%)**

- The student will receive a grade for each before and after school sectional and rehearsal during a grading period.*
- The student will be on task and focused during all rehearsals.*
- The student will have instrument, music, pencil, and supplies.*
- The student will be prepared to play his/her part successfully.*
- The student will mark music and take notes as needed.*

**Westwood Choir Specifics**

Students will be expected to meet the responsibilities for each choir class as listed in the preface of this handbook. Since choir is an academic music class with some extracurricular activities attached, the choir student's grade will reflect achievement in both curricular and extracurricular areas.

➤ **Additional Criteria Affecting Grades**

*Excused Absences*

*In accordance with RISD policy, all excused absences will be honored with no grade penalty. These will include:*

*Medical emergency or illness*

*Death in the family*

*Religious holiday*

*Family emergency*

*Medical or dental appointment*

*Circumstances may justify an excused absence for reasons other than those listed above in accordance with RISD policy. Please refer to RISD Student Code of Conduct Handbook for a complete list of extenuating circumstances and non-extenuating circumstances. If an excused absence is anticipated, a written or email notification should be submitted at least two days in advance.*

*Unexcused Absences/Tardiness*

*See **Grading Guidelines in Music** above.*

➤ **Semester Exam**

*Semester grades shall consist of an average of the 2 nine week grading periods and a semester exam. The average of the 2 nine week grading periods shall count as a minimum of 80% of the overall semester grade. The semester exam shall count a maximum of 20% of the overall semester grade.*

**Medical Release & Permission to Travel Form**

- *All students enrolled in band, choir and orchestra must have a Medical Release & Permission to Travel Form on file in the Head Director's office.*

### **Westwood Choir Specifics**

All students must complete and turn in a Medical Release & Permission to Travel Form. No one will travel or perform without this form on file.

### **Private Lessons – Voluntary Music Enrichment Program**

- *Private lessons are provided for interested students as an enrichment program in Band, Choir and Orchestra.*
- *The Head Director/Lesson Coordinator coordinates the private lesson program in each high school attendance area in collaboration with RISD guidelines.*
- *The private teachers are contracted through the RISD and must complete an Application and a Criminal History check.*
- *The private teachers are hired, supervised and evaluated by the Head Director/Lesson Coordinator at each high school and teach at each secondary campus.*
- *Private study fees are consistent throughout the District and are determined through the Office of Fine Arts. The current fee is \$20 per lesson.*
- *While private study is not a requirement for participation in any of the music organizations, students are strongly encouraged to participate.*

### **Westwood Choir Specifics**

#### **➤ Voice lessons/ Private Lesson Fees**

- The teachers are highly qualified professionals who are auditioned and approved by the Booster Club. Participating students receive one private lesson per week at a cost of \$20 per lesson. The lesson payment will be due after each fourth lesson. Checks should be made payable to the individual voice instructor.
- Areas of concentration will include correct vocal support, breath control, tone color and quality, repertoire suited to voice type and capabilities, and sight-reading.

#### **➤ Make-up lessons and cancellations**

- Please try to be aware of the due dates for payment on the bills that the private lesson teachers send home. If a teacher has continued problems receiving a student's payments, the student will be dropped.
- Students or parents canceling lessons should call the vocal instructor before 8:00 a.m. on the morning of the lesson. Leaving a message at the school is not acceptable. The student will be charged for the lesson if the instructor is not notified. There are no refunds and no rescheduling of no-shows.
- If the instructor is unable to make a scheduled lesson, the lesson may be rescheduled or the fee for that lesson will be credited to next month's bill.

