



William B. Travis Dance Team GUIDELINES AND REQUIREMENTS 2018-2019

In order to be a productive and successful team, it is necessary that each team member be accountable for her actions and behavior. The following is a system that each Dance Team member is expected to observe throughout the year as a Dance Team member. ***A team member must comply with the THS Dance Team Guidelines, FBISD Fine Arts Manual Appendix R and FBISD Extracurricular Handbook 24 hours a day, 7 days a week, and 52 weeks per year in addition to obeying the rules set forth in the FBISD Student Code of Conduct.*** The purpose of this system is intended to enhance our organization and individual members.

Director(s) Signatures:

Gina Tolar

Katherine McMullin

Administrator's Signature:

Derryk Pope

Belles & Charms Directors: Gina Tolar and Katherine McMullin / FDT: Ashley Liles
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The FBISD Fine Arts Manual-Appendix R and the Extracurricular Handbook supersede the THS Dance Team Guidelines & Requirements.

****If a situation arises that is not mentioned below in the team guidelines, the Director(s) have the authority and opportunity to handle and reward or discipline the situation in a manner that is fair and consistent with the protocol set by this document.*

I. Team Auditions

A. Belles Dance Team

- a. The team will consist of 10th-12th graders only.
- b. Travis Dance Team tryout clinic and auditions will be held once a year. Selection of members will be based on a dance clinic and a formal tryout. Professional dance judges will be hired as adjudicators. New members accepted into the Dance Team during auditions will become active members once they participate in the Induction Ceremony in the late spring.

B. Charms Dance Team

- a. The team will consist of 9th-11th graders only.
- b. Travis Dance Team tryout clinic and auditions will be held once a year. Selection of members will be based on a dance clinic and a formal tryout. Professional dance judges will be hired as adjudicators.

C. Freshman Dance Team

- a. The team will consist of 9th graders only.
- b. Members will be selected from the Charms spring auditions and Director evaluations at the start of the school year.

II. Performance Auditions

- A. *Being a member of the dance team does not guarantee placement in every dance routine.*
- B. Auditions may be held for upcoming performances at the director's discretion.
- C. Auditions may be defined as a formal tryout process or general observation of the Director(s).
- D. Each member is required to participate in auditions. Provisions for auditions may be made for *excused* absences on the day of formal auditions.
- E. If a member has questions as to why she did not make a dance, she may conference with the Director(s) during a planned conference period. All final decisions will be left up to the discretion of the Director(s).

III. Attendance

- A. All members are required to attend all practices and performances whether performing or not, unless prior arrangements are made with the Director(s). *Tutoring sessions, work, routine doctor appointments, social events, and other extra-curricular activities must be scheduled outside of Dance Team activities. Homework or non-health related absences due to home consequences, i.e. grounding, etc are not grounds for an excused absence.*
- B. Members are expected to be in attendance for every event in its entirety, except in the case of an emergency. Situations qualifying as an emergency are at the discretion of the Director(s).
- C. Excused absences from practice are defined as: 1) a sudden illness that results in a doctor's visit and is accompanied by a doctor's note, 2) an illness that results in a student checking out of school through the school clinic, 3) an absence due to illness and the Director(s) are notified the day of the absence by the student or parent, 4) a school activity, 5) a religious holiday, and/or 6) a death in the family. *In regards to point 1, 2, 3, 4, and 5, the directors must be notified within 30 minutes of the start of morning practices or before the start of afternoon practices in order for the absence to be excused.* All other absences are considered unexcused and will be subject to demerits according to the Merit / Demerit system.
- D. Excused absences from performance are defined as: 1) a sudden illness that results in a doctor's visit and is accompanied by a doctor's note, 2) a contagious illness or fever that results in a

student checking out of school through the school clinic, 3) a religious holiday, and/or 4) a death in the family. In regards to point 1, 2, and 3, the directors must be notified prior to the call time of the performance in order for the absence to be excused. All other absences are considered unexcused and will be subject to demerits according to the Merit / Demerit system.

- E. Students must be in attendance at school for at least 50% of the school day on performance days.
- F. All members are required to participate in summer camps, intensives, and rehearsals. Exceptions may be made at the director(s) discretion. *Documentation of the proposed absence must be provided IN WRITING before the first day of FBISD summer vacation for absences to be excused.* For every unexcused absence at summer rehearsal practice, the member may be placed on probation for one pre-game ceremony, pep rally or football game at the discretion of the director(s). In the event of probation from an event, the member must attend the event in uniform but will not be permitted to perform.
- G. *Members may be removed from individual dances and/or performances for excessive excused or unexcused absences: 2 or more absences within the week during football season or within a month during performance and/or competition. Director(s) may determine to waive a removal at their discretion.*
- H. During contest season rehearsals, members are not allowed to miss rehearsals the week of a contest. Members who miss rehearsal during this time may be removed from any contest pieces that were practiced during the absence. Director(s) may determine to waive a removal at their discretion.
- I. Members are expected to travel to and from Dance Team functions with the team. However, in exceptional cases, *a member may leave a Dance Team function with her parent/guardian if a note is provided at least three school days prior to the event.*

IV. Expenses

- A. Each member is responsible for paying for practice wear / apparel required for the team by the director(s).
- B. Any necessary travel expenses are the member's responsibility.
- C. Each member is expected to remit payments for balances according to the due dates given in advance. Special payment plans are available, but must be agreed upon by the Director(s) and paid accordingly. *A member's inability to complete payments and meet payment deadlines may result in inability to perform, probation, or loss of membership on the team. All payments are non-refundable regardless of reason for cancellation.*
- D. Each member is responsible for the maintenance and care of uniforms, costumes, and accessories furnished by FBISD and /or Belles Parent Organization. *Any missing or damaged pieces will be paid for by the member to whom the uniform/costume is issued.*
- E. In an effort to keep costs to a minimum, the Director(s) and Dance Team parent group will plan fundraising events during the year. In the spirit of fairness, members are strongly encouraged to participate in fundraising events. Funds raised cannot be credited to individual students.

V. Academic Requirements

- A. A member must meet all grade requirements as outlined by the State Board of Education, Texas Education Agency, UIL guidelines and state law.
- B. Per UIL regulations: on specified UIL eligibility dates (first 6 weeks progress report and every 9 weeks grading period following), a student who receives a grade below 70 in any class (other than specified exempt classes) may not participate in extracurricular activities and will be placed on probation until the grades are brought up to passing at a future UIL eligibility date. An ineligible member must participate in class and practice but may not participate in Dance Team-organized events or performances. The student may regain eligibility by earning a grade of 70 or above in all classes on a specified UIL eligibility date, and there is a seven (7) day "grace period" before that student regains eligibility.

- C. Any member who is on probation will be considered an alternate for any choreography that will be performed during the grading period that she is on probation. Once the member has regained eligibility, she may audition for dance spots when they are available.
- D. Any member who received a grade below a 70 in any class for any TWO nine-week grading periods will lose her membership on the team for the remainder of the school year. This is any two nine weeks, first or second semester– they do not have to be consecutive for the student to be removed. She may audition when team tryouts occur for the following year for a position as a *rookie* on the team.

VI. Performances

- A. Everything needed for a performance will be carried in the Dance Team bag.
- B. Members who are wearing unacceptable or incomplete performance attire will not be allowed to perform, i.e. tights with runs/holes, missing piece of the uniform including but not limited to bow, earrings, etc.
- C. During contest season, if a member is unable to participate in team performances for any reason, she may not participate in a solo or ensemble unless approved by the Director(s).
- D. For all Dance Team performances, students are expected to have a uniform look. This includes but is not limited to: natural nail color (none, clear polish or French manicure are acceptable), natural hair color (no bright or UNNATURAL colors), removed or covered piercings (if any) and covered tattoos (if any). This policy is in line with district dress code standards. Students who do not adhere to this policy will not be allowed to perform.
- E. Football Game Etiquette:
 - 1) During football games, talking should be kept to a minimum. Visitors will not be permitted to talk to team members unless approved by the Director(s). This includes friends and family.
 - 2) Eating and drinking during a game is not permitted, unless otherwise approved by the Director(s).
 - 3) Team members must change out of the team uniform upon returning to THS after all football games and/or performances.

VII. Dance Officers – Belles Dance Team ONLY

- A. It is the duty of the Dance Officers to carry out the instructions of the Director(s) and lead the Dance Team in both practice and performance in the absence of the Director(s).
- B. Dance Officers will assist the Director(s) in checking appearance, taking attendance, assisting in auditions, teaching and instructing the team, and cleaning routines.
- C. A Dance Officer will be responsible for the behavior and performance of her squad. She may also be responsible for the maintenance of her squad's Merit / Demerit record.
- D. Selection of Dance Officers:
 - 1) *The selection process of Dance Officers may change from year to year.* Students may be required to do the following dance audition: choreography (in groups and/or individually); performance of solo and group routine(s); teaching; team interview, Director(s) interview, Judges interview, accumulated merits and demerits, and more.
 - 2) Dancers are eligible to hold an Office pending their membership on the Travis Belles Dance Team for *at least* one full year. Any dancers who have been removed from the team for any reason may not audition for Officer for the following year. In addition, those removed from the team following making Officer will result in the loss of their Office for the following year. This includes but is not limited to grade and/or discipline issues.
 - 3) A Dance Officer candidate must have received a Division I on a solo at a contest during the year in which she is auditioning for a Dance Officer position in order to be eligible to audition. Exceptions will only be made for medical reasons at the Director(s) discretion.

VIII. Social Officers – Belles Dance Team ONLY

- A. Social Officers will be responsible for organizing all team events, promoting the visibility of the team, coordinating spirit-related activities and assisting the Dance Officers and Director(s) when needed.
- B. Social Officers will act as the assistant to the Dance Officer to whom she is assigned.
- C. Selection of Social Officers:
 - 1) *The selection process of Social Officers may change from year to year. Students may be required to do the following audition: creative projects (in groups or individually); presentation of project(s); team interview, Director(s) interview, Judges interview, accumulated merits and demerits, and more.*
 - 2) Dancers are eligible to hold an Office pending their membership on the Travis Belles Dance Team for *at least* one full year. Any dancers who have been removed from the team for any reason may not audition for Officer for the following year. In addition, those removed from the team following making Officer will result in the loss of their Office for the following year. This includes but is not limited to grade and/or discipline issues.

IX. Termination of Officers – Belles Dance Team ONLY

- A. Failure of an Officer to set a proper example and follow the guidelines, extracurricular handbook, procedures and Dance Team code may result in removal from her Office (see Merit / Demerit system guidelines).
- B. An Officer will be demoted from her Office upon the accumulation of 10 demerits, according to the guidelines of the Merit / Demerit system, and her parent/guardian will be notified of the demotion. Demerits can be earned for failure to complete officer duties.

X. Probation and Removal

- A. Guidelines:
 - 1) All Travis Dance Team members must meet all grade requirements as outlined by the State Board of Education, Texas Education Agency, UIL regulations and state law.
 - 2) All Travis Dance Team members must comply with the Travis Dance Team Guidelines, FBISD Fine Arts Manual-Appendix R, and FBISD Extracurricular Handbook 24 hours a day, 7 days per week, and 52 weeks per year in addition to obeying the rules set forth in the FBISD Student Code of Conduct.
- B. Probation and Removal:
 - 1) A member will be placed on probation or removed from the Dance Team for the following reasons:
 - i. For Disciplinary reasons according to the guidelines of the Merit / Demerit system.
 - ii. For Academic reasons according to the UIL guidelines. As stated earlier, any member who received a grade below a 70 in any class for any two nine-week grading periods will lose her membership on the team for the remainder of the school year.
 - 2) Any member who is placed on probation must participate in class and practice but may not participate in Dance Team organized events or performances.
 - 3) A member who has been removed for disciplinary or academic reasons may audition when team tryouts occur for the following year for a position as a *rookie on the team*.

XI. THS Dance Team Merit System

- A. The Merit / Demerit system will be enforced at all times.
- B. The merit system is designed to reward members for positive behavior.
- C. It is the team member's responsibility to turn in merit documentation within 2 weeks of event.
- D. It is the team member's responsibility to keep an accurate record of merits.
- E. Only merits earned prior to the event can be used to attend the event.
- F. Only merits earned prior to receiving the demerit can be used to remove the demerits.
- G. Merits: Detailed List of Activity and Merits Earned

<u>Activity</u>	<u>Number of Merits Earned</u>
Team Events	
• Attend Squad Practice	5 per Practice
• Attend Class Ensemble Practice (On Own)	5 per Practice
• Attend Team Social	5 per Event
• Attendance at Team Parent Meeting	5 per Meeting
• Compete Ensemble at Competition	5 per Competition
• Compete Solo at Competition	5 per Competition
School Function	
• Attend Travis Tiger Fine Arts or Sporting Event in Team Attire	5 per Event
• Attend Travis Tiger School Function in Team Attire	1-5 per Event
• Participation in THS Club or Organization	5 per Club/Organization
• Open House	5 per Event
Community Function	
• Community Service (20 merit max for summer hours or per event)	5 per Hour
• Non-required service to school (service cannot be as a student aide) (signed note required from teacher, sponsor, etc.)	5 per Hour
• Tutoring another student (this can be Dance Team-related) (signed note required from a teacher/sponsor, etc.)	5 per Hour
• Attend FBISD Sister School Dance Team Performance in Team Attire	5 per Event
• Attend FBISD Approved Performance/Event in Team Attire	5 per Event
• Attend Fort Bend County Approved Performance/Event in Team Attire	5 per Event
Academic / Awards	
• Earning an A on Report Card	2 per A
• Earning a B on Report Card	2 per B
• Honor Society	10 per Society
• Academic Excellence Award	10 per Award
• Other School Awards	1-5 per Award
• ...of the Week	5 per Award
• Perfect Attendance / 9 weeks (School and Practice)	10 per Session
• Tardy Free to Practice	5 per 3 Weeks
• Mark Free for Practice	5 per 3 Weeks
THS Dance Team Support	
• Dance Team Donation	1-5 per Item
• Attend THS Sister Team Performance	5 per Event
• Signs for Events (Outside of Required Duties)	2 per sign
• Spirit Night Participation	5 per shift
• Fundraising Participation	2 per \$20 raised
• Meet Individual Fundraising Goal/Quota	10 per Fundraiser
• Top "Seller"	10 per Fundraiser
Parent Involvement	
• Parent's Attendance at Team Parent Meeting	5 per Meeting
• Parent's Participation in Fundraising Event	5 per Shift
Other	
• Attend Professional Dance Performance	5 per Event
• Participating in a Studio Dance Class (20 merit max for summer hours, technique hours may not be included) (a monthly log signed by teacher required)	5 per Class / per Month
Merit Removal	
• Dress Code Infraction during School Day	-5 Merits
• Late to practice (6-15 Minutes)	-5 Merits
• Texting or phone use during practice	-5 Merits
• Off task behavior during practice time	-5 Merits

- H. The Director(s) shall have the authority to give or remove merits when necessary for activities or offenses which have not been included or which have been inadvertently excluded. The number of merits will directly reflect the activity or offense.
- I. Based on the Merit System above, team members must have earned the specified number of merits to be eligible to attend the following events. The requirement number of merits is based on the individual's merit tally. The merit tally will be checked 2 weeks prior to the event to determine merit eligibility.

<u>Event</u>	<u>Merit Requirements</u>
• Senior Tea (Belles Only)	50 Merits
• Holiday Concert (All Team)	75 Merits
• FBDC Solo (Eligible Teams Only)	100 Merits
• Basketball Performance (Belles and Charms Only)	100 Merits
• Officer Auditions (Belles Only)	300 Merits
• Team Inductions - Veterans (Belles Only)	200 Merits
• Team Inductions – Rookie (Belles Only)	50 Merits
• End of Year Event (All Team)	200 Merits

XII. THS Dance Team Demerit System

- A. The Merit and Demerit system will be upheld at all times.
- B. The system comes into action at inductions at the start of the team's year through the last day of school at the end of the team's year.
- C. Demerits can be issued by both the Director(s) and the Belles Dance Officers with the Director(s) oversight.
- D. In order to ensure fairness to all, each member will receive notification of each demerit or merit and must sign for them at the time they are given. If a Dance Team member has questions about a demerit she receives, she must set up a conference with the Director(s) within two school days of receiving the demerit to discuss it. Conferencing is *not* the responsibility of the Dance Officer.
- E. It is the member's responsibility to keep an accurate record of her own individual merit and demerit balance.
- F. Minor infractions will deduct merits from the Dance Team members individual merit bank. In the case, that an individual does not have the merits to cover the deduction, 1 Demerit will be issued per 5 merit deduction.
- G. Some offenses, more serious and severe in nature, will not be removed by the merit system. These offenses will receive demerits.
- H. Belles Only-REMOVAL FROM OFFICE: An officer will be demoted from her officer position and duties upon the accumulation of 10 demerits and her parent/guardian will be notified of the demotion. In addition, the officer will be placed on probation as designated in bullet H.
- I. PROBATION: If a Dance Team member receives 10 demerits, she will be placed on probation for 20 school days with a requirement to complete 10 hours of community service and will not be allowed to participate in Dance Team organized events or performances until completing the full probation period. Once a Dance Team member has been placed on probation, her parent/guardian will be notified and will be informed of the possibility of loss of membership upon the accumulation of the 16th demerit.
- J. REMOVAL FROM THE TEAM: Each Dance Team member may accumulate a total of 15 demerits. If a member receives 16 demerits, she will be removed from the team for the remainder of the school year.
- K. DEMERITS: Detailed List of Offense and Demerits Earned
- Demerits remain on the dance team member's record for the current team's year.

<u>Offense</u>	<u>Demerits Earned</u>
• 3 rd Offense (late, practice wear, due date, etc)	1 Demerit
• Late to practice (16-30 = 1, 31-45 = 2, 46+ = 3)	1-3 Demerits
• Leaving a practice without permission from Director(s)	2 Demerits
• Missing the bus on a performance or contest day	3 Demerits
• Unexcused absence to practice (Depending on Time / Reason)	2-5 Demerits

- Unexcused absence to performance (Depending on Time / Reason) 5-10 Demerits
 - Failure to uphold designated officer role (Director(s) discretion) 1-5 Demerits
 - Talking on sidelines while waiting to perform 1 Demerit
 - Using profanity at any time 2 Demerits
 - Unlady-like behavior (Director(s) discretion) 3-5 Demerits
 - Detention (Director(s) discretion) 2-5 Demerits
 - Disrespect to others or self (Director(s) discretion) 3-16 Demerits
 - Public Display of Affection PDA (Director(s) discretion) 3-10 Demerits
 - Passion Markings 5 Demerits
 - Cheating or academic dishonesty 10 Demerits
 - Forging or altering any school issued permit or pass 10 Demerits
 - In School Suspension (ISS) 5 Demerits per day
 - Suspension from school 10 Demerits per day
 - Inappropriate content and/or verbiage on Social Media, online sites, personal blog, or text (Director(s) discretion) 5-16 Demerits
 - Negative content and/or verbiage of the THS Dance Program, members, and/or Director(s) on Social Media, online sites, personal blog, or text (Director(s) discretion) 5-16 Demerits
 - Engaging in lewd, disruptive, or other offensive behavior that affronts school district standards or propriety on or off campus (Director(s) discretion) 5-16 Demerits
 - Using or possessing any tobacco or tobacco-related product on or off campus (Director(s) discretion) 5-16 Demerits
 - Using, possessing, or being under the influence of alcohol, marijuana, a controlled substance, a dangerous drug, abusable glue, or any other mood changing, mind altering, or behavior affecting drug on or off campus 16 Demerits
 - Theft or stealing on or off campus 16 Demerits
 - Indictment for a felony or class A misdemeanor on or off campus 16 Demerits
 - Breaking rules on Team Trip – Camp, Contest, etc. (Director(s) discretion) 3-16 Demerits
- L. The Director(s) shall have the authority to give demerits when necessary for offenses which have not been included or which have been inadvertently excluded. The number of demerits given will directly reflect the severity of the offense.

Please Print First and Last Name: _____

THS DANCE TEAM GUIDELINES COMPLIANCE FORM

I am aware that as a member of the Travis Dance Team, I will be required to respect and uphold the THS Dance Team Guidelines including, but not limited to, the Attendance Policy and Merit / Demerit system. I have read and understand the THS Dance Team Guidelines in their entirety. In regards to the Merit / Demerit system, I accept that upon the accumulation of my 10th demerit, I will be on disciplinary probation, and upon the accumulation my 16th demerit, I will be removed from the Dance Team for the remainder of the year. I accept that no refunds for fundraisers, fees, supplies, etc. will be given. I understand that as a Dance Team Member, I must comply with the THS Dance Team Guidelines, FBISD Fine Arts Manual-Appendix R and FBISD Extracurricular Handbook 24 hours a day, 7 days a week, and 52 weeks per year in addition to obeying the rules set forth in the FBISD Student Code of Conduct. I furthermore understand that if I am an Officer of the Travis Belles Dance Team, I will be demoted from my Officer position and duties upon disciplinary probation due to the accumulation of 10 demerits.

Belle's Signature _____ Date _____

I am aware that my daughter, as a member of the Travis Dance Team, will be required to respect and uphold the THS Dance Team Guidelines including, but not limited to, Attendance Policy and the Merit / Demerit system. I have read and understand the THS Dance Team Guidelines in their entirety. In regards to the Merit / Demerit system, I accept that upon the accumulation of my daughter's 10th demerit, she will be on disciplinary probation, and upon the accumulation my daughter's 16th demerit, she will be removed from the Dance Team for the remainder of the year. At this point, I accept that no refunds for fundraisers, fees, supplies, etc. will be given. I understand that as a Dance Team member, my daughter must comply with the THS Dance Team Guidelines, FBISD Fine Arts Manual Appendix R and FBISD Extracurricular Handbook 24 hours a day, 7 days a week, and 52 weeks per year in addition to obeying the rules set forth in the FBISD Student Code of Conduct. I furthermore understand that if my daughter is an Officer of the Travis Belles Dance Team, she will be demoted from her Officer position and duties upon disciplinary probation due to the accumulation of 10 demerits.

Parent's Signature _____ Date _____