Richardson West Junior High
Visual Arts and Technology Magnet

"Tradition of Excellence"

Bronco Band Handbook 2025-2026

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UPDATED 6/10/2025

RICHARDSON INDEPENDENT SCHOOL DISTRICT
2025-2026 SCHOOL CALENDAR

AUGUST 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12A	13B	14A	15B	16
17	18A	19B	20A	21B	22A	23
24	25B	26A	27B	28A	29B	30
31						

SEPTEMBER 2025

S	M	T	W	T	F	S
	1	2A	3B	4A	5B	6
7	8A	9B	10A	11B	12A	13
14	15B	16A	17B	18A	19B	20
21	22A	23B	24A	25B	26A	27
28	29B	30A				

OCTOBER 2025

S	M	T	W	T	F	S
			1B	2A	3B	4
5	6A	7B	8A	9B	10	11
12	13	14A	15B	16A	17B	18
19	20A	21B	22A	23B	24A	25
26	27B	28A	29B	30A	31B	

NOVEMBER 2025

S	M	T	W	T	F	S
						1
2	3	4	5A	6B	7A	8
9	10B	11A	12B	13A	14B	15
16	17A	18B	19A	20B	21A	22
23	24	25	26	27	28	29
30						

DECEMBER 2025

S	M	T	W	T	F	S
	1B	2A	3B	4A	5B	6
7	8A	9B	10A	11B	12A	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6A	7B	8A	9B	10
11	12A	13B	14A	15B	16A	17
18	19	20B	21A	22B	23A	24
25	26B	27A	28B	29A	30B	31

FEBRUARY 2026

S	M	T	W	T	F	S
1	2A	3B	4A	5B	6A	7
8	9B	10A	11B	12A	13B	14
15	16	17A	18B	19A	20B	21
22	23A	24B	25A	26B	27A	28

MARCH 2026

S	M	T	W	T	F	S
1	2B	3A	4B	5A	6B	7
8	9A	10B	11A	12B	13A	14
15	16	17	18	19	20	21
22	23B	24A	25B	26A	27B	28
29	30A	31B				

APRIL 2026

S	M	T	W	T	F	S
			1A	2B		4
5		7A	8	9B	10A	11
12	13B	14A	15B	16	17A	18
19	20B	21A	22B	23	24A	25
26	27B	28A	29B	30A		

MAY 2026

S	M	T	W	T	F	S
					1B	2
3	4A	5B	6A	7B	8A	9
10	11B	12A	13B	14A	15B	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 11 ..... Staff Professional Learning Day
August 12 ..... *First day of School*
September 1 ..... Labor Day
September 25 ..... Early Release for Elementary Campuses
October 9 ..... *First Grading Period Ends*
October 10-13 ..... Fall Break
October 23 ..... Early Release for Elementary Campuses
November 3-4 ..... Student Holiday/Staff Professional Learning Day
November 24-26 ..... Student Holiday/Staff Exchange Days
November 27-28 ..... Thanksgiving Holiday
December 19 ..... Early Release for All Campuses, *Second Grading Period Ends*
December 22 - January 2 ..... Winter Break
January 5 ..... Student Holiday/Staff Professional Learning Day
January 6 ..... *Second Semester Begins*
January 19 ..... Martin Luther King Jr. Day Holiday
February 5 ..... Early Release for Elementary Campuses
February 16 ..... Student Holiday/Staff Professional Learning Day
February 24 ..... *Enrollment Opens for 2026-27*
March 13 ..... *Third Grading Period Ends*
March 16-20 ..... Spring Break
April 3, 6 ..... Make-Up Day
April 9 ..... Early Release for Elementary Campuses
May 22 ..... Last Day of School Early Release for All Campuses, *Fourth Grading Period Ends*
May 25 ..... Memorial Day Holiday

CALENDAR SYMBOLS KEY

- Student and Staff Holiday
- Student Holiday/Staff Professional Learning
- Student Holiday/Staff Exchange Day
- Make-Up Day (if needed, subject to change)
- Early Release for All Campuses
- Early Release for Elementary Schools Only
- Grading Period Ends
- A / B ..... Block Schedule for Secondary Schools
- Enrollment Opens

SCHOOL HOURS

Pre-K Programs ..... Check with home campus
Elementary ..... 7:50 a.m. - 3:10 p.m.
Junior High ..... 8:15 a.m. - 3:40 p.m.
High School ..... 9 a.m. - 4:20 p.m.

Early release dismissal is two hours ahead of normal dismissal time.

FINE ARTS DEPARTMENT

RICHARDSON INDEPENDENT SCHOOL DISTRICT

Every child. Every teacher. Every leader. Every day.

Dear Students and Parents,

RISD parents, music staff, and administrators have collaborated to develop the *RISD Music Program Guidelines* to provide secondary music students and their parents as much information as possible about our program. These required guidelines are published in this Handbook to provide general information about our District-wide secondary band program.

In addition to the RISD District guidelines, this campus Band Handbook provides specific guidelines and information regarding your student's participation in the local school program. The District guidelines are minimum standards that must be followed. However, campus guidelines may be expanded to meet the needs of each local school. We ask that you carefully read this Handbook detailing student expectations in our program. Please acknowledge reading this Handbook by returning the Acknowledgement Form found in the back of this document to your student's band director.

Students who begin our band program in the sixth grade can look forward to a comprehensive, sequential music education in band through the twelfth grade. Throughout their study, students will be provided a thorough foundation in individual performance fundamentals with an emphasis on developing ensemble concepts and skills.

We are proud of the tradition of excellence that our band program enjoys. With your help and support, we look forward to continuing this tradition of educational excellence in music.

If you have questions regarding the information contained in this Handbook, please call the band office at (469) 593-3660 or the Fine Arts Office at (469) 593-0430.

