



Comal ISD Fine Arts Handbook

Mission Statement: The Fine Arts Department of Comal ISD is committed to the belief that all students K-12 shall be provided with a balanced, comprehensive, sequential, and rigorous program of instruction in the fine arts disciplines. These programs are taught in partnership with other academic disciplines to instill the basic knowledge, skills, and appreciation of the fine arts. Through quality instruction, Fine Arts teachers inspire students to become life-long participants and supporters of the arts.

Overview of Programs: The Fine Arts Department of the Comal Independent School District includes the areas of art, music, theatre, and dance.

All elementary students receive weekly instruction in art and music. Theatre is being implemented at this level through the core teachers. Comal ISD has a variety of after school elementary arts programs including elementary choir, marimbas, drums, guitar, ukulele, and violins.

Secondary programs include:

Art- Art I-IV-Drawing, Painting, Sculpture, Ceramics, Printmaking, Art and Media Communication, AP Art History, AP Studio

Music- Band I-IV-Marching Band, Concert Band, Applied Music, Instrumental Ensemble (Piano), AP Music Theory, Orchestra, Guitar, Jazz Band, Percussion, Mixed Choir, Men's Choir, Women's Choir

Dance- Middle School Dance, Dance I-IV, Competitive Team Dance, Ballroom Dancing, Dance and Media Communication, Color Guard

Theatre- Theatre I-V, Theatre Production, Theatre Arts and Media Communication, Musical Theatre, Technical Theatre I-IV

Website: [Comal ISD Fine Arts Website](#)

Calendar: All events are available to view on our [CISD Fine Arts Calendar](#)

Helpful Links:

UIL Constitution and Contest Rules: [http:// www.uiltexas.org/policy/constitution](http://www.uiltexas.org/policy/constitution)

[HB 5 and the Fine Arts](#)

[TEA-UIL Side-By-Side](#)

[UIL Elementary Music and Art Competition Information and Forms](#)

[UIL Music Competition Information and Forms](#)

[TMEA Competition Information and Forms](#)

[UIL One Act Play and Theatrical Design Competition Information and Forms](#)

[VASE Art Competition Information and Forms](#)

[Fine Arts Dance DEAL Assessment Information and Forms](#)

[Copyright Law for Fine Arts Educators](#)

[Center for Educator Development in Fine Arts](#)

[Texas Educational Theatre Association](#)

[UIL Region 12 Music](#)

Volunteer Information: We love volunteers! To be on campus or traveling with students as a volunteer, you do need clearance. You can fill out the forms online at: [CISD Volunteer Form Online](#)

Ticket Purchasing: Many of our fine arts events are free of charge and a ticket is not needed; however, some do require a ticket. Tickets can always be purchased at the door of the event. Some of our events that could possibly sell out have the availability of purchasing tickets online. That online ticket purchasing link is: [CISD Online Ticket Purchases](#)

Eligibility: Participants who meet UIL and CISD eligibility requirements and are selected to represent a CISD school extracurricular program, agree by signature of parent and student, to comply with the behavior guidelines as set forth in the CISD Student Code of Conduct, Extracurricular Student Activities Code of Conduct, and the individual extracurricular program codes of conduct. (Appendix C of Parent Student Handbook)

All Fine Arts students are expected to uphold the highest standards of academic achievement. UIL policy mandates that any student that has a failing grade after the first (6) weeks of school, or any regular grading period after that point, loses eligibility to participate in extracurricular activities for a minimum of three weeks. They may resume participation if they are passing all classes after the three week progress report (plus

grace period) issued after the failing grading period. If the student is not passing all classes after three weeks, they must wait to regain eligibility for another three weeks. An eligibility calendar is available at the beginning of every school year with specific dates.

Tryout/Audition Procedure: Tryout procedures and the calendar for the various extracurricular activities are determined by the individual activity directors in partnership with CISD guidelines. Upon completion of the tryout procedure for the extracurricular activity, the sponsor will notify all participants of their membership status. The results of tryout procedures are final and cannot be appealed. (Appendix C of Parent Student Handbook)

Individual Fine Arts programs have audition procedures to establish membership into each program and/or the level of the program. Some programs it is a continuous membership throughout the whole year and some programs have opportunities at different points in the year. Sponsors of each program can outline their procedures.

Student Expectations:

Student Travel: Students who represent Comal ISD Fine Arts Programs are expected to maintain very high standards in every respect at all times. Self-discipline is the key element when representing Comal ISD off campus or when on a school-related trip. Students' attire during school activities outside the school day should be in good taste. While it is inevitable there will be differences of opinion regarding the appropriateness of a student's attire, the final decision lies with the directors. All adults on trips will serve as sponsors when traveling with a group. Students will be expected to treat them with respect at all times. Even though students will not always be wearing a shirt with a Comal ISD logo, people will find out where they are from and what group they represent. Students have the opportunity to make a tremendous name for the district and for them. Being courteous and polite at all times is an expectation.

