



Dear Students and Parents,

The following Dance Team Handbook is the product of careful consideration and collaboration amongst all Pflugerville ISD dance teachers and our district fine arts staff. The goal of this document is to provide students and parents as much information as possible about our high school dance programs and the expectations of selected members. Information published in this district-wide handbook provides a detailed outline about our high school dance teams for the 2020-2021 school year. This document will be reevaluated at the end of each school year to ensure best practices are in place for our students.

We are extremely proud to bring excellent dance education to our students throughout the district and to help develop young leaders in our community. With your help and support, we hope to provide another year of opportunities for all students involved in the Fine Arts department.

If you have questions regarding the guidelines or information contained in this handbook, please contact the head dance director at your student's campus.

Sincerely,

Taryn Gregory (Rainosek)
Director, Hendrickson Silver Dancers

Autumn Fleet
Assistant Director, Hendrickson Silver Dancers

Manuel Gamez
PfISD Fine Arts Director

Katherine Ables Nash
PfISD Dance Department Head

Purpose:

The purpose of each PfISD dance team is to encourage quality performance, high academic and moral standards, loyal school spirit, and high personal values among its members. Members will represent and promote PfISD, act as role models in their community, and serve as positive ambassadors to their peers. Through the development of leadership, cooperation, self-discipline, sportsmanship, and dance ability, each PfISD dance team organization will fulfill their purpose for the benefit of their campus, PfISD, and the community.



Membership Qualifications:

In order to qualify for membership and participation in any PfISD dance team, a student must fulfill the following criteria:

- A. Each student must have earned the cumulative number of credits for his or her grade level under UIL Eligibility Rules.
 - a. Beginning the 9th grade year- Student must have been promoted from 8th grade to 9th grade.
 - b. Beginning the 10th grade year- Student must have earned at least 5 credits towards graduation.
 - c. Beginning the 11th grade year- Student must have earned at least 10 credits towards graduation.
 - d. Beginning the 12th grade year- Student must have earned at least 15 credits towards graduation.
- B. A student who has been attending high school for seven or more semesters is not eligible to audition for dance team membership.
- C. A student who has been or will be in high school for more than four years is not eligible for dance team membership.
- D. A student who will turn 19 before September 1st of the first semester of the school year is not eligible for dance team membership.

Transfer Students:

Throughout the year, PfISD Dance/Drill teams will welcome transfer students based on the following criteria:

- A. Transfer students who were active members of the varsity-level high school dance/drill team at their previous campus will be allowed to audition late for any PfISD team.
- B. Transfer students who were active members of the varsity-level high school dance/drill team must have been in good standing with their previous team, campus, and district in order to be eligible to audition.
 - a. Transfers related to discipline or other negative reasons as determined by the director will not be eligible.
- C. Students that were junior varsity dance team members will not be eligible to audition for the PfISD varsity level dance team upon transfer.
- D. All transfer students auditioning late must provide the following documentation prior to auditions:
 - a. Academic transcript
 - b. Letter of recommendation from former director
 - c. Signed audition paperwork (specific per campus)
- E. The director at each campus will conduct the auditions and will not hire outside judges.
- F. Upon selection, transfer students will be required to fulfill all remaining applicable fees.



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- G. Transfer students are ineligible to audition for leadership positions until they have served one full year as a member on a single PfISD team.
 - a. If a student is transferring within the district they must complete one full year on a single team in order to be eligible for a leadership position.
 - H. Transfer students will follow the standard PfISD guidelines for lettering. (see lettering guidelines)
 - I. Should a junior varsity dance team exist at a campus, transfer auditions will be at the director and administrator's discretion.

Team Auditions:

In order to qualify for auditions any PfISD dance team, a student must fulfill the following criteria:

- A. A student who has been dismissed from any high school extra-curricular activity including but not limited to dance team, band, choir, cheerleading, theater, or athletics for disciplinary reasons will require prior approval from the dance team director and campus administration prior to auditioning.
- B. A student who has been suspended from school during the current school year will require prior approval from the dance team director and campus administration prior to auditioning.
- C. A student who has been placed in Alternative School, DAEP, or OC during the current school year will require prior approval from the dance team director and campus administration prior to auditioning.
- D. All dance team members must audition each year to continue dance team membership.
- E. Qualified candidates must submit all required tryout paperwork on or before the campus specified date and time.
- F. Qualified candidates must be present for all tryout events to be eligible for auditions. This includes but is not limited to tryout meetings, clinic, and tryouts.

The following items will outline the audition process for dance teams in PfISD.

