

*Richmond County Fine Arts  
Policy and Procedures  
Handbook*



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**Fine Arts Program Specialist**

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*Mission Statement*

Building a world-class school system through education, collaboration, and innovation.



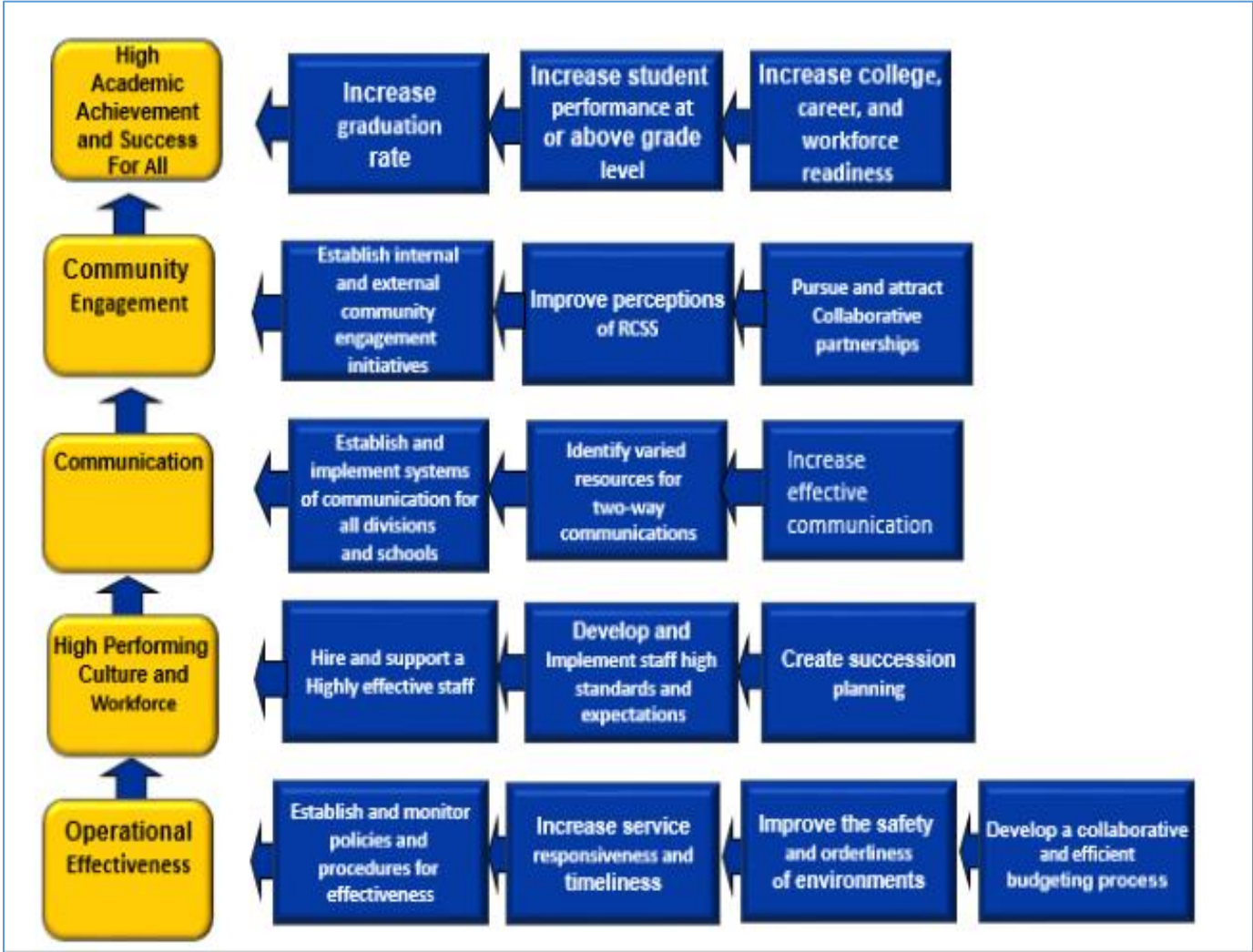
*Vision Statement*

The Richmond County School System will create a world-class, globally competitive school system where all students will graduate and are college/career ready.

