



**2024-25**

**Fine Arts  
Handbook**

# Princeton ISD Fine Arts Handbook

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## **INTRODUCTION**

The fine arts department is an integral part of the total school experience for all students. It offers a variety of activities to enhance the lives of all students who have the desire to express themselves. The policies, procedures, and regulations in this handbook are in compliance with school board policies and administrative procedures. They are designed to provide for successful experiences for students and the efficient operation of all fine arts programs. This handbook is an extension of the student handbook and extracurricular handbook and shall be used by all principals, directors, and performers in grades 6-12. You, the student performer, are accountable and responsible for all policies contained within this handbook. Individual directors within their departments may add additional rules as long as they adhere to school policy.

## **FINE ARTS PURPOSE**

The purpose of the PISD Fine Arts is to provide instructional and performance activities that are affirmatively directed toward the development of individual member improvement, resulting in a highly skilled performance ensemble. Each student selected must be cognizant of the time commitment and individual dedication demanded in striving for personal improvement and teamwork through responsibility and discipline.

Students are exposed to instruction, practices, performances, competitions, and community service opportunities that result in the development of responsibility, self-respect, and that encourage honest effort in striving for excellence. These opportunities also develop character, teamwork, and pride in quality performance and physical fitness by emphasizing the maintenance of high standards. PISD Fine Arts promote spirit and sportsmanship at school functions and serve as a performing group representing *Princeton Pride* throughout the community, state, and nation.

## **PRINCETON ISD FINE ARTS PROGRAMS**

### **HIGH SCHOOL & MIDDLE SCHOOL OFFERINGS**

Band  
Choir

Color Guard  
Theatre

### **HIGH SCHOOL ONLY**

Dance  
Jazz Band

Show Choir

### **STUDENT PARTICIPATION**

The goal of the PISD Fine Arts programs are to offer the opportunity of participation to all students. Being a part of an Arts program provides opportunities for teaching dedication, perseverance, poise, and practicing the pursuit of excellence. It can also foster cooperation with a large group of diverse people working towards a common goal.

No student is obligated to take part in a fine arts program but for those that do, it is the expectation of PISD that students will need to be in the class period for the organization with which they perform (any exceptions will need to be cleared by the Fine Arts Director).

Participation in a PISD Fine Arts program is a privilege, not a right. **Since it is a privilege, the fine arts staff has the authority to suspend or revoke that privilege when the rules, regulations, or standards of the fine arts program are not followed.**

### **SELECTION OF PERFORMING ENSEMBLES**

The director of each performing group will determine the performers in each ensemble. The selection of these performing ensembles will include, but is not limited to: skill level, knowledge of the activity, performer's attitude, and experience in the activity.

### **REHEARSAL TIMES/SCHEDULES**

According to UIL rules, some performing ensembles shall be prohibited from practicing ensemble skills before or after school except during specified practice dates prescribed by UIL, and during the one allowable period during the school day. The respective director in conjunction with the Fine Arts Director and other directors of "in season" fine arts ensembles will arrange rehearsal schedules for each activity. Attempts will be made to ensure that rehearsal times for one activity will not interfere with rehearsal times for a coinciding activity. Student performers competing in multiple programs may at times be subject to overlapping rehearsal and performance schedules. Conflicts will be resolved on a case by case scenario by the directors involved. A student's grade will not be negatively affected if missing rehearsal in one organization to rehearse with another.

The following guidelines will be used to resolve rehearsal/performance conflicts:

- A performance is more important than a rehearsal.
- A contest performance is more important than a performance or rehearsal.
- A UIL performance is more important than other contest performances, non-contest performances, or rehearsals.
- A post district UIL performance is more important than all other performances or rehearsals.

*\*If two conflicting rehearsals or performances are on the same level, the student may choose which they attend.*

### **OUTSIDE OF SCHOOL PERFORMING GROUPS**

If a student is involved in a performing group outside of the school district (*i.e. community band, community theatre troupe, etc.*) and it has an event that conflicts with a school related event, priority will be given to the school event. **Missing a school related rehearsal, performance, or contest for a non-school activity is unacceptable** and could result in suspension from participation in the next school performance or contest.

