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Georgetown ISD Fine Arts Department Handbook 2022-2023

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Sales Tax Addendum

GISD Student Recruitment Frequently Asked Questions

GISD Private Lesson Policies & Procedures

GISD Student Travel Manual

Information Spaces

[GISD Fine Arts Webpage](#)

- All files and forms
- GISD Fine Arts Policies & Procedures Handbook and Addendums

[GISD Fine Arts Google Team Drive](#)

- This is a receptacle for all things that need to be turned in to the department at the beginning of the year (ex. Booster Club officer/constitution information, program handbooks, teacher schedules)

[GISD Fine Arts Google Classroom](#)

- Used only for professional learning documents as needed.

Financial Information

The Basics

The source of funds for GISD Fine Arts programs can vary, depending upon grade level and program. See the chart below for more information.

Grade Level/Programs	K-5 Art, Music	6-8 Band, Choir, Orchestra, Theatre, Visual Art	9-12 Band, Choir, Orchestra, Theatre, Dance	9-12 Visual Art
Fine Arts Budget Account (199)	X	X	X	X
Fine Arts Activity Account (865)			X	X
Campus-Based Activity Account	X	X		
Booster Club Account			X	

Fine Arts Budget Account (199) – These funds are allocated from GISD through the Fine Arts Department. Depending on grade level and program, your budget may be divided into categories such as general supplies, maintenance/repairs, awards, fees, contracted services, student travel, etc. Teachers and directors are free to spend this money how they see fit for the benefit of their program as a whole, with prior approval from the Director of Fine Arts.

These funds are available July 1 of each year, and must be spent or encumbered with a purchase order by **March 1**. Any money remaining in these accounts at the end of the school year does NOT roll over to the next year.

Fine Arts Activity Account (865) – These funds result from collecting money from students and parents for specific purposes related to student activities, student consumables, competition fees, supplies, clothing, and other durable goods explicitly used by a student or group of students. Money from fundraising is also deposited in this account.

All deposits and POs for activity accounts (865) are now managed through the campus bookkeeper. Activity accounts will still be monitored and approved by the Director of Fine Arts.

WHO YA' GONNA CALL?

Gretchen Parker

*Requests for Materials, Payroll,
Contracted Services, Extra Duty Pay,
Booster Club Monthly Financial Reports,
Musical 865 Accounts, Cheer Media
Guide, Klett PAC & East View Theater
Rental*

Amy Holmes

*Calendar for Director, Student/Employee
Travel, Fundraiser Requests, All Budget
Questions, Student & Employee Travel
Requests, District Credit Card
Transactions, Online Subscriptions
Management, UIL & Safety Training
Certificates*

Fine Arts Activity Accounts (865) do not have to be spent by a certain date, and the funds in those accounts rollover from one year to the next. In general, funds collected in these accounts for student activities should be spent in the same year they were collected.

Campus-Based Activity Account – These are accounts that are managed at your campus. Please refer to your campus policies and procedures when dealing with this account.

Booster Club Account – Booster Club money can be used for many purposes, provided certain procedures are followed. Booster clubs are limited to a maximum of two fundraising activities per calendar year. To remain in compliance with UIL, TEA, and GISD guidelines, boosters can only provide one meal per year for students (generally a banquet). All other use of booster club funds, including the purchase of equipment, supplementing travel costs, camp fee costs, or similar expenses, must pass through the

activity fund. Thus, booster club funds should never be spent “directly” on any of the items described above. Booster club funds are designed to benefit all students in a program. Therefore, a successful and active booster club will make frequent and generous donations to the student activity fund. No student is permitted to receive a different amount of benefit from a booster contribution to the activity fund than any other student. However, booster clubs are allowed to provide assistance to deserving students to cover the fees associated with participation in the particular fine arts activity, provided this scholarship opportunity is open to all students in the organization, application-based, publicized, non-discriminatory, and is not contingent upon parent participation in booster club activities.

