



Fine Arts Handbook

2024-2025

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While this document is comprehensive, Fine Arts staff should consult the Irving ISD employee handbook and board policy for clarification on any topic.

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Irving Fine Arts Philosophy

Irving ISD is dedicated to establishing a lifelong appreciation for the arts by providing a standards-based curriculum in grades PreK-12. Every student should have fundamental knowledge and skills while developing a life-long appreciation of the arts. An exemplary arts education will enable students to develop self-esteem, self-motivation, learning strategies and team skills necessary for 21st century learners.

It is the expectation of the Irving Independent School District that Fine Arts programs compete within the rules and guidelines established by the:

- UIL - University Interscholastic League
- TMEA - Texas Music Educators Association
- TxETA - Texas Educational Theatre Association
- TAEA - Texas Art Education Association
- TDEA - Texas Dance Educators Association
- TEA - Texas Education Association
- Irving Independent School District

Fine Arts will provide a variety of performance and learning activities based on the needs of each individual student, the needs of the individual program and the needs of the district.

Fine Arts promotes a learning environment in which all directors and teachers work to foster students artistically and emotionally so they are capable of performing/producing in all activities attaining the highest standards of performance in Art, Dance, Music and Theatre.

- **Goals and Objectives**
 - Develop thinking skills to include decision-making, reasoning, problem-solving, creativity, and self-expression
 - Foster cooperative learning through self-discipline, integrity, and responsibility
 - Promote a positive image; to instill a feeling of confidence and sensitivity
 - Provide an opportunity for recognition by encouraging group and individual achievement
 - Instill in students the understanding of their role and commitment to the pursuit of excellence in the arts through team work, goal setting and tenacity

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

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

Theatre: Provide students with a theater instruction program that will foster comprehension and synthesis of information and skills related to creative expression, performance, and/or technical artistry; including stage technique, cultural and historical appreciation and critical judgment as it relates to theatre, film, television and electronic media productions.

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

Fine Arts Department Staff Roles

Dimas Delgado, Executive Director of Fine Arts - Serve and supervise all Fine Arts programs and the Fine Arts department in Irving ISD with instructional focus on secondary performing arts.

Gayla Lawrence, Director of Visual Arts - Serve and supervise all Fine Arts programs in Irving ISD with instructional focus on elementary arts and secondary visual arts.

Micky Simone, Fine Arts Administrative Assistant - Serve in content specific capacities, both the central and campus Fine Arts department operations.

General Policies

- All programs will comply with the rules and policies of the University Interscholastic League (UIL), Texas Music Educators Association (TMEA), Texas Educational Theatre Association (TxETA), Texas Art Education Association (TAEA), Texas Dance Educators Association (TDEA), TEA (Texas Education Agency) and Irving ISD.
- All directors and instructors are subject to assignment by the campus principal, Human Resources,

and/or the Executive Director of Fine Arts.

Fine Arts Responsibilities / Expectations

Professional Learning

- Directors/instructors will attend all Irving ISD Fine Arts Professional Learning meetings. Non-attendance requires notification to the Fine Arts Department Administration.
- Directors/instructors will attend all region business meetings including TMEA region business meetings.
- For yearly PL requirements, teachers should consult their campus evaluator.
- Outside of district opportunities are allowed with the approval of the Fine Arts department and a filed [Fine Arts outside PL form](#)

Compensation

- Directors/instructors will not teach private lessons to their own students or act as a clinician within district campuses for remuneration. This arrangement would result in conflict of interest. [\(DBD Local\)](#)
- Teachers may provide private lessons for students from other schools when said teaching does not interfere with the operation of their own program.
- Directors/instructors will consult Irving ISD board policy when accepting gifts. [\(BBFB Legal\)](#)
- The Fine Arts department will cover the cost of state organization travel on a rotating basis. The rotation schedule can be found [here](#).

Extended Duty Contracts

- **Head High School Band Director** - The head director shall start his/her extended contract during the 3rd week of July and be completed at the end of the 4th week of June unless changes are agreed upon by the Executive Director of Fine Arts. No agreement will be valid that consists of fewer than the contracted 31 additional days.
- **Assistant High School Band Director** - The assistant director shall develop their additional days schedule based on the needs of the head high school band director. No agreement will be valid that consists of fewer than the contracted 13 days.
- **Middle School Head Band Director** - The head director shall develop their additional days schedule based on the needs of the middle school program in consultation with the cluster head

high school band director. No agreement will be valid that consists of fewer than the contracted 13 days.

