

Brownsville Independent School District  
Department of Fine Arts



**Program  
Guidelines  
and  
Procedures  
2015-2016**

BISD Fine Arts Administrative Guidelines Approved: 8/15

**BROWNSVILLE INDEPENDENT SCHOOL DISTRICT  
DEPARTMENT OF FINE ARTS  
GUIDELINES AND PROCEDURES  
2015-2016**

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# **Mission Statements and Fine Arts Legislation**

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### **Brownsville Independent School District Mission Statement**

*Brownsville Independent School District, rich in cultural heritage, will produce well-educated graduates who can pursue higher educational opportunities and who will become responsible citizens in a changing global society by utilizing all resources to provide equitable opportunities for students.*

### **Department of Fine Arts Mission Statement**

*The mission of the Department of Fine Arts is to create and maintain an environment that ensures that all fine arts students will preserve the rich heritage of artistic practice through intellectual studies, performances, and exhibits in the areas of instrumental music, choral music, visual arts, theatre arts, and dance. We ensure that every member of this fine arts community will reach a high level of excellence as determined by state and national standards. We commit to a comprehensive system of support that offers the necessary skills, stimulates thinking, and enables students to thrive in a changing world.*

### **What the Law Says**

#### **Required Curriculum**

All the courses in the Required Curriculum, which includes fine arts, are necessary for a child to receive a well-balanced, meaningful education. The word "Required" in the TEC means that **"each school district that offers kindergarten through grade 12 shall offer this curriculum."**

#### **Texas Essential Knowledge & Skills**

The State Board of Education will identify the Texas Essential Knowledge and Skills (TEKS) for all subjects of the Required Curriculum. The TEKS define what students should know and be able to do in each academic subject area and each grade level. TEKS are currently in place for all fine arts disciplines. As a condition of accreditation, the State Board of Education requires school districts to offer instruction based on the TEKS at appropriate grade levels.

#### **Foundation Courses**

English language arts, math, science, and social studies are called Foundation courses because the TEC's academic objectives identify these courses as the foundation of a well-balanced and appropriate education. These subjects will continue to be assessed on the state level.

#### **Enrichment Courses**

Fine arts courses are a part of the Enrichment Curriculum, a component of the Required Curriculum. By definition, enrich means "to make richer, to add greater value or

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significance." It does not mean "extra," "not necessary," "elective," or "optional." These courses are an integral part of the educational process and in many cases are the courses that give meaning and substance to a child's education and to his or her life. **By law, school districts, as a condition of accreditation, must utilize the TEKS in delivering instruction in all subjects of the Required Curriculum - not just in Foundation courses.**

### **Elementary Requirements**

State Board rule (19 Texas Administrative Code, Chapter 74, subchapter A) now mandates that school districts provide TEKS-based instruction in all subjects/courses of the Required Curriculum in grades K-5. **This requirement includes music, art and theatre at each of these grade levels.** School districts may deliver this instruction in a variety of arrangements and settings.

### **Middle School Requirements**

Middle schools must offer art, music, and/or theatre in grades 6, 7, and/or 8.

### **High School Requirements**

High schools must offer at least two of the four state-approved fine arts subjects (art, dance, music, theatre).

### **Graduation Requirements**

Under state board rule, the Recommended Program, the current default graduation plan, and the Distinguished Achievement Program require one credit of fine arts for graduation. Fine Arts is defined as an "academic core component" in each of these plans.

### **No Child Left Behind**

Though not a part of Texas law, the federal legislation, No Child Left Behind, includes fine arts as a part of the academic core curriculum.

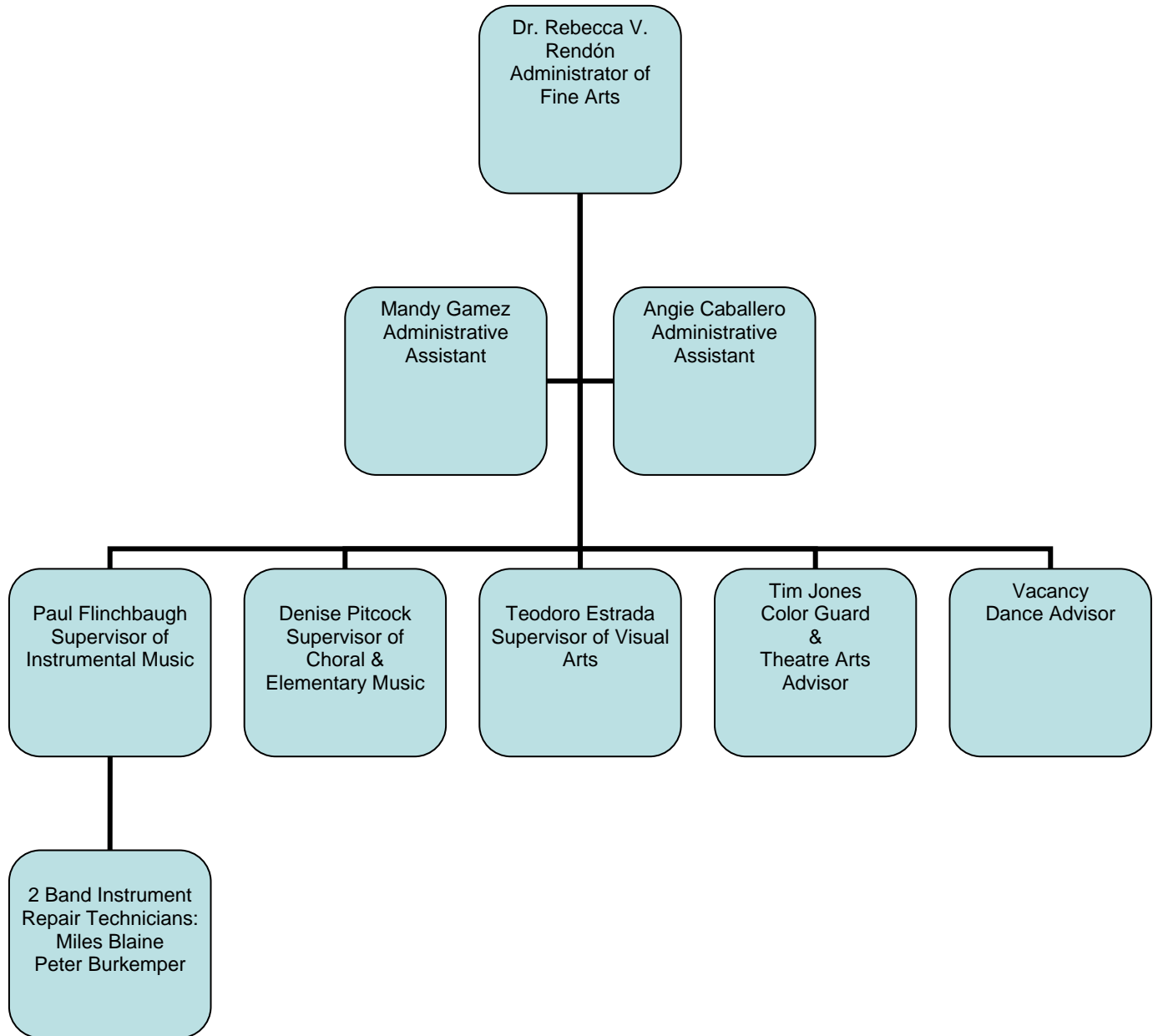
### **District Improvement Plan (DIP)**

The Department of Fine Arts Curriculum has been approved by the District Education Improvement Council (DEIC) and is listed under Goal 2 of the District Improvement Plan (DIP).

# **Organizational Chart**

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## Organizational Chart for the Department of Fine Arts





# Guidelines and Procedures

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**FINE ARTS PROGRAMS**

**Eligibility: UILRules/HB72**

1. All programs will follow UIL/TEA eligibility guidelines.
2. All directors/instructors are expected to be fully aware of the eligibility regulations as defined in the UIL Side-by-Side and C&CR publication.
3. All campuses should keep a copy of the C&CR publication, Handbook for VASE and One Act Play on their campus.
4. Middle School Choir Solo & Ensemble will follow the rules of the regional office.
5. The contact person for all Region 28 UIL events will be the Executive Secretary.

**FINE ARTS GUIDELINES AND PROCEDURES**

**All activities listed below will be funded as follows: Transportation, uniforms, senior jackets, for all fine arts programs will be paid by Fine Arts accounts unless otherwise indicated. All meals, entry fees, supplies, capital outlay, consultants, staff development, convention fees and instructional materials will be funded by campus fine arts budgets allocated by the Department of Fine Arts. The head director/instructor is responsible for generating the appropriate paperwork for all entry fees, forms, meals and transportation arrangements.**

**BAND GUIDELEINES AND PROCEDURES**

**I. UIL PIGSKIN MARCHING COMPETITION**

1. All high school bands must participate in UIL Marching Competition.
2. The head director is responsible for ensuring compliance with all UIL regulations.
3. Marching band shows will be funded by the Department of Fine Arts.
  - a. This funding will be provided for the following expenses: Music composers/arrangers, Consultants, Drill design, Guard equipment, Guard Uniforms, choreography and related performance equipment.

**II. HIGH SCHOOL ELECTIVE MARCHING COMPETITION FUNDING**

1. On non-state years, each high school will be funded for 1 elective competition which requires charter buses (contingent upon funding).
  - a. These contests will not be funded for overnight expenses or meals for more than 1 day.
  - b. Funding from the Department of Fine Arts will include: Transportation, Meals and entry fees.
2. Every year a high school will be funded for one "local" contest, which does not require charter buses or more than 2 meals. This funding will include transportation only.

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3. All bands are strongly encouraged to participate in these types of events.

### **III. UIL AREA MARCHING COMPETITION**

1. All eligible high school bands must participate in Area competition.
2. The head director is responsible for ensuring compliance with all UIL regulations.
3. Funding will be provided by the Department of Fine arts and will include meals for one day, transportation, and entry fees.

### **IV. UIL STATE MARCHING COMPETITION**

1. All eligible high school bands must participate in State Marching Competition.
2. The head director is responsible for ensuring compliance with all UIL regulations.
3. All funding for the State Marching Competition will be provided by the Department of Fine Arts.

### **V. BAND NIGHT**

1. All clusters are expected to provide a band night performance for the cluster.
2. The head high school director per cluster is responsible for coordinating the event.
3. Athletic Department guidelines must be followed.
  - a. The performance must be on a home game.
  - b. Lists of the middle school students must be provided to the stadium.
  - c. The stadium must be notified of the event at least 2 weeks ahead of time.

### **VI. BROWNSVILLE CHRISTMAS PARADE**

1. All bands must participate.
2. Transportation will be funded by the Department of Fine Arts.
2. Bands will be sequenced in an annually rotating order by cluster.
3. High school bands will lead the cluster in the parade.
4. TEA “No pass/No play” rules apply.
5. The parade will start at Sam’s Stadium and finish at Jacob Brown Auditorium.
6. Contact person: Supervisor of Instrumental Activities.

### **VII. ALL-VALLEY/PRE-AREA/AREA AUDITIONS**

1. All programs are expected to provide as many students as possible with a successful All-Valley experience.
2. Directors are expected to ensure that the student success rate is in-line with Region policy.
3. The director is responsible for ensuring adequate instruction is given to all students who participate.

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4. Each program is expected to obtain and maintain a reasonable level of student success.
5. The Department of Fine Arts will provide a charter bus for area auditions.

**VIII. HIGH SCHOOL SOLO & ENSEMBLE CONTEST**

1. All programs are expected to provide as many students as possible with a successful Solo and Ensemble experience in proportion to their respective student population.

**IX. TMEA ALL-STATE BAND**

1. Each high school campus will designate one director to serve as a chaperone for All-State Band participants.
2. Each campus is responsible for submitting:
  - a. All TMEA forms, information and materials required.
  - b. Professional Leave forms.
  - c. Any other arrangements and forms necessary for the students to travel.
3. All expenses for this activity will be provided by the Department of Fine Arts.
  - a. All Purchase Requests (PR) for the student's meals, hotels, airfare, taxi and entry fees will be generated by the Department of Fine Arts.
  - b. Only the designated chaperone's expenses will be funded by the Department of Fine Arts.

**X. UIL STATE SOLO & ENSEMBLE CONTEST**

1. Participation in this activity will be at the discretion of the band director.
2. All funding for this activity will be provided out of campus band accounts.