### **RESPONSIBILITIES OF A PRINCETON ISD FINE ARTS STUDENTS**

All fine arts students have the responsibility to be prepared for all rehearsals and performances, give their best effort, strive for excellence, and exhibit good conduct at all times in a manner that is a positive example to all members, fellow students, and the community. The fact that the individual has chosen to participate in a performing ensemble is indicative that the student has taken into consideration the rewards, privileges, and pleasures attained from participation, in addition to the responsibility of following rules, regulations, and meeting the demands of being a student performer. The privilege of representing one of the Princeton ISD Fine Arts programs coincides with the expectations of the campus principal, directors, teachers, parents, community and most of all, by fellow classmates. As a student performer, you are always on display.

**The responsibilities of a student performer include, but are not limited to the following:**

- The student performer will strive for excellence in all activities, at all times while being a member of a Princeton ISD Fine Arts program.
- The student performer will faithfully abide by all rules set forth in the fine arts handbook.
- The student performer will abide by the rehearsal schedules and complete practices each day.
- The student performer will personally notify his/her director when unable to attend rehearsals and will miss rehearsals only under extreme circumstances.
- The student performer will abide by the director's directions, instructions, and decisions. Insubordination will not be tolerated.
- The student performer will be responsible for the proper care of all issued clothing and/or equipment. The student performer will be required to reimburse the program for clothing and/or equipment that is lost, damaged or destroyed.
- The student performer will respect directors, classmates, chaperones, teachers, staff, and administrators.
- The student performer will refrain from unprofessional conduct of any manner.
- The student performer will comply with Princeton ISD School Board policies, the student code of conduct, and discipline management plan.

### **DRUG TESTING POLICY**

All participants of extracurricular activities will follow the Princeton ISD School District's Drug Testing Policy. Each year parent and students will sign all rules and regulations, before a student is able to participate in a fine arts program.

### **FINE ARTS SUSPENSION**

**The Fine Arts Director may suspend or place on probation for the duration of the term, duration of the semester or the duration of the school year any student performer for a major infraction of the standards set forth in this Fine Arts Handbook or Student Code of Conduct.**

The Fine Arts Director empowers the fine arts staff to enforce and maintain all policies and standards described in the Fine Arts Handbook. Communication will be maintained between the fine arts staff and the Fine Arts Director when infractions warrant suspension from fine arts activities. The Princeton ISD Fine Arts Directors will follow all PISD and UIL guidelines and apply the appropriate disciplinary decision defined by each activity.

### **TOBACCO, ALCOHOL, DRUG USE**

Exemplary behavior is expected of all PISD Fine Arts students. There is no acceptable reason for tobacco, alcohol, e-cigs, vapes or illegal substances to be used by any PISD student performer at any time, nor are there acceptable reasons for PISD student performers to be present where illegal or controlled substance activities occur at any time. Any student performer found to be involved with e-cig, tobacco, alcohol, vapes, controlled or illegal substances, through confession or being caught by a law enforcement officer, administrator, or faculty member will be suspended or dismissed from a fine arts programs depending on the severity of the incident.

### **PARENT OR DIRECTORS REMOVED FROM AN EVENT**

Individuals removed by an official from a contest or event will be subject to the following discipline:

1 <sup>st</sup> Offense	Parent or Director will not attend the next contest or event.
2 <sup>nd</sup> Offense	Parent or Director will not attend the next three contests or events.
3 <sup>rd</sup> Offense	Parents will not attend any extracurricular activities for the remainder of the school year.  Director will be removed from their performance duties and will no longer lead a student performing group.

The punishments are on a continuum and include all contests or events in which the individual attends.

**Rehearsals do not count as contests or events; only contests or performances will count.**

### **ATTENDANCE/ABSENCES/TARDINESS**

Student performers are expected to be dressed and on time for all practices and competitions and remain for the duration of the practice or competition. It is a student performer's responsibility to notify the director if he/she must miss a practice or competition. Unexcused absences may result in extra rehearsal time for the student to make up for the absence and/or suspension from a performance(s). Additional unexcused absences may result in suspension or removal from the program.