### **Rehearsal/Performance Schedules**

- *Participation at sectionals, rehearsals, and performances is required and will be integrated into the student's grade in accordance with the **Grading Guidelines in Music** contained in this Handbook, the RISD Program of Studies and TEA/UIL regulations.*
- *A schedule of activities and events will be provided to students and parents. Updated schedules will be provided as needed.*
- *Regularly scheduled sectionals, rehearsals, and concerts are curricular and have no academic eligibility requirements, provided they are on campus and do not charge admission.*

- *The Head Director, or someone designated by the Head Director, will supervise all required practices, rehearsals, and/or performances that are school-sponsored.*
- *In addition to local performances, special performance ensembles may make numerous other appearances during the year.*
- *Performance courses in Band, Choir and Orchestra involve outside of school rehearsals and performances. Students who are members of varsity performing groups are expected to participate fully in all performance activities including approved travel.*

### **Westwood Choir Specifics**

Sectionals and extra rehearsals are held prior to major performances and are considered part of the school day. Please see ***Grading Guidelines in Music*** for absence and tardy policies. Students will be given written notice prior to the sectionals and rehearsals.

## **Religious Music Guidelines**

### **Background Information**

- *During the 1999-2000 school year a Religious Practices Committee, comprised of parents, community members, clergy, teachers, administrators and students, reviewed current RISD Guidelines for Religious Practices. Their recommendations were accepted and approved by the Board of Trustees in June, 2000.*
- *One of the components reviewed by the committee was religious music in public schools. The RISD guidelines concerning religious music in school, as stated below, were approved by the Board of Trustees and are in compliance with current law.*
  - *District bands, choirs and orchestras, as part of a secular program of instruction, may perform religious music. District personnel must make every effort to assure that such music reflects a diversity of religious beliefs.*

## **Required Expenses and Fees**

- *All high school music organizations levy fees to cover expenses of uniform upkeep, additional equipment, school-owned instrument rental fees, repairs, supplies and other program operation expenses not covered in the regular music budget. Program fees will not exceed \$750 per student and are managed through the local booster club, a 501(c) (3) non-profit organization.*
- *Travel fees are separate from program fees and are assessed according to the requirements of approved travel.*
- *All monies raised during fundraising activities belong to the organization's general fund from which student scholarships may be dispersed. There are no refunds granted from fundraising monies.*
- *If a high school student withdraws from an organization or fails academically and is unable to participate in the organization, any money earned through fundraisers or granted through scholarships will remain in the organization's general fund. Any money over and above the costs of the "operating fee" and trip costs will remain in the organization's general fund.*
- *All fundraising activities must be approved by the Head Director, the Area Booster Club and the school principal.*
- *All funds raised must be deposited with and accounted for through each Area Booster Club.*
- *Junior High fundraising activities are to be group efforts, which go into a group account to support group activities. Students fundraise for activities that support their programs, for*

*additional equipment, for the ability to assist students who have financial problems, etc. An integral part of fundraising is the spirit and unity that comes as a result of the group effort.*

- *An RISD instrument usage fee, a school uniform fee or individual competition entry fee may be charged.*
- *No individual student fundraising accounts will be maintained.*
- *No fundraising participation is expected from 6<sup>th</sup> grade band and orchestra students.*
- *Instrument purchase/rental: Individual instruments are the responsibility of the student/parent, and may be purchased or rented. A limited number of district-owned instruments may be available for an annual usage fee.*
- *Financial assistance is available for students who need help meeting required maintenance fees and other expenses related to this activity. Assistance, based on the organization's needs and on the commitment and interest of the individual student, may be obtained through fundraising or other resources (local booster club, campus funds, etc.). Consult the Head Director for more information.*

**Westwood Choir Specifics**

➤ **Fundraising**

- Westwood choir students are encouraged to participate in two or three fundraising activities each year that are coordinated through the Richardson High School Area Choir Booster Club (RHS-ACBC). We fundraise for additional activities and financial support for our program. Fundraising activities allow students to share the responsibility of funding our program beyond what the district provides. Therefore, it is important for these fundraisers to be as successful as possible.*
- These fundraising activities are group efforts that go into a group account that supports our choir program. These activities also nurture a spirit and unity in the group as a result of the group efforts.*
- All information regarding the specifics of the fundraising will be communicated to students and parents at the time of the activities. Donations to the RHS-ACBC in support of our program are always welcomed and appreciated.*

➤ **Activity Fees**

*Students who participate in these activities will have the following fees:*

<b><u>ACTIVITIES FEES</u></b>	
RISD Vocal Music Festival	\$5.00 per person - Solo \$5.00 per person - Ensembles
7/8 All-Region Choir Auditions	5.00 per person

**Transportation**

- *The Head Band, Choir and Orchestra Director and Principal will determine mode of transportation to and from all performances.*

**Westwood Choir Specifics**

*The choir director will determine transportation to and from local performances. If a student must leave directly from a performance, he/she may be released only to his/her*

parent/guardian. Any exceptions to this guideline must be submitted in writing and approved by the Head Choir Director prior to the event.