- **Head High School Choir Director** - The head director shall develop their four additional days schedule based on the needs of their high school choral program. Schedules should have additional days before the start of the school year. No agreement will be valid that consists of fewer than the contracted 4 days.
- **High School Orchestra Director** - The director shall develop their four additional days schedule based on the needs of their high school orchestra program. Schedules should have additional days before the start of the school year. No agreement will be valid that consists of fewer than the contracted 4 days.
- **High School V/JV and Middle School Cheerleader Sponsor** - Teacher schedules should have an additional 8 days before the start of the school year and include summer cheerleading camp. No agreement will be valid that consists of fewer than the contracted 8 days.
- **High School Freshman Cheerleader Sponsor** - Teacher schedules should have an additional 4 days before the start of the school year. No agreement will be valid that consists of fewer than the contracted 4 days.
- **Drill Team Sponsor** - Teacher schedules should have an additional 8 days before the start of the school year and include summer camp. No agreement will be valid that consists of fewer than the contracted 8 days.
- **All-City and/or Solo and Ensemble Contest** - Stipend responsibilities and payment will be split between the coordinator and facilitator.

Performance Requirements / Expectations

- Directors/instructors of performing groups shall participate in Irving ISD Pre-UIL events, UIL evaluations and designated state / local organization competitions.
 - **UIL** - Each secondary varsity (top ensemble) Band, Choir and Orchestra shall participate in annual Pre-UIL/UIL Concert and Sight-reading evaluations. High School Marching Bands shall perform for evaluation in the Irving ISD Marching Festival as well as the Region UIL event. Requests for a change from varsity to non-varsity level for any organization must have the approval of the building principal and the Executive Director of Fine Arts. High School Bands and Orchestra, Secondary Choirs shall participate in Pre-UIL/UIL Solo and Ensemble Competition with the goal of 30% program participation. Each secondary high school theatre program shall participate in the UIL OAP Contest.
 - **Irving ISD** - Each middle school and high school band, choir and orchestra shall

participate in All-City competition with a goal of 50% program participation. Attendance in the clinic and concert is required for students that earn a chair in the honor ensembles.

- **TMEA (or other state organizations)** - Each middle school and high school band, choir and orchestra shall participate in All-City competition with a goal of 30% program participation. Attendance in the clinic and concert is required for students that earn a chair in the honor ensembles. Where a fee is required for participation, the Fine Arts department shall pay the membership fee.
- **Performances and productions** - Secondary band, choir, orchestra, theatre and dance ensembles shall produce a minimum of one community performance in the fall and spring semesters.

Communication Expectations

E-mail shall be the primary mode of communication for all professional and official correspondence.

- **Sending** - Campus staff are not authorized to utilize the “Fine Arts All” list in outlook. Authorization may only be granted by central Fine Arts staff.
 - Groups like “Fine Arts MS Band” or other contents are authorized for use by campus directors.
- **Responses** - Timely communication is important and proper. Return all administrative emails within 24 hours unless stated otherwise in the email. When replying, use professional discretion before responding with “Reply All”. Respond promptly to requests from your campus administration, the Fine Arts office and other district level departments.
- **Community Calendar** - Inform your campus and the Fine Arts department in a timely manner of any changes to concerts/events/performances. All events to be placed on the district Fine Arts calendar are to be placed via the [Fine Arts Calendar Google Form](#).
- **News** - If your program has an experience or receives recognition worthy of internal or external news, please communicate details with the Fine Arts department. Make sure to include names with photos following all FERPA (Family Education Right to Privacy Act) requirements and have proper parental permission to release information on any student.
- **Social Media** - If you are using social media, be mindful of your communication as you are representing the district in a professional capacity. Program communication style including the Band App or Remind are at the discretion of the program director and their principal.

Travel Policies

Directors must be present with their students at all times during travel/events including banquets. A director/instructor who intends to be absent from an activity involving Irving ISD students must have the approval of the building principal, the Fine Arts department and the Chief of School Leadership. All activities must be supervised by the director/instructor throughout the duration of the activity.

