Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District’s policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.
DEPARTMENT CONTACT INFORMATION

Donald Rominsky, Director of Fine Arts
(915) 937-0436 / dromin@sisd.net

Ronald Pingor, Assistant Director of Fine Arts
(915) 937-0439 / rpingo@sisd.net

Janet Lynch, Instrumental Music Specialist
(915) 937-0455 / jlynch@sisd.net

Macka Jones, Visual Arts Specialist
(915) 937-0433 / mjones@sisd.net

Margie Monje, Administrative Assistant
(915) 937-0438 / mmonje01@sisd.net

Vanessa Salazar, Secretary of Fine Arts
(915) 937-0435 / vsalaz04@sisd.net

Daniel Cabrera, Fine Arts Student Assistant
dcabre01@sisd.net

Samuel Rodriguez, Fine Arts Student Assistant
srodro2737@sisd.net
Budget

Each department – piano, band, choir, orchestra, flags, theater, dance, guitar, drill team, and mariachi - have a small amount budgeted through the fine arts office. In all cases, this money is designated as general supplies that are specific to your program and is to be used for items such as music, mouthpieces, bows, and other accessories for the designated group that we do not inventory. This budget cannot be used for furniture, technology, or classroom supplies that are provided to other teachers by the campus.

Fine Arts Budget Allocations

<table>
<thead>
<tr>
<th></th>
<th>Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Band Supplies</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>MS Band Supplies</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>HS Orchestra Supplies</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>MS Orchestra Supplies</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>HS Choir Supplies</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>MS Choir Supplies</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>HS/MS Mariachi Supplies</td>
<td>$500.00</td>
</tr>
<tr>
<td>HS Theatre Supplies</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>MS Theatre Supplies</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>HS Dance Supplies</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>HS Drill Team Supplies</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>HS Flags Supplies</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>HS Guitar Supplies</td>
<td>$750.00</td>
</tr>
<tr>
<td>Piano Supplies</td>
<td>$750.00</td>
</tr>
<tr>
<td>HS Art Supplies</td>
<td>$1,500.00 per campus teacher</td>
</tr>
<tr>
<td>MS Art Supplies</td>
<td>$1,125.00 per campus teacher</td>
</tr>
<tr>
<td>Specialty Group Supplies (Fiddles Group)</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

If you wish to purchase equipment with Fine Arts supply money, you must contact the Fine Arts Office to obtain WRITTEN approval from the Director of Fine Arts.
The procedure for spending budget money from the Fine Arts Department:

1. The teacher will check the bid list for the proper vendor to use for any desired item.
2. The teacher will then give the appropriate information to the proper person on each campus (i.e. budget clerk or principal’s secretary) to enter into the computer. The requesting teacher should be able to provide the following information:
   - Vendor and vendor number
   - Description of items requested
   - Cost of each item
   - Projected total cost
   - Bid number
   - Line item number from the bid sheet
3. Once entered at the campus level, the request MUST be sent to the Fine Arts Office for final approval.
   a. Please remind your campus clerk or secretary that the fine arts office must approve the items
   b. Please put the campus number followed by FA (i.e. 001FA for Socorro High School) as the approval code.
   c. The Fine Arts Office will:
      i. check the balance in the account
      ii. verify that appropriate equipment for this account is being ordered
      iii. Approve the requisitions
4. Once requisitions have been converted to purchase orders they are sent to the campus. It is the responsibility of each teacher to follow through with his or her campus budget clerk to get a copy of the requisition. Once the Fine Arts Office has approved the requisition this office no longer has anything to do with campus allocated funds.
5. The department doesn’t approve limited purchase orders. All fine arts purchases must be placed on regular purchase orders.
6. Once items are received, the teacher will turn in the signed invoice to the proper campus clerk or secretary who will then submit it for payment. Be sure to keep a copy for your records.
7. Bid lists can be obtained on line at www.sisd.net.
   a. Follow these tabs – departments, purchasing, awarded bids
   b. You can search by using a key word to find your specific request
8. Items that are delivered to the Fine Arts Office will be inventoried. Once inventoried, the director will be contacted to pick up the item(s) from the Fine Arts Office.
9. Fine Arts Budget money MUST be encumbered by January 15 unless the Director of Fine Arts has granted written approval. All money not encumbered or approved by January 15 will be returned to the Fine Arts General Fund to be used for district priorities.
10. Fine Arts monies cannot be used for any material that is normally purchased for the regular classroom teacher. (i.e., paper, pens, etc.)
11. Do not use Fine Arts monies for items from the warehouse, print shop, or Office Depot.
Inventory Procedures

Inventory Safeguard Procedure

All unused equipment is to be kept in a secured, locked area at all times. **Campus inventory must be checked and verified every school year.** A campus plan must be in place to have equipment secured and monitored at all times.

**Campus Equipment - Beginning of Year**

The director will be sent an electronic copy of the inventory for their discipline and campus. He/She will review the inventory checking for accuracy and the campus location of all equipment. A signed hard copy of the verified inventory is due to the Fine Arts office by September 15th, and will be forwarded to the SISD Department of Business Services. Remember: Directors are responsible for confirmed equipment assigned to them.

**Campus Equipment – End of Year**

Each director will be sent an electronic copy of their inventory (that was verified by the director in September) which will be used for a district or director generated inventory.

Campuses with be physically inventoried by the district’s Department of Business Services on a random basis. Directors will be responsible to prepare equipment for the end of year inventory. Further, directors must be available to answer any questions and to assist in the inventory.

All equipment listed on the physical inventory **must** be present on the campus for this audit unless the appropriate paperwork is present (i.e. repair form, stolen instrument report, etc.).

Inventory process:

- Use the comment area of the inventory form for tag replacement, note of police report number for stolen instruments or loss of instrument. (this area is not for condition of equipment)
- Highlight any instrument that is missing.
- Note any new, donated, or unlisted instruments on the blank form included in your inventory.
- Print your complete name on the first page of your inventory, initial each subsequent page, and sign the last page.
- Please check off each instrument as you verify its location.
- Do not delete any entries on the electronic copy; use the comment section to inform the auditors of the status of the equipment.
- Return both a hard copy of your inventory and a corrected electronic copy of your inventory to the Fine Arts Office.
Fixed Assets

Campuses / Departments are required to designate a Fixed Asset Coordinator

- Make sure you know who the Fixed Asset Coordinator is for each of your campuses and actively work with him/her to ensure your inventory
- Some campuses may list the Fine Arts Staff as a Campus Contact

Asset Management

Campuses / Department Fixed Asset Coordinators are responsible for the following:

- Maintaining a list of all equipment
- Checking areas where obsolete/unused equipment is being stored and following the appropriate process to have the items removed before they become safety hazards
  - You can find the “Asset Transfer Form” under the “Teacher Work Area” at the Fine Arts web page
- Use the Asset Transfer Form to transfer and remove equipment
- Submit the annual equipment inventory to the fixed assets staff at the end of each fiscal year
- Reporting all lost and stolen items to police services and completion of the required forms
  - You can obtain the stolen item form from your campus S.R.O. (School Resource Officer)

When it comes to the Fixed Assets inventory, each Campus Coordinator should work with Fine Arts staff to maintain its inventory.
Asset Transfer Procedures

1. Use the “Asset Transfer Form” under the “Teacher Work Area” on the Fine Arts web page to transfer equipment
   - If computers or laptops are being moved to the warehouse, a technician must fill out the last three columns of the form as well as the Technology Equipment Only section
2. Email forms to fixedassetsstaff@sisd.net for review and assignment of a control number.
   - Transfer or disposal of any Fine Arts assets (except technology) MUST be approved by the Director of Fine Arts
3. The form will be returned to the Campus contacts and the Fixed Assets Coordinator with a control number via email
4. Continue with the transfer request via work order. A control number is needed to move forward with the transfer.

Annual Inventory Audits

- Campus/Department Inventory Audits are required on an annual basis
- No audits will be conducted during state testing or intersession
- Email notification to all Campus Coordinators will be sent out indicating the upcoming audit period
- The fixed asset accountant and staff will work with the campus coordinator, principal, and instructor to schedule the audit
- Random samples of assets will be selected for the audit, however, during a physical audit all assets are subject to review
- Expect fixed asset staff to be at your campus a minimum of one day.
- Fixed Assets Supervisor – Vanessa Silva (937-0116 / vsilva@sisd.net)
Equipment Requests

New equipment will be purchased by the fine arts office at the beginning of each new budget cycle using the following procedure.

1. The entire feeder pattern will meet to determine what will be purchased. The head high school director of each discipline will coordinate this activity.
2. Monies are allocated based on the need of each high school’s feeder pattern.
3. A request of equipment will be turned in by the designated date of each year listing the following:
   - Type of equipment—including brand, model
   - School where equipment will be located
   - Quantity
   - Signature of all **HEAD DIRECTORS** within the feeder pattern
   - All equipment will be listed in order of preference and will include justification for the equipment. We will no longer allocate a certain amount to any feeder pattern. Equipment will be purchased on a “need” basis.
   - Each teacher will have to show a need for the equipment (i.e., we will not order a new tuba when you have 6 on your campus and only 2 tuba players).
   - You must have turned in all rental cards to the Fine Arts Office and deposited all money collected to the campus business clerk BEFORE any new equipment will be purchased. This policy will affect the entire feeder pattern. No instruments will be purchased for any school within a feeder pattern unless ALL rental cards / money has been properly submitted.
   - The final decision for which equipment to order will be the responsibility of the Fine Arts staff.
   - Only instruments will be purchased with this money. We will not purchase any type of sound equipment, music, etc. with the money.
4. Equipment will be ordered through the fine arts office and not at the campus level.
5. When equipment is received it will be tagged by the warehouse staff and distributed to the appropriate school.
6. A wish list for the following year must be turned in by January so budget issues can be addressed. Please keep in mind that we use these wish lists to also expend extra monies at the end of each fiscal year.
7. The request form is available on the web site under Teacher Work Area / Forms / Feeder Pattern New Equipment Request Form.
8. **If equipment request forms and campus spreadsheets (see #7 under “Instrument Rental”) are not turned in by September 1, the entire feeder pattern will not be eligible for ANY new equipment.**
Instrument Rental

Socorro ISD provides a limited number of instruments for students to rent during the school year; however, it is strongly suggested that each student purchase their own instrument. It is assumed that students shall purchase or rent their own musical instruments whenever possible. Where the school district does not have enough instruments available to meet the demand, band directors shall assign instruments based on the needs of the music program and available equipment.

**Students pay a minimal NON REFUNDABLE fee of $45.00 per year to use district instruments.** This fee covers the time period of June 1 - May 31 of the following year. Teachers may check instruments out to students for the summer provided the ENTIRE usage fee is paid prior to summer break.

The following guidelines will be adhered to when issuing district-owned musical instrument:

1. Students will **only pay ONE rental fee** even though they may be using more than one instrument (i.e. percussionists, a bassoon player who is playing cymbals for marching season, a student plays oboe in concert band and saxophone in the jazz band, etc.).
2. Usage fees may be waived by the principal in hardship cases. When applicable, the principal’s signature must appear on the student rental agreement.
   a. A fee waiver is available for students who are on the free or reduced lunch roster.
      The campus administrator / secretary in charge of the free or reduced lunch roster must approve the waiver by signing the rental card.
3. The three part rental agreement card must be completely filled out and signed by both parent and student before the student can be issued an instrument. One copy will go to the parent, one copy kept by the director, and one copy will be turned into the fine arts office. Copies are to be turned into the Fine Arts office within 10 calendar days after the instrument is issued. We are being asked to provide this documentation to auditors. Written notification will be given to campus administrators for any director who is not in compliance with rental cards and fees collected.
4. Fees will be paid to the campus business manager or secretary and they will be responsible for receipting and depositing monies to the finance department. The director should obtain a copy of the receipt from the business clerk for the Fine Arts Office. (See # 13 below.) A student must pay the fee in advance and take the receipt to the band director who shall issue the instrument.
5. **PLEASE WRITE LEGIBLY** and make sure the ENTIRE card is filled out completely and accurately. Enter the receipt number issued when payment was rendered on the line
above the “Check Number.” If cash was given, write $45 cash on the line above “Check Number.”

a. To be clear…you will enter how the money was rendered (Example $45 check #1234 or $45 cash and ALSO ENTER the receipt number given to the student (Example receipt # 6789)

6. Please remind all students that the fee is NON-REFUNDABLE should the student exit from the music program for any reason.

7. All directors have the responsibility of submitting to the Director of Fine Arts or designee an electronic spreadsheet of students using district-owned musical instruments including the serial numbers of the instruments issued. The spreadsheet is due to the Fine Arts Office by September 1 along with the completed instrument rental cards. Each director shall maintain a current and accurate inventory of instruments assigned to their respective campuses. Each time there is a change to your inventory, update your spreadsheet and resubmit this corrected version to the Fine Arts Office within 10 calendar days.

8. All students will be financially responsible for all repairs or damage to an instrument due to neglect or irresponsibility while in their care. This includes any student who had the $45 rental fee waived.

9. Should a band director request that a student switch from a personally owned instrument to a district-owned instrument, no fee shall be charged. For example, a student is asked to switch from clarinet to contrabass clarinet in order to achieve optimum instrumentation.

10. A payment plan can be used as long as the director monitors the payments structure. Fee should be paid before the end of the first semester.

11. All Rental forms with supporting documentation are to be turned in to the Fine Arts Director and not to campus staff 10 days after students have rented instrument.

12. No student is to take home or use school instruments until all payments, a payment plan, and/or all documentation is received.

All rental fees will be collected and deposited on campus. Each campus business clerk will be responsible for depositing rental fees into the SISD general fund. Once deposited on campus, the director must submit a copy of the receipt given by the business office clerk to the Fine Arts Office. This receipt should be clearly marked as to the exact amount that was collected for the instrument rental.
Make sure to include the following on each rental form:

- Receipt Number
- Date of Payment
- Amount Paid (include check number or list as “cash”)

To be submitted by September 1:

- All rental cards completely and legibly filled out
- A spreadsheet of students using district owned musical instruments including serial numbers
- Receipts issued from the campus business office to reflect fees collected for all school district instruments

- *** Future instrument purchases are being based on the amount of your inventory that is assigned to students via rental cards. Make sure that ALL instruments being use (even classroom shared instruments) have a rental card associated with the student(s) who is/are responsible for that instrument

Auditors have a large concern that fees are not being deposited and/or collected for instruments. This is in direct violation of District policy. You must show that funds are being collected for every instrument unless you provide documentation for one of the following:

1. A campus administrator has issued a fee waiver
2. The head band director has made a request for this particular student to switch to this instrument

***If a student is using a school instrument as a step up (or step down) instrument, they are still required to pay the $45 rental fee.

You cannot keep funds paid for instrumental rental to purchase equipment for your campus. (i.e. percussion rental fees to purchase mallets, etc.) All fees collected are to be deposited immediately to the campus business office.
Instrument Repair

Socorro Fine Arts Department maintains a budget for instrument repair. Repairs do not cover mouthpiece replacement. The following procedure will be used when submitting instruments for repair:

1. Phone, text, or email the Fine Arts Office for an appointment. Once you are at the Fine Arts Office, a staff member will assist you in checking in your repairs. DO NOT LEAVE REPAIRS UNLESS SOMEONE FROM THE FINE ARTS STAFF HAS ASSISTED YOU. Do not ask the custodian to open the door for you to leave repairs. **The Fine Arts Office will not accept repairs between 11:30-1:00. After 5:00PM, the director should make special arrangements with the Fine Arts staff.**

2. No instrument will be repaired unless a rental form is on file with the fine arts department and a photocopy attached to the repair form.
   a. If this is an instrument that has not been used recently and you now need it, you may submit the instrument with only the name of the student who will be using it.

3. All marching equipment needing repair must be turned in or before **March 1st.**

4. The director will fill out a repair form. The form must be filled out completely including, tag number, serial number and detailed description of the repair needed. When leaving an instrument at the Fine Arts Office, COMPLETELY fill in the log located in the binder on the storage room wall. PLEASE WRITE LEGIBLY AND PRINT YOUR NAME ALONG WITH THE SIGNATURE.

5. When the instrument is returned to the Fine Arts Office, the organizational director will be notified to pick up the instrument. All instruments are to be picked up within three working days of notification.

6. Do not send in an instrument for repair that needs any of the following items. These must be purchased out of the funding that the fine arts department allocates to each program.
   a. New mouthpiece
b. String replacement on French Horns  
c. String replacement for any string instrument—including guitar and mariachi instruments. We will repair/replace bridges but this does not include strings.

7. We are tracking instruments that go into repair. If an instrument is returned to you without proper repairs done, please let us know immediately and we will notify the vendor and send it back in. This process also allows us to track how many times an instrument goes into the shop for repair and perhaps we need to look at replacing the instrument.

8. All end of year repairs are to be turned in by one week after the end of school so that every effort can be made to have them back before school begins.

9. Instruments do not need chemical baths each year.

10. The directors are to insure that preventative maintenance will be done on each instrument at the end of each year. Proper oiling of valves, washing brass instruments out, etc. should be done at the campus level.

11. CASE REPLACEMENT PROCEDURES.
   a. Instruments needing case replacements will be handled as a repair. You will NOT complete a repair slip for new cases any longer. We will use the following procedure to replace cases:
   b. Email the student workers and copy Don and Janet with the following information, without this information we will not order your case.
      i. Type of instrument - i.e. Bass Trombone, ¾ Cello, etc.
      ii. Manufacturer - Yamaha, Eastman, etc.
      iii. Model - YOB 31, VA 80 etc.
   c. You must provide accurate information for the type of instrument case needed. Make sure you include the correct size and as much of a description as possible, Don’t put Trombone—Include All information about the Trombone, F Attachment, Bass Trombone, Student Line, etc. This will enable us to get the correct case for the equipment.
   d. On Bass Clarinets, please include whether you have a one piece or two-piece instrument and whether you need a short or long case.

12. Procedures when picking up instruments
a. Contact the Fine Arts Office to make sure that a staff member is there to assist you. Do not ask the custodian to open the door.
b. Locate the notebook and find the section marked “Repair Pick Up.” Find the listing for your instruments or bows and sign that you have received them.
c. Make sure you take all the repairs for your school. DO NOT leave any instruments behind to “be picked up later”
d. The storage room gets very small when people leave instruments for an extended period of time. Please make every effort to pick up instruments within three days of notification.

13. Reminders:
a. Make sure the repair form is filled out completely. PLEASE WRITE LEGIBLY AND BE SURE TO SPECIFY EXACTLY WHAT REPAIR IS BEING REQUESTED.
b. Place the white copy in the folder, leave the yellow copy in the case and keep the pink copy for your records. (Keep this card for 2 years.) This helps when questions arise.
c. Sign in to the “drop off” binder when you bring an instrument to get repaired and sign in to the “pick up” binder when you get the instrument from the repair shop.

   d. **DO NOT** ask custodians to open the storage room.

e. PRINT your last name and initial when picking up and leaving off instruments.
f. Whether dropping off or picking up, contact the Fine Arts Office before you arrive to ensure that someone will be there to assist you.
g. Follow up on your repairs if you don’t get them back within 30 days.
h. Give an accurate instrument description when ordering cases.

14. No repairs will be accepted between June 1 – July 8, 2018.

15. Please keep in mind that any severally damaged equipment should have a damaged property report on file.
Lost and Stolen Equipment

Theft of Equipment and Inventory Items

- All instrument cases must be identified with SISD and School name.
- Each director is responsible for completing a loss report within 2 days of discovering an item that has been lost, stolen, damaged, or vandalized. You can get this form from your campus S.R.O. (School Resource Officer).
- A police report must be completed for all district equipment reported lost or stolen. This must be done within 5 calendar days of the discovery of the missing item(s). A report must be filed with the SISD police department by the director even if one has been filed with El Paso Police Department.
- A copy of the SISD Loss Report number and police department case number must be submitted to the fine arts department within 24 hours of the report being filed. The loss report and the police report must be faxed to the Fixed Assets Department.
- A Fixed Asset Loss Report must be completed and attached to the police report in order for the items to be removed from the District’s records.
- Replacement of a lost item is the responsibility of the campus/department.
- Please keep in mind that any severally damaged equipment should have a damaged property report on file.
Entry Fees

The Fine Arts Department will **ONLY** pay entry fees for UIL and Socorro ISD events.

The procedure for having these fees paid:

1. Provide the Fine Arts Department with a travel request form that includes a complete roster of the performing student **5 weeks prior to the competition date**
2. Please make sure that your campus administration signs the T.R.
3. If a director misses this 5 week cutoff date, **THE FINE ARTS DEPARTMENT WILL MAKE AN EFFORT TO PROVIDE THE ENTRY FEE FOR THAT PARTICULAR GROUP BUT THERE IS NO GUARANTEE OF FUNDS AFTER THAT DEADLINE.**

**This is the same procedure that will be followed when groups advance.**

**It is very important that the names of all students be turned in with the travel request.**

The Fine Arts department understands that eligibility may change from the time the T.R. is submitted until the time of the contest performance. If a student becomes ineligible after the T.R. has been submitted, contact the Fine Arts Office immediately.
Letter Jackets

Overall Requirements
1. Recommendation by director/sponsor
2. 85 GPA or above in awarding class
3. 20 hours of documented community service
4. 5 excused absences in school per semester and 0 unexcused absences. Principal may waive the 5 excused absences for the semester in hardship cases.
5. Tardy not more than 2 times for extra scheduled rehearsals
6. Must be enrolled in corresponding class during the awarding semester
7. Overall cooperation and conduct as determined by recommending director

Music Specific
1. Documented participation in 4 individual or small group competition (i.e. All Region, Solo & Ensemble, All State)
2. Must participate in 4 large group competitions (ex. 2 UIL and 2 SISD contests)

Art Specific
1. Participation in 4 shows and/or competitions, two of which must be the district art competition and VASE.

Theater Specific
1. 2 One Act Play competitions
2. 3 public performances

Mariachi Specific
1. Participate in 2 UIL competitions
2. 6 Public Performances

Dance Specific
1. 2 competitive events
2. 4 public performances other than football games

Flags Specific
1. 4 group competitions
2. 2 public performances other than football games

Guitar Specific
1. 2 solo and ensemble competitions
2. 4 Public performances

#TeamSISD
The right choice for ENDLESS OPPORTUNITIES.
Piano Repair and Tuning

Procedures for repair and tuning of all pianos:

- Pianos will be tuned by an approved district repair person.

- This department will pay for each school to have one piano tuned twice a year; however, this must be done prior to December 1 and April 1 or the department will not pay for the tuning.

- Any type of piano repair is to be cleared through this department (Janet Lynch).

- We will pay for tuning where there is an elementary music program in place.

- Each vocal director on the middle school and high school campus will decide when they want their piano tuned and contact the fine arts department.

- The director will submit to the Fine Arts Office a repair form requesting tuning and the Fine Arts Office will contact the approved vendor. Please turn in the request directly to the Director of Fine Arts.

- The fine arts department will issue an open purchase order to the approved vendor for a certain amount of the tuning and vendor will then invoice our department.

- Tuning requests must be done 30 days prior to need.

- All piano repairs—i.e. electric pianos must follow the same procedure that is required for all instrument repairs WITH THE EXCEPTION OF BRINGING THEM TO THIS OFFICE

- Anytime a vendor is called prior to written department notification you will be responsible for paying for repairs. **DO NOT CALL A TUNER, IF YOU EXPECT THE DEPARTMENT TO PAY FOR IT, UNLESS IT HAS BEEN CLEARED BY THE DIRECTOR OF FINE ARTS.**
Eligibility Requirements for all Extracurricular Activities

Keep in mind that student eligibility is state law and defined in TEC 33.081 and TAC Chapter 76, Subchapter AA. **These laws do not apply to UIL activities only but all activities in which students are involved.** Also, it is the sponsor/director’s responsibility to check and maintain eligibility for all students involved in their programs all year long and not just during or directly before their particular activity.

The following procedures will be utilized to ensure participation by SISD students adheres to the Texas state law (unless there is an approved process specific to your campus):

1. Teachers should develop a system to check eligibility of all their students on a weekly basis. A file should be kept to reflect who is failing to include documented conferences held with those students, parents and/or teachers. These checks are to be maintained in the director/sponsor’s office.

2. At the end of the first six weeks all coaches/sponsors must complete a grade check for all students participating in fall activities. Note the special situation with the Six Weeks Grade Report as required in the TEA/UIl Side by Side Publication.

3. At the end of each nine week period, directors will request eligibility from the registrar (or other campus designee). They are to review, report, and counsel students on how to maintain a passing average.

**Under no circumstance should an ineligible student be allowed to participate in any activity that is off campus.**

Ineligible students cannot ride the bus to or from any activity (even if they are not performing). The activities include but are not limited to:

- Performances that are off campus (i.e. marching band night, performances at the mall, nursing homes, DSC, downtown, etc.)
- Off campus fund raising activities
Section 76.1001 of the Texas Administrative code [19 TAC §76.1001], defines Extracurricular Activities as "activities sponsored by the University Interscholastic League [UIL], the school district board of trustees, or an organization sanctioned by resolution of the board of trustees." These activities are not necessarily directly related to instruction of the Texas Essential Knowledge and Skills [TEKS] but may have an indirect relation to some areas of the curriculum.

For non-UIL extracurricular areas, the Division of Field Services provides direction and interpretation of Commissioner of Education rules and state law related to extracurricular activities. Examples of non-UIL extracurricular activities include, but are not limited to, FFA activities, cheerleaders, student council, drill/dance teams, and 4-H activities in districts where school trustees have sanctioned the 4-H as an extracurricular organization.

You may use an ineligible student if **ALL FOUR OF THESE CONDITIONS ARE MET:**

1. The performance is an extension of your classroom TEKS instruction
2. The performance is COMPLETELY held on the campus attended by the student
3. There is no admission charge (or donation) for any part of the activity (i.e. performing during half time at a home football game)
4. The performance is NOT a contest of any type
Socorro Independent School District  
Fine Arts Department  
UIL Eligibility Calendar  
2017-2018

Jul. 31  First Day of School- 1st Six Weeks Begin  
(Mon)  Eligibility for the 1st Six Weeks: 7th, 8th, & 9th Grade Students: Promoted from  
       previous grade.  
       10th Grade Students: earned 5 credits  
       during previous 12 months.  
       11th Grade Students: earned 10 credits or 5  
       credits during previous 12 months.  
       12th Grade Students: earned 15 credits or 5  
       credits during previous 12 months.  
       Exceptions are noted for migrant, out-of-  
       state transfer, special education students,  
       and/or those who earned 5 credits during  
       the previous 12 months.  

Sept. 8  End of 1st Six Weeks. Mandatory 6-weeks  
(Fri)  grade check.  

Sept. 15  Eligibility Action Date based on 1st Six  
(Fri)  Weeks grades.  

Sept. 29  End of 1st Nine Weeks Grading Period  
(Fri)  Start Fall Intercession. All students  
       academically eligible beginning at the end  
       of the school day.  

Oct. 16  Start of Second Nine Weeks. Students  
(Mon)  resume eligibility status based on  
       Sept. 29th status.  

Oct. 23  Eligibility Action Day based on 1st Nine  
(Mon)  Weeks grades.  

Nov. 3  Grade Check for students who failed one  
(Fri)  or more classes at the end of the 1st Nine  
       Weeks.  

Nov. 10  Gain eligibility at the end of the school  
(Fri)  day.  

Nov 20-24  Thanksgiving Holiday  
(Mon- Fri)  All students Academically Eligible  

Dec. 1  Grade Check for students who failed one  
(Fri)  or more classes at end of 1st Nine Weeks  
       and did not regain eligibility on Nov. 3.  

Dec. 8  Gain eligibility at end of school day.  
(Fri)  

Dec. 15  End of 2nd Nine Weeks Grading Period.  
(Fri)  Start of Winter Break. All students  
       academically eligible beginning at the end  
       of the school day.  

Jan. 3  Start of 3rd Nine Weeks. Students  
(Wed)  resume eligibility status based on  
       Dec. 15th status.  

Jan. 10  Eligibility Action Day based on 2nd  
( Wed)  Nine Weeks grades.  

Jan. 22  Grade Check for students who  
(Mon)  failed one or more classes at the end  
       of 2nd Nine Weeks.  

Jan. 29  Gain eligibility at end of the school  
(Mon)  day.  

Feb. 9  Grade Check for students who  
(Fri)  failed one or more classes at the end  
       of the 2nd Nine Weeks.  

Feb. 16  Gain eligibility at end of the school  
(Fri)  day.  

Mar. 9  End of 3rd Nine Weeks Grading  
(Fri)  Period. Start of Spring Intercession.  
       All students eligible beginning at  
       the end of the school day.  

Mar. 26  Start of the 4th Nine Weeks Grading  
(Mon)  Period. Students resume eligibility  
       status based on March 19th status.  

Apr. 2  Eligibility Action Day based on 3rd  
(Mon)  Nine Weeks Grades.  

Apr. 13  Grade check for students who failed  
(Thu)  one or more classes at end of the 3rd  
       Nine Weeks.  

Apr. 20  Gain eligibility at end of the school  
(Thu)  day.  

May 4  Grade Check for students who  
(Fri)  failed one or more classes at end of  
       3rd Nine Weeks and did not regain  
       eligibility on April 13th.  

May 11  Gain eligibility at end of school  
(Fri)  day.  

June 1  End of 4th Nine Weeks Grading  
(Thu)  Period. All students academically  
       eligible beginning at the end of the  
       school day.  

Grade Report Date: Sept. 8, 2017  
Grade Report Date: Oct. 16, 2017  
Grade Report Date: Jan. 3, 2018  
Grade Report Date: Mar. 26, 2018  
Action Date: Sept. 15, 2017  
Action Date: Oct. 23, 2017  
Action Date: Jan. 10, 2018  
Action Date: Apr. 2, 2018  
Resume play based on Progress Reports: Nov. 10, 2017 & Dec. 8, 2017  
Resume play based on Progress Reports: Jan. 29, 2018 & Feb. 16, 2018  
Resume play based on Progress Reports: Apr. 20, 2018 & May 11, 2018  

- Students ineligible due to 2017-2018 grades may begin competition, if passing, September 15, 2017.  
- Students eligible to play during intercessions.
### Middle School One Act Play Coordination

<table>
<thead>
<tr>
<th>SCHOOL YEAR</th>
<th>CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>Socorro High School</td>
</tr>
<tr>
<td>2017-2018</td>
<td>El Dorado High School</td>
</tr>
<tr>
<td>2018-2019</td>
<td>Americas High School</td>
</tr>
<tr>
<td>2019-2020</td>
<td>Pebble Hills High School</td>
</tr>
<tr>
<td>2020-2021</td>
<td>Montwood High School</td>
</tr>
<tr>
<td>2021-2022</td>
<td>Eastlake High School</td>
</tr>
<tr>
<td>2022-2023</td>
<td>Socorro High School</td>
</tr>
<tr>
<td>2023-2024</td>
<td>El Dorado High School</td>
</tr>
<tr>
<td>2024-2025</td>
<td>Americas High School</td>
</tr>
<tr>
<td>2025-2026</td>
<td>Pebble Hills High School</td>
</tr>
<tr>
<td>2026-2027</td>
<td>Montwood High School</td>
</tr>
<tr>
<td>2027-2028</td>
<td>Eastlake High School</td>
</tr>
<tr>
<td>2028-2029</td>
<td>Socorro High School</td>
</tr>
</tbody>
</table>

### Uniforms/Supplies HS Bands and Auxiliaries

<table>
<thead>
<tr>
<th>SCHOOL YEAR</th>
<th>CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>Pebble Hills High School Auxiliaries</td>
</tr>
<tr>
<td>2017-2018</td>
<td>Socorro High School Band</td>
</tr>
<tr>
<td>2018-2019</td>
<td>Socorro High School Auxiliaries</td>
</tr>
<tr>
<td>2019-2020</td>
<td>El Dorado High School Band</td>
</tr>
<tr>
<td>2020-2021</td>
<td>El Dorado High School Auxiliaries</td>
</tr>
<tr>
<td>2021-2022</td>
<td>Eastlake High School Band</td>
</tr>
<tr>
<td>2022-2023</td>
<td>Eastlake High School Auxiliaries</td>
</tr>
<tr>
<td>2023-2024</td>
<td>Americas High School Band</td>
</tr>
<tr>
<td>2024-2025</td>
<td>Americas High School Auxiliaries</td>
</tr>
<tr>
<td>2025-2026</td>
<td>Montwood High School Band</td>
</tr>
<tr>
<td>2026-2027</td>
<td>Montwood High School Auxiliaries</td>
</tr>
<tr>
<td>2027-2028</td>
<td>Pebble Hills High School Band</td>
</tr>
<tr>
<td>2028-2029</td>
<td>Pebble Hills High School Auxiliaries</td>
</tr>
</tbody>
</table>

### Socorro ISD Art Contest Host

<table>
<thead>
<tr>
<th>SCHOOL YEAR</th>
<th>CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>Americas High School</td>
</tr>
<tr>
<td>2017-2018</td>
<td>Socorro High School</td>
</tr>
<tr>
<td>2018-2019</td>
<td>Pebble Hills High School</td>
</tr>
<tr>
<td>2019-2020</td>
<td>Eastlake High School</td>
</tr>
<tr>
<td>2020-2021</td>
<td>El Dorado High School</td>
</tr>
<tr>
<td>2021-2022</td>
<td>Montwood High School</td>
</tr>
<tr>
<td>2022-2023</td>
<td>Americas High School</td>
</tr>
<tr>
<td>2023-2024</td>
<td>Socorro High School</td>
</tr>
<tr>
<td>2024-2025</td>
<td>Pebble Hills High School</td>
</tr>
<tr>
<td>2025-2026</td>
<td>Eastlake High School</td>
</tr>
<tr>
<td>2026-2027</td>
<td>El Dorado High School</td>
</tr>
<tr>
<td>2027-2028</td>
<td>Montwood High School</td>
</tr>
<tr>
<td>2028-2029</td>
<td>Americas High School</td>
</tr>
</tbody>
</table>

### Socorro ISD High School Theater Refurbish Money

<table>
<thead>
<tr>
<th>SCHOOL YEAR</th>
<th>CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>Socorro High School</td>
</tr>
<tr>
<td>2017-2018</td>
<td>Montwood High School</td>
</tr>
<tr>
<td>2018-2019</td>
<td>Eastlake High School</td>
</tr>
<tr>
<td>2019-2020</td>
<td>Americas High School</td>
</tr>
<tr>
<td>2020-2021</td>
<td>El Dorado High School</td>
</tr>
<tr>
<td>2021-2022</td>
<td>Pebble Hills High School</td>
</tr>
<tr>
<td>2022-2023</td>
<td>Socorro High School</td>
</tr>
<tr>
<td>2023-2024</td>
<td>Montwood High School</td>
</tr>
<tr>
<td>2024-2025</td>
<td>Eastlake High School</td>
</tr>
<tr>
<td>2025-2026</td>
<td>Americas High School</td>
</tr>
<tr>
<td>2026-2027</td>
<td>El Dorado High School</td>
</tr>
<tr>
<td>2027-2028</td>
<td>Pebble Hills High School</td>
</tr>
<tr>
<td>2028-2029</td>
<td>Socorro High School</td>
</tr>
</tbody>
</table>
For participation in the Thanksgiving Parade, each band may participate in any given year as they choose, but the band listed above MUST participate in the designated year. This will ensure at least one SISD Marching Band will represent our district every year.
Fine Arts Music Library

The Socorro ISD Fine Arts Department has an online music library that you will have access to at any time. Please see the directions for access.

Go to: www.charmsoffice.com
Click on: Login
Enter your username/password
Click the Library tab (on the left or on top)
Click desired Tab on Top:
   List by Program
   List by Category
   Search District Library

This version of charms will only let you look at what has been entered either by school or by what is in the Fine Arts Office. Music is listed by using our version of the Dewey Decimal System and has it broken down by sub-categories. You will also find information if it is in the UIL PML.

You are welcome to check out music from the library for no longer than two weeks, and no more than 10 pieces at a time. You must sign out each piece and upon return must file it back. If you need further assistance, please do not hesitate to contact our office.
Enrichment Fees

Any program wishing to have students provide a monetary “Enrichment Fee” will have the right to do so.

Enrichment Fee Policy

1. You must have your principal’s approval IN WRITING (form on SISD F.A. web site)
2. You must provide an itemized listing of the costs that the Enrichment Fee WILL cover
3. You must provide an itemized listing of the costs that the Enrichment Fee will NOT cover
4. Receipts for all payments must be kept and available for inspection upon request
5. You may deposit these funds through your campus or your booster organization
6. EVERY program will return an electric copy of the SISD Fine Arts Enrichment Fee Information Form whether you are charging an Enrichment Fee or not by September 1

You can find both an example (Enrichment Fee EXAMPLE) and the official form (Enrichment Fee TEMPLATE) on the Fine Arts web site under “teacher work area.”

To complete the official form:
1. You can type directly into this form
2. When you enter your data, the spreadsheet will automatically calculate for you
3. If you ARE charging an Enrichment Fee, make sure to have your principal sign the form
4. If you are NOT charging an Enrichment Fee, you must check the box at the bottom and sign the form
5. When you save the form, you may get a message that begins “sorry, we couldn’t open…” Click “OK” and continue to save as usual
# Head Director Meetings 2017 – 2018
(for high school band, choir, and orchestra)

<table>
<thead>
<tr>
<th>Date</th>
<th>Main Topic(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 18</td>
<td>Letterman jackets / marching contests</td>
</tr>
<tr>
<td>November 13</td>
<td>All Region / Solo – Ensemble</td>
</tr>
<tr>
<td>January 8</td>
<td>Area Auditions / budget deadline</td>
</tr>
<tr>
<td>February 19</td>
<td>Contest season / TSSEC entries</td>
</tr>
<tr>
<td>May 7</td>
<td>TSSEC (Texas State Solo Ensemble Contest)</td>
</tr>
<tr>
<td></td>
<td>(high school guitar directors <strong>MUST</strong> attend)</td>
</tr>
</tbody>
</table>

All Meetings will begin at 4:30 PM

---

#TeamSISD

The right choice for ENDLESS OPPORTUNITIES.