**Belief Statements:**

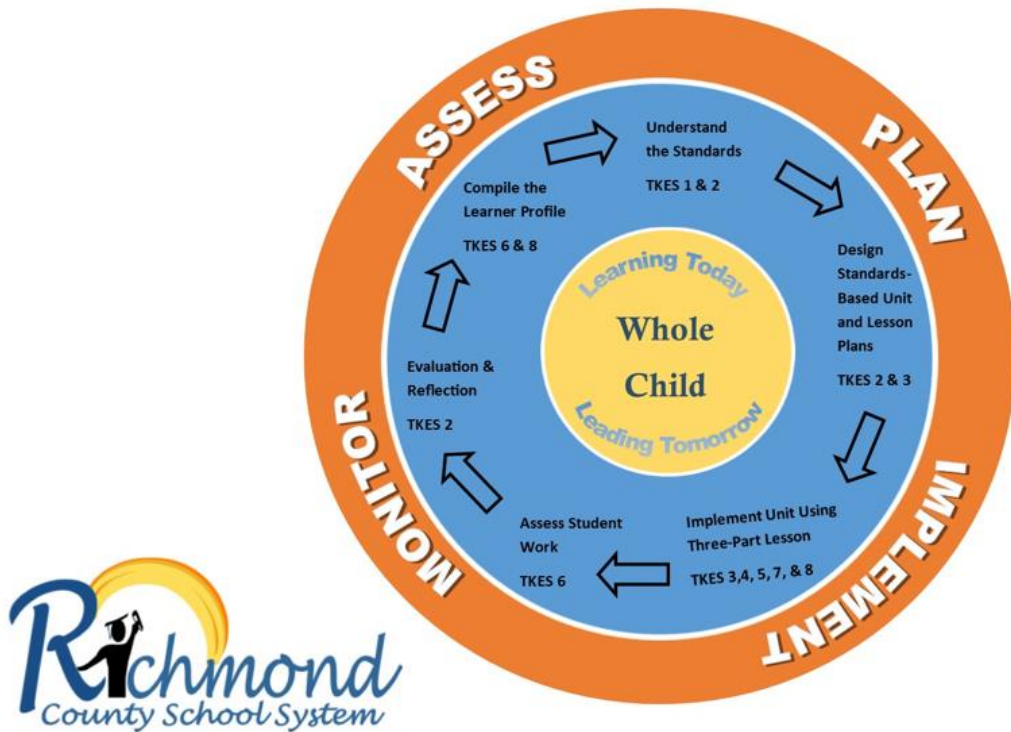
- Every person has the right to a quality education
- Education is the shared responsibility of the individual, home, school, and community
- Every person can learn
- Respect and acceptance are essential for learning and personal development
- A safe, healthy and orderly environment is essential to learning
- Communication is the key to understanding among people
- Excellence cannot be compromised

# Richmond County School System Strategy Map



Every school and program in the Richmond County School System will develop a school improvement plan alligned to the Strategy Map. The Gold boxes are Goals Areas and the Blue boxes are Performace Objectives.

# RCK12 Instructional Framework



Mission Statement: The mission of the Richmond County School System is building a world-class school system through education, collaboration and innovation.

## **ASSESS**

### **Compile Learner/Class Profiles (TKES Standards 6 and 8)**

- Set Learning Goals for each student
- Adjust/Differentiate Instruction based on Data

## **PLAN**

### **Understand the Standards (TKES Standard 1 and 2)**

- Review Learning Targets and Success Criteria for each Unit

### **Design Standards-Based Units and Lessons (TKES Standards 2 and 3)**

- Develop Standards-Based Interdisciplinary Units

## **TEACH**

### **Implement Unit (TKES Standards 3, 4, 5, 7, 8)**

- Teach Three Part Lessons and use a variety of Assessment Types

## **Monitor**

### **Assess Student Work (TKES Standard 6)**

- Analyze Student Work and Provide Feedback

### **Evaluation and Reflection (TKES Standard 2)**

- Revisit Student Goals and Make Adjustments According to Students' Assessment Data

## **Fine Arts Georgia Standards of Excellence (GSE)**

The Georgia Standards of Excellence have been created in Media Arts, Visual Art, and Theatre and are voluntary for the 2017-18 school year. **Full adoption begins in the 2018-19 school year.**

The standards were revised based on public feedback, including a 60-day public comment period in the spring of 2016. K-12 fine arts teachers, postsecondary educators, school district fine arts coordinators, business and industry representatives, parents, and fine arts organizations were represented on the committees that drafted and reviewed the standards for Media Arts, Theatre Arts, and Visual Arts.

The Georgia Performance Standards are still in effect for Music and Dance which will go through the revision process in the 2017-18 school year.

## **RCSS Fine Arts Curriculum**

Our Fine Arts Curriculum may be found in the Rubicon platform. Here you will find curriculum maps, pacing guides, and standards are provided for each program and grade level. You may develop your own units and align all content standards here. Access to these units are available in:

- <http://www.rcboe.rubiconatlas.org>

You may develop your own units and align all content standards here.