Sincerely,

Jeffrey D. Bradford
Executive Director of Fine Arts

Kimberly Kindred
Principal, West Jr. High Technology Magnet

Molly Robbins
Director of Bands
West Jr. High Technology Magnet

Estelle Weise
Associate Director of Bands
West Jr. High Technology Magnet

WEST JUNIOR HIGH BRONCO BAND HANDBOOK
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RISD Music Program Guidelines
and
West Junior High Bronco Band Handbook

PREFACE

The band program's main emphasis is on musicianship, performance, and pride of accomplishment, followed closely by good citizenship, tradition, morale, spirit, loyalty, and responsibility. The feeling of pride in a job well done and the accomplishments achieved make the sacrifices worthwhile. By arranging your schedule of activities (curricular and non- curricular) in a responsible manner, you can enjoy a successful band career and still maintain high scholastic standing.

Before we begin, please remember that taking part in an RISD instrumental music program is a choice, and participation should be considered a privilege. It is therefore quite important and advantageous that students and parents understand all the information in this Handbook.

RWJH Bronco Bands Statement

It is the pride of a job well done and the accomplishments achieved that make any sacrifices worthwhile. The success of an individual will lead to the success of an organization and the success of the organization will lead to the success of an individual.

2025-2026 WEST BRONCO BAND STAFF

Molly Robbins, Director of Bands
molly.robbins@risd.org

Estelle Weise, Assistant Director of Bands
estelle.weise@risd.org

Band Hall Phone: 469-593-3660
Front Office Phone: 469-593-3700
School Fax: 469-593-3366

- **Individual Band Responsibilities**

CONCERT BAND

Directed to Molly Robbins and Estelle Weise

- Admission is by audition
- Open to students with at least one year of playing experience
- Performs at school concerts, pep rallies, and football games
- Performs at an invitational festival in the spring
- Students are responsible for weekly MusicFirst assignments, live playing tests and music theory tests
- Students will expand their knowledge of the technical aspects of their instrument and develop their ensemble skills in order to become a well-rounded musician

SYMPHONIC BAND

Directed by Estelle Weise

- Admission is by audition
- Open to students with at least one year of playing experience
- Performs at school concerts, pep rallies, and football games
- Participates in weekly sectional rehearsals
- Prepares solo for Chamber Music Festival
- Performs at UIL Concert and Sight-Reading Contest in the spring
- Students are responsible for weekly MusicFirst assignments, live playing tests and music theory tests
- Students will expand their knowledge of the technical aspects of their instrument and develop their ensemble skills in order to become a well-rounded musician

WIND SYMPHONY
Directed by Molly Robbins

- Admission is by audition
- Open to students with at least one year of playing experience
- Performs at school concerts, pep rallies, and football games
- Participates in weekly sectional rehearsals
- Prepares All-Region Audition Music
- Perform a solo at Chamber Music Festival
- Performs at UIL Concert and Sight-Reading Contest in the spring
- Participates in the 5th grade recruiting concert
- Students are responsible for weekly MusicFirst assignments, live playing tests and music theory tests
- Students will expand their knowledge of the technical aspects of their instrument and develop their ensemble skills in order to become a well-rounded musician

- **Communication**

  All information from the West Bronco Band will be communicated electronically or on Presto Assistant. Please maintain a current e-mail address on the Presto Assistnat website. Information will also be passed out in class and posted throughout the band hall.

  Bronco Band website: www.westbroncoband.com

All Richardson ISD Music Program Guidelines will be printed in Italics.

All West Bronco Band Specifics will be printed in regular print.

Auditions

- *All RISD band courses require full year participation and involve rehearsals and performances that occur outside of regular school hours.*
- *Students are required to audition for select performance ensembles.*
- *The Head Director determines audition requirements.*
- *Directors will notify students of audition dates, requirements, and results in a timely fashion.*
- *Directors will serve as evaluators during auditions.*
- *Students may be reevaluated periodically for participation in performance ensembles.*
- *Students may be evaluated to qualify for participation in UIL or other competitions.*
- *Auditions may be live or recorded at the director's discretion.*
- *Audition material will reflect the director's anticipated performance level for the students and will be based on prior learning.*

West Band Specifics

All students in the West Bronco Band program who will be in the 7th or 8th grade will audition for the upcoming year in May. Music for the audition will be selected by the director and distributed to the student in a timely manner before the audition. Students will be placed in a band based on their audition and progress throughout the year. When selecting band placements, directors will ensure that students are in a performing group where they will feel successful and can learn in a suitable environment for their personal growth.

Booster Club

- *One Band, Choir and Orchestra Booster Club will exist in each high school attendance area. The Head Director will serve as an advisor and should help facilitate all UIL and RISD Guidelines that pertain to booster clubs. The main objectives of the Booster Club are to support and enhance the area band, choir and orchestra programs for each high school and all its feeder schools grades 6-12, and to provide program communication to students and parents at all levels of participation.*

West Band Specifics

The Richardson Area Band Club, Inc. (RABC) is an organization of parents whose children and involved in the band program. It is designed to support and enrich the program in the entire Richardson High School attendance area. Its Board of Directors works closely with the principals and the directors to provide activities and programming which is beneficial to all students in the area bands. No dues are required. Membership is automatic for all parents with a student in the band program in grades 6-12. All band parents are welcome to participate in meetings and other activities. The best source for information concerning band activities and opportunities is through the Booster Club.

Calendar of Events

- *Each secondary music program is responsible for developing an annual calendar of activities that includes major events and activities. The calendar should be made available to students and parents no later than the start of each semester. Revisions will be communicated in a timely fashion.*

West Band Specifics

- The Calendar of Events will be provided by the director no later than the first day of school. Please check your calendar and report any conflicts to the directors in a timely fashion. Attendance at all performances and rehearsals is required. Attendance will be taken at all required (non-social) band functions. Those students participating in the band program have made a commitment to its fellow members and directors. It is impossible to achieve the balance we strive for everyday if students are missing from the performance.
- Students receive grades for all concerts performed on campus as they are considered an extension of the academic class. If students or parents anticipate any conflicts, they are encouraged to inform the band director as soon as possible so that a solution beneficial to the student and the performing ensemble can be found.
- Students will be expected to attend band concerts in their entirety. Listening and being a respectful audience member is an important part of the music education experience and is a required skill mandated by the state of Texas.
- The Calendar of Events will be updated approximately every 6 weeks. Please refer to the most recent update for complete information regarding upcoming events.