- **District Travel** - All Fine Arts ensembles traveling to football games, events and UIL contests must have district approval. All required forms must be completed in a timely fashion and comply with Irving ISD travel guidelines. Submission of forms should be a minimum of two weeks in advance of the travel except in the case of contest advancement. Advancement travel costs will be covered by the Fine Arts department.
- **Discretionary Travel** - Field Trips including non-UIL contests and trips shall be authorized by the Principal and Executive Director of Fine Arts and the Chief of School Leadership (out of state). Communication with the school nurse regarding student medical needs and compliance with other campus responsibilities is required. Discretionary travel is to serve instructional needs only. Out-of-state and out-of-country trips shall have written approval from the Superintendent prior to confirmation of plans for any trips. Program directors are instructed to refrain from signing any contracts without guidance from Irving ISD legal department.
- **Overnight Travel** - To participate in overnight travel, the sponsor/director must file an event [and travel form](#) with their principal and the Fine Arts department. A form detailing [who will be traveling](#) is also required and should be filed with your campus principal. A meeting must be provided to parents of students traveling no less that a week prior to travel to allow for questions and a covering of the [Fine Arts Travel Playbook](#).

Transportation

Students who participate in school-sponsored trips shall be required to ride in the transportation provided by the school to and from the event. Upon returning to school from travel, the director/instructor must remain with students until all students have been picked up by a parent/guardian.

- **Exceptions** - may be made if the student's parent/guardian personally requests in writing that the student be allowed to ride with the parent/guardian with director approval. The student's parent/guardian must present a written request to the principal the day before the scheduled trip stating that the student is allowed to ride with an adult designated by the parent/guardian with director approval. The director/instructor shall develop procedures, with the approval of the campus principal, for the maintenance of these signed forms.

- Parent/Guardian Approval Form - Students shall furnish the [Irving ISD Fine Arts Permission and Emergency](#) form signed by parent/guardian before they are allowed to leave the school on a school-sponsored trip.
- The parent/guardian shall complete the form provided by the district providing parental authorization to administer necessary medical treatment. [Medical treatment form](#)

Volunteers / Chaperones

Every effort should be made to have chaperones serve for all travel. A ratio of 1:10 is ideal. Overnight travel requires a ratio of 1:10 adults to students. Volunteers and chaperones must be cleared through the [parent and community engagement form](#). Programs that are not able to meet this requirement must notify their principal and the Fine Arts department in writing.

- **Volunteers** - Directors shall strive to involve parents in all out-of-classroom activities.
- **Chaperones** - Directors shall provide chaperones with information about proper student communication and responsibilities at events/travel.

Eligibility

Students must maintain academic eligibility to maintain their status as a viable member of their Fine Arts organization. While this document is not comprehensive, a fully updated manual is available by accessing the current [TEA/UIL Side by Side](#).

- Students who are academically ineligible are allowed to continue practicing or preparing with the group for extracurricular activities
- The official Irving ISD eligibility calendar can be found [here](#)
- Ineligible student participation in extracurricular activities that do not align with UIL/TEA requirements shall be at the discretion of the campus principal
- Music students participating in UIL Concert and Sightreading do not have to be academically eligible to participate. Your campus principal may enact stricter requirements than Irving ISD

Fees

Fees may be charged to offset the costs of providing experiences to students.

- If membership or attendance is voluntary, fees may be charged. (membership, activity) This includes a security deposit for the return of materials, supplies, or equipment. ([FP Legal](#))
- Instrument use fees may be charged in order to maintain simple maintenance of musical instruments. Each student must file a [instrument usage form](#) with the program director/sponsor.
 - Any equipment stolen or destroyed must be reported immediately to the building principal, the Irving Police Department and the Fine Arts Department.
- Student fees may be waived at the discretion of the director/sponsor and the principal. ([FP Legal](#))

Marching Band / Drill Team Safety Requirements

Marching band and drill team directors carry special responsibilities that go beyond the instructional day.

- **Pre-Participation Physicals** - Each student must submit a [pre-participation form](#). This form must be filed with the Fine Arts department via [pre-participation physical google form](#).
- **CPR Training** - All head band directors are required to keep a current CPR training certificate. This certificate must be uploaded yearly to [CPR/Marching Safety google form](#).
- **Marching Band Safety Training** - All district employees that have a role in marching band instruction shall complete annual safety training. A completion certificate shall be uploaded yearly to the [CPR/Marching Safety google form](#).
- **Weather** - Directors shall pay close attention to the following protocols for excessive heat. Information can be found in the [Fine Arts Weather Guidance](#) document.
- **Football Games/Contests** - Marching Bands and Drill Teams shall follow all local guidance regarding weather safety when participating as a visitor or home team.
- **Equipment** - Equipment meant for student use (like podiums or ballet bars) should be kept in safe working order. If equipment is past its useful life and is unsafe in the opinion of the director/sponsor, the Fine Arts department shall be notified and replacement requested.

