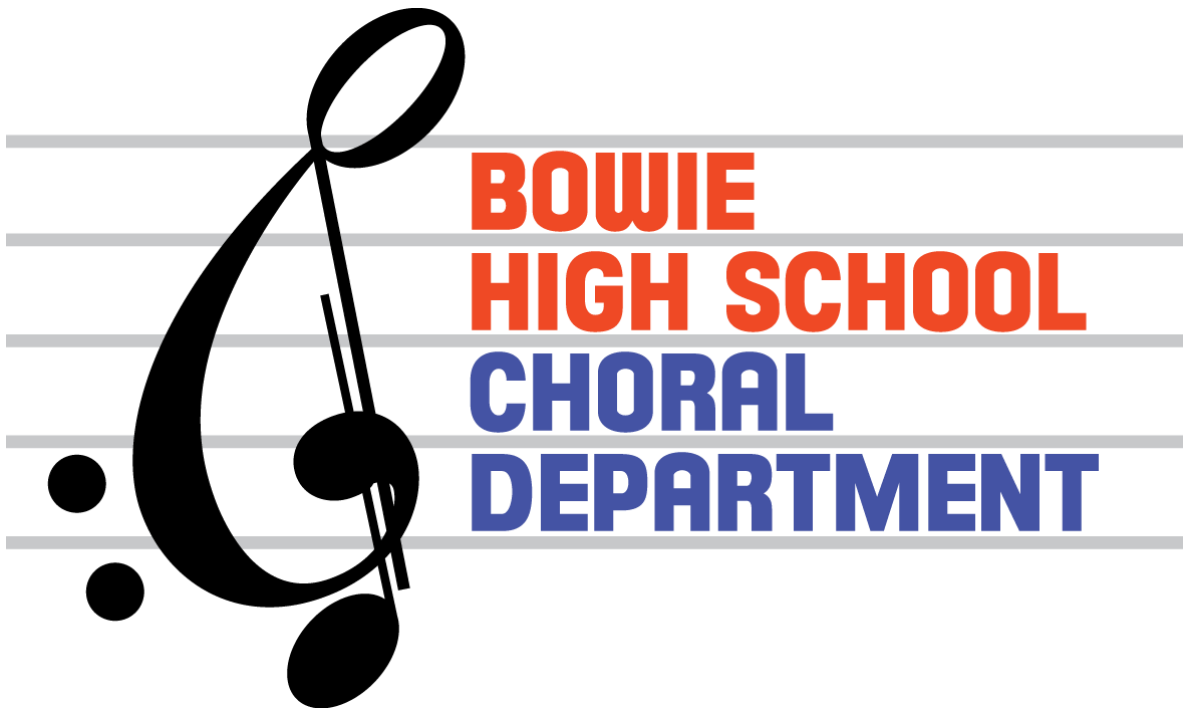


**PRIDE**

**PURSUIT**

**PERFORMANCE**



**HANDBOOK  
2010 - 2011**

Jermaine Lobaugh, Director of Choirs  
Stanley Moody, Asst. Director  
2101 Highbank Drive  
Arlington, TX 76018  
817-330-4281 (office)

[www.bowiechoir.com](http://www.bowiechoir.com)  
[bowiechoir@gmail.com](mailto:bowiechoir@gmail.com)  
[jlobaugh@aisd.net](mailto:jlobaugh@aisd.net)  
[smoody1@aisd.net](mailto:smoody1@aisd.net)

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## **DEAR PARENTS AND STUDENTS,**

Welcome to the Bowie High School Choral Department. We are excited about the opportunities that will be presented this year in the department. This document will outline your part in making this the best year in the history of the Bowie Choral Department.

Please read this handbook carefully and retain it for your reference. It is expected that all members of the department will be aware of the policies and expectations set forth in the following pages.