Conduct

- *Any organization that has high performance standards must also have high behavioral standards. The basic behavioral guidelines for students in music activities are taken from the RISD Student Code of Conduct Handbook. Specific guidelines above and beyond those outlined in the RISD Student Code of Conduct can be found in your organization's specific guidelines located in the campus organization's music handbook.*
- *With the approval of the Principal and Superintendent, sponsors and coaches of extracurricular activities, including interscholastic athletics and marching band, may develop and enforce* ***standards of behavior that are higher than the District-developed Student Code of Conduct****. Adherence to these standards may condition membership or participation in the activity. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discrimination on the basis of sex, race, disability, religion, or ethnicity.*
- *Students shall be informed of any extracurricular behavioral standards at the beginning of each school year or, in the case of interscholastic athletics and marching band, at the time the students report for workouts or practices that occur prior to the beginning of classes. Students and their parents shall sign and return to the director or coach an acknowledgement of the behavioral standards as a condition of participation in the activity.*

West Band Specifics

- Students enrolled in the band program are expected to display exemplary behavior at all times. At every performance, band members are a representation of their families, Richardson West Junior High, the RISD, and the community of Richardson, Texas. We want the band students' actions to always exemplify that the West Bronco Band program is a world-class organization.

- **West Band Expectations**
  - ❑ Students will respect each other and directors at all times.
  - ❑ Students will be respectful of the band hall and its contents.
  - ❑ Only band students are allowed in the band hall.
  - ❑ No food, drink, gum, or candy is allowed in the band hall. A bottle of water is acceptable.
  - ❑ Only percussionists are allowed touch percussion equipment. Students will not place anything on top of percussion equipment.
  - ❑ Only percussion students are allowed in the percussion room unless a director indicates otherwise.
  - ❑ Students may only be in the band hall when there is a director present.
  - ❑ Students will respect any guidelines given to them regarding rehearsal procedures.
  - ❑ All students will adhere to the RISD Student Code of Conduct Handbook.

Due Process

- *All RISD students are entitled to due process in accordance with the RISD Code of Conduct and applicable policy(ies). Contact the campus Principal for inquiries concerning due process procedures.*

West Band Specifics

- Good discipline is intertwined with a student's ability to be successful in band. The band has a tremendous responsibility as one of the primary representatives of our school. The public forms their opinion about our school from the behavior we exhibit as a performing group.
- Band students must be trusted to exhibit excellent behavior and citizenship at all times. Those students whose behavior becomes problematic will be denied performance and/or activity privileges with the band. Band is a privilege, and if a student cannot be entrusted with that privilege they will be removed from band class and the program.
- Students will not be allowed to attend the spring Fine Arts trip to Pinstack if they are a behavioral problem as determined by directors or have been placed in ISS by any teacher for any reason during the second semester.

Eligibility

- *All music organizations adhere to the eligibility rules and regulations as stated by the Texas Education Agency (TEA)and the District (see RISD Secondary Program of Studies). To be eligible at the high school level at the beginning of the school year, students must have earned the accumulated number of credits in state approved courses indicated below:*

- *Beginning of the 9th grade year – an overall average of 70 in each of the following subjects: language arts, mathematics, social studies and science*
- *Beginning of the 10th grade year – at least 5 credits toward graduation*
- *Beginning of the 11th grade year – at least 10 credits toward graduation*
- *Beginning of the 12th grade year – at least 15 credits toward graduation*

- *To be eligible to participate in any nine-week period following the initial six-week period of a school year, a student must have recorded a grade average of at least 70 on a scale of 0 to 100 in non-exempt courses for that preceding grading period.*
- *Any student whose recorded nine-week grade average in any course is lower than 70 at the end of a nine-week period shall be suspended from participation during the succeeding nine-week period. However, a student may regain eligibility seven calendar days after the succeeding three-week evaluation period if the student is passing all courses on the last class day of the three-school-week or six-school-week evaluation period. See the UIL Eligibility Calendar for specific dates. If the student has at least a grade of 70 on a scale of 0-100 for work done since the end of the previous grading period, the student regains eligibility seven calendar days later at the end of the regular school day.*
- *The District provides a list of courses that are exempt from eligibility requirements.*
- *Spring UIL Concert and Sightreading Contest is exempt from eligibility requirements.*

West Band Specifics

- Throughout the year the bands will have several opportunities to perform or participate in extra-curricular events, such as football games and contests. One of the rules that directly affects our organization is commonly referred to as "no-pass, no-play". All students must maintain a grade of 70 or above in every class in order to be eligible to attend these events. The district provides a list of courses that are exempt from eligibility requirements.
- The band relies on all its members to maintain a high performance level and high scholastic level in academic courses. When selecting music for performances and competitions, the directors carefully choose music based upon the band's instrumentation and its members' ability level. As a result, it is **vital that all band students remain eligible throughout the school year.**
- Student must be passing the 1st nine weeks to participate in all-region band.
- Students must be passing the 1st nine weeks to participate in the holiday tour.
- Students must be passing the 2nd nine weeks to participate in the Chamber Music Festival.
- Students must be passing the 3rd nine weeks to participate in the Spring Festival
- Students must be passing the 3rd nine weeks to participate in the Fine Arts Pinstack trip.

Equal Opportunity

- *RISD will provide nonacademic and extracurricular services and activities in the manner necessary to afford students with disabilities an equal opportunity for participation in those services and activities. If a student requires a reasonable accommodation to try out or participate in the nonacademic or extracurricular services and activities, parents/guardians are asked to contact their campus administration to discuss the accommodation request as soon as possible and prior to*

tryouts. Accommodation requests will be reviewed by the appropriate staff to determine what accommodations may be made without fundamentally altering the program.

Extracurricular Code of Conduct

- *All students enrolled in band, choir and orchestra must have a signed Extracurricular Activity Acknowledgment and Agreement Form on file in the Head Director's office. The complete guidelines are found in the appendix.*

West Band Specifics

All students must complete and return the Extracurricular Activity Agreement Form each year in order to participate in activities away from the West Campus. No one will travel or perform with the band without this form on file.