## **Fine Arts Diploma Seal**

The Georgia Fine Arts Diploma Seal and Career Pathways were developed for each subject area and are guides for planning high school elective choices. The Georgia STEAM certification program began in the 2016-17 school year for STEAM schools and programs K-12. A wide variety of elective courses are offered at Georgia schools at the secondary level in dance, music, theatre, visual and media arts and are chosen by local systems and schools to benefit their students.



In Spring 2017, over 200 Richmond County seniors were awarded the GADOE Fine Arts Seal. The following requirements must be met in order for a student to receive the seal:

- **Fine Arts Courses** (A total of four course credits must be listed to be eligible. Three out of the four credits must be in the same Fine Arts Pathway. The fourth credit can be in a Creative Skills CTAE course or another Fine Arts course.)
- **Two Arts – Related Extracurricular Activities** (ex: band, chorus, art club, drama club, yearbook, etc.....)
- **20 Hours of Arts Related Community Service**
- **Capstone Presentation**

**Fine Arts Capstone Project:** Students seeking to earn the Diploma Art Seal must finish a capstone project. The area of study will determine the presentation/performance piece of the capstone. All students will write a reflection on the process, and what they learned from being a Fine Arts student.

**Visual Arts-** Students must present their portfolio work in an art show. They will write an artist statement about themselves, their work, and the process they went through.

**Band/Chorus/Dance/Orchestra/Theatre-** Students will perform a piece of music, dance, or scene for a selected audience. This could be at a concert, dance, play, or at school for a selected group of teachers. They will write a reflection on their music/acting and the process of being a Fine Arts student.



## **Meetings / Rehearsals**

The Mandatory Fine Arts County Wide Meeting will be held at the beginning of each school term and we will be called during the school year as needed. The Fine Arts Leadership Team will meet the first Wednesday in each month. Department Meetings will be scheduled monthly by the Lead Area Teacher (Art, Band, Chorus, Drama, Dance, and General Music) with changes made when appropriate. Teachers are REQUIRED to attend these meetings unless their principal approves their absence. Notification of any absence must be made to the Fine Arts Program Specialist prior to the meeting. Orchestra teachers meet on Wednesday mornings at Tubman Learning Center. Attendance will be taken at all meetings and a report will be sent to principals when occurring absences occur.

## **Policies Regarding Rehearsals**

As with all other school programs, the music program of the system, while containing some differences from school to school, must also have several threads of consistency throughout the system. The following sections include guidelines pertaining to rehearsals and performances:

### **A. Pre-Season Band Camp Rehearsals (High School)**

High school bands may begin Band Camp or rehearsals no earlier than four weeks prior to the first day of school for students. There is no minimum specific time restriction imposed upon rehearsals during this period. Band Camp should be held a maximum of one or two weeks. Band directors have the option to require band members to report for rehearsals a **maximum of** four hours a day for five days a week, Monday through Friday during the pre-opening of school. Heat conditions must be considered and rehearsals altered as necessary. Each school is notified by the Board of Education when the heat index reaches the danger level. Directors are to use precaution when exposing students to extreme heat conditions.

### **B. Marching Band Rehearsals during the school year (High School)**

Marching bands may rehearse before or after school hours from the opening of school through the annual Christmas Parade. Exceptions are made for special events. Marching bands will rehearse a minimum of 3 hours per week outside of school hours. There shall be a maximum of 2 hours of rehearsals on any given day outside of school hours. Band practice should not extend beyond 5:00 p.m.



**PLEASE NOTE:**

- Students enrolled in high school marching band, concert band, jazz band, orchestra, choir, drama, and dance must understand that rehearsals and attendance to performances outside of class is expected and required for course credit.
- All after school Fine Arts program activities such as rehearsals are scheduled at the discretion of the director.

**Students are not allowed to participate in any performances or activities without signed RCBOE Parent Permission Form.**

**Policies Regarding Performances**

The bands, choruses, and orchestras are expected and encouraged to participate in some of the following listed activities. Participation will not only provide musical experiences for the students, but will serve as a motivational growth factor as well.

All high school band, choral, and orchestra students throughout the county should be provided the opportunity to participate in local, district and state music activities and organizations. High performance groups are expected and encouraged to participate in the following listed activities.

- Concerts
- Football Games (bands)
- Parades (bands - as assigned)
- Large Group Performance Evaluation\*\*
- All County High School Band, Chorus, Orchestra
- All County Jazz Band
- 10<sup>th</sup> District Honors Band, Chorus
- Solo/Ensemble Festival
- Jazz Ensemble Festival
- Regional Honors Bands and Clinics
- All-State High School Band, Chorus, Orchestra

**NOTE:** Only students enrolled in the school may participate in the band, choral, and orchestra program. It is the director's responsibility to make sure that student in the band, choral, and orchestra programs are enrolled in their high school. No mascots may be used. Community marching groups are not a part of the school band program. These community groups must not ride with the bands nor perform as a part of the school band and/or school auxiliary program. The only exception to this would be for a "special program" with written permission from the school principal and the superintendent of schools.

