

L I S D



Dance Team Handbook

Dear Students and Parents,

Leander ISD dance teachers and the Fine Arts Office have collaborated to develop this District-wide High School Dance Team Handbook to provide students and parents as much information as possible about our high school dance program. The information published in this handbook provides general information about our District-wide high school dance team program.

We are proud of the tradition of excellence that our LISD dance teams enjoy. With your help and support, we look forward to continuing this tradition of educational and artistic excellence.

If you have questions regarding the guidelines or information contained in this handbook, please contact your campus Dance Team Director(s).

Sincerely,

Nikki Evans, Cedar Park High School Director
Katie Reeves, Glenn High School Director
Susan Schubert, Leander High School Director
Amy McKee, Rouse High School Director
Araceli Lopez, Vista Ridge High School Director
Holly Lyons, Vandegrift High School Director

Peter Warshaw, LISD Fine Arts Director

Megan Liles, LISD Assistant Fine Arts Director

Introduction

The Dance Team program is an integral part of the total school experience and membership is considered a privilege, not a right. The policies, procedures and regulations in this handbook are in compliance with school board policies and administrative procedures. They are designed to provide for successful experiences for students and the efficient operation of the Dance Team programs. This handbook supersedes all prior publications governing LISD Dance Team programs and shall be used by all principals, directors and members in grades 9-12. Its purpose is to help answer student/parent questions and be a guide for defining the procedures of the organization. You, the member, are accountable and responsible for all guidelines contained within this handbook and for any additions that your respective director might add.

Statement of Nondiscrimination: Leander Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities and programs, including vocational programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Contact:

- Bryan Miller, Title IX Coordinator, for concerns, regarding discrimination on the basis of sex.
- Angela Patrick, Section 504 Coordinator, for concerns regarding discrimination on the basis of

disability.

Leander Independent School District does not discriminate on the basis of disability by denying access to the benefits of District services, programs or activities of a public entity, or be subjected to discrimination by any public entity. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact Kendra Shaffer.

Discrimination: Discrimination against a student is defined as conduct directed at a student by an employee, other student, or a third party under the District’s disciplinary authority on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the student.

The information contained in this handbook will be invaluable to students and parents as you participate in one of our outstanding LISD Fine Arts programs. Much of the information you will read and to which you will acknowledge an understanding of is based on a normal academic year.

Table of Contents

| | |
|---|----|
| Purpose | 4 |
| Philosophy | 4 |
| General Conduct/Expectations | 4 |
| Personal Attributes | 4 |
| Qualifications, Auditions, Requirements | 5 |
| Member Responsibilities | 5 |
| Attendance Responsibilities | 6 |
| Financial Responsibilities | 7 |
| Eligibility | 7 |
| Uniforms | 8 |
| Transportation | 8 |
| Routine Evaluation and Performance | 9 |
| Inability to Perform | 9 |
| Communication | 10 |
| Demerit System | 11 |
| Probations and Dismissal | 14 |
| Tobacco | 15 |
| Alcohol | 16 |
| Illegal Drugs | 16 |
| Arrests & Citations | 17 |
| Theft (on campus) | 17 |
| Bullying | 18 |
| Appeals | 18 |
| Digital Citizenship | 19 |
| Due Process | 20 |
| Transfer Students | 20 |
| Student Leadership | 20 |
| Awards | 23 |

Purpose

LISD Dance Teams support athletic and school organizations, participate in community service projects and perform for the entertainment of the greater Austin community. Using these experiences, LISD Dance Teams help to uphold the purposes of the school district.

Philosophy

We believe that an exemplary dance program is an extension of the classroom. As such, being a part of the dance team offers an opportunity to develop and grow physically, intellectually, emotionally, and socially. The positive benefits that participation in a dance team offers include but are not limited to developing dance technique and performance skills, fostering self-discipline and self-confidence, encouraging selflessness, promoting team spirit and nurturing an appreciation for artistic endeavors. Members learn the values associated with competition and service.

General Conduct/Expectations of a Team Member

Dance Team Members will observe all policies set forth by the Leander Independent School District. All members have the responsibility to give their all, and are expected to have and maintain a character above reproach. We are judged by the company we keep, and our actions in everyday life, both private and public, are the direct reflection of the Dance Team and school. Students and their parents shall sign and return to their director a form of consent to the standards of conduct as a condition of participation on the Dance Team.

Personal Attributes

- You must have a strong desire to be a member of the dance team.
- You must enjoy learning and performing various styles of dances.
- You must be willing to abide by rules and follow directions. This includes accepting constructive criticism that will help you strive towards perfection.
- You must demonstrate responsibility at all times.
- You must have a desire to act...as in theatre. Projection is most important.
- You must understand that any decision(s) made by the director(s) and/or officers is in the best interest of the team and its individual members.
- You must have perfection as your goal and know that the schedule and discipline of a dance team demands a high degree of determination, hard work, strength, dedication, and commitment.
- You must have the desire to be a part of a team. Individual exhibitions are neither desired nor tolerated. Learning to perform in unison as a team is imperative. There is no "I" in team.