Grading Guidelines in Music

- *The RISD has established district-wide instructional objectives that relate to the mandated Texas Essential Knowledge and Skills (TEKS) for grade level subjects or courses. These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses.*
- *Assignments, tests, projects, classroom activities, and other instructional activities must be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course.*
- *In accordance with RISD policy, all "excused" absences will be honored with no grade penalty.*
- *A major part of the music curriculum is the development of performance skills. Therefore, "unexcused" absences from a sectional, rehearsal or performance, which are integral to developing these performance skills, will lower a student's course grade as follows:*
  - *Sectionals and rehearsals are course requirements that require interaction from members of a group and cannot be made up. Therefore, an "unexcused" absence/tardy from a before or after school sectional or rehearsal will lower a student's participation average.*
  - *Performances are mandatory as a culmination of group course requirements and cannot be made up. Therefore, an "unexcused" absence from a scheduled performance will reflect a grade of "0" to be averaged into the student's nine-week performance grade, and the student may be subject to removal from the course.*
- *Students in grades 9-12 are able to earn Honors credit in Band, Choir and Orchestra. The Honors student must be committed to developing individual academic and musical skills and be disciplined with expectations to deadlines.*
- *A band member's nine-week grade will be an average of the following:*

  - ***Fundamentals (25%)***
    - *The student will be expected to improve performance fundamentals.*
    - *The student will be evaluated for improvement of music fundamentals through daily observation during each rehearsal and each sectional.*

- ❑ *The student will be expected to demonstrate correct posture, hand position, embouchure, air production, articulation and attentiveness as monitored during rehearsals.*
- ❑ *The student will be expected to develop a historical knowledge of the literature relative to his/her respective instrument.*

- ➢ ***Skills (25%)***
  - ❑ *The student will be expected to improve individual music skills.*
  - ❑ *The student's individual skill development will be evaluated through recorded music tests, individual playing tests, scale tests, and written tests.*
  - ❑ *The student will be evaluated on improvement of ensemble skills during daily rehearsals.*

- ➢ ***Participation (25%)***
  - ❑ *The student will receive a grade for each before and after school sectional and rehearsal during a grading period.*
  - ❑ *The student will be on task and focused during all rehearsals.*
  - ❑ *The student will have instrument, music, pencil, and supplies.*
  - ❑ *The student will be prepared to play his/her part successfully.*
  - ❑ *The student will mark music and take notes as needed.*

- ➢ ***Performance (25%)***
  - ❑ *The student will receive a grade for each performance during a grading period.*
  - ❑ *Performances will be counted as major exams.*
  - ❑ *The number of performances will be determined by the performance calendar.*
  - ❑ *If no public performance occurs during a grading period, the performance grade will be based upon informal classroom performances determined by the director.*

- ➢ ***Additional Criteria Affecting Grades***
  - ❑ *Excused Absences*

    In accordance with RISD policy, all excused absences will be honored with no grade penalty. These will include:

    Medical emergency or illness
    Death in the family
    Religious holiday
    Family emergency
    Medical or dental appointment

    Circumstances may justify an excused absence for reasons other than those listed above in accordance with RISD policy. Please refer to RISD Student Code of Conduct Handbook for a complete list of extenuating circumstances and non-extenuating circumstances. If an excused absence is anticipated, a written or email notification should be submitted at least two days in advance.

  - ❑ *Unexcused Absences/Tardiness*

    See ***Grading Guidelines in Music*** *above.*

West Band Specifics

Students will be expected to meet the expectations and requirements of their band class as listed in the course description portion of this handbook. Students' grades will be

comprised of performances (sectionals, football games, concerts, contests, chamber festival, solo performances,) pass-offs, weekly playing tests, weekly participation grades, weekly practice record grades, and music theory work as given by the directors.

Individual Musicianship Expectations

- *Helping students grow individually at their craft is a top priority in RISD secondary music programs. Being a valuable member of any ensemble is aided by consistent growth as an individual musician. Students in secondary band, choir, and orchestra programs will be expected to participate in fall and spring semester individual musicianship growth goals. (This applies to all students in their second year of the program and beyond.) These curricular components help students set goals for themselves to become better individual musicians including, but not limited to the following areas: tone, technique, range, literacy, and musicianship. Students will have appropriate musical selections chosen for them by their directors during the All-Region season and again during the Solo and Ensemble season. Participation in the All Region Auditions or the district Solo and Ensemble Festival will be at the discretion and encouragement of the music staff. All students will have growth goals and consistent opportunities to receive feedback from their directors throughout each season. The goal is for every student to experience these valuable processes throughout their musical careers in RISD, while becoming better individual and ensemble members.*

Instruments

- *Students in band and orchestra, grades 6-12, are required to have an instrument in order to participate. The acquisition, maintenance, repair and insurance against theft or damage of these personal instruments are solely the responsibility of each student.*
- *In band and orchestra, grades 6-12, the District has a limited number of instruments that may be available for an annual usage fee of $100. In addition to the usage fee, students are responsible for maintenance, repair and insurance of school owned instruments against theft or loss while in their possession. Instruments must be returned at the end of the school year in the same condition as issued, minus normal wear and tear. Any costs associated with damage from negligence or malicious intent will be assessed to the student.*

West Band Specifics

- **Individual-Owned Equipment**
  - A quality band program requires quality materials and instruments. Students are required to purchase all necessary materials for their instruments to insure quality playing condition (i.e., mouthpieces, reeds, valve oil, drum sticks, mallets, wire music stands, etc.). Reed players are required to have three working reeds at all times.
  - As a student becomes a more proficient musician, the need arises for a more professional model instrument. In many cases, professional quality instruments are purchased during seventh grade and in most cases by eighth or ninth grade.

- **School-Owned Equipment**
  - Richardson West Junior High School furnishes the following instruments for students to use: piccolo, oboe, English horn, bassoon, bass clarinet, tenor

saxophone, baritone saxophone, French horn, bass trombone, euphonium, tuba, and all percussion instruments. Students must provide their own personal accessories, such as mouthpieces, drumsticks, mallets and reeds.

