

Duncanville ISD Fine Arts Director/Teacher/Instructor Handbook



DUNCANVILLE
Fine Arts

2020-2021

Steven H. Moss, Director of Fine Arts
Denise Hernandez, Administrative Assistant for Fine Arts

Table of Contents

1. Philosophy and Purpose	p. 2
2. Goals and Objectives	p. 2
3. General Policies	p. 3
4. Professional Responsibilities	p. 3
5. Communications	p. 4
6. Grading Policies	p. 5
7. Professional Development	p. 5
8. Service Providers	p. 6
9. Performance Competitions/Contests	p. 6
10. Participation in Professional Organizations.....	p. 7
11. Travel Policies	p. 7
12. Fund Raising	p. 8
13. Activity Funds Management	p. 9
14. Extended Day Contracts	p. 9
15. School Instrument Usage	p. 10
16. Purchasing of Equipment, Uniforms and Supplies	p. 10
17. Musical Instrument Repair	p. 10
18. Use of Electronic Media Communication with Students	p. 11
19. Duncanville ISD Booster Club Guidelines	p. 11
20. Banquets	p. 12
21. Hazing	p. 12
22. Fine Arts Planning Calendar	13-16

1. **Philosophy and Purpose**

- a. Duncanville ISD is dedicated to establishing a lifelong appreciation for the Arts by providing a standards-based curriculum in grades K-12. Every student should have a basic knowledge, skills and appreciation of the Fine Arts. A quality arts education program will enable students to develop self-esteem, self-motivation, and cooperation necessary for 21st century learners.
- b. It is the objective of the Duncanville Independent School District that the Fine Arts Programs:
 - i. Compete within the rules and guidelines established by the UIL, the Texas Music Educators Association, the Texas Educational Theatre Association, the Texas Art Education Association, the Texas Dance Educators Association, the State Board of Education and the Duncanville Independent School District;
 - ii. Provide a variety of performance and learning activities based on the needs of each individual student, the needs of the individual program and the needs of the district;
 - iii. Promote a work environment in which all directors and teachers work together for the betterment of the student, the district and the Fine Arts Department;
 - iv. Produce groups artistically and emotionally capable of performing/producing well in all activities attaining the highest standards of performance in art, dance, music and theatre.

2. **Goals and Objectives**

- a. Develop thinking skills to include decision-making, reasoning, problem-solving, creativity, and self-expression.
- b. Develop cooperative learning through self-discipline, integrity, and responsibility.
- c. Promote a positive image; to instill a feeling of confidence and sensitivity.
- d. Provide an opportunity for recognition by encouraging group and individual achievement.
- e. Instill in students the understanding of their role and commitment to the pursuit of excellence in the arts.

Music: Provide students a foundation of music whereby the student can make an aesthetic and knowledgeable judgment of music, to develop skills in music reading, critical listening, theory, and to demonstrate that music is an integral part of life as evidenced through history, society, culture, and tradition.

Visual Art: Provide students with an art instruction program that will foster comprehension and synthesis of information and skills related to sensory awareness, creative expression, technical proficiency, cultural appreciation, and critical judgments.

Theatre: Provide students with a theater instruction program that will foster comprehension and synthesis of information and skills related to creative expression,

performance, and/or technical artistry; including stage technique, cultural and historical appreciation and critical judgment as it relates to theatre, film, television and electronic media productions.

Dance: Provide students with a dance instruction program that will foster an awareness of body sciences, fitness principles, dance elements, choreographic processes, forms in a variety of dance styles, and a historical appreciation of artistic diversity.

3. General Policies

- a. All programs will comply with the rules and policies of the University Interscholastic League (UIL), the Texas Music Educators Association (TMEA), Texas Educational Theatre Association (TETA), Texas Art Education Association (TAEA), Texas Dance Educators Association (TDEA) and DISD.
- b. All directors and instructors are subject to assignment by the campus Principal, Human Resources, and the Director of Fine Arts.

