

**2024-2025**

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**PEARCE AREA  
6TH GRADE ORCHESTRA  
HANDBOOK**



**FOR ORCHESTRA STUDENTS ATTENDING  
BOWIE ELEMENTARY  
BRENTFIELD ELEMENTARY  
PRESTONWOOD ELEMENTARY**

**JEROD GLASPIE, DIRECTOR  
JEROD.GLASPIE@RISD.ORG  
WWW.PARKHILLORCHESTRA.COM**



*Every child. Every teacher. Every leader. Every day.*

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 band program.

In addition to the RISD District guidelines, this campus Band 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 band director.

Students who begin in our band program in the sixth grade can look forward to a comprehensive, sequential music education in band 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 band program enjoys. With your help and support, we look forward to continuing this tradition of educational excellence in music.

If you have questions regarding the information contained in this Handbook, Fine Arts Office at (469) 593-0430.

Sincerely,

A handwritten signature in black ink that reads 'Jeffrey D. Bradford'.

Jeffrey D. Bradford  
Executive Director of Fine Arts



# RICHARDSON INDEPENDENT SCHOOL DISTRICT 2024-2025 SCHOOL CALENDAR

### JULY 2024

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			

July 4... Independence Day (RISD Offices Closed)

### AUGUST 2024

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

Aug. 13..... First Day of School

### SEPTEMBER 2024

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

Sept 2..... Labor Day  
Sept 18..... Elementary Early Release

### OCTOBER 2024

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

Oct. 10..... Grading Period Ends  
Oct. 11..... Student Holiday/Staff Pro. Learning  
Oct. 14..... State Fair Holiday  
Oct. 23..... Elementary Early Release

### NOVEMBER 2024

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

Nov. 4-5..... Student Holiday/Staff Pro. Learning  
Nov. 25-27... Student Holiday/Staff Exchange Days  
Nov. 28-29..... Thanksgiving Holiday

### DECEMBER 2024

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

Dec. 20..... Early Release/Grading Period Ends  
Dec. 23-Jan. 3..... Winter Break

### JANUARY 2025

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

Dec. 23-Jan. 3..... Winter Break  
Jan. 6..... Student Holiday/Staff Pro. Learning  
Jan. 7..... Second Semester Begins  
Jan. 20..... Martin Luther King Jr. Day Holiday

### FEBRUARY 2025

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

Feb. 13..... Elementary Early Release  
Feb. 17..... Student Holiday/Staff Pro. Learning

### MARCH 2025

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

March 7..... Grading Period Ends  
March 10-14..... Spring Break

### APRIL 2025

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

April 17..... Elementary Early Release  
April 18..... Make-Up Day  
April 21..... Make-Up Day

### MAY 2025

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

May 23..... Early Release/Last Day of School  
May 26..... Memorial Day Holiday

### JUNE 2025

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					

June 19..... Juneteenth (RISD Offices Closed)

## CALENDAR SYMBOLS KEY

	Student and Staff Holiday		Early Release for All Campuses
	Student Holiday/Staff Professional Learning		Early Release for Elementary Schools Only
	Student Holiday/Staff Exchange Day		Grading Period Ends
	Make-Up Day (if needed, subject to change)	A / B	Block Schedule for Secondary Schools

## SCHOOL HOURS

Pre-K Programs	Check with home campus
Dobie Pre-K	7:30 a.m. - 2:50 p.m.
Elementary	7:50 a.m. - 3:10 p.m.
Junior High	8:15 a.m. - 3:40 p.m.
High School	9 a.m. - 4:20 p.m.

Early release dismissal is two hours ahead of normal dismissal time.

## **Individual Orchestra Responsibilities:**

All 6<sup>th</sup> grade orchestra members are expected to attend master classes given by professional players on specific orchestral instruments. Orchestra students meet every day during the school day for 45 minutes. During the 45-minute classes, students are expected to come prepared with all supplies, materials and assigned exercises practiced at home prior to class time.