- A. Selection of members will be based on a dance clinic.
- B. A part of the audition process will include an evaluation of the candidates' discipline records.
- C. A part of the audition process may include an evaluation of the candidates' grades and/or teacher recommendations.
- D. Auditions will be closed to the public.
- E. Auditions will be evaluated by a panel of judges.
- F. The number of students to make the team will be based on the decision of judges, directors, and campus administrators.
- G. The students who make the team will be based on the decision of judges, directors, and campus administrators.
- H. Audition results are final.



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- I. Audition results will be revealed or posted as determined by the campus dance team director.

Performance Evaluations:

Dance team members may not perform in every routine. This includes field routines, pep rallies, contest routines (team, officer, speciality ensemble or solo), or community performances. Prior to performances, dance team students will be evaluated on their ability to execute the requirements of the routine based on criteria set forth by the dance team director. Seniority or leadership positions will not be a determining factor in selection or placement in a routine. These evaluations may be defined as a formal audition process or an informal observation of the student by the dance team director. All members must participate in every dance audition.

Officer Auditions:

In order to qualify for auditions for any PfISD dance team officer position, a student must fulfill the following criteria:

- A. All varsity members must be rising Juniors or Seniors in order to be eligible.
- B. A qualified candidate must have been a performing member in good standing for one full year (two complete dance team seasons; football and contest) prior to auditions.
- C. Students auditioning must be in good standing with the dance team, as defined in the Standards of Conduct in the PfISD Dance Constitution.
- D. Qualified candidates must submit all required tryout paperwork by the deadlines specified by the campus dance team director.
- E. Qualified candidates must not have been suspended from school (out of school or OC) for any disciplinary reason.
- F. Qualified candidates must be present for all tryout events to be eligible for auditions. This includes but is not limited to tryout meetings, clinic, and tryouts.
- G. Additional tryout requirements will be outlined at each campus at the discretion of the campus' dance team director.

The following items will outline the audition process for dance team officers in PfISD.

- A. Selection of leaders will be based on tasks or assignments specified by the campus dance team director.
- B. A part of the audition process will include an evaluation of the candidates' discipline records.
- C. A part of the audition process may include an evaluation of the candidates' grades, teacher recommendations, and/or character via peer evaluation.
- D. Auditions will be closed to the public.
- E. Auditions will be evaluated by a panel of judges.
- F. The number of students to make the officer line will be based on the decision of judges, directors, and campus administrators.



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- G. The students who make the officer line will be based on the decision of judges, directors, and campus administrators.
 - H. The ranks to be filled will be determined by the judges, directors, and campus administrators.
 - I. Audition results are final.
 - J. Audition results will be revealed or posted as determined by the campus dance team director.
 - K. Prior to or following officer auditions, a contract will be signed by all officer candidates or officer elects. This contract will outline all dance team officer expectations and policies for that campus. Candidates and officer elects are required to abide by these contracts with the understanding that if the contract is broken during the school year, the student's officer position can be demoted or removed.
 - a. Upon being placed on dance team suspension for disciplinary reasons, as defined in the Standards of Conduct, an officer may lose his or her leadership position.

Manager Selections:

Managers will be held to the expectations set forth in the PfISD Dance Constitution and Standards of Conduct. With the exception of performance standards, all other requirements and consequences similarly apply to dance team managers.

PfISD dance teams are not required to have managers. This decision is up to the campus dance team director based on the needs of the campus dance department.

The following criteria will be followed in selecting dance team managers:

- A. Selection of managers may be based on an application.
- B. A part of the selection process may include an evaluation of the candidates' discipline records.
- C. A part of the selection process may include an evaluation of the candidates' grades and/or teacher recommendations.
- D. Prior to or following manager selections, a contract will be signed by all manager candidates or manager elects. This contract will outline all dance team manager expectations and policies for that campus. Candidates and manager elects are required to abide by these contracts with the understanding that if the contract is broken during the school year, the student's manager position can be revoked.

The procedures for manager selections will be the decision of the campus dance team director and/or administrators.

Manager roles and responsibilities will be the decision of the campus dance team director.

Attendance:

Dance team is a year-round activity that requires commitment from all members. When a student is selected as a member of the dance team, he or she understands and agrees



to participate in every dance team event throughout the year. With that said, unexcused absences or tardies will result in consequences as outlined in the Standards of Conduct.

The following attendance requirements are expected of all PfISD dance team members:

- A. Attend all scheduled rehearsals before and/or after school
- B. Attend all games, performances, events, and/or contests
- C. Attend all summer camp and/or summer rehearsals
- D. Arrive on time to all rehearsals, events, games, contests, and/or performances
- E. Stay for the entirety of all rehearsals, events, games, contests, and/or performances
- F. Students are expected to ride the bus to and from any school-related activity requiring such transportation. Students may not leave an event with another person besides their parent/guardian, and only with written approval 24 hours in advance may a student leave with a parent/guardian from a school-related activity.
- G. Students must be in attendance for performance auditions to be eligible to perform that routine.
- H. Students must attend school on days when performances and/or games are scheduled.
- I. Students must notify the dance team director of any absences prior to their occurrence.
- J. Students should not schedule doctor/dentist appointments that interfere with scheduled dance team rehearsals and/or class periods.
- K. Students should not schedule college visits and/or vacations that interfere with scheduled rehearsal, camp, and/or performances.