**XI. MIDDLE SCHOOL SOLO & ENSEMBLE CONTEST**

1. All programs are expected to provide as many students as possible with a successful Solo & Ensemble experience in proportion to their respective student population.
2. High School directors are expected to coordinate and facilitate Middle School Solo and Ensemble Contest for their cluster.
3. Music Selection
  - a. Follow the **general** rules for UIL.
  - b. Use the Prescribed Music List (PML) for 7<sup>th</sup> & 8<sup>th</sup> grade events **exclusively**.
  - c. 6<sup>th</sup> Grade events do not need to follow the PML. They will follow local guidelines for music selection.
4. Date will be determined at the organizational meeting in August.
5. All contests will be held by cluster at the respective high school.
6. Contest Organization
  - a. The head high school band director will be the contest director.
  - b. The head high school director will be responsible for all arrangements.

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- c. Judges may be in-house. Clusters are asked to assist each other in adjudicating. No funding for judges will be provided by the Department of Fine Arts. Campuses may elect to utilize local band accounts for this expense.
- d. All medals will be provided by the Department of Fine Arts.
- 7. Contest Director will organize and administer the contest, schedule entrants, and supply appropriate paperwork.
- 8. Regulations
  - a. No Pass/No Play will apply.
  - b. Follow UIL process, adapt rules and procedures to accommodate Middle School.
    - i. Exceptions to standard UIL rules, including 6<sup>th</sup> grade music selections, must be cleared with the Supervisor of Instrumental Activities.
    - ii. Medals are to be given to 1st division winners only.
    - iii. Outstanding performance awards may be awarded.
- 9. Contact Person: Head high school band director coordinating the contest.

## **XII. BROWNSVILLE ALL-CITY BAND**

- 1. The organizer will be the Supervisor of Instrumental Activities.
- 2. The clinician(s) will be selected by the band directors. They will coordinate music arrangements.
- 3. The Supervisor of Instrumental Activities will organize travel arrangements with the clinician(s).
- 4. Creating the Band roster:
  - a. Chair placement will be based on All-Valley district results.
  - b. The only exception will be all-state students in which case they will be seated 6A/5A.
  - c. The prescribed instrumentation for the All-Valley Band will be followed.
  - d. Sections will be full when they equal the numbers for the All-Valley Band in the High School Band. In the Middle School Band the All-City chairs will be set according to the instrumentation posted on the BISD Fine Arts Web site. Any questions with this process will be directed to the Supervisor of Instrumental Music.
- 5. Dates will be determined at a meeting at the beginning of each school year.
  - a. Concert Hall arrangements will be the responsibility of the Supervisor of Instrumental Activities.
  - b. Funding and paperwork for the Saturday pizza lunch will be the responsibility of the Department of Fine Arts.
- 6. All members of the High School All-City Band will receive patches from the Department of Fine Arts. All Middle School All Valley band members will receive an all city patch.

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**XIII. UIL CONCERT/SIGHT-READING CONTEST**

1. All 1<sup>st</sup> or Varsity groups on each campus **MUST** participate at the UIL Concert and Sight-reading Contest.
  - a. The head director is responsible for the top group's performance.
2. All other ensembles with reasonable instrumentation are expected to participate.
3. All directors are expected to work closely with the students, campus faculty and administration to ensure student eligibility for UIL participation.
4. The director is responsible for ensuring compliance with all UIL guidelines.
5. Any director whose band scores a 3, 4, or 5 in concert and/or sight-reading contest may be placed on a professional growth plan. Any director whose band scores a 3, 4, or 5 in concert and/or sight-reading contest for two consecutive years will be placed on a professional growth plan.

**XIV. INSTRUMENTAL EVALUATION CONCERT**

1. The evaluation will ensure that every student and ensemble in the BISD band program is given an opportunity to be evaluated in performance.
2. All viable ensembles must perform at an evaluated performance.
3. All eligible Non-Varsity and Sub Non- Varsity groups will attend UIL competition.
4. Any ensemble not able to participate in UIL **MUST** perform at the Evaluation Concert.
5. No ensembles competing in UIL will participate in the Evaluation performance.
6. **GUIDELINES:**
  - a. This event will follow the UIL format as listed in the C & CR publication.
    - i. The PML will be followed for literature selection based on the normal UIL classification of the ensemble. The performance selections must be of contrasting styles.
    - ii. UIL assessment criteria will be utilized.
    - iii. No awards will be given
    - iv. All entries must be made at the earliest possible time. Entries will be determined by one of two criteria: 1.) the grading calendar which determines eligibility status; and 2.) the ensemble's suitability for UIL competition.
    - v. You must submit paperwork for transportation at least 4 weeks prior to the event. You will be responsible for canceling them if they are not needed.
  - b. Use of non-ensemble personnel.
    - i. This may only be done with prior request and approval from the Instrumental Music Supervisor.
    - ii. In general, a person not normally in an ensemble will be allowed only if their instrument is essential and otherwise is not present.

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7. As with UIL, fair or poor performances may be followed by growth plans.
8. The Supervisor of Instrumental Activities will direct policy. All questions and concerns are to be directed to the Supervisor of Instrumental Activities.
9. Special rules, requirements, circumstances or issues which deviate from UIL guidelines must be approved by the Supervisor of Instrumental Activities. Any special consideration must be requested in writing at least 3 weeks before the date of the evaluation.

**XV. CONCERT COMPETITION FUNDING IN ADDITION TO UIL**

1. Funding for one additional concert contest will be available to groups/students that participate in UIL Concert and Sight-reading Contest only.
  - a. Performance related entry fees will be funded by the Department of Fine Arts.
  - b. School bus transportation for contests located within the Valley will be funded by the Department of Fine Arts.
  - c. The Department of Fine Arts will NOT provide funding for charter buses or meals for these contests.
2. All eligible groups are strongly encouraged to participate in these types of events.

**XVI. STATE HONOR BAND**

1. All bands are encouraged to participate in the TMEA Honor Band process.
2. Entry fees will be paid with campus band accounts.
3. Any group selected as the TMEA State Honor Band will be fully funded by the Department of Fine Arts.

**XVII. CHARRO DAYS PARADES**

1. Bands must participate.
2. Transportation will be funded by the Department of Fine Arts.
3. Campus participation will be sequenced in an annually rotating order by cluster.
4. All middle and high school bands will march in at least one parade.
5. High school bands will lead the cluster in the parade.
6. TEA no pass/no play rules apply.
7. The parades will start at Sam's Stadium and finish at the location designated By Charro Days Inc.
8. Contact person: Supervisor of Instrumental Activities.

**XVIII. CONCERTS**

1. All middle and high school band students must be given an opportunity to perform a minimum of two times a year. These performances should take place before Christmas break and near the end of the Spring Semester.
2. Programs should be printed with the students names printed on them.

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**XIX. OTHER REQUIRED PERFORMANCES**

1. The high school bands will be required to perform at Baccalaureate on a rotation schedule.
4. Other performances may be required as requested by the district.

**XX. INDOOR DRUMLINE**

1. All High School programs are expected to provide a winter Indoor Drumline. All eligible percussion students in the program must be given an opportunity to participate.
2. The drumlines must participate in at least one sanctioned competition each year and the BISD drumline festival.
3. Each campus doing a drumline program will be given an allocated amount of funds from the Department of Fine Arts to utilize for Indoor Drumline show expenses. These expenses include: Drill designers, music arrangers, guard routines, choreography, props, special equipment, uniforms, materials and all associated consultant fees.
5. The campuses will be responsible for all fees and student meals for these events.

**XXI. RECRUITING**

1. Directors are responsible for recruiting from their respective feeder schools.
2. Recruiting concerts and classroom visits must be arranged by the director.
3. Students should be given adequate exposure to the instrumental music program through these presentations.
4. A balanced instrumentation must be ensured by the band director.
  - a. The band director will set enrollment limits and criteria for each instrument.
  - b. Once a section is filled students must make a different instrument selection.
  - c. Any questions on this should be directed to the Supervisor of Instrumental Activities.
5. Directors must notify all local music stores as to when and where instrument drives will occur. These notifications/invitations must be made in a timely and equal manner to all local music vendors.

**XXII. SCHEDULING**

1. It is the responsibility of the band director to make sure the course offerings meet the needs of the students.
2. The head director must ensure students are placed in the correct course for their skill level.
3. The director is expected to work with the campus administration and



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counseling staff to meet the needs of the students.

**XXIII. INSTRUCTIONAL EXPECTATIONS**

1. All Middle School & High School students must be provided with at least one after school lesson each school week.
  - a. This instruction must be a minimum of 45 minutes in length.
  - b. This can be in a variety of formats: sectionals, lessons, etc.
    - i. Students wishing to excel in All-Valley and Solo and Ensemble must be provided with adequate instruction to ensure student success.

**XXIV. MEMBERSHIPS**

1. All head band directors must be members of the Texas Music Educator's Association (TMEA). Campus Fine Arts funds may be used for membership fees.

**XXV. INSTRUMENT INVENTORY**

1. The head director is responsible for campus band instruments and other equipment accounted for on the district inventory.
  - a. The instrument/equipment data base will be kept on a district server.
  - b. Any changes to the data base will only be made by the Supervisor of Instrumental Music.
  - c. Each head director will have password access to the inventory for their campus.
2. Instruments must have the following stenciled onto them:
  - a. Serial number
  - b. Campus number
  - c. Year equipment was placed in service.
3. Cases must have the following information written on them.
  - a. BISD – campus name and number
  - b. SN: instrument serial number
  - c. Year placed in service
4. Annual Inventory
  - a. The head director must arrange for an annual inventory of instruments.
  - b. This must be done at the end of each year before the last contract day.
  - c. A copy must be submitted to the Supervisor of Instrumental Activities.
  - d. Request to delete instruments must be done through the BISD Fine Arts inventory database.
  - e. At the annual inventory the head director must ensure that:
    - i. All cases are labeled.
    - ii. All equipment is accounted for.
    - iii. The correct information is stenciled on each instrument.
5. Issuing of Instruments
  - a. A BISD instrument check out form **MUST** be completed for any instrument issued to a student for use (See Appendix).

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- b. The director must keep these forms on file and must date, sign and initial when the instrument is returned. Failure to do this will make the director personally responsible for the instrument.
6. Missing Instruments
  - a. The director must file a police report with the BISD police in a timely manner when an instrument is missing.
  - b. The supervisor of Instrumental Music will make spot check inventory inspections at each campus at least once a year.

**XXVI. SUMMER BAND CLASSES**

1. Each campus can set the summer band dates that will best serve the needs of the students in their program.
2. Each campus must submit their summer teaching calendar to the Supervisor of Instrumental Music for approval at least 30 days prior to the last day of school.
3. The calendar for middle school directors will include 18 days; the high school calendar will have 23 days.

**XXVII. GRADUATION**

1. All High School Bands will perform for the Commencement ceremonies.
2. All arrangements for this are the responsibility of the head director.

**XXVIII. PHYSICAL PARTICIPATION REQUIREMENT**

1. All high school band students are required to get a physical in order to participate in marching band.
2. High school directors will be responsible for distributing, collecting and keeping a completed physical form for each student.
3. Middle school head directors will be responsible for distributing and collecting a completed physical form for all 8<sup>th</sup> grade students in their program before the end of each school year.
4. The physicals must be done between April 1<sup>st</sup> and the last day of school.
5. All physicals must be renewed annually.

**XXIX: STUDENT EMERGENCY MEDICAL FORMS**

1. All high school programs must maintain an emergency medical form for each student.
2. Anytime a middle or high school band travels off campus a complete notebook of medical forms for all participating students must be taken.

**XXX. BAND BOOSTER ORGANIZATIONS**

1. All high school band programs will work in conjunction with an organized Band Booster Organization.
2. These organizations must function within the guidelines listed in the Appendix.

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3. This group will provide concessions at all Home High School Varsity Football games.
4. Middle school bands may have booster organizations at the discretion of the head band director.