Home practice time should be 10-15 minutes a day at the beginning of the school year, progressing to 30-40 minutes a day by the end of the school year. **We require students to set aside a planned practice time a MINIMUM of three days a week to hone and build their new skills. This is not an optional part of the orchestra experience.**

Orchestra performances throughout the year will include 3 concert performances on the campuses of Pearce HS, Richardson North JH, and Parkhill JH, as well as one contest performance off campus. More specific responsibility criteria are listed below:

- Develop fundamental playing skills
- Performance of concert music as assigned by the director
- Attendance of all rehearsals and performances
- Performance of technical exercises as assigned by director
- Individual practice outside of school
- Turn in Practice Goals each week

## **RISD 6<sup>th</sup> Grade Music Program Guidelines**

### **Recruitment**

- *RISD Fine Arts provides beginner band and orchestra programming at all RISD Elementary campuses. Any student in the 6<sup>th</sup> grade has the option of enrolling in band or orchestra. Students will attend recruiting events in the spring of their 5<sup>th</sup> grade year to learn about each option at their campus.*
- *Pilot Campuses—RISD is piloting a 6<sup>th</sup> grade music elective program at Terrace, Dartmouth, Yale, Jess Harben, Springridge, Moss Haven, Wallace, Bowie, Mohawk, Prestonwood, Dover, and Hamilton Park Elementary campuses.*
  - *Pilot campuses allow every 6<sup>th</sup> grade student to either choose band, choir, or orchestra in place of their weekly elementary music class. This daily commitment of 45 minutes will apply to all 6<sup>th</sup> grade students at the pilot campuses and is a yearlong commitment.*
  - *This programming gives students a head start on transitioning to Middle School electives and fulfills the RISD Music requirement for 6<sup>th</sup> grade students.*
- *Junior High music teams will collaborate and develop a comprehensive recruiting plan that will be submitted to the district Fine Arts Office for approval at least 14 days prior to any recruiting or advertising of the events.*
- *All approved information regarding recruitment dates and events must be coordinated and communicated with each campus principal.*
- *All RISD music courses require full year participation and involve outside of school rehearsals and performances.*

## Calendar of Events

- *Each 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.*

### Parkhill 6<sup>th</sup> Grade Orchestra Specifics

- A calendar of events will be provided by the directors during the first week of school. Please check your calendar and report any conflicts as soon as possible. **Attendance at all performances is required.**
- An unexcused concert absence may result in not being able to attend the spring contest in May. If an excused absence is anticipated, please communicate that in writing or email at least a week prior to the event.
- Not all absences will be counted as excused. Shown below are examples of unexcused absences:
  - Birthday party
  - Sports/dance practice
  - Couldn't find a ride (a calendar is provided well in advance to help parents who work evenings or have other commitments find a suitable transportation method)
  - Disinterest
  - Other non-school related event (excepting weddings, funerals and other religious events)
- This is a performance-based course where concerts serve as a "finished product" and count as a major test grade. Please make every effort to ensure your child has the opportunity to show their family and friends what they have been working on so diligently for so long. If missing a concert is unavoidable, a make-up assignment commensurate with the time it takes to go to a concert will be provided for students to make up the full points of their concert grade.

## 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.*
- *Students are expected to follow all campus discipline guidelines and will not be removed from programming at pilot campuses.*

### Parkhill 6<sup>th</sup> Grade Orchestra Specifics

- Students are expected to follow all school rules and orchestra hall (rehearsal space) rules.
- Parent support of these rules is very important. We will always strive to contact parents in order to solve any discipline problems prior to the problem becoming a major issue.
- All of the orchestra member guidelines stem from a respect of each other, equipment and facilities.
- Rules are explained and reinforced throughout the school year. Our rules are designed to

help facilitate the “safe educational environment” that is crucial to our future success.

- You may feel free to contact the directors any time regarding your student’s behavior in orchestra.
- Remember to communicate *directly* with your child’s orchestra teacher to solve concerns most effectively and immediately. Please do not be afraid to email to make an appointment for a phone call or personal visit. **Your child’s orchestra teacher does not need to be the last person to find out there is a problem, perceived or otherwise, because they absolutely want to create a positive, enriching experience through music for all children, and will make steps towards correcting any situation that is less than positive. Please do not go around the teacher- they can provide any missing context first.**

### **Eligibility**

#### **Parkhill 6<sup>th</sup> Grade Orchestra Specifics**

- The Parkhill Orchestra staff will enforce all eligibility rules and regulations. Students who are ineligible will continue to rehearse during their orchestra class and participate in curricular activities to earn their orchestra grade unless told otherwise by a director.
- Ineligible students may not travel with the orchestra or participate in extracurricular performances. Therefore, in order to participate in the spring music festival, students must be passing all classes within the appropriate eligibility window.
- Additionally, they must not have been placed in ISS during the current school year, must not have any unexcused absences from concerts, and must pass all the skills test (pass-off) portions of the music’s technical needs to be considered a successful candidate for contest.