### Travel

- *Out of district trips are not mandatory for any member and will not affect their status or grade in any way. However, students in the varsity music ensembles do have a travel expectation.*
- *Since participation in our music program is a team effort, any student not participating in a spring trip should advise the director well in advance of the trip (a minimum of eight weeks is recommended). The director can then initiate alternative arrangements for missing students.*
- *When traveling, each student must meet all local and state eligibility requirements to participate in the competition.*
- *Students must be able to satisfactorily perform the material assigned for the performance.*
- *Students must attend scheduled rehearsals.*
- *Students must fulfill their financial obligation.*
- *Junior High music groups may only travel overnight by invitation of the Texas Music Educators Association. Any exception to this will be with the approval of the Executive Director of Fine Arts, principal and Deputy Superintendent.*

### Uniforms

- *The District provides uniforms for junior high and high school music groups and these are mandatory for participation in Band, Choir and Orchestra performances.*
- *The individual student must provide uniform accessories such as shoes, socks, gloves, etc. as needed.*
- *Students are responsible for maintenance/cleaning fees.*
- *Each student is responsible for repair or replacement of any damaged or unreturned uniform or accessory.*

### Westwood Choir Specifics

#### ➤ Girls Uniform

- Choir dress; dark, dressy shoes (black, dark blue, or dark brown); and if hose are worn, they should match the student's skin tone. NO flip flops, casual sandals, or athletic shoes are to be worn with the dresses.
- The girls' choir required uniform fee for the school year is \$25.00 per student. This fee includes the dress rental, hemming, and a Westwood Choir T-shirt. Students are responsible for the dress and will be expected to turn in the dress at the end of the school year in the same condition in which it was received. Choir T-shirts will be worn for events and performances as needed.
- The Bella Voce girls' choir required uniform fee for the school year is \$35.00 per student. This fee includes the dress rental, hemming, Westwood Choir T-shirt and the Bella Voce T-shirt. Students are responsible for the dress and will be expected to turn in the dress at the end of the school year in the same condition in which it was received. Choir T-shirts will be worn for events and performances as needed.
- Students will be charged a replacement fee of \$60.00 for damaged or lost dresses.
- Students will be charged a replacement fee of \$15.00 for lost T-shirts.

- All money for uniforms must be received by the announced deadline. Please make checks payable to Richardson High School Area Choir Booster Club (RHSACBC).

**WWJH Choir Girls Uniform Fee**

Choir Uniform Fee (required) (includes dress rental, hemming and choir T-shirt)	\$25.00
Choir Dress Replacement Fee	\$60.00
Choir T-shirt Replacement Fee	\$15.00

Please make checks payable to RHSACBC  
\$12.00 bank fee for returned checks

**WWJH Bella Voce Girls Uniform Fee**

Choir Uniform Fee (required) (includes dress rental, hemming, choir T-shirt and Belle Voce T-Shirt)	\$35.00
Choir Dress Replacement Fee	\$60.00
Choir T-shirt Replacement Fee	\$15.00

Please make checks payable to RHSACBC  
\$12.00 bank fee for returned checks

- **Additional alterations** are the responsibility of each student. If the hem needs to be adjusted, DO NOT REMOVE ANY FABRIC FROM THE GARMENT. Please adhere to the following rules for altering the girls' choir dress:
  - Measure the dress hem wearing the shoes you will wear when you perform.
  - The finished dress length should touch the top of the performance shoes.
  - The finished hem depth should be no more than 4". If the fold under is more than 4", then fold the excess amount of fabric under or inside the hem before sewing. Use dark blue or indigo thread with small hemstitches for hemming. Do not use staples, tape, safety pins, or fabric fuse. The dress must be hemmed using a needle and thread.
  - Use a reputable seamstress or tailor for dress alterations** such as Sun's Tailor at Coit and Arapaho.
  - Dresses may be washed in cold water in the delicate cycle. Dresses may also be dry cleaned.
  - If you need help, please call or e-mail Mr. Price.
  