**XXXI. BISD INSTRUMENT REPAIR SERVICES**

1. All BISD instruments used by students will be repaired by the District Instrument Repairmen.
2. The district inter-school mail system will be responsible for pick-up and delivery of all instruments.
  - a. **ALL INSTRUMENTS MUST BE CORRECTLY MARKED**
  - b. Directors must ensure that all cases are secure.
  - c. An official instrument repair form must accompany all instruments with the INSTRUMENT REPAIR heading clearly visible
  - d. Inter-school mail delivery personnel are not responsible for damage.
3. Repair shop hours
  - a. Repair Technicians will follow the same hours as the Department of Fine Arts. Technicians will sign in and out at the Department of Fine Arts offices.
4. Repair Log
  - a. Each technician must document their work using the instrument repair log. This log needs to be turned into the Supervisor of Instrumental Music at the end of each week. This log will be reviewed once a year as part of the employee evaluation process.
5. Quality of work
  - a. The expectation for the BISD Instrument Repair Facility is to repair instruments to original playing specifications. The ultimate assessment of instrument repair work will be done by the BISD band staff on a case by case basis. The goal of the facility is to meet the needs of the directors. Technicians are expected to test instruments as needed to ensure their work is effective before releasing an instrument to the campus.
6. Efficiency
  - a. Repairs are to be done in a prompt and thorough manner with attention to details and accuracy.
7. Scope of work
  - a. All major and minor repairs will be provided by the BISD Instrument Repair Facility. This will include: Ultra-sonic cleaning, re-pads, de-dent, tenon repair, soldering w/lacquer repair, part replacement, brass mouthpiece overhaul, pins and fill cracks, valve repair, Trombone slide repair and all P/C work not mentioned. This facility will not provide complete re-lacquer or re-plating.
8. Materials

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- a. The technicians are expected to order and maintain an inventory of the materials and supplies necessary to service district instruments. All orders must include information necessary to generate a purchase request.
- 9. Private Instrument Repair
  - a. Private instruments may not be repaired for compensation on district time or with district equipment/supplies.
- 10. Equipment Inventory
  - a. The technicians are responsible for creating and maintaining an accurate inventory of district tools and repair supplies.
  - b. The technicians must ensure that all district equipment be marked/engraved. This inventory will be reviewed once a year as part of the employee evaluation process. Technicians should verify that all school instruments and cases are marked appropriately; those that are not, will be engraved by the technicians.

**XXXII. BAND HANDBOOKS**

- 1. All band programs must maintain a student handbook
  - a. This hand book must be approved by the Supervisor of Instrumental Music and the campus principal.
  - b. The handbook must include a section of proper usage of Social Media (Facebook, Twitter, texting, etc.) and consequences for misuse of Social Media.
  - c. A student signature receipt of this handbook must be kept on file with the director.
  - d. This document will define policy, expectations and organization of the campus band program.

**XXXIII. ELECTIVE BAND TRIPS**

- 1. BISD Bands are encouraged to provide travel opportunities for students in their programs.
- 2. All such trips must adhere to School Board policy and approval procedures.
- 3. Any such trips must provide students with a performance opportunity.
- 4. Middle School groups will travel under the following guidelines.
  - a. All trips must be In-State only.
  - b. All trips will be day trips only and will not involve overnight hotel stays.
- 5. High School groups will travel under the following guidelines.
  - a. Groups may travel out of state.
  - b. No students may enter hotel pools.
- 6. All such trips are to be funded by the band program and will not utilize Department of Fine Arts funds.

**XXXIV. BOOSTER CLUBS**

- 1. Band Booster club accounts do not fall under the jurisdiction of the

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Brownsville Independent School District. It is highly recommended that the booster club, school administration, and directors work together to provide the best opportunities for the school and their students.

2. The following information must be provided to booster clubs to assist in setting up their operations:
  - a. Establish bylaws for the booster club.
  - b. Apply for status as a 501 3(C) non profit organization with the IRS to gain a tax ID number. The BISD tax exemption number may not be used.
    - a. Open a checking account with the IRS recognized name of the organization.
    - b. Hire an independent accountant to audit the books annually as per IRS requirements.
    - c. File a tax return through a CPA annually as per IRS requirements.
    - d. Understand and practice all of the Texas UIL Booster Club Guidelines (See Appendix).
3. Booster clubs do not have the authority to direct the duties of a school district employee as per UIL policy.

#### **XXXV. VOLUNTEERISM**

1. All chaperones must be approved as volunteers through the BISD volunteer process.
2. All volunteers must abide by the following guidelines.
  - a. BISD volunteers must follow BISD rules and regulations.
  - b. BISD volunteers will not be in charge or make decisions on behalf of the school officials on the trip.
  - c. Parent volunteers are not permitted to transport students in private vehicles while functioning in the role of volunteers.
  - d. School officials may not allow parent volunteers to transport students while on a trip.

#### **XXXVI. VERTICAL ALIGNMENT**

1. Band programs will follow the district cluster vertical alignment structure.
2. The head high school band director will be in charge of coordinating cluster strategies.
3. All directors who visit other campuses for scheduled vertical alignment must:
  - a. Sign in and out at the band hall office
  - b. Maintain a mileage log as per BISD guidelines and submit for mileage reimbursement on a monthly basis.
4. Scheduling
  - a. Directors, with the assistance of the Supervisor of Instrumental Music, are expected to align the schedules of the cluster so that the staffs may be utilized as effectively as possible to meet the needs of the students.

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- b. Campus directors are expected to work closely with their schools administration to get the appropriate scheduling in place.
- 5. Middle School directors must be available to instruct sectionals after school on their campuses.
- 6. Campus directors are expected to work closely with their schools administration to get the appropriate scheduling in place.
- 7. Cluster directors should meet regularly to discuss, plan and evaluate strategies to improve student success.

**XXXVII. SENIOR JACKETS**

Any student to be awarded a senior jacket by the Department of Fine Arts must fulfill the following requirements:

- 1. The student must have participated in the band program all semesters they are enrolled in high school.
- 2. A student graduating before the completion of 8 semesters will be presented the award upon confirmation of graduation.
- 3. All arrangements for the sizing and ordering of the jackets are the responsibility of the band director.
  - a. The director will give the order to the Administrator of Fine Arts. This order must include: student names, sizes and the number of jackets needed.
  - b. The Department of Fine Arts will generate the Purchase Request (PR) for this award.
  - c. Students must sign a “contract” at the time of ordering that defines the expectations for the student to earn the award.
- 4. Jackets are to be ordered without extra items.
  - a. Any additional jacket items may be ordered by the student AFTER the jacket has been presented.

**XXXVIII. UNIFORMS**

- 1. The band director is responsible for maintaining the uniform inventory.
- 2. The uniforms should be dry cleaned regularly.
- 3. Uniforms will be replaced on a rotation schedule (See Appendix)
  - a. All uniform replacements will be provided by the Department of Fine Arts.
- 4. Alternative Uniforms
  - a. For early season afternoon games alternative uniforms may be considered.
  - b. T-Shirts with a band logo and uniform pants with band shoes would be appropriate.
  - c. This may also be used for 6<sup>th</sup> grade students.
  - d. Funding for such items may come from the band campus account.

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**XXXIX. LOCAL ACCOUNT MANAGEMENT**

1. The band director will be given an allotted amount of funds for their campus based on enrollment.
2. The band director will distribute these funds in appropriate accounts.
  - a. These accounts will provide for: student meals, entry fees, supplies, capital outlay, consultants, staff development, convention fees, and instructional materials.
3. All Purchase Requests (PR) for these items will be generated by the campuses.

**XXXX. MARCHING SHOWS**

1. Each campus will be given an allocated amount of funds to utilize for marching show expenses.
  - a. These expenses include: Drill designers, music arrangers, guard routines, choreography, props, special equipment, guard uniforms, flags and all associated consultant fees.
  - b. These funds will be provided by the Department of Fine Arts.

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## **ESTUDIANTINA GUIDELINES AND PROCEDURES**

### **I. ESTUDIANTINA CHAMPIONSHIP**

1. This event will be coordinated by the Supervisor of Instrumental Music.
2. All students must be eligible as per No Pass No Play guidelines to participate.
3. Each campus must enter only one ensemble.
4. Only students may perform, no directors may play an instrument or sing during performances.
5. All performance material must be memorized (no music stands permitted on stage during performances).
6. The following trophies will be presented:
  - a. Trophies for Superior (90-100), Excellent (80-90), and Good (70-80)
  - b. Overall Grand Champion – Will be awarded the Ms. Maria Aurora-Arrese Memorial Trophy

### **II. ESTUDIANTINA FESTIVAL**

1. Each campus will have one performing group.
2. Each group will perform 3 selections.
3. Directors are responsible for taking care of bus requisitions, professional leave forms and meal arrangements.
4. Each group will wear their BISD Estudiantina uniforms for this performance.

### **III. BISD ALL-CITY ESTUDIANTINA**

1. Instrumentation
  - a. 24 Guitar Chairs: Each school selects 4: 2 girls and 2 boys. They all must be able to play and sing.
  - b. The following performers will be selected by recorded audition: 6 mandolin chairs, 2 bass chairs, and 2 percussion
  - c. Recorded audition guidelines:
    - i. Each recording will be by a single student performing the performance pieces.
    - ii. No accompaniment is permitted.
    - iii. A soft metronome may be used.
    - iv. Auditioning instruments will only play and will not sing for the audition (they may sing in the group but not for the audition).
    - v. Each student's performance will be on a separate, single CD which must be clearly labeled.
    - vi. All directors will be required to assist in adjudicating the recorded auditions.
  - d. Audition material will be listed on the BISD Estudiantina music library web site.
  - e. Late entries will be disqualified.
2. Directors must submit the names of the guitar/voice students from their



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programs by the deadline designated by the Supervisor of Instrumental Music.

3. Each performing student will receive an All-City Estudiantina patch.
4. All performers will be required to attend a rehearsal; failure to attend will forfeit their chair.
5. The ensemble will be conducted by the director of the group that places 1<sup>st</sup> at the annual BISD Estudiantina Contest.
6. The All-City Estudiantina will perform last at the Estudiantina Festival.

#### **IV. HIGH SCHOOL UIL SOLO & ENSEMBLE CONTEST**

1. All programs are expected to provide as many students as possible with a successful Solo and Ensemble experience in proportion to their respective student population.

#### **V. UIL STATE SOLO & ENSEMBLE CONTEST**

1. Participation in this activity will be at the discretion of the Estudiantina Director.
2. All funding for this activity will be provided out of campus Estudiantina accounts.

#### **VII. CONCERTS**

1. All Estudiantina students must be given an opportunity to perform a minimum of two times a year. These performances should take place before Christmas break and near the end of the Spring Semester.
2. Programs should be printed with the students names.

#### **VIII. OTHER REQUIRED PERFORMANCES**

1. The Estudiantina group will be required to perform at the following functions:
  - a. Charro Days Parades and Fiesta Folklorica.
  - b. These performances will be assigned on an annual rotating basis by the Supervisor of Instrumental Music.
2. Other performances may be required as requested by the district.

#### **IX. SENIOR JACKETS**

Any student to be awarded a senior jacket by the Department of Fine Arts must fulfill the following requirements:

1. The student must have participated in the theatre arts program all semesters they are enrolled in high school.
2. A student graduating before the completion of 8 semesters will be presented the award upon confirmation of graduation.
3. All arrangements for the sizing and ordering of the jackets are the responsibility of the estudiantina director.
  - a. The director will give the order to the Administrator of Fine Arts. This order must include: student names, sizes and the number of jackets

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needed.

b. The Department of Fine Arts will generate the Purchase Request (PR) for this award.

c. Students must sign a “contract” at the time of ordering that defines the expectations for the student to earn the award.

4. Jackets are to be ordered without extra items.

a. Any additional jacket items may be ordered by the student AFTER the jacket has been presented.

#### **X. UNIFORMS**

1. The Estudiantina director is responsible for maintaining the uniform inventory.

2. The uniforms should be dry cleaned regularly.

3. Uniforms will be replaced on a rotation schedule.

a. All uniform replacements will be provided by the Department of Fine Arts.

#### **XI. LOCAL ACCOUNT MANAGEMENT**

1. The Estudiantina director will be given an allocated amount of funds for their campus based on enrollment.

2. The Estudiantina director will distribute these funds in appropriate accounts.

a. These accounts will provide for: student meals, entry fees, supplies, capital outlay, consultants, staff development, convention fees, and instructional materials.