**PLEASE SIGN THE PARENT/STUDENT CONTRACT AND RETURN IT BY FRIDAY,  
SEPTEMBER 3, 2010.**

Students will not be allowed to participate in the Bowie Choral Department unless a contract is signed. A contract is required for every student. In this packet you will find the dates of concerts as well as other opportunities for your student. Please plan now to be a part of your student's experience in the department by marking these dates on your calendar and coming out to support them. **All events will be placed on the calendar section of the Bowie choir website, [www.bowiechoir.com](http://www.bowiechoir.com) , as well as on the CHARMS calendar ([www.charmsoffice.com](http://www.charmsoffice.com)).** You will also find forms for your child to take private voice lessons. Voice lessons are highly encouraged for all students in the Bowie Choral Department.

There are many opportunities for parents to participate in the Bowie Choir experience as well. If you are able to volunteer your time, we will have need throughout the year for help with fund raising efforts, chaperones, clerical work, uniform distribution, and other duties. Please fill out the volunteer form and AISD application and return those with your parent signature form.

The Bowie Choral Department office number is 817-330-4281. Please feel free to contact us if you have any questions. We are looking forward to an exciting and rewarding year with your students!

Sincerely,  
Mr. Jermaine Lobaugh, Director of Choirs

Mr. Stanley Moody, Assistant Director

**BOWIE HIGH SCHOOL CHORAL DEPARTMENT**

**2009-10 CALENDAR OF EVENTS**

| <b>DATE</b>            | <b>TIME</b> | <b>EVENT</b>  | <b>LOCATION</b> |
|------------------------|-------------|---|-----------------|
| Thursday, August 19    | 6:30 PM     | Freshmen First Event  | BHS             |
| Thursday, August 26    | 6:30 PM     | Fall Parent Meeting   | Little Theater  |
| Saturday, September 25 | TBA         | All-Region Choir Auditions, Round 1                           | Seguin HS       |
| Thursday, October 21   | 7:00 PM     | Fall Choir Concert  | BHS Auditorium  |
| Saturday, October 30   | TBA         | 9 <sup>th</sup> /10 <sup>th</sup> Grade Honor Choir Auditions | TBD             |
| Saturday, October 30   | TBA         | All-Region Choir Auditions, Round 2                           | Richland HS     |
| Friday, November 19    | 3:00 PM     | All-Region Choir Auditions, Round 3                           | Arlington HS    |
| Friday, November 19    | 6:00 PM     | District/Region Clinic  | Arlington HS    |
| Saturday, November 20  | 8:00 AM     | District/Region Clinic  | First UMC Hurst |
| Saturday, November 20  | 5:00 PM     | District/Region Choir Concert                                 | First UMC Hurst |
| Tuesday, December 14   | 4:00 PM     | Barnes & Noble Book Fair                                      | B&N             |
| Tuesday, December 14   | 7:00 PM     | Volunteer Voices Holiday Concert                              | B&N             |
| Thursday, December 16  | 7:00 PM     | Winter Choir Concert  | BHS Auditorium  |
| Saturday, January 8    | TBA         | All-Area Choir Auditions, Round 4                             | TBA             |
| Thursday, January 20   | 6:00 PM     | Bowie Network Cluster Concert                                 | BHS Auditorium  |
| February 9-12          | TBA         | TMEA  | San Antonio     |
| Saturday, February 19  | TBA         | UIL Vocal Solo/Ensemble Contest                               | Legacy HS       |
| Monday, February 21    | TBA         | AISD Choir Extravaganza                                       | Meyerson        |
| Saturday, February 26  | TBA         | AISD Solo/Ensemble Contest                                    | Arlington HS    |
| Thursday, March 10     | 5:00 PM     | Pre-UIL   | BHS Auditorium  |
| April 11-13            | TBA         | UIL Contest   | Trinity HS      |
| May 16-20              | TBA         | Volunteer Voices Spring Tour                                  | TBA             |
| Thursday, May 19       | 7:00 PM     | Spring Concert  | BHS Auditorium  |
| Tuesday, May 24        | 7:00 PM     | Volunteer Voices Spring Concert                               | Little Theater  |
| TBA                    | TBA         | Graduation  | Verizon Theater |

