Student & Parent Handbook

2026-2027

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Pflugerville ISD

Mission

The mission of Pflugerville ISD is to provide an inspiring, engaging, and relevant education that empowers students to reach their full potential as productive members of a diverse global community.

Vision

Pflugerville ISD... Passionately Serving the Best Interests of Students

Beliefs

We Believe:

- Diversity is our strength
- All individuals have worth
- Relationships are foundational to success
- A safe and nurturing environment is non-negotiable
- All students have the right to diverse educational opportunities
- Social-emotional learning is as critical as academic focus
- Civic-mindedness must be explicitly cultivated in our students
- Community partnerships and high expectations improve student outcomes
- Innovation and a strong work ethic ensure excellence

Pflugerville ISD Fine Arts Handbook Forward

Pflugerville Independent School District (PfISD) is establishing a competitive and well-respected fine arts program. Achieving this reputation for excellence takes the diligent efforts of teachers, students, parents/guardians, community supporters, and the support and encouragement of an outstanding administration. It is up to each of us in the District to continue to meet the demands placed on us to maintain this high standard of distinction. PfISD offers a well-balanced, comprehensive fine arts program consisting of elementary art, elementary music, band, choir, color guard, dance, theatre arts, and visual arts. This handbook has been designed to provide easy access to relevant policies and procedures, which will help us maintain this level of prestige among other districts.

Pflugerville ISD Fine Arts Department

Philosophy

Pflugerville Independent School District is dedicated to giving all students the opportunity to participate in a highly competitive and comprehensive fine arts program. We believe that fine arts activities represent a microcosm of society. Through participation in our programs, students will inherently learn life skills enabling them to be productive members of society, capable of managing time, striving to set and obtain goals, and developing enhanced self-discipline.

Three main themes are apparent in all successful fine arts programs: integrity, character, and honesty. Participation in extracurricular activities through PfISD fine arts is a privilege, and the student is held to a much higher standard than that of the general school population. The guidelines and rules that each director/teacher sets for the program may be stricter than those delineated in the PfISD Student Code of Conduct.

Objectives

PfISD fine arts instructors are dedicated to PfISD being recognized as a premier fine arts program in Texas. To obtain this extraordinary level of competence in an incredibly competitive area, everyone within the department must demand excellence of themselves and each individual for whom they are responsible. All teachers are firmly committed to the following objectives, which must be present in each activity and on every level to continue in the pursuit of excellence that our community has grown to expect:

- Allowing all students to try out, or audition, for all activities
- Increasing participation in a wide variety of fine arts activities to meet the diverse needs of students
- Treating all students, parents/guardians, teachers, district employees, opponents, and community supporters with dignity and respect
- Exhibiting outstanding sportsmanship in victory and defeat
- Emphasizing the importance of excellence in the classroom, as well as in competition
- Developing individuals and groups with the lifelong skills needed in a competitive society
- Recruiting, hiring, supporting, and retaining the best teachers possible
- Providing adequate and equitable funding for all programs

Definitions

Calendar Week

As defined in the UIL Constitution and Contest Rules, a calendar week is 12:01 a.m. on Sunday through midnight on Saturday.

Co-Curricular Activity

Throughout this document, a co-curricular activity will be defined as one that meets either of the exceptions to the extracurricular activities as listed in TAC §76.1001. A co-curricular activity is an activity where the general public is invited, and student participation in public is stated in the Texas Essential Knowledge and Skills (TEKS) for the course they are enrolled in. Co-curricular activities are not competitive, not held in conjunction with another extracurricular activity, not held off campus, and admission is not charged.

Extracurricular Activity

According to TAC §76.1001, an extracurricular activity is an activity sponsored by the University Interscholastic League (UIL), the school district board of trustees, or an organization sanctioned by resolution of the board of trustees. The activity is not necessarily directly related to instruction of the essential knowledge and skills but may have an indirect relation to some areas of the curriculum. Extracurricular activities include, but are not limited to, public performances, contests, demonstrations, displays, and club activities, with the exception of public performances specified in paragraphs (2) and (3) of this subsection.

(1) In addition, an activity shall be subject to the provisions for an extracurricular activity if any one of the following criteria apply:
    (A) the activity is competitive;
    (B) the activity is held in conjunction with another activity that is considered to be extracurricular;
    (C) the activity is held off campus, except in a case in which adequate facilities do not exist on campus;
    (D) the general public is invited; or
    (E) an admission is charged.

(2) A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved course that requires demonstration of the mastery of the essential knowledge and skills in a public performance, may participate in the performance subject to the following requirements and limitations.
    (A) Only the criterion listed in paragraph (1)(D) of this subsection applies to the performance.
    (B) The requirement for student participation in public is stated in the essential knowledge and skills of the course.

(3) A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved music course that participates in UIL Concert and Sightreading Evaluation, may perform with the ensemble during the UIL evaluation performance.

Practice and/or Rehearsal

Throughout this document, practice and/or rehearsal will be addressed separately from extracurricular (and co-curricular) activities, as they are addressed separately in TAC §76.1001.

School Week

According to TAC §76.1001 and the UIL Constitution and Contest Rules, the school week is defined as beginning at 12:01 a.m. on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays.

University Interscholastic League (UIL)

The University Interscholastic League (UIL) exists to provide educational extracurricular academic, athletic, and music contests. It was created in 1910, and it is now the largest inter-school organization of its kind in the world.

Student Conduct Standards

General Conduct Standards

Students selected into a PfISD fine arts program must recognize this distinction as an honor and privilege. Students involved in extracurricular activities are recognized as representatives of the individual school and the District, and they are held accountable to a greater standard than that of the general school population. It is the director/teacher's responsibility to ensure this high level of expectation through monitoring their student members in and out of season, in and out of uniform, and on and off-campus. The inordinate amount of time fine arts teachers spend in various curricular and co-curricular activities provides a unique opportunity to observe, assist, and intercede to help students make the right decisions. PfISD supports education and awareness training on adolescent chemical use issues, including chemical dependency, substance abuse, and special issues affecting district students.

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities.

- Disregard for Authority
- Mistreatment of Others
- Property Offenses
- Possession of Prohibited Items
- Misuse of Technology Resources and the Internet
- Safety Transgressions

Further information about conduct violations and consequences can be found in the PfISD Student Handbook.

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization's standards of behavior. (PfISD Student Handbook)

Conduct Standards Addendum: Students who have been assigned to a DAEP (Discipline Alternative Education Program) placement at Pflugerville ISD Opportunity Center will be allowed to participate in all extra curricular activities upon returning to their home campus. The student will sign a PfISD Student Code of Conduct compliance agreement for the remainder of the academic year, and the level of participation will be at the discretion of the teacher and director of the program.

Social Media

Everything posted on social media is public information. Any text or photo placed online is completely out of your control the moment it is placed online – even if security settings are "private" for your page or that particular post. Information (including pictures, videos, and comments) may be accessible even after it has been removed. Once a photo or comment on a social networking site has been posted, that photo or comment becomes the property of the site and may be searchable even after being removed.

Always represent yourself, your program, and the school district honorably. Commit all of your social media interactions to being respectful, public, and timely. Similar to comments made in person, Pflugerville ISD will not tolerate disrespectful comments and behavior online, such as:

- Derogatory language or remarks that may harm other instructors or colleagues; other PfISD staff or faculty; and students, instructors, directors, or representatives of other schools, including comments that may disrespect opponents.
- Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

Dress Code

In cooperation with the sponsor, coach, or another person in charge of an extracurricular activity, the principal may regulate the dress and grooming of students who participate in the activity. School administration and staff shall not have the discretion to vary the requirements in ways that lead to discriminatory enforcement. This includes discrimination against a hair texture or protective hairstyle commonly or historically associated with race. (PfISD Student Handbook, HB567)

Incident Reporting

If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Procedures for reporting allegations of bullying may be found on the district's website. A student may anonymously report an alleged incident of bullying through the Anonymous Alerts system. The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. (PfISD Student Handbook)

Teachers must report critical incidents to the principal and their organizational supervisor immediately and ensure sensitive and serious situations are being communicated as clearly and effectively as possible throughout the District. A written report of an incident must be sent to the principal within 24 hours of the occurrence. If a situation is an emergency, the teacher must immediately notify the principal by telephone. The following incidents must be reported immediately:

- Firearms – possession, use, display, discharge
- Weapons – possession, use, display
- Assaults
- Sexually-related incidents, including criminal complaint, misconduct, harassment
- Possession, use, sale of controlled substances
- Arrests
- Evacuation of the building
- Any call to 911
- Bus accidents
- Motor vehicle accidents involving rental or PfISD vehicles

Activity Schedules

Scheduling Guidelines

All practices/rehearsals and performances must conform to Pflugerville ISD procedures.

(1) Instructors will provide students with a list of required practices/rehearsals and performances at the beginning of the season/production that has been approved by the campus principal. This list will include both extracurricular and co-curricular activities.