Grading Policies

Grading procedures in Fine Arts should reflect the very best intentions for gauging content knowledge and fairness.

- All grading procedures must follow Irving ISD [grading policy](#).
- The Fine Arts department has expectations for grading for performance and rehearsal grades.

- A rehearsal/practice/sectional before or after school is considered a minor grade and is an extension of the classroom. An unexcused absence can be made up for a maximum of 70%. If absence is not made up, the student will receive a grade of zero.
- An absence from a scheduled performance or exhibition is considered a major grade. If the student misses a graded performance/exhibition, the student must be afforded the opportunity to receive an alternative assignment or opportunity to prove subject mastery in a timely manner in compliance with the Irving ISD grading policy.

Fundraising

Fundraising can be a crucial part of ensuring the viability of student Fine Arts experiences.

- Fundraising may not be required of students ([FJ Local](#))
- Directors/Sponsors must obtain principal approval before beginning any fundraising activities.
- All Irving ISD employees that collect money are required to follow [cash collecting guidance](#) provided by the Business Office
- Irving ISD employees may not collect any money on behalf of their booster clubs. Conversely, parents may not collect fundraising money on behalf of district fundraising
- It is highly recommended teachers utilize the financial functions made available in Charms
- Door-to-door fundraising is forbidden

All-city ensembles

Irving ISD will hold annual auditions meant to mimic the TMEA contest to afford students the opportunity to “practice” auditioning.

- All TMEA processes and rules will be utilized to the fullest extent possible for Irving ISD all-city auditions.
- Instrumentation and voicing of ensembles will be decided by the district content lead in consultation with the Fine Arts department and the district-wide content staff.

Stipend Requirements

Directors/Leads are paid for extra duties that include instructional and operational expectations that are done outside of the normal workday and calendar year.

- **High School Head Band Director**
 - Begin marching rehearsals on the first Monday in August
 - A minimum of 6 hours a week of marching band rehearsal, not to exceed 8
 - Complete required UIL safety training
 - Complete required CPR/AED training
 - Hold section rehearsals on a weekly basis after the conclusion of marching season. Each student in a UIL competing ensemble shall have one sectional per week until the conclusion of UIL Concert and Sightreading
 - Participate and judge Irving All-City band competition with a minimum goal of 30% of program participation and 10% minimum goal of students earning a placement
 - Attend all Irving ISD, TMEA and UIL business meetings
 - Meet all entry deadlines for UIL, TMEA and Irving ISD
 - Participate and judge TMEA All-Region band competition with a minimum goal of 30% of program participation and 10% minimum goal of students earning a placement
 - Participate in Irving ISD Solo and Ensemble contest with a goal of 50% participation and 30% earning a 1st division rating
 - Participate in UIL Solo and Ensemble contest with a goal of 30% participation and 10% earning a 1st division rating
 - Participate in other district-wide events as requested
 - Present a minimum of 3 community productions a year including a Winter concert, UIL or Chamber concert and a Spring concert
 - Maintain a complete and accurate inventory of instruments in Charms including - make model, serial number, category, age, and condition
 - Maintain a accurate roster in Charms including ID number, parent email, instrument checked out, part assigned
 - All Irving ISD instruments cared for and kept in good repair condition
 - Keep an organized and clean rehearsal space including thought towards safety and security
 - Complete all district paperwork including transportation, purchasing in a timely accurate manner

- Visit all feeder pattern schools regularly as dictated by your high school schedule
- Conduct fair auditions for band placement/leadership and turn results into appropriate campus leadership at the designated time
- Participate and lead regular feeder pattern meetings

