



# **DRILL TEAM**

## **Guidelines**

**2011-2012**

Richardson Independent School District

As of 9-30-11

# RISD HIGH SCHOOL DRILL TEAM GUIDELINES

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# RISD HIGH SCHOOL DRILL TEAM GUIDELINES

**Drill Team is a stand-alone extra-curricular activity. The drill team guidelines are unique to team members. The guidelines provide a necessary framework to aid in developing a successful drill team.**

## PHILOSOPHY

The drill team is a group of high school students chosen through organized, competitive tryouts. The goal of instructional and performance activities is to enhance each individual member's skills and development, resulting in a highly skilled performance group.

The objective and purpose of drill team is to create school spirit, pride and loyalty through performances at school games, develop responsibility, teach self-respect and encourage honest effort, develop character while striving for excellence, enhance physical fitness development, and display teamwork through quality performances.

Emphasis on sound teaching and learning principles is comparable to that of any other instructional setting. Each team member must be aware of the time commitment and individual dedication required to achieve personal improvement and effective teamwork through responsibility and discipline. Drill team members will demonstrate good citizenship and moral standards and assume responsibility for developing school spirit. Drill team must be a first priority for team members after academics.

## GENERAL INFORMATION

Each school shall have their own rules and procedures specific to that campus. The campus rules and procedures should not conflict with or contradict any portion of the district guidelines. In the event of a conflict, the district guidelines will be followed.

At the beginning of the school year, drill team members must have earned the designated number of credits in state-approved courses towards graduation at the scheduled time: tenth grade – at least 5.0 credits; eleventh grade – at least 10.0 credits; twelfth grade – at least 15.0 credits

To ensure the district guidelines are reviewed and updated as needed, the Executive Director of Student Services will arrange a required annual meeting with campus sponsors.

## ELIGIBILITY - TRYOUTS

**To be eligible for tryouts, a drill team candidate must be enrolled as a student in the Richardson Independent School District. Any student who was not enrolled and actually in attendance at the beginning of the school year at the RISD school where he/she desires to tryout must:**

- **Otherwise meet the minimum eligibility criteria; and**
- **If a newly enrolled student, must be enrolled and in attendance in classes in the RISD school fifteen (15) calendar days prior to the tryout.**

## ACADEMIC REQUIREMENTS

Students must have passed all subjects\* with a minimum grade of 70 the preceding six-weeks grading period in order to participate in any of the out of school workshops. Tryouts for students who have failed one or more courses are limited to one-day participation before the judges.

*\*EXCEPTION:* This information does not apply to students who receive a grade below 70 in a course designated or exempt from the No-Pass, No-Play (see counselor).

## INDIVIDUAL & CIVIC RESPONSIBILITY

- To be eligible as a candidate, a student must have a 90 average in Individual and Civic Responsibility.
- Individual and Civic Responsibility grades from all previous six-weeks for the current year will be averaged together.
- The following scale will be used: A = 95, B = 85, C = 75 and F = 65.

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## ***PHYSICAL EXAMS & PERMISSION SLIPS***

All candidates must complete and turn in required permission slips, including a medical release form, prior to participation in any tryout activities. In addition, all candidates must pass a physical exam and the record must be on file with the drill team director before the drill team member can participate in any drill team activities. All candidates must have a medical history form and annual physical examination form on file prior to tryouts.

## ***ORIENTATION MEETING***

All candidates and their parent/legal guardian must attend any scheduled orientation meeting(s) prior to the beginning of the tryout workshops. Each school candidate will advise in writing of expectations, requirements, duties, rules, responsibilities and consequences of rules violations prior to tryouts. Parents and students should discuss concerns and questions about these guidelines any drill team rules, request or expectation, or any other matter related to drill team with the director and/or principal prior to the parent and student signing the agreement form that indicates the student and parent/legal guardian understanding of and willingness to comply with all applicable rules as a condition of participation.

## **TRYOUT PROCESS**

- Workshops and audition dates will be scheduled by the school.
- Tryouts cannot exceed three days of out-of-school activities, excluding the judging.
- Tryouts before the judges will be on one day.
- The number of pre-tryout workshops will be at the director's discretion.
- Eligible candidates must try out in person in front of the judges.
- All eligible candidates are expected to try-out regardless of the situation
- A student may participate in the drill team tryout process at only one RISD school per year.

## ***CRITERIA FOR JUDGING***

Tryouts for drill team membership will be closed sessions with only judges, current officers,

administrator(s), and drill team director present. Cuts will be made until the desired number of members are achieved. Candidates will be judged for tryouts in groups any size, with each candidate being scored independently by each judge. Callbacks generally will be at the judges' discretion; however, if there are unusually large discrepancies between one judge's score and the other two judges' scores, the administrator monitoring the tryouts in his or her discretion may also request a callback.