- **Boys Uniform**
  - Khaki slacks, white dress shirt, navy blazer, dark socks, and dark shoes (black or dark brown) are to be provided by each choir member. Athletic or casual shoes are NOT to be worn with the uniform.
  - The boys' choir required uniform fee for the school year is \$15.00 per student. This fee includes the tie rental and a Westwood Choir T-shirt. Students are responsible for the tie and will be expected to turn it in at the end of the school year in the same condition in

which it was received. Choir T-Shirts will be worn for events and performances as needed.

- ❑ Students will be charged a replacement fee of \$15.00 for damaged or lost ties.
- ❑ Blazers may be issued at no charge but will need to be returned at the end of the school year in good condition. Students will be charged a replacement fee of \$50.00 for damaged or lost blazers.
- ❑ Students will be charged a replacement fee of \$15.00 for lost T-shirts.
- ❑ All money for uniforms must be received by the announced deadline. Please make checks payable to Richardson High School Area Choir Booster Club (RHSACBC).

**WWJH Choir Boys Uniform Fee**

Choir Uniform Fee (required) (includes tie rental and choir T-shirt)	\$15.00
Choir Tie Replacement Fee	\$15.00
Choir Blazer Replacement Fee	\$50.00
Choir T-shirt Replacement Fee	\$15.00

Please make checks payable to RHSACBC  
\$12.00 bank fee for returned checks

➤ **VOICES UNLIMITED and NEW EDITION Uniform**

The VOICES UNLIMITED and NEW EDITION uniforms will be purchased by individual members. These uniforms will be determined by the choir director.

**Vocal Ensemble**

- *To participate in vocal ensemble (pop choir), a student must have concurrent membership in the school choir program. Exceptions may be made only for instrumentalists with the approval of the Head Choir Director, the Executive Director of Fine Arts and the building Principal.*

**Westwood Choir Specifics**

- Auditions for the Westwood show choirs, Voices Unlimited and New Edition, will be held in the first few weeks of school each school year. Any students wishing to audition for Voices Unlimited and New Edition must have a signed permission slip from the parent or guardian before auditioning. A student must prepare a solo and audition to be considered for either group. Any student who auditions and is selected for either group must be available to rehearse once a week outside of the school day. The members and the choir directors will pick the best rehearsal time for the entire group. Voices Unlimited and New Editions rehearse and perform throughout the school year.
- Students who are placed in In School Suspension (ISS), Out of School Suspension (OSS), and/or Alternative Education (AEP) may be removed from either group at the discretion of the directors.

***RISD District-Wide Junior High School Guidelines for Extracurricular Students:  
Alcohol & Illegal Drugs***  
(Revised March 2017)

RISD expects that all students, including students who participate in any Extracurricular Activities (Extracurricular Students) will conduct themselves at all times in an exemplary manner that brings honor to the District, their school, and themselves. Participation in extracurricular activities is a privilege and is conditioned on the student's compliance with all rules and regulations of the activity and District policies and guidelines, including these guidelines. The use, possession, sale, or furnishing to others of alcohol or drugs of any kind and/or being under the influence of alcohol or illegal substances is strictly prohibited (the Prohibition). Any student who violates the Prohibition is not in compliance with the rules of extracurricular participation and will be subject to disciplinary measures, which could result in removal from the extracurricular activities in which the student participates.