4. Professional Responsibilities

- a. Directors/Instructors will attend all DISD Fine Arts Professional Development meetings. Non-attendance requires notification to the Fine Arts Department Administration and Lead Teacher.
- b. Directors/Instructors will not teach private lessons to their own students, or act as a clinician within district campuses for remuneration. They may provide private lessons for students from other schools when said teaching does not interfere with the operation of their own program.
- c. All directors/instructors are expected to keep classrooms, rehearsal rooms, storage rooms, practice rooms, auditorium, offices, and performance areas secure, neat, and orderly. Any damage to a room should be reported immediately to the building Principal.
- d. Directors/Instructors are expected to be on duty before and or after school in order to provide needed individual and group instruction.
- e. All Directors/Instructors shall be evaluated by the building Principal or designee regarding the director's performance as a fine arts instructor. The Director of Fine Arts can be asked to participate in this evaluation.
- f. All Directors/Instructors will adhere to the policies and guidelines established by the DISD Employee and Parent-Student Handbooks.
Employee Handbook link:
<https://www.duncanvilleisd.org/cms/lib6/TX01917816/Centricity/Domain/76/2019-2020%20Staff%20Handbook.pdf>
- g. Directors/Instructors are expected to be competent in using the following technology: computers, Charms Office Assistant as needed, printers, email, word processing, Google Docs, fax, software applications pertaining to Region, TMEA, TETA, TAEA, TDEA and UIL requirements.
- h. Directors/Instructors are required to comply with the University Interscholastic League rules governing Cardiopulmonary Resuscitation (CPR), First Aid and use

of the Automated External Defibrillator (AED)

<https://www.uiltexas.org/policy/tea-uil-side-by-side>

All directors involved with teaching marching band are required to complete the annual UIL Safety Training course.

<https://www.uiltexas.org/health/safety-training>

5. Communications

a. E-mails:

i. Sending:

1. Do not send out email blasts to Fine Arts Department All. The director and secretary to Fine Arts alone have privileges to communicate to Fine Arts All.

ii. Responses:

1. Timely communication is important and proper. Return all administrative emails within 24 hours unless stated otherwise in the email.
2. When replying, use professional discretion before responding with "Reply All."
3. Be aware of and respond promptly to requests from your Campus administration, the Fine Arts office and other District level departments.

b. Community Information:

i. Concerts/Events/Performances:

1. Inform your campus administration in a timely manner of any Concerts/Events/Performances.
2. For community communication of Concerts/ Events/ Performances or other newsworthy occurrences with your organization, clear all information to be sent out through the Duncanville ISD Communications Office. Make sure to include names with photos following all FERPA (Family Education Right to Privacy Act) guidelines and have proper parental permission to release information on any student.
3. If you are using social media (i.e. Facebook, Twitter, etc.), be mindful of your communication as you are representing the district in a professional capacity.

ii. District-wide events (All-Region, V.A.S.E., One-Act Play, etc.) will be submitted by the Fine Arts Department.

iii. It is incumbent on the Director/Instructor to submit information in a timely manner (24 hours unless otherwise noted) when addressing district-wide, V.A.S.E. or U.I.L. events/results.

iv. Results from district-wide events will be submitted to the Fine Arts Department and then disseminated through the Communications Department.

6. Grading Policies

- a. Defer to the district grading policy online.
- b. Fine Arts Department policies for Performances and Exhibitions:
 - i. A rehearsal/practice/sectional before or after school is considered a minor grade and is an extension of the classroom. An unexcused absence can be made up for a maximum 70%. If this is not made up, the student will receive a grade of a zero.
 - ii. An absences from a scheduled performance or exhibition is considered a major grade. If the student misses a graded performance/exhibition, the student must be afforded the opportunity to receive an alternative assignment or opportunity to prove subject mastery in a timely manner in compliance with the Duncanville ISD grading policy. Failure to make up this performance/exhibition in the allowed time will result in an “M” (missing) until the student proves mastery. Failure to make up this performance/exhibition will result in a grade of zero.