An excused absence is defined as an absence that the dance team director has prior knowledge of and approves of as acceptable.

Excused absences may include:

- A. Personal illness that results in a doctor's visit and is accompanied by a doctor's note
- B. Personal illness that results in the student checking out of school through the school clinic
- C. Death of a family member and/or friend, funeral attendance, or bereavement
- D. Medical emergency of you or a family member that requires your attention
- E. Some school activities as approved by the dance team director
- F. Religious holiday
- G. An unexcused absence is defined as an absence that the dance team director has no prior knowledge of and/or is based on a reason that is determined to be unacceptable to the dance team director.

Unexcused absences may include:

- A. Work or job-related conflicts
- B. Social events with friends and/or family
- C. Driver's Education, obtaining a permit/license, etc.
- D. Concerts, football games, parties, etc.
- E. Oversleeping, forgot to set an alarm, etc.



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- F. Did not have a ride
 - G. Senior portraits, family pictures, etc.
 - H. Needing to study

Grading Policy:

Dance team members will receive grades based on the TEKS for the course(s) in which they are enrolled. The dance team director will adhere to the PfISD grading policy when evaluating dance team students.

Uniforms:

- A. Costumes and uniform pieces that are school property will be issued to individual students. That dance team member should be the only person to wear that garment. Students that are not a member of the dance team should never wear costumes or uniform pieces that have been issued to a dance team member. Dance team members should never loan their dance team apparel to other dance team members or to students that are not a part of the dance team organization.
- B. Dance team members are responsible for the well-being and maintenance of any costume pieces or uniform pieces issued to them. Costume or uniform pieces that are damaged or lost will be paid for by the student they are issued to.
- C. Costume or uniform pieces should be kept clean and neat. Failure to care for costume or uniform pieces will result in warnings or demerits as stated in the Standards of Conduct.
- D. Dance team members should always wear a cover-up to and from rehearsals and performances.
- E. Dance team members may be asked to launder or dry clean costumes or uniform pieces. If damage is caused due to incorrect laundering, the student will be responsible for paying for the item's repair or replacement.
- F. Dance team members may not alter or tailor any costume or uniform piece without prior approval from the dance team director.
- G. Dance team costumes and uniforms should be worn only during designated dance team events or performances. Dance team members wishing to wear dance team costumes or uniforms outside of dance team events must receive prior approval from the dance team director.
- H. Should a student resign or be dismissed from the team, he or she will be required to return all school property, properly cleaned, within one week.

Finances:

Every effort is made to keep expenses reasonable, but there are considerable costs associated with dance team. If a team member has participated 100% in every team offered fundraiser and the family is unable to financially fulfill the requirements for attire and equipment, parents should communicate with the director.



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- A. All team members are required to purchase items that will be individually owned. These items may include practice wear clothing, shoes, tights, warm-ups, customized items, and any other personal item that the student will own.
 - B. Most uniform pieces and/or costumes are furnished by Pflugerville ISD. Each member is responsible for the maintenance of all uniform/costume pieces assigned to them. Dance team members are responsible for the well-being and maintenance of any costume pieces or uniform pieces issued to them. Costume or uniform pieces that are damaged or lost will be paid for by the student they are issued to. Dance team members may be asked to launder or dry clean costumes or uniform pieces. If damage is caused due to incorrect laundering, the student will be responsible for paying for the item's repair or replacement.
 - C. There may be other costs associated with a PflISD dance/drill team. These fees will depend on the specific year and events occurring within school year. This will be communicated through the campus director.
 - D. All payment deadlines will be set in advance. Payments must be submitted by the assigned deadline. If a family is unable to meet the payment deadlines, the family must communicate with the director about an alternative payment schedule.
 - E. All team members (performing members and managers) are expected to participate in required fundraising events.
 - F. Members who fail to pay off their financial balances will be placed on the campus fees and fines list until payment is remitted. This may prevent a student from activities including exempting final exams, purchasing event tickets, or participating in any extracurricular events associated with PflISD.
 - G. If the dance team plans to travel that year, all mandatory team expenses must be up-to-date before a trip payment can be made.
 - a. If the trip balance is not paid in full prior to the departure date, the member may not participate in the trip but will still be responsible for the remaining balance.
 - b. See "Trips" section for more information.

Team Trips:

There may be in-state or out-of-state trips and expenses associated with dance team. These trips are optional unless a competition is associated with the trip.