***While every effort will be made to let parents and students know in advance, it is the responsibility of parent and student to check [www.bowiechoir.com](http://www.bowiechoir.com) regularly for any adjustments or additions to this schedule.***

# HOW TO ACCESS PARENT INFORMATION CHARMS BAND \* ORCHESTRA \* CHOIR

- Log on to [www.charmsoffice.com](http://www.charmsoffice.com)
- Locate the “PARENT/STUDENT LOGIN” section of the web page.
- Login to your child’s program account using the following login:

## JBowieHSChoir

- This will bring up the main parent page. This will allow you to look at your child’s program’s **public calendar, event list, handouts and other files.**
- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities. Clicking on “event list” puts all of the calendar information in a list form for easy printing.
- **When you enter your child’s ID NUMBER, \_\_\_\_\_ another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, forms and inventory. Enter your child’s ID FIRST - then you may create your own, unique password by clicking on the “keys icon”**
- Please help the director maintain his/her records:
  - Student information form -you may help make changes to your child’s student information page (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively.
  - **Credit card payments for fees, trips and deposits to your student’s account.** If the director has created a **PayPal** account for the booster club or school activity account, you may pay for your child’s fees or trips easily with a credit card.
- Most importantly, the parent page assists both you and the teacher to communicate with each other.
- You will also see links to **enter Practice Logs, view Grades,** and use the **Recording Studio** if the teacher has enabled these options.

# **STUDENT CODE OF CONDUCT**

## **ATTENDANCE POLICY**

Classroom attendance is taken daily and subject to the same rules and consequences put forth by the Bowie High School administrative staff. Because to be in choir is to be a part of an ensemble, perfect attendance is extremely important. When a voice is missing from the ensemble, the ensemble suffers. Being a member of your choir means to be present and enthusiastic.

Besides classroom attendance, extracurricular activities such as after school rehearsal and concerts are **REQUIRED**. Attendance at these extracurricular activities counts as part of our grading policy. It is impossible to “make up” missed rehearsals and concerts. **BE THERE!!**

## **CLASSROOM POLICIES AND MATERIALS**

The directors of the Bowie High School Choral Department consider participation in the choral program a basic right of all students enrolled at Bowie. **However, it is understood by the directors and administration that the selection to and participation in the choral department is a privilege and not an automatic right. Students earn this continued privilege by demonstrating responsible behavior, dependability, musical excellence, and dedication.**

The success of a choir depends on how it rehearses. How it rehearses depends on the conduct and cooperation of the student. Rehearsals are the place to correct mistakes. The fewer the mistakes and the less individual distractions, the greater your contribution is to the choir. Be patient, attentive, careful, and cooperative in observing these rehearsal expectations. When the directors have to discipline and control rather than direct, the rehearsal and eventually the choirs are headed for failure. Good behavior, attitude and self-discipline are essential to producing a **GREAT CHOIR**. If you are successful, the Choir is successful.

**With this philosophy in mind, the following rules of behavior will be expected:**

1. Treat everyone as you wish to be treated. Rudeness will not be tolerated.
2. Follow the director’s instructions at all times.
3. Classroom behavior will be appropriate to the activities.
4. Gum, candy, soft drinks, and food are not allowed in the classroom. **Bottled water is encouraged.**
5. Students are not allowed to enter the office or use the office phone without the permission of the director.
6. Students are not allowed to play the piano or be in practice rooms without the express permission of the director.