3. All Purchase Requests (PR) for these items will be generated by the campuses.

#### **XIII. VOLUNTEERISM**

1. All chaperones must be approved as volunteers through the BISD volunteer process.

2. All volunteers must abide by the following guidelines.

a. BISD volunteers must follow BISD rules and regulations.

b. BISD volunteers will not be in charge or make decisions on behalf of the school officials on the trip.

c. Parent volunteers are not permitted to transport students in private vehicles while functioning in the role of volunteers.

d. School officials may not allow parent volunteers to transport students while on a trip.

#### **XIV. INSTRUMENT INVENTORY**

1. The head director is responsible for campus band instruments and other equipment accounted for on the district inventory.

a. The instrument/equipment data base will be kept on a district server.

b. Any changes to the data base will only be made by the Supervisor of

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Instrumental Music.

c. Each head director will have password access to the inventory for their campus.

2. Instruments must have the following stenciled onto them:

- a. Serial number
- b. Campus number
- c. Year equipment was placed in service.

3. Cases must have the following information written on them.

- a. BISD – campus name and number
- b. SN: instrument serial number
- c. Year placed in service

4. Annual Inventory

- a. The head director must arrange for an annual inventory of instruments.
- b. This must be done at the end of each year before the last contract day.
- c. A copy must be submitted to the Supervisor of Instrumental Activities.
- d. Request to delete instruments must be done through the BISD Fine Arts inventory database.

e. At the annual inventory the head director must ensure that:

- i. All cases are labeled.
- ii. All equipment is accounted for.
- iii. The correct information is stenciled on each instrument.

5. Issuing of Instruments

- a. A BISD instrument check out form **MUST** be completed for any instrument issued to a student for use (See Appendix).
- b. The director must keep these forms on file and must date, sign and initial when the instrument is returned. Failure to do this will make the director personally responsible for the instrument.

6. Missing Instruments

- a. The director must file a police report with the BISD police in a timely manner when an instrument is missing.

7. Inventory Accountability

- a. In the event that assigned items are damaged, stolen, or lost, the employee shall assume financial responsibility of replacing such items at the adjusted value basis.

b. The supervisor of Instrumental Music will make spot check inventory inspections at each campus at least once a year.

## ELEMENTARY MUSIC GUIDELINES AND PROCEDURES

### I. FIFTH GRADE CHOIR and ELECTIVE UNITS

1. All elementary campuses that have a music teacher will be required to have a 5<sup>th</sup> grade choir.
  - a. Must rehearse a minimum of two times per week.
  - b. Instrumental accompaniment CD's may be used for performances. Choirs may not perform with recorded voices.
  - c. Must perform a minimum of two times per year.
2. Additionally, teachers are expected to teach one unit from the following:
  - a. Recorder;
  - b. Class Piano; or
  - c. Guitar.
3. Fine Arts will provide the additional instruments as funds permit.

### II. CONCERTS

1. All elementary students must be given an opportunity to perform at least two times in a school year. These performances should take place before Christmas break and near the end of the Spring Semester.
2. Programs are required for all concerts.

### III. FIFTH GRADE HONORS CHOIR

1. All elementary campuses that have a music teacher will be required to participate in the Fifth Grade Honors Choir by following this criteria:
  - a. 4 students must be selected from each school by the music educator
  - b. The students must be enrolled in fifth grade and be a choir member
  - c. They must match pitch and be able to sing scale from C to C' using Curwen Hand Signs
  - d. Must memorize music by the concert date
  - e. Must meet academic eligibility standards
2. Music Selection
  - a. The Honors Choir Committee, appointed by the Supervisor of Choral Music, will select the music in the fall
  - b. The Department of Fine Arts will provide the music and practice tracks by mid fall
3. Practice
  - a. Choir rehearsal
4. Performance
  - a. The performance will take place in the spring
  - b. Attire for the performance will be school choir shirts and blue jeans

### IV. MUSIC MEMORY

1. All campuses are expected to participate in the UIL Music Memory

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Competition. **This is to be led by the Music Teacher assigned to the campus.**

#### **IV. SCHEDULING**

1. It is the responsibility of the elementary music teacher to ensure that music classes meet the needs of the students.
2. The music teacher is expected to work with the campus administration to ensure the needs of the students are met.

#### **V. INSTRUCTIONAL EXPECTATIONS**

1. All elementary music students will be provided with music instruction based on the current textbook adoption, the Fine Arts Elementary Music Curriculum, and the Fine Arts TEKS.
2. Music teachers are expected to follow the Fine Arts TEKS, district adoption, and required district training (such as Orff) in their instruction and daily lesson plans.

#### **VI. TEACHING METHODS**

1. Orff/Kodaly
  - a. All teachers, including those new to the district, are encouraged to participate in Orff and Kodaly training.
2. Solfege and Curwen Handsigns
  - a. All students will be expected to sight-read a simple melody (4 measures) using solfege and handsigns by the end of grade 4.
3. Rhythm/Counting
  - a. By grade 5, you are to transfer students from your preferred method of teaching rhythms to the counting method incorporating "Down Up" system.

#### **VII. EQUIPMENT INVENTORY**

1. The music teacher is responsible for the music equipment on their campus. In the event that assigned items are damaged, stolen, or lost, the employee shall assume financial responsibility of replacing such items at the adjusted value basis.
2. Annual Inventory
  - a. The music teacher must arrange for an annual inventory of equipment.
  - b. This must be done in May before the last day of school and a copy must be submitted to the Supervisor of Choral Music.

#### **VIII. MEETINGS**

1. Meetings will be scheduled at the discretion of the Choral Supervisor.

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## **CHORAL MUSIC GUIDELINES AND PROCEDURES**

### **I. SOLO & ENSEMBLE COMPETITION**

1. All programs are expected to provide as many students as possible with a successful Solo and Ensemble experience in proportion to their respective student population.
2. Schools with fewer than 10 participants must share a bus with another campus.

### **II. UIL HIGH SCHOOL STATE SOLO & ENSEMBLE CONTEST**

1. Participation in this activity will be at the discretion of the Choir Director.
2. All funding for this activity will be provided out of the campus choir account, including accompanists' expenses.

### **III. REGION / DISTRICT / PRE-AREA & ALL-STATE AUDITIONS**

1. All programs are expected to provide as many students as possible with a successful audition experience.
2. The director is responsible for ensuring adequate instruction is given to all students who participate.
3. Each program is expected to obtain and maintain a reasonable level of student success.
4. The Department of Fine Arts will provide a charter bus for area auditions.
5. Schools with fewer than 10 participants must share a bus with another campus.

### **IV. TMEA ALL-STATE CHOIR**

1. The high school choir director or designee will be the chaperone for All-State Choir participants.
2. Each campus is responsible for submitting:
  - a. All TMEA forms, information and materials required.
  - b. Professional Leave forms.
  - c. Any other arrangements and forms necessary for the students to travel.
3. All expenses for this activity will be provided by the Department of Fine Arts.
  - a. All Purchase Requests (PR) for the student's meals, hotels, **transportation**, taxi and entry fees will be generated by the Department of Fine Arts.
  - b. Only the designated chaperone's expenses will be funded by the Department of Fine Arts.

### **V. BROWNSVILLE ALL CITY CHOIR**

1. All students must be eligible.
2. The overall organization of this event will be the responsibility of the

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Supervisor of Choral Music.

3. The All-City Choirs will be SATB choirs.
4. There will be a middle school choir and a high school choir.
5. Middle School Selection process:
  - a. The Supervisor of Choral Music will allocate a number of chairs per campus based on the results of students who made the previous Region Choir.
  - b. 20-30 students will be selected for each SATB section.
  - c. Students selected will sing 4 to 5 selections for the concert; it will be new music for the students.
  - d. Middle School directors will select the music in June.
  - e. Music will be ordered by and paid for by the Department of Fine Arts.
  - f. Rehearsal tracks will be recorded, copied and disseminated by September 1.
  - g. A clinician will be contracted to work with the students.
6. High School Selection process:
  - a. Students who qualify for the District Mixed Choir will be the members of the All-City Choir.
  - b. Students will perform substantial literature with an orchestra or instrumental ensemble **as funding permits**.
  - c. Literature will be selected from the TMEA All-State literature and supplemented, if necessary.
  - d. A clinician will be contracted to work with the students.
7. Dates will be determined at the end of each school year.
  - a. Concert Hall arrangements will be the responsibility of the Supervisor of Choral Music.
  - b. Funding and paperwork for the Saturday lunch will be the responsibility of the Department of Fine Arts.
8. All singers in the All-City Choir will receive patches provided by the Department of Fine Arts.
9. The Department of Fine Arts will provide rehearsal tracks, as necessary.

## **VI. EVALUATION**

1. The Evaluation will ensure that every student and ensemble in the BISD choir program is given an opportunity to be evaluated in performance.
2. All choirs that received a UIL Rating of 3 or below in the Concert or the Sight-Reading section of the competition are required to participate in Evaluation the following school year.
3. Choirs required to participate in Evaluation must participate in both the Concert and Sight-Reading portion of this event.
4. The Evaluation will follow all UIL procedures.
5. All choirs that receive a UIL Rating of 1 or 2 have the option of participating in the Evaluation, as space allows.

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6. Any ensembles not able to participate in UIL must perform at the Evaluation.

**Evaluation Guidelines:**

This event will follow the UIL format as listed in the C & CR publication.

- a. The Prescribed Music List (PML) will be followed for literature selection based on the UIL classification of the ensemble.
  - b. UIL assessment criteria will be utilized.
  - c. No awards will be given.
  - d. All entries must be made in accordance with the Fine Arts Departments instructions.
  - e. You must submit paperwork for transportation at least 4 weeks prior to the event. The choir director is responsible for canceling any buses that will not be needed.
7. Special rules, requirements, circumstances or issues which deviate from these guidelines must be approved by the Supervisor of Choral Music. Any special consideration must be requested in writing at least 3 weeks before the date of the evaluation.

**VII. UIL CONCERT and SIGHT-READING CONTEST**

1. All 7<sup>th</sup> and 8<sup>th</sup> grade choirs are required to participate at the UIL Concert and Sight-Reading Contest.
2. All directors are expected to work closely with the students, campus faculty and administration to ensure student eligibility for UIL participation.
3. The director is responsible for ensuring compliance with all UIL guidelines.
4. Any director whose choir scores a 3, 4, or 5 in concert and/or sight-reading contest may be placed on a professional growth plan. Any director whose choir scores a 3, 4, or 5 in concert and/or sight-reading contest for two consecutive years will be placed on a professional growth plan.
5. It will be at the head director's discretion to determine if/when an assistant director will take a choir to UIL Concert and Sight-Reading Contest.

**VIII. CONCERT COMPETITION FUNDING IN ADDITION TO UIL (contingent upon upon funding)**

1. Funding for one additional concert contest will be available to groups/students that participate in UIL Concert and Sight-reading Contest only.
  - a. Performance related entry fees will be funded by the Department of Fine Arts.
  - b. School bus transportation for contests located within the Valley will be funded by the Department of Fine Arts.
  - c. The Department of Fine Arts will NOT provide funding for charter buses or meals for these contests.
2. All eligible groups are strongly encouraged to participate in these types of events.



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**IX. STATE HONOR CHOIR**

1. All choirs are encouraged to participate in the TMEA Honor Choir process.
2. Any group selected as the TMEA State Honor Choir will be fully funded by the Department of Fine Arts **as funding permits.**

**X. CONCERTS**

1. The High School choirs are required to perform at the following:
  - a. Baccalaureate: rotating basis, as requested.
  - b. Graduation: per the principal's request
2. All middle and high school choir students must be given an opportunity to perform at least three times per school year in a formal concert setting. Two performances should take place before Christmas break and one near the end of the Spring Semester.
3. Programs are required for all concerts.

**XI. EXTRACURRICULAR ENSEMBLES**

1. All high schools are required to have one extracurricular ensemble for the purpose of meeting performance and recruitment requests of the school, district and community.

**XII. RECRUITING**

1. Directors are responsible for recruiting from their respective feeder schools.
2. Recruiting concerts and classroom visits must be arranged by the director.
3. Students should be given adequate exposure to the choral program through these presentations.
4. Recruitment visits/concerts need to occur before choice slips are submitted to counselors.

**XIII. SCHEDULING**

1. It is the responsibility of the choir director to make sure the course offerings serve the needs of the students.
2. The head director must ensure students are placed in the correct course for their skill level.
3. The director is expected to work with the campus administration and counseling staff to ensure the needs of the students are met.