- ❑ Students who perform on school-owned instruments (including percussionists) are required to sign an instrument check out form and pay a $100 instrument usage fee. Students are responsible for the maintenance and repair of individual instruments while in his/her possession and for any damage to the instrument. Students are expected to return all school-owned instruments at the end of the year in the condition in which they were issued. The instrument will be inspected and the student must pay for any recommended repairs.
- ❑ Students using school-owned instruments are expected to provide the utmost care to their instrument throughout the year. This includes greasing, oiling, and cleaning the instrument on a weekly basis. Any student who is observed to be abusing the privilege of using a school-owned instrument will have that privilege revoked until they can prove otherwise.
- ❑ Students have Maintenance Monday during class every week as an opportunity to care for their instruments. Students should use this time wisely. Students will have opportunities at school throughout the year to give brass instruments a bath. If they choose to do this at home, they should do so no more than three times a year.
- ❑ At the end of each school year, all school-owned instruments will be collected by the directors for inventory and repair purposes; instruments will be checked out again during the first week of summer to incoming 7th and 8th grade students.

Jazz Band

- *To participate in Jazz Band, a student must have concurrent membership in the school band program. Exceptions may be made only for those who play piano, organ, guitar, and bass or are vocalists, with the approval of the Head Band Director, the Executive Director of Fine Arts and the building Principal.*
- *Band students who elect to drop band and audition for membership in the Jazz Band for one of the listed music exceptions may not audition until one year has elapsed from the time they drop band. Priority placement for exceptions will be given to students with concurrent membership in band.*

Medical Release & Permission to Travel Form

- *All students enrolled in band, choir and orchestra must have a Medical Release Form on file in the Head Director's office. If the form has not been completed, the student will not be permitted to travel off campus.*

West Band Specifics

All students must complete and turn in an emergency Medical Release & Permission to Travel Form to the West Band office. No one will travel or perform with the band without this form on file.

Orchestra

- *Wind and percussion students participating in orchestra must have concurrent membership in the school band program. String students participating in band must have concurrent membership in the school orchestra program.*

Private Lessons – Voluntary Music Enrichment Program and Fees

- *Private lessons are provided for interested students as an enrichment program in Band, Choir and Orchestra.*
- *The Head Director/Lesson Coordinator coordinates the private lesson program in each high school attendance area in collaboration with RISD guidelines.*
- *The private teachers are contracted by parents through the RISD and must complete an Application and a Criminal History check.*
- *The private teachers are monitored by the Head Director/Lesson Coordinator at each high school and teach at each secondary campus.*
- *Private study fees are consistent throughout the District and are determined through the Office of Fine Arts. The current fee is $25 per lesson.*
- *Private study is not a requirement for participation in any of the music organizations. There is no negative consequence if a student does not participate in private study.*

West Band Specifics

- The West Bronco Band has a strong private study program for 6th, 7th and 8th grade students. Lesson teachers are highly qualified professionals who are interviewed and approved by the RHS cluster band directors.
- Lessons are $22 per half hour lesson and usually occur weekly. Lessons can be scheduled during the students' band class, before or after school, or at a private lesson teachers' home; the scheduling is based upon the student and private teachers' schedules.
- Every Bronco Band student can benefit from private lessons because they allow progress commensurate with individual ability. Students will be studying with a specialist on their particular instrument who can identify individual areas of growth. Please contact a director for more information on private lessons.

Rehearsal/Performance Schedules

- *Participation at sectionals, rehearsals, and performances is required and will be integrated into the student's grade in accordance with the* ***Grading Guidelines in Music*** *contained in this Handbook, the RISD Program of Studies and TEA/UIL regulations.*
- *A schedule of activities and events will be provided to students and parents. Updated schedules will be provided as needed.*
- *Regularly scheduled sectionals, rehearsals, and concerts are curricular and have no academic eligibility requirements, provided they are on campus and do not charge admission.*
- *The Head Director, or someone designated by the Head Director, will supervise all required practices, rehearsals, and/or performances that are school-sponsored.*
- *In addition to local performances, special performance ensembles may make numerous other appearances during the year.*

- *Performance courses in Band, Choir and Orchestra involve outside of school rehearsals and performances. Students who are members of varsity performing groups are expected to participate fully in all performance activities, including approved travel.*

West Band Specifics

Full band and sectional rehearsal schedules will be distributed to Bronco Band students in accordance to the above guidelines.

Religious Music Guidelines

Background Information

- *RISD has adopted Guidelines for Religious Practices.*
- *One of the components addressed in the guidelines is religious music in public schools:*
  - *District bands, choirs and orchestras, as part of a secular program of instruction, may perform religious music. District personnel must make every effort to assure that such music reflects a diversity of religious beliefs.*

Required Expenses and Fees

- *All high school music organizations levy fees to cover expenses of uniform upkeep, additional equipment, school-owned instrument usage fees, repairs, supplies and other program operation expenses not covered in the regular music budget. Program fees will not exceed $750 per student and are managed through the local booster club, a 501(c)(3) non-profit organization.*
- *Travel fees are separate from program fees and are assessed according to the requirements of approved travel.*
- *All monies raised during fundraising activities belong to the organization's general fund from which student scholarships may be dispersed. There are no refunds granted from fundraising monies.*
- *If a high school student withdraws from an organization or fails academically and is unable to participate in the organization, any money earned through fundraisers or granted through scholarships will remain in the organization's general fund. Any money over and above the costs of the "operating fee" and trip costs will remain in the organization's general fund.*
- *All fundraising activities must be approved by the Head Director, the Area Booster Club, and the school principal.*
- *All funds raised must be deposited with and accounted for through each Area Booster Club.*
- *Junior High fundraising activities are to be group efforts, which go into a group account to support group activities. Students fundraise for activities that support their programs, for additional equipment, for the ability to assist students who have financial problems, etc. An integral part of fundraising is the spirit and unity that comes as a result of the group effort.*
  - *An RISD instrument usage fee, a school uniform fee or an individual competition entry fee may be charged.*
  - *No individual student fundraising accounts will be maintained.*

- *No fundraising participation is expected from 6th grade band and orchestra students.*

- *Instrument purchase/rental: Individual instruments are the responsibility of the student/parent, and may be purchased or rented. A limited number of district-owned instruments may be available for an annual usage fee. Those are provided at a first come, first serve basis.*
- *Financial assistance is available for students who need help meeting required maintenance fees and other expenses related to this activity. Assistance, based on the organization's needs and, on the commitment, and interest of the individual student, may be obtained through fundraising or other resources (local booster club, campus funds, etc.). Consult the Head Director for more information.*

West Band Specifics

- There is a Materials and Activities Fee required by each student every year. Parents should contact the director with any specific concerns. The Material and Activities Fee covers the cost of a band binder, educational materials, band t-shirt, clinicians, master classes and Festival entry fees.
- Please note that the Instrument Rental Fee and accompaniment fees for the RISD Chamber Music Festival are not included in the Material and Activities fee.
- The West Band loans materials to students. These materials include class sets of tuners and uniforms. Students must return these items at the end of the year. Students will be charged a replacement fee for any lost or damaged items.