Students are expected to attend and be on time for all sessions and activities scheduled. In the event of overnight trips, they are expected to be in their rooms at the times designated by their sponsors. Each student will be responsible to one or more faculty sponsors who will supervise the activities of the student for the trip. Negligence in attending sessions, in meeting curfew requirements, or in failing to maintain our standards of conduct may make it necessary for the sponsor to send the student home at his/her own expense.

Students who are involved in a serious disciplinary offense, such as the use, possession of, or being under the influence of illicit drugs, tobacco, or alcohol, stealing, violence, going in the room of a member of the opposite sex, or some other serious offense will face disciplinary action which may include one or more of the following:

1. The student will be sent home from the trip at the parents' expense.
2. The student will be held liable for damages to property.
3. The student may be removed from this school activity as well as other school co-curricular activities.
4. The student may be placed in In-School-Suspension (ISS), Off-Campus-Suspension, or Alternative Education Placement.

Rehearsal: Rehearsal is meant to develop beyond what the classroom can complete.

Rehearsals are meant to benefit each individual and the group. We strive for rehearsals to be highly beneficial to the goals and fun, as well. The student code of conduct covers

most classroom concerns; however, the Fine Arts rehearsals are designed for a higher standard. Being on time and prepared with supplies and appropriate attire is necessary. Students are expected to stay focused. Cell phones should be stored safely and not a distraction. Any plans to miss a rehearsal will require notification of the appropriate person in a timely manner. Sudden and unexpected conditions can arise; however, notification at the earliest time possible is still needed.

Equipment: Any District equipment issued to a student is the financial responsibility of the student and for the student's use while participating in a school-related activity/organization. Students must care for District-issued equipment as if it were their own. Equipment must be properly stored, in the proper location, and shall be kept clean and maintained. Students who lose or damage District equipment will be required to pay for the cost of replacement. All District equipment must be returned at the end of the season or school year, as directed by the coach/director. Exceptions would be for musical instruments loaned over the summer. Individually owned equipment is the sole responsibility of the student; CISD will not be responsible for any loss or damage that occurs to student-owned equipment.

Musical Instruments, whether owned by the school or the student, have consumable parts such as reeds, strings, etc. These are the responsibility of the student.

If uniforms are required for an activity/organization, the student shall be required to ensure that the uniform is worn only at appropriate times and is neat and clean for the practice, performance, competition, or game/tournament. A fee for the maintenance, dry cleaning, or laundering of the uniform may be collected. (Appendix C Parent Student Handbook)

Program Fees: Some Fine Arts programs have program fees or specific supplies needed to participate. The district supplies as much as is possible; however, some supplies are consumable, specific to the participant or are used help to supplement those supplies provided to allow more quality instruction. There are some allowances made for students who qualify for the Comal ISD free and reduced lunch program. Please speak with a director for specific questions.

Music Private Lessons: Independent study with a professional is an extremely valuable resource. Private instructors offer students the opportunity to study advanced techniques, solo literature, get help with music selection, and much more. Active private instruction is part of what makes a young artist successful and is of great benefit to the student in gaining advanced skills. Most lessons are ½ hour lessons once per week, and the staff can assist in arranging a qualified private contracted instructor for your student. The cost is variable depending on the instructor; however, most average \$18 - \$20 per week for a ½ hour lesson, or \$30 - \$35 for a full hour/class period depending on the degree level of the private instructor. All of our approved instructors are experienced educators who will work to provide a valuable service at a very reasonable rate. Most lessons are arranged to take place on campus.

General Rules of Conduct: Students who participate in extracurricular activities shall comply with the following rules of conduct at all times. Students who participate in extracurricular activities shall:

- Show respect for CISD officials and staff;

- Participate in every practice, competition, performance, game, tournament, and event required by the coach/director, unless the coach/director has granted an excused absence;
- Arrive promptly, properly attired, for every practice, competition, game, tournament, etc., unless the coach/director has granted an excused absence/tardy;
- Adhere to the grooming standards established by the individual activity sponsor's code of conduct.
- Demonstrate a sportsmanlike behavior;
- Demonstrate a positive attitude;
- Be polite to others.
- Exemplify honesty in all school work;
- Maintain good conduct in their classes.
- Demonstrate appropriate behavior while engaged in school-related travel, any school activity, on or off campus.
- Students should be prepared to be held accountable for actions and behavior that may not necessarily take place at school or a school related activity to include social media.