7. Be ON TIME to all rehearsals (school or extra) and performances. You are to be in your place with your materials and all visiting stopped BY THE TIME THE BELL RINGS or THE REHEARSAL IS TO BEGIN. \*\*\*\*BHS tardy policy is enforced.
8. Always have ALL MATERIALS needed for rehearsal.
9. LISTEN to the conductor at all times. Talking while the conductor is rehearsing or giving instructions is NEVER appropriate.
10. The use of cell phones, including texting, time checking, and calendar checking, are not allowed in class, at rehearsals or in concerts. (School policy enforced.)
11. The directors, not the bell or the clock, dismiss the choir. Don't begin to put your music away until instructed to do so.
12. Stay involved in the rehearsal from start to finish. Rehearsals are not for personal grooming, catching up on the latest gossip, or doing homework.
13. Keep the room orderly and clean. If you are not taking your music home, make sure you return it to the correct shelf. The Choir Room is not to be used as your personal locker.
14. Approach rehearsals as well as performances with OPTIMISM, ENTHUSIASM, DETERMINATION, AND YOUR WHOLE-HEARTED ATTENTION.
15. The success of the Choir is your individual responsibility.
16. Before asking a question-- ALWAYS refer to your handbook or website.

*As a member of the Choral Department, these issues should not need to be reiterated. You know what you need to do to be the best you can be.*

**Continued infractions will result in parental contact, followed by appropriate disciplinary procedures. If a student continues such behavior on a consistent basis, the student will be removed from the choral program at the discretion of the director.**

## **GRADING PROCEDURES**

### **DAILY PARTICIPATION**

Students begin each week of the six weeks period with a 100 for the weekly grade. Each infraction of classroom rules that causes the student to be off task, including not following directors instructions and not having all materials, will result in a deduction from the weekly grade as to the discretion of the director. The participation grade will then average into your six weeks grade.

### **FORMAL ASSESSMENTS**

Periodic written exams as well as singing and sight reading exams, will be given throughout each six weeks grading period. These exams will be used as check points to determine your personal understanding of what we are learning in class. These exams will average into your six week grade.

### **REHEARSALS**

Rehearsals are course requirements and are integral to our success. Prior to concerts, contest, and other musical events, extra rehearsals will be scheduled. Students will be given adequate notice of all extra rehearsals, sectionals, and activities. These rehearsals are necessary, and attendance is required as part of your grade and for continued participation in the Choral Department. **Chorale, Select Women, and Volunteer Voices will have regularly scheduled after school rehearsals.**

### **SIGHT READING**

The goal of the Bowie Choral Department is to create vocalists that are musicians and not just singers. Sight Reading is an integral aspect of that goal. We will sight read every day, and periodic sight reading exams will occur. These exams may be recorded or live with a director, and grades will be given based on pitch, accuracy, and tone quality.

### **CONCERTS**

Concerts are the ultimate evaluation of many weeks of hard work and preparation. **Absence from a concert will lower a student's grade considerably.** Students and parents are responsible for keeping up with dates and times of activities scheduled. All scheduled activities will be posted on the Bowie Choir website as well as in CHARMS. **Excused absences are to be fulfilled by a written assignment designated by the director.** An excused absence is a documented illness (doctor's note) or death in the family.

**Unexcused absences from concerts or rehearsals will result in the following points subtracted from the final six weeks average:**

**Rehearsals: 5 points each**

**Concerts: 30 points each\*\***

\*\*Attendance is required for the entire concert, not just the individual student's performance.

**CONFLICTS WITH WORK SCHEDULE OR TRANSPORTATION PROBLEMS WILL NOT BE ACCEPTED AS EXCUSED UNDER ANY CONDITION. ONLY DOCUMENTED ILLNESS OR DEATH IN THE FAMILY WILL BE EXCUSED.**

If a student must miss a scheduled rehearsal or concert due to documented illness or death in the family, contact the Choir Office **before the scheduled event** at 817-330-4281. **DO NOT CALL THE SCHOOL MAIN OFFICE.**

### **PROMPTNESS**

We, the directors, assume that you, the student, are present in our classes and in the Choral program because you want to be here. Therefore, we expect you to report to class on time with your materials and enthusiasm. Walking in late to a rehearsal or running to your seat as the bell rings is disruptive and erodes the focus. **BE ON TIME.**

### **MATERIALS AND FEES**

You will be responsible for choir uniform and choral octavos throughout the year. Just as you are expected to return textbooks to the school, we expect you to return your music and uniform to the choral department in good condition. Your music should be returned with all pencil markings erased and all pages intact. Your choir uniform should be returned DRY CLEANED and in excellent condition. Please take care of your materials to avoid fines or replacement fees. Always write your name on the front of your music and label your uniform.