**Excessive absences of any kind, excused or unexcused, can result in a student performer being held out of future performances until they learn the necessary music, choreography,**

**blocking, etc. to be able to perform with the group at a high level. Excessive absences could also result in the student performer being replaced by another student all together.**

### **CLASSROOM BEHAVIOR**

Student performers must maintain a satisfactory citizenship and behavior record by giving respectful attention to classroom activities and by treating teachers, administrators, and fellow students with respect. Tardiness, horseplay, fighting, disrespect, juvenile behavior, etc. are not acceptable and may result in punishment from their program's director or the Fine Arts Director up to and including suspension from performances, competitions, or removal from the program.

### **ACADEMIC ELIGIBILITY**

A student is academically eligible to participate in extracurricular activities sponsored or sanctioned by the school, if the student receives a grade of 70 or higher (on a scale of 100), in all academic classes for a nine-week grading period.

**An identified advanced class (Honors and AP) must meet a grade of 60 or higher (on a scale of 100) within a nine-week grading period to be eligible.** The grades of ineligible student shall be reviewed at the end of each three-week period following the date on which the ineligibility began. The ineligibility is removed if the student's grade in **ALL** classes is 70 or higher at the end of the three-week grading period (*60 or higher for a Honors or AP class*). The principal shall make the determination concerning the student's eligibility.

A student that is ineligible under this "no pass – no play rule" may practice or rehearse with other students. **However, ineligible students shall not travel with the school organization to a performance or contest, sit with them, wear uniforms, or participate in any way during the student's ineligibility.**

Ineligible students do not regain eligibility immediately. They must wait seven days after the end of the grading period. Students who were eligible, do not lose eligibility until seven days after the end of the grading period. Semester grades are not used in determining eligibility at any time.

**Ineligible students ARE able to perform at concerts and showcases at school, even after school hours, if it is a performance showcasing what the student or ensemble is learning in class.**

If a student is enrolled in a state-approved music course that participates in UIL Concert and Sight-reading Evaluation, and the student receives a grade below 70 in any course at the end of a grading period, the student may travel and perform with the ensemble during the UIL evaluation performance, but is ineligible for other extracurricular activities for at least three weeks.

### **DISCIPLINE**

All extracurricular activities are extensions of the educational programs of Princeton ISD. Participation in extracurricular activities is a privilege, not a right. Participation is contingent on the student maintaining eligibility and an acceptable behavior record within the school district. Each participant is subject to the discipline management plan and student code of conduct of the school district. Therefore, it is the responsibility of each extracurricular participant to be aware of the student code of conduct and discipline management plan of the district.

Placement in In-School Suspension (ISS), **will allow** the student to participate in after school rehearsals during their time in ISS. Students will not be allowed to participate in performances or contests during their days in ISS, unless it is their final day in ISS. *For example, a student placed in ISS Tuesday, Wednesday, and Thursday, will be eligible for participation in an extra-curricular activity on Thursday at the end of school.* **Any further disciplinary action will be at the discretion of the fine arts director or director of the program.**

Placement in the Disciplinary Alternative Education Program (DAEP), out-of-school suspension, or expulsion will not allow students to participate in extracurricular activities **AT ALL** for the same dates the disciplinary action is in force. **(This includes rehearsals, performances, or contests).**

A student in DAEP will be eligible to participate after the end of school on the last day of their placement. Disciplinary actions resulting in removal from the student's regular education program are determined on a first available date basis. Extracurricular schedules will not be taken into consideration for disciplinary placement.

### **CRIMINAL CHARGES**

Depending on the severity of the charges (including serious misdemeanors) and the outcome of the case, a student performer may be suspended for one or more performances, dismissed from the activity for the remainder of the semester, or dismissed from the fine arts program for the remainder of the year. If the student performer is not found guilty or all charges are dropped, then the student performer will be reinstated into the fine arts program.

### **DRESS CODE**

In addition to following Princeton ISD Board approved dress code (found in the student handbook) student performers have additional expectations in regard to hairstyle and jewelry. Student performers will be required to maintain a hairstyle suitable for their fine arts competition. Suitable may be defined as (1) not impairing vision (2) appropriate in length as to not create a safety hazard (3) promoting uniformity (no shaved insignias, symbols, alternative colors, etc.). The wearing of jewelry will be at the discretion of the program director.