(2) Instructors are responsible for organizing all practices/rehearsals and performances occurring outside the academic school day and will open and secure all rehearsal facilities through the proper campus/district procedures.

(3) Instructors will provide a list of approved extracurricular and co-curricular activities to the fine arts department for inclusion on the district's fine arts calendar and to avoid scheduling conflicts with district-wide events.
(4) Instructors will be present for any practice/rehearsal or performance and will remain on site until all students have left the area.

School Day Limitations

The State Board of Education by rule shall limit participation in and practice for extracurricular activities during the school day and the school week. The rules must, to the extent possible, preserve the school day for academic activities without interruption for extracurricular activities. In scheduling those activities and practices, a school district must comply with the rules of the board. (TEC §33.081)

In accordance with the provisions of the Texas Education Code (TEC), §33.0811, the number of times that a school district may allow a student to miss a class for extracurricular participation during a school year shall be determined by the school district board of trustees. Each school district must maintain an accurate record of extracurricular absences for each student in the school district each school year. (TAC §76.1001)

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year 17 extracurricular absences; however, the campus principal shall have the authority to approve up to five additional absences in accordance with administrative regulations. (FM Local)

Limitations on practice and rehearsal for extracurricular activities during the school day shall be as follows.
(1) A school district must limit a student to one period of practice during the regularly scheduled school day for extracurricular activities, such as athletics, or drill team, or cheerleading.
(2) The limit specified in paragraph (1) of this subsection of one period per school day for practice in an extracurricular activity does not prohibit a student from enrolling in any state-approved class. A student who is enrolled in a state-approved class that includes essential knowledge and skills that relate to the preparation for an extracurricular activity may practice that extracurricular activity no more than one period during the school day.
(3) A student may not be permitted to miss a scheduled academic class to practice for an unrelated extracurricular activity.
(4) A school district must limit extracurricular practice during the school day to ensure that class periods for extracurricular practice do not exceed the time allotted for other class periods.
(5) A school operates on a traditional class schedule or on a non-traditional class schedule, such as an alternating, accelerated, or a modified block schedule. Regardless of the schedule type in place, a school may elect to practice extracurricular activities daily, provided the total minutes allowed for the extracurricular practice is not greater than 300 minutes during the school week. (TAC §76.1001, FM Legal)

School Week Limitations

Limitations on practice, rehearsal, and student participation in extracurricular activities during the school week shall be as follows.

(1) For any given extracurricular activity, a student may not participate in more than one activity per school week, excluding holidays, except as provided in paragraph (2) of this subsection.

(2) In addition to the limit specified in paragraph (1) of this subsection of one extracurricular activity permitted per school week, a student may also participate in a tournament or post-district contest, as well as a contest postponed by weather or public disaster that may determine advancement to a post-district level of competition.

(3) For each extracurricular activity, a school district must limit students to a maximum of eight hours of practice and rehearsal outside the school day per school week. (TAC §76.1001, FM Legal)

State Testing Limitations

The commissioner of education recommends that school districts avoid scheduling extracurricular activities or public performances on the day or evening immediately preceding the day on which the administration of the statewide student assessment program is scheduled for Grades 3-11. (TAC §76.1001, FM Legal)

Scheduling extracurricular activities is prohibited in certain circumstances.

(a) The State Board of Education by rule shall prohibit participation in a University Interscholastic League area, regional, or state competition:

(1) on Monday through Thursday of the school week in which the primary administration of assessment instruments under Section 39.023(a), (c), or (l) occurs; or

(2) if the primary administration of the assessment instruments is completed before Thursday of the school week, beginning on Monday and ending on the last school day on which the assessment instruments are administered.

(b) The commissioner shall determine the school week during the school year in which the primary administration of assessment instruments occurs for purposes of Subsection (a).

(c) The commissioner shall adopt rules to provide the University Interscholastic League with a periodic calendar of dates reserved for testing for planning purposes under this section. The periodic calendar must be provided at least every three years on or before May 1 of the year preceding the three-year cycle of reserved testing dates.

(d) In adopting rules under this section, the commissioner shall:

(1) include a procedure for changing, in exceptional circumstances, testing dates reserved under the periodic calendar;

(2) define circumstances that constitute exceptional circumstances under Subdivision (1) as unforeseen events, including a natural disaster, severe weather, fire, explosion, or similar circumstances beyond the control of school districts or the agency; and

(3) establish criteria for determining whether a University Interscholastic League area, regional, or state competition must be canceled if that event conflicts with a changed testing date.

(e) This section does not apply to testing dates on which assessment instruments are administered only to students retaking assessment instruments. (TEC §33.0812)

Sunday Limitations

Non-UIL performances and practices may be scheduled on Sundays only with approval from the campus principal and the Director of Fine Arts.

UIL Academic Contests

UIL member schools shall not sponsor students in a UIL contest or an academic contest similar to one offered by the UIL on Sunday. Exceptions:

(1) UIL competitions may be held on Sunday, due to unavoidable circumstances that cause hardship to participating schools, provided they are approved by the UIL office.

(2) School district personnel may instruct high school students and accompany them to school-sanctioned academic competitions held on Sunday that do not count on UIL standing under the provisions listed below.

(A) A student shall not represent a UIL member school in more than four such competitions on Sunday during the school year. Example: if a student competes in a tournament scheduled for Friday, Saturday and Sunday, the tournament counts as one of the four allowable Sunday competitions regardless of whether the student competes on Sunday.

(B) The participation of the student, academic coach, sponsor or director shall have prior approval of the superintendent or designated administrator. Students are considered to be representing their school if they are wearing and/or using school equipment or being directed, accompanied, or transported by a school employee or persons on behalf of school personnel.

(C) Participation is limited to contests that are sponsored by colleges or universities. Exception: Robotics

(D) Students are not prohibited from participating in non-school-sponsored competitions and activities. Parents may take their children to meets provided the school does not pay entry fees or other related expenses and the coaches do not attend the competition. The fact that a tournament entry contains information as to which high school a student attends or information about the high school itself (address, coach, telephone, FAX, etc.) does not in and of itself constitute a violation.

(E) The following constitute sponsorship:

(i) The school pays entry fees for contestants or uses activity funds to pay for any or all student expenses.

(ii) Student uses school fundraiser dollars to pay for fees, transportation and/or housing expenses.

(iii) Student is accompanied by school personnel.

(iv) Student is accompanied, directed or transported by a person or persons on behalf of school personnel.

(v) Student wears or uses school equipment.

(F) School district personnel includes any person hired or appointed by the school or its employees who is involved in preparing or assisting the contestant for a contest that is part of the UIL academic program.

(G) This rule applies only to contests that are part of the UIL Academic Meet Plan. It is not a violation for school district personnel to assist a student in preparation for or participation in a contest that is not part of the UIL Academic Meet Plan.

(H) Students found to be in violation of the Sunday Participation Rule may be penalized for the current academic year in "germane" academic contests. For example, a student found in violation of the Sunday Participation Rule in Lincoln-Douglas Debate would be penalized in debate only (LincolnDouglas and Cross-Examination), not in all speech events, nor in any other UIL academic events.

(I) The District Executive Committee shall rule on protests and reports of violations concerning the Sunday Participation Rule. Refer to Section 28 (a). (UIL Constitution and Contest Rules)

UIL Music Contests

No UIL-member school shall sponsor individuals or organizations in a UIL contest on a Sunday. Exception: Under extenuating circumstances such as weather delays, site conflicts or excessive loss of school time, a UIL music contest or event may be scheduled on Sunday with the approval of the UIL Office. (UIL Constitution and Contest Rules)

Schedule Conflict Resolutions

Students participating in more than one activity could possibly have conflicts from time to time. Students should notify the director/teacher of these activities as soon as the conflict arises. To settle these scheduling conflicts, prioritize student participation in activities as follows:

- State
- Regional/Area
- Bi-District
- District
- Non-District/Local Performances
- Practices/Rehearsals
- Non-School Sanctioned Activities

Competitive Events Rescheduling Protocols

If a competitive event is canceled or rescheduled due to unavoidable circumstances, the person overseeing the event will call their campus principal and Director of Fine Arts and make a recommendation to present to the District's leadership for a decision. Once the rescheduling decision has been made, the teachers will communicate the information to the students and parents through their individual established communication procedures. If parents want to discuss a decision or a pending decision beyond the teacher, they may contact the campus principal directly for additional information.

Eligibility

Student Eligibility for All Extracurricular Activities

(c) A student who is enrolled in a school district in this state or who participates in a University Interscholastic League competition shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the University Interscholastic League after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than a course described by Subsection (d-1). A suspension continues for at least three school weeks and is not removed during the school year until the conditions of Subsection (d) are met. A suspension does not last beyond the end of a school year. For purposes of this subsection, "grade evaluation period" means:

(1) the six-week grade reporting period; or

(2) the first six weeks of a semester and each grade reporting period thereafter, in the case of a district with a grade reporting period longer than six weeks.