**XIV. INSTRUCTIONAL EXPECTATIONS**

1. All middle and high school students will be provided with additional lessons as needed to prepare for additional competitions.
2. All directors are expected to teach and practice sight-reading skills daily, **no exceptions.**
3. **It is the responsibility of the director to prepare his/her choirs for concerts and contest. While you are encouraged to use clinicians from outside the BISD, said**

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use will be limited to 1 guest clinician for no more than 2 hours per choir per concert or contest.

**XV. NON-DISTRICT EVENTS JUDGING AND CLINICS**

1. Judging and/or choir clinics for evaluations, pre-UIL, and festivals outside of the BISD will be approved based on what is in the best interest of your students and will follow these guidelines:
  - a. You will not be absent from your choir rehearsals more than 2 days, total, including travel time, prior to Region 28's UIL C&SR contest.
  - b. You will not be absent from your choir rehearsals more than 3 days, total, including travel time, after Region 28's UIL C&SR contest.
  - c. You will use personal days for these events.
2. These guidelines apply only to your BISD working hours.
3. These guidelines do not refer to invitations to serve as guest conductors for Region Choirs.

**XVI. MEMBERSHIPS**

1. All high school and middle school choir directors must be members of the TMEA and TCDA. Campus fine arts funds may be used for membership fees.

**XVII. EQUIPMENT INVENTORY**

1. The head director is responsible for campus choir equipment accounted for on the district inventory.
2. Annual Inventory
  - a. The head director must arrange for an annual inventory of equipment.
  - b. This must be done before the last day of school and a copy must be submitted to the Supervisor of Choral Music by the last contract day.

**XVIII. SUMMER CHOIR CLASSES**

1. All programs will offer 10 days of summer choir classes for their students between the end of one school year and the 1<sup>st</sup> day of the following school year.
2. High school summer choir programs are expected to involve a minimum of 20% of their program's enrollment.
3. Middle school summer choir programs are expected to involve a minimum of 20% of their 7<sup>th</sup> and 8<sup>th</sup> grade choir enrollment.
3. These classes must serve the needs of the students.
4. Class schedules must be approved by the Supervisor of Choral Music and include full days of instruction.

**XIX. CHOIR BOOSTER ORGANIZATIONS**

1. All high school choir programs may have booster organizations.
2. Those programs will work in conjunction with an organized Choir Booster Organization.

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3. These organizations must function within the guidelines listed in the Appendix.
4. Middle school choirs may have booster organizations at the discretion of the head choir director.

**XX. CHOIR HANDBOOK**

1. All choir programs must maintain a student handbook.
  - a. This handbook must be approved by the Supervisor of Choral Music and the campus principal.
  - b. The handbook must include a section of proper usage of Social Media (Facebook, Twitter, texting, etc.) and consequences for misuse of Social Media.
  - c. A parent and student signature receipt of this handbook must be kept on file with the director.
  - d. This document will define policy, expectations and organization of the campus choir program.

**XXI. ELECTIVE CHOIR TRIPS**

1. BISD choirs are encouraged to provide travel opportunities for students in their programs.
2. All such trips must adhere to all School Board policy and approval procedures.
3. Any such trip must provide the students with a performance opportunity.
4. Middle School groups will travel under the following guidelines.
  - a. All trips must be In-State only.
  - b. All trips will be day trips only and will not involve overnight hotel stays.
5. High School groups will travel under the following guidelines.
  - a. A group may travel out of state every three years.
  - b. No students may enter Hotel pools.
6. All such trips are to be funded by the choir program and will not utilize Department of Fine Arts funds.

**XXII. ITINERANT STAFF (accompanists & assistant choir directors)**

1. The itinerant staff report to the Supervisor of Choral Music and respective choir directors.
2. The staff serve middle and high school choirs and others, as assigned.
3. Schedules will be determined by the Supervisor of Choral Music.
4. The staff will be housed at a designated high school.

**XXIII. VOLUNTEERISM**

1. All chaperones must be approved as volunteers through the BISD volunteer process.
2. All volunteers must abide by the following guidelines.
  - a. BISD volunteers must follow BISD rules and regulations.
  - b. BISD volunteers will not be in charge or make decisions on behalf of the

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school officials on the trip.

c. Parent volunteers are not permitted to transport students in private vehicles while functioning in the role of volunteers.

d. School officials may not allow parent volunteers to transport students while on a trip.

#### **XXIV. VERTICAL ALIGNMENT**

1. Choir programs will follow the district cluster vertical alignment structure.

2. The head high school choir director will be in charge of coordinating cluster strategies.

3. All directors who visit other campuses for scheduled vertical alignment must:

a. Sign in and out at the campus choir office

b. Maintain a mileage log as per BISD guidelines and submit for mileage reimbursement on a monthly basis.

4. Scheduling

a. Directors, with the assistance of the Supervisor of Choral Music, are expected to align the schedules of the cluster so that the staffs may be utilized as effectively as possible to meet the needs of the students.

5. Campus directors are expected to work closely with their school's administration to get the appropriate scheduling in place.

6. Directors should meet regularly to discuss, plan and evaluate strategies to improve vertical alignment.

#### **XXV. SENIOR JACKETS**

Any student to be awarded a senior jacket by the Department of Fine Arts must fulfill the following requirements:

1. The student must have participated in the choir program all semesters they are enrolled in high school.

2. A student graduating before the completion of 8 semesters will be presented the award upon confirmation of graduation.

3. All arrangements for the sizing and ordering of the jackets are the responsibility of the choir director.

a. The director will give the order to the Administrator of Fine Arts. This order must include: student names, sizes and the number of jackets needed.

b. The Department of Fine Arts will generate the Purchase Request (PR) for this award.

c. Students must sign a "contract" at the time of ordering that defines the expectations for the student to earn the award.

4. Jackets are to be ordered without extra items.

a. Any additional jacket items may be ordered by the student AFTER the jacket has been presented.

5. All-State choir members will be awarded a jacket the fall after making an All-

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**State organization.**

**XXVI. UNIFORMS**

1. The choir director is responsible for maintaining the uniform inventory.
2. The uniforms should be dry cleaned annually.
3. Uniforms will be replaced on a rotation schedule. (*See Appendix*)
4. Uniforms will be provided for grades 7 - 12.
5. All uniform replacements will be provided by the Department of Fine Arts.
6. An inventory of uniforms must be submitted to the Supervisor of Choral Music by the last contract day.
7. Alternative Uniforms
  - a. T-Shirts with a choir logo and uniform pants are appropriate.
    - i. This may be used for 6<sup>th</sup> grade students only.
    - ii. Funding for such items would come from the choir campus account.

**XXVII. CONCERT ATTIRE**

1. Students are required to wear the formal uniform provided by the BISD Department of Fine Arts for all concerts and concert competitions. For example, TMEA, UIL, Evaluation, and All-City Choir. Exceptions will be made for a “pops” concert.
2. Directors should dress professionally for all events.
  - a. Jeans are not permitted for any event unless you are hosting it and moving equipment.
  - b. Dockers/khakis and a choir shirt with a collar are appropriate for BISD level rehearsal events and TMEA district and region auditions.
  - c. Dress shirts, ties, slacks, skirts, or dresses are appropriate for concerts that you are attending and have students performing in as well as for area and state auditions and UIL solo and ensemble competitions.
  - d. The following is appropriate for concerts & contest concerts that you are conducting:
    - i. Ladies
      1. Appropriate length dark-colored dresses, skirts or pant suits that blend with your choir and do not put the focus on you and are of a dressy nature
      2. Attention should be given to cut and lines of the garment so that the fit is flattering from the audiences’ viewpoint
    - ii. Men: preferably tuxedos; however, dark suits and white shirts are acceptable
    - iii. Accompanists: tuxedos for men and black dress or pant suits for the ladies

**XXVIII. LOCAL ACCOUNT MANAGEMENT**

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1. The choir director will be given an allocated amount of funds for their campus based on enrollment.
2. The choir director will distribute these funds in appropriate accounts.
  - a. These accounts will provide for: student meals, entry fees, supplies, capital outlay, consultants, staff development, convention fees, and instructional materials.
3. All Purchase Requests (PR) for these items will be generated at the campus level.

**XXIX. INVENTORIES ACCOUNTABILITY**

1. In the event that assigned items (equipment or uniforms) are damaged, stolen, or lost, the employee shall assume financial responsibility of replacing such items at the adjusted value basis.

## SECONDARY DANCE GUIDELINES AND PROCEDURES

### I. DANCE CONTESTS

1. Middle and high school dance students must participate in a minimum of 1 dance contest annually.
2. Campuses may utilize funds provided by the Department of Fine Arts for fine arts dance competitions only. These funds may not be utilized for competitions in drill team, military, or pom.
3. The dance instructor is responsible for ensuring compliance with all regulations.

### II. BISD DANCE CONTEST

1. Middle and high school dance students must participate in the BISD Dance Contest.
2. The dance students that will participate will be determined by the dance instructor.
3. Each campus must enter 3 ensembles.
4. High school campuses may enter 3 additional pieces that may include solos and/or duets. Middle schools may only enter 3 ensembles.
5. All participants must be eligible as per the UIL/TEA eligibility guidelines.

### III. MARCHING BAND AND DANCE

1. High school dance programs may participate in UIL Marching Band Competition if the head band director requests dancers to enhance their show.
2. The head band director and the dance instructor will work collaboratively in incorporating the dancers into the Marching Show.
3. The dancers are to be incorporated as an additional unit to enhance the program but not take the place of the existing Colorguard unit.
4. The number of dancers needed will be determined by the head band director and the dance instructor.

### IV. BAND NIGHT

1. All middle and high schools that have a dance program are required to participate in the campus's designated band night.
2. The high school instructor will be responsible for choreographing the dance routine and coordinating costumes with the middle school teacher.
3. The high school instructor will be responsible for coordinating the program with the high school band director and communicating this information to the middle school instructor.

### V. DANCE TRAINING/SEQUENCE

1. All middle and high school dance students must participate in a minimum of 2 dance trainings annually.

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2. All middle and high school dance instructors must participate in all fine arts dance trainings offered by the Department of Fine Arts annually.
3. All middle and high school dance instructors are required to participate in the district staff development dance trainings.
4. Dance training may be provided in any of the following areas: ballet, modern, lyrical, contemporary, jazz, tap, capoeira, folklorico, and/or flamenco.
5. All middle and high school dance instructors must participate in Ballroom dance training.
6. All middle and high school dance instructors must implement the Fine Arts Dance Sequence **which includes ballroom dance**.
7. The dance instructor is responsible for ensuring compliance with all regulations.

#### **VI. DANCE ATTIRE**

1. All middle and high school dance students and instructors are expected to dress in appropriate dance attire, including shoes, for their dance classes and performances.
2. Middle and high school dance students and instructors may **not** take class in socks.
3. Instructors must dress appropriately inside the classroom and on the campus.
4. When attending contest, instructors must dress in a professional manner (no flip flops, shorts, etc.).

#### **VII. CONCERTS**

1. All middle and high school dance students must be given an opportunity to perform a minimum of two times in a school year. One performance should take place in the fall and one in the spring.
2. Instructors should plan on having their students participate in each others' fall and Spring concerts within their clusters to promote vertical alignment.
3. **All vertically aligned middle and high school dance instructors are expected to assist each other at their respective concerts.**
4. Programs should be printed with student names.
5. A copy of the program must be submitted to the Dance Advisor.

#### **VIII. OTHER PERFORMANCES**

1. Middle and high school dance students **that have a full time dance teacher** are required to participate in "*Santa and Friends*".
2. The Administrator of Fine Arts will organize this event.
3. The Administrator of Fine Arts is responsible for securing the location for this event.
4. The designated high school dance students are required to participate in the district Employee Awards Banquet in May **(this is on a 3 year rotation)**.
5. Other performances may be required as requested by the district for district



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events.

### **IX. RECRUITING**

1. Dance instructors are responsible for recruiting students for dance (including ballroom) from their respective feeder schools which includes elementary and middle schools.
2. Recruiting performances and classroom visits must be arranged for and carried out by the dance instructor.
3. A schedule of recruitment performances must be submitted to the Dance Advisor by December or the end of January.
4. Students should be given adequate exposure to the dance program through these presentations.