**\*\*NOTE:** Participation in the Large Group Performance Evaluation is a **Richmond County Requirement**. Bands, Choruses, and Orchestras may choose to perform for “Rating” or for the “Comments Only” classification. “Contracts of Participation” are signed by all band directors, choral directors, and orchestra directors.

### **Absence from School by Directors**

When directors must accompany students to events requiring their absence from school, they must follow the policies and procedures of the school and county. The Fine Arts Department **does not** provide substitutes for teacher absences for chaperoning student activities, teacher conferences, etc.

### **Security**

Band directors, choral directors, and orchestra directors must assume the responsibility for the safety and security of their student members. The following regulations support this responsibility:

1. Students should not be left at the school unattended if their rides are late. A weekly rehearsal schedule should be sent home one week in advance of scheduled rehearsals. An itinerary of trips and performances should also be given to parents and students well in advance of the event or activity. It should include the times of departure and return of the students. Directors should also remind parents to pick up their children promptly and on time after a trip.
2. Chaperones that have completed the volunteer training (or certified personnel) should be provided to assist with the supervision of students while traveling and/or performing. For local football games, it is recommended to have two chaperones per bus. (The Georgia High School Association requires that one chaperone per ten students is needed to assist with supervision. The requirement also pertains to extended football trips, as well as overnight trips.)
3. Security will be provided for bands for local and out of town football games and other activities. This is subject to prior approval and arrangements through the office of the principal.
4. During half-time at football games, the marching bands must enter the field from the home side or the end zone. A band should not enter the field from the visitor’s side of the field.

5. At the conclusion of the performance the band should return quietly to the bus/school after the crowd has dispersed. There is to be NO drumline competitions.
6. There are to be no challenges between bands at football games or parades or any public performances.

### **Safety in the Art Classroom**

It is very important that the art teacher develop safety procedures for the art classroom. It is the teacher's responsibility to ensure any materials that contain chemicals that could be hazardous are not accessible to students.

### **Georgia High School League - State Adoption - IMPORTANT**

Bands are not to play during live-ball situations.

NOTE: This includes the situation in which there is no timeout and the teams are in a huddle.

- (a) If, during a football game, a team claims interference with communications due to band noise, the referee shall give a warning to both head coaches and the bands must cease playing.
- (b) If there is a second offense by the same school's band, an unsportsmanlike conduct penalty will be imposed against that school's team.

### **GHP-Governor's Honors Program (For Rising 10<sup>th</sup> and 11<sup>th</sup> grade students)**

#### ***What is GHP?***

***From the Governor's Office of Student Achievement GHP website: "The Georgia Governor's Honors Program (GHP) is a four-week summer residential instructional program designed to provide intellectually gifted and artistically talented high school students challenging and enriching educational opportunities not usually available during the regular school year. Activities are designed to provide each participant with opportunities to acquire the skills, knowledge and attitudes to become independent, life-long learners. The Georgia Governor's Honors Program is fully funded by the Georgia General Assembly, and operates at no cost to the participant."***

**To be eligible for nomination and selection by the local school system/private school, a student must:**

- Be a current sophomore or junior.
- Have his/her nominations originate with the subject area teacher approved by the student and parent/guardian.
- Have demonstrated high aptitude and high interest in the area of nomination.
- Be in good physical/mental health. (This is not intended to be an exclusion of students with documented exceptionalities.)
- Commit to participation in the state level interviews as scheduled by the Governor's Office of Student Achievement if selected as a state semi-finalist.
- Commit to participation in the program for the entire residential period if selected as a state finalist, including opening and closing days.

Criteria for participation in the Governor's Honors Program are disseminated annually according to the state and local requirements. Local auditions in the area of Fine Arts are scheduled by the Fine Arts Coordinator after receiving student nominations from each high school. Information concerning auditions will be available at the guidance department at each high school and/or from the Fine Arts Program Specialist.

**Budget**

**Band and Chorus Allocations:**

- A. Band and Chorus Allocations:  
Each school is provided with an annual budget to purchase musical items for instructional purposes. Bands and choruses are allotted funds by the number of student members participating in the program to be used to purchase instruments, equipment, materials, and instrument repairs. A separate budget may be provided by each school from instructional funds for the purchase of music and educational supplies.
- B. Procedure for Purchasing Equipment and Materials
  1. Provide the name, description and specifications for the equipment items needed, along with the names and addresses of the companies that can supply the items(s).
  2. Submit the information to the school principal who will forward it to the school's staff person who writes the requisitions for the school (usually the bookkeeper).