(d) Until the suspension is removed under this subsection or the school year ends, a school district shall review the grades of a student suspended under Subsection (c) at the end of each three-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the student's grade in each class, other than a course described by Subsection (d-1), is equal to or greater than the equivalent of 70 on a scale of 100. The principal and each of the student's teachers shall make the determination concerning the student's grades.

(d-1) Subsections (c) and (d) do not apply to an advanced placement or international baccalaureate course, or to an honors or dual credit course in the subject areas of English language arts, mathematics, science, social studies, economics, or a language other than English. The agency shall review on a biennial basis courses described by this subsection to determine if other courses should be excluded from the requirement that a student be suspended from participation in an extracurricular activity under Subsection (c). Not later than January 1 of each odd-numbered year, the agency shall report the findings under this subsection to the legislature. (TEC §33.081, FM Legal)

Eligibility for Practice/Rehearsal

(f) A student suspended under this section may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance. (TEC §33.081)

Student Eligibility for All High School UIL Contests

Subject to the other sections of this subchapter, an individual is eligible to participate in a UIL varsity contest as a representative of a member school if that individual:

(a) is not a high school graduate;

(b) is a full-time, day student in the member high school the student represents;
(c) has been in regular attendance at the member school since the sixth class day of the present school year or has been in enrolled and in regular attendance for 15 or more calendar days before the contest or competition (student becomes eligible on the fifteenth day);
(d) is in compliance with rules of the State Board of Education (the school shall verify a student's grades on the basis of the official grade report and independently of involvement by the student);
(e) has the required number of credits for eligibility during the first six weeks of school;
(f) is enrolled in a four-year program of high school courses;
(g) initially enrolled in the ninth grade not more than four years ago nor in the tenth grade not more than three years ago;
(h) was not recruited;
(i) is not in violation of the Awards Rules; and
(j) meets the specific eligibility requirements for UIL academic competition in Section 401 and/or for music competition in Section 402. (UIL Constitution and Contest Rules)

Additional Student Eligibility for High School UIL Academic Contests

Subject to the other sections of this subchapter, an individual is eligible to participate in a UIL varsity academic contest as a representative of a member school if that individual:
(a) meets all the requirements of Section 400; and
(b) did not change schools for the purpose of participating in a UIL academic contest. (UIL Constitution and Contest Rules)

Additional Student Eligibility for High School UIL Music Contests

Subject to the other sections of this subchapter, an individual is eligible to participate in a UIL varsity music contest as a representative of a member school if that individual:
(a) meets all the requirements of Section 400; and
(b) did not change schools for the purpose of participating in a UIL music contest. (UIL Constitution and Contest Rules)

Student Eligibility for All Middle School UIL Contests

No student in grades 6 and below may participate in UIL music competitions or events. Exception: Sixth grade students are eligible to participate in UIL concert and sight-reading evaluation under the following provisions.
(A) Orchestra. The student shall be enrolled in the corresponding music class of the ensemble that is participating in concert and sight-reading.
(B) Band and Choir. The student shall be enrolled in the corresponding music class of the ensemble that is participating in concert and sight-reading and the band or choir shall be comprised of a majority of 7th grade students or above. (UIL Constitution and Contest Rules)

(1) An individual may participate in UIL competition or contests as a representative of the participant school he/she attends if that student has been in attendance and has passed the number of courses

required by state law and by rules of the State Board of Education, and is passing the number of courses required by state law and by rules of the State Board of Education.

(2) Junior high students are not prohibited from competing at a grade level higher than the one in which they are enrolled. (UIL Constitution and Contest Rules)

(b) AMATEUR RULE. There is no amateur rule for students competing in elementary school or junior high school competitions. Section 441, Amateur Athletic Status, does not apply to students until the first class day of their ninth-grade year. (UIL Constitution and Contest Rules)

Student Eligibility for All Elementary School UIL Contests

Students are eligible so long as they have been in attendance and are passing all classes in accordance with state law and rules of the State Board of Education and the Texas Education Agency. The UIL has no age limit for elementary academic competition, nor does it have a residence rule.

(a) COMPETING OUT OF GRADE LEVEL. Elementary students are not prohibited from competing one grade level higher than the one in which they are enrolled. However, a student shall not compete in two or more grade levels of the same contest in the same year.

(b) AMATEUR RULE. There is no amateur rule for students competing in elementary school or junior high school competitions. Section 441, Amateur Athletic Status, does not apply to students until the first class day of their ninth-grade year. (UIL Constitution and Contest Rules)

Credit Requirements for UIL Eligibility During the First Six Weeks

The standards below determine academic eligibility for the first six weeks of the school year. Students in non-compliance may request a hardship appeal of their academic eligibility through the UIL.

(a) Grades Nine and Below. Students must have been promoted from the previous grade. (Refer to Official Interpretation 01-09-18 Appendix I).

(b) SECOND Year of HIGH School. Five accumulated credits that count toward state graduation requirements.

(c) THIRD Year of HIGH School. Ten accumulated credits that count toward state graduation requirements or student must have earned at least five credits within the last twelve months that count toward state graduation requirements.

(d) FOURTH Year of HIGH School. Fifteen accumulated credits that count toward state graduation requirements or student must have earned at least five credits within the last twelve months that count toward state graduation requirements. (UIL Constitution and Contest Rules)

Exceptions:

(a) When a migrant student enrolls for the first time during a school year, all criteria cited above applies. All other students who enroll too late to earn a passing grade for a grading period are ineligible.

(b) High school students transferring from out-of-state may be eligible the first six weeks of school if they meet the criteria cited above or school officials are able to determine that they would have been eligible if they had remained in the out-of-state school from which they are transferring. (TEA-UIL Side-by-Side)

Students who are not in compliance with these provisions may request a hardship appeal of their academic eligibility through the UIL state office.

Local school boards may elect to adopt these standards for all activities in order to avoid having different standards for student participants (e.g., football, drill team, cheerleading, and all other extracurricular activities as defined by Commissioner of Education rule). (TEA-UIL Side-by-Side)

Eligibility for All Extracurricular Activities After the First Six Weeks

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified class eligible for exemption) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility after the seven calendar day waiting period has ended following a grading period or the three school week evaluation period when the principal and teachers determine that he or she has earned a passing grade (70 or above) in all classes, other than those that are exempted.

Each district has the authority to adopt its own grading policy; however, the district must have a measure in place to identify what is passing. This measure is necessary not only for the purpose of determining eligibility for participation in extracurricular activities but also for the award of credit. While districts are not required to assign numeric grades, they must have a way to verify that a student has received the equivalent of a grade of 70 on a scale of 100 in accordance with TAC, §74.26(c).

All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of the grading period whether it is six, nine, or twelve weeks in length. Students who pass remain eligible until the end of the next grading period. All activity coaches and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the student represents the school. This provision applies to all grading periods. It also applies to all three-school week evaluation periods for ineligible students.

All students are academically eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the December holidays, all students are academically eligible until classes resume in January. The same is true for summer recess and fall and spring breaks provided those breaks consist of at least a full calendar week.

If a grading period or three school week evaluation period ends on the last class day prior to a school holiday of one calendar week or more (e.g. spring break, winter holidays), the seven calendar day grace period to lose eligibility and the seven calendar day waiting period to regain eligibility begin the first day that classes resume.

Students lose eligibility for a three school week period. For purposes of the law, “three school weeks” is defined as 15 class days. Exception: One, but only one of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday period. Two class days does not constitute a “school week” for purposes of this law except Thanksgiving week if schools are on holiday

Wednesday, Thursday and Friday. A school district may request an exception from UIL officials to the two-day school week in the event of a disaster, flood, extreme weather condition or other calamity as listed in TEC §42.005. In the event two of three school weeks are shortened, one of the shortened weeks may be counted as five days with ten other actual class days making up the fifteen class days. After the first six weeks of the school year, academically ineligible students in schools with six week grading periods have one opportunity to regain eligibility after the first three school weeks of the grading period; students in a nine week grading period have two opportunities, one at the end of the first three school weeks and one at the end of the first six school weeks. Students who fail to regain eligibility at the evaluation periods remain ineligible until seven calendar days after passing a grading period.

Note: When computing eligibility calendars, it is helpful to remember that the seven-day grace period after the grading period also contains school week one of the three-school week evaluation period. Also, a seven-calendar day grace and waiting period is always applicable after grading periods and evaluation periods. (TEA-UIL Side-by-Side)

Exemption for UIL Concert and Sight Reading Evaluation

A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved music course that participates in UIL Concert and Sightreading Evaluation, may perform with the ensemble during the UIL evaluation performance. (TAC §76.1001, FM Legal)

Grade Waiver Process for Advanced Courses

Students who fail an advanced high school course with a grade between 60 and 69 may apply for a waiver to continue participating in extracurricular activities. Students are allowed two waivers per year total (not two per course). Waivers may be used beginning at Interim Progress Report 2.

Courses eligible for a waiver: All AP courses; RLA advanced courses; Languages Other Than English advanced courses; Mathematics advanced courses; Science advanced courses; Social Studies advanced courses.