Boosters must remember that the program director has permission to spend student activity funds at his or her discretion. Boosters are allowed to recommend how donations to the activity funds are spent, but final spending authority rests with the director. In the best interest of all students, boosters work closely with the director to identify needs and work collaboratively to meet those needs through all appropriate

means. For more information on Booster Clubs, see the Booster Club Guidelines and Procedures, revised February 7, 2019. This is located on the GISD Fine Arts webpage.

Program directors with booster clubs are responsible for submitting updated Booster Club officer information by June 1 for the following school year. Directors are also responsible for providing a current Booster Club Constitution. **This information should be placed in the GISD Fine Arts Google Team Drive no later than August 15.**

Parents and supporters of high school Fine Arts programs are allowed to create and operate a booster club. Formation of a new club must be approved by campus administration and the Director of Fine Arts. New or existing clubs operate with the specific oversight of the program sponsor. Booster clubs must follow all rules found in the GISD policy document called "Booster Club Guidelines & Procedures," revised on February 7, 2019. Copies of this document are available on the GISD Fine Arts webpage. Failure to comply with these guidelines may result in suspension of operations for the booster club.

Booster Club Treasurers are responsible for sending Gretchen Parker an accurate monthly financial report using the Google Sheets spreadsheet provided to them at their annual training.

Collecting Money

When collecting money from parents and students, please adhere to the following best practices:

1. Keep receipts. Document all funds received. Use duplicate receipts when collecting student money.
2. Documentation of all student or parent payments is the responsibility of the Director or Teacher.
3. Student or Parent payments should always be deposited into a GISD Activity Account.
4. Money should be secured in a safe every day. Never allow funds to stay in a desk drawer or even locked cabinet overnight.
5. Never spend cash that has been collected from students or parents.

Contracted Staff: Private Lesson Staff, Consultants, Clinicians

Each head director is responsible for recruiting, interviewing, and selecting private lesson teachers (who will teach on campus or be recommended by GISD Faculty and Staff to parents), clinicians, judges, consultants, accompanists, etc. Directors are responsible for confirming that GISD Human Resources has received the following items from any contracted staff. The contract must be on file in the Fine Arts office

before contracted staff (CS) begin working with students. Directors must also ensure contracted staff **have and wear the appropriate GISD badge at all times when on a GISD campus.**

	Private Lesson Teacher+ (on campus &/or recommended by GISD Faculty/Staff to parents)	Non-Instructional CS paid through Accounts Payable	Instructional CS paid through GISD Payroll
Online Background Check	Yes	Yes	Yes
Signed Contract	Yes	Yes	Yes
Fingerprinting*	Yes	No	Yes
Signed Confidentiality Agreement	No	Yes	Yes
Signed Social Media Agreement	No	Yes	Yes
W-4	Maybe***	Yes	Yes
Copy of Driver's License	Maybe***	Yes	Yes
Copy of Social Security Card	Maybe***	Yes	Yes

*Any person who works with any GISD student in an instructional capacity must be fingerprinted. *Parent volunteers are exceptions to the fingerprinting rule – but remember that parents still must complete the Online Background Check (under the Careers & Volunteers Tab).*

***Any private lesson teacher that teaches private lessons to students receiving scholarships (therefore receiving a paycheck from GISD) will be required to provide these documents as well.

+Please see the addendum entitled [GISD Fine Arts Private Lesson Policies and Procedures](#) for more information.

General Contracted Services (CS) Process

- Contracts should be completed by the campus Director and the potential CS employee using the updated form located on the Fine Arts website. The contract must have the signature line for the Director of Fine Arts at the bottom. Older versions of the contract will not be accepted.
- The potential CS employee should complete the online Contracted Staff Application for Fine Arts found on the GISD website.