**Each student needs to purchase a black 3-ring binder dedicated to choir music.**

Each student is expected to have their folder at the beginning of each rehearsal, and to put their folder back into the assigned folder slot at the end of each rehearsal. Students will be expected to keep a number 2 pencil in their folder at all times. No choir folder will be allowed to leave the choir room without the permission of the director. It is the student's responsibility to replace any lost or damaged choir folder and/or its music at his/her own expense.

**A choir activity fee of \$50.00 must be paid by all students in the BHS Choral Department by Friday, September 3, 2010. This fee includes a uniform choir shirt for informal events, uniform rental, music supplies and pencil. Please make all checks payable to Bowie High School Choir.**

## **UNIFORMS**

### **Boys**

A tuxedo coat, pants, shirt, cummerbund and bow tie will be rented through the choir activity fee. It is your responsibility to maintain the entire uniform in excellent condition and to dry clean the outfit before returning it. It will be the student's responsibility to replace lost, damaged or destroyed uniforms (replacement tux \$150).

Boys will also be expected to wear black dress shoes and black socks with their tuxedo. Black tennis shoes, Doc Martins, etc. will not be accepted.

**ALL FEES DUE NO LATER THAN FRIDAY, SEPTEMBER 3, 2010. CHECKS SHOULD BE MADE TO BOWIE HIGH SCHOOL CHOIR**

### **Girls**

A black dress will be rented through the choir fee. It is your responsibility to maintain the dress in excellent condition and to dry clean the dress before returning it. It is the student's responsibility to replace lost, damaged or destroyed dresses. (replacement dress \$94.00)

All girls will be expected to wear black closed-toed shoes and black hose. Black character shoes may be purchased at any dance studio. Your dress should be hemmed so that it is 2" from the floor with your concert shoes on.

**ALL FEES DUE NO LATER THAN FRIDAY, SEPTEMBER 3, 2010. CHECKS SHOULD BE MADE TO BOWIE HIGH SCHOOL CHOIR**

## REHEARSAL ETIQUETTE

- **Positive Attitude:** Come to rehearsal with the attitude that hard work does pay off! Excellence is achieved with an open and hard working mind. Leave other classes and problems outside the choir room doors so that our music goals can be the focus of each rehearsal.
- **Posture:** Your body is your instrument. Use it properly for singing. When you stand, feet should be slightly separated, shoulders straight, rib cage fully extended, face engaged. When sitting, use the front part of the seat and legs should be slightly forward for balance. Do not cross your legs.
- **Supplies:** It is critical that you have your MUSIC, BINDER and PENCIL at EACH rehearsal. Just as you would take a textbook to class, bring your music to choir. All choir members need to provide a binder and pencil. Get your music hole-punched and in your binder ASAP. *Having all materials is a part of your daily grade.* It is also critical that you have WATER at each rehearsal. Singing for 90 minutes is vocally, mentally, and physically taxing. Hydrate! PLEASE PLACE ANY EXTRA BAGS AND PURSES ALONG THE OFFICE WALL AND ONLY BRING YOUR MUSIC, BINDER, PENCIL AND WATER TO YOUR CHAIR.
- **Concentration:** The best choir rehearsals move quickly. To accomplish this, each choir member must be completely attentive at all times. Even when your section is not singing, you must listen and be ready to jump back in.
- **Respect:** When many people work closely on a musical project, it is important to maintain respect for each other. Choral music requires the focus of musicianship as well as the emotions. Be sensitive to the feelings of others in the group. Treat others as you want to be treated.
- **Talking:** Don't do it! It distracts you and everyone else. Choir rehearsals are for using the vocal mechanism to sing and harmonize. When you talk, you are not rehearsing properly. It is unprofessional and wastes time.
- **Entering/Exiting:** Make sure you are ready to warm up BEFORE the tardy bell rings! How we begin the class will set the pace and standard for each rehearsal. If you must get up for any reason, wait until there is a pause in the rehearsal. When re-entering the choir room, wait until there is a pause. It is impolite to come in the middle of a working rehearsal.