7. Professional Development

- a. 2020-2021 PD Requirements
 - i. 1 contract day is equivalent to 7.5 hours of PD.
 - ii. Please refer to the following calendar for the number of PD days, design days, and work days:
<https://www.duncanvilleisd.org/cms/lib6/TX01917816/Centricity/Domain/4/2019-2020TeacherCalendar.pdf>
- b. Fine Arts Credit Examples and Options:
 - i. District PLC workshops, professional conferences (Ex. TBA, TCDA, TODA, TMEA, TAEA, TDEA, TETA, etc.), out of district workshops with *prior approval* from the Fine Arts Office, out-of-district performance observations or gallery viewings with *prior approval* from the Fine Arts Office, pre UIL clinics, etc.
 - ii. All PD sessions will be listed in Eduphoria either as workshops or as eCourses. Credits are managed through the Fine Arts Office and the Professional Development Department. Documentation of attendance is required for all workshops, conferences, and events.

8. Service Providers (Contracted Services)

Mandatory background check. Contact the Secretary to Fine Arts, Denise Hernandez dhernandez@duncanvilleisd.org for more information.

9. Performance Competitions/Contests

- a. Directors/Instructors of performing groups will attend DISD Pre-UIL events, scheduled UIL meetings and designated UIL and TMEA events.
- b. Music UIL Concert and Sight-reading:
 - i. Each secondary varsity band, choir and orchestra will participate in annual UIL Concert and Sight-reading Contests.
 - ii. Pre-UIL Concerts and Sight-reading Contests will be held prior to UIL

- contest as needed.
 - iii. Requests for a change from Varsity to Non-Varsity level for any organization must have the approval of the building Principal and the Director of Fine Arts.
 - c. Music UIL Solo and Ensemble Contest:
 - i. Each middle school and high school band, choir and orchestra will participate in the UIL (high school) or District (middle school) Solo and Ensemble Contest each year.
 - ii. High School groups will participate in the UIL Texas State Solo and Ensemble Contest (TSSEC) when students qualify.
 - 1. In order for a student to compete in a State ensemble, the student must attempt to qualify on a State solo in that same year.
 - d. Music All-Region, All-Area, All-State Competition:
 - i. Each middle school and high school band, choir and orchestra will participate in TMEA All-City, All-Region, etc. each year.
 - ii. Auditions for students; Directors will notify students/parents in advance with a calendar of auditions/events for the school year.
 - e. Theater Arts UIL/One Act Play:
 - i. High school and middle school will participate in annual UIL/One Act Play Contest.
 - ii. Pre-UIL Concert/One Act Play will be held prior to UIL contest as needed.
 - f. Students who are academically ineligible are allowed to continue practicing or preparing with the group for extracurricular activities, but may not participate in extracurricular competitions or performances. Eligibility of all students is based on the requirements stated in the TEA/U.I.L. Side by Side publication. <http://www.uiltexas.org/policy/tea-uil-side-by-side>
 - g. Participation in Extra Contests:
 - i. Each Fine Arts organization may participate in extra contests with the permission of the Principal and the Director of Fine Arts.
 - ii. Judging contests or working as a clinician outside of the district should not interfere with contest participation by the director/instructor's DISD program. Non-attendance at district events to judge or function as a clinician requires prior approval from the Building Principal, the Fine Arts Department Administration and the Chief of Schools.

10. Participation in Professional Organizations

- a. Directors/Instructors are encouraged to join professional organizations related to their job responsibility. (TODA, TCDA, TBA, TAEA, TETA, TDEA, MENC...) When organizational membership (TMEA, TAEA, TETA) is required to allow students to compete, the district will pay the membership dues.
 - ii. If required by the sponsoring organization for participation in region or state events (UIL or VASE), the Fine Arts Department will

- pay convention fees for the teacher/director.
- iii. Other organizational memberships and convention fees are the responsibility of each director/teacher.