3. The requisition will be sent to the office of the controller. The controller will approve and forward it to the Purchasing and Inventory control department. This department will request bids on the equipment if necessary. If a requisition exceeds \$500, price quotes from at least three vendors must be secured prior to purchase.
4. After all quotes have been submitted, a purchase order will be typed and sent to the company, which will receive the order. You will be notified when the order has been received. You may then pick up your equipment.

Used equipment may be purchased provided the Fine Arts Program Specialist, the principal, and the band director approve the purchase. When such used equipment has been identified, the band director should write on the requisition:

- 1) Can't bid      2) No other source      3) Good buy

NOTE: Music may be purchased by a director at conferences provided the principal has approved the purchase prior to the conference and funds are available in the school account. A requisition must be written to reimburse the director upon the presentation of a valid receipt. The check should be payable to the director.

**Instrument Purchase Rotation:**

Amount: \$7,000\*

**2017-2018 Hephzibah High, Josey, Laney, Butler**

2018-2019 Pine Hill, ARC, Westside, GHHS,

2019-2020 Langford, GHMS, Hephzibah Middle, Spirit Creek

2020-2021 Spirit Creek, Tutt, Cross Creek, Davidson

The purchase of the \$7,000 worth of instruments will be handled by the band director directly through the Fine Arts Program Specialist.

**\*Subject to change due to funding.**

## **Budget – Art/Drama/Dance**

Monies budgeted for the art/drama/dance programs come from school level funding. It is recommended that the art/drama/dance teacher develop a budget anticipating needs for the year and give the budget to the principal at the end of each school year so the principal has the information as they make budget decisions for the next school year.

## **Inventory**

A current computer-inventory flash drive and hard copy of the complete inventory are to be kept on file in the school office. The director should sign the inventory stating that the items listed therein are in his/her possession.

An inventory of all instruments, equipment, music, and uniforms will be taken by the director near the end of the school year and/or any time that is deemed necessary. It is the responsibility of the director to maintain an accurate account of the inventory entrusted to him/her. The director must properly account for any losses or shortages. The principal and director will sign the reported inventory hard copy and it will be sent to the Fine Arts Program Specialist at the end of each school year.

## **School-Owned Instruments**

Instrument Agreement Cards are provided by each school for parents and students to sign, assuring that they will be responsible if damage is done to the instrument (or uniform) due to negligence by the student and not from normal wear. In the event of damage, the student's report card will be held until repair-replacement costs are paid or arrangements for payment has been made. Any school-owned instrument or uniform believed to have been stolen, must be immediately turned over to the public safety officer at the school level and a report must be made. A copy of the report must be attached to the end of the year inventory if merchandise hasn't been recovered by that date.

It is suggested that directors make a list of students, school-owned and privately owned instruments with serial numbers at the beginning of each school year to be kept on file.

## **Band/Choral/Orchestra Uniforms**

### **A. Uniforms**

The Board of Education has provided each high school with band/choral/orchestra uniforms to be worn for performances. Band/choral/orchestra uniforms should **ONLY** be worn at official school related events, concert, parades and programs. It is expected that band/choral/orchestra uniforms be worn at all performances. Any exceptions to this must be granted in writing through the high school principal. Students

will be held accountable for damage to the uniforms assigned to them. The care of the uniforms is the responsibility of the director. Cleaning and repairs should be done as a unit or individually at least once each year.

**B. Uniform Deposit**

The school, to cover the cost of cleaning and minor repairs to the uniform, will assess a charge of \$25.00 - \$45.00. This is not a fee, but a service. The director is responsible for maintaining records on collections and expenditures and a copy of all recorded collections/expenditures should be submitted to the school principal to be kept on file.

**C. Uniform Procurement**

Pending budget availability, the Board of Education will purchase new or replacement band/choral/orchestra uniforms for high school students. This will be done on a rotational basis and will be determined by the Fine Arts Program Specialist and Band Director. Specifications will be developed cooperatively with the appropriate directors and the Fine Arts Coordinator. Purchase procedures will be the same as that used for bid procedures. A sample uniform will be required of all companies wishing to bid. The current rotation of uniforms is:

|                  |   |
|------------------|---|
| <b>2017-2018</b> | <b>BAND: (Glenn Hills, ARC, Butler, Josey, &amp; Laney)</b> |
| 2018-2019        | All Orchestra and other Program Replacements if needed      |
| 2019-2020        | BAND: (Hephzibah High, Westside, & Replacements as needed)  |
| 2020-2021        | CHORUS: (Davidson Fine Arts) & BAND (Cross Creek)           |

**\*Rotation is subject to change depending on available funding.**

**Repair of Instruments:**

At the present time, there are two types of repair procedures. One is for summer repairs, the other is for emergency repair throughout the school year.