### **GROUP/OVERNIGHT TRAVEL**

All regular school transportation rules and regulations apply when on a fine arts trip. All student performers are expected to ride the transportation provided by Princeton ISD to and from all competitions and performances. If a student performer wishes to return home with his/her parent/guardian after an event has finished, this will only occur upon signing out with the designated director at the end of the event. The Fine Arts Department strongly urges that all student performers leave with a parent/guardian only in special situations.

Students needing to travel in any manner other than described above, must get approval from their director by submitting a signed Alternate Student Travel Form (*found in the Extracurricular Activities Handbook*) at least one day prior to the trip. If the alternate travel form is approved, then the student may travel in the manner described on the form.

Overnight travel trips are sanctioned events sponsored by Princeton ISD. This means that all school policies (Student Handbook and Fine Arts Handbook) are to be enforced on all trips, and participants (students and parents) will be held to the rules and regulations outlined in each. Students attending this trip represent Princeton Independent School District and their school at all times. Student participation in these trips or any other activity is conditioned upon the student's



compliance with all applicable rules and policies before and during the activity. Any student who engages in inappropriate behavior while away from PISD on a school sponsored trip is subject to immediate removal from the activity at the parent's expense in addition to any other school discipline which may be administered.

### **Overnight Trip Rules for Student Participants**

1. The fine arts staff will set curfews and enforce them with room checks as necessary. Students are not to be outside of their rooms after curfew unless accompanied by a director or administrator. Students will be given a director or administrator's number to call should they need to leave their room for any reason. Students that violate curfew rules will face disciplinary action consistent with their actions.
2. The fine arts staff has the responsibility of room assignments & supervision of all rooms. Students may not switch rooms for any reason without approval from the Head Director.
3. Only the students assigned to a hotel room may enter that hotel room unless accompanied by a director/administrator. All group meetings will be held outside of hotel rooms unless accompanied by a director.
4. No fraternization between genders will take place for any reason. Any visiting between genders will take place in the hallway outside of the hotel room or in the hotel lobby with adult supervision.
5. The possession or use of any tobacco, vape, e-cig or illegal substance by a student while on school sponsored activities is prohibited.
6. The possession or use of drugs, chemicals, inhalants or any other intoxicants, or mood changing, mind-altering drugs is prohibited. The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited.
7. Students shall not be in the possession of any weapon as described in the Student Code of Conduct.
8. Students shall not damage or vandalize property. Any damage will be paid for by the student(s) involved.
9. Students shall not leave an assigned area for any reason. i.e., a restaurant where the group is eating, contest site, or hotel, etc. without prior approval from the Head Director. The fine arts staff should know the whereabouts of each student at all times.
10. Students shall not get into vehicles other than the designated school transportation unless approved by the Head Director.
11. Any student in violation of local or state laws will be turned over to the local authorities. From that point, local authorities assume responsibility for the student. If the student is returned to the group, arrangements will be made to send the student home with parents, when feasible.

Student performers will follow the dress code for all trips, if not dressed in the group uniform before leaving the school. Head directors reserve the right to set the expectations for the travel dress code.

The fine arts staff retains the right to ban the use of any radios, electronic games, cell phones, etc. on away bus trips. They also retain the right to require headphones for all devices that could disturb other passengers.

### **SOCIAL MEDIA**

It is important that students do not use social media inappropriately. Examples of inappropriate use include but are not limited to: bullying, threats, demeaning comments, references to alcohol/drugs, posting inappropriate pictures, etc.

**Fine Arts staff will use the following guidelines when inappropriate social media posts are made, however consequences may be escalated based on the nature of the incident.**

1 <sup>st</sup> Offense	Warning
2 <sup>nd</sup> Offense	Director directed consequences
3 <sup>rd</sup> Offense	Suspended for 1 contest/performance
4 <sup>th</sup> Offense	Suspended for the remainder of the semester

**AWARDS AND LETTERING**

The school letter is among the highest awards the school bestows; the highest, of course, is the diploma. Student performers may receive from the school only one major award during their time in high school. The school furnishes these major awards to each performer who meets the qualification for lettering.