11. Travel Policies

- a. Field Trips and Out-of-School Activities:
 - i. Requests for field trips, including non-U.I.L. contests, shall be authorized by the Principal, Director of Fine Arts and the Chief of Schools.
 - ii. All Fine Arts groups traveling to games, events and U.I.L. Contests must have district approval. All required forms will need to be completed in a timely fashion and comply with DISD travel guidelines.
 - iii. Submission of forms should be a minimum of two weeks in advance of the travel unless there are time limitations for contests/playoff games beyond the district level.
- b. Communicate with the school nurse regarding student medical needs.
- c. Out-of-state and out-of-country trips shall have written approval from the Superintendent prior to confirmation of plans for any trips.
- d. Transportation:
 - i. All scheduled transportation to events is the responsibility of the campus unless the event is requested at the district level or for State competitive advancement.
 - ii. School district transportation is available only after 9 a.m., before 2 p.m., and after 4 pm on a first-come, first-served limited basis.
 - iii. All paperwork must be submitted to transportation as soon as possible for confirmation of bus availability.
 - iii. Students who participate in school-sponsored trips shall be required to ride in the transportation provided by the school to and from the event.
 - 1. Exception may be made if the student's parent/guardian personally requests that the student be allowed to ride with the parent/guardian with director approval.
 - 2. The student's parent/guardian must present a written request to the Principal the day before the scheduled trip that the student is allowed to ride with an adult designated by the parent/guardian with director approval.
- e. Parent/Guardian Approval Form:
 - i. The Duncanville ISD Parental Permissions and Acknowledgements Form should be electronically signed by the parent/guardian upon registration before they are allowed to leave the school on a school-sponsored trip.
 - ii. The parent/guardian shall complete the form provided by the district providing parental authorization to administer necessary medical treatment.
 - iii. The Director/Instructor shall develop procedures, with approval of the building Principal, for the maintenance of these signed forms.
- f. All activities must be supervised by the director/instructor throughout the duration of the activity.

- i. Each school Principal and the group director/teacher are responsible for ensuring the proper supervision of students during all school-related activities.
- ii. A director/instructor who intends to be absent from an activity involving DISD students must have the approval of the building Principal, the Fine Arts Department and the Chief of Schools.
- iii. Directors/Instructors must stay with the group at all times on trips, rehearsals, performances, banquets, auditions, or other activities both on and off campus.
- g. Upon returning to school from such events, the director/instructor must remain with students until all have been picked up by a parent/guardian.
- h. Student Supervision:
 - i. Parent chaperones are required to complete and submit an authorization for release of criminal history records information for clearance to chaperone students on approved field trips.

12. Fund Raising

- a. All DISD employees who collect money from students are required to attend a Cash Handling workshop annually.
- b. It is highly recommended that employees use the Charms Office Assistance Program for recording all financial transactions. If not, then employees must use the DISD Tabulation of Monies Collected form.
- c. Fund-raising activities by student groups and/or for school-sponsored projects may be allowed only with prior approval from the Principal.
- d. The Director/Instructor/Teacher of the organization shall complete the Duncanville ISD Fund Raiser Request Form and submit it to the Principal to request a fundraising activity. Fundraising requests must be submitted a minimum of 15 days in advance.
- e. Student participation in approved fund-raising activities shall not interfere with the regular instructional program. Funds raised shall be received, deposited, and disbursed in accordance with the Duncanville ISD Financial Procedures Manual-<https://www.duncanvilleisd.org/site/handlers/filedownload.ashx?moduleinstanceid=8882&dataid=5565&FileName=Duncanville%20ISD%20Manual%202016-2017.pdf>
- f. Participation by students and staff shall be on a voluntary basis.
- g. Door-to-door solicitation by students shall not be permitted.

13. Activity Funds Management

- a. Funds collected by student groups shall be used only for purposes authorized by the organization and upon approval of the sponsor.
- b. The Principal shall approve all disbursement.
- c. All funds raised by student organizations must be utilized for the benefit of the students.

14. Extended Day Contracts

- a. The Head High School Band Director shall have a 220 day contract.
- b. Assistant High School Marching Band Director shall have a 207 day contract.
- c. Assistant High School Band Director(s) shall have a 202 day contract.
- d. Middle School Head Band Directors will develop their additional days schedule based on the needs of the middle school program in consultation with the cluster Head High School Band Director.
- e. All DISD Choir Directors shall have no extra days.
- f. All DISD Dance Directors shall have a 202 day contract.

15. School Instrument Usage

- a. All students and their parents will be notified by letter or at the recruiting meeting sign up that their child has been admitted to the instrumental music program for the following school year.