Note: Students taking a dual credit class are not eligible for exam exemption. Middle school students are not eligible for advanced course waivers. (PfISD Instructional Grading and Reporting Guidelines)

Incomplete Grades

A student with an “Incomplete” grade is ineligible at the end of the seven day grace period unless the “Incomplete” was replaced with a passing grade prior to the end of the seven day grace period. Students with an “Incomplete” grade either within or beyond the end of the seven day grace period may regain eligibility if the work is made up in accordance with district policy in regard to time allowed for make-up work and the conditions under which make-up work are allowed. (TEA-UIL Side-by-Side)

Absences

All students participating in a PfISD extracurricular activity commit to the organization, their teammates, and their school. Each program demands the dedication of time and energy of the student. Part of this commitment is to be a student first and strive for academic excellence. Another integral part of the commitment is to place the PfISD organization above participation in any non-school sanctioned activities and attend all practices and performances scheduled by PfISD teachers. Students may be excused from participation in their fine arts organization commitments for the following reasons. The student and parents are responsible for informing the teacher of the conflict well in advance of the imminent absence, if possible.

Excusable Absences

- Sick (absent from school)
- Doctor's appointment (if this is a check-up, try to schedule around practices and events)
- Death in the family
- Religious holiday

Inexcusable Absences

- Homework (plan ahead and manage your time well)
- Attending a concert or other social engagement over practice

In accordance with the provisions of the Texas Education Code (TEC), §33.0811, the number of times that a school district may allow a student to miss a class for extracurricular participation during a school year shall be determined by the school district board of trustees. Each school district must maintain an accurate record of extracurricular absences for each student in the school district each school year. (TAC §76.1001)

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year 17 extracurricular absences; however, the campus principal shall have the authority to approve up to five additional absences in accordance with administrative regulations. (FM Local)

Adult Volunteers

If a parent or other adult is to volunteer on campus or during a school event at any time, they need to be an approved district volunteer. Potential volunteers should apply online through the district website. The application should be completed 2-4 weeks before their first volunteer event. Volunteers are required to fill out a new application every school year.

Travel

Students who have the opportunity to travel in connection with PfISD extracurricular events are representatives of the district and must exhibit exemplary behavior at all times. Students who act or dress inappropriately while traveling to or from a PfISD activity may be suspended or removed from the event at the sponsor's discretion. Students involved in travel shall:

- Be on time for all trips;
- Dress neatly and in compliance with the district's dress and grooming policy;
- Be on their best behavior throughout the trip (on the bus or other vehicle, in restaurants and hotels, etc.)
- Care for any equipment assigned to the student and return it to the proper storage location upon return to the school;
- Be on their best behavior while on the bus or other vehicle;
- Promptly follow all instructions given by the instructor or an adult chaperone.

Students should have signed Permission and Medical Release forms on file before traveling. The sponsor traveling with students will distribute the form to students and families. A Rules of the Road for Overnight Travel form is required for students traveling overnight.

Students may meet at the site of the activity if it is held within the school district, but otherwise will travel on district-owned vehicles or district-approved rental vehicles with the instructor serving as chaperone. An exception may be considered at the sponsor's discretion.

If a student must leave from an event for a suitable reason, the student must provide the instructor with written notification from the parent or guardian asking that the student be allowed to ride to and from an event with the parent, guardian, or another adult.

Each chaperone must apply and be approved as a district volunteer before the activity or trip. Persons not serving as chaperones, employed by, or enrolled in PfISD schools may not travel on school transportation.

Private Lesson Program

Pflugerville Independent School District's Department of Fine Arts has an approved private lesson program that is conducted before school, after school, and during the student's band, choir, or orchestra period, using the following guidelines:

(1) Directors/teachers will follow the approved private lesson rates as provided by the Director of Fine Arts.
(2) Instructors may include university students, music instructors, professional musicians, or staff members. Staff members are not permitted to offer private instruction of the PfISD curriculum for a fee to their own students; however, they may teach students from another Pflugerville ISD school or

content not included in the curriculum if it is outside of regular work hours. Regular instructor work hours are defined as follows:
    (a) high school: 8:00 a.m.—4:30 p.m.
    (b) middle school: 7:45 a.m.—4:15 p.m.
    (c) elementary school: 7:20 a.m.—3:50 p.m.
(3) Private instruction time will be assigned to students on a first-come, first-served basis, with no regard to ability.
(4) Students are not required to take private instruction; however, every effort should be made to find a qualified instructor for them if they desire to do so.
(5) No private instruction should be scheduled during a school holiday.
(6) Any questions or problems regarding private instruction should be brought directly to the program instructor and the Director of Fine Arts.
(7) All private lessons instructors in Pflugerville ISD schools must meet with the program instructor before teaching any students.
(8) A district professional employee will supervise the instructional area and be accessible to both students and private instructors when private lessons are being taught. This applies whether or not school is in session.
(9) This program may be terminated at the discretion of the principal or Director of Fine Arts.

Temporary Employees and Contractors

Student workers in Pflugerville ISD must apply with the District as a temporary employee and receive permission from HR before they begin working. Those who are returning to the district in these roles will receive a Letter of Reasonable Assurance (LORA) from the Human Resources department regarding their intent to return. Failure to submit a Letter of Reasonable Assurance (LORA) by the appropriate deadline, will result in having to complete the onboarding process over again.

Student workers who choose to volunteer must have a signed written agreement with the supervising teacher in advance. This agreement should clearly state that the student understands they will not receive any compensation for their time.

Awards and Gift Policies

Student Award Limitations for UIL Activities

(1) *Awards Schools May Give*. A member school or member school district may give one major award not to exceed $70 in value to a student during that student's high school enrollment at the same school for participation in UIL interschool competition(s) listed in Section 380. Each year a member school or member school district may give one additional award per student per interschool activity listed in Section 380, not to exceed $20 each. Schools may give a student the $20 minor award for an activity during the same school year the $70 major award is given for that activity. A school may contribute to major awards in honor of winning a UIL State Championship event.

(2) *Awards Students May Receive*. A student may not accept from any source other than the school attended or the school district, any award in money, product or service for competing in an interschool contest except as follows.
(A) A certificate, medal, trophy, ring, or other symbolic award for participating in any UIL activity which counts on UIL standing, if it is given:
(i) by the school, or school district in accordance to the limitations in Section 480 (a)(1);
(ii) the District Executive Committee or the entity that organized the competition (i.e., the regional director or zone director;
(iii) the UIL or one of the professional, education organizations sanctioned by the UIL; or
(iv) an outside source approved by the school or school district.
(B) A medal, trophy, patch or other symbolic award for participating in an invitational athletic contest which does not count on UIL standing, in an activity which the UIL sponsors as listed in Section 380, if it is given by the organization conducting the contest or competition (Sports which are not sanctioned by the UIL, such as bowling, motorcycle racing or rodeo do not come under this rule).
(C) Unlimited awards for participating in an invitational academic or fine arts contest which does not count on UIL standing, whether or not it is an activity which the UIL sponsors.
(D) Educational trips sponsored by the school.
(E) Scholarships for college or university enrollment if awarded at or after graduation from high school.
(3) Awards Students May Receive for Intraschool Competition. A student may accept unlimited awards for participating in intraschool competition. (UIL Constitution & Contest Rules)

Instructor Gifts

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. (PfISD Employee Handbook)

(E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service. (TAC Rule §247.2 Educator's Code of Ethics)

Instructor Gifts for UIL Activities

Coaches and directors of UIL academics, athletics and fine arts may not accept more than $500 in money, product or service from any source in recognition of or appreciation for coaching, directing or sponsoring UIL activities. The $500 limit is cumulative for a calendar year and is not specific to any one particular gift. (UIL Booster Club Guidelines)

Individuals who coach, direct or sponsor UIL activities in grades 9-12 may be suspended if:
(a) they accept more than $500 in money, product or service from any source, over and above the stipend paid by the school district, in recognition of or appreciation for coaching, directing or sponsorship of UIL activities. (Refer to Section 1202). The $500 limit is cumulative for a calendar year and is not specific to any one particular gift;
(b) they accept money, product or service for entering their student(s) in a contest or other activity;
(c) this section includes, but is not limited to, money, gifts, use of automobiles, insurance, club privileges and any funds tendered by booster clubs for other services; and
(d) it is a violation if coaches and/or their attorney(s) accept money or other valuable consideration for payment of legal expenses incurred to file suit or take other legal action against a school, school district or the UIL.

(e) EXCEPTIONS:

(1) *Scholarships*. A sponsor or coach may accept from any source in any amount a postsecondary institution scholarship.

(2) *Retirement*. Upon retirement from the profession, sponsors or coaches may accept money or other valuable consideration in any amount from any source.

(3) *Annual UIL Award for Excellence*. A sponsor or coach may accept the Annual UIL Award for Excellence sanctioned by the UIL. (UIL Constitution & Contest Rules)

Band

Organization Membership Requirements

Marching Band

The student must be enrolled in the proper band class to be a marching band member.