Transportation

- *All transportation arrangements must be through District-approved vendors.*
- *The Head Band, Choir and Orchestra Director and Principal will determine the mode of transportation to and from all performances.*

West Band Specifics

The Head Band Director will determine transportation to and from local full band performances and events. If a student must leave directly from a performance, he/she can be released only to his/her parent/guardian. Any exception to this guideline must be submitted in writing and approved by the Head Band Director prior to the event.

Travel

- *Out-of-district trips are not mandatory for any member and will not affect their status or grade in any way. However, students in the varsity music ensembles have a travel expectation.*
- *Since participation in our music program is a team effort, any student not participating in a spring trip should advise the director well in advance of the trip (a minimum of eight weeks is recommended). The director can then initiate alternative arrangements for missing students.*
- *When traveling, each student must meet all local and state eligibility requirements to participate in the competition.*
- *Students must be able to satisfactorily perform the material assigned for the performance. The director will determine if students meets the standard.*
- *Students must attend scheduled rehearsals.*

- *Students must fulfill their financial obligation.*
- *Junior high music groups may only travel overnight by invitation of the Texas Music Educators Association. Any exception to this will be with the approval of the Executive Director of Fine Arts, principal, and the Superintendent.*

West Band Specifics

Band directors will clearly communicate to students and parents any necessary travel to and from local events and contests. Students must ride the bus to and from events unless notice is given a week prior to the event by the listed legal guardian of the student. This is to ensure the safety of all West Band students.

Uniforms

- *The District provides uniforms for junior high and high school music groups and these are mandatory for participation in Band, Choir and Orchestra performances.*
- *The individual student must provide uniform accessories such as shoes, socks, gloves, etc. as needed.*
- *Students are responsible for maintenance/cleaning fees.*
- *Each student is responsible for repair or replacement of any damaged or unreturned uniform or accessory.*
- *At the 6th grade level, the uniform requirement for Band and Orchestra students will be at the discretion of the Junior High Band or Orchestra Director in consultation with the principal.*

West Band Specifics

- Members of the West Band have two performance uniforms. It is important that students are prepared with a uniform much in advance to avoid unnecessary stress and last-minute costs. Please purchase the items that you need early in the year so that students have it available to perform in at any time. If students need financial assistance, please inform a band director as soon as possible.
- **Casual Concert Uniform**

  Bronco Band t-shirt from this current year and blue jeans or blue jean shorts (school dress code appropriate/no holes). NO sweatpants, yoga pants, black jeans, rainbow colored jeans, etc. Shoes should be school dress code appropriate and suited for the performance (ie, flip flops in the football stands are not as safe as tennis shoes). If students lose their band t-shirt, they can purchase another one for the same price as the original at any time.
- **Formal Concert Dress**

  The West Bronco Bands perform in several concerts and contests each year. The following information concerns the concert uniform attire for all band members.
  - **Girls:**

    Black concert dress (provided by West Band)
    Solid black closed-toe dress shoes
  - **Boys:**

    Black dress pants
    Long sleeved, solid black, button up dress shirt
    Long solid black socks
    Solid black dress shoes
    Black belt

Richardson ISD Extracurricular Code of Conduct 2025-2026

Statement of Expectations:

The Richardson Independent School District believes that being involved in extracurricular activities is an honor. Participation in one or more of these activities should be considered a privilege, not a right. The following are expectations of our students:

✓ Obtain a quality education as the primary reason for attending school
✓ Compete at the highest level while promoting good sportsmanship and courteous behavior
✓ Exhibit positive leadership
✓ Develop and maintain high morals and ethical values
✓ Exhibit conduct becoming of a young adult
✓ Exhibit respect to sponsors, coaches, faculty, officials, opponents and fellow students
✓ Develop and show school pride

Standards for District Extra-Curricular Activities:

Richardson ISD students are expected to adhere to the District Student Code of Conduct as it applies to school-related and/or school sponsored activities. Prior to participation in a Richardson ISD Extracurricular activity, students and parents must also agree to abide by all guidelines outlined in the Extracurricular Code of Conduct. Students involved in extracurricular activities are expected to maintain high standards of ethical conduct. Extracurricular participation is a privilege and not a right. Any misconduct that reflects negatively on the Richardson Independent School District will fall under these Codes of Conduct. These guidelines are developed to deal with misconduct that occurs within the school's jurisdiction as well as outside of the school's jurisdiction, regardless of time or location. Disciplinary action or suspension will be mandated to students who are involved in any disciplinary infraction on or off campus including, but not limited to possession or use of drugs, improper use of prescription medicines, alcohol or tobacco, violent behavior, any inappropriate behavior including presence at functions where illegal substances are being consumed and other offenses that result in the violation of the district Student Code of Conduct, which in turn results in a In School Suspension (other than tardies or dress code violations), DAEP, Off Campus Suspension or expulsion. In the event that a student is responsible for multiple violations prior to the initial investigation it may be determined that a higher-level consequence be deemed appropriate.

Automatic student removal from a program:

Any inappropriate behavior, including representation on social media, that is disrespectful to the district, school, program, or staff may result in immediate removal.