- b. Students and parents are responsible for the district instrument while in their possession.
- c. The students/parents are required to sign a usage agreement with DISD when their child has been issued a school owned instrument.
- d. Directors/Instructors are responsible for the equipment and uniforms issued through them to students and for all furniture and equipment in their area.
- e. An inventory of such equipment will be maintained in Microsoft Access software subscription provided by the Fine Arts Department and an accounting submitted to the Fine Arts Department.
- f. Any equipment stolen must be reported immediately to the building Principal, the Duncanville Police Department and the Fine Arts Department.
- g. Lost or Stolen Instruments - in case of a claim:
 - ii. Notify the Principal and the District Fine Arts Department immediately.
 - iii. Submit a police report to the Principal, District Fine Arts Department and the DISD Risk Management.
- i. All DISD Instrument/Equipment inventories will be checked/verified by the Director/Teacher in April/May and July/August. An official inventory taken by the District Fine Arts Department for each organization will be completed each May.
- j. No equipment is to be given away, sold, traded, or disposed of without approval of the building Principal, the Fine Arts Department and the Fixed Assets Office.
- k. Any instruments, equipment or uniforms loaned to another campus must be entered into Microsoft Access.

16. Purchasing of Equipment, Uniforms and Supplies

- a. Supply funds will come from the Fine Arts Department and be allocated to the appropriate campus accounts for the use of the specified program only. Supplies include small items needed for the Fine Arts group that do not fit the guidelines for capital equipment. For example: office supplies, mallets, small percussion instruments, sheet music, art and dance supplies.
- b. The deadlines for capital equipment purchases including instruments, equipment and uniforms will come from the Director of Fine Arts. This includes replacement of capital equipment. All requests must have the approval of the Director of Fine Arts.

17. Musical Instrument Repair

- a. Regular repair will be conducted through district approved vendors.
- b. Major overhauls of instruments and equipment will be processed through the Director of Bands.
- c. Negligent damage to an instrument caused by the student or parent will be the financial responsibility of the student or parent (DISD User Agreement Form required).

18. Use of Electronic Media Communication with Students

Electronic media includes all forms of social media, such as text messaging, instant

messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing Websites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.

- a. In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus Principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities.
- b. In general, you are allowed to use such communication as long as it is within the scope of your employment. You may communicate electronically only about your Fine Arts organization or school related issues. You are not to communicate electronically regarding social or casual issues. Always use professional judgment in discussions with students, especially when using text messaging, emails, etc. It is suggested that if you must email or text a student, cc another district professional.
- c. Reference Duncanville ISD 057912 Employee Standards of Conduct DH (LOCAL)- STILL AWAITING POLICY REVISION.

19. Duncanville ISD Booster Club Guidelines

- a. Booster clubs are formed by school patrons to help enrich the school's participation in extracurricular activities.
- b. It is a violation of the UIL amateur rule for booster club funds to be used for non-school purposes.
- c. All meetings should be open to the public.
- d. Minutes should be taken and kept on file.
- e. Booster clubs may donate money or merchandise to the school with prior approval of the Administration. The money can be used for such items as out of town meals, but it would be a UIL violation for booster club groups or individuals to pay for such costs directly.
- f. Money donated to the school cannot be earmarked for any particular expense, but they can make recommendations.
- g. Directors/Instructors cannot accept a petty cash fund or a miscellaneous discretionary fund.
- h. All funds must be given to the school Administrator and spent at the discretion of the school.
- i. All fundraising campaigns must be cleared through the building Principal.
- j. Booster Clubs will also follow all guidelines in the University Scholastic League's guidelines at: <http://www.uiltexas.org/policy/booster-club-guidelines>

20. Banquets

Banquets must be given by a non-school, non-profit group. If you have specific questions, please contact the DISD business office. Booster funds may be used to pay for the banquet, under certain guidelines.

- a. Be sure your parent group is aware of expenditures that can and cannot be paid for with activity fund money, i.e. director gifts *cannot* be paid for with these funds.
- b. Favors are a violation of UIL rules.
- c. Parents should be given a copy of the UIL Booster Club Guidelines so they are aware of the rules involved.
- d. All banquets must be held prior to the last day of school.

