



2026 - 2027

***Lake Highlands High School
Choir Handbook***

Kelly Moss & Jared Wade, Directors



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,

The RISD Fine Arts Program Guidelines have been thoughtfully developed through collaboration among parents, staff, and administrators to ensure students and their families are well-informed about our offerings and expectations. These required guidelines, published in this Handbook, provide an overview of our district-wide secondary fine arts program.

In addition to the district-wide standards, this campus-specific Handbook outlines additional guidelines and details relevant to your student's participation in the local program. While RISD's district guidelines establish the minimum expectations, individual campuses may implement additional requirements to better serve their students and school communities.

We ask that you take the time to carefully review this Handbook, which outlines the responsibilities and expectations for student participation in our program. Once reviewed, please complete and return the Acknowledgement Form located at the back of this Handbook to your student's director.

Our program offers students a comprehensive and sequential fine arts education through twelfth grade. Throughout their journey, students will develop a strong foundation in essential skills and techniques that support meaningful participation and high-level performance. These experiences are designed to inspire a lifelong appreciation for and pursuit of excellence in the arts.

We take great pride in the longstanding tradition of excellence that defines our program. With your continued support, we remain dedicated to preserving and advancing this legacy of artistic and educational achievement.

If you have any questions about the information in this Handbook, please reach out to your campus director or contact the RISD Fine Arts Office at (469) 593-0430.

Sincerely,

Jeffrey D. Bradford
Executive Director of Fine Arts

Kerri Jones
Principal, Lake Highlands High School

Kelly Moss
Director of Choirs
Lake Highlands HS

Jared Wade
Assistant Director of Choirs
Lake Highlands HS

LAKE HIGHLANDS HIGH SCHOOL CHOIR HANDBOOK

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RISD Music Program Guidelines ***and*** **Lake Highlands High School Choir Handbook**

PREFACE

The Lake Highlands High School Choral Department enjoys a rich tradition of excellence, pride, and high musical standards. As part of one of the strongest choral organizations in the state, you can be proud of who you are and what you do. Let's work together during the 2026-2027 school year to maintain the excellence we have come to know as tradition. This investment of time, effort and energy will create a harvest of life-long benefits beyond measure.

Participation in the LHHS Choir program provides students the opportunity to improve individual vocal technique, music theory, and sightreading skills. Students learn challenging choral literature in a variety of musical styles and are able to compete at choral contests and festivals both in and out of RISD.

This handbook is designed to introduce you to the choral tradition at Lake Highlands High School and to provide you with information regarding course selection, grading procedures, honors credit, eligibility, private lessons, uniforms, fees, fundraising, the choir trip, and a calendar of activities and concerts. As the year progresses, any additions or changes will be provided to you via the students.

We are excited about the opportunities that await us in the 2026-2027 school year. Thank you for your support of music education at Lake Highlands High School. It is a privilege to have you as a valued part of our choir program.

LAKE HIGHLANDS CHOIR STAFF

Kelly Moore, Director of Choirs kari.gilbertson@risd.org	469-593-1061
Jared Wade, Associate Director of Choirs jared.wade@risd.org	469-593-1063
Lake Highlands HS Choir fax number	469/593-1062

➤ **Individual Choir Responsibilities**

There are 5 ensembles at Lake Highlands High School: Acappella, Acappella Prep, Concert Treble, Concert Tenor Bass, and Espree. Acappella, Acappella Prep, and Espree are placed by audition only.

Concert Tenor Bass Choir

Jared Wade, Director

GRADE LEVEL – 9, 10, 11, 12

PREREQUISITES: Open to freshman, sophomore, junior and senior males: no audition is required.

COURSE DESCRIPTION: Students in this choir will be taught or will continue to learn musical skills through the rehearsal and performance of TBB music and sightreading. Students will concentrate on vocal technique, sightreading skills and preparation for performance. Three concerts and U.I.L. Concert and Sightreading contest are the performance requirements. Nine weeks grade reflects class participation, sightreading skill, vocal development, and sectional rehearsal/ concert attendance.

Acappella Choir

Kelly Moss, Director

GRADE LEVEL - 11, 12

PREREQUISITES: Open to junior and senior males and females in grades 11 and 12: an audition is required.

COURSE DESCRIPTION: This course is for students with advanced choir experience. Students must audition for the directors and demonstrate mature vocal technique, sightreading skills, and commitment to performance. Students will concentrate on vocal technique, sightreading skills and preparation for performance. Four concerts and U.I.L. Concert and Sightreading contest are the performance requirements. Nine weeks grade reflects class participation, sightreading skill, vocal development, and sectional rehearsal/concert attendance. Students in A Cappella Choir are expected to fully participate in all performance activities, including approved travel.