RISD District-Wide Guidelines for Extracurricular Students:
Alcohol & Illegal Drugs
(Revised March 2023)

RISD expects that all students, including students who participate in any Extracurricular Activities (Extracurricular Students) will conduct themselves at all times in an exemplary manner that brings honor to the District, their school, and themselves. Participation in extracurricular activities is a privilege and is conditioned on the student's compliance with all rules and regulations of the activity and District policies and guidelines, including these guidelines. The use, possession, sale, or furnishing to others of alcohol or drugs of any kind and/or being under the influence of alcohol or illegal substances is strictly prohibited (the Prohibition). Any student who violates the Prohibition is not in compliance with the rules of extracurricular participation and will be subject to disciplinary measures, which could result in removal from the extracurricular activities in which the student participates.

These guidelines and statement of consequences apply to all extracurricular activities sponsored by the Richardson Independent School District and to all Extracurricular Students. The purpose of these guidelines is to deter and eliminate any use, possession, sale, or the furnishing to others of alcohol or other drugs, help students avoid drug and alcohol use, establish consistency in consequences across all activities for students who do not comply with the Prohibition, promote a high quality educational experience in all activities and assist RISD in maintaining order and a safe learning environment and to promote a high level of civic and individual responsibility among students.

Extracurricular students are subject to these guidelines at all times throughout the twelve-month calendar year, whether the extracurricular activity is "in season" or inactive and on weekends and during school holidays. Refer also to Board Policy FO (Local).

To ensure consistency among activities, these guidelines shall be used by all extracurricular groups. However, nothing in these guidelines prohibits an extracurricular activity sponsor from developing activity guidelines and rules to address topics other than alcohol or illegal drug activities.

The following definitions will apply to these guidelines:

- Leadership Position- A position or office an Extracurricular Student holds in an organization or group either by election or appointment. Such positions may include without limitation: captain, officer, squad leader, drum major, section chair, etc.
- In Proximity – To be captured via still picture, video, internet site, social media feed, site, etc., or any other electronic capture where the school determines based on reasonable evidence that the student knows or should know he/she is (i) in a place where alcohol, illegal substances, and/or drug paraphernalia are present, and/or (ii) possessing, using, and/or being under the influence of alcohol, illegal substances, and/or drug paraphernalia. (*e.g.,* Social media posts show student at social event where alcohol is visible and being consumed; social media post shows student posing in front of cases of unopened alcohol; Student captured holding and/or consuming alcohol or illegal substances at a sporting event; Picture of student holding drug paraphernalia).
- Parent- A student's biological or adoptive parent or parents, legal guardian, or other person in lawful control of the student.
- Period of removal- Period of time during which an Extracurricular Student is excluded from any participation in an extracurricular activity due to violation of the Prohibition. During a period of removal, an Extracurricular Student may not wear his/her uniform, travel with the team or organization, or otherwise act as a representative of the team or organization.

- Prescription Drugs- A drug authorized by a licensed physician specifically for that student. A student who uses a prescription drug in a manner prescribed by the student's physician and who has followed school policies in such use shall not be considered to have violated this policy.
- Possession- To have an item in or on one's personal being or property, including without limitation, clothing, purse, backpack, private vehicle, motorcycle or bicycle used for transportation to or from school or school-related events, telecommunication or electronic device, or other property used by the student such as a desk, locker, or storage area.
- Use (Alcohol/Substance) - Voluntarily introducing into one's body, by any means, a prohibited substance. For example, and without limitation, consuming or ingesting alcohol in any manner is "use" of alcohol; smoking or ingesting marijuana, an unlawful derivative or look-alike of marijuana, or other illegal substances is "use" of marijuana or other illegal substance.
- Extracurricular Activities- School sponsored activities including but not limited to Dance & Drill Teams, Bell Guards, Cheerleaders, Spirit Groups, Sports, Fine Arts, Clubs, UIL governed Activities, Mock Trial, ACDEC, and other school sponsored student activities unique to a campus.

An Extracurricular Student violates the Prohibition if he or she:

- Uses, possesses, sells, or furnishes alcohol or illegal substances to another;
- Receives an MIP (Minor in Possession), MIC (Consumption of Alcohol by a Minor), DWI (Driving While Intoxicated), DUI (Driving Under the Influence of an Illegal Substance), or other citation for the illegal use or possession of alcohol/drugs, or furnishing alcohol/drugs to another in a non-school setting; *Note:* An Extracurricular Student who receives an MIP, MIC, DUI, DWI, or other alcohol/drug citation shall promptly notify the activity sponsor. An Extracurricular Student who fails to do so may be subject to further disciplinary action once the activity sponsor or administrator learns of the offense; is observed by a faculty or staff member using, possessing, or furnishing to another student any drugs, including alcohol, on or off school property (observation via internet site, video, still picture, or other media will be considered);
- Receives any citation for or is arrested for illegal alcohol/drug activity or substance on or off school property (*See Note* above);
- Performs or participates in an extracurricular activity while under the influence of alcohol or other drugs.
- Is determined to be In Proximity to alcohol, illegal substance, and/or drug paraphernalia.

Process: When an activity sponsor or campus administrator learns that an Extracurricular Student has violated the Prohibition, the sponsor or administrator will attempt to gather as much information as is available about the suspected violation and shall immediately communicate with the student and his/her parent to review the information. The sponsor or administrator will take reasonable steps to ensure the student and his/her parents are notified of the suspected violation of the Prohibition and to offer the student and his/her parent a meeting with the administrator and/or sponsor and give them an opportunity to provide information about the student's suspected actions. Parents and/or students who refuse to promptly meet with the sponsor or administrator forfeit their opportunity for a conference. The administrator or sponsor will determine the start date for the consequence and will notify the student and his/her parent in writing of the start date and reasons for any consequences imposed.

When a student self-reports a violation of these guidelines that does not result in the issuance of a citation or other penalty from law enforcement before the District otherwise learns of the student's actions, the District may, in its sole discretion, consider the student's self-report as a mitigating factor to support a reduced probationary period for a first offense.

A student or parent who is not satisfied with the outcome of the conference or the principal's decision may appeal the decision through the District's Student and Parent Complaint Policy (FNG (Local), but the consequence will not be delayed during any appeal. Copies of the policy are available on the District's website or may be obtained from the school.