### **End of Year Summer Repair – Procedures**

1. Look over school owned instruments that are on your inventory and decide which instruments need to be repaired over the summer.
2. Make a priority repair list of these instruments to include serial number, make, and model. This list should include not more than 10 instruments.
3. Fax (826-4620), email (Holmely@boe.richmond.k12.ga.us), or pony the list to Lynwood Holmes, Fine Arts, Broad Street Office – 2<sup>nd</sup> floor).
4. The fine arts program specialist will look over the lists and set up a pick up schedule with the repair company.
5. The repair company will pick up the instruments and provide an estimate.
6. Once the estimates are made, the fine arts program specialist will decide what gets repaired based on the submitted priority list and the budget.
7. Selected instruments will be repaired over the summer and ready in August.

### **Procedure for Emergency Repair of Instruments or Equipment –**

#### **Individual Schools Pay for These**

1. Request principal's approval for repairs to be done.
2. Secure a purchase requisition number from the school.
3. School bookkeeper will call Controller or secretary for that office and get permission to call for an emergency purchase order number.
4. School bookkeeper will call the Purchasing and Inventory Control Department. They will issue the purchaser order number when approval is received in the Comptroller's office.
5. When repairs are completed, the requisition, etc. will be processed as usual.

NOTE: Be sure to send the purchase order IMMEDIATELY upon completion of repairs. The invoices will be sent from the company to Purchasing and Inventory Control. They will hold the invoice until the purchase order is received, or the repair has been completed.

### **Procedure for the Disposal of Instruments or Equipment –**

For the instruments in your band room that need disposal, please complete a Surplus property form and have your principal sign it. Next, have the Bookkeeper to complete a worker order for maintenance to come and pick them up. Please send a copy of the surplus property form to the Fine Arts department after the principal has signed. So this can be put in the folder with your inventory.

### **Piano Tuning**

All Schools that have pianos may have them tuned or repaired yearly. Instructions will be sent to all music teachers during the scheduled time period for the tunings.

### **General Music**

General Music classes are offered in grades K – 8. This non-performing music class meets based on the master schedule of your elementary or middle. Students will explore the basics of music as well as sing, perform on classroom instruments, move to music, listen and analyze, learn musical notation, create, perform and listen to various examples of music from around the world, including musical theatre.

### **Transportation (\*\*\*)Subject to change)**

#### **Field Trips**

Busses are provided for all away football games (high school), County assigned parades and all GMEA events. Depending on the distance, some away games may be denied.

**NOTE:** The limit for seating capacity for trips, not including instruments and equipment, is 50 students per bus. (Band with large percussion and sousaphone sections and consisting of more than 130 students, will need additional buses to assure comfort.)

**NOTE:** Schools will be allowed the number of busses required according to the number of students performing in the band, not including instruments and equipment. Band directors should not request an excessive number of busses.

The procedure for requesting transportation is as follows:

1. Secure the **proper transportation request form** from the school office. Your principal or secretary should be able to help you.

2. Complete all information and have your principal sign the bus request form.
3. Send the correct form to the Fine Arts department through your school pony express, scan and send it via email, or fax it at least **TEN** working days before the planned activity and/or trip. NOTE: Please allow time for the transportation director to process and approve the trip. There are two forms for high school band directors. One form is exclusively for football games and COUNTY ASSIGNED PARADES. All other trips must be submitted on the request for field trip form.
4. Always call the transportation office for verification of approval at least a week before you expect to take the trip. If any problems occur, call the Director of Transportation or the Assistant Director at (706)796-4777. The transportation office fax number is (706) 796-4692.

### **Professional Learning**

Professional learning seminars and short courses for teachers in need of certification renewal will be made available on a regular basis. Suggestions and input as to plan courses may be submitted by teachers. It is the teacher's responsibility to monitor requirements for recertification.

### **Membership in Professional Organizations**

Membership and active participation in professional organizations is strongly encouraged. However, membership and active participation is required for all band/choral/orchestra directors in the school system. Therefore, the Board of Education pays for each band/choral/orchestra director's membership in exchange for full support of, and participation in, the Large Group Band festival, as well as other events such as: All-State, Solo/Ensemble, the Jazz festival, etc. A director with less than 17 members in his/her group has the option to participate in the Solo/Ensemble festival. Contracts of Participation, which are signed by the band directors, stipulate that failure to participate may result in a reduction in their annual band supplements.