- A copy of the completed contract and accompanying Request for Materials (RFM) must be sent to the Fine Arts office for approval.
- Incomplete or inaccurate contracts or RFMs will be returned to the program director for corrections. **Please be specific when stating the terms of the contract, including the hourly rate and number of hours contracted.**
- Make sure the RFMs accurately reflect the terms of the contract. Inaccurate RFMs will be returned to the program director for corrections. No payments will be made until a new RFM has been submitted to the Fine Arts office.
- The Fine Arts office's receipt of the contract and the applicant's completion of the online Contracted Staff Application begins the background check process.
- The Fine Arts office will then send the contract to GISD Human Resources.
- GISD Human Resources will notify the potential CS employee of receipt of the contract, once the background check has been cleared.
- All additional forms should be submitted by the potential CS employee directly to GISD Human Resources. When this process is complete, the CS employee will be provided a badge that verifies completion of the process.
- It is the campus Director's responsibility to begin this process well in advance of the need for the potential CS employee's service. **This process must be complete, including all paperwork, background checks, necessary fingerprinting, and badge issuance before CS employees work with GISD students.**

District Credit Cards

GISD maintains several vendor cards and "open" spending accounts. Staff members are allowed to utilize these cards and/or accounts.

- Authorized directors submit a completed Request for Materials (RFM) with an estimated amount.
- Directors will be emailed a PO when your RFM is approved.
- Bring a paper or digital copy of the PO to either the campus bookkeeper or the Fine Arts office in order to check out a credit card. (865 Campus, 199 Fine Arts)
- **Cards should be returned within 24 hours.** This is especially important during high-traffic times of the year when the cards are needed by multiple programs. **Staff members who continue to return the cards after the 24 hour window may lose card privileges. Cards should not be shared staff member to staff member.**
- Credit Cards:
 - Hobby Lobby
 - Walmart
- Accounts:
 - Home Depot

- Purchasing Card (Department Credit Card):
 - Carol Watson has been issued a GISD Fine Arts Department credit card. The Fine Arts office will use the card to pay for travel expenses, small regular purchase orders, blanket purchase orders (where sales are made over-the-counter), and emergency purchase orders.
 - The credit card may not be loaned to another employee for use.
 - A District PO is always the preferred method of purchase because it is the easiest way to stay compliant with purchasing laws. A credit card should not be used for any vendor that will accept a District PO.
 - Credit cards are NOT to be used as a last minute crutch for failure to plan ahead and secure a PO.
 - When requesting to use the Department Credit Card, submit an RFM in advance as if using a PO.

Fundraising

Whether a program fundraiser or a booster club fundraiser, **all fundraisers** require at least two levels of approval. First, campus administration must approve the fundraiser, and then the Director of Fine Arts must approve. Complete an Application for Fund Raising Activity form well in advance of the activity.

- Not all fundraisers will be approved.
- The director will be notified either way, with an explanation for any denial of activity.
- Programs/student groups and booster clubs are limited to a maximum of 2 (two) fundraisers per year.
- Each program is also allowed two tax-free dates for money collection. Please see the Sales Tax Addendum at the end of this handbook for more information on sales tax collection and compliance.

Purchase Orders (POs)

- Prior approval from the Director of Fine Arts is required in order to spend any GISD funds. Do not spend cash directly collected from students. Do not spend personal money without prior approval. Reimbursement is guaranteed only when prior approval has been obtained. Individuals who spend GISD funds without prior approval run the risk of bearing the cost of the purchase themselves.
- Spending budget or activity funds begins in the form of a Request for Materials (RFMs). This is how approval is secured to spend funds.
- Be prepared to plan all purchases in advance of needing them. **Expect the approval process to take approximately two weeks.**