**Guidelines for lettering:**

- UIL rules will be followed in regard to the cost of jackets.
- No participant will receive more than one letter jacket while in high school.
- Performers will receive a jacket in the program in which they letter first.
- The jacket will have no marking of patches on it except the letter. All other patches will be the responsibility of the student performer.
- Letter jackets will be the same for all activities.

**Qualifications to letter:**

Each program director will keep records of student participation in each activity. Such records will be used as a basis for determining whether a student qualifies for a letter. Below are the criteria to letter in each program offered at Princeton High School:

- Band students must make it past Phase 1 of the TMEA All Region Band audition process, or be selected to a TMEA All Region Band, or qualify for the Area Band, or be awarded a 1<sup>st</sup> division rating on a solo at the Princeton High School Band Solo Contest.
- Choir students must be selected to a TMEA All Region Choir, or be awarded a 1<sup>st</sup> division rating on a solo or ensemble at the UIL Region Solo & Ensemble Contest.
- Color Guard students must have been a part of the color guard for 4 semesters (9<sup>th</sup>-12<sup>th</sup> grade) and awarded a 1<sup>st</sup> division rating on a solo or ensemble performed at the NTCA solo & ensemble contest.
- Dance students must complete one (1) year on the Varsity performing group, Claw Crew.
- Theatre students must be a part of the production (*actor or technician*) that participates in the UIL One-Act Play contest.

**Exceptions to lettering qualifications:**

A participant may letter at the director's discretion if the participant is considered to have been of exceptional value to the group. Exceptions may include performing with a group for four years and never lettering, a letterman who is injured and is unable to complete the season, or a specialist of some type.

**Note: Any student who has qualified for an award but has quit or been dismissed from the program for disciplinary reasons will not receive an award.**

### **NECESSARY DOCUMENTATION**

Prior to participation, a student performer must have the following on file:

- Princeton ISD Fine Arts Handbook Acknowledgement Form
- Extracurricular Activities Handbook Acknowledgement Form
- Program specific handbook acknowledgement form (*Band, Choir, Color Guard, Dance or Theatre*)
- Pre-Participation Examination Form (*Band, Color Guard, & Dance, UIL form*)
- Parent/Student UIL Marching Band Acknowledgement Form (*Band & Color Guard, UIL form*)
- Authorization to Secure Emergency Medical Treatment for a Minor Student Form (*from the Extracurricular Activities Handbook*)
- Drug Testing Consent Form (*completed in online registration*)

The school district cares about the well-being of student performers; however, the school district does not assume liability for injuries incurred in any of the programs.

The Fine Arts Director empowers his staff to enforce and maintain all policies and standards described in the Fine Arts Handbook. Communication will be maintained between each program's staff, the Fine Arts Director, and the campus Principal when infractions warrant suspension from fine arts activities.

The Princeton Independent School District does not discriminate against any person because of race, creed, national origin, age, sex, economic status, or handicapping condition in employment, promotion, or educational programming. Student performers and parents are expected to follow the chain of command and first confer with their director, then if necessary, the Department Head of that program, followed by the Fine Arts Director, and finally the Superintendent of Schools when a fine arts concern exists. Concerns addressing both fine arts and academic matters should be addressed to the campus Principal and Fine Arts Director.

***Thank you for taking the time to review the policies of the Princeton ISD Fine Arts Department. Please contact the Fine Arts Director or any member of a program's staff with additional questions or concerns regarding the contents within the Fine Arts Handbook. Please sign the acknowledgement form attached below and return it to the program director.***

## PRINCETON I.S.D. FINE ARTS HANDBOOK ACKNOWLEDGEMENT FORM

I understand the policies and procedures of the Princeton I.S.D. Fine Arts Department, I am also aware of the consequences for violating said policies. If at any time I have questions regarding the handbook, I will address these questions to the Head Director of the program or the Fine Arts Director. I understand that the Fine Arts Director and program directors will enforce these policies, procedures, and consequences.

Parent/Guardian Printed Name:

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

I understand the policies and procedures of the Princeton I.S.D. Fine Arts Department, I am also aware of the consequences for violating said policies. If at any time I have questions regarding the handbook, I will address these questions to the Head Director of my program or Fine Arts Director. I understand that the Fine Arts Director and program directors will enforce these policies, procedures, and consequences.

Student Printed Name:

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date:

\_\_\_\_\_