## FUNDRAISING ACTIVITIES

Due to a stricter interpretation of its rules concerning student activity accounts, the Internal Revenue Service will no longer allow us to keep individual accounts for students. All fundraising money will now go into the general choir activity fund to benefit the entire choral program. As a member of the Bowie Choral Department, it is expected that you will actively participate in all fundraisers. Money from fundraisers will go to help defray the cost of the choir banquet, trips, transportation, concert accompanists, music, materials and other needs of the choral department.

## VOLUNTEERS

The Bowie High School Choral Department will be an active and visible presence in the community this year. With this comes the need for parent volunteers to help with planning, preparation and execution of extra activities. If you as a parent are willing to volunteer your time for these activities, please fill out the AISD Volunteer Application. You can find the form at [www.aisd.net](http://www.aisd.net) or on the forms page of the Bowie Choral Department website, [www.bowiechoir.com](http://www.bowiechoir.com).

## BOOSTER CLUB FORM

The purpose of the booster club is to provide support for all aspects of the the Bowie High School Choir program and to promote the value of choral music at all levels.

All families are asked to support the choir program by participating in the following activities:

- Become booster club members.
- Attend the booster meetings.
- Attend the choir performances.
- Give a little time as a volunteer.

Parent Name(s): \_\_\_\_\_

Parent Phone: \_\_\_\_\_ Parent Email: \_\_\_\_\_



## PARENT RELEASE FORM FOR MEDIA RECORDING

I, the undersigned, do hereby grant permission to the Bowie High school Choral Department to use the image of my student, \_\_\_\_\_, throughout the 2010-11 school year. Such use includes display, distribution, publication or otherwise use of photographs, images, and/or video taken of my student for use in materials that include, but are not limited to, printed materials such as brochures, newsletters, videos and digital images. **PRIMARY USE WILL BE IN PHOTO GALLERIES AND INFORMATION PAGES WITHIN THE BOWIE CHORAL DEPARTMENT WEBSITE AND THE MAIN BOWIE WEBPAGE.**

Yes, I grant permission to use my student's image.

No, I deny permission to use my student's image.

Parent/Guardian Signature:

\_\_\_\_\_

Parent/Guardian Print Name:

\_\_\_\_\_

If you have any questions, please contact the choir office at 817-330-4281, or by email at bowiechoir@gmail.com.

Thank you,

Mr. Lobaugh

Mr. Moody

ARLINGTON INDEPENDENT SCHOOL DISTRICT

PERMISSION TO TRAVEL SCHOOL YEAR 2010-2011

TO: Parents/Legal Guardian of: (please print) \_\_\_\_\_

(Student)

I give my permission for the above student of the Arlington Independent School District to attend the following district approved trip(s) this school year (as they apply to my student):

Table with 3 columns: Description of Trip, Date, Means of Transportation. Rows include All Region Choir Auditions Round 1-3, 9th/10th Grade Honor Choir Auditions, All District/Region Clinic and Concert, Volunteer Voices Winter Tour, Area Choir Auditions, TMEA State Choir Clinic and Concert, UIL Solo/Ensemble Contest, AISD Choir Extravaganza, AISD Solo/Ensemble Contest, UIL, Volunteer Voices Spring Tour, Graduation Exercises.

Other school related performances at the discretion of the director and sponsor (advanced notice will be given and expected). The supervising sponsor for the trip(s) listed above is: Jermaine Lobaugh and/or Stanley Moody. The local board policies governing student conduct and discipline are applicable to students on all district approved trips and the behavior of all participating students is expected to conform to the standards set forth in such policies. All violations of such code of conduct by any student shall be reported to the principal and dealt with accordingly.