- Accurately and completely type all sections of the Request for Materials, including shipping and handling, discounts, entire account code, and any special comments that may apply. **Hand-written RFMs will no longer be accepted, and RFMs that are inaccurate or incomplete will be returned to the teacher for correction and resubmission.**
- Depending on the account being used for the purchase, scan & email (no paper copies, please) the Request for Materials to either your campus bookkeeper, Gretchen Parker, or Amy Holmes in the Fine Arts office. Do not send them to Carol Watson. **DO NOT submit them directly to the vendor or company.**
- If a vendor is being used who is not part of the current GISD vendor system, additional time will be required to add the vendor to the database. 3 quotes are required for any single item over \$500.
- RFMs must be approved by the Director of Fine Arts and the Director of Purchasing.
- This process may also be used to create an open PO with a vendor.
- Orders placed using this process are shipped to the campus of origin. **Please scan & email copies of invoices/receipts to the Fine Arts office within three days of receipt.** Indicate if the order was correct, or if there is anything missing or broken. **Packing slips are not acceptable substitutes for invoices or receipts.**
- Please put the PO number on all receipts or invoices before sending copies to the Fine Arts office.

Student Awards

There is a strict limit on the type and value of awards that a high school student in Texas is allowed to receive. [Here is the link](#) to the UIL Constitution and Contest Rules for Music, Subchapter O, Section 480.

In addition, keep in mind that GISD Business office policy prohibits presenting any kind of student prize in the form of a gift card over \$25.

Transportation Payments and Budget

Submit a completed and accurate Fine Arts Student Trip Request form first to the campus principal, and then to the Fine Arts Office for approval.

All school transportation that has received advanced approval will be paid through the GISD Fine Arts office. Use TripTracker to request transportation. Currently, GISD Fine Arts covers transportation for all trips on the Pre-Approved List in the GISD Student Travel Manual.

Any other transportation costs are the responsibility of individual programs.

Plan for all transportation needs carefully and well in advance. Keep in mind that school bus and driver availability is limited during route hours, and also during high use times of the year (ex. end of school year trips).

State law prohibits the transportation of GISD students in a 15-passenger van at any time or in any location.

Please note: GISD will not cover the cost of a charter bus for student travel. In the event a charter bus is desired for student travel, funds must come from booster clubs or community donations.

Absences

Professional Leave

Complete a Request for Professional Leave form 2-3 weeks in advance of the absence. UIL travel only requires a principal's approval. When entering an absence into the AESOP System, use the following codes as necessary:

- UIL Fine Arts #24
- Fine Arts Professional Development #97
- Fine Arts Curriculum Writing #99

Copyright Law

Keep it Legal

Copyrighted music (or art, or theatre, etc.) is a piece of property. To use it, permission must be sought and given by the owner. Respecting copyright is essential to preserving the future of the arts. GISD Fine Arts faculty are expected to adhere to copyright law at all times.

Expect future professional learning sessions in the field of copyright, as it pertains to performing arts as well as visual arts. More information about copyright may be obtained from TMEA, TDEA, TETA, TODA, TAEA, and other professional organizations in Fine Arts.

Getting Permission

The Music Publishers Association of the United States helps individuals find information on the website mps.org so permission may be obtained from copyright owners.

1. Look for the copyright holder or publisher's name, and use the "Copyright Search" link on mps.org to access the Music Publisher Directory and index of Publishers' Imprints to find the publisher's contact information.

2. If the publisher of the music is unknown, research further by accessing one of the three US performing rights organizations' websites. Links to each are provided on mps.org in the "Copyright Search" section.
 - ascap.com/ace – ACE is the searchable database of the American Society of Composers, Authors and Publishers
 - bmi.com – Search by song name to access publisher information on songs licensed by BMI. Some additional non-BMI publishers will also be listed.
 - [Sesac.com](http://sesac.com) – Access the "repertory" link to search titles for the SESAC. While the organization is called the Society of European Stage Authors and Composers, the organization now spans internationally and in all genres.
3. To secure permission for sound recordings – Visit harryfox.com and use the Songfile Search and the License Music link to obtain mechanical and other rights information.
4. Permission forms are available on many publishers' websites or use the forms provided at mpa.org/copyright_resource_center/forms.
5. How to know if a work is still protected by copyright or if it is in the public domain:
 - Visit the Library of Congress at copyright.gov/records to search for copyrighted works.
 - For more information, visit MENC.org and view "United States Copyright Law – A Practical Outline."