Concert Treble

Kelly Moss, Director

GRADE LEVEL – 9, 10, 11, 12

PREREQUISITES: Open females in grades 9, 10, 11 and 12: placement by teacher recommendation.

COURSE DESCRIPTION: This is the advanced Treble Choir. Students in this choir will be taught and will continue to learn beginning musical skills through the rehearsal and performance of SSA music and sightreading. Students will concentrate on vocal technique, sightreading skills and preparation for performance. Nine weeks grade reflects class participation, sightreading skill, vocal development, and sectional rehearsal/concert attendance. Students in this class will have the same audition opportunities as the students in class 8418.

Acappella Prep

Jared Wade & Kelly Moss, Directors

GRADE LEVEL – 10, 11 and 12

PREREQUISITES: Open to 10, 11 and 12th grade males and females: placement by teacher recommendation.

COURSE DESCRIPTION: Students in this choir will be taught the study of musical skills through the rehearsal and performance of SATB music and sightreading. Students will concentrate on vocal technique, sightreading skills and preparation for performance. Three concerts and U.I.L. Concert and Sightreading contest are the performance requirements. Nine weeks grade reflects class participation, sightreading skill, vocal development, and sectional rehearsal/concert attendance.

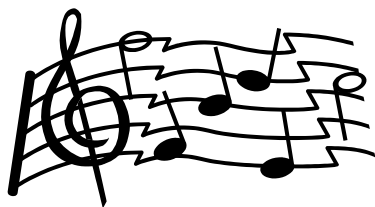
Vocal Ensemble - Espree

Kelly Moss and Jared Wade, Directors

GRADE LEVEL - 10 (instrumentalists only) 11, 12

PREREQUISITES: Open to students in grades 11 and 12: an audition is required.

COURSE DESCRIPTION: Nine weeks grade reflects class participation, vocal development, and rehearsal/concert attendance. This group is open by audition each May. Students must demonstrate superior musical skills. Singers in Espree must also be members of the A Cappella Choir. (8418)



All Richardson ISD Music Program Guidelines will be printed in Italics.
All Lake Highlands High School Choir Specifics will be printed in regular print.

Auditions

- *All RISD choir courses require full year participation and involve outside of school rehearsals and performances.*
- *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.*

Lake Highlands High School Choir Specifics

Placement in A Cappella, and Espree is by audition only. The Head Choir Director determines the requirements for auditions which include tone production, sight reading, musicianship, etc. The Head Choir Director will notify students of audition dates, and requirements at least two weeks in advance and results within a week of the conclusion of the auditions.

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 the high school and all of its feeder schools grades 7-12, and to provide program communication to students and parents at all levels of participation.*

Lake Highlands High School Choir Specifics

- The Lake Highlands Area Choir Booster Club (LHACBC) is a non-profit organization of parents who come together to help support and enrich the choral music education program in the Lake Highlands attendance area. The four schools share a common treasurer and a common bank account. Each school has it's own balance and there is no sharing of funds. The junior high students do not raise money for high school equipment or activities.
- The Booster Club board is elected in the spring of the preceding school year. A Lake Highlands High School Choir parent fills the position of president. Lake Highlands

Middle School and Forest Meadow Middle School have their own Vice President, who serves on the Choir Booster Club board, but whose primary function is to support their own campus choir program.

➤ **Membership**

Membership forms to join LHACBC are distributed in August. Additionally, you will find a form in the back of this Handbook. Dues of \$15.00 per family include three newsletters throughout the school year. If for some reason you do not receive a membership form, please contact the Membership Chairman listed on the LHACBC Board Member roster.

➤ **Meetings**

There will be three (3) meetings held in the fall, winter and spring. The general meetings are twice (2) a year. The meetings scheduled for 2026-2027 will be:

September 1	6:30p Board and 7:00 General Meeting – LHHS Choir Rm
January 7	7:00p Boosters Club: Officers/Committees - LHHS Choir Rm
April 19	6:30p Booster Club Spring Meeting – LHHS Choir Rm

All meetings will be held in the LHHS Choir room. These meetings will also be announced in the newsletters. Please put these dates on your calendar and come be a part of this very effective choral support group.