### **X. SCHEDULING**

1. It is the responsibility of the dance instructor to make sure the course offerings meet the needs of the students.
2. The dance instructor must ensure students are placed in the correct course for their skill level.
3. The dance instructor is expected to work with the campus administration and counseling staff to ensure the needs of the students are met.
4. The dance instructor is expected to work with the counseling staff to ensure that certain classes are "double coded" IF there are GT dance students in the class.

### **XI. INSTRUCTIONAL EXPECTATIONS**

1. All middle and high school dance instructors must follow the BISD Department of Fine Arts Dance Sequence.
2. All middle and high school dance instructors are required to participate in the "Red Hot Ballroom" program. ~~with a minimum of 4 couples per style of dance.~~
3. All middle and high school dance instructors must provide students with additional lessons for students who are unable to take the class during the day, or as needed to prepare for additional competitions and performances.

### **XII. DANCE INVENTORY**

1. The dance instructor is responsible for all of the dance equipment/costumes on their campus.
2. Annual Inventory
  - a. The dance instructor must arrange for an annual inventory of equipment/costumes.
  - b. This must be done in May before the last day of school and a copy must be submitted to the Dance Advisor.

### **XIII. DANCE TEAM AUDITIONS**

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1. All middle and high school dance programs must have a performing dance team.
2. All middle and high school dance instructors must hold auditions for placement on the team.
3. All middle and high school dance instructors must seek outside judges to judge auditions.
4. Dance instructors may NOT judge their own auditions.
5. Dance team auditions should be held at the end of the spring semester for the upcoming school year.
6. The dance instructors will determine the number of students that will be allowed on the team.
7. Dance instructors must use an objective rubric for auditions.

#### **XIV. SUMMER DANCE CLASSES**

1. All middle and high school dance teachers will have a week long summer dance camp for their students.
2. Each campus can set the summer dance dates that will best serve the needs of the students in their program.
3. Each campus must submit their summer teaching calendar to the Dance Advisor for approval at least 30 days prior to the last day of school.
4. The district dance camp is contingent upon funding.

#### **XV. PHYSICAL PARTICIPATION REQUIREMENT**

1. All middle and high school dance students that are on the dance team are required to get a physical in order to participate in dance classes.
2. Middle and high school dance instructors will be responsible for distributing and collecting a completed physical form for all 6-12<sup>th</sup> grade students on their dance team before the end of each school year.
3. The physicals must be completed between April 1<sup>st</sup> and the last day of school.
4. All physicals must be renewed annually.

#### **XVI. STUDENT EMERGENCY MEDICAL FORMS**

1. All middle and high school programs but maintain an emergency medical form for each student participating in dance.
2. Anytime a middle or high school dance group travels off campus a complete notebook of medical forms for all participating students must be taken.

#### **XVII. DANCE HANDBOOKS**

1. All dance programs must maintain a student handbook.
  - a. This handbook must be approved by the campus Principal and the Dance Advisor.
  - b. The handbook must include a section of proper usage of Social Media (Facebook, Twitter, texting, etc.) and consequences for misuse of

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Social Media.

c. The handbook must include a section on Senior Jackets (for high school only).

d. A copy of the handbook must be provided to the Dance Advisor.

e. A student/parent signature receipt of this handbook must be kept on file with the instructor.

f. This document will define policy, expectations and organization of the campus dance program.

#### **XVIII. BOOSTER CLUBS**

1. All high school dance programs may have booster organizations.
2. Those programs will work in conjunction with an organized Dance Booster Organization.
3. These organizations must function within the guidelines listed in the Appendix.
4. Middle school dance programs may have booster organizations at the discretion of the dance instructor.

#### **XIV. VOLUNTEERISM**

1. All chaperones must be approved as volunteers through the BISD volunteer process.
2. All volunteers must abide by the following guidelines.
  - a. BISD volunteers must follow BISD rules and regulations.
  - b. BISD volunteers will not be in charge or make decisions on behalf of the school officials on the trip.
  - c. Parent volunteers are not permitted to transport students in private vehicles while functioning in the role of volunteers.
  - d. School officials may not allow parent volunteers to transport students while on a trip.

#### **XX. VERTICAL ALIGNMENT**

1. Dance programs will follow the district cluster vertical alignment structure.
2. The high school dance instructor will be in charge of coordinating cluster strategies. The Dance Advisor will be responsible for scheduling cluster meetings.
3. All instructors who visit other campuses for scheduled vertical alignment must sign in and out at the campus main office
4. Scheduling
  - a. Instructors are expected to work to align the schedules of the cluster so that the staffs may be utilized as effectively as possible to meet the needs of the students.
5. Cluster instructors should meet regularly to discuss, plan, and evaluate strategies to improve student success.

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**XXI. SENIOR JACKETS**

Any student to be awarded a senior jacket by the Department of Fine Arts must fulfill the following requirements:

1. The student must have participated in a BISD dance program (which includes Ballroom) all semesters they are enrolled in high school.
2. A student graduating before the completion of 8 semesters will be presented the award upon confirmation of graduation.
3. All arrangements for the sizing and ordering of the jackets are the responsibility of the dance instructor.
  - a. The director will give the order to the Department of Fine Arts. This order must include: student names, sizes and the number of jackets needed.
  - b. The Department of Fine Arts will generate the Purchase Request (PR) for this award.
  - c. Students must sign a “contract” at the time of ordering that defines the expectations for the student to earn the award.
4. Jackets are to be ordered without extra items.
  - a. Any additional jacket items may be ordered by the student AFTER the jacket has been presented.

**XXII. COSTUMES/OUTFITS**

1. The dance instructor is responsible for maintaining the costume/outfit Inventory annually.
2. Outfits will be replaced on a rotation schedule.
3. One outfit will be provided for middle and high school dance students when it is the designated rotation year. This will be funded by the Department of Fine Arts.

**XXIII. LOCAL ACCOUNT MANAGEMENT**

1. Dance instructors will be given an allocated amount for their campus based on enrollment.
2. Instructors will distribute these funds in appropriate accounts.
  - a. These accounts will provide for: student meals, entry fees, supplies, capital outlay, consultants, staff development, convention fees, and instructional materials.
3. All Purchase Requests (PR) for these items will be generated by the campuses.

**XXIV. INVENTORIES ACCOUNTABILITY**

1. In the event that assigned items (equipment or uniforms) are damaged, stolen, or lost, the employee shall assume financial responsibility of replacing such items at the adjusted value basis.

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## ELEMENTARY VISUAL ARTS GUIDELINES AND PROCEDURES

### I. BISD ELEMENTARY ART CONTEST & EXHIBIT

1. Supervisor of Visual Arts will coordinate and manage contest and exhibit. All art teachers collaborate with promotion, installation and de-installation in a timely manner. TEXAS ELEMENTARY ART MEET (TEAM) rules apply.
2. All art teachers will participate in Elementary Art Contest. Schools without an art program may also participate, all guidelines apply, contact visual arts supervisor.
  - a. Teachers will enter two (2) entries per category, per division.
  - b. The divisions are: Pre-K-5th grade. Categories: Collage, Cultural/Heritage, Drawing, Mix-Media, Painting, Sculpture (3-D in the round), Sculpture Three Dimensional Relief (Wall Dependent.)
  - c. All artwork must be "Original" in Concept and Expression. Subject matter, theme, ideas and expression must be appropriate. Inappropriate artwork will be disqualified. A variety of assignments encouraged, multiple entries of a particular assignment discouraged.
3. Art teacher is responsible for ensuring compliance with BISD art rules and regulations.
4. Art teachers may enter a maximum of 75 entries.
5. All art teachers must assist with "complete installation" of their student artwork for all exhibits and contests.
6. Artwork exhibit labels must be printed using preformatted electronic template provided by Supervisor.
7. Deliver artwork on Monday. Procedure: Qualification table, count & check all artwork.
8. REQUIREMENTS: All two-dimensional artwork must be presented in black mats only, size limitation than 24"X24"X<2". Three-dimensional size limitation, 18"HX12"WX12"D includes a base.
9. All artwork must be student's own without the assistance of peers, parents and/or teachers.
10. All artwork must have student's own title and maximum three sentence statement.
11. Presentation of community and out of district exhibits/contests: All artwork representing BISD must be presented appropriately following the above criteria, unless contest/exhibit call for entries specifies criteria.

### II. COMMUNITY AND REGIONAL ART CONTESTS

1. Students must participate in at least two-community and one regional art contests.
2. Art teacher is responsible for ensuring compliance with all BISD art competition rules and regulations. Every teacher must uphold the highest standards of creativity and integrity for all contests.

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3. All teachers must promote rationale as to why the Arts are IMPORTANT and stress knowledge, skills acquisition of creative processes based on TEKS.
4. Raise community awareness about the importance and benefits of visual arts education through school, community generated exhibits, contests and gallery/museum exposure.

### **III. SCHEDULING**

1. It is the teacher's responsibility to ensure classroom and instruction meets student needs.
2. Art teacher is expected to work with administration to ensure student needs are met.
3. Every art teacher is responsible for submitting a list of prospective young artists to cluster middle school teacher(s) and Supervisor of Visual Arts

### **IV. INSTRUCTIONAL EXPECTATIONS**

1. Art teacher will provide instruction based on Fine Arts TEKS, national standards, current textbook and required district training in daily instruction.
2. Art teachers will collaborate, plan with cluster teams to promote their art program initiatives.
3. Art teachers with high expectations will yield productive environments, creative and informative outcomes.

### **V. Proper Use of Social Media**

The student handbook must include a section of proper usage of Social Media (Facebook, Twitter, texting, etc.) and consequences for misuse of Social Media.

### **VI. SCHOLARSHIPS**

1. Art scholarship committee; one teacher per high school and art supervisor will research and create a strategic plan for raising funds. Committee will meet monthly.
2. Committee will develop an abstract, guidelines and procedures for fundraising projects.
3. Elementary support is essential, teachers may participate in project activities.

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## SECONDARY VISUAL ARTS GUIDELINES AND PROCEDURES

### I. MIDDLE SCHOOL REGION JUNIOR VISUAL ARTS SCHOLASTIC EVENT

1. All middle school art teachers must participate in the Jr. Visual Arts Scholastic Event (VASE) contest with a minimum of ten students actively engaged.
  - a. Every teacher must be familiar with contest rules and is responsible for ensuring compliance with all Jr. VASE, UIL regulations and eligibility rule.
2. Jr. VASE will be funded by the campus art account and the Department of Fine Arts.
3. Jr. VASE rules prohibit the use of a projector and all other mechanical means.
4. Jr. VASE rules prohibit the use of published materials, copying from professional photographs and electronic/internet materials.
5. Jr. VASE rules will disqualify artworks that promote the use of: drugs, gang related paraphernalia, violence, self-destruction, weapons, vulgarity, nudity and all other negative topics.

### II. 40th ANNUAL BISD SECONDARY ART CONTEST – A CONTEST OF ORIGINAL EXPRESSION

**Reception: Saturday March 5, 2016 from 12 – 2:00PM Brownsville Museum Fine Arts**

1. All middle school art teachers must participate in Secondary Art Contest.
  - a. All artwork must be “Original” in Concept and Expression. Subject matter, theme, idea and expression must be appropriate. VASE contest rules apply. Inappropriate artwork will be disqualified.
  - b. Teachers will enter a maximum of 10 entries.
  - c. Divisions: Art I = ½ - 1 credit. Art II = 1 - 1 ½ credits. Art III = 2 plus credits.
  - d. Categories:
    - i. DRAWING: 1. Black & White 2. Color 3. Scratchboard/Crayon Etching
    - ii. PAINTING: 4. Acrylic, Oil, Tempera, 5. Watercolor
    - iii. PRINTMAKING: 6. All printmaking techniques
    - iv. MIXED MEDIA: 7. 2-D Mixed Media, 8. Collage, (3” Relief Limit)
    - v. THREE DIMENSIONAL: 9. Ceramics, 10. Sculpture, 11. Jewelry, 12. Textiles, 13. 3-D Relief
    - vi. TECHNOLOGY: 14. Digital-Media, 15. Photography
2. Contest Awards:
  - a. All participants will receive a certificate of participation.
  - b. Each category will be awarded a first, second, third, a maximum of three honorable mentions.
  - c. Each division will receive an Best of Show and a Judges Choice.