- Competitive Marching Band: The student agrees to attend summer rehearsals whenever possible (exceptions through director approval). Each member must meet all financial obligations and attend all rehearsals and performances (contests and football games).
- Alternate Status: These students must meet all requirements of the competitive Marching Band. These students will rehearse and perform with the group in non-competitive settings, possibly earning a permanent spot at any time when deemed appropriate by the director. Alternates are considered full-fledged members of the Marching Band. They must attend all rehearsals as per the rehearsal rules and regulations and travel on all Marching Band trips.

All students participating in marching band are required to have a current physical on file before participating in physical activities. The student and parents should disclose any medical issues that may affect a student's participation. Physicals are valid for one year after completion. It is recommended that students get a physical in June so they will be able to fully participate in summer activities and throughout the school year.

Concert Bands

To be a member of one of the spring concert bands, the student must be enrolled in the proper band class and meet all financial obligations. Each student must comply with all rules and regulations for that particular organization. The student agrees to attend all after-school rehearsals, sectionals, and performances. (Exceptions are approved in advance by the director only). Each member must be in good standing within the band program.

Winter Guard

The Winter Guard is a select group with membership through audition only. Each student must comply with all rules and regulations and be enrolled in the class for that particular organization. The student agrees to attend all after-school rehearsals, sectionals, and performances (Exceptions are approved in advance by the director only). Each member must meet all financial obligations and be in good standing within the band program.

All students participating in winter guard are required to have a current physical on file before participating in physical activities. The student and parents should disclose any medical issues that may affect a student's

participation. Physicals are valid for one year after completion. It is recommended that students get a physical in June so they will be able to fully participate in summer activities and throughout the school year.

Drumline
The Drumline is a group open to a select group of percussionists interested in learning, exploring, performing on percussion instruments, and selected through an audition process. Each student must comply with all rules and regulations for that particular organization. The student agrees to attend all after-school rehearsals, sectionals, and performances. (Exceptions are approved in advance by the director only). Each member must meet all financial obligations and be in good standing within the band program.

Individual Membership Requirements

Planned absences to a game, event, or practice etc. should be requested in writing at least 48 hours in advance, and director approval is required. Students who are ill should notify the director as soon as possible. Inappropriate notification or lack of notification may result in disciplinary action.

Any student who drops out of any band organizations during the school year will be required to drop that specific class as soon as the administration deems it possible. Any student who drops out will not be allowed to rejoin unless approved by the band staff.

Selection of Officers

The director will select drum majors and student leadership positions each year. These students will be sophomores, juniors, or seniors during their term and selected through an audition process that includes evaluation by a panel of judges. Students are evaluated on marching, playing, conducting, interviews, past leadership, and student confidence.

Dues

The band directors work to create a budget each year, estimating the necessary operating expenses needed for the following school year. Some of these expenses are covered through the District operating budgets, but students may be obligated to cover the expense of band shirts, trips, contracted staff, and numerous other costs. Expenses will be distributed in the form of an expense sheet at the beginning of each school year. The band will not order any item that has not been pre-paid.

Students who require the use of school-owned instruments or equipment will need to pay an additional $100 rental fee.

Winter Guard and Drumline fees may cover uniforms, contracted staff, and other expenses to stage the production. Information will be distributed to students and parents before the season begins.

Financial Assistance

Students and parents who have financial difficulties should speak to the director. Payment plans will be available to ensure that ALL STUDENTS who wish to participate in the Band program are given the opportunity to do so. No one will be denied participation because of financial hardship as long as steps are taken to fulfill the obligations. We would like to encourage all our parents to be an ACTIVE member of the Band Boosters.

Band Staff

Paid professionals and technical assistants are a vital part of the band program. Without their help, the Band would not be able to achieve the standard to which we aspire. They must have the respect of all students and parents. Directors choose and supervise their staff members. Students should give these staff members the same respect they would give any member of the band faculty. Bring any problems to the directors; do not confront a staff member directly.

Equipment and Instruments

Most band members provide their own instruments, such as percussion, color guard, low brass, or other larger instruments; in special cases, school-owned equipment may be available for rent. The usage fee is $100 per year—students who play more than one rented instrument in a semester pay only one rental fee. The fee may be waived if the family can demonstrate severe financial hardship or if the student is playing a secondary instrument at the directors' specific request to help the band's instrumentation.

School-owned instruments and equipment become the responsibility of the student to whom they are assigned. Any damage other than normal wear and tear will need to be repaired at the student's expense. Individual instruments must always be maintained in top playing condition. Always show the director your instrument before taking it in for repairs. Remember that horseplay can cause damage to instruments and equipment. Be careful with your instrument, place it out of harm's way if you put it down, and never play around with or play on anyone else's instrument.

Summer Weather Guidance for Outdoor Practice

UIL approved Wet Bulb Globe Temperature (WBGT) as the recommended forecast measurement to be used to monitor environmental conditions during outdoor physical activities. WBGT estimates the effect of temperature, relative humidity, wind speed, and solar radiation using a combination of temperatures from three thermometers. (WBGT Activity Guidelines)

The American College of Sports Medicine has recommended WBGT guidelines that dictate modifications in activity (work:rest ratios, hydration breaks, equipment worn, length of practice) at given WBGT temperatures to prevent Exertional Heat Stroke. These should guide the scheduling of practices, the ratio of workout time to time allotted for rest and hydration, and the WBGT levels at which activities should be terminated.

<80.0

- Normal activities
- Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout
- Unrestricted access to water
- Rest breaks must involve unlimited hydration intake and rest without any activity involved

80.0-81.9

- Normal activities
- Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout
- Unrestricted access to water
- Rest breaks must involve unlimited hydration intake and rest without any activity involved
- Onsite rapid cooling zone

82.0-86.9

- Use discretion for intense or prolonged exercise
- Provide at least three separate rest breaks each hour with a minimum duration of 4 min each
- Unrestricted access to water
- Rest breaks must involve unlimited hydration intake and rest without any activity involved
- Onsite rapid cooling zone

87.0-90.0

- Maximum practice time is 2 hours
- Provide at least four separate rest breaks each hour with a minimum duration of 4 min each
- Unrestricted access to water
- Rest breaks must involve unlimited hydration intake and rest without any activity involved
- Onsite rapid cooling zone

90.1-92.0

- Maximum practice time is 1 hour
- Provide at least twenty minutes of rest breaks distributed throughout the hour of practice
- Unrestricted access to water
- Rest breaks must involve unlimited hydration intake and rest without any activity involved
- Onsite rapid cooling zone

≥92.1

- No outdoor workouts

Directors should record and keep on file the WBGT temperatures associated with outside practice. When there's a change in WBGT from one level to the next, responsible modifications to practice activities should be made based on the WBGT guidelines.

The school's emergency action plan must include procedures to address heat emergencies that include onsite rapid cooling using cold-water immersion or equivalent means.

Rapid cooling zones must be available for each outdoor contest, practice, workout, or conditioning session that is held in WBGT of 80 degrees or higher. Rapid cooling zones are required to have immediate availability of

cold-water immersion tubs or tarps that can be filled with ice and water and wrapped around individuals to rapidly cool internal body temperature (TACO method) and are encouraged to include a combination of the following options: ice sponges, towels, water misters, and shade. The presence of an employee or volunteer trained to administer cold-water immersion is recommended.

Winter Weather Guidance for Outdoor Practice

When the body and clothing are wet (whether from sweat, rain, snow, or immersion), the cooling is even more pronounced due to evaporation of the water held close to the skin by the wet clothing. Clothing is one of the most important parts of keeping the student's body warm. Students should dress in layers and try to stay dry. Layers can be added or removed depending on temperature, activity, and wind chill. Students should use a wind block garment to avoid wind chill. Heat loss from the head and neck may be as much as 50% of total heat loss; therefore, cover the head and neck during cold conditions. Wind chill and precipitation will dictate which protocol to follow:

Wind chill factor 33 to 35 degrees (w/precipitation)

- Thirty-five minutes of exposure/20 minutes inside (may return outside after 20 minutes).
- Dry inside layer clothing and extremities covered.

Wind chill factor 32 degrees or below (w/precipitation)

- All activities will be inside; no outside exposure.

Wind chill factor 33 to 35 degrees (dry)

- Forty-five minutes of exposure/15 minutes inside (may return outside after 15 minutes).
- Dry clothing with extremities covered.

Wind chill factor 26 to 32 degrees (dry)

- Thirty minutes of total exposure to chill factor/15 minutes inside.
- Dry clothing with extremities covered.

Wind chill factor 25 degrees or below (dry)

- All activities will be inside; no outside exposure.

Rehearsal Guidelines

The rehearsal guidelines below define the maximum allotted time an organization may practice within a given timeframe under TEA policy. An instructor is not required to utilize all of the available practice times listed below; however, allotted times may not be exceeded.

Pre-season rehearsals:

A. Percussion students, student leaders, and color guard students may attend a one-week camp or clinic between the end of the previous school term and August 1. Student attendance will be strongly encouraged, and fees necessary for participation in the camp/clinic will be the student's financial responsibility or the booster organization.