➤ **Volunteer Opportunities**

Get involved in the Booster Club's many activities. Call the Booster Club President for volunteer information. There will be opportunities to sign up for volunteer committees at the first Booster Club meeting and at the Fall "Meet the Teacher" Night. For your convenience, there is a volunteer form in the back of this Handbook.

➤ **Family Choir**

The Lake Highlands High School Parents/Faculty/Staff Choir is a volunteer organization that performs in the annual Holiday concert. This year's concert date is pending. As Booster Club members, you are encouraged to be a part of this organization. The group has three rehearsals, all of them on Sunday afternoons. It is certainly not necessary that you have a musical background. Rehearsal dates and times are as follows:

Specific dates will be shared with the department and families by
the Choir Directors

Even if you can't make all of the rehearsals, or have to come late or leave early, we would love to have you! We will work around your holiday schedule! All rehearsals will be held in the LHHS Choir room.

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.*

Lake Highlands High School Choir Specifics

The calendar of events will be provided by the individual director no later than the first day of school. Please check your calendar and report any conflicts to the directors. Attendance at all performances and rehearsals is required. If an excused absence is anticipated, a written notification should be submitted at least two days in advance.

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.*

Lake Highlands High School Choir Specifics

- Students enrolled in the choir program are expected to display exemplary behavior at all times. At every performance as a choir member, you represent your family, Lake Highlands High School, the RISD, and Richardson, Texas. Make sure that your actions prove that the Lake Highlands High School Choirs are a class act in every way.
- Choir students are welcome in the choir rehearsal room before and after school. However, do not disturb if there is a class or section rehearsal in progress. Show every courtesy to the director and students involved.
- The following requirements will make our rehearsals more productive and will contribute to a positive learning environment.
- **Guidelines for Each Singer**
 - ☐ Be on time for class and/or extra rehearsals. Anyone not in their assigned seat when rehearsal begins will receive a school tardy on attendance and receive the LHHS consequences for multiple tardies.
 - ☐ No gum, candy, food, or drinks in the choir room during the school day.
 - ☐ Upon entering the choir room, leave backpacks, purses, electronic equipment, etc. in a corner of the room. **Do Not** bring these items to the risers. Points will be deducted from the individual weekly grade each time a singer's folder is left out after rehearsal, if he/she eats or drinks in class, or brings books or homework to the

risers.

- ☐ Upon entering the choir room, check the agenda slide for the day's rehearsal instructions. If directed to do so, get your choir folder and sit in your assigned seat. At the end of the rehearsal, place the folder back in the correct slot.
- ☐ When given a new piece of music, the student should put their name and folder number on the cover of the music and number the measures. All marks must be made in pencil. Graded folder/ music checks will take place each nine weeks.
- ☐ Maintain good rehearsal practices and etiquette and actively participate in the ensemble rehearsal.
- ☐ The equipment and supplies in the choir offices and room are not for your use without permission. ***This includes the telephone, piano, and the computer!***
- ☐ Please put this year's choir dates on your calendar. Each choir member is responsible for keeping up with the year's activities. The 2026-2027 calendar will be distributed to students.
- ☐ Use of cell phones is prohibited during rehearsals.
- ☐ 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.*

Lake Highlands High School Choir Specific

Our goal as a staff is to make sure that all students are treated fairly. Please call 469-593-1061 if you have any concerns, to resolve problems and/or to schedule an appointment. We will work with you to resolve problems. We are here to provide a quality music education for all our students.

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 nine- week 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.*

Lake Highlands High School Choir Specifics

The Lake Highlands staff shall enforce all eligibility policies. Students who are ineligible will continue to rehearse during their choir class and before and after school and participate in curricular performances to earn their choir grade. Ineligible students may not travel with the choir or participate in extracurricular performances.

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 and Drug and Alcohol Policy

- *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*

Lake Highlands High School Choir Specifics

All students must complete and return the Extracurricular Activity Agreement Form. No one will travel or perform with the choir 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 choir member’s nine-week grade will be an average of the following:*
 - **Fundamentals (20%)**
 - ☐ The student will be expected to improve fundamentals of singing and sight-reading.
 - ☐ 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, tone production, air production, articulation and attentiveness as monitored during rehearsals.
 - ☐ The student will be expected to develop a historical knowledge of the literature relative to choral history and/or his/her voice part.
 - **Skills (20%)**
 - ☐ The student will be expected to improve individual music skills.
 - ☐ The student’s individual skill development will be evaluated through recorded singing tests, individual singing tests, sightreading tests and written tests.
 - ☐ The student will be evaluated on improvement of ensemble skills during daily rehearsals.
 - **Participation (30%)**
 - ☐ 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 folder, music, pencil and supplies.
 - ☐ The student will be prepared to sing his/her part successfully.
 - ☐ The student will mark music and take notes as needed.
 - **Performance (30%)**
 - ☐ 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.