Signature of Parent/Guardian

Persons to Contact in Case of Emergency

1. \_\_\_\_\_ Name and Telephone Number

2. \_\_\_\_\_ Name and Telephone Number

## PARENT/STUDENT SIGNATURE FORM

I, the student, accept the conditions presented in this handbook as my personal responsibility toward my membership in the Bowie High School Choral Department. I understand that every person is important to the success of this choral ensemble including myself, and that my actions, whether they be positive or negative, affect the entire ensemble. \_\_\_\_\_ (initial)

I the parent understand that my support of the guidelines contained within this handbook is essential to my child's success in the Choral Program at Bowie High School. \_\_\_\_\_ (initial)

We, the student and parent, have read the Bowie High School Choral Department Handbook, and understand the policies and procedures.

We the student and parent are aware of the following information:

1. Attendance requirements for rehearsals and concerts.
2. Transportation or work conflicts will not be accepted as excused absences from required rehearsals or concerts.
3. Grading Policies and Procedures.
4. Uniform requirements, fees, and deadlines.
5. Private Voice Lesson opportunities for my student.
6. Volunteer opportunities.

Parent Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Parent E-Mail \_\_\_\_\_

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Student E-Mail \_\_\_\_\_

Date \_\_\_\_\_

**This form must be completed and returned by Friday, September 3, 2010**

Arlington Independent School District  
**VOLUNTEER APPLICATION**

• **PRINT** (legibly) or type all of the following information. • Please only complete **ONE** application per person.

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List all of your school-age children and all of the schools where you will be volunteering:

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

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

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**All information on the front and back of the application must be provided.  
Incomplete applications will be destroyed.**

**Preferred Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

*Street*

*City/State*

*Zip Code*

**Email Address:** \_\_\_\_\_

**Home Telephone Number:** \_\_\_\_\_

**Cell Telephone Number:** \_\_\_\_\_

**Work Telephone Number:** \_\_\_\_\_

Are You An Arlington ISD Employee Or Substitute?  Yes  No

Employed at the following Arlington ISD Location: \_\_\_\_\_

If not employed by Arlington ISD, Employer: \_\_\_\_\_

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**CODE OF ETHICS FOR VOLUNTEERS**

- I realize that being a volunteer for Arlington ISD can help a student to attain his/her maximum educational potential as well as help and encourage all aspects of student growth.
- I will be responsible for arriving on time and be regular and consistent in attendance.
- I will encourage positive attitudes through sincere praise.
- I will be sensitive to procedures and student needs.
- I will be flexible in working with new ideas and materials.
- I agree to keep student information confidential. I will have respect for the confidential nature of school records, assignments and relationships between staff members and students.

**TEXAS DEPARTMENT OF PUBLIC SAFETY  
CRIMINAL HISTORY RECORD INFORMATION AUTHORIZATION**

In accordance with Arlington ISD Board Policy, this application is being used to help provide a safe and secure environment for Arlington ISD students. The requested information regarding social security number, sex, race and date of birth is required by the Texas Department of Public Safety. This information is kept strictly confidential and is necessary only for processing the criminal history. This information will only be released as required by law.

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**A social security number must be provided. Before the application is processed, a clear copy of a driver license must be on file at the Community Programs department. As name changes occur, an updated copy will need to be provided. Individuals with an out-of-state license will need to contact the Community Programs department regarding the fee for processing. Required information is marked with an asterisk (\*). Incomplete applications will be destroyed at the end of the school year.**

**\* Name on Driver License:** \_\_\_\_\_

**\* Sex:**             Male             Female

**\* Race:**             American Indian             Asian             Black             Hispanic             White

**\* Date of Birth (month-day-year):** \_\_\_\_\_

**\* Social Security #:** \_\_\_\_\_ **\* Driver License #:** \_\_\_\_\_

**Place of Birth and Counties/States or Cities/States Resided:** \_\_\_\_\_

**\* Have you ever been convicted of or received deferred adjudication for a crime other than a minor traffic offense?**             Yes             No

Due to the large volume of applications received, processing may take up to eight weeks. Applicants may check with the school or the Community Programs department regarding processing time and for approval status. Applicants will be placed on the AISD "Approved" list when either a clear criminal history has been received from the Texas Department of Public Safety or when an appeal has been processed. Appeal process information is available upon request.

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**IN ORDER TO PROTECT THE STUDENTS OF ARLINGTON ISD,  
WE ASK OUR VOLUNTEERS TO READ AND SIGN THE FOLLOWING:**

I, the undersigned, authorize AISD to obtain copies of any information pertaining to any criminal history record maintained by any law enforcement agency and to use said information for the purpose of evaluating my application for volunteering. I have read and understand the **Code of Ethics for Volunteers** and affirm that all the information contained in this application is true and complete and that misrepresentation, falsification or omission shall be cause for relinquishing my role as a volunteer in the Arlington ISD.

**\* Applicant's Signature Required** \_\_\_\_\_ **Date** \_\_\_\_\_

**This application may be returned to the Community Programs department. Contact information listed below:**

AISD Community Programs, 1333 West Pioneer Parkway, Arlington, Texas 76013  
Telephone: 682-867-7826      Fax: 817-801-0801      Email: [CommProg@aisd.net](mailto:CommProg@aisd.net)

For Department Use Only:

Location/Program: \_\_\_\_\_ CRC: \_\_\_\_\_

Distrito Escolar Independiente de Arlington  
**SOLICITUD PARA VOLUNTARIOS**

• **ESCRIBA** claramente o a máquina toda la siguiente información • Por favor sólo llene una solicitud por persona.

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*Proporcione los nombres de todos sus hijos en edad escolar y todas las escuelas donde desea ser voluntario:*

Nombre del Estudiante \_\_\_\_\_ Grado Escolar \_\_\_\_\_ Escuela \_\_\_\_\_

Nombre del Estudiante \_\_\_\_\_ Grado Escolar \_\_\_\_\_ Escuela \_\_\_\_\_

Nombre del Estudiante \_\_\_\_\_ Grado Escolar \_\_\_\_\_ Escuela \_\_\_\_\_

Otro: \_\_\_\_\_

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**Debe llenarse toda la información requerida al frente y al reverso de la solicitud.  
Las solicitudes incompletas serán destruidas.**

Nombre que prefiere usar: \_\_\_\_\_ -

Domicilio: \_\_\_\_\_ -

*Calle*

\_\_\_\_\_  
*Ciudad/Estado*

\_\_\_\_\_  
*Código Postal*

Correo electrónico: \_\_\_\_\_

Número telefónico de la casa: \_\_\_\_\_

Número telefónico celular: \_\_\_\_\_

Número telefónico del trabajo: \_\_\_\_\_

¿Es usted empleado o maestro suplente del Distrito Escolar Independiente de Arlington?     Sí     No

¿En qué oficina de Arlington ISD es usted empleado?: \_\_\_\_\_

Lugar de trabajo, si no es empleado del distrito escolar de Arlington: \_\_\_\_\_

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**CÓDIGO DE ÉTICA PARA VOLUNTARIOS**

- Reconozco que ser voluntario para el Distrito Escolar Independiente de Arlington puede ayudar a un estudiante a alcanzar su máximo potencial educativo al igual que ayudar y fomentar todos los aspectos de crecimiento del estudiante.
- Seré responsable de acudir puntualmente, con regularidad y constancia.
- Fomentaré las actitudes positivas a través de elogios sinceros.
- Seré sensible a los procedimientos y a las necesidades del estudiante.
- Seré flexible al trabajar con nuevos materiales y nuevas ideas.
- Estoy de acuerdo en mantener privada la información del estudiante. Respetaré la condición confidencial de los archivos de la escuela, las asignaturas, y las relaciones entre los miembros del personal educativo y los estudiantes