Fine Arts Events Calendar

With a department as vibrant and successful as the GISD Fine Arts Department, the number of student performances is seemingly endless. Every effort is being made to streamline the reporting of these events to the GISD Fine Arts office, including the PAC/EVT scheduling processes, beginning of the year data collection, and email. However, it is the responsibility of each teacher and director to communicate dates and events (including when those dates and events change) to the [Fine Arts Events Google calendar](#).

Information posted to the GISD Fine Arts Events Google calendar is used by the public, the board of trustees, the Superintendent, campus administrators, and the Director of Fine Arts. Because various administrators commit to attending these events, it is essential that dates and times are accurate on the Fine Arts Events Google calendar. Furthermore, our community members are now more than ever engaging with GISD Fine Arts programs and they depend upon accurate calendaring from the Fine Arts Department. Disappointing community stakeholders because of inaccurate information is a mistake that can and should be avoided. Having up to date information for the

community is essential to promoting and celebrating the Fine Arts excellence our students demonstrate every day.

Please plan ahead, communicate, and document any changes to the Fine Arts Events Google calendar.

When adding events to a program Google calendar, events can be simultaneously added to the Fine Arts Events Google calendar by inviting “Fine Arts Events” as a guest. This will eliminate the need to send additional event information to the Fine Arts office which will streamline the process. Please reference the how-to powerpoint slides on the GISD Fine Arts website for more information.

Media Guidelines and Procedures

Overview

One of the primary ways that Georgetown ISD can educate the community about our programs and our success is to work closely with local and regional news media. Outlined below are the GISD Media Guidelines and Procedures. These guidelines and procedures are designed to promote the success of our students and staff while keeping school day interruptions to a minimum and student safety at the forefront of what we do.

Media Guidelines

Media representatives working on a story regarding GISD, our students, our staff, or our facilities are requested to contact the GISD School and Community Relations office at 512-943-1890. The primary point of contact is Melinda Brasher, Executive Director of Communications. The department will assist media representatives in obtaining pertinent information, coordinating relevant interviews, and arranging for photo shoots or video footage. All students must have proper permission approvals before being photographed.

Media Procedures

At times, journalists will ask GISD employees to participate in a story regarding the district or a specific campus or program. If a reporter wants to interview a staff member or student, please refer them to Melinda Brasher, Executive Director of Communications, who will coordinate the district’s involvement. Occasionally, reporters may call a staff member or appear at a campus without advance notice or coordination through the Communications office. If this should happen, simply redirect them to the Communications office.

News Releases

The Communications Department will generate news releases which will be distributed to local media, regional media, and GISD electronic communication outlets. News release information is welcomed and encouraged from all campuses and departments. Requests for such support should be directed to the Communications office.

Submitting News Release Information

Submit information and/or photos for new releases using this [Google Form link](#). Submissions are due weekly every Tuesday. Digital photos should be in JPEG/JPG format with a recommended dimension size of 640x480 to 1024x768. It is also recommended to send photos of small groups and not large groups of people. Remember to check student/parental permissions before photographing students.

Requesting Coverage of an Event

If an employee is requesting coverage of an upcoming special event at their campus, they should inform the Communications office at least one week in advance of the event. Please provide as much detail as possible about the event. Contact their office with additional questions.

Contact Information

Melinda Brasher, Executive Director of Communications
Georgetown Independent School District
507 W. University Ave.
Georgetown, Texas 78626
512-943-1890
brasherm@georgetownisd.org

Program Templates and Etiquette Slideshows

GISD faculty should use the GISD Fine Arts Program Template when creating print programs. These templates are updated yearly or when personnel changes occur (ex. new school board trustee), and are made available at the beginning of each new school year. Please obtain permission from the Director of Fine Arts before proceeding with a different template or design.