High School Assistant Band Director

- Begin marching rehearsals on the first Monday in August
- A minimum of 6 hours a week of marching band rehearsal, not to exceed 8
- Complete required UIL safety training
- Hold section rehearsals on a weekly basis after the conclusion of marching season. Each student in a UIL competing ensemble shall have one sectional per week until the conclusion of UIL Concert and Sightreading
- Participate and judge Irving All-City band competition with a minimum goal of 30% of program participation and 10% minimum goal of students earning a placement
- Attend all Irving ISD, TMEA and UIL business meetings
- Meet all entry deadlines for UIL, TMEA and Irving ISD
- Participate and judge TMEA All-Region band competition with a minimum goal of 30% of program participation and 10% minimum goal of students earning a placement
- Participate in Irving ISD Solo and Ensemble contest with a goal of 50% participation and 30% earning a 1st division rating
- Participate in UIL Solo and Ensemble contest with a goal of 30% participation and 10% earning a 1st division rating
- Participate in other district-wide events as requested
- Present a minimum of 3 community productions a year including a Winter concert, UIL or Chamber concert and a Spring concert
- Maintain a complete and accurate inventory of instruments in Charms including - make model, serial number, category, age, and condition
- Maintain a accurate roster in Charms including ID number, parent email, instrument checked out, part assigned
- All Irving ISD instruments cared for and kept in good repair condition
- Keep an organized and clean rehearsal space including thought towards safety and security
- Complete all district paperwork including transportation, purchasing in a timely accurate manner
- Visit all feeder pattern schools regularly as dictated by your high school schedule

- Conduct fair auditions for band placement/leadership and turn results into appropriate campus leadership at the designated time
- Participate in regular feeder pattern meetings

- **High School Head Choir Director**
 - Hold section rehearsals on a weekly basis after the beginning of school. Each student in a UIL competing ensemble shall have one sectional per week until the conclusion of UIL Concert and Sightreading
 - Participate and judge Irving All-City choir competition with a minimum goal of 30% of program participation and 10% minimum goal of students earning a placement.
 - Attend all Irving ISD, TMEA and UIL business meetings
 - Meet all entry deadlines for UIL, TMEA and Irving ISD
 - Participate and judge TMEA All-Region choir competition with a minimum goal of 30% of program participation and 10% minimum goal of students earning a placement
 - Participate in Irving ISD Solo and Ensemble contest with a goal of 50% participation and 30% earning a 1st division rating
 - Participate in UIL Solo and Ensemble contest with a goal of 30% participation and 10% earning a 1st division rating
 - Participate in other district-wide events as requested
 - Present a minimum of 3 community productions a year including a Winter concert, UIL or Chamber concert and a Spring concert
 - Maintain an accurate roster in Charms including ID number, parent email, part assigned
 - All Irving ISD equipment cared for and kept in good repair condition
 - Keep an organized and clean rehearsal space including thought towards safety and security
 - Complete all district paperwork including transportation, purchasing in a timely accurate manner
 - Visit all feeder pattern schools regularly as dictated by your high school schedule
 - Conduct fair auditions for choir placement/leadership and turn results into appropriate campus leadership at the designated time
 - Participate and lead regular feeder pattern meetings

- **High School Assistant Choir Director**
 - Hold section rehearsals on a weekly basis after the beginning of school. Each student in a UIL competing ensemble shall have one sectional per week until the conclusion of UIL Concert and Sightreading
 - Participate and judge Irving All-City choir competition with a minimum goal of 30% of program participation and 10% minimum goal of students earning a placement
 - Attend all Irving ISD, TMEA and UIL business meetings
 - Meet all entry deadlines for UIL, TMEA and Irving ISD
 - Participate and judge TMEA All-Region choir competition with a minimum goal of 30% of program participation and 10% minimum goal of students earning a placement
 - Participate in Irving ISD Solo and Ensemble contest with a goal of 50% participation and 30% earning a 1st division rating
 - Participate in UIL Solo and Ensemble contest with a goal of 30% participation and 10% earning a 1st division rating
 - Participate in other district-wide events as requested
 - Present a minimum of 3 community productions a year including a Winter concert, UIL or Chamber concert and a Spring concert
 - Maintain a accurate roster in Charms including ID number, parent email, part assigned
 - All Irving ISD equipment cared for and kept in good repair condition
 - Keep an organized and clean rehearsal space including thought towards safety and security
 - Complete all district paperwork including transportation, purchasing in a timely accurate manner
 - Visit all feeder pattern schools regularly as dictated by your high school schedule
 - Conduct fair auditions for choir placement/leadership and turn results into appropriate campus leadership at the designated time
 - Participate in regular feeder pattern meetings