Students who receive poor conduct reports in class may also be subject to suspension or dismissal from extracurricular activities. (Appendix C Parent Student Handbook)

Attendance and Tardies: Students engaged in extracurricular activities are expected to participate in all practices, performances, competitions, games, tournaments, and other events identified by the coach/director. The coach/director will identify times for required practices, performances, competitions, games, tournaments, etc., by the beginning of the athletic season, each semester for fine arts, or the beginning of the program activity season. The coach/director has the discretion to modify the schedule as needed. (Appendix C Parent Student Handbook)

Extra-Curricular Activity Conflicts: Activities Sponsored by CISD: In the case of a conflict between CISD sponsored student activities, extracurricular or otherwise, coaches/directors will work together to accommodate the student to participate in all activities to the extent possible. UIL and other CISD sponsored performances, games, or competitions will take precedence over clinics and/or practices. Students involved in multiple CISD sponsored activities shall not be penalized by a grade reduction or limitation on further participation based upon such a conflict. (Appendix C Parent Student Handbook)

Activities Sponsored by Outside Organizations: In the case of a conflict between CISD-sponsored student activities and student activities sponsored by outside organizations, UIL and other CISD sponsored performances, games, competition, clinics and/or practices will take precedence over the activity sponsored by the outside organization. Absences or tardies to CISD extracurricular activities due to schedule conflicts with activities sponsored by outside organizations will be unexcused. Consequences for unexcused absences or tardies due to participation in outside organizations will be at the discretion of the CISD coach/director. (Appendix C Parent Student Handbook)

Extra-Curricular Absences in a School Year: For participation in an extracurricular activity sponsored or sanctioned by the District, UIL, or an organization sanctioned by the Board, the District shall make no distinction between absences for UIL activities and

absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of ten extracurricular absences not related to post-District competition, a maximum of five absences for post-District competition prior to state, and a maximum of two absences for state competition. [FM (LOCAL)].

Participation in Activities on Day of Absence: Unless extenuating circumstances exist, students are expected to be in attendance for at least half of the school day in order to practice after school that day or participate in an extracurricular activity that day/night. A student absent from school for any portion of a school day shall provide a note that describes the reason for the absence. The note shall be signed by the student's parent or, if the student is 18 or older or is an emancipated minor, by the student. [FEB (LOCAL)] Students who fail to appear for a scheduled event without a written excuse from the student's parent will be prohibited from participating in the next scheduled activity. Students' absences from extracurricular activities shall be excused for only those reasons set forth by the coach/director. Excessive unexcused absences may result in suspension or dismissal from the activity/organization. Such decisions shall be made in consultation with the campus principal and are subject to appeal through CISD Board Policy FNG (LOCAL).

Students with injuries will be allowed to attend any practice, performance, game, or other event relating to the activity/organization and allowed to participate only to the extent authorized by written order of the student's physician.

Students should make every effort to schedule health care appointments at times that will not interfere with school or extracurricular activity participation. If a conflict is unavoidable, the student shall inform the coach/director prior to the appointment and provide written documentation, acceptable to the coach/director, of the appointment. The note shall be signed by the student's parent or, if the student is 18 or older or is an emancipated minor, by the student. (Appendix C Parent Student Handbook)

Disciplinary Infractions and Loss of Extracurricular Privileges: In addition to obeying rules set forth in the CISD Student Code of Conduct, the particular extracurricular activity's constitution, handbook, rule book, and/or regulations, if any, or rules otherwise communicated to the student by the activity's coach/director, a student in grades 6 through 12 participating in any CISD extracurricular activity shall comply with the *Extracurricular Student Activities Code of Conduct*

The principal and Director of Fine Arts shall make all final disciplinary action decisions.

Statement of Transfer: Any student transferring within the Comal Independent School District, who is under suspension, investigation, or who has been found guilty of violating the Extracurricular Student Activities Code of Conduct will be assessed the same penalties as prescribed by the campus in which the infraction occurred. (Refer to UIL guidelines regarding eligibility on transfer.) Students transferring from outside of CISD will be evaluated on a case-by-case basis. (Appendix C Parent Student Handbook)

Letter Jacket Requirements: All Varsity members of a team, if such designation is available, will be eligible for purchase of a letter jacket. Other ways to earn a letter jacket and be able to purchase include: Winning a UIL District Title as part of a team or as an individual; or TMEA All-Region Qualifier. Some individual programs also have an additional point system provided in their program handbook.

Comal Independent School District

Fine Arts Handbook Acknowledgement

I have been provided a copy of the CISD Fine Arts Handbook. I understand and consent to the rules, responsibilities, and standards of conduct outlined in the Comal Independent School District Fine Arts Handbook. I agree to adhere to all of these rules and regulations.

Student (print)

SCHOOL

Student Signature

DATE

Parent Signature

DATE