### **Extracurricular Code of Conduct and Drug and Alcohol Policy**

- *All students enrolled in band, choir and orchestra must have a signed Extracurricular Activity Acknowledgment and Agreement Form on file in the Head Director’s office. The complete guidelines are found at the end of this handbook.*

### **Instruments**

- *Students in band and orchestra are required to have an instrument in order to participate. The maintenance, repair and insurance against theft or damage of these personal instruments are solely the responsibility of each student.*
- *Specific guidance with regards to instrument rental from trusted vendors will be provided at each instrument fitting event.*
- *Oboe, Bassoon, French Horn, Euphonium, Tuba, and Double Bass are owned by RISD and will be provided for a usage fee. All other instruments can be rented through a local dealer. Information will be provided by your campus director.*
- *The district has a limited number of instruments that may be available for an annual usage fee of \$100. In addition to the usage fee, students are responsible for maintenance, repair and insurance of school owned instruments against theft or loss while in their possession. Instruments must be returned at the end of the school year in the same condition as issued, minus normal wear and tear. Any costs associated with damage from negligence or malicious intent will be assessed to the student.*

- *Students that qualify for free and reduced lunch may provide proof to their director and use a school owned instrument for an annual usage fee of \$50. All district provided instruments are on a first come first serve basis due to the limited inventory available.*

### **Parkhill 6<sup>th</sup> Grade Orchestra Specifics**

#### ➤ Personal instruments:

- ❑ All students participating in the orchestra program must have an instrument that meets minimum standards (to be determined by the teacher).
- ❑ Instruments are typically rented via a music vendor with whom our district does business.
- ❑ If purchasing an instrument is preferred, please consult with the orchestra staff to avoid an inappropriate purchase, whether it be size or quality. **Without exception**, eBay store instruments will be considered unacceptable due to fundamental design flaws.
- ❑ With all personal instruments, it is strongly recommended that your instrument be insured through your homeowner's policy or a private company. The school district will not assume liability for maintenance, repair or damage of personal instruments. Some instrument vendors offer a protection plan for an additional fee- this has proven to be a wise investment as children tend to be a little careless or clumsy with instruments from time to time. Some vendors include free string replacement as part of this service that in itself is worth the money.

#### ➤ School owned instruments:

- ❑ Parkhill Junior High furnishes the following instruments for students to use: harp and piano. Large instruments such as cello and double bass are provided on an availability basis. In some instances, students may be allowed the use of two school instruments- one to leave at home and one to leave at school to minimize transporting of especially large instruments. Violins and violas are available in limited quantity.
- ❑ The usage fee for school owned instruments is \$100.00 per year. All students who play school owned instruments will be charged \$100.00 per year, not per month. This is a very minimal fee considering most of these instruments cost several hundred to thousand dollars each. The student is responsible for any damage due to abuse or neglect as well as the maintenance and upkeep of the instrument while in their possession.
- ❑ Students must provide their own personal accessories such as rosin, cleaning cloths, shoulder rests, rock stops, or other paraphernalia their lesson teacher has prescribed.
- ❑ After returning the instrument, we may reissue an instrument for summer break provided the student will be attending Parkhill Junior High in the fall and continuing in the orchestra program.

### **Medical Release & Permission to Travel Form**

- *All students enrolled in band, choir and orchestra must have a Medical Release Form on file prior to traveling off campus.*

### **Parkhill 6<sup>th</sup> Grade Orchestra Specifics**

All students must complete and turn in a Medical Release/Permission to Travel Form one week after it is passed out. No student will travel or perform with the orchestra for off campus performances without this form on file. Accompanying each field trip will also be a permission slip for parents to sign. Performances are not optional experiences, however the "just for fun" activities are elective.

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

- *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 \$22 per lesson.*
- *While private study is not a requirement for participation in any of the music organizations, students are strongly encouraged to participate.*
- *Private Lessons supported by RISD may occur at a secondary campus after school and cannot be offered at elementary campuses.*