- **High School Orchestra Director**
 - Hold section rehearsals on a weekly basis after the beginning of school. Each student in a UIL competing ensemble shall have one sectional per week until the conclusion of UIL Concert and Sightreading
 - Participate and judge Irving All-City orchestra competition with a minimum goal of 30% of program participation and 10% minimum goal of students earning a placement

- Attend all Irving ISD, TMEA and UIL business meetings
 - Meet all entry deadlines for UIL, TMEA and Irving ISD
 - Participate and judge TMEA All-Region orchestra competition with a minimum goal of 30% of program participation and 10% minimum goal of students earning a placement.
 - Participate in Irving ISD Solo and Ensemble contest with a goal of 50% participation and 30% earning a 1st division rating
 - Participate in UIL Solo and Ensemble contest with a goal of 30% participation and 10% earning a 1st division rating
 - Participate in other district-wide events as requested
 - Present a minimum of 3 community productions a year including a Winter concert, UIL or Chamber concert and a Spring concert
 - Maintain a complete and accurate inventory of instruments in Charms including - make model, serial number, category, age, and condition
 - Maintain a accurate roster in Charms including ID number, parent email, instrument checked out, part assigned
 - All Irving ISD instruments cared for and kept in good repair condition
 - Keep an organized and clean rehearsal space including thought towards safety and security
 - Complete all district paperwork including transportation, purchasing in a timely accurate manner
 - Visit all feeder pattern schools regularly as dictated by your high school schedule
 - Conduct fair auditions for band placement/leadership and turn results into appropriate campus leadership at the designated time
 - Participate and lead regular feeder pattern meetings
- Middle School Head Band Director
 - Hold section rehearsals on a weekly basis after the beginning of school. Each student in a UIL competing ensemble shall have one sectional per week until the conclusion of UIL Concert and Sightreading
 - Participate and judge Irving All-City band competition with a minimum goal of 30% of program participation and 10% minimum goal of students earning a placement
 - Attend all Irving ISD, TMEA and UIL business meetings
 - Meet all entry deadlines for UIL, TMEA and Irving ISD
 - Participate and judge TMEA All-Region band competition with a minimum goal of 30% of

- program participation and 10% minimum goal of students earning a placement
 - Participate in Irving ISD Solo and Ensemble contest with a goal of 50% participation and 30% earning a 1st division rating
 - Participate in other district-wide events as requested
 - Present a minimum of 3 community productions a year including a Winter concert, UIL or Chamber concert and a Spring concert
 - Maintain a complete and accurate inventory of instruments in Charms including - make model, serial number, category, age, and condition
 - Maintain a accurate roster in Charms including ID number, parent email, instrument checked out, part assigned
 - All Irving ISD instruments cared for and kept in good repair condition
 - Keep an organized and clean rehearsal space including emphasis towards safety and security
 - Complete all district paperwork including transportation, purchasing in a timely accurate manner
 - Conduct fair auditions for band placement/leadership and turn results into appropriate campus leadership at the designated time
 - Participate in regular feeder pattern meetings

- **Middle School Assistant Band Director**
 - Hold section rehearsals on a weekly basis after the beginning of school. Each student in a UIL competing ensemble shall have one sectional per week until the conclusion of UIL Concert and Sightreading
 - Participate and judge Irving All-City band competition with a minimum goal of 30% of program participation and 10% minimum goal of students earning a placement
 - Attend all Irving ISD, TMEA and UIL business meetings
 - Meet all entry deadlines for UIL, TMEA and Irving ISD
 - Participate and judge TMEA All-Region band competition with a minimum goal of 30% of program participation and 10% 1minimum goal of students earning a placement.
 - Participate in Irving ISD Solo and Ensemble contest with a goal of 50% participation and 30% earning a 1st division rating
 - Participate in other district-wide events as requested
 - Present a minimum of 3 community productions a year including a Winter concert, UIL or Chamber concert and a Spring concert