Qualifications, Auditions and Requirements

Membership on the Dance Team shall be restricted to students attending LISD schools in the sophomore, junior and senior classes. Exception – a new LISD high school may allow freshmen to be members.

Any organization that has high performance standards must also have high academic and behavioral standards. Thus, a student's academic performance may jeopardize their selection as a member of the Dance Team.

Candidates must have on file:

- Tryout Application with picture
- Copy of last report card
- Parent and Student Consent Forms

All candidates must attend all mandatory audition rehearsals unless excused by the director.

Candidates will not be eligible to audition for the Dance Team if they have tried out for another Dance Team in Leander ISD in the same year and were not selected.

Candidates will be expected to perform a specific required routine at auditions. A portion of the auditions will be conducted in front of a panel of experienced and qualified judges selected by the directors. Selection of members is based on the sum of scores of all three judges and evaluations during a closed tryout session. It is mandatory that the dance portion of the audition is completed in-person, unless otherwise stated by the Director.

A portion of the Judging may include but not be limited to the following:

- Appearance - Poise/Carriage
- Showmanship – Projection
- Knowledge of Routine
- Dance Technique
- Flexibility

The term of membership shall be recognized as the time immediately following auditions through the selection of the new team the following year.

All dance team members must audition every year.

Member Responsibilities

- There will be no set numbers for the LISD Dance Teams. Membership depends on the number of candidates who audition and their score variation.
- All members of the Dance Team will be required to obtain a physical from a competent physician by the beginning of summer line camp.
- Members will participate in all activities in which the organization is involved.

- Members must exhibit and maintain a satisfactory attitude toward school policies and regulations.
- All members are required to attend summer line camp.
- Students who are auditioning for a position in the Dance Team have the same accountabilities and expectations as current team members. All handbook guidelines apply immediately upon the student's commitment to enter the audition process. Demerits for newly selected members begin immediately and continue through the end of the school year. All demerit totals are eliminated at the beginning of the summer.

Attendance Responsibilities

Dance Team members will be required to enroll in Dance Team class periods. Varsity Dance Team Classes are double blocked and dancers must be enrolled in both. Physical education, fine arts, and/or local credit will be received for this class. All rehearsal requirements for this time are structured and specified. Students in this class must fulfill specific requirements for performance, which will be evaluated by the director(s) as for any other academic class.

Rehearsals will be required before school, after school, and during the summer. Time specifications will be established as school, camp, competition, and other schedules become available to the director(s). Summer rehearsal is mandatory upon notification of these dates and times. Because of the importance of these rehearsals, the demerit system will be strictly enforced.

Members will arrive on time to rehearsals and stay until dismissed by the director(s).

Since all routines depend on the number of members, it is the responsibility of each member to notify the director(s) and their squad's officer of the absence before dance team class. Failure of notification will result in enforcement of the demerit system. This notification does not eliminate the need for a written note if a medical appointment transpired.

In accordance with LISD policy, all excused absences will be honored with no grade penalty. However, failure to attend required rehearsals and/or performances may result in removal from a performance.

Work is not an excused absence from rehearsals or performing sessions, nor is it an excuse for leaving a rehearsal early or for being late to rehearsals or a performance.

Any member who has missed two days of rehearsal may be eliminated from a performance for that specific week. If a member has been absent from school for two days out of a week due to illness, they may be deemed too ill to perform.

Members who are absent on the day of a performance may be eliminated from that particular performance at the discretion of the director.

Financial Responsibilities

Please be advised that participation in the Dance Team can be costly.

Prior to auditions, the directors will provide candidates with anticipated expenses. Expenses are estimated annually and may vary due to each member's needs.

A payment schedule will be provided to assist families who are unable to pay the entire balance up front. The directors will set payment deadlines.

Failure to adhere to financial responsibilities may result in not receiving required Dance Team items and possible suspension from performance until financial obligations have been met.

If a student withdraws from the Dance Team or is unable to participate, refunds may be prorated based on the pre-purchase and or personalization of required items for participation. All monies generated during fundraising activities belong to the Dance Team general fund.

Eligibility

All LISD Dance Teams adhere to the eligibility rules and regulations as stated by TEA and LISD. Some Dance activities are designated as extra-curricular. Students participating in these activities are governed by eligibility requirements. A student shall be suspended from participation in all extracurricular activities sponsored or sanctioned by the school district during the six-week period following a grade reporting period in which the student received a grade lower than seventy in any class. Loss of eligibility does not take effect until seven days after the end of the reporting period. Ineligible students are not suspended from rehearsal of extra-curricular activities. The student is not suspended from participation during the period in which school is recessed for the summer or any other vacation time.

Students who are ineligible will continue to rehearse during their Dance Team class and before and after school and participate in curricular performances. Ineligible students may not travel with the Dance Team or participate in extracurricular performances.

Students may regain eligibility under certain circumstances. If a student has been suspended as a result of failing, he/she may regain eligibility by passing ALL courses in the third week of the affected grading period. Reinstatement of eligibility would occur seven days after the three-week progress report period (see TEA/UII Side by Side).

Activities that are considered curricular components of any course are not affected by the eligibility law. Examples of these activities are all rehearsals and performances that take place as a regular extension of classroom instruction. Any performance that is competitive in nature or for which admission is charged is deemed extra-curricular.