B. Band students may devote no more than 10 hours of supervised instructional time to practicing marching fundamentals between the end of the previous school term and August 1.

C. Band students may begin pre-season marching rehearsals preparing for the UIL Marching Contest presentation no earlier than August 1; pre-season marching rehearsals may not occur on Sundays.
D. Pre-season marching rehearsals shall not exceed eight hours per day, including indoor music rehearsals and outdoor marching practice.

Regular Season rehearsals:
Beginning on the first instructional day of the academic year, a marching band and its auxiliary components are limited to a maximum of eight hours of rehearsal outside the academic school day per calendar week.

**When students are involved in multiple extracurricular activities, instructors are highly encouraged to be flexible when conflicts arise with other extracurricular activities. As a general rule, performances or competitions take precedence over rehearsals or practices. UIL activities should take priority over non-UIL activities. Any deviation from these standardized Rehearsal Guidelines must have the prior approval of the campus principal.

Lettering Guidelines

Students will have the opportunity to earn their letter jackets throughout the high school years. Students may earn a letter jacket when they have met any of the following criteria:

- The student has completed three years of high school band or color guard and enrolled in band or color guard for their senior year.
- The student is enrolled as a senior in color guard and has participated in any combination of three winter guard or marching band seasons.
- The student qualifies for Area or All-State Band.
- The student qualifies for an All-Region ensemble twice in high school (band, jazz, or orchestra).
- The student is an underclassmen and has fulfilled all three of the following requirements:
  - Made a region ensemble once (band, jazz, or orchestra)
  - Has remained eligible for at least one entire year in high school
  - Has been enrolled in private lessons continually for at least two years in high school

Choir

Organization Membership Requirements

Varsity Choir
Enrollment is by audition ONLY. The student must be enrolled in the proper choir class, maintain passing grades in all classes, and meet all financial obligations. Each student must comply with all rules and regulations for this particular organization. The student agrees to attend all after-school rehearsals, sectionals, and performances. (Exceptions are approved in advance by the director only.) Students will have the opportunity to participate in TMEA All-Region tryouts and UIL Solo and Ensemble competitions.

Concert Choir

Concert choir is open to all students and is a training choir for students to become more proficient in choral skills allowing students to advance into a more competitive choral organization. The student must be enrolled in the proper choir class, sing for the director in a screening audition, and meet all financial obligations. Each student must comply with all rules and regulations for this particular organization. The student agrees to attend all after-school rehearsals, sectionals, and performances. (Exceptions are approved in advance by the director only.) Students will have the opportunity to participate in TMEA All-Region tryouts and UIL Solo and Ensemble competitions. This participation will improve the students' chances of advancing to a higher choir.

Show Choir or Additional Ensembles

Enrollment is by audition ONLY. The student must be enrolled in the proper choir class, maintain passing grades in all classes, and meet all financial obligations to be a member of any additional ensembles. Many of the performances are extracurricular, and therefore, eligibility is essential. The students must have an advanced level of vocal ability and movement skills—preference given to students with choral experience. The student agrees to attend summer rehearsals and/or extra rehearsals during the school year whenever possible (exceptions through director approval). Fundraisers will be available to help meet financial obligations.

Individual Membership Requirements

Planned absences to a performance, event, or practice etc. should be requested in writing at least 48 hours in advance, and director approval is required. Students who are ill should notify the director as soon as possible. Inappropriate notification or lack of notification may result in disciplinary action.

Choir Materials and Enrichment Fee

The Choir Course Materials and Enrichment Fee helps offset the cost of consumable materials, instructional resources, equipment maintenance, and enrichment opportunities that enhance student learning and support high-quality choral music programs.

No student will be denied enrollment, participation, or performance opportunities due to an inability to pay. Families experiencing financial hardship may request a fee waiver, payment plan, or other assistance through the department.

Fee Amount

Fee amounts will be applied consistently across all campuses. Fees will be reviewed annually by the Fine Arts Department.

- Middle School Choir Courses: $20 per student, annually
- High School Choir Courses: $35 per student, annually

This fee may be assessed for choir courses including:

- Mixed Choir
- Treble Choir
- Tenor-Bass Choir
- Other choir courses approved by the Fine Arts Department

Use of Funds

Funds will be used solely to support choral instruction and student learning in the classroom. Course fees may be used for:

- Sheet music and instructional materials
- Concert folders and classroom resources
- Accompanist support and rehearsal resources
- Equipment maintenance and replacement
- Uniform maintenance and concert-related supplies
- Recording and performance resources
- Guest clinicians, workshops, and enrichment opportunities

The Course Material and Enrichment Fee does not include optional expenses such as field trips, competition travel, banquets, spirit wear, or other optional student activities and purchases.

Dance and Drill Team

Organization Membership Requirements

Dance team is an academic extension of the dance program; all events and curriculum are aligned with the Texas Essential Knowledge and Skills (TEKS). UIL eligibility requirements shall be met in order to maintain membership. (TEA-UIL Side-by-Side)

Dance team members are expected to:

- Demonstrate excellence in dance technique and execution in a variety of dance styles;
- Perform with projection, confidence, and expression;
- Develop and cultivate artistry through composition and the creative process;
- Understand the relationship of dance performance skills and other content areas;
- Perform with a refined sense of musicality and expressiveness;
- Develop an appreciation of dance and other fine arts disciplines;
- Exhibit strong work ethic with a focus on improvement through a growth mindset; and
- Positively contribute to the success and reputation of the dance team.

All students participating in drill team are required to have a current physical on file before participating in physical activities. The student and parents should disclose any medical issues that may affect a student's participation. Physicals are valid for one year after completion. It is recommended that students get a physical in June so they will be able to fully participate in summer activities and throughout the school year.

Member in Good Standing

*In order to be considered a member in good standing, a member shall:

- Demonstrate punctuality, good conduct, preparedness, and active participation in all dance team activities;
- Maintain an A average in dance team class;

- Maintain a balance of less than 10 demerits; and
- Have no outstanding financial obligations unless approved by the current dance director.

Transfer Students

Transfer students who are new to the school may be eligible to participate based on the following criteria:

A. Transfer students who were active members of the varsity-level high school dance team at their previous campus are allowed to audition late for any PfISD team at the time and location set by the program director.
B. Transfer students must have all financial obligations cleared from the previous campus organization in order to be eligible to audition.
C. Transfer students must be in good standing* with their previous team, campus, and district in order to be eligible to audition.
D. Participant ineligibility
    a. Transfer students who were previously removed due to discipline or other negative reasons as determined by the director will not be eligible.
    b. Transfer students who were junior varsity dance team members will not be eligible to audition for the PfISD varsity level dance team upon transfer.
E. Transfer students, prior to auditioning at the date and time set by the director, shall provide the following documentation to the program director:
    a. Official academic transcript
    b. Letter of recommendation from former director
    c. Signed audition paperwork (specific per campus)
F. Transfer auditions will be conducted by the director of the campus.
G. Transfer students successfully auditioning will be placed in the appropriate class level or team at the discretion of the director.
H. Upon selection, transfer students will be required to fulfill all remaining applicable fees.
I. Transfer students (whether outside or within the district) will be eligible for leadership positions after successfully completing every dance team season (football, contest, and spring show) as a member of the new campus' dance team.

General Eligibility to Audition

The director administers the audition process, which includes the following:

A. Full completion of the audition dance clinic rehearsals;
B. An evaluation of the candidates' student records including discipline, attendance, grades, etc.
C. An evaluation of the candidates' teacher recommendations.

Auditions are:

A. Closed to the public;
B. Evaluated by a panel of judges;

The results of auditions and therefore the size of the dance team is determined based on a variety of criteria including but not limited to:

A. Director input;

B. Judges panel results;
C. Teacher recommendations; and
D. All student records

Audition results are:

A. Revealed or posted as determined by the campus dance team director; and
B. Final and not appealable.

Officer Audition Eligibility

In order to be eligible for auditions for any PfISD dance team officer position, a student shall fulfill the following criteria:

A. A qualified candidate shall have been a performing member in good standing for one full year (football, contest, and spring show seasons) prior to auditions.
B. Qualified candidates shall submit all required audition material by the deadlines specified by the campus dance team director.
C. Qualified candidates shall not have been suspended from school (out of school or OC) for any disciplinary reason.
D. Candidates shall not have been academically ineligible for 9 or more weeks of the UIL grading period during the previous school year.
E. Qualified candidates shall participate in all audition events to be eligible for auditions. This includes, but is not limited to audition meetings, clinic, and auditions.
F. Additional audition requirements will be outlined at each campus at the discretion of the campus' dance team director.
G. Qualified candidates shall have room in their schedule for the double-blocked dance team period and an additional officer period.