21. Hazing: “Hazing” is against the law and will not be tolerated.

- a. “Hazing” is defined as any intentional, knowing, or reckless act occurring on or off school property directed against a student by one person, or acting with others, that endangers the mental and/or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are to include other students.
- b. Under Education Code 37.152, a person commits an offense if the person commits any of the following:
 - i. Engages in hazing;
 - ii. Solicits, encourages, directs, aids, attempts to aid another in engaging in hazing;
 - iii. Recklessly permits hazing to occur;
 - iv. Has firsthand knowledge of the planning of a specific hazing incident involving a student, or has first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge to the Principal and Fine Arts Director

22. Fine Arts Planning Calendar by Discipline

The minimum expectations for the annual planning timelines for each discipline

are outlined below:

Band

DISD Music Department PD
TBA (optional)
Fall Region Meeting
Band Cluster Football event
Entries for all events (UIL 1 month prior – TMEA 2 weeks)
HS & MS TMEA Region Auditions / Directors will serve in assigned capacity
for contest days
HS & MS TMEA Region Clinic & Concert
Minimum 2 Concerts per year (Fall & Spring)
UIL Solo and Ensemble (music selection)
UIL Concert and SR music selection
TMEA Convention (optional)
DISD MS Solo and Ensemble Contest
UIL Concert and SR Contest
UIL High School Solo and Ensemble Contest
Spring Region Meeting
DHS Concerto Competition
Inventory
Recruiting

Secondary Choir

DISD Music Department PD
TCDA Convention - optional
TMEA Region XX Fall Meeting
Vertical Alignment for program development with feeder school, a reciprocal arrangement advantageous for both
Concert performances reflecting student's development, growth in repertoire and achievement
DISD Entry DEADLINES for all events
Fall or Cluster Concert (1st 9 weeks)
Entries for TMEA Region and UIL events
High School TMEA District Auditions
High School and Middle School TMEA Region Auditions / Directors will serve in assigned capacity for contest days
High School and Middle School TMEA Region Clinic and Choir Concert / Directors will serve in assigned capacity for contest days
ACDA Honor Choir submission
Winter or Cluster Concert (2nd 9 weeks)
Pre-UIL Concert (3rd 9 weeks)
UIL Solo and Ensemble music selection
UIL Concert and Sight-reading music selection
Texas Music Educators Association Convention - optional
DISD Middle School Solo & Ensemble Contest
UIL High School Solo & Ensemble Contest
Pre UIL Choral Assessment
UIL Concert & Sight-reading Contest
Spring Concert (4th 9 weeks)
TMEA Region XX Spring Meeting
UIL State Solo and Ensemble Contest
Recruitment

Elementary Visual Arts

- DISD Visual Art PD
- Disability Awareness Poster Contest
- DISD Concert Artwork
- TAEA Convention - Optional
- Holiday Show DISD VPAC
- Spring Show DHS Cafeteria
- Miscellaneous District Assigned Projects

Middle School Visual Arts

- DISD Visual Art PD
- DISD Concert Artwork
- TAEA Convention - Optional
- Spring Show DHS Cafeteria
- Miscellaneous District Assigned Projects
- Recruitment

High School Visual Arts

- DISD Art PD
- TAEA Convention – Optional
- Administration Building High School Art Showcase
- DISD Entry DEADLINES for all Events
- V.A.S.E. Region Competition
- V.A.S.E. State Competition
- Spring Show DHS Cafeteria
- Miscellaneous District Assigned Projects
- Recruitment

Theatre

TETA Summer Conference - optional
DISD Theatre Department PD
Performances reflecting student's development and growth in repertoire
Fall Production (1st 9 weeks)
Middle School One Act Play Festival
Musical (either semester)
TETA Convention - optional
DISD Entry DEADLINES for all events
Entries for UIL events
Pre UIL One Act Play Assessment
High School UIL One Act Play (3rd 9 weeks)
Spring Performances (4th 9 weeks)
Recruitment

Dance

DISD Dance Department Professional Development
Summer Dance Camps
Football game and special performance
TAHPERD Convention
TDEA Convention
Competitions
Collegiate auditions
Dance Spring Shows reflecting student achievement
DEAL Evaluations
Recruitment

Elementary Music

Student Performances reflecting student achievement (aligned with district curriculum - number/frequency determined by Campus Administration)
All-City Choir

I hereby acknowledge receipt of an electronic copy of the 2020-2021 Duncanville ISD Fine Arts Director/Teacher/Instructor Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this handbook. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Fine Arts Department if I have questions or concerns or need further explanation.

Signature

Date