- Maintain a complete and accurate inventory of instruments in Charms including - make model, serial number, category, age, and condition
 - Maintain a accurate roster in Charms including ID number, parent email, instrument checked out, part assigned
 - All Irving ISD instruments cared for and kept in good repair condition
 - Keep an organized and clean rehearsal space including emphasis towards safety and security
 - Complete all district paperwork including transportation, purchasing in a timely accurate manner
 - Conduct fair auditions for band placement/leadership and turn results into appropriate campus leadership at the designated time
 - Participate in regular feeder pattern meetings
- **Middle School Orchestra Director**
 - Hold section rehearsals on a weekly basis after the beginning of school. Each student in a UIL competing ensemble shall have one sectional per week until the conclusion of UIL Concert and Sightreading
 - Participate and judge Irving All-City orchestra competition with a minimum goal of 30% of program participation and 10% minimum goal of students earning a placement
 - Attend all Irving ISD, TMEA and UIL business meetings
 - Meet all entry deadlines for UIL, TMEA and Irving ISD
 - Participate and judge TMEA All-Region orchestra competition with a minimum goal of 30% of program participation and 10% minimum goal of students earning a placement.
 - Participate in Irving ISD Solo and Ensemble contest with a goal of 50% participation and 30% earning a 1st division rating
 - Participate in other district-wide events as requested
 - Present a minimum of 3 community productions a year including a Winter concert, UIL or Chamber concert and a Spring concert
 - Maintain a complete and accurate inventory of instruments in Charms including - make model, serial number, category, age, and condition
 - Maintain a accurate roster in Charms including ID number, parent email, instrument checked out, part assigned
 - All Irving ISD instruments cared for and kept in good repair condition
 - Keep an organized and clean rehearsal space including emphasis towards safety and

security

- Complete all district paperwork including transportation, purchasing in a timely accurate manner
 - Conduct fair auditions for band placement/leadership and turn results into appropriate campus leadership at the designated time
 - Participate in regular feeder pattern meetings
- **Middle School Choir Director**
 - Hold section rehearsals on a weekly basis after the beginning of school. Each student in a UIL competing ensemble shall have one sectional per week until the conclusion of UIL Concert and Sightreading
 - Participate and judge Irving All-City choir competition with a minimum goal of 30% of program participation and 10% minimum goal of students earning a placement
 - Attend all Irving ISD, TMEA and UIL business meetings
 - Meet all entry deadlines for UIL, TMEA and Irving ISD
 - Participate and judge TMEA All-Region choir competition with a minimum goal of 30% of program participation and 10% minimum goal of students earning a placement
 - Participate in Irving ISD Solo and Ensemble contest with a goal of 50% participation and 30% earning a 1st division rating
 - Participate in other district-wide events as requested
 - Present a minimum of 3 community productions a year including a Winter concert, UIL or Chamber concert and a Spring concert
 - Maintain a accurate roster in Charms including ID number, parent email,
 - All Irving ISD equipment cared for and kept in good repair condition
 - Keep an organized and clean rehearsal space including emphasis towards safety and security
 - Complete all district paperwork including transportation, purchasing in a timely accurate manner
 - Conduct fair auditions for choir placement/leadership and turn results into appropriate campus leadership at the designated time
 - Participate in regular feeder pattern meetings

- **High School Theatre Director**
 - Attend all Irving ISD and UIL business meetings
 - Meet all entry deadlines for UIL and Irving ISD
 - Participate in other district-wide events as requested
 - Present a minimum of 4 community productions a year including a Fall show, UIL One Act Play, Musical and Spring show
 - All Irving ISD equipment cared for and kept in good repair condition
 - Keep an organized and clean rehearsal space including emphasis towards safety and security
 - Complete all district paperwork including transportation, purchasing in a timely accurate manner
 - Conduct fair auditions for theatre placement/leadership and turn results into appropriate campus leadership at the designated time
 - Lead regular feeder pattern meetings

- **Middle School Theatre Director**
 - Attend all Irving ISD and UIL business meetings
 - Meet all entry deadlines for UIL and Irving ISD
 - Participate in other district-wide events as requested
 - Present a minimum of 3 community productions a year including a Fall show, Middle School One Act Play Festival, Spring Show
 - All Irving ISD equipment cared for and kept in good repair condition
 - Keep an organized and clean rehearsal space including emphasis towards safety and security
 - Complete all district paperwork including transportation, purchasing in a timely accurate manner
 - Conduct fair auditions for theatre placement/leadership and turn results into appropriate campus leadership at the designated time
 - Participate in regular feeder pattern meetings

- **District Content Leads**
 - **Band Content District Lead**
 - Lead district content PLC meeting during August professional development