These guidelines and statement of consequences apply to all extracurricular activities sponsored by the Richardson Independent School District and to all Extracurricular Students. The purpose of these guidelines is to deter and eliminate any use, possession, sale, or the furnishing to others of alcohol or other drugs, help students avoid drug and alcohol use, establish consistency in consequences across all activities for students who do not comply with the Prohibition, promote a high quality educational experience in all activities and assist RISD in maintaining order and a safe learning environment, and to promote a high level of civic and individual responsibility among students.

Extracurricular students are subject to these guidelines at all times throughout the twelve-month calendar year, whether the extracurricular activity is "in season" or inactive, and on weekends and during school holidays. Refer also to Board Policy FO(Local). Students transitioning from eighth to ninth grade who, during the summer, engage in

conduct that violates the Prohibition will be subject to the High School Guidelines.

To ensure consistency among activities, these guidelines shall be used by all extracurricular groups. However, nothing in these guidelines prohibits an extracurricular activity sponsor from developing activity guidelines and rules to address topics other than alcohol or illegal drug activities.

The following definitions will apply to these guidelines:

- *Leadership Position* – A position or office an Extracurricular Student holds in an organization or group either by election or appointment. Such positions may include without limitation: captain, officer, squad leader, drum major, section chair.
- *In Proximity* – To be captured via still picture, video, internet site, social media feed, site, etc., or any other electronic capture where the school determines based on reasonable evidence that the student knows or should know he/she is (i) in a place where alcohol, illegal substances, and/or drug paraphernalia are present, and/or (ii) possessing, using, and/or being under the influence of alcohol, illegal substances, and/or drug paraphernalia. (e.g., Facebook posts shows student at social event where alcohol is visible and being consumed; Facebook post shows student posing in front of cases of unopened beer; Student captured holding and/or consuming alcohol or illegal substances at a sporting event; Picture of student holding a drug pipe).
- *Parent* – A student's biological or adoptive parent or parents, legal guardian, or other person in lawful control of the student.

- *Period of removal* – Period of time during which an Extracurricular Student is excluded from any participation in an extracurricular activity due to violation of the Prohibition. During a period of removal, an Extracurricular Student may not wear his/her uniform, travel with the team or organization, or otherwise act as a representative of the team or organization.
- *Prescription Drugs* – A drug authorized by a licensed physician specifically for that student. A student who uses a prescription drug in a manner prescribed by the student’s physician and who has followed school policies in such use shall not be considered to have violated this policy.
- *Possession* – To have an item in or on one’s personal being or property, including without limitation, clothing, purse, backpack, private vehicle, motorcycle, or bicycle used for transportation to or from school or school-related events, telecommunication or electronic device, or other property used by the student such as a desk, locker, or cubby-hole.
- *Use (Alcohol/Substance)* – Voluntarily introducing into one’s body, by any means, a prohibited substance. For example, and without limitation, consuming or ingesting alcohol in any manner is “use” of alcohol; smoking or ingesting marijuana, an unlawful derivative or look-alike of marijuana, or other illegal substances is “use” of marijuana or other illegal substance.
- *Extracurricular Activities* – School-sponsored activities including but not limited to Dance & Drill Teams, Bell Guards, Cheerleaders, Spirit Groups, Sports, Fine Arts, Clubs, UIL governed Activities, Mock Trial, AC DEC, and other school-sponsored student activities unique to a campus.

An Extracurricular Student violates the Prohibition if he or she:

- Uses, possesses, sells, or furnishes alcohol or illegal substances to another;
- Receives an MIP (Minor in Possession), MIC (Consumption of Alcohol by a Minor), DWI (Driving While Intoxicated), DUI (Driving Under the Influence of an Illegal Substance), or other citation for the illegal use or possession of alcohol/drugs, or furnishing alcohol/drugs to another in a non-school setting;

*Note:* An Extracurricular Student who receives an MIP, MIC, DUI, DWI, or other alcohol/drug citation shall promptly notify the activity sponsor. An Extracurricular Student who fails to do so may be subject to further disciplinary action once the activity sponsor or administrator learns of the offense.