### **Auxiliary Sponsors:**

Auxiliary units are under the supervision and direction of the high school band director. However, there is a supplement for auxiliary sponsors through the RCBOE. In order to receive this supplement, auxiliary sponsors **must already be employed** through the RCBOE. To ensure the auxiliary sponsor gets this supplement, the principal of the high school must submit the name of the sponsor to the curriculum bookkeeper.

## Auxiliary Units

All auxiliary unit participants must sign contracts prior to being selected to represent the high school program. The contract was designed to have students and parents conform to standards from the RCBOE. The contracts are available through the fine arts office each school year. These contracts must be kept on file at the school level.

## Auxiliary Uniforms

Auxiliary uniforms will be selected by the band director or an appointed sponsor. These uniforms must be approved before ordering by the fine arts department or principal. Auxiliary uniforms are purchased by the bands account or through individual purchases, based upon the school. If the uniform is paid for through a school's account, those uniforms will be owned by the school. The fine arts department does not purchase auxiliary uniforms (majorettes, dancers, flag corp., etc.).

## Volunteers

From time to time, the director may choose to have volunteers assist with the group. All volunteers are expected to have received the GCIC background check prior to assisting groups and the volunteer training that is offered at your school.

## Band Chaperones and Support Personnel

All schools must adhere to the following policy regarding the admission of chaperones and support personnel to in-county football games. According to the Georgia High School Association, local systems may establish their own policy for chaperones and support personnel. However, any team making the play-offs in football must adhere to the following policy: All band chaperones and support personnel must have tickets. This statement is located in the GHSA Rules Book. **As for local policy, a maximum of eight (8) chaperones and/or support personnel will be admitted with the band.** Any student who is not dressed out should be included in the total number. Band Directors are asked to submit a list of those eight people to the school's Business Manager by noon on the day of a game. If the Business Manager does not receive a list, no one will be admitted without a ticket.

When in county schools are playing, the visiting team's Business Manager will fax the list to the home team's Business Manager. Our policy for out of town teams is three chaperones per bus. Business Managers should also contact those schools and notify them of our policy. We will honor region requests if the requests are different from our policy. If there are any extenuating circumstances, the school's Athletic Director should contact the county Athletic Director's office.

## **Band Show Video Requirements**

A video of the high school band routine (from start to finish) to include all dance movements for the band and auxiliary groups are due in the Fine Arts Department by Wednesday prior to public performance. If routines change throughout the season, updated videos must be uploaded into your school's Google Drive Folder. A link will be sent to the band director's google email account (rck12) to access your school's folder. This is the folder that you will submit your videos. If there is a problem with any of the dance movements, the school principal will be notified prior to the performance date. If the video is not submitted by Wednesday before the performance, the band and/or auxiliary units **will not** be allowed to march until the video has been submitted and approved.

## **Booster Clubs**

If a high school fine arts program has a Booster Club, there must be by-laws. These by-laws should be on file and followed. It is important for the teacher/director to read over the policies regarding Booster Clubs each year. Audits for each booster club are required to be turned in to the Internal Auditor by Board policy in August of each year.

## **Fundraisers**

A list of approved fundraisers are listed on the county website. All in school fine arts fundraisers must be approved by the principal. All out of school fundraisers, such as car washes away from school grounds, must be approved by the principal and fine arts department.

## **Transition – Middle to High School**

Middle school band/chorus/orchestra directors and art teachers are required to submit the names of all incoming freshmen to the fine arts coordinator on or before April 1<sup>st</sup> of the students' eighth grade year. The high school director must perform at least one concert for their feeder middle school(s) and actively recruit these students. Failure to do so will weaken the professional working relationship between schools and programs.

## **High School Graduation Performance**

The principal or a school representative have the right to request the band or chorus to perform at the graduation commencement.

## Copyright

Any arrangement of a copyrighted musical work made without permission of the copyright owner is a copyright infringement. If you want to arrange, adapt, simplify, edit, or translate a copyrighted work, ask for permission before you do it.

To obtain permission to make an arrangement:

- Identify and locate the copyright owner (First page of music, CD label, etc.) ASCAP ([www.ascap.com](http://www.ascap.com)) 212-621-6000 and BMI ([www.bmi.com](http://www.bmi.com)) 212-586-2000 can give you addresses of publishers
- Check copyright date – If public domain – you don't need permission (works published before 1923)
- If work is protected by copyright, you must contact the copyright owner and request permission to make an arrangement.
- When asking for permission, remember to
  - Get permission in writing (letter, fax, email)
  - Be specific and provide information such as what kind of arrangement, how many copies will be made, who is writing the arrangement, who will be performing the arrangement, is the arrangement for a specific occasion or part of the group's repertoire, and do you plan to sell the arrangement.