A student who fails any two six weeks grading periods throughout the academic year, will be dismissed from the team and removed from the class roster.

Uniforms

The school will issue the Varsity team member a performance field uniform and poms. Costumes and props will be provided through fundraising activities for each member as well. Each member is held responsible for the care and return of items issued and will be responsible to pay for any items lost or damaged while in his/her possession.

Members may not wear the group's uniform/costume unless the director so designates. Members must wear all parts of the performance uniform while in public. The uniform/costume should be respected at all times and not shared with non-members of the organization.

A complete uniform/costume check will be held prior to an activity or performance - this includes hair and makeup. Hair color shall be natural color only. No visible piercings are allowed other than ear lobes. No visible tattoos are allowed while in uniform/costume.

Members will be required to purchase practice wear, shoes, hats and other personal items listed by the director. These items will be paid for by the member.

Transportation

The Dance Teams will frequently travel on both school and commercial buses. Student conduct is to be at the highest level on any trip. Students must travel to events and return from events on the bus. Any student requesting to arrive or leave with his/her parent/guardian must send a parent release note and turn it into the director no later than two days prior to the event. A decision will be rendered based on the circumstances provided.

Members will meet promptly at the designated place and time for all trips.

Dance Teams will adhere to all LISD travel guidelines pertaining to overnight and out of state travel.

Overnight Travel:

There may be times when teams will be allowed overnight trips. In these instances, the dancer must:

- Abide by the curfew set by the director
- Not be in different gender rooms at any time
- Travel to AND from the event with the team
- Be aware that directors may ask to check the dancers's bags before leaving for the trip.
- Adhere to the expectations for students in the LISD Student Code of Conduct.
- Not consume or be in possession of alcohol, tobacco, or other drug use (including electronic cigarettes, vapes or inhalants)

Routine Evaluation and Performance

Each week there may be a routine evaluation judged by the director, assistant director, and leaders. Members will be judged according to their knowledge of the dance routine, projection and overall impression. A member unable to meet the standards set for that routine will not participate but will be expected to fulfill their other responsibilities and attend the performance in uniform.

Members will try out for every routine unless ill or injured. The weekly dance evaluation may constitute a test grade.

Any member who has missed routine evaluations may be eliminated from that particular performance.

Inability to Perform

Any member who is ill will be excused from workout and performance only by a written note from the parent/guardian. A parent note excuses a student for up to two days. Beyond that, a doctor's note must be provided.

Any member suffering from injury will be excused from workout only by a written note from the doctor explaining the extent of the injury and workout limitations. In order to return to full participation, the member must have a medical release from the doctor on file.

Any Dance Team member who is unable to rehearse or perform for two consecutive weeks due to an illness, physical injury, or restrictions of physical activity may be assigned other duties to help fulfill their responsibilities as a Dance Team member.

LISD Dance Team directors will enforce all eligibility rules and regulations. Students who are ineligible will continue to rehearse during their Dance Team class and before and after school and participate in curricular performances. Ineligible students may not travel with the Dance Team or participate in extracurricular performances.

Any member on probation or not performing due to demerits must dress out and participate in all other activities on his/her team.

Communication

Communication is vital for a successful dance team program.

Expectations for Parent to Director communication:

- Concerns regarding a son/daughter expressed directly to the director at the appropriate time (times in which a dance activity would not be disrupted) and place.
- Issues appropriate for discussion with the director and/or school administrator:
 - Mental and physical state of a student
 - Student plan for success
 - Student behavior

- Student safety
- Issues not appropriate for discussion with a director:
 - Team or officer selection, performance selections or elements of a performance
 - Any situation that deals with other students/dance team members
 - Due to student FERPA privacy laws, directors are limited to discussing other students and dance team members.

Expectations for Director to Parent communication:

- Requirements the director has for his/her student and the dance team
- Locations, dates, and times of practices, games, competitions, and events
- Dance Team requirements of special equipment, uniform, team rules/regulations, travel arrangements, and off-season expectations.
- Procedures in the event the student becomes injured during a game, practice, or event

Communication between parent, school, and director/Process of Appeals:

If at any time a dance team member or parent feels he/she needs to discuss a problem or complaint, the appropriate channels must be followed:

1. Contact campus director - call and set up an appointment.
 - Outline and define objectives for a meeting and stick to discussing facts only.
 - Do not confront the director before, during or after a practice, game, performance, or event.
 - Meetings of this nature do not promote resolution of the situation, but often escalate it.
 - Do not attempt to enter the dance team class without prior permission from the campus principal or his/her designee. Parents/guardians are restricted to visits under district guidelines for campus visitors.
 - If the meeting with the director does not provide satisfactory resolution, a parent or guardian should move to the next step in the process.
2. Contact the campus Assistant Principal to set up a meeting with the director and the AP. If this meeting does not provide a satisfactory resolution, proceed to the next step.
3. Contact the Principal to discuss concerns about the dance program or situations involving your student. If this meeting does not provide a satisfactory resolution, proceed to the next step.
4. Contact Megan Liles (LISD Assistant Fine Arts Director) to set up a meeting

Demerit System

An LISD dance team member takes on the role of a respectful and disciplined person who should be a model for her/his peers at all times - in school, after school, and in the community. This is a

very visual position and your peers are looking at you. Along with this position comes a great deal of responsibility, good work ethics, and a spirit of cooperation with parents, directors, other dance team members, and other students. **Each team member will be held to these high standards in and out of school, in and out of uniform, throughout the calendar year.** All accountability will be handled in such a way as to teach the team member the ethical principle that applies to the circumstance. The director(s) of each campus program will determine all consequences based on the following prescribed discipline process and LISD Student Code of Conduct. In addition, directors will not discuss discipline/consequences with the entire team in regard to any one dance team member due to privacy issues. Dance team members and parents should refrain from asking directors about any incident/discipline/consequence not involving them.

Demerits may be given by the director, assistant director, or by a dance officer with the approval of the aforementioned. Parent communication will occur prior to a student receiving 5 demerits, so a plan can be implemented to ensure student success, prior to losing performance opportunities.

A record of demerits shall be maintained by each officer as well as by the director(s). Each demerit shall be acknowledged by that member's initials.

A member may review his/her demerit record at any time if a request is made to the director(s) or his/her officer.

For each demerit received, a member will be required to high kick for two minutes at the beginning or end of rehearsal. For each demi-demerit received, a member will be required to high kick for one minute.

The following are levels at which behaviors will be handled. This discipline process begins when each member becomes part of the LISD Dance Team program.

LEVEL I-

Immediate Reminders: The dance team director will determine the reminder at the time of the infraction. **The list below includes, but is not limited to, examples of some behaviors which would require immediate reminders and at least 1 demerit (not to exceed 3 demerits for each infraction):**

- Lack of participation during scheduled events
- Failure to adhere to deadlines for turning in uniforms, paperwork, etc.
- Lack of neatness (dirty uniform, shoes, etc.)
- Wearing jewelry, improper makeup, or hair not appropriately fixed
- Unnatural hair or nail color
- Visible piercings other than ear lobes
- Failure to cover visible tattoos
- Failure to wear a designated piece of the uniform
- Lending uniform pieces to non-dance team members
- Failure to dress out properly for practice

- Failure to arrive at school in full uniform as directed
- Borrowing items from other members (shoes, tights, etc.)
- Leaving parts of uniform or props in the dance gym, locker-room, or on the bus
- Not securing a uniform piece adequately, to where it falls off during a performance
- Tardy: up to 15 minutes (½), 15 minutes or more (1)
- Leaving prior to dismissal, up to 15 minutes (½), 15 minutes or more (1)
- Unexcused absence from morning rehearsal/dance team class
- Failure to contact director(s) and officer 24 hours in advance for tutorial reasons
- Failure to contact director(s) and officer two weeks in advance if unable to attend a rehearsal or performance
- Failure to contact director(s) and officer a month in advance if unable to attend a rehearsal or performance due to vacation
- Failure to be dressed in attire at designated time (½)
- Chewing gum during a rehearsal or performance
- Drinking or eating except during designated times
- Failure to come to attention on command (talking, laughing, etc.)
- Public Display of Affection (PDA) in or out of uniform while representing the dance team
- Visiting with persons outside of the dance team without permission before or during a performance
- Failure to be in assigned seat at games or performances
- Failure to follow Digital Citizenship guidelines listed below

LEVEL II -

Below are **examples** of behaviors that may warrant Level 2 infractions, **but are not limited to these behaviors**. Any of the following behaviors listed will result in at least 2 demerits (not to exceed 5 demerits):

- Disrespect/insubordination toward the dance directors
- Behavior unbecoming of dance team members
- Disrespect toward a teacher or administrator
- Disrespect toward a fellow dance team member.
- Disrespect/inappropriate language
- An absence to a game or event
- Leaving a performance, practice, or event without permission
- Unsportsmanlike conduct at a game or performance
- Talking on cell phones during a game, practice, or activity
- Academic dishonesty
- Assignment to ISS (a student will not be able to perform or participate in activities until the completion of their ISS placement (end-of-day at midnight). The student is still required to attend scheduled rehearsals that don't interfere with the ISS placement.
- Receiving a referral (for behavioral issues)
- Missing an event, practice, performance, or game due to school detention or Saturday school

- Failure to attend every scheduled performance, whether dancing or not
- Failure to follow Digital Citizenship guidelines listed below

LEVEL III –

Below are **examples** of behaviors that will warrant Level 3 infractions and can result in a probationary status or immediate removal from the dance team program. Any of the following behaviors listed will result in at least 10 demerits (not to exceed 15 demerits):

- Any assignment to LEO
- Destruction or vandalism of school property
- Suspension from school (OSS)
- Stealing
- Gross and/or serious misconduct
- Inappropriate behavior as determined by the directors
- Failure to abide by school policies or city, county, state or federal law
- Failing two six weeks
- Refusal to participate in scheduled activity
- Repeated lack of respect towards director(s), LISD personnel and/or school property
- Failure to follow Digital Citizenship guidelines listed below
- Probation or dismissal due to demerit system

*Violations of the Student Code of Conduct may also be handled by campus administration in conjunction with the LISD Dance Team Discipline Process.

- **After receiving 5 demerits, a member will not perform in an upcoming routine chosen by the director(s), but he/she is required to fulfill all other responsibilities.**
- **After receiving 10 demerits, a member will not perform in two upcoming routines chosen by the director(s), but he/she is required to fulfill all other responsibilities.**
- **A student placed on probation for reasons other than those listed immediately above will receive 10 demerits**
- **After receiving 15 demerits, a member may be dismissed from the dance team.**

Suspension/Removal: Each director will have the authority, with the concurrence of the Assistant Fine Arts Director and Campus Administration, to suspend, remove, or place on probation for an extended period of time, any dancer for major or minor infractions of rules for that team. Any student suspended or removed from the dance team must be given:

1. The reason(s) for the suspension/removal.
2. The time and provisions of the suspension/removal.
3. The procedures for reentering the program, if applicable.
4. Information on class schedule change or options.
5. The opportunity to appeal. Parents of the suspended/removed dancer will be notified within 24 hours of suspension by the director.

Consequences for being removed or resigning from a team will be enforced at any LISD campus should the removed/resigning dance team member transfer to another LISD campus.

Probation and Dismissal

General Probation Considerations:

Failure to comply with any regulation as stated in the handbook may result in probation for the member in question until the reason for probation is corrected to the satisfaction of the director(s). Please refer to the demerit system.

A standard probation is 30 school days, during which time a student on probation is not allowed to perform but is still expected to dress out and be in attendance. Additionally, the student may be subject to school-level discipline as assigned by a campus administrator.

If the 30-day probation period ends during a time in which the Team is involved in multiple consecutive performances that are identical in nature, the director has the discretion to not allow a student on probation to return to active status until all these performances have been completed.

A member on probation may not participate in performing activities; however, he/she is required to fulfill all other responsibilities.

If a member has been placed on probation, at any time during the school year, then the student is ineligible to audition for a leadership position.

Dismissal:

- While any of the above may result in immediate dismissal, a second probation will result in automatic dismissal from the Dance Team.
- A student who is dismissed from the Dance Team and wants to regain membership in a subsequent year must re-audition as a new member.
- Depending on discipline action, removal offense, prior offenses, and timing that dismissal took place during the school year, extenuating dance team contracts can be implemented as deemed necessary by the dance team director and school administration.

The following rules concerning tobacco, alcohol and illegal drugs apply to all Leander ISD dance team members at all times during the calendar year, on and off campus. Violations to these rules will result in the student being placed on a behavioral contract. Violations to these rules will be recorded and kept on file for the duration of their middle school or high school career:

Tobacco

***NO DANCE TEAM MEMBER SHALL, WHILE ON OR OFF CAMPUS PREMISES, USE, POSSESS, DISTRIBUTE OR BE UNDER THE INFLUENCE OF TOBACCO. THIS INCLUDES AN ELECTRONIC CIGARETTE OR ANY OTHER DEVICE THAT**

SIMULATES SMOKING BY USING A MECHANICAL HEATING ELEMENT, BATTERY OR ELECTRONIC CIRCUIT TO DELIVER NICOTINE OR OTHER SUBSTANCES TO THE INDIVIDUAL INHALING FROM THE DEVICE. IF THE VAPE TESTS POSITIVE FOR THC OR OTHER DRUGS, CONSEQUENCES FOR ILLEGAL DRUGS WILL BE FOLLOWED.

The dancer who violates the above stated rules, on or off campus, shall be subject to the following at minimum:

First Offense:

- 1) Parent notification by the Director
- 2) The student will complete 15 hours of community service. The Director or designee will monitor.
- 3) At least 5 demerits will be issued and the student will not perform in one upcoming performance, chosen by the director(s). He/she is required to fulfill all other responsibilities.
- 4) Additional consequences could be issued if violation occurs at school or school sponsored event and can result in ISS or a behavior referral

Second Offense:

- 1) Parent notification by the Director
- 2) 10 demerits issued and the student will not perform in two upcoming performances, chosen by the director(s). He/she is required to fulfill all other responsibilities

Third Offense:

- 1) Parent notification by the Director
- 2) 15 demerits will be issued and the student will be removed from the program

Note: If the offense occurs during the offseason/summer, the suspension from participation will begin with the first week of activity.

Alcohol

***NO DANCE TEAM MEMBER SHALL, WHILE ON OR OFF CAMPUS PREMISES, SELL, GIVE, DELIVER, USE, POSSESS, OR BE UNDER THE INFLUENCE OF ALCOHOL.**

The dancer who violates the above stated rules, on or off campus, shall be subject to the following at minimum:

First Offense:

- 1) Parent notification by the Director
- 2) The student will receive 5 demerits and will be suspended from all activities and performances for a minimum of three weeks.
- 3) The student will complete 15 hours of community service. The Director or designee will monitor

- 4) Additional consequences could be issued if violation occurs at school or school sponsored event and can result in ISS or a behavior referral

**On a first offense only, if a student self reports, the suspension will be for 2 weeks*

Second Offense:

- 1) Parent notification by the Director
- 2) The student will receive 10 demerits and will be suspended from all activities and performances for a minimum of six weeks.
- 3) The student will complete 30 hours of community service. The Director or designee will monitor
- 4) Additional consequences could be issued if violation occurs at school or school sponsored event and can result in ISS or a behavior referral

Third Offense:

- 1) Parent notification by the Director
- 2) The student will receive 15 demerits and will be removed from the program

Note: If the offense occurs during the offseason/summer, the suspension from participation will begin with the first week of activity.

Illegal Drugs

***NO DANCE TEAM MEMBER SHALL, WHILE ON OR OFF CAMPUS, SELL, GIVE, DELIVER, USE, POSSESS, OR BE UNDER THE INFLUENCE OF ANY CONTROLLED OR OTHERWISE ILLEGAL SUBSTANCE.**

The dancer who violates the above stated rules shall be subject to the following at minimum:

First Offense:

- 1) Parent notification by the Director
- 2) The student will receive 10 demerits and be suspended from participation from all activities and performances for a minimum of 3 weeks.
- 3) The student will complete 30 hours of community service. The Director or designee will monitor.
- 4) A negative drug test taken at a family's physician's office or any other drug testing agency must be submitted to and approved by the Director and the Assistant Fine Arts Director at the expense of the student prior to returning to active status. ONLY hair follicle or urine specimens will be accepted as a drug test. The Assistant Fine Arts Director and ADAPT Coordinator will work with the student to create a timeline for this to be completed.
- 5) The students must enroll in the LISD Drug Education and Counseling Program by initially completing a substance abuse assessment with ADAPT Coordinator and following any suggestions discussed, and providing proof of completion. One parent must be in attendance with the student for the substance abuse assessment.

**In order to return to active participation, the student must be in good standing with the dance program, completed criteria outlined in #2, #3, #4, and actively enrolled in #5*

6) Additional demerits can be issued if violation occurs at school or school sponsored events and which result in ISS or LEO. Removal from the program is possible

**On a first offense only, if a student self-reports, the suspension will be for 2 weeks, with a total of 15 hours of community service. #4-#6 will still be followed.*

Second Offense:

- 1) Parent notification by the Director
- 2) 15 demerits will be issued and the dance team member will be removed from the program. The student will be removed from the dance team for one calendar year. The student will have to go through the audition process in order to be placed back into the program. Program placement may not be at the same level that the student previously held. Removal from the fine arts roll sheet will be determined by the director.

Note: If the offense occurs during the offseason/summer, the suspension from participation will begin with the first week of activity.

Arrests and Citations

Citations or arrests on or off campus in regards to smoking, using/selling or possession of illegal drugs, drug paraphernalia, drinking alcoholic beverages, vandalism or any similar behavior may result in suspension or dismissal from the dance team program. Any dance team member must notify the Director immediately upon any arrest or citation. Failure to notify the Director may result in suspension or dismissal from the program.

Theft (on campus)

Taking things from other students, school, etc. will not be tolerated. Punishment will be handled individually by the director and campus administration and may result in expulsion from all fine arts extracurricular activities for up to one calendar year from the date of the incident. At the end of one calendar year from the date of the incident all parties concerned may review the case, and his/her conduct during the previous year will determine reinstatement into the extracurricular fine arts program.

Bullying

Bullying is prohibited by the District and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or other District employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

Any bullying reported to a teacher, will be turned over to campus administration to investigate.

Appeals

The student and/or parent shall have the right to appeal any decision to suspend a student or expel a student from the dance team program. A request for appeal must be submitted to the Director within 3 days of the suspension. An appeal by the student and/or parent of suspension or expulsion from the dance team shall be considered by the appropriate school personnel, not on the basis of individual judgment(s), but on the basis of:

1. Variation from printed policy, administrative procedures, regulations, or rules and standards from membership, and participation in dance;
2. Failure to establish reasonable documentation that the student's conduct/behavior has violated the standards for suspension or expulsion from the dance team;
3. Failure to give the student/parent due process (notice of the facts being alleged) about the conduct/behavior and opportunity to refute the charges.

Step 1- Director

- Conference with dancer and parent
- Suspension of activity
- Dismissal from activity
- Other appropriate action (Ex. Community Service, Contract, extra conditioning, etc)
- Requests for appeal must be done within 3 school days.

Step 2- Campus Assistant Principal/Principal

- Accept appeal and reduce action
- Denial of appeal
- Add to action
- Other appropriate action
- Requests for appeal must be done within 3 school days.

Step 3- District Assistant Fine Arts Director

Only appeals of a permanent removal from the extracurricular activity may reach this level of the process.

- Accept appeal and reduce action
- Denial of appeal
- Add to action
- Other appropriate action
- Cannot appeal this final decision

Digital Citizenship

Dance team members are expected to maintain high standards in academic performance and comportment at all times, in and out of school. They serve as positive role models for the student body and in the community as representatives of our school and school district. Maintaining a higher standard of conduct will also include ensuring that dance team member websites and communication on social media are appropriate. The internet is a worldwide, publicly accessible form of communication. Any communication appearing on the internet is public domain, even if it is marked private.

Students are responsible for their personal websites and postings, as well as posting from or on other students' websites. Additionally, students may not create any website or social media group that implies a connection to or appears to represent an LISD organization. The areas of inappropriateness include but are not limited to profane, foul, or disrespectful language (abbreviated or alluding to), pictures, suggestive poses, clothing, references to alcohol, drugs, and/or tobacco, and postings (either verbal or photos) that could be interpreted as being negative or threatening, or harassing behavior towards other LISD teaching staff or dance team members, or that demonstrate poor sportsmanship or a disrespectful attitude towards other dance teams.

Furthermore, dance team members may not engage in association such as retweeting, subtweeting, favoriting, liking, responding, etc. of materials involving lewd materials, obscene materials, violence, drugs, alcohol, tobacco, vaping, hazing, harassment targeting other students or staff members based on race, religion, national origin, disability, gender, including gender identification or sexual preference.

Any such incident will result in review by the principal (or designee) and may lead to probation or dismissal from the dance team, as well as demerits issued by the director(s) (refer to the demerit system).

Dance Team members that violate the above internet guidelines shall be subject to the following:

- Upon confirmation of a violation, the member will be directed to remove any offensive items from the website(s) and to collaborate with the director to provide an action plan to deter future instances of similar behavior, which will be presented to the principal, directors, and dance team members. Items in the action plan may include but are not limited to an apology to the team and directors, training in the proper use of social media, or other actions deemed appropriate by directors or campus administration. Parents/guardians will be contacted and made aware of the offensive behavior.

- If a violation occurs that is deemed to be of a more serious nature, including but not limited to a threat, harassing, slander, bullying, inappropriate and/or foul language, or a series of violations, the student may be subject to a higher level of discipline as determined by the director and school administration, such as suspension, probation, or dismissal from the team.

Due Process

All Leander ISD students are entitled to due process in accordance with LISD guidelines. Our goal as a staff is to ensure that all students are treated fairly. Please contact the director if you have any concerns. We will work with you to resolve problems. We are here to provide a quality dance education for all our students.

Transfer Students

A student transferring within or into LISD, who is a current member of another Dance Team and is in good standing with that Dance Team, may be allowed to audition for membership. Transfer students must complete a Dance Team Transfer Form, which is available online as well as from any LISD HS Dance Team Director or from the student's counselor. A 15 calendar day wait period, beginning on the day the student enrolls at their new school, is mandatory for any transfer student. Students transferring should meet the following criteria:

- Recommendation from past director
- Have no outstanding fees or items belonging to the students former Dance Team
- Must audition for membership and meet standards of school's Dance Team
- Must show proof of enrollment at new school or letter from parent stating intent to move into the attendance area prior to the audition

Any student who is determined to have transferred solely to hold membership in their new school's Dance Team will be ineligible to perform with that Dance Team for one year.

Transfer students who have not previously been a member of a dance team, or who have been a member in a previous year but are not a current member, must wait until regularly scheduled line member tryouts. In the case of a new LISD school, the director may make an exception for a student who has been a member of an LISD middle school team in grade 7 or 8, has moved to a school that does not offer middle school dance team, and is returning to a new LISD high school as a 9th grader.

Student Leadership - Qualifications, Auditions and Requirements

The high school dance teams in Leander ISD provide many opportunities for students to develop their leadership skills with a variety of offerings. In this manner, students can not only serve their dance team but also refine skills that they will be able to use in other school organizations, as well as in their future careers.

Dance Team Student Leaders are held to higher standards of performance and behavior than a general dance team member. As a result, these higher standards may be reflected in the assignment of demerits, probation, and/or dismissal to an officer who is subject to disciplinary actions.

A Dance Team Student Leader who receives probation or dismissal will lose their officer position for the duration of the membership year, and will be ineligible to audition for an officer position the following year.

Officers must work closely with each other, line members, and the director(s). It is the officer's responsibility to be a positive role model for his/her teammates. Included in this is maintaining a passing average in all his/her courses while serving as an officer.

Auditions for positions of officers will take place after team auditions. The number of members on the team will determine the number of officers chosen. A portion of the auditions will be conducted in front of a panel of experienced and qualified judges selected by the directors.

Any member, in good standing, who has served or is currently serving at least one year on the team is eligible to audition for an officer position provided they meet the necessary requirements.

An officer candidate must maintain a passing average in each course prior to trying out, including the ten points added to Pre-AP/AP courses.

If a student has been placed on probation, at any point throughout the year, the student is ineligible to audition for a leadership position.

Specific officer titles and duties may vary. Contact the director for specifics.

Audition Requirements

Officers / Company Leaders / Social Officers / Service Officers

Tryout Requirements may include:

- Choreography
- Interview with the director(s) and judges
- Interview with a school administrator
- Teaching and voice commands
- Compulsory routines
- Team evaluations
- 15 Community Service hours
- Portfolio
- Parental Consent

Managers

Managers will apply and will be selected by the director(s). They must be passing all courses to actively participate. Candidates may not have more than one failed course during the six weeks prior to applying for the position.

Managers are non-performing team members and as such will uphold all duties, rules, and regulations presented in this handbook. They will attend all performances in uniform and be present at all practices. They will participate in the various fund-raising activities and other designated Dance Team functions.

Application Requirements for Manager may include:

- Application Form
- Interview
- Essay
- Creative Assignment/presentation
- Letters of Recommendation

Managers are totally responsible to the director(s). Their responsibilities may include but are not limited to:

- Assisting officers and director(s) during performances, rehearsals, and competitions.
- Videotaping of all dance team performances.
- Organization of storage rooms and equipment.
- Help control, dispense, and return props.
- Run the music. They will need to be aware of what is going on in rehearsal in order to stop and start the music when needed.
- Setting up and breaking down audio and video equipment.
- Organization and care for the medical kit and extras bag.
- Check costumes for damages and report them to the director(s).
- Check and store school issued uniforms. They will be familiar with and understand the check in/check out system.

Guards

Guards will consist primarily of Junior and Senior class men who will serve as escorts for the team and officers at football games and all scheduled activities.

Guards are team members and as such will uphold all duties, rules, and regulations presented in this handbook. They will attend all performances in uniform and be present at all practices. They will participate in the various fund-raising activities and other designated Dance Team functions.

Application Requirements for Guard may include:

- Application Form
- Interview
- Essay
- Creative Assignment/presentation
- Letters of Recommendation

Guards are totally responsible to the director(s). Their responsibilities may include but are not limited to:

- Assisting officers and director(s) during performances, practices, and competitions.
- Help control, dispense, and return props.
- Setting up and breaking down audio and video equipment.
- Organization and care for the medical kit and extras bag.
- Check and store school issued uniforms. They will be familiar with and understand the check in/check out system.
- Possible performances.

Awards

A dancer will be able to purchase a team letter jacket at the beginning of the year.

“Member of the Week” will be awarded each week of football season. He/she will be selected by the director(s) and/or leaders and should exemplify outstanding work prior to receiving this award.

Various awards will be given at the during the year and end-of-year banquet- awards selected by the director(s), officers and/or team.

In the case of early graduation, members are no longer eligible to attend a banquet or receive awards.

Booster Club

The main objective of the Dance Team Booster Club is to support the program and the director(s). Parents are encouraged to participate and support all Dance Team activities and fundraisers. They may be asked to donate their time by working at scheduled fundraisers or by donating supplies. For more specific information, please contact your campus Director.

OFF-CAMPUS MEDICATION PROCEDURES

Medication may be administered during off-campus event:

1. A parent or guardian's written request that there is a need for medication during the school day and the parent/guardian brings the medication to the designated drop-off site. This includes both prescription and over-the-counter medications.
2. All medication must be kept in a secured location and administered by trained LISD employee or trained chaperone. The only exception being any diabetic or emergency medications that have an LISD signed self-carry form (may copy/use signed form from campus clinic).
3. No medication can be dropped off or picked up/sent home by a student. Parents/Guardians must pick up all medications whether prescription or over-the-counter.
4. Over-the-counter medication must be in the original bottle or box with the label intact and non-expired. Dispensing directions regarding age, dose and frequency will be strictly adhered to. Request to alter the standard dosage or frequency on over-the-counter medication must be accompanied by a physician's written note and signature.
5. Prescription medication must be in the original container and non-expired. It must be properly labeled in a prescription bottle/box with the student's name, medication name, directions for dispensing the drug and written by a physician licensed to practice in Texas. A physician's signature is required for any dosage or medication change on prescription medication. All PRN (as needed) prescription medications will need a physician's signature.
6. Short-term prescription medication can be administered for up to 10 consecutive days without a physician's signature. The prescription label can be no more than 7 days old upon receipt by the school clinic. A written request/signature from a physician must be obtained if the medication needs to be administered for more than 10 days.
7. Medications (controlled substances) will be counted by either a trained LISD employee or trained chaperone upon arrival at drop-off site and documented as to the number of pills received. Narcotic pain medications prescribed for temporary medical conditions will not be stored or administered. Medications must be delivered by the parents/guardians.
8. A student may be allowed to self-administer inhaled asthma medication, an Epi-pen, or diabetes treatment **ONLY** if the following conditions have been complied with: a. Written permission from the physician allowing the student to self-medicate or treat b. The nurse has counseled the parent and the student on the school's inability to monitor the student's health condition during the school day while self-medicating or treating c. The student complies with all campus safety policies

9. No district employee or trained chaperone will administer herbal substances, anabolic steroids or dietary supplements except as prescribed by a physician if it is required by the IEP or Section 504 plan of a student with a disability. Medication must be provided by the student's parent or guardian. Reliable information must be given by the physician regarding the safe use of the product including side effects, toxicity, drug interactions and adverse effects.

10. It is the responsibility of the parent/guardian to ensure all health/medical and medication information is current as of the day of the off-campus event.

11. All private health information (PHI) will be stored in a secure location when not at an off-campus event. When information leaves the housing campus for an off-campus event it will be signed out by a LISD staff member or trained chaperone. That person is responsible to keep PHI secure & confidential during the event, then sign-in & return information to the housing campus when the event is over.