➤ **Semester Exam**

Semester grades shall consist of an average of the 2 nine-week grading periods and a semester exam. The average of the 2 nine-week grading periods shall count as a minimum of 80% of the overall semester grade. The semester exam shall count a maximum of 20% of the overall semester grade.

Lake Highlands High School Choir Specifics

The students will be expected to meet the responsibilities for each choir class as listed in the preface of this handbook. Since choir is an academic music class with some extracurricular activities attached, the choir student's grade will reflect achievement in both curricular and extracurricular areas.

Honors Credit

- *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. The goal of this rigorous Honors program is to challenge outstanding students to improve their individual musical skills at a high level and have a positive impact on the student's overall grade point average.*
- *Students must enroll in Honors Band, Choir and Orchestra at the beginning of each semester. In accordance with RISD Guidelines, students have 15 days from the first day of each semester to decide whether to stay enrolled in the Honors Course and complete all requirements or drop it and enroll in Regular Band, Choir and Orchestra. At the end of the semester, students earning a passing grade in Honors Band, Choir and Orchestra shall receive 5 additional quality points in the GPA/Rank.*
 - *Band, Choir and Orchestra students who wish to enroll in the Honors program, must have a minimum average grade of 80 in previous Band, Choir and Orchestra classes, show potential for completing the requirements for Honors courses and be*

- recommended by their director. The final determination for admittance to the Honors program rests with the director.*
- *The focus of Honors Band, Choir and Orchestra is the development of independent musicianship in contrast to Regular Band, Choir and Orchestra where the focus is on large group performance with a conductor. The expectations of the Honors courses will be at higher levels of expertise, confidence, performance and skill development in order for participating students to be independent musicians functioning as soloists and chamber music participants. Research projects and work with music theory will enable the Honors student to be a more knowledgeable, well-rounded musician.*
 - *Honors Band, Choir and Orchestra exceed the requirements of Regular Band, Choir and Orchestra by requiring additional work outside the classroom as described under **Grading Guidelines in Music**. The student enrolled in the Honors course must fulfill the curriculum for the Regular Band, Choir and Orchestra classes at an advanced level plus the rigorous Honors course requirements. The director will communicate specific requirements and deadlines at the beginning of each semester. The Honors student must:*
 - ❑ *Exhibit an advanced level of participation, skills, fundamentals and performance.*
 - ❑ *Attend two professional performances or other performances approved in advance by the director each semester in the student's respective Honors area. Documentation of these performances will include a program and a minimum two-page critique of each performance. The paper must be typed 12 point, Times New Roman font, double-spaced and must reflect the writing quality, content, and construction expected of an Honors student.*
 - ❑ *Prepare all of the Texas Music Educators Association All Region audition materials during the fall.*
 - ❑ *Audition for All Region during the fall unless waived by director.*
 - ❑ *Complete a research paper each semester on a topic approved by the director. The paper must be a minimum of six pages typed 12 point, Times New Roman font, double spaced, and include a work-cited page. A minimum of three sources is required. The paper must reflect the writing quality, content, and construction expected of an Honors student.*
 - ❑ *Participate in the RISD Vocal Music Festival as a solo performer.*
 - *The student, with director approval, may choose one of the following as an alternative to the research paper for one semester only.*
 - ❑ *Complete individual music theory projects as assigned using the music computer lab.*
 - ❑ *Compose an original piece of music – length and content to be approved by the director.*

Lake Highlands High School Choir Specifics

Assignment criteria and due dates will be made available in class and on the choir website lhhschoir.org.

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.

Medical Release & Permission to Travel Form

- *All students enrolled in band, choir and orchestra must have a Medical Release & Permission to Travel 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.*

Lake Highlands High School Choir Specifics

All students must complete a Medical Release & Permission to Travel Form. No one will travel or perform without this form on file.

Private Lessons – Voluntary Music Enrichment Program

- *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.*

Lake Highlands High School Choir Specifics

➤ Voice Lessons

- ☐ The Lake Highlands High School Choir has a strong private study program coordinated by the Booster Club. The teachers are highly qualified professionals who are auditioned and approved by the Head Choir Director. Participating students receive one private lesson per week at a cost of \$25.00 per lesson.
- ☐ Lessons will be conducted during the choral music class, study hall, lunch or after school. Areas of concentration will include correct vocal support, breath control, tone color and quality, repertoire suited to voice type and capabilities, and sight-reading.