Before a student's name or picture can be published in a program, a parent must sign a release form.

Remember –

- Plan ahead and work on programs well in advance to avoid last minute mistakes.

- Use correct spelling, grammar, punctuation, capitalization. Seek others who are willing to proofread the program. Pay careful attention to the spelling of names.
- Use only the font, size, and orientation of the provided template.

Templates currently available on the GISD Fine Arts Team Drive:

- 2223 PAC Program Template
- 2223 EVT Program Template
- 2223 Campus Program Template
- 2223 PAC Concert Etiquette Slideshow
- 2223 EVT Concert Etiquette Slideshow
- 2223 Campus Concert Etiquette Slideshow (for elementary and middle schools, plus the GHS Theater and EVHS Black Box Theater)

These programs and slideshows are templates, which can be customized to add the program name, directors, staff, and campus administration. Additionally, both the programs and slideshows feature concert etiquette in both English and in Spanish. Other than adding the names of the directors/staff/administration and event title/date/time, the program format should **not** be altered.

The concert etiquette slideshow should run from house open to the start of the show. If you have a slideshow for the program itself (likely at PAC only), then that should be a **separate** slideshow.

Recordkeeping

All audition and/or tryout records must be retained for two full calendar years following the audition or tryout. Keep both paper and electronic copies, as applicable.

Safety Training Required for Staff

Select GISD Fine Arts staff are required to have specific training to ensure student health and safety. High school band directors, MS/HS drill team sponsors, colorguard sponsors, all marching band technicians, and MS/HS cheer sponsors should complete the UIL Safety Training every school year. The PowerPoint can be downloaded at www.uiltexas.org/health/safety-training.

- Complete the training, and upload verification to the Fine Arts Team Drive before you begin working with students.

GISD Fine Arts faculty should also complete a bi-yearly CPR/First Aid course and upload that certificate to the Fine Arts Team Drive as well.

- GISD typically offers several sessions every summer as part of its summer professional learning.

*All GISD staff who work with or travel **off campus and/or outside of normal school hours** with students should complete the course every two years. This applies to a variety of Fine Arts Directors and Teachers in grades K-12.*

MS/HS cheer sponsors must also complete the bi-yearly 2-hour concussion safety training course and upload that certificate to the Fine Arts Team Drive.

Staff Travel & Expense Guidelines

- All staff travel (during contract and requiring professional leave), other than UIL activity related travel, must be first approved by the campus principal, and then the Director of Fine Arts.
- Any staff travel outside of Texas with or without students requires the advance approval of campus administration and superintendent (or designee, the Director of Fine Arts) prior to planning the trip.
- Approval for travel is **not** the same as approval for travel *funding*.

Conferences, Conventions, Out-of-District Professional Learning

- GISD Fine Arts Faculty and Staff are encouraged, but not required, to attend conferences, conventions, and out-of-district professional learning events.
- GISD Fine Arts funds are available on a limited basis to help offset the cost of attending these events; however, faculty and staff should anticipate out-of-pocket costs should they choose to attend.
- Use the following chart as a reference for costs that may be covered with GISD Fine Arts funds:

	Funding Source	Forms Needed	Other Notes
Hotel	GISD Fine Arts and/or GISD Staff. Employees will need to reserve a room with a personal credit card, but submit a RFM in advance of doing so. GISD will cut a check to the hotel in advance. Remember to bring a Hotel Tax Exemption Form to the hotel. Do not pay for a hotel with personal funds and expect reimbursement.	<p><i>Employee Travel Funding Approval Form</i></p> <p><i>Request for Materials (RFM)</i></p> <p><i>Hotel Tax Exemption Form</i> (without this an employee will be responsible for this cost out of pocket)</p> <p><i>GISD Travel Expense Summary Report (with hotel receipt)</i></p>	<p>Note that even with this form, not all taxes will be exempted. This will be an out of pocket expense for the employee.</p> <p>Upon returning, send the hotel receipt to the Fine Arts office within three business days; receipt must show a zero balance.</p>
Meals	GISD employee, with possible GISD Fine Arts reimbursement (must be approved in advance).	<p><i>Employee Travel Funding Approval Form</i></p> <p><i>GISD Travel Expense Summary Report</i></p>	<p>\$40/day</p> <p>Meals only; per diems begin only after an overnight hotel stay.</p> <p>Receipts must be itemized showing items purchased.</p> <p>Receipts that contain alcohol purchases will not be reimbursed.</p> <p>Taxes paid on food at restaurants are reimbursed, but</p>

			gratuities are not reimbursed.
Mileage & Parking	GISD employee, with possible GISD Fine Arts reimbursement (must be approved in advance).	<i>Employee Travel Funding Approval Form</i> <i>GISD Travel Expense Summary Report</i>	Mileage is only paid to the driver. Valet parking is eligible for reimbursement, depending upon fund availability.
Classroom supply purchases at conferences	GISD Fine Arts and/or GISD employee. POs can be issued for a specific vendor in advance, or the GISD employee can submit an RFM in advance for reimbursement.	<i>Request for Materials (RFM)</i>	Submit the RFM 2-3 weeks in advance of travel, so a purchase order may be authorized for your use. Purchases made without prior approval will be denied for reimbursement.

Obtaining Professional Learning Credit Hours for Out-of-District Events

- Complete an Out-of-District Training Approval Form and send it to the Fine Arts office.
- Once the form is approved by the Director of Fine Arts, it will be submitted to the Office of Professional Learning.
- Allow 1-2 weeks for the approval process.
- The maximum number of hours that may be earned for comp time credit is 24, which is four days of comp time.
- Please upload a copy of the certificate of attendance, which documents the hours earned, to Strive.
- Continuing Professional Education (CPE) credits may be earned in lieu of comp time, in the event prior approval is not obtained. However, if prior approval has been obtained for the training, then both CPE credits and comp time will be awarded.
- Only professional development that occurs outside of contracted days (summer) is eligible for comp time.

Student Medical Information

When traveling off campus with a group of Fine Arts students, it is required that all pertinent medical information about each student traveling is available to the group's sponsor, teacher, or director. Standard medical release forms and health history forms are available on the GISD Fine Arts webpage. In addition, some Fine Arts groups utilize Rank One, which also obtains and stores that information digitally. Follow district policy regarding over-the-counter and prescription medications. Student health information, medical conditions, and other personal information must not be shared with or made available to parent volunteers, in accordance with the Family Equal Rights Protection Act (FERPA).

Student Transportation, Scheduling, Safety Guidelines

When traveling by bus, the following safety precautions should be followed:

1. Students should always board the bus using the front access door. The rear and/or side emergency doors should only be used to load large equipment or instruments and needed. Adult supervision is required at all times to ensure the safety of students and the instruments being loaded and unloaded.
2. Each bus must have adult chaperones to supervise students.
3. At the beginning and end of each trip, please check around the bus to be sure no items have been left.
4. At the end of each trip, be sure to walk through the bus to check for and remove all trash items and anything left behind by students.
5. Inform students and chaperones of safety, conduct, bus rules, and announcements.
6. Provide campus principal, fine arts office, and parents with arrangement information and itineraries.
7. Confirm that each student has completed and signed a medical release form before being allowed to board the bus.
8. Roll should be taken before the bus leaves each destination.
9. It is against state law for students to ride in a passenger van that carries more than 8 passengers and a driver. Please contact GISD Transportation with questions.

Trip Tracker

Contact Evelyn Moran at ext. 7610 or morane@georgetownisd.org in Transportation in order to set up a Trip Tracker account. Only new employees or employees who have changed campuses need to set up an account. Transportation will provide instructions

along with a username and password. Trip Tracker is located on the GISD Staff webpage.