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- d. One Distinguished Palette Award will be given to a student whose efforts to advance visual arts impacts the arts community. Teacher nominee (one per teacher) must meet the minimum criteria:
  - i. Participate in Secondary Art Contest minimum of 2 years.
  - ii. Participate in VASE beyond qualifications table, minimum 1 year.
  - iii. Record of art community service campus and beyond, minimum 20 hours, 10/10.
  - iv. Curriculum vitae/resume listing art activities.
3. Art department chair is responsible for ensuring compliance with all contest rules.
4. All students MUST be currently enrolled in teacher of record art class.
5. All competition artwork must be student's own without the assistance of peers, parents and/or teachers.
6. Teachers will collaborate/assist by clusters to install assigned categories for all exhibits and contests.
7. *Registration and installation on Thursday March 3, 2016.*
  - a. *Registration Procedure: All artwork will be registered, inspected and inventoried by officials.*
8. All exhibit labels must be printed using preformatted electronic template provided by supervisor.
9. All two-dimensional artwork must be presented in black mats only.
10. Artwork must have student's own title, statement and research historical reference attached to back of artwork.
11. Contest juror panel will be composed of three or five high school art teachers with TAEA VASE juror certification. All jurors' decisions are final.
12. All artwork entered must be from teacher of record only. Entry/spot exchanges among teachers will not be allowed.

### **III. Proper Use of Social Media**

The student handbook must include a section of proper usage of Social Media (Facebook, Twitter, texting, etc.) and consequences for misuse of Social Media.

### **IV. OUT OF DISTRICT EXHIBITS AND CONTESTS:**

1. Artwork representing BISD in out of district exhibits or contests must be presented appropriately following above criteria numbers: III: 4, 7, 8 & 9, unless competition/exhibit call for entries specifies criteria.

### **V. TAEA BIG ART DAY AND YOUTH ART MONTH**

1. All teachers must participate in BIG ART DAY to raise awareness about your art program at your campus. Examples: Students create a card for their favorite teacher. Teacher exhibits student artwork in cafeteria or library or public space.
2. All schools must participate in the TAEA Youth Art Month Competition.



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3. Teacher enters two artworks to Youth Art Month Contest. See TAEA YAM webpage.

## **VI. SCHOLARSHIPS**

1. Art scholarship committee; one teacher per high school and art supervisor will research and create a strategic plan for raising funds. Committee will meet monthly.
2. Committee will develop an abstract, guidelines and procedures for fundraising projects.
3. Middle school support is essential, teachers may participate in project activities.

## **VII. COMMUNITY AND REGIONAL ART CONTESTS**

1. All schools must participate in at least two community and one valley art contests.
2. Art teacher is responsible for ensuring compliance with BISD art contest rules and regulations. Teachers must uphold the highest standards and integrity for all contests.
3. All teachers must promote rationale as to why the Arts are IMPORTANT and stress what the student will learn in the process of creating ORIGINAL artworks/expressions based on the TEKS.
4. The Community must be made aware of the importance and benefits a visual arts education through school and community generated exhibits and gallery/museum exposure.
5. All art teachers must actively participate and exhibit high quality artwork.
  - a. All artwork exhibit labels must be printed using preformatted template provided by art supervisor.
  - b. All 2-D artwork must be presented in black mats only unless specified in contest call for entries.

## **VIII. INSTRUCTIONAL EXPECTATIONS**

1. All middle and high school art students will be provided with art instruction based on the current textbook adoption, the Fine Arts TEKS, and national standards.
2. Art teachers are expected to follow the Fine Arts TEKS, the district adoption, and the required district training in their instruction and daily lesson plans.
  - a. All art teachers will cooperate and plan with cluster teachers and district fine art teachers.
3. All art teachers are expected to maintain high expectations for students and demonstrate them through student growth, artwork, exhibits and community involvement.

## **IX. SCHEDULING**

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1. It is the responsibility of the art department head to ensure course offerings meet the needs of students.
2. Art department chairs are expected to work with campus administration and counseling staff to ensure students are placed in appropriate art classes.

**X. VERTICAL ALIGNMENT**

1. Art programs will follow the district cluster vertical alignment portfolio structure.
  - a. All art teachers will cooperate and plan with cluster and district teachers.
  - b. All art teachers will participate in VASE, Jr. VASE and TEAM contests.
2. All teachers visiting other campuses for scheduled meetings must sign in and out at the campus office.
3. Department heads for art and cluster teachers should meet regularly to discuss, plan, and evaluate strategies to improve vertical alignment.
4. Steering committee: Elementary, middle and high school teachers perform vertical alignment and art related community duties.

**XI. VOLUNTEERISM**

1. All chaperones must be approved as volunteers through the BISD volunteer process.
2. All volunteers must abide by the following guidelines.
  - a. BISD volunteers must follow BISD rules and regulations.
  - b. BISD volunteers may not be in charge or make decisions on behalf of the school officials on any fieldtrips or activities.
  - c. Parent volunteers are not permitted to transport students in private vehicles while functioning in the role of volunteers.
  - d. School officials may not allow parent volunteers to transport students while on a field trip.

**XII. LOCAL ACCOUNT MANAGEMENT**

1. The department chair for art will be given an allocated amount for their campus based on enrollment.
2. The department chair for art will distribute these funds into appropriate accounts.
  - a. These accounts will provide for: student meals, entry fees, supplies, convention fees, and instructional materials.
3. All Purchase Requests (PR) for these items will be generated by the campuses on bi-tech.

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**I. HIGH SCHOOL REGION VISUAL ARTS SCHOLASTIC EVENT (VASE)**

1. All high school art teachers will participate in Regional VASE contest with a minimum of ten students actively engaged.
2. Each teacher is responsible for ensuring compliance with all VASE/ UIL regulations including eligibility rule.
3. VASE rules prohibit the use of a projector and all other mechanical means.
4. VASE rules prohibit the use of published materials, copying from professional photographs and electronic/internet materials.
5. VASE rules will disqualify artworks that promote the use of: drugs, gang related paraphernalia, violence, self-destruction, weapons, vulgarity, nudity and all other negative topics.
6. State VASE will be funded by campus art account and Department of Fine Arts.

**II. HIGH SCHOOL STATE VISUAL ARTS SCHOLASTIC EVENT**

1. All students advancing must participate in State VASE Contest.
2. Each teacher is responsible for ensuring compliance with all VASE/ UIL regulations including eligibility rule.
3. VASE will be funded by the campus art account and the Department of Fine Arts.
4. Chaperones rule of ten to one apply. Chaperone accommodations are two to a room. If a chaperone wants to room by him or herself, they will have to pay the difference of the room cost if it exceeds the district allotted amount.

**III. 40<sup>th</sup> ANNUAL BISD SECONDARY ART CONTEST – A CONTEST OF ORIGINAL EXPRESSION**

**Reception: Saturday March 5, 2016 from 12:00 – 2:00PM Brownsville Museum Fine Arts**

1. All art teachers must participate in Art Contest.
  - a. All artwork must be "Original" in Concept and Expression. Subject matter, theme, idea and expression must be appropriate. VASE contest rules apply.
  - b. Teachers will enter a maximum of 10 entries.
  - c. Divisions: Division I = ½ - 2 credits. Division II = 2 ½ plus credits. Division III = A/P
  - d. Disciplines and Categories:
    - i. DRAWING: 1. Black & White 2. Color 3. Scratchboard/Contrasto/Scruffitto
    - ii. PAINTING: 4. Acrylic, Oil, Tempera 5. Watercolor
    - iii. PRINTMAKING: 6. All printmaking techniques
    - iv. MIXED MEDIA: 7. 2-D Mixed Media 8. Collage

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- v. **THREE DIMENSIONAL: 9. Ceramics 10. Sculpture 11. Jewelry 12. Textiles 13. 3-D Relief**
- vi. **TECHNOLOGY: 14. Digital- Media, 15. Photography**
- 2. Art department chair is responsible for ensuring compliance with all contest rules.
- 3. All participants **MUST** be currently enrolled in teacher of record art class.
- 4. All contest artwork **must be student's own** without the assistance of peers, parents and/or teachers.
- 5. Teachers will assist by clusters to install assigned categories for all exhibits and contests.
- 6. **Registration and installation on Thursday March 3, 2016.**
  - a. **Registration Procedure: All artwork will be registered, inspected and inventoried by officials.**
- 7. All exhibit labels must be printed using preformatted electronic template provided by supervisor.
- 8. All two-dimensional artwork must be presented in black mats only.
- 9. All artworks must have student's own title, statement and research historical reference on back.
- 10. Contest juror panel will be composed of three or five middle school art teachers with TAEA VASE juror certification. All jurors' decisions are final.
- 11. All artwork entered must be from teacher of record only. Entry/spot exchanges among teachers will not be allowed.
- 12. **Contest Awards:**
  - a. All participants will receive a certificate of participation.
  - b. Each category will be awarded a first, second, third, and a maximum of three honorable mentions.
  - c. Each division will receive an honorable mention and a judges choice.
  - d. One Distinguished Palette Award for a student whose efforts to advance visual arts impacts the community. Teacher nominee (one per teacher) must meet the criteria:
    - i. Participate in Secondary Art Contest minimum of 2 years.
    - ii. Participate in VASE beyond qualifications table, minimum 2 years.
    - iii. Record of art community service campus and beyond, minimum 20 hours, 10/10.
    - iv. Curriculum vitae/resume of art activities.
    - v. Essay Question: How did your efforts impact visual arts community 250 words.

**IV. OUT OF DISTRICT EXHIBITS AND CONTESTS:**

- 1. Artwork representing BISD in out of district exhibits or contests must be presented appropriately following above criteria numbers: III: 4, 7, 8 & 9, unless competition/exhibit call for entries specifies criteria.

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**V. TAEA BIG ART DAY AND YOUTH ART MONTH**

1. All teachers must participate in BIG ART DAY to raise awareness about your art program at your campus. Examples: Students create a card for their favorite teacher. Teacher exhibits student artwork in cafeteria or library or public space.
2. All schools must participate in the TAEA Youth Art Month Competition.
3. Teacher enters two artworks to Youth Art Month Contest. See TAEA YAM webpage.

**VI. SCHOLARSHIPS**

1. Art scholarship committee; one teacher per high school and art supervisor will research and create a strategic plan for raising funds. Committee will meet monthly.
2. Committee will develop an abstract, guidelines and procedures for fundraising projects.
3. Elementary and middle school support is essential, teachers may participate in project activities.

**VII. COMMUNITY AND REGIONAL ART CONTESTS**

1. All schools must participate in at least two community and one valley art contests.
2. Art teacher is responsible for ensuring compliance with BISD art contest rules and regulations. Teachers must uphold the highest standards and integrity for all contests.
3. All teachers must promote rationale as to why the Arts are IMPORTANT and stress what the student will learn in the process of creating ORIGINAL artworks/expressions based on the TEKS.
4. The Community must be made aware of the importance and benefits a visual arts education through school and community generated exhibits and gallery/museum exposure.
5. All art teachers must actively participate and exhibit high quality artwork.
  - a. All artwork exhibit labels must be printed using preformatted template provided by art supervisor.
  - b. All 2-D artwork must be presented in black mats only unless specified in contest call for entries.

**VIII. INSTRUCTIONAL EXPECTATIONS**

1. All middle and high school art students will be provided with art instruction based on the current textbook adoption, the Fine Arts TEKS, and national standards.
2. Art teachers are expected to follow the Fine Arts TEKS, the district adoption, and the required district training in their instruction and daily lesson plans.

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- a. All art teachers will cooperate and plan with cluster teachers and district fine art teachers.
3. All art teachers are expected to maintain high expectations for students and demonstrate them through student growth, artwork, exhibits and community involvement.

## **IX. SCHEDULING**

1. It is the responsibility of the art department head to ensure course offerings meet the needs of students.
2. Art department chairs are expected to work with campus administration and counseling staff to ensure students are placed in appropriate art classes.

## **X. VERTICAL ALIGNMENT**

1. Art programs will follow the district cluster vertical alignment portfolio structure.
  - a. All art teachers will cooperate and plan with cluster and district teachers.
  - b. All art teachers will participate in VASE, Jr. VASE and TEAM contests.
2. All teachers visiting other campuses for scheduled meetings must sign in and out at the campus office.
3. Department heads for art and cluster teachers should meet regularly to discuss, plan, and evaluate strategies to improve vertical alignment.
4. Steering committee: Elementary, middle and high school teachers perform vertical alignment and art related community duties.