➤ **Make-Up Lessons and Cancellations**

- ☐ Students or parents canceling lessons should call the vocal instructor before 8:00 a.m. on the morning of the lesson. Leaving a message at the school is not acceptable. The student will be charged for the lesson if the instructor is not notified. There are no refunds and no rescheduling of no-shows.
- ☐ If the instructor is unable to make a scheduled lesson, the student will be notified. The lesson may then be rescheduled, or the fee for that lesson will be credited to next month's bill.

➤ **Private Lesson Fees**

- ☐ The fees are set by RISD at **\$25.00 per lesson**. The lessons will be paid in groups of four (i.e., \$100 per billing period), and will be due after the fourth lesson. At that time a payment card will be sent home reminding the student/parent of the amount due. Checks should be made payable to the individual voice instructor. There is a one-week grace period for payment of lessons. If payment is not received by the second lesson, **no further lessons will be taught until payment is made. If payment is not received by the third lesson, the student will be dropped and the next student on the waiting list will take his/her place.**
- ☐ We are lucky to have such excellent, professional voice instructors in our area. They depend on these voice lessons for a major part of their income. Please try to be aware of the due dates for payment on the bills that they send home! If a teacher has continuing problems getting a student's payments, the student will be dropped.
- ☐ In the event a check with insufficient funds is written for payment of voice lessons, the appropriate person will be notified and cash will be collected as payment. Any subsequent hot check will result in the requirement that all voice lesson payments for the remainder of the school year be made in cash.
- ☐ The purchase of vocal literature will be minimal. The vocal libraries in the choral music departments are usually adequate to cover most of the year's music needs.
- ☐ Some activities during the year (i.e., Solo and Ensemble, Espree auditions, recitals), may require a professional accompanist. The student/parent will be expected to pay the accompanist their required fee to be determined in advance.

➤ **Scheduling**

Students will be scheduled on a first come-first serve basis. Permission sheets will be available the first week of school. Please see the director for a complete list of private lesson faculty now teaching at Lake Highlands High School.

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 designed 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.*

Lake Highlands High School Choir Specifics

➤ **A Cappella**

Sectionals are part of your responsibility for being part of this select ensemble. If you are a chronic absentee, you will be removed. A schedule of rehearsals will be passed out prior to the concert or contest, and the sectional schedule will be listed on the choir room television. **These rehearsals are required.** An unexcused absence from a sectional will lower the student's participation average. (See **Grading Guidelines in Music.**)*

➤ **Other Choirs**

There may be sectionals each week for several weeks preceding both the Holiday Concert and U.I.L. Contest. **These rehearsals are required.** An unexcused absence from a sectional will lower the student's participation average. (See **Grading Guidelines in Music.**)*

*The director must be notified in writing of any unalterable conflicts **prior** to the rehearsal. In an emergency, an explanatory phone call, email or text message is appropriate.

- In case of a conflict with another school activity, it is the responsibility of the student to notify the sponsors of the activity prior to the date.

Religious Music Guidelines

Background Information

- *RISD has adopted Guidelines for Religious Practices.*
- *One of the components reviewed by the committee was 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 Expense and Fees

- *All high school music organizations levy fees to cover expenses of uniform upkeep, additional equipment, school-owned instrument rental 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.*

Lake Highlands High School Choir Specifics

➤ Operating Fee

- ☐ Students in the LHHS Choir department are required to pay a \$125 operating fee. This fee is necessary to maintain a quality choir program for our students and is required to purchase items which are not provided by the district such as additional music, accompaniment discs, folders, supplies, dry cleaning, clinician and accompaniment fees, administrative costs, and sound equipment.
- ☐ This \$100 fee may be offset by profits earned by the student in fundraising activities. This year's projects include:
 - Butter Braids Sales: August 28th and 29th
 - Delivery in September
 - Spring Fundraiser TBD
- ☐ Upon completion of fundraising efforts, the LHACBC fundraising chairman or assistant treasurer shall provide an accounting to each family of fundraising results and the resulting operating fee due and payable to the LHACBC.

CHOIR EXPENSES

OPERATING FEE \$125.00
(includes uniform rental and shirt)

➤ **Replacement Costs**

All students will be issued a uniform, choir folder and music. These items are to be returned at the end of the school year. Students are responsible for taking care of these items and will be charged for damages. The uniform will not be checked out until the choir uniform fee is paid. Turn-in dates will be announced at the end of the school year.