The categories used in judging are as follows:

- Poise and presence (5 points)
- Kicks - technique & height (10 points)
- Splits-both legs (5 points)
- Projection, memory (10 points)
- Dance Technique (10 points)
- Overall impression (10 points)

## ***JUDGES & SCORING***

- Candidates for the drill team will be judged by three to five qualified judges.
- An effort will be made to secure impartial judges who are not acquainted with any candidate. Individuals who have attended any RISD high school during the four years prior to the school year in which tryouts take place may not be used as judges.
- Immediately after scoring, the judges' score sheets will be turned over to a school administrator who will maintain the scores for the remainder of the school year.
- A candidate's scores and score sheets will be made available to the candidate's parent/legal guardian upon request the week following the tryout announcements.
- The list of candidates selected as drill team members usually will be posted within twenty-four hours after tryouts.

## ***MEMBERSHIP***

The RISD District Guidelines do not specify a certain number of line members for any school. The principal will determine the final number of members. Selection of officers will be at the sole discretion of the director. To maintain membership in the drill team, team members and managers must meet the requirements as outlined in these guidelines.

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## ***PERPETUATION***

With the exception of the current officers, all students who desire to try out for drill team must participate in the December tryout process for the following year. No special tryouts are allowed. Special circumstances will be addressed with the building principal and the Director of Student Services.

## ***MAGNET STUDENTS***

A student accepted into the magnet at Richardson High School who completes the tryout procedure and makes the team must commit to attending Richardson High School. Failure to commit or a decision to return to the home school will result in a forfeiture of rights to participate in drill team at the home school for the remainder of the school year. A student may participate in the drill team tryout process at only one RISD school per year.

## ***APPOINTMENT PERIOD***

A drill team member who is selected during December tryouts will first serve the team through enrollment in a mandatory Rookie class in the spring. After completion of the class in May, the drill team member will be officially admitted to the team and will serve through the next school year “the drill team school year will be May to May.”

## **SAFETY & CONDITIONING STANDARDS**

Safe practices and adequate conditioning are of paramount importance for each drill team and are vital to efficient athletic performance. Warming up with stretching and flexibility exercises is required and important in reducing injuries. Students with injuries are encouraged to seek proper medical attention. Safe practices will be stressed and no student will knowingly be subjected to any unsafe situation. All drill team members must have a medical history form and annual physical examination form on file.

## **SUMMER ACTIVITIES**

Official summer practice may begin no earlier than three weeks prior to the opening day of school. The amount of time spent in summer practice shall not exceed a total of forty-five hours in any one-week period (Sunday through Saturday), and no more

than six hours in any one-day. There will be no Sunday practices.

No required summer practices will be allowed for a minimum of six continuous weeks during the summer. During that six-week period, the school, director, coach, students, or parent cannot organize any formal or informal practice.

The drill team director or a qualified adult designated by the drill team director will supervise all required drill team practices. At no time may drill team members be left unsupervised during a scheduled practice.

## ***SUMMER DRILL TEAM CAMP***

Summer drill team camp is mandatory, although it is not an RISD-sponsored event. Drill team members who do attend such camps must comply with any rules and procedures of the specific camp, as well as RISD rules of conduct and these guidelines. RISD expects that any student who represents the district will conduct himself/herself in an exemplary fashion at all times.

## **PRACTICES**

- The principal must approve official practice times.
- Drill team members must attend practice sessions as instructed by the director.
- During the school year, practice time will be limited to a total of eight hours per school week outside the school day. The school week is defined as beginning at 12:01 a.m. on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays.
- Practice for drill team can start no earlier than two hours before school and cannot exceed the eight-hour rule during the school week, regardless of start time.
- All practices should be held to a maximum of 2 ½ hours work time.
- No more than two practices per day, including class time, are permitted.
- There will be no Sunday practices.
- A maximum total of twenty hours per week participation in contests and/or practices, including Saturday, will be permitted.
- All required practices will be supervised by the

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drill team director or an authorized adult designated by the director. At no time may drill team members be left unsupervised during a scheduled practice.

- No informal practices may be scheduled.

## PERFORMANCES

All drill team members may not be required to perform at every performance. The drill team director, in cooperation with the principal, will determine the minimum number of team members for a performance. Drill team members may not perform at any activity unless the director or an appropriate school official is designated to oversee the activity.

### PERFORMANCE REQUIREMENTS

- Drill team members must meet tryout requirements based on a performance criteria *outlined in the guidelines.*
- Drill team members must display a satisfactory attitude *as outlined in the guidelines.*

### PERFORMANCE ATTENDANCE

- Attendance at all drill team activities and practices is mandatory.
- Drill team is a year round activity.
- Prompt and regular attendance for all practices and performance if essential to maintain a high-quality performance group.
- An absence prior to the day of tryouts for performances will not automatically disqualify a member from the tryout procedure.
- Any student who must be absent from a practice, tryout or performance must notify the drill team director as far in advance as possible before the scheduled event.
- Any student who is absent from a performance for any reason other than personal illness, religious holiday and/or a death in the immediate family, or without prior approval of the director, will not perform at the following performance.

### PERFORMANCE PROBATION

Performance probation is intended as a disciplinary measure for more severe cases. The probation decision will be at the director's discretion.

## PERFORMING IS CONSIDERED A PRIVILEGE AND MUST BE EARNED.

Performance probation will be enforced for the following reasons:

1. Three tardies within a semester.
2. Absent two-days prior to any football game or performance
3. Performance probation will be enforced if a member has three tardies within a semester or is absent Wednesday/Thursday prior to a football game performance.
4. If a member is late to Friday morning practice for pep rally/game, member may be removed from the next week's performance.
5. Absences or early dismissal for work will not be allowed and will result in removal from routine.
6. All clothing payments must be cleared prior to performances beginning in August

## TRANSPORTATION - REGULAR SCHOOL-RELATED PERFORMANCES

- The RISD Transportation Department will pay for the cost of field trips that involve UIL activities and certain other academic contests. This includes trips that need to have a private charter service because of conflicts with regular morning and afternoon bus routes.
- If the sponsor chooses to attend an over-night contest instead of scheduling a comparable local contest, RISD Transportation will **not** pay for the transportation costs. The requesting school must pay transportation costs for all other types of field trips.
- Teachers should not transport students in private automobiles except in emergency situations or with prior written authorization from student's parent and the school principal
- It is against RISD policy to transport students to any school sponsored event in a 12 or 15 passenger van. Federal law prohibits transporting more than 10 students in a single vehicle for public school events. As a result, the largest vehicle that RISD will authorize to

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use for transporting students to events will be a “Suburban-type” vehicle.

- The District shall not be liable for any injuries that occur to students while traveling to or from a performance where transportation is not provided by district vehicles.

## ATTENDANCE

Prompt and regular attendance for all practices, tryouts, and performances is essential to maintain a high-quality performance group. A member who fails to maintain prompt and regular attendance is not in compliance with these guidelines.

- A student who is not present for any required activity outside the regular school day, such as games and practices, is considered absent.
- Attendance will be considered when making cuts and grading.
- All absences must be accompanied by a note, email, or phone call from the parent.
- An absence that is not approved by the director will result in an unexcused absence and/or probationary status.
- The director must be notified **prior** to every absence.
- Members must be present three class periods (this includes drill team) the day of a performance and cuts.
- Extended non-participation should be explained with a doctor’s note and a date the member may return to work.
- All performance (field, floor, and other) are set the day of cuts. All absences (after cuts) and/or non-participation may remove a member from that routine or determined by the director.
- Missing more than 20 minutes of a practice for any reason is considered an absence.

Drill Team participants may not miss practice for tutoring without extreme cause, a note from the teacher, and prior approval from the director.

## MAXIMUM ALLOWABLE ABSENCES

- A member is allowed five unexcused absences each semester. A member, who receives a sixth absence in a semester, will be placed on probation. Probation is a three-week period. Probation will continue to be assessed for each subsequent absence thereafter.
- A member is allowed ten absences per year. A member will be dropped from the team on the eleventh absence.

## EXCUSED ABSENCES

- Excused absences are defined as absences due to personal illness, for religious holidays, death or serious illness in the family, or other absence excused at the discretion of the director or principal.
- Absences from drill team caused by conflicts with other school activities will be excused at the discretion of the director and principal.
- Any absence approved by the principal for other school activities including religious holidays will not be recorded as an absence.
- Consecutive absences of three to six days due to personal illness and/or death in the immediate family will count as one absence.

## DEMERIT SYSTEM

Demerits reinforce the team by keeping members accountable for all policies and procedures. While intended to address minor disciplinary infractions, demerits do accumulate and may result in dismissal from the team.

A record of demerits will be maintained by the Director or an officer in charge of this duty. It is, however, the responsibility of the individual team member to remain aware of her demerit status at all times throughout the year.

## ACCUMULATION OF DEMERITS

- A member who accumulates of 5 demerits will be benched for one performance.
- The accumulation of 10 demerits will be benched for three weeks.
- The accumulation of 15 demerits will be dismissed from the team.

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Please note that the Director reserves the right to identify the performance that will be missed and/or revise the 3-week consequence if no performances are scheduled during that particular time.

The following is a list of general demerits for all drill teams. While the effort has been made to include all possible situations, please note that each team Director may have specific expectations for her team that may not be addressed here.

DEMERIT LIST	
Correct performance makeup not worn.	1
Eating, drinking, or chewing gum without permission in the uniform/costume.	1
Failure to respond to the direction of an Officer or leading team member.	1
Wearing jewelry in uniform/costume.	1
Leaving any props, costume pieces, equipment, or personal belongings behind.	1
Losing a required piece of attire (hat, belt, etc.) during a rehearsal or performance.	1
Not bringing required items to rehearsal by the announced deadline.	1
Not notifying the director prior to an absence (or at least at the very beginning of) a rehearsal.	1
Officers – not issuing a demerit when necessary.	1
Officers and other leaders within the team – not meeting a deadline assigned by the Director. (Planning, Choreography, Assignments, etc.)	1
Rips, messy, or incorrect attire at a practice.	1
Tardy to rehearsal.	1
Unnecessary talking, lack of proper attention, or otherwise contributing to ineffectiveness during a rehearsal.	1
Wearing incomplete uniform/costume before, during, or after a performance without permission.	1
Failure to improve school conduct if advised to do so by the Director.	3
Failure to remove jewelry (multiple ear piercing, belly button rings) during a performance.	3
Wearing or using rips, messy, or incorrect uniform/costume/equipment to a performance.	3
Tardy to a performance.	3
Excessive public displays of affection	5

DEMERIT LIST cont.	
Leaving function, performance, or practice before being dismissed for work	5
Officers – failure to respect officer confidentiality.	5
Profanity	5
Not attending or being more than 20 minutes late to rehearsal or performance.	5
Insubordination towards any adult/director.	10
ISS/AEP placement	10
Truancy	10

## ***TATOOS, PIERCINGS, AND HAIR COLOR***

No piercing (other than ears) or visible tattoos are permissible on the team. All members must abide by current school guidelines on items of this nature. All piercing (other than ears) must be removed and all tattoos must be appropriately covered to the satisfaction of the Director prior to the member being allowed to perform. Please note that there are some occasions on which the Director will require ALL jewelry, including usually acceptable earrings, to be removed. All chosen hair colors and/or treatments must be natural and in accordance with current school guidelines.

## **MAINTAINING ELIGIBILITY**

### ***CREDITS***

At the beginning of the school year, drill team members must have earned the designated number of credits in state-approved courses towards graduation at the scheduled time: tenth grade – at least 5.0 credits; eleventh grade – at least 10.0 credits; twelfth grade – at least 15.0 credits. Failure to meet the required number of credits makes a team member ineligible and will result in automatic dismissal from the team.

### ***GRADES***

Drill team members must maintain a minimum grade average of 70 in all classes.\*

*\*EXCEPTION:* This requirement does not apply to grade below 70 in a course designated as exempt from the No-Pass, No-Play rule. (See counselor).

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## **INDIVIDUAL & CIVIC RESPONSIBILITY**

All students must maintain an Individual and Civic Responsibility grade average of 90 for the previous six-weeks grading period. Individual and Civic Responsibility grades in all courses will be averaged together (A= 95; B = 85; C = 75; F = 65).

A member who fails to meet these criteria listed above will be subject to the consequences set out in the “Probation” and/or “Conduct and Probationary Procedures” sections.

## **OTHER REQUIREMENTS**

- All first year members (Rookies) selected for the team in December must enroll in a spring semester Rookie class offered during the school day for which physical education credit is granted.
- Drill team members must enroll in a fall and spring semester drill team course offered during the school day.
- Students must meet practice requirements as listed on the second bullet under (PRACTICES) on page 5 and performance requirements as listed in separate paragraphs under (PERFORMANCES) on page 6.

## **CONTINUOUS MEMBERSHIP**

Each drill team member is assured of a position during the year in which she is selected only if he/she has continuous enrollment *during* the school years involved. In the event that enrollment has not been continuous, reinstatement and conditions of reinstatement are at the discretion of the director and principal.

## **CONDUCT & PROBATIONARY PROCEDURES**

Participation in drill team and other extra-curricular activities is a privilege. Certain standards are necessary to maintain the integrity and reputation of any leading organization. Drill Team is a stand-alone extra-curricular activity. The Drill Team guidelines are unique to team members. Drill team members represent the school and the district at all times. Each member must conduct him/herself in an exemplary manner at all times, whether during

school, at a performance, or during leisure and social activities. The behavior, character, and personal appearance of each member should set a positive example for others at all times.

Violations of the RISD Student Code of Conduct resulting in an assignment to in-school-suspension (ISS) will result in a probationary period. Violations of the RISD Student Code of Conduct (categories II or III) resulting in a District Alternative Education Program placement (Christa McAuliffe Learning Center) will result in probation.

## **PROBATION**

Member may be placed on probation for repeated or serious violations of these guidelines or other team rules. When not specified, the principal and the director will determine the conditions of the probationary period.

Misuse of My Space, Twitter, YouTube, or Facebook may result in probation.

Prior to a drill team member being placed on probation or removed from the team, he/she will be notified in writing in a timely manner of the reasons for the proposed action. A conference with the principal and the director will be offered to the parent and the student. The student will be given the opportunity to present his/her version of the events. A student or parent who is not satisfied with the outcome of the conference may contact Student Services to obtain information about any applicable grievance procedure.

## **REMOVAL**

Drill team members who engage in any of the following will be subject to immediate removal from the squad:

- Discovered engaging in sexual acts by a faculty or staff member on or off school property.
- Any arrest for illegal activity or substance on or off school property.

Drill team members should never be seen drinking alcohol, using any kind of illegal drug or other illegal substance, or engaging in any unlawful or prohibited activity. Please refer to the *RISD District-Wide Guidelines for Extracurricular*

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*Students: Alcohol & Illegal Drugs* for a detailed description of the consequences for alcohol & illegal drug activities.

## **ACADEMIC PROBATION**

A drill team member whose recorded six-weeks grade average in any course\* is below 70 shall be given a seven-day grace period before being placed on probation (see example below). If a student's average is elevated to 70 or above during the grace period, the student will not be placed on probation.

The grade average of a student given academic probation shall be reviewed two weeks following the date on which the probation began (the third week of the six-week period). If the student is passing **all courses**\* with a minimum grade of 70 on the last class day of the third week of the six-weeks period, the student may be reinstated effective at the end of the regular school day seven calendar days later. Refer to the UIL / RISD Eligibility Calendar.

**\*EXCEPTION:** This requirement does not apply to a student who receives a grade of less than 70 in a course designated as exempt from No-Pass, No-Play (see counselor).

## **INDIVIDUAL & CIVIC RESPONSIBILITY**

Individual and Civic Responsibility grades in all courses will be averaged together (A = 95; B = 85; C = 75; F = 65). A drill team member whose recorded Individual and Civic Responsibility average is below 90, shall be given a seven-day grace period before being placed on probation (see example below). If a student's average is elevated to 90 or above during the grace period, the student will not be placed on probation. Refer to the UIL / RISD Eligibility Calendar.

The Individual and Civic Responsibility average of a student given academic probation shall be reviewed two weeks following the date on which the probation began (the third week of the six-weeks). If the student has an average of 90 in Individual and Civic Responsibility on the last class day of the third week of the six-week school period, the student may be reinstated effective at the end of the regular school day seven calendar days later.

## **CONDITIONS OF ACADEMIC PROBATION**

- A drill team member who is on probation for academic reasons will not be allowed to participate in any drill team performance during the probationary period.
- While on academic probation, if a drill team member attends the performance, he/she must sit with the director until the drill team is released, or is otherwise dismissed by the director.
- He/she will not be allowed to wear the uniform to school the day of the game or to an activity.
- During probation, the drill team member must attend class and all practices as scheduled.

## **DROPPING A COURSE**

Dropping a course with a grade lower than 70 **after the end of the fourth week into the course or at the end of a six-weeks grading period** will be considered a failing grade for eligibility purposes thus causing the student to lose eligibility for the next six-week period.

Dropping an advanced course, which is exempted for No-Pass, No-Play does not cause loss of eligibility unless full-time enrollment status is affected. RISD policy requires secondary students to carry five state and local credit-bearing courses to maintain full-time status.

## **DISCIPLINARY VIOLATIONS**

A drill team member may be given demerits, or lose performance privileges, be placed on probation, or removed from the team for violations of school and/or drill team guidelines on policies and procedures.

## **CONDITIONS OF DISCIPLINARY PROBATION**

- A drill team member who is on probation for disciplinary reasons will not be allowed to participate in any drill team performance during the probationary period.
- While on disciplinary probation, a drill team member is required to attend the performance and must sit with the director until the drill team is released.
- He/she will not be allowed to wear the uniform to school the day of the game or to an activity.

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- During probation, the drill team member must attend practice as scheduled.

## **REMOVAL**

- A drill team member who receives a second failing grade in any subsequent six-week period will be removed from the team.
- A drill team member who
  - is on probation due to a disciplinary infraction, and
  - receives a second probation, regardless of whether the infraction is academic or disciplinary, will be removed from the team.
- A drill team member who
  - is on probation due to academic ineligibility, and
  - receives a second probation, regardless of whether the infraction is academic or disciplinary, will be removed from the team.
- Drill team members who are removed from the team may tryout the following year if they meet all eligibility requirements.

## **FINANCIAL COMMITMENTS**

All anticipated expenditures for drill team will be discussed at the student/parent orientation meetings prior to tryouts.

### **REQUIRED EXPENDITURES**

- Required expenditures for drill team shall not exceed \$750 per drill team school year.
- Required expenditures for first semester Rookies shall not exceed \$200 during spring semester.

### **OPTIONAL EXPENDITURES**

Expenses for trips, pictures, summer camp and social events are considered optional, as students are not required to participate.

**ANY GIRL NOT MEETING ALL FINANCIAL COMMITMENTS WILL NOT BE ALLOWED TO PERFORM UNTIL COMMITMENTS HAVE BEEN MET.**

## **FUNDRAISING**

Drill team organizations and/or their parent booster clubs may conduct fundraising events consistent with RISD policies and guidelines. These funds may be used for the purpose of a recognition for the team, assist drill team members and/or their families, help the organization to purchase additional items necessary for special events such as football season, competition season, and spring show, etc. It is important to remember that each booster club is a non-profit organization that is financially dependent upon funds raised by each individual member.

**Each drill team member is expected to actively participate in fundraising activities to support the drill team's ongoing financial commitments.**

**"Active participation" includes a willingness to fully support fundraisers, by making a diligent good faith effort to meet sales goals or other participation expectations. A student who is unable to meet sales goals or other participation expectations, despite her good faith diligent efforts, must keep the drill team director fully informed of the status of sales and sales efforts, and other participation issues. The director will assess a student's good faith efforts toward actual participating in fundraising and, with input from the principal, will determine whether a student who does not actively participate will be subject to consequences or other actions.**

\* The due date for the costume fee will vary each year dependent on the spring show date. (It will be approximately one month prior to the shows).

## **UNIFORMS**

- Drill team members must wear uniforms as designated by the director.
- A record will be kept of all RISD-provided uniforms and equipment issued to members. All items issued by the school district must be returned in good condition with normal wear and tear accepted.
- The drill team member will be assessed the replacement cost of items not returned, items with excessive abuse, and/or items that might be unusable or destroyed due to improper use.

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## TRIPS

Drill teams may schedule one approved trip out of state every other year. All members who have completed the Rookie spring semester are eligible to go on the trip. Trips will not be mandatory for any member and will not affect his/her status in any way if he/she chooses not to participate in the trip. Exceptions must be approved by the Executive Director of Student Services and the Area Assistant Superintendent.

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## *RISD District-Wide High School Guidelines for Extracurricular Students: Alcohol & Illegal Drugs*

*(Revised July 2011)*

RISD expects that all students, including students who participate in any Extracurricular Activities (Extracurricular Students) will conduct themselves at all times in an exemplary manner that brings honor to the District, their school, and themselves. Participation in extracurricular activities is a privilege and is conditioned on the student's compliance with all rules and regulations of the activity and District policies and guidelines, including these guidelines. The use, possession, sale, or furnishing to others of alcohol or drugs of any kind is strictly prohibited (the Prohibition). Any student who violates the Prohibition is not in compliance with the rules of participation and will be subject to disciplinary measures, which could result in removal from the extracurricular activities in which the student participates.

These guidelines and statement of consequences apply to all extracurricular activities sponsored by the Richardson Independent School District and to all Extracurricular Students. The purpose of these guidelines is to deter and eliminate any use, possession, sale, or the furnishing to others of alcohol or other drugs, help students avoid drug and alcohol use, establish consistency in consequences across all activities for students who do not comply with the Prohibition, promote a high quality educational experience in all activities and assist RISD in maintaining order and a safe learning environment, and to promote a high level of civic and individual responsibility among students.

Extracurricular students are subject to these guidelines at all times throughout the twelve-month calendar year, whether the extracurricular activity is "in season" or

inactive and on weekends and during school holidays. Refer also to Board Policy FO (Local). Students transitioning from eighth to ninth grade who, during the summer, engage in conduct that violates the Prohibition will be subject to the High School Guidelines.

To ensure consistency among activities, these guidelines shall be used by all extracurricular groups. However, nothing in these guidelines prohibits an extracurricular activity sponsor from developing activity guidelines and rules to address topics other than alcohol or illegal drug activities.

The following definitions will apply to these guidelines:

- Leadership Position- A position or office an Extracurricular Student holds in an organization or group either by election or appointment. Such positions may include without limitation: captain, officer, squad leader, drum major, section chair.
- Parent- A student's biological or adoptive parent or parents, legal guardian, or other person in lawful control of the student.
- Period of removal- Period of time during which an Extracurricular Student is excluded from any participation in an extracurricular activity due to violation of the Prohibition. During a period of removal, an Extracurricular Student may not wear his/her uniform, travel with the team or organization, or otherwise act as a representative of the team or organization.
- Prescription Drugs- A drug authorized by a licensed physician specifically for that student. A student who uses a prescription drug in a manner prescribed by the student's physician and who has followed school policies in such use shall

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not be considered to have violated this policy.

- Possession- To have an item in or on one's personal being or property, including without limitation, clothing, purse, backpack, private vehicle, motorcycle or bicycle used for transportation to or from school or school-related events, telecommunication or electronic device, or other property used by the student such as a desk, locker, or cubby-hole.
- Use (Alcohol/Substance) - Voluntarily introducing into one's body, by any means, a prohibited substance. For example, and without limitation, consuming or ingesting alcohol in any manner is "use" of alcohol; smoking or ingesting marijuana, an unlawful derivative or look-alike of marijuana, or other illegal substances is "use" of marijuana or other illegal substance.
- Extracurricular Activities- School sponsored activities including but not limited to Dance & Drill Teams, Bell Guards, Cheerleaders, Spirit Groups, Sports, Fine Arts, Clubs, UIL governed Activities, Mock Trial, AC DEC, and other school sponsored student activities unique to a campus.

An Extracurricular Student violates the Prohibition if he or she:

- Uses, possesses, sells, or furnishes alcohol or illegal substances to another;;
- Receives an MIP (Minor in Possession), MIC (Consumption of Alcohol by a Minor), DWI (Driving While Intoxicated), DUI (Driving Under the Influence of an Illegal Substance), or other citation for the illegal use or possession of alcohol/drugs, or furnishing alcohol/drugs to another in a non-school setting;

- Is observed by a faculty or staff member using, possessing, or furnishing to another student any drugs, including alcohol, on or off school property (observation via internet site, video, still picture, or other media will be considered);
- Receives any citation for or is arrested for illegal alcohol/drug activity or substance on or off school property;
- Performs or participates in an extracurricular activity while under the influence of alcohol or other drugs.

An Extracurricular Student who receives an MIP, MIC, DUI, DWI, or other alcohol/drug citation shall promptly notify the activity sponsor. An Extracurricular Student who fails to do so may be subject to further disciplinary action once the activity sponsor or administrator learns of the offense. The consequences for violation of the Prohibition apply regardless of the disposition of any citation the student may receive.

Process: When an activity sponsor or campus administrator learns that an Extracurricular Student has violated the Prohibition, the sponsor or administrator will attempt to gather as much information as is available about the suspected violation and shall immediately communicate with the student and his/her parent to review the information. The sponsor or administrator will take reasonable steps to ensure the student and his/her parents are notified of the suspected violation of the Prohibition and to offer the student and his/her parent a meeting with the administrator and/or sponsor and give them an opportunity to provide information about the student's suspected actions. Parents and/or students who refuse to promptly meet with the sponsor or administrator forfeit their opportunity for a conference. The administrator or sponsor will determine the start date for the consequence and will notify the student and his/her parent in writing of the start date and reasons for any consequences imposed.

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When a student self-reports a violation of these guidelines that does not result in the issuance of a citation or other penalty from law enforcement before the District otherwise learns of the student's actions, the District may, in its sole discretion, consider the student's self-report as a mitigating factor to support a reduced probationary period for a first offense.

A student or parent who is not satisfied with the outcome of the conference or the principal's decision may appeal the decision through the District's Student and Parent Complaint Policy (FNG (Local)), but the consequence will not be delayed during any appeal. Copies of the policy are available on the District's website or may be obtained from the school.

## CONSEQUENCES

All Extracurricular Students are expected to comply with these guidelines. An Extracurricular Student who does not do so is subject to disciplinary action. While some offenses may be so severe that they will result in immediate removal from the extracurricular activity and/or Disciplinary Alternative Education Program (DAEP) placement, where appropriate, the District will consider allowing a student who violates the Prohibition to serve a last chance probationary period if the violation is the first instance in which the student has failed to comply with these guidelines.

### **First Offense: Probationary Removal.**

Except where the severity or circumstance of a student's offense is so severe that immediate removal to DAEP or expulsion is required, a student's first violation of the Prohibition will result in the Extracurricular Student's (i) removal for the remainder of the school year from all leadership positions he or she holds, including any such positions

that the student might seek or be appointed to later in the school year; and (ii) except where the first violation also results in DAEP placement or expulsion, removal from all extracurricular activities for 20 school days or UIL Competition dates. (\*See below.)

- The 20 school days or UIL Competition dates removal period start at the parent /student / principal conference. If the parent/student forfeits the conference, the principal will determine the start date;
- During the 20-day removal period, the student and the parent must attend and successfully complete the RISD alcohol / drug educational program. Students may be required to have follow-up sessions with the Intervention Specialist on campus. The student is responsible for all fees associated with the program. A student and parent must complete the educational program before the student will be reinstated after the removal period.
- If the leadership position from which the student is removed is connected with a credit bearing class, the student may continue to remain enrolled in the class and the sponsor will determine appropriate activities for the student.
- Students must participate in practices for the extracurricular activities while on probation.
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.
- \*If competition or performance is scheduled during the summer or on a school holiday (excluding weekends), any days on which the student's team or group actually competes or performs will be counted toward completion of the 20-day probation period.
- "UIL Competition Date" means a day on which the individual or group actually competes or performs in a UIL or Non-

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UIL sponsored activity when the school is represented.

- If the conduct results in the student's placement in a DAEP, the period of removal will be for the duration of the DAEP placement.

An Extracurricular Student can receive only **one** probation period for violating the Prohibition during the students' high school career.

## **Second Offense or Subsequent Offenses: (Removal)**

A second offense or subsequent offenses will result in removal from all (i) extracurricular activities, and (ii) leadership positions for the remainder of the school year.

- If the infraction occurs and/or is discovered 60 or less days prior to the end of the school year, the student will be removed from all extracurricular activities and leadership positions for at least 60 school days or UIL Competition dates. The removal days may extend into the next school year.
- When a second or subsequent infraction occurs after the end of the school year, the consequence will go into effect at the conference with the principal and parent/legal guardian, unless the conference has been forfeited and the principal will determine the start date.
- The student will be removed from all extracurricular activities for the entire up-coming school year.
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.

- Students may not travel with the team or organization, or otherwise act as a representative of the team or organization.
- At the beginning of a new school year, an Extracurricular Student is eligible to participate in extracurricular activities and to pursue future leadership positions after a second offense if the student has "sat out" of all extracurricular activities for no less than 60 school days or UIL Competition days and has otherwise complied with all conditions of his/her removal for the second offense.

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## 2011-2012 Extracurricular Activity Acknowledgment and Agreement Form

### Student Statement:

My signature below certifies that I have read and understand the RISD District-Wide Guidelines for Extracurricular Students: Alcohol & Illegal Drugs. I agree to comply with all rules and regulations in these guidelines and any additional rules adopted by my school as a condition of participation as a member of an extracurricular activity. I understand that my failure to comply with these guidelines may result in disciplinary action, including dismissal from all extracurricular activities.

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Printed Name of Student

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Student Signature

Date Signed

### Parent/Legal Guardian Statement (for students under 18 years of age):

My signature below certifies that I have read and understand the RISD District-Wide Guidelines for Extracurricular Students: Alcohol & Illegal Drugs. I understand that my student must comply with all rules and regulations written in these guidelines and any additional rules adopted by my student's school as a condition of participation in an extracurricular activity. I understand that his or her failure to comply may result in disciplinary action, including dismissal from all extracurricular activities.

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Printed Name of Parent or Legal Guardian

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Signature of Parent or Legal Guardian

Date Signed

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## RISD DRILL TEAM GUIDELINES FOR A ROOKIE MEMBER Spring 2012

Each dancer wishing to audition for any of the four RISD Drill Team Programs is asked to comply with the RISD Drill Team Guidelines and RISD District-Wide Guidelines for Extracurricular Students: Alcohol & Illegal Drugs. Even though a Rookie does not officially join the team during the Spring Semester, the following guidelines are in immediate effect.

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*I have read the policies and procedures outlined within the RISD Drill Team Guidelines and RISD District-Wide Guidelines for Extracurricular Students: Alcohol and drugs. I have been made aware of the policies that directly affect participation in the Drill Team Rookie Class.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Drill Team Rookie Signature

\_\_\_\_\_  
Date