Uniforms

Costumes and uniform pieces that are school property will be issued to individual students. That dance team member shall be the only person to wear that garment. Students that are not a member of the dance team shall never wear costumes or uniform pieces that have been issued to a dance team member. Dance team members shall never loan their dance team apparel to other dance team members or to students that are not a part of the dance team organization. Dance team members shall adhere to the following expectations:

A. Dance team members are responsible for the well-being and maintenance of any costume pieces or uniform pieces issued to them. Costume or uniform pieces that are damaged or lost will be paid for by the student they are issued to.
B. Costume or uniform pieces should be kept clean and neat. Failure to care for costume or uniform pieces will result in warnings or demerits as stated in the Standards of Conduct.
C. Dance team members may be asked to launder or dry clean costumes or uniform pieces. If damage is caused due to incorrect laundering, the student will be responsible for paying for the item's repair or replacement.
D. Dance team members may not alter or tailor any costume or uniform piece without prior approval from the dance team director.

E. Dance team costumes and uniforms should be worn only during designated dance team events or performances. Dance team members wishing to wear dance team costumes or uniforms outside of dance team events shall receive prior approval from the dance team director.
F. Should a student resign or be dismissed from the team, they will be required to return all school property, properly cleaned, within one week.

Finances

Costs are associated with being a member of a PfISD dance team. These fees will vary depending on the campus and the events occurring each school year. Dance team members shall adhere to the following expectations:

A. All team members shall purchase items that will be individually owned. These items include practice wear, shoes, tights, warm-ups, customized items, and any other personal item related to the dance team.
B. All payment deadlines shall be set in advance. Payments shall be submitted by the assigned deadline. If a family is unable to meet the payment deadlines, the family shall communicate with the director about an alternative payment schedule.
C. Members who fail to pay off their financial balances shall be placed on the campus fees and fines list until payment is remitted. This may prevent a student from activities including exempting final exams, purchasing event tickets, or participating in any extracurricular events associated with PfISD.
D. All team members are expected to participate in fundraising events.

Standards of Conduct

All PfISD dance team members are governed by a discipline system based on demerits, and all members shall comply with the expectations for the entirety of their membership. Non-compliance will result in consequences in the form of either warnings or demerits. Warnings and demerits will be documented by the campus dance team director. Parents/Guardians may request access to their students' demerit log at any time throughout the school year.

Parents/Guardians will be notified by the director when their student reaches probation, suspension, and/or dismissal. A written agreement will be issued requiring the signature of the student, parent/guardian, and director.

- 3 warnings- 1 demerit
- Probation- 5 demerits
- Suspension- 10 demerits
- Dismissal- 15 demerits

See the Dance Handbook for more information.

Summer Weather Guidance for Outdoor Practice

UIL approved Wet Bulb Globe Temperature (WBGT) as the recommended forecast measurement to be used to monitor environmental conditions during outdoor physical activities. WBGT estimates the effect of temperature, relative humidity, wind speed, and solar radiation using a combination of temperatures from three thermometers. (WBGT Activity Guidelines)

The American College of Sports Medicine has recommended WBGT guidelines that dictate modifications in activity (work:rest ratios, hydration breaks, equipment worn, length of practice) at given WBGT temperatures to prevent Exertional Heat Stroke. These should guide the scheduling of practices, the ratio of workout time to time allotted for rest and hydration, and the WBGT levels at which activities should be terminated.

<80.0

- Normal activities
- Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout
- Unrestricted access to water
- Rest breaks must involve unlimited hydration intake and rest without any activity involved

80.0-81.9

- Normal activities
- Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout
- Unrestricted access to water
- Rest breaks must involve unlimited hydration intake and rest without any activity involved
- Onsite rapid cooling zone

82.0-86.9

- Use discretion for intense or prolonged exercise
- Provide at least three separate rest breaks each hour with a minimum duration of 4 min each
- Unrestricted access to water
- Rest breaks must involve unlimited hydration intake and rest without any activity involved
- Onsite rapid cooling zone

87.0-90.0

- Maximum practice time is 2 hours
- Provide at least four separate rest breaks each hour with a minimum duration of 4 min each
- Unrestricted access to water
- Rest breaks must involve unlimited hydration intake and rest without any activity involved
- Onsite rapid cooling zone

90.1-92.0

- Maximum practice time is 1 hour
- Provide at least twenty minutes of rest breaks distributed throughout the hour of practice
- Unrestricted access to water
- Rest breaks must involve unlimited hydration intake and rest without any activity involved
- Onsite rapid cooling zone

≥92.1

- No outdoor workouts

Directors should record and keep on file the WBGT temperatures associated with outside practice. When there's a change in WBGT from one level to the next, responsible modifications to practice activities should be made based on the WBGT guidelines.

The school's emergency action plan must include procedures to address heat emergencies that include onsite rapid cooling using cold-water immersion or equivalent means.

Rapid cooling zones must be available for each outdoor contest, practice, workout, or conditioning session that is held in WBGT of 80 degrees or higher. Rapid cooling zones are required to have immediate availability of cold-water immersion tubs or tarps that can be filled with ice and water and wrapped around individuals to rapidly cool internal body temperature (TACO method) and are encouraged to include a combination of the following options: ice sponges, towels, water misters, and shade. The presence of an employee or volunteer trained to administer cold-water immersion is recommended.

Winter Weather Guidance for Outdoor Practice

When the body and clothing are wet (whether from sweat, rain, snow, or immersion), the cooling is even more pronounced due to evaporation of the water held close to the skin by the wet clothing. Clothing is one of the most important parts of keeping the student's body warm. Students should dress in layers and try to stay dry. Layers can be added or removed depending on temperature, activity, and wind chill. Students should use a wind block garment to avoid wind chill. Heat loss from the head and neck may be as much as 50% of total heat loss; therefore, cover the head and neck during cold conditions. Wind chill and precipitation will dictate which protocol to follow:

Wind chill factor 33 to 35 degrees (w/precipitation)

- Thirty-five minutes of exposure/20 minutes inside (may return outside after 20 minutes).
- Dry inside layer clothing and extremities covered.

Wind chill factor 32 degrees or below (w/precipitation)

- All activities will be inside; no outside exposure.

Wind chill factor 33 to 35 degrees (dry)

- Forty-five minutes of exposure/15 minutes inside (may return outside after 15 minutes).
- Dry clothing with extremities covered.

Wind chill factor 26 to 32 degrees (dry)

- Thirty minutes of total exposure to chill factor/15 minutes inside.
- Dry clothing with extremities covered.

Wind chill factor 25 degrees or below (dry)

- All activities will be inside; no outside exposure.

Lettering Guidelines

Students involved in their campus' dance department will have the opportunity to earn a letter jacket based on the following requirements.

A. Dance Class Students
    a. On track to complete four dance credits
    b. Students shall pass every 9-week grading period in the dance class.
B. Dance Team Members
    a. One full year on a PfISD varsity team as a performing member in good standing
    b. Students transferring within the district shall complete one full year on a single high school varsity team in order to earn a letter jacket at that campus.
C. Dance Team Managers
    a. One full year as a team manager in good standing

Letter jackets shall not be furnished by the campus, dance department, or PfISD. All costs for letter jackets shall be the responsibility of the student.

Theatre Arts

Organization Membership Requirements

This organization's purpose is to promote interest in school activities, foster good fellowship, develop leadership, encourage school spirit, and provide entertainment at any activity deemed suitable by the director and principal. Being a member in the theater arts department is an honor and special privilege.

Expectations

- Membership in the theatre arts organization is a valued opportunity. Members are expected to uphold the standards, responsibilities, and spirit of the program both on and off stage.
- Members, pending eligibility status, will participate in all practices and fundraisers in which the organization is involved.
- Members must exhibit and maintain an above satisfactory attitude toward school policies and regulations.
- Members are expected to respect themselves, their peers, and directors.
- Members are encouraged to seek audition feedback as part of their growth as performers. Questions regarding casting should be submitted in writing within 48 hours of the cast list announcement. If requested, a feedback meeting will be scheduled within one week of the casting announcement. To allow the production process to move forward, feedback requests cannot be accommodated after this deadline.

Performances

- All theatre and technical theatre students called to rehearsals or performances are expected to attend and contribute.
- Attendance at scheduled performances is an expectation.

Theatre Arts Materials and Enrichment Fee

The Theatre Arts Materials and Enrichment Fee helps offset the cost of consumable materials, instructional resources, equipment maintenance, and enrichment opportunities that enhance student learning and support high-quality theatre arts programs.

No student will be denied enrollment, participation, or performance opportunities due to an inability to pay. Families experiencing financial hardship may request a fee waiver, payment plan, or other assistance through the department.

Fee Amount

Fee amounts will be applied consistently across all campuses. Fees will be reviewed annually by the Fine Arts Department.

- Middle School Theatre Courses: $20 per student, annually
- High School Theatre Courses: $35 per student, annually

This fee may be assessed for theatre courses including:

- Theatre Arts I-IV
- Technical Theatre I-IV
- Musical Theatre
- Theatre Production and Advanced Production
- Other theatre courses approved by the Fine Arts Department

Use of Funds

Funds will be used solely to support theatre arts instruction and student learning in the classroom. Course fees may be used for:

- Consumable classroom and production materials
- Scripts and additional instructional resources
- Technical theatre supplies
- Student portfolios and project materials
- Guest artists, workshops, and enrichment opportunities

The Course Material and Enrichment Fee does not include optional expenses such as field trips, Thespian membership dues, competition travel, banquets, spirit wear, or other optional student activities and purchases.