➤ **Choir Trip**

In addition to local performances, the LHHS Choir Program takes a trip each spring. The purpose of the trip is for the choir to perform in a choral festival. Specific details regarding the trip will be available throughout the year. Students must meet the following expectations:

- ☐ Students must meet all local and state eligibility requirements to participate in the competition.
- ☐ Students who are ineligible may not travel with the choir.
- ☐ Students must be able to satisfactorily perform the material assigned for the performance.
- ☐ Students must have attended scheduled rehearsals.
- ☐ Students must fulfill their financial obligations to the organization.

LHHS CHOIR TRIP – DISNEYWORLD & ORLANDO STUDIOS

March 4-8, 2027

CHOIR TRIP estimated cost
without fundraising contributions is \$1500

➤ **Refunds and Transfer of Funds**

- ☐ In accordance with Internal Revenue Service mandates, no scholarship money will be refunded.
- ☐ A non-refundable deposit will be collected. Date TBD
- ☐ **Students who become ineligible or decide not to make the trip WILL NOT receive a refund once fees have been paid to airlines and travel agents. This time frame is determined by the respective agencies and is not under the control of the choir director.**
- ☐ Any student who withdraws or is removed from the choir program will forfeit any and all deposited funds.

➤ **Fundraising**

- ☐ All money raised during fundraising activities belongs to the LHACBC.
- ☐ If a student withdraws from choir or fails academically, and is unable to participate, any scholarship money earned through fundraising participation will become part of the LHACBC general fund.
- ☐ LHACBC consistently has problems with checks with insufficient funds written for fundraising items. Student's names must be written on checks they collect. Every

effort will be made to collect such checks, but in the event LHACBC is unable to collect, **the student responsible for that check will not receive credit for funds raised in connection with that check.**

Transportation

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

Lake Highlands High School Choir Specifics

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

Travel

- *Documentation: The RISD Fine Arts Overnight Trip Request form must be signed and on-file before securing plans or announcing the trip to students.*
- *Approval Process: Annual travel requires signatures for the Principal, the Area Superintendent, and the Executive Director of Fine Arts.*
- *Requirement: Every trip must feature an approved performance participation component*
- *Out-of-State Limits: Students may travel out-of-state only **once** during their high school tenure.*
 - *4-year program: 3 in-state; 1 out-of-state*
 - *3-year program: 2 in-state; 1 out-of-state*
 - *2-year program: 1 in-state; 1 out-of-state*
- *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 do 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.*
- *Students must attend scheduled rehearsals. The director will determine if students meet the standard.*
- *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 Superintendent.*

Lake Highlands High School Choir Specifics

In addition to local performances, the Lake Highlands Choir Program takes an extended trip each spring. The purpose of the trip is for the choir to extend their educational experiences through performance in a choral festival or competition. (See **Choir Trip** under ***Required Expenses and Fees*** for more information.)

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.*

Lake Highlands High School Choir Specifics

- All choir students will be issued a uniform, choir folder, and music. These items are to be returned at the end of the school year. Students are responsible for taking care of these items and will be charged for damages. Turn-in dates will be announced at the end of the school year.
- Formal choir uniforms consisting of a black dress for girls and a black tuxedo, shirt, cummerbund, bow tie and pocket scarf for boys will be issued after the Uniform Fee is paid. These formal uniforms are mandatory for all performances. The formal concert uniform is to be returned after the choir trip.
- Students must return uniforms dry cleaned with their name clearly visible. Each student is responsible for paying the replacement fee for any uniform part that is damaged or lost.

Alterations

Alterations are the responsibility of each student. If the hem needs to be adjusted, do not remove any fabric from the garment. Please adhere to the following rules:

Boys

- ⇒ Measure the pant hem wearing the shoes you will wear when you perform.
- ⇒ If altering the jacket, measurements should be taken with the tux shirt on.

Girls

- ⇒ Measure the dress hem wearing the shoes you will wear when you perform.
- ⇒ The finished dress length should touch the top of the concert shoes.
- ⇒ Do not press the fabric.
- ⇒ The finished hem depth should be no more than 4". If the fold under is more than 4", then fold the excess amount of fabric under or inside the hem before sewing. Use black thread with small hemstitches for hemming. Do not use staples, tape, safety pins or fabric fuse. The dress must be hemmed using a needle and thread.
- ⇒ If you need help, please call one of the choir uniform moms.