- Plan and coordinate parts of Marching Band Festival
 - Plan and coordinate All-City auditions
 - Coordinate TMEA region auditions
 - Serve as lead teacher for TMEA all state (as needed)
 - Plan and coordinate Pre-UIL Solo and Ensemble/concert and sightreading
 - Plan and coordinate district professional development as needed
- Orchestra Content District Lead
 - Lead district content PLC meeting during August professional development
 - Plan and coordinate All-City auditions
 - Coordinate TMEA region auditions
 - Serve as lead teacher for TMEA all state (as needed)
 - Plan and coordinate Pre-UIL solo and ensemble/concert and sightreading
 - Plan and coordinate district professional development as needed
- Choir Content District Lead
 - Lead district content PLC meeting during August professional development
 - Plan and coordinate All-City auditions
 - Coordinate TMEA region auditions
 - Serve as lead teacher for TMEA all state (as needed)
 - Plan and coordinate Pre-UIL solo and ensemble/concert and sightreading
 - Plan and coordinate district professional development as needed
- Theatre Content District Lead
 - Lead district content PLC meeting during August professional development
 - Plan and coordinate UIL OAP clinics and Middle School OAP Festival
 - Plan and coordinate district professional development as needed
- Visual Art Content Lead
 - Lead district content PLC meeting during August professional development
 - Plan and coordinate district art shows with the Visual Arts Director
 - Coordinate district VASE event with Region Representative
 - Coordinate and facilitate district art events as needed
 - Plan and coordinate district professional development as needed
- Elementary Visual Art Content Lead
 - Lead district content PLC meeting during August professional development
 - Plan and coordinate district art shows with the Visual Arts Director
 - Coordinate district TEAM event
 - Coordinate and facilitate district art events as needed

- Plan and coordinate district professional development as needed
- Elementary Music Content Lead
 - Lead district content PLC meeting during August professional development
 - Plan and coordinate symphony visits, Rhythm Olympics and Fifth Grade Honor Choir Events
 - Coordinate and facilitate district elementary music events as needed
 - Plan and coordinate district professional development as needed

Purchasing of Equipment, Uniforms and Supplies

It is the goal of Irving ISD Fine Arts that all students have access to quality level appropriate equipment to further the opportunity of successful Fine Arts experiences.

- Instruments, equipment and uniforms will be purchased through the Fine Arts department
- A rotation of purchasing is held in the Fine Arts department and coordinated with the Business Office

Important Safety Guidelines and Rules

- Hazing is against the law and will not be tolerated.
 - Hazing is defined as any intentional, knowing, or reckless act occurring on or off school property directed against a student by one person, or acting with others, that endangers the mental and/or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are to include other students.
 - Under Education Code 37.152, a person commits an offense if the person commits any of the following: Engages in hazing; Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; Recklessly permits hazing to occur; Has firsthand knowledge of the planning of a specific hazing incident involving a student, or has first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge to the Principal and Fine Arts Director.
- Electronic Media and Communication with Students
 - "Electronic communication" means any communication facilitated by the use of any

electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes emails, text messages, instant messages, and any communications made through a website, including a social media website or a social networking website. ([DH Legal](#))

- Communication should follow these conditions:
 - Communication is related to the employee’s professional responsibilities
 - Content of the communication is directly related to extracurricular activities
 - Communications are directed to a group of students (no individual messages or the student’s parent is included on the communication)
- If an employee communicates with a student or parent using a personal device, the employee does not have a right to privacy with respect to those communications.

Booster Clubs and Parent Organizations

Booster clubs are formed by school patrons to help enrich the school’s participation in extracurricular activities.

- Booster clubs must follow regulations stated in the [Irving ISD Booster Club Guidelines](#) packet.
 - Minutes should be taken and kept on file.
 - Booster clubs may donate money or merchandise to the school with prior approval of the campus administration. The money can be used for such items as out of town meals.
 - All fundraising campaigns must be cleared through the building principal.
 - Booster Clubs will follow all guidelines in the [UIL Guidelines](#)

Organizational Handbook

Each secondary performing organization associated with extra-curricular activities shall keep an updated and current handbook stating all program policies/procedures and expectations. The handbook will include at a minimum the following sections.

- Staff contact information
- Method of communication
- Instrument checkout and care policies (where applicable)
- Year-long calendar
- Letter jacket procedures
- Acknowledgement form
- Uniforms checkout and care policies