Please see the GISD Student Travel Manual located in the Addenda for more information.

Use of Performing Arts Facilities

The reservation process for both the Klett Center for Performing Arts (PAC) and the East View Theater (EVT) is available online. All inquiries should be made directly through FSDirect at www.myschoolbuilding.com. In the Fine Arts office, Gretchen Parker facilitates and monitors this process, and can assist when needed. Gretchen Parker is not responsible for entering internal or external facility requests. For additional assistance, please contact the GISD District Scheduler, Kathy O'Connor, at occonnork1@georgetownisd.org.

If a facility is available, an event request may be entered by the faculty member responsible for making the reservation. This will begin an approval process that involves at least three levels of approval. Once the event has been approved, it will be designated as "Activated."

More information may be found in the [GISD FSDirect Requester Guide](#), located on the GISD Fine Arts webpage.

It is also important to consult with and provide information to the facility's Technical Director regarding any event. FSDirect will generate a report of pertinent technical needs for the Technical Director. Because of this, accurate entry of needs, numbers attending, hours, etc. are critical.

- Dean Baker, Technical Director for the Klett Center for the Performing Arts
- Thomas DeLaurier, Technical Director for the East View Theater

All events taking place in a GISD performing arts facility should have an Administrator on Duty (AOD) present. Do not assume the Director of Fine Arts will be available to serve as AOD of the event. It is the responsibility of the director/teacher to inform campus administration in a timely manner so that campus administrators can plan to attend or designate an AOD.

Keep in mind that even when an event has been entered and activated in FSDirect, it must also be added to the Fine Arts Calendar. FSDirect and the Google Fine Arts Calendar are not automatically linked.

Procedures for Securing PAC or EVT Post-Performance

Typically, when the PAC or EVT is being used by GISD Fine Arts faculty, either the Technical Director or Custodial Staff (or both) are present. In the event that no Technical

Director or Custodial Staff is on duty, the person who signed up to reserve the building is responsible for the following (this is not common). Should this be the case, please contact the Fine Arts Office in advance for a key and access code:

1. Locking all lobby, auditorium, hall, stage, and workroom doors
2. Locking all prop/green room and booth doors
3. Switching off all lights
4. Locking exterior doors

Please note: If something is unlocked during use, it should be locked again before the facility is emptied for the day.

Alarm system activation that results in police presence causes GISD Fine Arts to incur a fine. This cost may be billed to the fine arts program using the facility at that time. Please take building security seriously.

Additionally – it is not the Technical Director’s nor the Custodial Staff’s responsibility to stay with students until the child’s ride arrives. This is the sole responsibility of the person who reserved the building for the event. The Technical Director (when present) will stay until the audience has cleared the auditorium, the performers have cleared the stage, and the Technical Theatre students have left campus. In the event that there is no Technical Director for an event, it is the responsibility of the program/event director to stay until ALL students and audience have left.

Volunteer Background Check Procedures

- GISD Policy requires that all volunteers who work with GISD students complete and pass a background check application each new school year.
- There are no exceptions to this policy.
- Volunteers must renew their background check after July 1 of each new school year. Previous years’ background checks are not valid.
- Allow at least 48 hours for the process.
- It is the responsibility of the director/teacher to verify clearance for any volunteer who works with their students.
- When a volunteer passes a background check, they will be notified via email, and that email should be forwarded to the director or teacher in charge.
- Only volunteer coordinators and the director/teacher for that organization should know the background clearance status of volunteers. This is confidential information.
- If a volunteer has not passed a background check or received/forwarded a verification email to the director/teacher, the volunteer must not volunteer for GISD. Again, no exceptions.

Addenda

[Sales Tax Addendum](#)

[GISD Student Recruitment Frequently Asked Questions](#)

[GISD Private Lesson Policies & Procedures](#)

[GISD Student Travel Manual](#)