If permission is granted, a copyright notice as prescribed by the copyright owner must be placed on all copies of the arrangement, including on the score and all parts. If permission is not granted, do not make the arrangement.

## LGPE

LGPE (Large Group Performance Evaluations) is a major event hosted by the Georgia Music Educators Association (GMEA) for band, chorus and orchestra. Schools are rated by selected judges in performance and sight reading. A superior rating is the highest. All middle and high school bands, choruses and all orchestra performing groups **MUST** participate for ratings or comments only. This evaluation may be used towards the directors TKES documentation.

## **WHAT IS ALL-COUNTY?**

All County events are hosted by the RCBOE Fine Arts Department. This event is a showcase of talent from all schools in the county. Students that participate are advanced and are expected to perform music that is challenging. There is usually one or more rehearsals with a guest conductor (clinician). All schools are expected to participate in the areas of art, band, chorus and orchestra and must know their music before the performance.

### **All-County Art**

Each year, art teachers select current student art work to display for an All-County art show. All high schools and middle schools are expected to participate. Teachers will meet to help set-up the displays and to arrange student work on the displays and then to ultimately take the work down. The show usually lasts one week.

### **All-County Band**

Each year, students from throughout the county will audition for selection into the All-County Band. For high schools, there are two band options: the All-County Jazz Band and the All-County Concert Band. All high schools are expected to participate. A minimum of 10 students is expected to audition from each high school and each middle school.

### **All-County Chorus**

The choral director of each high school and middle school will bring his or her LGPE performance choir (up to 30 students). High school students selected for All-County will perform two of the selections from the program at Baccalaureate.

### **All-County Orchestra**

The Richmond County All-County Orchestra program is designed for Richmond County public school students enrolled in grades 4-12. The All-County program rehearses once a week outside of the school day at Tubman Educational Center. Concerts are planned throughout the school year.



## **Band Collaborations**

### **Middle and High School Collaboration**

Middle and high school band directors are encouraged to collaborate. This will help bridge the gap between the middle and high school band programs and better prepare them for the transition.

### **Rules and Responsibilities**

- Only advanced eighth grade students will be able to participate with the high school band collaboration with the consent of the parent and principals of both schools involved.
- The eighth grade student must be recommended by their middle school director and is able to perform at a skilled level that is accepted by the high school band director in order to participate with the high school band.
- At any given time an eighth grade principal may dismiss a student out of the program due to disciplinary actions at the school level.
- Eighth grade students will not be allowed to leave school early to participate in a band rehearsal.
- Eighth grade students must have transportation provided by their parent. Richmond County will not be responsible for any transportation to the high school for rehearsals.
- Students must adhere to the RCSS Music Handbook rules and regulations and all the rules of the RCSS Code of Conduct.
- The eighth grade band student will only be allowed to participate in some home games, parades, and local events that does not interfere with the middle school schedule/band performance.

Collaborations will be between the following schools listed:

## Band Collaborations

### Middle School

### High School

|                    |                           |
|--------------------|---------------------------|
| Langford           | Richmond Academy          |
| Pine Hill          | Cross Creek               |
| Spirit Creek       | Cross Creek / Butler      |
| Morgan Road        | Glenn Hills High / Butler |
| Glenn Hills Middle | Glenn Hills High          |
| Hephzibah Middle   | Hephzibah High            |
| Murphey            | Josey                     |
| Hornsby            | Laney                     |
| Tutt               | Westside                  |

- Due to the closing of Sego Middle, students may participate with the high school that their permanent home address is zoned for.

### Forms

Please log into the [www.rcboe.org](http://www.rcboe.org) and go to Staff Resources and click on Filed Trip Information to get all permission forms. Remember, students must have a signed permission form for all trips and engagements.



## **Performance Approval Form**

School year \_\_\_\_\_

**Keep this in a file in the school office**

Routines for Football Performances (half-time show, stand movement, pre-game show, etc.):

The undersigned members of the review committee for \_\_\_\_\_ High

School has evaluated the routines for the marching band and auxiliary units (including drum majors) and concur that the performance is deemed appropriate at this time.

Signature:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_



## **Performance Approval Form**

The undersigned members of the review committee for \_\_\_\_\_ High Schools have evaluated the routines for the marching band and auxiliary units (including drum majors) and concur that the performance is deemed appropriate at this time.

Signature:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_