<u>REPLACEMENT COSTS</u>	
GIRLS DRESS	\$ 70
BOYS TUXEDO	\$150
Boys Shirt	\$ 20
Cummerbund	\$ 15
Boys Pocket Scarf	\$ 5
Bow Tie	\$ 5
CHOIR FOLDER	\$ 10
MUSIC	REPLACEMENT COST

Espree Uniforms

- ☐ Espree uniforms will be purchased by individual members. If the same uniform is used the next year, the Espree uniform may be sold to a new member when a student graduates.
- ☐ A detailed list of the 2026-2027 Espree expenses will be provided at the August Parent Meeting.
- ☐

<u>ESPREE UNIFORMS</u>	
<u>GIRLS</u>	
DRESS and CHARACTER SHOES	\$170.00
<u>BOYS</u>	
PANTS, VEST, SHIRT, TIE, CUMMERBUND	\$110.00

Vocal Ensemble

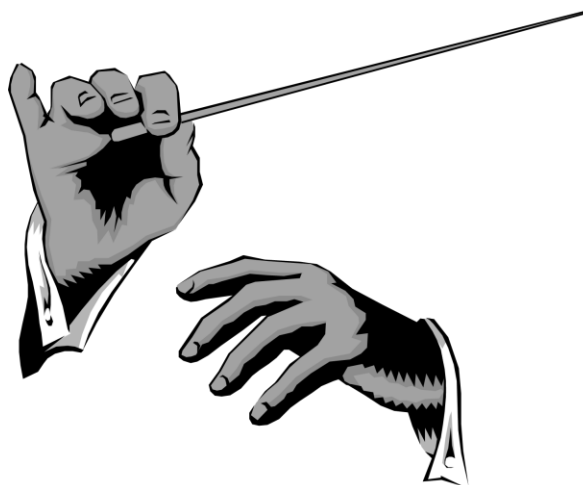
- *To participate in vocal ensemble (pop choir), a student must have concurrent membership in the school choir program. Exceptions may be made only for instrumentalists with the approval of the Head Choir Director, the Executive Director of Fine Arts and the building Principal.*

Officers

- **A Cappella Choir** -The officers in the A Cappella choir are elected in May of the preceding year and help the directors during the summer in planning for the year. Officer guidelines are listed below. Section Leaders will be selected by the director.
- **Other Choirs** - Any student may run for office in choir. Officers are elected by their fellow choir members on the basis of leadership, service, and participation in the choir program. These students are expected to exhibit outstanding behavior and a positive attitude at all times. To run for office, he/she must fill out the Google Form stating their reasons for running for an office, and how they see their leadership enhancing the experience of all students in the ensemble. Each choir will have 7 officers: President, Vice President, Secretary/Scribe, Treasurer, Tech Officer, Historian/Librarian and Social Media/Program Promotion Manager. Section Leaders, Student Accompanists, and Student Directors will be selected as needed by the directors.

Concert Etiquette

- Audience members are encouraged to follow some well-established standards for formal concert behavior.
- Refrain from talking during the performance.
- Remain seated for the entire concert if at all possible. If it is absolutely necessary to do so, move only between selections and exit at the nearest door.
- Wait to re-enter the auditorium until the performing group is finished.
- Applause is the only appropriate form of expressing appreciation. A good rule of thumb is to wait until the conductor lowers his or her hands to indicate the completion of the selection or work.
- Please eliminate disruptions by turning off pagers, cell phones, and removing small children who are crying or speaking loudly.
- Students are not permitted to leave until the end of the concert and are expected to observe all performing groups. This is part of the educational process.



Richardson ISD Extracurricular Code of Conduct 2026-2027

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.

**2026-2027 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

2026-2027 LAKE HIGHLANDS HIGH SCHOOL CHOIR

HANDBOOK ACKNOWLEDGEMENT FORM

This Handbook is distributed to all Lake Highlands High School Choir students and their parents. The information is intended to make your choir experience as positive and fulfilling as possible.

Please sign the following acknowledgement form and return it to the choir 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 RECEIVED AND READ THE 2026-2027 LAKE HIGHLANDS HIGH CHOIR HANDBOOK AND WILL OBSERVE ALL GUIDELINES FOUND THEREIN.

LHHS Choir Student Signature

Date

I HAVE RECEIVED AND READ THE 2026-2027 LAKE HIGHLANDS HIGH CHOIR HANDBOOK AND UNDERSTAND HOW IT APPLIES TO MY CHOIR STUDENT.

LHHS Choir Parent/Guardian Signature

Date

I grant permission for LHHS Choir to identify me by name or likeness or both in LHHS or RISD publications, either printed or electronic.