## **XI. VOLUNTEERISM**

1. All chaperones must be approved as volunteers through the BISD volunteer process.
2. All volunteers must abide by the following guidelines.
  - a. BISD volunteers must follow BISD rules and regulations.
  - b. BISD volunteers may not be in charge or make decisions on behalf of the school officials on any fieldtrips or activities.
  - c. Parent volunteers are not permitted to transport students in private vehicles while functioning in the role of volunteers.
  - d. School officials may not allow parent volunteers to transport students while on a field trip.

## **XII. SENIOR JACKETS**

Student to be awarded a senior jacket by the Department of Fine Arts must fulfill the following:

1. Student qualified participation in visual arts program minimum of four semesters.
  - a. Regional Visual Art Scholastic Event (VASE)
  - b. BISD Secondary Art Contest

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- c. Exhibition in one community, one valley, one state art contest for two years and a senior art exhibit.
  - d. Currently enrolled in Art II, Art III or IV.
2. A student graduating before the completion of 8 semesters will be presented the award upon confirmation of graduation.
3. All arrangements for the sizing and ordering of the jackets are the responsibility of the designated art instructor.
  - a. Teacher will provide order to Administrator of Fine Arts. This order must include: student names, sizes and the number of jackets needed.
  - b. The Department of Fine Arts will generate the Purchase Request (PR) for awards.
  - c. Students must sign a “contract” at the time of ordering that defines the expectations for the student to earn the award.
4. Jackets are to be ordered without extra items.

### **XIII. LOCAL ACCOUNT MANAGEMENT**

1. The department chair for art will be given an allocated amount for their campus based on enrollment.
2. The department chair for art will distribute these funds into appropriate accounts.
  - a. These accounts will provide for: student meals, entry fees, supplies, convention fees, and instructional materials.
3. All Purchase Requests (PR) for these items will be generated by the campuses.

### **XIV. Proper Use of Social Media**

The student handbook must include a section of proper usage of Social Media (Facebook, Twitter, texting, etc.) and consequences for misuse of Social Media.

## **THEATRE ARTS GUIDELINES AND PROCEDURES**

### **I. ELEMENTARY THEATRE ARTS**

1. All Elementary campuses are required to implement the Texas Essential Knowledge and Skills (TEKS) for theatre arts.
2. Elementary students must be given the opportunity to perform a minimum of two times per year.
3. The high school theatre arts program from the respective clusters will engage their elementary campuses in a performance or an event at least twice a year.

### **II. HIGH SCHOOL ZONE AND DISTRICT ONE-ACT-PLAY COMPETITION**

1. All high schools must participate in One-Act Play Competition.
2. The theatre arts instructor is the director and is responsible for ensuring compliance with all UIL and One Act Play regulations.
3. Script selection for One Act Play must be made by **December 21**.
4. One-Act Play will be funded by the campus UIL account, the Department of Advanced Academics, and the Department of Fine Arts.

### **III. HIGH SCHOOL **BI-DISTRICT**, AREA, REGIONAL, AND STATE ONE-ACT PLAY**

1. All high schools that advance must participate in the next level of Competition.
2. The director is responsible for ensuring compliance with all UIL and One Act Play regulations.
3. One-Act Play will be funded by the campus UIL account and the Department of Fine Arts.

### **IV. BISD FALL THEATREFEST (BFT)**

1. All high schools must participate in the BFT.
2. The director is responsible for ensuring compliance with all BFT regulations.
3. All directors must enter a minimum of 5 students in at least 2 events.
4. BFT will be funded by the campus theater arts budget and the Department of Fine Arts.
5. All students that advance from the preliminary round of BFT will compete in the final tournament scheduled the end of the 1<sup>st</sup> 6 weeks marking period.
5. Categories of competition will be decided by the directors during the spring planning meeting.
6. Judges will be secured by the Theatre Arts Advisor and high school directors.
7. The Theatre Arts Advisor will determine the venue for this event.

### **V. MIDDLE SCHOOL ONE ACT PLAY COMPETITION**

1. All Middle Schools must participate in One-Act Play Competition.
2. The OAP Director is responsible for ensuring compliance with all UIL and One-Act Play regulations.



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3. All programs are expected to provide as many students as possible with a successful One Act Play experience.
4. One-Act Play will be funded by the campus UIL account.
5. High school theatre arts directors are expected to coordinate and facilitate assistance with the Middle School OAP for their cluster. They will conduct a one hour session within their respective cluster on the District Staff Development Day.
6. **High School Theatre Directors/Advance Theatre Students** are required to attend a minimum of three MS rehearsals in September, October, and November leading up to the MS OAP Contest.
7. **Script Selection for Middle School – deadline - September 15.**
  - a. Follow the general rules for UIL as prescribed in the OAP Handbook.
8. The date for the Middle School OAP will be the week/weekend before the Thanksgiving Holiday.

#### **VI. OTHER PERFORMANCES**

1. High School Theatre Arts students are required to participate in “Santa & Friends” and the Employee Awards Banquet on a rotating basis, once every six years.
2. Other performances may be required as requested by the district for district events.

#### **VII. RECRUITING**

1. High school theatre arts directors are responsible for recruiting from their respective feeder schools.
  - a. **Two visits/Performances to their feeder Middle Schools.**
  - b. **One visit/Performance to their feeder Elementary Schools.**
2. Recruiting performances and classroom visits must be arranged for and carried out by the high school theatre arts directors.
3. A schedule of recruitment performances must be submitted to the Theatre Arts Advisor.
4. Students should be given adequate exposure to the theatre arts program through these presentations.

#### **VIII. SCHEDULING**

1. It is the responsibility of the theatre arts director to make sure the course offerings meet the needs of the students.
2. The theatre arts director must ensure students are placed in the correct course for their skill level.
3. The theatre arts director is expected to work with the campus administration and counseling staff to ensure the needs of the students are met.

#### **IX. INSTRUCTIONAL EXPECTATIONS**

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1. All high school theatre arts students will be provided with additional practice/rehearsal as needed to prepare for additional competitions and performances.
2. All theatre art teachers are expected to maintain high expectations for students and demonstrate these expectations through student participation and community involvement. They will use the Texas Essential Knowledge and Skills for Theatre I-IV as the foundation.

#### **X. THEATRE ARTS INVENTORY**

1. The theatre arts director is responsible for all of the theatre arts props/equipment/costumes on their campus.
2. Annual Inventory
  - a. The theatre arts instructor must arrange for an annual detailed inventory of props/equipment/costumes.
  - b. All equipment that costs over \$150.00 must be tagged with a serial number provided by the Department of Warehouse/Textbooks/Fixed Assets and must be included on the inventory.
  - c. This must be done at the end of each year before the last contract day. A copy must be submitted to the Theatre Arts Advisor.

#### **XI. MEMBERSHIPS**

1. All theatre arts directors must be members of TETA. Campus fine arts funds may be used for membership fees.

#### **XII. VOLUNTEERISM**

1. All chaperones must be approved as volunteers through the BISD volunteer process.
2. All volunteers must abide by the following guidelines.
  - a. BISD volunteers must follow BISD rules and regulations.
  - b. BISD volunteers will not be in charge or make decisions on behalf of the school officials on the trip.
  - c. Parent volunteers are not permitted to transport students in private vehicles while functioning in the role of volunteers.
  - d. School officials may not allow parent volunteers to transport students while on a trip.

#### **XIII. THEATRE ARTS HANDBOOKS**

1. All theatre arts programs must maintain a student handbook.
  - a. This handbook must be approved by the campus Principal and the Theatre Arts Advisor.
  - b. The handbook must include a section of proper usage of Social Media (Facebook, Twitter, texting, etc.) and consequences for misuse of Social Media.

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c. The handbook must include a section defining how students will be awarded a senior jacket.

d. A copy of the handbook must be provided to the Theatre Arts Advisor.

e. A student signature receipt of this handbook must be kept on file with the Theatre Arts Director.

f. This document will define policy, expectations and organization of the campus theatre arts program.

#### **XIV. VERTICAL ALIGNMENT**

1. Theatre arts programs will follow the district cluster vertical alignment structure.
2. All directors who visit other campuses for scheduled vertical alignment must:
  - a. Sign in and out at the campus office.
  - b. Maintain a mileage log as per BISD guidelines and submit for reimbursement on a monthly basis.
3. Directors are expected to work with their schools administrators to align the schedules of the cluster so that the staffs may be utilized as effectively as possible to meet the needs of the students.
4. Directors and cluster teachers should meet regularly to discuss, plan, and evaluate strategies to improve vertical alignment.

#### **XV. SENIOR JACKETS**

Any student to be awarded a senior jacket by the Department of Fine Arts must fulfill the following requirements:

1. The student must have participated in the theatre arts program a minimum of 6 of the 8 semesters they are enrolled in high school and have participated in One Act Play for a minimum of 2 years.
2. A student graduating before the completion of 8 semesters will be presented the award upon confirmation of graduation.
3. All arrangements for the sizing and ordering of the jackets are the responsibility of the theatre arts instructor.
  - a. The director will give the order to the Administrator of Fine Arts. This order must include: student names, sizes and the number of jackets needed.
  - b. The Department of Fine Arts will generate the Purchase Request (PR) for this award.
  - c. Students must sign a “contract” at the time of ordering that defines the expectations for the student to earn the award.
4. Jackets are to be ordered without extra items.
  - a. Any additional jacket items may be ordered by the student AFTER the jacket has been presented.

#### **XVI. LOCAL ACCOUNT MANAGEMENT**

1. Theatre arts directors will be given an allocated amount for their campus

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based on enrollment.

2. Directors will distribute these funds in appropriate accounts.
  - a. These accounts will provide for: student meals, entry fees, supplies, capital outlay, consultants, staff development, convention fees, and instructional materials.
3. All Purchase Requests (PR) for these items will be generated by the campuses.

# **Appendix**



## University Interscholastic League (UIL) Booster Club Guidelines

For information on **Booster Club Guidelines**, please go to: <http://www.uiltexas.org/policy/booster-club-guidelines>

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## District Improvement Plan 2015-2016: Fine Arts Section

<b>Goal 2:</b> The students in the public education system will demonstrate exemplary performance in the TEKS based fine arts programs (instrumental music, choral music, visual arts, theatre arts, and dance), co-curricular, athletic programs, and extra-curricular activities.							
<b>Objective(s):</b> A minimum of 90% of our fine arts students will meet performance standards in all fine arts areas with 92% meeting commended performance.							
Strategies and Action Steps	Person(s) Responsible	Resources	Timelines	Evidence of Implementation	Evidence of Impact	Formative/ Summative	Title I Schoolwide Components (Code by #)
1. Elementary and secondary fine arts students will develop critical thinking and multi-tasking skills, and creativity, teamwork and character by participating in UIL contests, TMEA contests, non-UIL contests, exhibitions, district/community events, and public performances.	All fine arts teachers and directors	Meals, entry fees, transportation, lodging, supplies, materials, awards, adjudicators Cost - \$812,920	August 2014 – June 2015	Performance ratings, sign in sheets	Performance ratings, attendance audience/student reaction	<b>Formative:</b> Lesson plans <b>Summative:</b> Performance ratings, audience/student reaction	
2. Fine Arts students and teachers will be provided professional development training annually.	All fine arts teachers and directors	Materials, transportation, adjudicators, clinicians, consultants Cost - \$45,000	August 2014- June 2015	Performance ratings, sign in sheets, evaluations	Performance ratings, audience/student reaction, evaluations	<b>Formative:</b> Lesson plans <b>Summative:</b> Performance ratings, audience/student reaction, evaluations	
3. Increase vertically aligned course offerings in grades K-12 and all instructional materials needed to ensure equitable access for all students on all campuses, this includes fine arts advanced placement (AP)/Dual enrollment courses at the high school level to ensure college readiness.	All fine arts teachers and directors	Materials, transportation, materials, supplies, awards adjudicators, clinicians, consultants Cost - \$789,869	August 2014- June 2015	Performance ratings, sign in sheets, evaluations	Performance ratings, audience/student reaction, evaluations, testing scores	<b>Formative:</b> Lesson plans <b>Summative:</b> Performance ratings, audience/student reaction, evaluations, testing scores	