Auditions for Productions and Course Selections

- You are ALWAYS auditioning.
- The director will determine cast sizes.
- The director will provide audition guidelines and materials (if needed). This information will be shared with students and parents prior to the audition.
- The director will use a rubric for auditions.
- No role is guaranteed to a student based solely on previous experience, previous roles, or grade level.
- Candidates should attend all practices and meetings for the auditions. If they cannot attend for some reason, it is the candidate’s responsibility to learn the given information and audition material.
- Any audition clarification questions need to be brought before the director(s) prior to auditions.

- Decision of the judges (if used) will be essential in determining each cast; however, the final decision will be made by the directors.
- Questions regarding casting should be submitted in writing within 48 hours of the cast list announcement. If requested, a feedback meeting will be scheduled within one week of the casting announcement. To allow the production process to move forward, feedback requests cannot be accommodated after this deadline.
- Roles can be recast and rearranged for the company's betterment and production at the directors' discretion. They should be handled professionally and with the students' best interest at the forefront of the decision.
- The director will follow the PfISD Fine Arts District audition process and guidelines for course selections. This information will be given to the student and parents prior to the audition.

Lettering Guidelines

Theatre students will have the opportunity to earn their letter jackets throughout the high school years. Students receive points based on their participation in theatre-related performances and projects.

All awards to students for theatre participation must meet criteria outlined in the individual lettering guidelines, as established by the director and approved by the appropriate district level official. This information will be distributed to students and parents at the beginning of the school year.

If a theatre student quits or is removed from the program at any time, he/she gives up all rights to any honors/awards that he/she has earned, but not yet received.

Theatre students may receive a letter in any one of the four years in high school if they fulfill the lettering requirement. A participant may letter at the director's discretion if the participant is of exceptional value to the organization.

Individual Guidelines

Awards will be presented to theatre arts students based on a point system for participation and service. Participation as a cast member or a crew member is defined by attending rehearsals after school that culminate in an evening performance where an audience is in attendance.

A total of 60 points must be earned.

Points/Achievement

1. Crew work on Productions – Crew Head: 8 points, Crew Member: 6 points
2. Cast in Productions – Leading Role: 8 points, Supporting/Chorus Role: 6 points, Classroom show only: 4 points
3. Full participant in campus enrichment activities such as campus festivals, fundraisers, community service etc. – 8 points per year can be earned (1-2 points per event recommended)
4. Participation in the UIL One-Act Play Competition – 8 points

Advancement to the regional competition in UIL is an automatic award for the entire company.

General requirements for lettering:

- Must complete the theatre year at the Varsity level following all school procedures and policies.
- Account for all issued equipment.
- Severe disciplinary action can forfeit the letter award.
- Injured students and seniors not receiving proper performing time will be given special consideration.
- Directors may add additional requirements if necessary. This information will be distributed to students and parents before the season begins.

Letter jackets shall not be furnished by the campus, art department, or PfISD. All costs for letter jackets shall be the responsibility of the student.

Visual Arts

Course Credits

Art classes count as fine arts or elective credit. Students will have opportunities to display their work in art shows and enter into competitions. High School upper level classes for 10th-12th grades specialize in drawing, painting, ceramics, or sculpture. Art III courses use a 5.0 GPA scale and prepare students for Advanced Placement (AP) courses. AP courses in Art History, Drawing, 2D Design, and 3D Design use a 6.0 GPA scale and can earn college credit.

Visual Arts Materials and Enrichment Fee

The Visual Arts Materials and Enrichment Fee helps offset the cost of consumable materials, instructional resources, equipment maintenance, and enrichment opportunities that enhance student learning and support high-quality visual arts programs.

No student will be denied enrollment, participation, or performance opportunities due to an inability to pay. Families experiencing financial hardship may request a fee waiver, payment plan, or other assistance through the department.

Fee Amount

Fee amounts will be applied consistently across all campuses. Fees will be reviewed annually by the Fine Arts Department.

- Middle School Art Courses: $20 per student, annually
- High School Art Courses: $35 per student, annually

This fee may be assessed for visual arts courses including:

- Art I
- Drawing II-III
- Painting II-III
- Sculpture II-III
- Ceramics II-III

- AP 2D Design, 3D Design, or Drawing
- Other visual arts courses approved by the Fine Arts Department

Use of Funds
Funds will be used solely to support visual arts instruction and student learning in the classroom. Course fees may be used for:

- Drawing, painting, printmaking, and sculpture supplies
- Clay, glazes, and ceramics materials
- Sketchbooks and portfolio materials
- Instructional resources and classroom materials
- Equipment maintenance and replacement
- Matting, mounting, and exhibition supplies
- Guest artists, workshops, and enrichment opportunities

The Course Material and Enrichment Fee does not include optional expenses such as field trips, competition travel and entry fees, art club memberships, or other optional student activities and purchases.

Lettering Guidelines

Students will have the opportunity to earn their letter jackets throughout the high school years. Students may earn a letter jacket when they have met any of the following criteria:

- Students have completed three years of high school art classes and are enrolled in art for their senior year.
- Students have actively participated in the Art Club and/or National Art Honor Society for three years and are continuing for their senior year.
- The student's artwork has medaled at Region VASE twice in high school.
- Student's artwork advanced to State VASE.
- Special circumstances may be considered on a case-by-case basis at the art teacher’s discretion.

Letter jackets shall not be furnished by the campus, art department, or PfISD. All costs for letter jackets shall be the responsibility of the student.

Notice of Nondiscrimination

It is the policy of the PfISD not to discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities as required by Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990, the Age Act of 1975, and Section 504 of the Rehabilitation Act of 1973, as amended. No provision of an extracurricular behavior standard shall have the effect of discriminating on the basis of the student’s sex, race, disability, religion, or ethnicity.

Fine Arts Handbook Acknowledgement Form

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. Policies and procedures included have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Fine Arts Director.

This handbook is neither a contract nor a substitute for the official District policy manual. Rather it is a guide to and a brief explanation of District Fine Arts extracurricular procedures. District procedures can change at any time. This manual is not meant to be all-encompassing, and administration discretion may be used when deemed appropriate.

Student's Name_____

Year of Graduation_____

I hereby acknowledge receipt of the Pflugerville ISD Fine Arts Extracurricular Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

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

I understand that I have an obligation to inform my extracurricular directors or sponsors of any changes in personal information, such as phone numbers, address, etc. I understand I must fill out the volunteer form on the district website and receive approval before volunteering for anything on campus or at a district event. I also accept responsibility for contacting my extracurricular director or sponsor or the Director of Fine Arts if I have any questions, concerns or need further explanation.

_____

Signature of Student Date

_____

Signature of Parent/Guardian Date

Please sign and date this form and return it to the appropriate director or sponsor. Please keep the second copy for your records.

PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT

Fine Arts Extracurricular Standards of Behavior Contract

I, _____, understand that I must conduct myself with utmost integrity and honesty as a student involved in co-curricular or extracurricular activities in the Pflugerville Independent School District. I understand that my position as a student involved in co-curricular or extracurricular activities means that I am held to a higher standard of behavior and may receive greater consequences than those outlined in the Pflugerville ISD Student Code of Conduct regardless of whether such conduct occurs on or off school property and/or at a school-sponsored or school-related event. I understand that if I represent my organization in an unfavorable, questionable, or illegal manner through electronic media (i.e., websites, personal home pages, blogs, camera phones, digital photos, electronic descriptions, text messages, chat rooms, social media, or similar websites filed accessible through a server or Internet), I will be subject to the disciplinary action determined appropriate by school officials.

I understand that if I violate the Pflugerville ISD Student Code of Conduct, I may receive consequences in accordance with those outlined in the Pflugerville ISD Code of Conduct, as well as additional consequences as a result of my participation in co-curricular or extracurricular activities. I understand and agree that consequences assigned under this contract will be assigned at the discretion and determination of the campus administrator and director or sponsor of the activity and may include, but are not limited to, disciplinary consequences in, suspension form, removed from and/or prohibition from future participation in all co-curricular or extracurricular activities.

I understand that as a participant in a co-curricular or extracurricular activity, I must follow the PfISD Student Code of Conduct in addition to all rules, regulations, and schedule commitments, as required by the director or sponsor of the activity.

I have read the PfISD Fine Arts Extracurricular Standards of Behavior Contract and agree to all of the terms and consequences stated herein.

Student's Printed Name_____ Date_____

Student's Signature_____ Date_____

Parent's Printed Name_____ Date_____

Parent's Signature_____ Date_____

Student's Contact Information

Address_____

Email_____ Cell Phone #_____

Student's Extracurricular Organization_____

PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT