



LAS VEGAS  
**ACADEMY**

*MUSIC DEPARTMENT*

*Login Biles      Eric McAllister    Marshall Townsend*  
*Patrick Bowen    Karl Reinarz*  
*Rossana Cota    Janice Seely*  
*Brian Downey   Michael Sital*  
*Megan Franke   William Swick*

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**MUSIC DEPARTMENT HANDBOOK**

**2011-2012**



*Commanding the Lead*  
*One Note at a Time*

*Orchestra, Band, Jazz Band, Choir, Piano, Guitar, Mariachi*



**GRAMMY SIGNATURE SCHOOL AWARD RECIPIENT**

1998-1999	2004-2005
1999-2000	2005-2006
2000-2001	2007-2008
2001-2002	2008-2009
2003-2004	2009-2010



# LAS VEGAS ACADEMY

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Dear Parents and Music Students,

Welcome to the Las Vegas Academy of International Studies, Performing and Visual Arts. The music department has the respect and admiration of our community and music educators from across the country. As directors, we realize our continued success and growth is dependent upon the active involvement of our students and parents. This handbook is provided to increase your awareness of the various aspects of our music department. We encourage you to become familiar with its contents as it will help insure your student's success in our program. Please sign and return the agreement forms at the back of the handbook.

The Music Department is dedicated to providing students of exceptional motivation the opportunity to achieve their maximum artistic potential through daily participation in the most comprehensive music curriculum offered by the Clark County School District.

Our motto for the Music Department, "*Commanding the Lead One Note at a Time,*" has special meaning to our students and faculty. LVA has a rich history of musical accomplishments, including awards and recognition on a national level. Our students must realize, however, that leadership goes well beyond talents exhibited in their areas of musical expression. Being a leader and demonstrating a professional attitude includes humility, character, and developing a professional work ethic.

TO THE STUDENT-The high level of musicianship at the Academy is due in part to the inner drive of our students to do their absolute best at all times. Each student should be prepared to make a personal commitment to daily practice. It is important to remember music is more enjoyable when each student contributes with diligence, cooperation, and hard work.

TO THE PARENT- It is a privilege to work with your students. Through your support and cooperation, students will continue to achieve high degrees of success. Participation of music builds self-expression, confidence, creativity and self-esteem.

We are confident you will find your student's musical accomplishments a continued source of pride and satisfaction. We encourage you to attend all of your child's concerts and activities. Please feel free to call if you have any questions. Band 799-1639. Orchestra 799-7848. Choir 799-7849. Jazz Band 799-7868. Guitar 799-7800 ext 5127. Messages for piano and Mariachi teachers may be left at the main office. 799-7800

Sincerely,

Las Vegas Academy Music Department Chair



## MUSIC DEPARTMENT

### ***ROADMAP TO SUCCESS***

Las Vegas Academy students perform at many community events and school district functions, some occurring after school, at night, and on weekends. Concerts may occur outside the Las Vegas area and may require an over night trip. The Academy's music groups are highly motivated, and student participation is an honor and an indication of outstanding musical achievements.

It is the student's responsibility to keep parents, guardians, teachers, and employers informed of all LVA musical commitments. We realize our students have many interests and are involved in a multitude of activities. Problems usually arise when news of a musical commitment arrives too late or not at all. Many times success in the music department is dependent upon a student's being at a certain place at a certain time. **If a student is involved in another block class, performance priority must be given to the block which admitted the student into the Academy. If a scheduling conflict exists within the Las Vegas Academy, the student will be required to participate in his/her major area.** When conflicts occur for any reason, early dialog between parents, student, and director can usually resolve the problem. Students must give their directors plenty of advance notice (two week minimum) when commitments cannot be fulfilled. Employers, teachers, etc. should also receive at least two weeks notice when music obligations conflict with other commitments.

### ***PERFORMANCE ELIGIBILITY***

Each student must be responsible for maintaining acceptable grades in his/her academic as well as music classes. Eligibility for out-of-district travel requires a passing grade in each class with NO F's or U's.

Any student absent from class on the day of an activity or performance will not be permitted participation that day of evening unless an excuse has been granted in advance by the school principal.

## **OFFICE HOURS**

Each teacher maintains regularly scheduled office hours during the “Lunch and Learn” lunch hour. It is strongly encouraged students take advantage of these office hours. This is an opportunity to make up missing assignments, missed tests, receive extra instructional help, etc. Music students may be requested to attend occasional rehearsals during office hours.

## **ATTENDANCE POLICY**

### **ATTENDANCE POLICY FOR ALL ACTIVITIES**

(Please refer to the Student Handbook for the Academy’s general attendance policies.) Students are expected to fulfill ALL commitments to perform. This includes performances not part of a regular class. THE PERFORMANCE SCHEDULE WILL BE UPDATED FROM TIME TO TIME. WE WILL MAKE EVERY EFFORT TO GIVE STUDENTS A MONTH'S NOTICE FOR ANY ADDITIONS OR DELETIONS.

1. All performances, rehearsals, clinics, and sectionals are co-curricular and therefore mandatory. Most after-school rehearsals are scheduled from 2:15 - 4:00 PM, and late buses provide transportation home. Rehearsals beyond the normal dress rehearsals will only be scheduled when absolutely necessary and advanced notice will be given.
2. Dress rehearsals allow time to adapt to a different acoustical environment and fine tune musical aesthetics. Seating, standing, and/or part assignments may have to be changed because of risers, space limitations, musical concerns, or acoustics.
3. Students with an unapproved absence from a dress rehearsal may not be allowed to play the concert following the dress rehearsal.

### **ABSENCES FOR REHEARSALS AND/OR PERFORMANCES REQUIRE A WRITTEN NOTE FROM THE PARENT/GUARDIAN TWO WEEKS PRIOR TO THE ABSENCE.**

We realize “day of” emergencies arise where a student may have to miss an event. If an emergency should arise, the student is responsible to notify the director during that school day. In addition, the student must provide a written note from the parent/guardian within 3 days of returning to school both to the attendance office and to the director. Make-up work will only be given for excused absences.

Approved absences will not be granted when there is a matter of choice. Excuses such as no ride, having to work or baby-sit, and/or no uniform are not acceptable excuses for missing a rehearsal or performance. Students may only be excused from a performance because of illness or other emergencies over which they and the parent have no control. If the student has a choice between attending a music performance and going to another event, his/her responsibility to the ensemble should come first.

## **CONSEQUENCES FOR MISSED REHEARSALS AND/OR PERFORMANCES**

All rehearsals and performances outside of the school day are co-curricular, meaning participation in these events is required and a part of the class grade. In the event a student misses an after school rehearsal or performance for ANY reason, including a pre-arranged absence, and has given prior notification, the student is responsible for the following:

- 1) Request make-up work from the director.
- 2) Complete make-up work within 3 school days from returning to class.

***Failure to complete make-up work within 3 days shall result in ZERO PARTICIPATION POINTS for the missed activity.***

In the event a student misses a school rehearsal or performance **WITHOUT PRIOR NOTICE** unless due to an EXTREME EMERGENCY, the student is required to complete the above steps 1 and 2, but **will receive only half credit for the make-up work** for the first offense. **Missing a second rehearsal or performance without notice will result in zero participation points for that event and any future missed events.**

## **TARDY POLICY**

Students will be considered tardy if not in their assigned place with proper equipment and/or music when the tardy bell rings. Any student with an unapproved tardy will be sent to the dean's office with a Tardy Referral Form. Unapproved tardies will result in lowered participation grades. Approved tardies must have a legitimate pass.

***All tardy students (approved and unapproved) must sign the tardy logbook.***

Unapproved students more than 30 minutes late will be marked absent. The school dean will enforce the following progressive discipline procedure:

- 1<sup>st</sup> unapproved tardy – Warning from dean
- 2<sup>nd</sup> unapproved tardy – After school or lunch detention assigned
- 3<sup>rd</sup> unapproved tardy – After school or lunch detention assigned
- 4<sup>th</sup> unapproved tardy - RPC (required parent conference)
- 5<sup>th</sup> unapproved tardy – Formal suspension of one (1) day.
- Each additional unapproved tardy will result in a one-day suspension.

## **EVENT CONCLUSION/PICK-UP**

*It is very important that students and parents make arrangements for transportation home at the conclusion of Academy events. Parents, your cooperation in picking up your son or daughter in a timely manner is greatly appreciated. The Las Vegas Academy and the Clark County School District will not guarantee supervision for more than 15 minutes following the completion of any school sanctioned event. Students and parents are encouraged to discuss approximate ending times of any activity and the*

*location of pick-up. This planning can eliminate students waiting unsupervised for an extended period of time. After 15 minutes, CCSD Police may be contacted to transfer any unaccompanied student to child protection services.*

### **REHEARSAL AND PERFORMANCE ETIQUETTE-(RULES OF CONDUCT)**

Rehearsal and performance etiquette is part of the student's weekly participation grade as well as grades for dress rehearsals and concerts.

- 1) BE PUNCTUAL
- 2) BE PREPARED
- 3) BE COURTEOUS
- 4) PAY ATTENTION AND FOLLOW DIRECTIONS
- 5) SHOW PRIDE AND RESPECT FOR YOUR SCHOOL AND YOUR COMMUNITY
- 6) GOOD POSTURE AND PLAYING POSITION MUST BE MAINTAINED AT ALL TIMES
- 7) CLEAN UP

### **ASSERTIVE DISCIPLINE PLAN**

Disregard for Rehearsal and Performance Etiquette and/or policies of the Music Department may result in:

- Lowered participation grade
- Conference with student
- Parent contact
- Alternative assignment/Detention and possible loss of chair
- Discipline referral or counselor intervention
- Loss of the privilege to perform with the group
- Removal from the group

### **PHONE POLICY**

Use office phones only with the permission of your director! Cell phones are not to be used on campus except before and after school and during lunch. Any infraction involving the misuse of a cell phone in the classroom will reflect on the citizenship grade.

### **SCHOOL EQUIPMENT AND FACILITIES**

The Clark County School District provides a portion of the equipment, instruments, music, and supplies used at LVA. Other funds are raised through ticket sales, booster clubs, playing gigs, donations, and student fundraisers. It is the responsibility of each student to make sure all our equipment, supplies, and facilities are safe, secure, and treated with respect. This is also true of privately owned instruments and personal belongings. Students who steal or abuse the property of others will be referred to the Dean's office and possibly the CCSD Police Department.

**Clark County School District regulations dictate students are not allowed to use any school facilities without adult supervision.**

### ***CHECKS AND MONEY RECEIPTS***

Students will be issued a numbered receipt every time money is turned into their teacher or instructional aide. Make checks payable to the Las Vegas Academy and write your child's student number on the memo line. These receipts should be kept in a safe place for the remainder of the year in case questions arise concerning fundraising accounts, deposits, payment of fees, etc. Teachers and instructional aides also keep a permanent record of all receipts issued to students. Receipts are issued in the name of the student to facilitate tracking.

### ***MAJOR ELIGIBILITY***

Please keep in mind; in order to remain eligible for the Academy, students must maintain a passing grade in their block class. Since student performances are a major part of their class grade, they must attend all performances to maintain a passing grade in their block class.

### ***MUSIC CLASS PLACEMENT***

Placement in block music classes is based upon mastering skills & concepts that allow music to be performed at the levels consistent for each group. Other considerations will be total group balance in terms of instrumentation/size, student commitment to performance obligations, satisfactory student citizenship, and a very high degree of self-discipline, cooperation and teamwork. Every student must have the recommendation of the instructor to register for any music class.

All students must maintain the highest standards of participation, cooperation, and performance ability, or they will receive alternative assignments or be transferred out of the end of the school year. All performances, dress rehearsals, and extra rehearsals are mandatory and will therefore become part of each student's grade.

### ***PRIVATE LESSONS***

Placements at the Academy are based on competitive audition. Mastery of your instrument should be one of your primary goals. In addition to training received at the Academy, private instruction is highly recommended. Lessons are taught by local musicians, who are experts on their instruments. Information regarding names and phone numbers of prospective teachers is available from the directors.

### ***PARAPROFESSIONALS***

The paraprofessional program provides opportunities for professional musicians and educators to work with our students. Paraprofessionals offer unique insights into all facets of the music industry. These instructors are employed by the Clark County School District. Students will follow correct Rehearsal Etiquette (Code of Conduct) at all times with paraprofessional instructors.

### ***SUBSTITUTE TEACHERS***

Students must be on their absolute best behavior with all adults or student leaders acting on behalf of the regular teacher. Students will follow correct Rehearsal Etiquette (Code of Conduct) at all times with paraprofessional instructors and substitutes. Problems with substitute teachers will result in disciplinary action.

### ***VIDEO AND AUDIO RECORDINGS***

As part of the education process, students may be recorded during rehearsals and performances.

### ***PEER REVIEWS***

**Peer Review** - All students will be required to attend one performance each quarter. This could be a band, jazz band, orchestra, philharmonic, chamber class, hand bells, Mariachi, choir, piano, guitar, or the spring musical theater production. The following concerts cannot be used for Peer Reviews: Dance, Dance PE, Theater Productions other than the Spring Musical, Culturama, or any concert where the student doing the peer review is a participant. The performance must be at least 60 minutes long, and must be outside the student's discipline. For example, an orchestra student may not write a peer review on an orchestra concert. Forms for the review are available in the block classroom. **Students recording a performance for Music Technology class may not use that performance as a peer review. All Peer Reviews are due within 3 days of the event and will count 10% or one letter grade of the quarter grade.**

### ***FUNDRAISING***

There will be several fundraising opportunities to raise money for trips and miscellaneous department expenses not covered by the school district. Please support our efforts whenever possible. **Remaining funds in a student's account when he/she changes majors, leaves the school, or graduates, will become part of the general fund for his/her major.**

### ***FUNDS FOR TRIPS***

Many Academy groups travel during the school year. Your director will provide specific details about the trip, which must be approved by the LVA Administration and CCSD. The director will provide a schedule for deposits which will be used to facilitate planning the trip.

**All monies must be paid 4 weeks prior to the trip, or at the final payment deadline required by the hotel or tour operator, whichever occurs first.**

### ***TRIP REFUNDS***

Monies paid for trips are frequently non-refundable. Only those amounts of money

which are refundable will be returned provided notification is given 30 days in advance.

### **CCSD FESTIVALS AND HONOR GROUPS**

**CCSD Music Festivals** – The LVA Music Department participates in various CCSD Music Festivals. Outstanding conductors from various educational institutions and professional organizations adjudicate these performances. In most instances, the concert is the result of months of extensive preparation on advanced fundamentals of music performance. Usually, the group will also be required to sight-read an unrehearsed selection or attend a clinic presented by one of the judges. Some festivals take place during the school day while others are after school or even on Saturday. **Student participation is mandatory and will be reflected in the quarter grade.** CCSD Music Festival performances are free and parents, friends, and relatives are encouraged to attend.

**CCSD Solo & Ensemble Festival** - The Solo and Ensemble Festival provides opportunities for individual recognition by performing as a soloist or playing in a small ensemble. These ensembles usually consist of 2-16 performers. ***In order to receive a rating, participants must furnish an original score for the judge with measures numbered.*** Credit will be given to all students who commit to perform in the festival. Participation in Solo & Ensemble Festival is a requirement for seniors wishing to receive a senior cord. Students must participate in an LVA performing group and have permission from their director to participate in the CCSD Solo and Ensemble Festival.

**Clark County Honor Groups** - Students are encouraged to audition for the Clark County High School Honor groups (Concert Bands, Orchestra, Jazz Band, Concert Choir, and Jazz Choir). These groups are selected from all high schools in Clark County. They allow outstanding musicians the opportunity to perform in a superb ensemble with a prominent guest conductor. Students must have permission from their director to audition and participate in the CCSD Honor Groups. Seniors must audition in order to be eligible for senior cords. If a student auditions and is accepted into an honor group, he/she must follow through with their commitment regardless of their position in the group.

**All State Honor Groups** - CCSD Honor Band, Choir, and Orchestra performers are eligible to audition for the All-State Band, Choir, or Orchestra. Students enrolled in the LVA Jazz Bands may audition for the All-State Jazz Band. Performance sites alternate between Las Vegas, Elko, Reno, and Carson City. Participants must commit to all rehearsals during and preceding the Nevada All-State. *Students are strongly encouraged to audition and be a part of these select groups.* In addition to participating in the corresponding LVA ensemble, students must successfully complete the corresponding CCSD Honor Ensemble (jazz band excepted), and receive permission from their director to audition for and participate in any All State activity including the All-State Solo and Ensemble Festival. If a student auditions and is accepted into the group, he/she must follow through with their commitment regardless of their position in the group. **BE SURE TO CLEAR ALL DATES FOR AUDITIONS, REHEARSALS, AND PERFORMANCES.**

**All-State Solo & Ensemble** - Students who earn a superior rating at the CCSD Solo &

Ensemble Festival are eligible to participate in the All-State Solo & Ensemble Festival. ***In order to receive a rating, participants must furnish an original score for the judge with measures numbered.*** It is the student's responsibility to contact and secure an accompanist, if the solo is written with piano accompaniment. When the festival is held outside the Las Vegas area, the student must be responsible for getting their accompanist to the performance location.

Outstanding performers in each of the following categories will be selected to compete for Command Performance at the NMEA All-State Conference: Woodwind Solo, Woodwind Ensemble, Brass Solo, Brass Ensemble, Piano, Percussion, Upper Strings Solo, Lower Strings Solo, Male Vocal, Female Vocal, Piano, Guitar, and Vocal & String Ensemble.

### ***TRI-M MUSIC HONOR SOCIETY***

**Tri-M Music Honor Society** is an after school club open to any music student interested in pursuing music education. Students are also involved in advocating and supporting the music education programs in our schools and community. This club will focus on integrating the music department at LVA as well as assisting students in their overall knowledge of music. SENIORS--Members of Tri-M are eligible for a special recognition cord awarded at graduation. The criteria for earning a Tri-M Music Cord is as follows:

1. Complete registration and enrollment in Tri-M through the Music Educator's National Conference (MENC). MENC is the parent organization for Tri M.
2. Attend a minimum of 90% of all meetings and Tri-M functions.
3. Complete a minimum of 10 service hours each year.

Meetings will be announced over the school bulletin.

### ***AWARDS PROGRAM***

**Senior Cords** - Seniors wishing to receive a senior cord for graduation must fulfill the following requirements:

- Receive a grade of "A" or "B" in their block class with an "O" or "S" in citizenship for each grading period.
- Receive an "A" on 1<sup>st</sup> & 2<sup>nd</sup> Semester Juries of senior year.
- Participate in the CCSD Solo & Ensemble Festival during their Senior year.
- Audition for a CCSD Honor group during their Senior year.
- Attend all dress rehearsals and performances, including the graduation rehearsal and performance, or complete make-up if excused by director.
- Complete three electives outside your block music class offered by the LVA Music Department (see Course Catalog). **NOTE: Students must take Music Theory I and Music Technology for two of your three required courses.**

\*\*\*\*All courses required for an LVA Senior Cord MUST appear on your LVA

transcripts\*\*\*\*

**Senior Awards** - Senior awards for Outstanding Musicianship, and Cords require the completion of several LVA music classes. In order to check eligibility for these awards, students must request and turn in an official LVA Transcript and a Music Department Accomplishment Form by the end of the 3<sup>rd</sup> quarter to their block teacher.

**The LVA Music Department Handbook is a living document subject to changes and updates.**

***FORMS REQUIRING SIGNATURES***

**Please sign and return the following forms located at the end of the handbook:**

- **Student Agreement Form**
- **Parent Agreement Form**
- **Field Trip Permit**
- **Publicity Form**
- **Medical Release**
- **Trip Form**

*Student/Parent Agreement Form*

If reading this Music Handbook online, please print, sign and return this form along with the completed Field Trip Permit, Publicity Form, Medical Release and Trip Form. If reading a hard copy, please return this signed page with the above completed forms.

I, (Student's name – please print) \_\_\_\_\_ have read the LVA Music Department Handbook and agree to adhere to the procedures, rules and guidelines as presented in the handbook.

(Student's Signature) \_\_\_\_\_

Date \_\_\_\_\_

I, (Parent's name – please print) \_\_\_\_\_ have received or downloaded a copy of the LVA Music Department Handbook and understand the procedures, rules and guidelines as presented in the handbook.

(Parent's Signature) \_\_\_\_\_

Date \_\_\_\_\_



## Guidelines for Successful Performance

1. Teachers and students should arrive, take their seats, and be ready to begin on time.
2. Announcements and instructions are often given immediately before and immediately after rehearsals. Therefore, students should sit quietly as a group in their assigned seats, OR WHEN REQUESTED, in the first few rows of the rehearsal hall.
3. Once the formal rehearsal begins, there should be no talking from that point on except by those on stage or those directly involved with the rehearsal. For those in the audience, this would be an excellent opportunity to catch up on your homework.
4. People who are not involved in a rehearsal are not permitted in the auditorium during dress rehearsals or a performance unless given specific permission by the director or stage manager. If you are not personally involved in a rehearsal or project, it is a rule of the arts that you must ask the director's permission to attend. Performers cannot give permission for their friends to attend a rehearsal. Persons wishing to attend a performance must have a ticket and enter through the front doors of the auditorium.
5. **No food or drinks are permitted anywhere in the auditorium.—YOU WILL BE FINED \$25!!**
6. Dressing rooms are not secure; therefore, valuables should not be left in the dressing rooms.
7. All participants are required to remain throughout the entire rehearsal unless dismissed by the director.
8. There should be NO TALKING in the wings of the stage.
9. Every LVA teacher is responsible for smooth rehearsals. Teachers work as a team to ensure quality in very much the same way that LVA students function as a team. Therefore, students should respect all LVA teachers and follow their directions.
10. Students who report to a performance improperly dressed may be removed from the performance. This could result in a "0" for this performance.
11. The dressing rooms should be used only by students who need them. They are not social halls. All students using the dressing rooms are to whisper, as voices can be heard in the audience if students speak loudly. **DO NOT PLAY INSTRUMENTS IN THE DRESSING ROOMS WITHOUT PERMISSION FROM THE DIRECTOR.**

12. Absolutely no food or drinks are allowed in the dressing rooms.
13. When a performer is finished with his/her performance, he should clear the stage and/or wings and be seated quietly in the audience (or wherever he is instructed to sit).
14. Students should not touch or move anything backstage unless instructed to do so. Props have an assigned place, and if they are removed, this could ruin an entire performance.
15. The time a rehearsal begins is exact. Every student should have set up his equipment, and be seated at the time the rehearsal is scheduled to begin. If, however, an unforeseeable problem delays the beginning of a rehearsal, students should remain seated and quiet until the rehearsal begins.
16. If you have permission to enter a rehearsal late, make arrangements to have another student get your equipment so the band or orchestra room does not have to be opened. This will help solve any security problems.
17. Each student is given a written schedule of rehearsals and performances by their black teachers. Schedules are also on the school website.

### ***MATURITY & PROFESSIONALISM***

You have heard it said many times that what you do in rehearsal you will do in performance. As a performer at LVA, you will be expected to be a mature person. Each time you have a performance, you will be expected to come to the performance fully rehearsed and prepared to do the best job possible. In performance and rehearsal you should conduct yourself with diligence, skill, purpose, teamwork and that degree of dignity which says to all, "**I know what I am doing and I plan to do it well.**"

1. The image of our school, our students and our concerts is **professionalism**. Make sure you do your part!
2. Showmanship and good stage presence are always required on stage, but showmanship backstage is just being a "show-off."
3. Before a performance, be purposeful - mature beyond your years.
4. Never wave or make an indication that you recognize anyone in the audience. If you are on TV as a part of a group, always look at your conductor, never in the eye of the camera.
5. If there is a reception, apply all the rules above - also remember that the refreshments are for our guests, NOT for the members of our school (unless stated by the director). In any case, LVA students may enjoy the refreshments only if there are refreshments remaining after a reception is over.
6. Members of the audience may scamper around, shake hands vigorously, laugh and gush as an appreciative audience should. But you are the performer - act like one! Never run, gesture, or play unnecessarily when in the concert hall or in view of the public.
7. Rest before a performance. Insufficient sleep and rest have ruined many performances. Always try to find a rest time between performances.
8. Remain in full concert attire until dismissed from the classroom or leaving campus.

### ***A WORD ABOUT MEDIA COVERAGE***

The type and amount of media coverage an arts area or an LVA student obtains is not determined by the LVA administration or an LVA teacher.

Media coverage is controlled by the media, not by LVA. In some years one arts area may be of more interest to the community than all the other areas. During the next year, the focus may shift, and the media coverage may be more frequent for a different arts area.

Many things influence the kind and amount of coverage. For example, factors such as photo quality, newspaper space, the type of story desired, the personality of the reporter, and the timing of the media interviews could all influence what appears (or doesn't appear) in the newspapers or on television. Therefore, students should not perceive as lack of interest or concern the fact that their arts area has received little or no media recognition in a particular year.

Many times the aggressive teacher is the catalyst for wonderful media coverage, but even a persistent teacher is not guaranteed coverage.

# CITIZENSHIP GUIDELINES

## Outstanding

1. Consistently on time (1 tardy per quarter)
2. Consistently prepared to learn
3. Consistently on task
4. Consistently contributes to class by raising hand and waiting to be called
5. Consistently listens and follows direction. Never disrupts class.
6. Consistently treats teachers/classmates in a respectful and caring way
7. Consistently follows classroom rules/procedures including seated on time and being silent after director cuts off to speak
8. Never in possession of nuisance items  
(gum/candy/drinks/toys/electronic devices/etc.)
9. Consistently follows dress code

## Satisfactory

1. Usually on time (2 tardies per quarter)
2. Usually prepared to learn
3. Usually on task
4. Usually asks questions/contributes to class in a positive manner
5. Usually non-disruptive
6. Usually treats teachers/classmates with respect
7. Usually follows classroom rules/procedures
8. Usually not in possession of nuisance items
9. Usually follows dress code

## Needs Improvement

1. Late to class (3 tardies per quarter)
2. Often (3) missing materials or unprepared to learn
3. Often (3) needs to be reminded to stay on task
4. Sometimes contributes/asks questions
5. Sometimes (3) is a class disruption
6. Often (3) treats teachers/classmates in a negative way
7. Often (3) violates classroom rules/procedures
8. Often (3) in possession of nuisance items
9. Often (3) violates dress code

## Unsatisfactory

1. Late to class (4 or more tardies per quarter)
2. Frequently (4 or more) missing materials or unprepared to learn
3. Frequently (4 or more) has to be reminded to stay on task
4. Does not actively participate
5. Frequently (4 or more) causes problems for self or others
6. Frequently (4 or more) treats teachers/classmates in a negative way
7. Frequently (4 or more) violates classroom rules/procedures
8. Frequently (4 or more) in possession of nuisance items
9. Frequently (4 or more) violates dress code

# ***LAS VEGAS ACADEMY***

## **of International Studies, Performing and Visual Arts**

# ***AUDIENCE ETIQUETTE AT A GLANCE***

*Proper performance etiquette is part of the total educational experience at the Las Vegas Academy. It demonstrates pride and respect for the many hours required to present a major performance.*

*Here are some guidelines for etiquette during different performance venues.*

<b>BEHAVIOR</b>	<b>AUDITORIUM THEATER ASSEMBLY</b>	<b>BAND, CHOIR, OR ORCHESTRA CONCERT</b>	<b>DANCE</b>	<b>JAZZ CONCERT</b>	<b>ROCK CONCERT</b>	<b>MOVIES</b>
<b>SEATING</b>	Stay seated until applause	Stay seated until applause	Stay seated until applause	Stay seated until applause	Move around, but only in time with the music	Stay with who brought you
<b>TALKING</b>	Intermission only or between performing groups	Intermission only or between performing groups	Intermission only or between performing groups	Intermission only or between performing groups	Could you be heard?	During the slide show
<b>APPLAUSE</b>	End of a Scene, Act, or Blackout	End of number once the conductor has dropped arms to side	End of piece or after a great move	End of piece or after a great solo	Whenever, or all the time...loud is the word	For a 5 Star, at the end
<b>CHEERS</b>	Curtain Call Only	Curtain Call Only	Curtain Call Only	OK after a piece or a great solo	Anytime	Again, 5 star movies
<b>YELLING OUT NAMES</b>	NEVER	NEVER	NEVER	NEVER	Sure, they love it.	Maybe, if they're in the theater.
<b>FOOD</b>	Never in theater	Never in theater	Never in theater	Never in theater	Don't throw it, though	That's the whole idea
<b>PHOTOS</b>	With permission, no flash, (seldom allowed)	With permission, no flash, (seldom allowed)	With permission, no flash, (seldom allowed)	With permission, no flash, (seldom allowed)	You'll probably lose your camera (guards)	Buy the tape when it comes out.
<b>WHISTLING</b>	Curtain Call Only	NEVER	NEVER	OK after a piece or a great solo	On key and in harmony	They'll think you're a little strange

**CLARK COUNTY SCHOOL DISTRICT  
LAS VEGAS ACADEMY OF INTERNATIONAL STUDIES, PERFORMING & VISUAL ARTS  
STUDENT/PARENT FIELD TRIP RULES AND AGREEMENT FORM**

(Please print)

Student \_\_\_\_\_ Grade \_\_\_\_\_ Student # \_\_\_\_\_

Field Trip \_\_\_\_\_ City \_\_\_\_\_ Dates \_\_\_\_\_

To help insure a successful trip, students will adhere to the following guidelines. These expectations are not intended to prevent students' enjoyment of the trip but are designed to insure the safety and well being of all individuals on the trip.

**In General:** All rules and regulations of the Clark County School District and the Las Vegas Academy of International Studies, Performing & Visual Arts will apply.

1. Students will be considerate and respectful to all adults and to each other at all times.
2. Students are reminded of their responsibility to adhere to conduct which conforms to accepted principles of right and wrong behavior and which is not contrary to the moral standards of the community. This includes any inappropriate, suggestive, or explicit sexual behavior. (CCSD Behavior Guidelines for Secondary Students (CCF-776).
3. Students will report any infractions of the Clark County School District Student Code of Ethics (CF-776) and the rules and regulations of the current field trip to the administrator or advisor in charge of the trip immediately.
4. Students will make suitcases, bags, purses/pockets available for inspection prior to departure. Parents are welcome to be in attendance during this procedure. Students will make suitcases, bags, purses/pockets available for inspection during or at the conclusion of the trip if requested by an administrator or advisor.

**Specific Guidelines**

1. There is to be no use, possession, or sale of and/or association with alcoholic beverages or substances represented to be alcohol.
2. There will be no use (including inhalation), possession or sale of controlled or illegal substances.
3. Students will not smoke during the trip.
4. Students will be expected to follow the itinerary, unless changes are announced, and be prepared to adhere to all time restrictions provided by the administrator or advisor.
5. Students are responsible for their own personal belongings and are expected to dress appropriately at all functions.
6. Bus conduct is expected to be within safe and acceptable standards. Clean up your mess. Radios and CD players must have headsets.
7. Students will be held directly and financially responsible for any loss or damage during the trip, to an assigned room, the bus, restaurant, etc. Any deliberate damage or damage incurred from horseplay is the responsibility of the student.
8. Students must observe all civil laws and regulations (United States and foreign). Apprehension by law enforcement agencies leading to a substantiated charge will not be the responsibility of the Las Vegas Academy. Students may also be subject to discipline under the rules and regulations of CCSD and the Las Vegas Academy.
9. If you bring medication, make sure it is noted on your Medical Permission Form (CCF-455). All medication must be in a correctly labeled prescription bottle, including the student's name. If you have a medical condition that requires special attention, list it on the form and make certain an administrator and/or advisor knows of your condition. The school nurse will provide the trip administrator with a list of students whose medicine must be controlled by the administrator.

**Hotel Rooms**

1. Room assignments will be made in advance and are not subject to change unless approved by the advisor.
2. Joint female/male room occupancy is prohibited **at all times**.
3. All rooms are to be checked, prior to occupancy, and all damage reported to the administrator or advisor immediately. Damage to rooms not reported or incurred as a result of occupancy will be the responsibility of the students occupying the room.
4. Students will be provided with the room numbers of all administrators, advisors and chaperones. Should an emergency occur, students should immediately contract an administrator, advisor, or chaperone.
5. Students will be in their assigned rooms at the scheduled curfew hours, and will respond promptly to the room check. Students will remain in their rooms once their rooms have been checked. Stay in your room unless there is an emergency fire alarm or you receive orders from emergency personnel.
6. Do not burn anything in the rooms. This includes candles & incense.
7. Students are not allowed to make long distance telephone calls from their rooms. Students should travel with a cell phone or with a phone card.
8. Doors will be taped from the outside at the time your room is checked for the night. Any room found with tape missing or pulled will be referred for disciplinary action. If you have an emergency, call an administrator, advisor, or chaperone. Before opening the door for anyone, ask the person to identify himself. If he is not a Las Vegas Academy administrator, advisor, or chaperone, do not open the door; call a Las Vegas Academy administrator, advisor, or chaperone. If the person identifies himself as a member of the hotel staff, refer him to your floor chaperone's room. Do not open the door. If you have called for services from the hotel staff, let your advisor or administrator know.
9. Students are expected to exit their rooms in the case of an emergency fire alarm or orders from emergency personnel.
10. Lights out will be adhered to and students will be expected to use the time for sleeping and rest. Rooms which remain noisy after lights-out will be subject to discipline.

\_\_\_\_\_ Student Initial                      \_\_\_\_\_ Parent Initial

**Hotel Rooms (continued)**

11. Do not open windows to rooms – use the air conditioner. If the window must be opened for ventilation, do not yell or lean out of the window. Never throw anything out of a hotel window.
12. Keep all noise levels down to a minimum in the hotel. Be respectful of the other guests in the hotel. Walk at all times, shut doors gently, walk softly in the halls. Do not pound on railings, walls, doors, etc.
13. Clean up your mess. Do not make others clean up after you. You will remain in your room until an administrator or chaperone completes a final room check and releases you to go to the lobby or the bus.
14. Your room captain is responsible for the keys; turn in extra keys to that person.
15. Students will be ready for morning room checks at the time set by the administrator or advisor. Students will be ready to leave the hotel as scheduled.

**NOTE:** Please remember the Las Vegas Academy is not liable for any lost or stolen items; it is your responsibility. Take that into consideration before you bring that expensive Walkman, Ipod, or other item.

**NOTE:** Full refunds for trips are generally not possible. Refunds will be given based on what has been refunded from travel agents, tour companies, hotels, airlines, restaurants, recreational venues, etc. Each department/exchange program has established specific guidelines for refunds. An exception could occur if another student replaces the original traveler. In those cases, there will be fees for changing airline tickets, registration fees, etc. Parents should make certain they understand the refund policy at the time their student signs up for the trip.

**NOTE:** Student travel at the Las Vegas Academy is either co-curricular or associated with a student's academic classes. On all trips, a LVA administrator or designee is responsible for supervision of the trip. The advisor and the administrator of Student Activities will determine the number of chaperones required for the trip based on the number of students traveling. If needed, the advisor may put out a request for parent chaperones. If parents are needed as chaperones, the advisor will contact those parents who have indicated an interest in traveling as a chaperone with specific rooming arrangements and expenses. Because student interaction is an integral part of travel, LVA students must room with other students, not with their parents. Parent chaperones will be responsible for monitoring students in general, not just their own student.

**NOTE:** Parents not traveling as chaperones may attend the concert/event. Other family members are also able to attend the concert/event. They will make their own travel arrangements including, but not limited to, airline and hotel reservations, transportation to and from the airport, meals, and entrance fees.

**NOTE:** Parents may volunteer to assist with details such as baggage check, loading luggage on buses, and fundraising.

**NOTE:** Any field trip or performance either In-District or Out-of-District which misses school time other than block will require the following: Students may have no F's or U's if missing class time other than block time. Students may not have excessive absences (6 or more unexcused per semester). Students are allowed a one day exemption for an out-of district trip, even if they are failing (excessive absences excluded). Students traveling as part of an exchange program must have a current GPA of 2.5 or higher and may not have a D or F or U in any class.

**STUDENT:**

I have read the Las Vegas Academy Field Trip Rules and have discussed them with my parent(s)/guardian(s). I agree to be held by the rules and any other expectations the administrator, advisor, and chaperones may impose for my safety and enjoyment. I further understand that my failure to abide by these expectations could result in my immediate transport home, disciplinary action on the trip and/or at school, and/or my ineligibility in all future activities with the Las Vegas Academy of International Studies, Performing & Visual Arts and possibly in Clark County School District activities. I understand that my parent(s) or legal guardian(s) will be responsible for all expenses incurred because of my actions which led to the disciplinary action. **I understand that no refunds will be issued if I am sent home.**

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Student Signature

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Date

**PARENT/GUARDIAN(S):**

I have read the Las Vegas Academy Field Trip Rules and discussed them with my child. I understand that all expectations are in the best interest of the students involved. I further understand that failure of my child to abide by all expectations of the administrator, advisor, and chaperones, could result in his/her immediate transport home, disciplinary action on the trip and/or at school, and/or his/her ineligibility in all future activities with the Las Vegas Academy of International Studies, Performing & Visual Arts and possibly in Clark County School District activities. I understand that transport home, when necessary, will be at the parent or legal guardian's expense. I agree to reimburse the Las Vegas Academy of International Studies, Performing & Visual Arts for all expenses incurred because of my child's actions which led to the disciplinary action. **I understand that no refunds will be issued if my child is sent home.**

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Print Name (Parent)

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Parent Signature

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Date

LAS VEGAS ACADEMY OF INTERNATIONAL STUDIES, PERFORMING & VISUAL ARTS  
PRIVATE CAR ACKNOWLEDGEMENT FORM

To Parents/Guardians:

The Las Vegas Academy of International Studies, Performing and Visual Arts is not providing for or arranging for transportation to the function listed below. Parents/Guardians are responsible for arranging for or providing for transportation to and from the events. The Las Vegas Academy is tracking parent permission for all students who will be driving or riding in cars. Please complete the acknowledgement form below and have your student return the form to their advisor.

I give permission for my son/daughter \_\_\_\_\_  
(Print Name)

Student Number: \_\_\_\_\_ Grade: \_\_\_\_\_

To travel to: VARIOUS LOCATIONS DURING THE SCHOOL YEAR

On the following date(s): VARIED AS NEEDED

For the purpose of: PERFORMANCES AND EVENTS AS REQUIRED

I understand that the Las Vegas Academy is not providing for or arranging for transportation. Therefore, I give permission for my son/daughter to travel in private car and agree that the Clark County School District is not responsible for the safety of students while they are being transported.

I understand that at the event he/she will be chaperoned by a Clark County School District employee.

I further agree to hold the Clark County School District, its employees, and agents harmless of any injury or sickness caused by the negligence of persons other than employees or agents of the Clark County School District when such injury or sickness occurs during the aforementioned trip.

Date: \_\_\_\_\_

Name of Parent/Guardian (please print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Clark County School District  
**MEDIA RELEASE FORM**

Dear Parent/Guardian:

At times during and after the school day, school personnel and/or news media may ask to interview, photograph, audiotape, film and/or videotape students. This material may be utilized in media that includes, but is not limited to, the following: newspaper articles, television coverage, websites, internal or external publications, newsletters, video presentations, and/or school district presentations.

Your signature on the form below authorizes the school and/or school district to release your child's name, photograph, and/or audio/video/film production for publication related to school functions and activities. Examples may include, but are not limited to, student activities, individual or group achievements, sporting events, musical or theatrical presentations, and/or discussion forums.

Once signed and dated, this form shall remain in effect until the end of the current school year. At any time during the school year, however, you may revoke this permission for future use by notifying, in writing, the principal of your child's school.

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As the parent/guardian of \_\_\_\_\_, I  
Student Name (please print)

\_\_\_\_\_ Give permission

\_\_\_\_\_ Do not give permission

for the Clark County School District to release my child's name, photograph, and/or audio/video/film reproduction for publication, broadcast or posting to the CCSD.net website, as described above.

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

CLARK COUNTY SCHOOL DISTRICT  
**FIELD TRIP PERMIT**

Last Name of Pupil \_\_\_\_\_ First Name \_\_\_\_\_

I request that my child be allowed to participate in an authorized Clark County School District Field Trip. I understand that my child will be chaperoned by a responsible adult while away from the school, who will take reasonable precautions to protect my child from harm and injury.

I understand that this is a supervised activity. In order to maintain order, students will be expected to comply with rules, standards, and instructions for student behavior. I waive and release all claims against Clark County School District employees or their agents arising out of my child's failure to remain under such supervision. If at any time my child's behavior is incompatible with the standard for student behavior, his/her further participation may not be permitted.

In the event that my child is injured, becomes ill, or involved in an accident while away, I understand that the chaperon will seek medical attention for my child, and the school will contact me as soon as possible, and that I will be financially responsible for medical treatment. I further agree to hold the Clark County School District, its employees, and agents harmless for any injury or illness caused by the negligence of persons other than employees or agents of the Clark County School District when such injury or illness occurs during the trip.

\_\_\_\_\_  
Signature Date

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Emergency Phone and Name: \_\_\_\_\_

Please note any medical information which would be of help: (i.e., allergies, medications to avoid, current medications, etc.)

I do not wish my child to take part in the school field trips.

\_\_\_\_\_  
Signature of Parent or Guardian Date

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**CLARK COUNTY SCHOOL DISTRICT  
PERMISO PARA EXCURSION**

Apellido del Alumno \_\_\_\_\_ Nombre \_\_\_\_\_

Deseo que mi hijo/a participe en excursiones autorizadas por el Distrito Escolar del Condado de Clark. Tengo entendido que una persona adulta responsable supervisará a mi hijo/a mientras este fuera de la escuela, y se tomarán las medidas necesarias para ofrecer protección en contra de daños y perjuicios.

Tengo entendido que esta es una actividad supervisada. Para mantener el orden, los alumnos deben cumplir con el reglamento y las instrucciones de conducta que se impongan. En caso de que mi hijo/a no obedezca los reglamentos y resulte en cualquier incidente, renuncio y cedo todas las reclamaciones en contra de empleados del Distrito Escolar del Condado de Clark o sus representantes. Si mi hijo/a rehusa obedecer o su comportamiento es deficiente, participación en futuras actividades no se autorizarán.

En caso de que mi hijo/a sufra un accidente y se lastime durante la excursión, tengo entendido que la persona responsable por el/ella conseguirá atención médica inmediatamente y que la escuela me notificará tan pronto sea posible así como yo soy responsable por los gastos médicos incurridos. Además, no haré responsable al Distrito Escolar del Condado de Clark o a sus representantes si mi hijo/a sufre algún accidente o enfermedad causada por negligencia de personas ajenas al Distrito Escolar del Condado de Clark.

\_\_\_\_\_  
Firma Fecha

Teléfono de su Casa: \_\_\_\_\_ Teléfono del Trabajo \_\_\_\_\_

Teléfono de Emergencia y Nombre \_\_\_\_\_

Por favor indique información que nos pueda ayudar: (i.e., alergias, medicamentos que debemos evitar, medicamentos que se estén tomando, etc.)

No deseo que mi hijo/a participe en excursiones escolares.

\_\_\_\_\_  
Firma del Padre o Tutor Fecha

100

# STUDENT MEDICAL PERMISSION FORM

(Please print or type.)

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_ Sex: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Number & Street City State ZIP

### Emergency Information

Parents/Guardian Name(s): \_\_\_\_\_ Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ or ( \_\_\_\_\_ ) \_\_\_\_\_  
Emergency Contact (if parents cannot be reached): \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_  
Physician's Name: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_  
Who is responsible for medical payments?  Insurance  Individual  
IF INSURED, Medical Insurance Company Name: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_  
Insurance Company Address: \_\_\_\_\_  
Number & Street City State ZIP  
Name of Primary Insured: \_\_\_\_\_ Group #: \_\_\_\_\_

**Note: Insurance coverage is not required for participation.**

### Brief Medical History

Special Health Concerns: \_\_\_\_\_

Asthma:  yes  no

Heart Problem:  yes  no

Diabetes:  yes  no

Allergies:  yes  no

Seizures:  yes  no

Other: \_\_\_\_\_

*(Includes pregnancy, recent surgery, or other chronic conditions)*

### Current Medications:

Medication:

Dosage per day:

_____	_____
_____	_____
_____	_____
_____	_____

**Note: If your child is taking medication regularly, please bring a supply in a labeled container.**  
**(Please Note: Prescription medication requires a current prescription label. Over-the-counter medication must be accompanied by an order from a licensed health care provider.)**

Should activity be restricted?  yes  no If yes, please explain: \_\_\_\_\_

I, the parent or legal guardian of \_\_\_\_\_ (my child), authorize and direct the Clark County School District to obtain medical care for my child in the event such care is reasonably necessary. I understand that, if possible, I will be contacted in the event my child requires medical attention. I grant to a licensed health care provider or accredited hospital permission to perform any reasonably necessary medical and/or surgical procedures that are essential for the treatment of my child and agree to be responsible for payment for such care. I release CCSD, its employees, and agents from any damages, liability, or loss resulting from the exercise of discretion in securing in good faith medical care for my child.

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_