☐ Accept

☐ Decline

LHHS Choir Student Signature

I grant permission for LHHS Choir to identify my above named child by name or likeness or both in LHHS or RISD publications, either printed or electronic.

☐ Accept

☐ Decline

LHHS Choir Parent/Guardian Signature





RISD Fine Arts Department Authorization and Release for Student Travel

General Information

Throughout the year, your student's Fine Arts program may travel locally or out of the local area to performances, competitions, enrichment opportunities etc. Your student is eligible to attend if you choose to allow the student's participation. These trips are designed for enrichment, entertainment, and/or curriculum enhancement and your student's participation is completely voluntary. If a trip involves travel out of the local area, students will be responsible for meeting all financial commitments for the trip. Students represent the Richardson Independent School District and their school at all times. Student participation in this trip or any other activity is conditioned upon the student's compliance with all applicable rules and policies before and during the activity. Any student who engages in inappropriate behavior while away from RISD on a school-sponsored trip is subject to immediate removal from the activity at the parents' expense in addition to any other school discipline which may be administered.

This form provides basic information about the trip and seeks to gather important information about your student that is necessary during the trip. The activity sponsor will provide more detailed information and you will have the opportunity to ask questions to ensure you make a fully informed decision about your student's participation in this activity.

Please carefully read and complete all information requested on this form. Incomplete forms may delay your student's approval for the activity.

Student and Parent /Guardian Information *(Please print legibly and provide all requested information)*

Student's Full Name _____ DOB _____

Student's Address _____

Student Mobile Telephone # _____ Student Home Telephone # _____

Name(s) of Student's Parent(s)/Legal Guardian(s) _____

Address (if different from student) _____

Mother's Telephone Contact #s (Home, Mobile, Work) _____

Father's Telephone Contact #s (Home, Mobile, Work) _____

Name/Contact #s for Alternate Adult (Emergency Contact) _____

Name/Contact #s for Alternate Adult (Emergency Contact) _____

PRINTED Student Name: _____

PARENT/LEGAL GUARDIAN AUTHORIZATION & RELEASE

My signature below certifies that I (i) am the parent/legal guardian of the student named in this form and that I have full legal authority to make decisions concerning this minor child, (ii) have carefully completed the information requested on this form and the information is true and complete, (iii) have familiarized myself with the school-sponsored activity described in this form and I have had an opportunity to ask questions about any aspect of the activity, and (iv) authorize my student named herein to participate in the described activity, including the use of transportation through common carriers or other public or private means. I understand that the Richardson Independent School District and its employees will take reasonable steps to ensure the activity is conducted in a safe and responsible manner but I further understand and agree that my student could be injured or sustain other damage or loss. In consideration of the work by the Richardson Independent School District and its employees to plan and sponsor this trip and to allow my student to participate, on my own behalf and on behalf of my minor student named herein, I hereby release and hold harmless the Richardson Independent School District and its trustees, employees, agents, assigns, and volunteers from any claims or causes of action, including negligence, resulting from any damages, injuries, or other loss to my student, to me, or my family, arising out of or resulting from my student's participation in this trip.

In the event that my student is presented for or requires medical treatment or surgery or any other form of medical care or aid, I do hereby authorize the trip sponsors/chaperones to provide consent for my student to obtain such care and I authorize any medical provider to communicate or consult with such sponsors or chaperones about my student's medical treatment, including disclosing my student's protected health information. I understand that I am responsible for payment of all costs or charges related to medical treatment my student receives such as, but not limited to physician, hospital, x-ray, lab, drugs, and EMS.

Signature: _____ Signature: _____

Date Signed _____ Date Signed _____

Health-Related Information

1. List allergies to food, medications, other. (If None, state NKA.)
2. Describe all major health concerns and illnesses (*e.g.*, diabetes, epilepsy, allergies, heart issues, etc.) (If None, so state.)
3. Will the student be required to take any medication on the trip? If yes, describe. If no, so state.
List medication(s), their purpose, mode of administration, and any assistance the student requires
4. Date of last Tetanus injection:
5. Name/Address/Phone of family physician:
6. Does student wear (yes/no): glasses? _____ contact lenses? _____ hearing aid? _____ other assistive device? _____
7. Additional medical information or comments:

Insurance Coverage – Please attach a copy (front and back) of any medical and/or dental insurance card(s) under which the student is covered. Identify which carrier provides the primary coverage, if applicable.

Name of Parent who is the Policy Holder: _____