### **Parkhill 6<sup>th</sup> Grade Orchestra Specifics**

- *The Parkhill Junior High School Orchestra has a strong private study program. The teachers are highly qualified professionals who are auditioned and approved by the Head Orchestra Director at Pearce HS. Participating students receive one private lesson (approximately 25 minutes) per week at a cost of \$22.00 per lesson when conducted on an RISD campus. (Note: lessons that take place in your home, the teacher's home or studio, or any place that is NOT an RISD campus may be charged at whatever rate the lesson teacher specifies. An average lesson rate in our area is \$1/minute.)*
- *Private study is strongly encouraged, but not required, to participate in the Parkhill Orchestras.*
- *Absolutely no individual lessons can be given during regularly scheduled orchestra time on any elementary campus. Lessons may be scheduled on the elementary campus before or after school with principal approval, pending available rehearsal space and teacher availability. (Note: students 7<sup>th</sup> grade through 12<sup>th</sup> grade MAY have lessons during their orchestra class time once a week, per district policy.)*
- *Often, private lesson teachers will be able to work with a group of students in a master class setting throughout the year.*
- *It is advisable to begin private lessons as EARLY in the year as possible. Waiting until a student is "really into it" is not a plan we advocate for in the Pearce area.*
- *Lessons are more about getting ahead and truly working towards mastery, rather than for remediation, although lessons certainly can help when remediation is necessary.*

### **Required Expenses and Fees**

- *A supply fee not to exceed \$50 is necessary to assist students in getting started and securing appropriate items to be successful in their music ensemble. These supplies may include but are not limited to binders, pencil pouches, after school master classes, and t-shirts for performances/events.*
- *Spring festival fees are separate from supply fees and will be communicated with advance notice for students who qualify for the spring festival travel if offered at their campus.*



- *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 as listed above. Families are encouraged to rent their instrument when possible from an approved vendor as most rental programs are a rent to own system. This is the best guarantee for a high-quality instrument that can eventually be owned by the student.*
- *Financial assistance and payment plans are available for students who need help meeting required supply 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 by communicating with your campus director and/or principal.*

### **Parkhill 6<sup>th</sup> Grade Orchestra Specifics**

#### ➤ Program Fees

- ☐ There is a cost of \$50.00 for 6<sup>th</sup> grade beginners. You may pay as a lump sum or in installments across the scope of the year. The t-shirt needs to be paid in full in order to receive it. If you are experiencing financial difficulties which prevent this from being fully paid before our first concert, please contact Mrs. Fox-Wells to make alternate arrangements (this will not affect your child's participation or receipt of services/equipment). Checks can be made payable to PAOC, or you may pay using the Venmo link found in the online Newsletter or our website. The \$50 program fee covers the following items:
  - 3 master classes (\$20 total)
  - Orchestra shirt (\$15)
  - Contest entry for Spring Festival (\$15)

#### ➤ Uniform/concert dress

- ☐ 6<sup>th</sup> grade concert dress for most performances and spring festival/contest will consist of the orchestra shirt, pants/shorts (depending on the weather) with no rips, holes or markings and comfortable shoes. For more formal concerts, students will wear clothing of their own choosing, suitable for a fancy occasion such as a wedding, celebration or other type of semi-formal event.

### **Travel**

- *Spring Festivals are at the discretion of the campus director. These events are not mandatory and will be an additional fee.*
- *When traveling, each student must meet all local and state eligibility requirements to participate in the event.*
- *Students must be able to satisfactorily perform the material assigned for the performance.*
- *Students must attend scheduled rehearsals.*
- *Students must fulfill their financial obligation.*
- *Students who fail to meet the minimum expectations of the organization may not be eligible to travel.*

August 2024

Dear Parent/Guardian of a 6<sup>th</sup> grade beginning orchestra student,

Greetings from the Parkhill Junior High orchestra department and welcome back to school! As you know, orchestra has already begun at your child’s school. This letter is intended to communicate to you the importance of your child’s full year commitment to the orchestra program. Please discuss with your child the importance of remaining in orchestra the entire school year for the integrity of the program and the support of the other ensemble members, and honoring the RISD policy. After reviewing these topics, both you and your child should **sign below** and return to Mr. Glaspie by **the first Friday of the school year**. This form serves as your final step for official enrollment in Orchestra 2024-25. The team and I look forward to working with you this school year and making beautiful music with your child!

Musically,



Jerod Glaspie

jerod.glaspie@risd.org

Please sign and return this slip to Mr. Glaspie by **Friday of the first week of school**.