- Is observed by a faculty or staff member using, possessing, or furnishing to another student any drugs, including alcohol, on or off school property (observation via internet site, video, still picture, or other media will be considered);
- Receives any citation for, or is arrested for, illegal alcohol/drug activity or substance on or off school property; (*See Note* above)
- Performs or participates in an extracurricular activity while under the influence of alcohol or other drugs; or
- Is determined to be In Proximity to alcohol, illegal substance, and/or drug paraphernalia.

**Process:** When an activity sponsor or campus administrator learns that an Extracurricular Student has violated the Prohibition, the sponsor or administrator will attempt to gather as much information as is available about the suspected violation and shall immediately communicate with the student and his/her parents to review the information. The sponsor or administrator will take reasonable steps to ensure the student and his/her parents are notified of the suspected violation of the Prohibition and to offer the student and his/her

parents a meeting with the administrator and/or sponsor and give them an opportunity to provide information about the student's suspected actions. Parents and/or students who refuse to promptly meet with the sponsor or administrator forfeit their opportunity for a conference. The administrator or sponsor will determine the start date for the consequence and will notify the student and his/her parent in writing of the start date and reasons for any consequences imposed.

When a student self-reports a violation of these guidelines that does not result in the issuance of a citation or other penalty from law enforcement before the District otherwise learns of the student's actions, the District may, in its sole discretion, consider the student's self-report as a mitigating factor to support a reduced probationary period for a first offense.

A student or parent who is not satisfied with the outcome of the conference or the principal's decision may appeal the decision through the District's Student and Parent Complaint Policy (FNG (Local)), but the consequence will not be delayed during any appeal. Copies of the policy are available on the District's website or may be obtained from the school.

## **CONSEQUENCES**

All Extracurricular Students are expected to comply with these guidelines. An Extracurricular Student who does not do so is subject to disciplinary action. While some offenses may be so severe that they will result in immediate removal from the extracurricular activity and/or Disciplinary Alternative Education Program (DAEP) placement, where appropriate, the District will consider allowing a student who violates the Prohibition to serve a last chance probationary period if the violation is the first instance in which the student has failed to comply with these guidelines.

### **First Offense: Probationary Removal**

Except where the severity or circumstance of a student's offense is so severe that immediate removal to DAEP or expulsion is required, a

student's first violation of the Prohibition will result in the Extracurricular Student's (i) removal for the remainder of the school year from all leadership positions he or she holds, including any such positions that the student might seek or be appointed to later in the school year; and (ii) except where the first violation also results in DAEP placement or expulsion, removal from all extracurricular activities for 20 school days or UIL Competition dates. (\*See below)

- The 20 school days or UIL Competition dates removal period starts at the parent/student/principal conference. If the parent/student forfeits the conference, the principal will determine the start date.
- During the 20-day removal period, the student and the parent must attend and successfully complete the RISD alcohol/drug educational program. Students may be required to have follow-up sessions with the Intervention Specialist on campus. The student is responsible for all fees associated with the program. A student and parent must complete the educational program before the student will be reinstated after the removal period.
- If the leadership position from which the student is removed is connected with a credit-bearing class, the student may continue to remain enrolled in the class and the sponsor will determine appropriate activities for the student.
- Students must participate in practices for the extracurricular activities while on probation.
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.

*\*If competition or performance is scheduled during the summer or on a school holiday (excluding weekends), any days on which the student's team or group actually competes or performs will be counted toward completion of the 20-day probation period.*

- “UIL Competition Date” means a day on which the individual or group actually competes or performs in a UIL or Non-UIL sponsored activity when the school is represented.
- If the conduct results in the student’s placement in a DAEP, the period of removal will be for the duration of the DAEP placement.

If the student violated the Prohibition due to him/her being determined to be In Proximity without possession, use or being under the influence, and the student has not already violated the Prohibition due to being In Proximity, the student may avoid the applicable consequence (Probationary Removal or Removal) for the In Proximity violation provided the student and his/her parent/guardian (i) participate in an administrative conference with the principal, and (ii) successfully complete the alcohol/drug program by the date assigned along with any follow up with the campus intervention specialist as determined by the principal. A second Violation due to the student being In Proximity will be treated as a first or second offense and subject to the applicable consequence (Probationary Removal or Removal).