CONSEQUENCES

All Extracurricular Students are expected to comply with these guidelines. An Extracurricular Student who does not do so is subject to disciplinary action. While some offenses may be so severe that they will result in immediate removal from the extracurricular activity and/or Disciplinary Alternative Education Program (DAEP) placement, where appropriate, the District will consider allowing a student who violates the Prohibition to serve a last chance probationary period if the violation is the first instance in which the student has failed to comply with these guidelines.

First Offense: Probationary Removal. Except where the severity or circumstance of a student's offense is so severe that immediate removal to DAEP or expulsion is required, a student's first violation of the Prohibition will result in the Extracurricular Student's (i) removal for the remainder of the school year from all leadership positions he or she holds, including any such positions that the student might seek or be appointed to later in the school year; and (ii) except where the first violation also results in DAEP placement or expulsion, removal from all extracurricular activities for 20 school days or UIL Competition dates. (**See* below.)

- The 20 school days or UIL Competition dates removal period start at the parent /student / principal conference. If the parent/student forfeits the conference, the principal will determine the start date;
- During the 20-day removal period, the student and the parent must attend and successfully complete the RISD alcohol / drug educational program. Students may be required to have follow-up sessions with the Intervention Specialist on campus. The student is responsible for all fees associated with the program. A student and parent must complete the educational program before the student will be reinstated after the removal period.
- If the leadership position from which the student is removed is connected with a credit bearing class, the student may continue to remain enrolled in the class and the sponsor will determine appropriate activities for the student.
- Students must participate in practices for the extracurricular activities while on probation.
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.
- If competition or performance is scheduled during the summer or on a school holiday (excluding weekends), any days on which the student's team or group actually competes or performs will be counted toward completion of the 20-day probation period.
- "UIL Competition Date" means a day on which the individual or group actually competes or performs in a UIL or Non- UIL sponsored activity when the school is represented.
- If the conduct results in the student's placement in a DAEP, the period of removal will be for the duration of the DAEP placement.

If the student violated the Prohibition due to him/her being determined to be In Proximity without possession, use or being under the influence, and the student has not already violated the Prohibition due to being In Proximity, the student may avoid the applicable consequence (Probationary Removal or Removal) for the In Proximity violation provided the student and his/her parent/guardian (i) participate in an administrative conference with the principal, and (ii) successfully complete the alcohol/drug program by the date assigned along with any follow up with the campus intervention specialist as determined by the principal. A second Violation due to the student being In Proximity will be treated as a first or second offense and subject to the applicable consequence (Probationary Removal or Removal).

An Extracurricular Student can receive only **one** probation period for violating the Prohibition during the students' high school career.

Second Offense

A second offense will result in removal from all extracurricular activities for 60 days and removal from leadership positions for the remainder of the school year.

- If the infraction occurs and/or is discovered 60 or less days prior to the end of the school year, the student will be removed from all extracurricular activities and leadership positions for at least 60 school days or UIL Competition dates. The removal days may extend into the next school year.
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.
- Students may not travel with the team or organization, or otherwise act as a representative of the team or organization.
- At the beginning of a new school year, an Extracurricular Student is eligible to participate in extracurricular activities and to pursue future leadership positions after a second offense if the student has "sat out" of all extracurricular activities for no less than 60 school days or UIL Competition days and has otherwise complied with all conditions of his/her removal for the second offense.

Third Offense

A third offense may result in the student's removal from all extracurricular activities for the remainder of their school career.

2025-2026 Extracurricular Activity Acknowledgment and Agreement Form

Student Statement:

My signature below certifies that I have read and understand the RISD District-Wide Guidelines for Extracurricular Students. I agree to comply with all rules and regulations in these guidelines and any additional rules adopted by my school as a condition of participation as a member of an extracurricular activity. I understand that my failure to comply with these guidelines may result in disciplinary action, including dismissal from all extracurricular activities.

_____

Printed Name of Student

_____

Student Signature Date Signed

Parent/Legal Guardian Statement (for students under 18 years of age):

My signature below certifies that I have read and understand the RISD District-Wide Guidelines for Extracurricular Students. I understand that my student must comply with all rules and regulations written in these guidelines and any additional rules adopted by my student's school as a condition of participation in an extracurricular activity. I understand that his or her failure to comply may result in disciplinary action, including dismissal from all extracurricular activities.

_____

Printed Name of Parent or Legal Guardian

_____

Signature of Parent or Legal Guardian Date Signed

2025-2026 WEST BRONCO BAND
HANDBOOK ACKNOWLEDGEMENT FORM

This handbook is provided for your information. Having the expectations and policies in handbook form is certain to help your band experience be educationally beneficial as well as enjoyable. You have the ability to become the best you can be.

The band program's main emphasis is on musicianship, performance and pride of accomplishment, followed closely by good citizenship, tradition, morale, spirit, loyalty and responsibility. The feeling of pride in a job well done and the accomplishments achieved make the sacrifices worthwhile. By arranging your schedule of activities (curricular and non-curricular) in a responsible manner, you can enjoy a successful band career and still maintain high scholastic standing.

Please sign the following statement and return it to the band office. All forms must be on file before the end of the first six weeks.

Student's Printed Name _____

THIS IS TO CERTIFY THAT I HAVE READ THE 2025-2026 WEST BRONCO BAND HANDBOOK AND WILL OBSERVE ALL GUIDELINES FOUND THEREIN. THE OFFICIAL HANDBOOK IS AVAILABLE ON THE WEST BRONCO BAND BLOG.

_____ _____

RWJH Band Student Signature **Date**

I HAVE RECEIVED AND READ THE 2025-2026 WEST BRONCO BAND HANDBOOK AND UNDERSTAND HOW IT APPLIES TO MY BAND STUDENT.

_____ _____

RWJH Band Parent/Guardian Signature **Date**

I grant permission for West Bronco Band to identify me by name or likeness or both in RWJH or RISD publications, either printed or electronic.

☐ Accept ☐ Decline _____

RWJH Band Student Signature

I grant permission for West Bronco Band to identify my above-named child by name or likeness or both in RWJH or RISD publications, either printed or electronic.

☐ Accept ☐ Decline _____

RWJH Band Parent/Guardian Signature