**Circle** your school:

**Bowie**

**Prestonwood**

**Brentfield**

PLEASE READ CAREFULLY BEFORE SIGNING:

As a **member** of the 6<sup>th</sup> grade beginning orchestra, I understand the importance of committing to orchestra for the duration of the school year *and I will not give up if I feel the work is more challenging than I expected*. I understand that my participation in the spring festival is conditional upon the following criteria: 1) No visits to ISS during the current school year, 2) No unexcused absences from concerts, 3) successful completion of skills tests (pass-offs) on the music for the festival. I have received the 2024-2025 Orchestra Handbook and agree to abide by the guidelines stated herein. I am ready to learn and participate, and do my best.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

As a **parent/guardian** of a member of the 6<sup>th</sup> grade beginning orchestra, I understand the importance of my child committing to orchestra for the duration of the school year and will abide by my commitment to support my child’s best efforts throughout the school year. I understand that if I have failed to read any portion of this document that the information within still pertains to my child’s orchestral experience. I have received the 2024-2025 Orchestra Handbook and agree to abide by the guidelines stated herein. I am ready to support my child’s musical education and encourage them to do their best.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

## *Student Information*

Favorite things in life:

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Do you play any other instruments? Which ones? How long have you played them?

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What are you most excited about in orchestra this year?

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What do you want to know about your orchestra director?

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What do you want your orchestra director to know about you?

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Student First and Last Name (print): \_\_\_\_\_

Parent First and Last Name (print): \_\_\_\_\_

Primary phone number: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Primary parent email address: \_\_\_\_\_

**Instrument (circle one):** VIOLIN   VIOLA   CELLO   BASS   HARP   PIANO

**Student t-shirt size:**   Youth Large          Adult Small          Adult Medium

Adult Large

Adult XL

Adult XXL

## **Richardson ISD Extracurricular Code of Conduct 2024-2025**

### **Statement of Expectations:**

The Richardson Independent School District believes that being involved in extracurricular activities is an honor. Participation in one or more of these activities should be considered a privilege, not a right. The following are expectations of our students:

- ✓ Obtain a quality education as the primary reason for attending school
- ✓ Compete at the highest level while promoting good sportsmanship and courteous behavior
- ✓ Exhibit positive leadership
- ✓ Develop and maintain high morals and ethical values
- ✓ Exhibit conduct becoming of a young adult
- ✓ Exhibit respect to sponsors, coaches, faculty, officials, opponents and fellow students
- ✓ Develop and show school pride

### **Standards for District Extra-Curricular Activities:**

Richardson ISD students are expected to adhere to the District Student Code of Conduct as it applies to school-related and/or school sponsored activities. Prior to participation in a Richardson ISD Extracurricular activity, students and parents must also agree to abide by all guidelines outlined in the Extracurricular Code of Conduct. Students involved in extracurricular activities are expected to maintain high standards of ethical conduct. Extracurricular participation is a privilege and not a right. Any misconduct that reflects negatively on the Richardson Independent School District will fall under these Codes of Conduct. These guidelines are developed to deal with misconduct that occurs within the school's jurisdiction as well as outside of the school's jurisdiction, regardless of time or location. Disciplinary action or suspension will be mandated to students who are involved in any disciplinary infraction on or off campus including, but not limited to possession or use of drugs, improper use of prescription medicines, alcohol or tobacco, violent behavior, any inappropriate behavior including presence at functions where illegal substances are being consumed and other offenses that result in the violation of the district Student Code of Conduct, which in turn results in a In School Suspension (other than tardies or dress code violations), DAEP, Off Campus Suspension or expulsion. In the event that a student is responsible for multiple violations prior to the initial investigation it may be determined that a higher-level consequence be deemed appropriate.

### **Automatic student removal from a program:**

Any inappropriate behavior, including representation on social media, that is disrespectful to the district, school, program, or staff may result in immediate removal.

**RISD District-Wide Guidelines for Extracurricular Students:  
Alcohol & Illegal Drugs  
(Revised March 2023)**

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).

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, etc.
- 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., Social media posts show student at social event where alcohol is visible and being consumed; social media post shows student posing in front of cases of unopened alcohol; Student captured holding and/or consuming alcohol or illegal substances at a sporting event; Picture of student holding drug paraphernalia).
- 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 storage area.
- 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, ACDEC, 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.
- 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 parent 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 parent 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 start 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 students' high school career.

### **Second Offense**

A second offense will result in removal from all extracurricular activities for 60 days and removal from 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.
- 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.

### **Third Offense**

A third offense may result in the student's removal from all extracurricular activities for the remainder of their school career.



**2024-2025 Extracurricular Activity Acknowledgment  
and Agreement Form**

**Student Statement:**

My signature below certifies that I have read and understand the RISD District-Wide Guidelines for Extracurricular Students. 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. 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