An Extracurricular Student can receive only **one** probation period for violating the Prohibition during the student’s 7-8 junior high school career.

**Second Offense or Subsequent Offenses: Removal**

A second offense, or subsequent offenses, will result in removal from all (i) extracurricular activities; and (ii) leadership positions for the remainder of the school year.

- If the infraction occurs and/or is discovered 60 or less days prior to the end of the school year, the student will be removed from all extracurricular activities and leadership positions for at least 60 school days or UIL Competition dates. The removal days may extend into the next school year at the current school or continue at the high school setting.
- When a second or subsequent infraction occurs after the end of the school year, the consequence will go into effect at the conference with the principal and parent/legal guardian, unless the conference has been forfeited and the principal will determine the start date.
- The student will be removed from all extracurricular activities for the entire upcoming school year.
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.
- Students may not travel with the team or organization, or otherwise act as a representative of the team or organization.
- At the beginning of a new school year, an Extracurricular Student is eligible to participate in extracurricular activities and to pursue future leadership positions after a second offense, if the student has “sat out” of all extracurricular activities for no less than 60 school days or UIL Competition days and has otherwise complied with all conditions of his/her removal for the second offense.

# **2021-2022 Extracurricular Activity Acknowledgement and Agreement Form**

**Student Statement:**

My signature below certifies that I have read and understand the RISD District-Wide Guidelines for Extracurricular Students: Alcohol & Illegal Drugs. I agree to comply with all rules and regulations in these guidelines and any additional rules adopted by my school as a condition of participation as a member of an extracurricular activity. I understand that my failure to comply with these guidelines may result in disciplinary action, including dismissal from all extracurricular activities.

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Printed Name of Student

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Student Signature

Date Signed

**Parent/Legal Guardian Statement (for students under 18 years of age):**

My signature below certifies that I have read and understand the RISD District-Wide Guidelines for Extracurricular Students: Alcohol & Illegal Drugs. I understand that my student must comply with all rules and regulations written in these guidelines and any additional rules adopted by my student's school as a condition of participation in an extracurricular activity. I understand that his or her failure to comply may result in disciplinary action, including dismissal from all extracurricular activities.

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Printed Name of Parent or Legal Guardian

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Signature of Parent or Legal Guardian

Date Signed

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**2021-2022 WESTWOOD JUNIOR HIGH CHOIR**  
**HANDBOOK ACKNOWLEDGEMENT FORM**

This Handbook is distributed to all Westwood Junior High School choir students and their parents. The information is intended to make your choir experience as positive and fulfilling as possible.

Please sign the following acknowledgement form and return it to the choir office. All forms must be on file before the end of the first six weeks.

**PRINTED Student Name:** \_\_\_\_\_

**THIS IS TO CERTIFY THAT I HAVE RECEIVED AND READ THE 2021-2022 WESTWOOD JUNIOR HIGH CHOIR HANDBOOK AND WILL OBSERVE ALL GUIDELINES FOUND THEREIN.**

\_\_\_\_\_  
WWJH Choir Student Signature

\_\_\_\_\_  
Date

**I HAVE RECEIVED AND READ THE 2021-2022 WESTWOOD JUNIOR HIGH CHOIR HANDBOOK AND UNDERSTAND HOW IT APPLIES TO MY CHOIR STUDENT.**

\_\_\_\_\_  
WWJH Choir Parent/Guardian Signature

\_\_\_\_\_  
Date

I grant permission for WWJH Choir to identify me by name or likeness or both in WWJH or RISD publications, either printed or electronic.

Accept

Decline

\_\_\_\_\_  
WWJH Choir Student Signature

I grant permission for WWJH Choir to identify my above named child by name or likeness or both in WWJH or RISD publications, either printed or electronic.

Accept

Decline

\_\_\_\_\_  
WWJH Choir Parent Signature