- A. In-state trips will be coordinated for the team and the minimum number of chaperones required per district policy. These trips will be coordinated by the directors. Chaperone positions will be offered based on seniority: first to the booster board, then to parents with the greatest number of years on the team to the least.
- B. Out-of-state trips are not mandatory for team members but could be if associated with a competition.
- C. Team members who fail to abide by the travel rules and regulations will be sent home immediately at the member's expense.



Standards of Conduct:

All PfISD dance team members will be governed by a discipline system based on demerits and merits. Dance team members are held to exceptionally high expectations. Therefore, the following standards of conduct exist in order to uphold these expectations and enhance each organization in a positive way.

The expectations defined in the PfISD Dance Constitution are effective for the entirety of a student's membership with the dance team. This means that all expectations and consequences are viable from the moment a student is announced as a member of the dance team to the moment a student is no longer deemed a member of the dance team, whether due to graduation, resignation, or dismissal.

Dance team members must comply with all expectations which are written or verbally addressed by the Director. Non-compliance will result in consequences in the form of either warnings or demerits. When issuing warnings or demerits, the Director will take into account the severity of the conduct, the disruption to the organization, and the likelihood that the conduct will undermine the success of the department as a whole.

In all instances, the director will take into account all parties involved prior to making demerit decisions.

Parent Conduct & Communication:

- A. Parents should utilize the following chain of communication regarding dance team related topics
 - a. Student to Director communication
 - b. Parent to Director Email
 - c. Parent to Director Phone Call
 - d. Scheduled Parent/Director conference with student present
 - e. Scheduled Parent, Director and Campus Administrator conference with student present
 - f. Scheduled Parent, Director, Campus Administrator and District Fine Arts Administrator conference
- B. Failure to follow the above outlined communication steps and/or severe misconduct by a parent/guardian at or relating to dance team events may result in consequences determined by campus or district officials.
- C. Parents will have access to their student's demerit sheet at all times via Google Drive. This sheet will be shared with parent email addresses listed at the start of the school year. If a parent email should change or another parent/guardian would like to be added it is the responsibility of the family to communicate changes to the director.
- D. Directors will notify parents via email when their student reaches 3, 8 or 12 demerits.
 - a. This notification will be sent via email as well as printed and sent home with the member.



E. Parents must return acknowledgement of the letter via email response or a returned signature on the printed page. If the directors do not receive a response within 48 hours of the letter the member will receive another demerit.

Infractions resulting in a warning:

Attendance

- Less than 5 minutes late to rehearsal/event

Attire/Appearance

- Wearing incorrect clothes/uniform (1 per item)
- Wearing incorrect or unsafe jewelry to rehearsal/event (1 per item)
- Wearing nail polish for a performance
- Wearing incorrect makeup
- Wearing incorrect hair
- Not wearing designated spirit attire

Conduct

- Excessive talking during rehearsal/event
- Cell phone use during practice/performance
- Forgetting a practice item (1 per item)
- Leaving a mess
- Chewing gum during practice or team event
- Disorderly locker room
- Item turned in late (1 per item)
- Leadership officer not performing assigned responsibilities

Infraction	Number of Demerits
3 warnings	1
<u>Attendance</u>	
Absence - Unexcused from performance	5
Absence - Unexcused from previously committed team event (including but not limited to spirit events, community events, etc.)	3
Absence - Unexcused from rehearsal	2
Tardy - Performance	2
Absence - Excused after occurrence	1



Tardy - more than 5 minutes	1
<u>Attire/Appearance</u>	
Visible piercings at any time (with the exception of ear piercings)	3
Being seen in incomplete uniform/costume before or after a performance	2
Eating or drinking in uniform/costume	2
Loaning pieces of the uniform, costume, or logo attire to any non-member	2
Hair falling down or losing part of a uniform or costume during a performance	2
Forgetting a performance item	1 per item
Leaving behind school owned property (this includes unlocked uniform pieces left in the locker room)	1 per item
<u>Conduct</u>	
Suspension or placement at the Provan Opportunity Center	15
In School Suspension (ISS)	10
Social media infractions (please refer to the "Social Media Contract" issued by your campus director)	10
Leaving rehearsal, performance or team event without permission	5
Referral	5 per instance
Inappropriate behavior during school or school-related activity (including but not limited to public displays of affection, fighting, skipping/underclassmen leaving campus for lunch, etc.)	5
Disrespectful behavior towards a peer, parent, teacher, director, or administrator	5
Repeated infraction that already received director-issued consequences during the same school year	5



Repeated infraction by leadership officer that already received director-issued consequences during the same school year	5
Profanity	3
Failing grade on 9 weeks report card	3
Taking uniform/costume items from closet without permission	2
Chewing gum in uniform/costume	1
Not cheering/smiling/standing at attention at spirit events	1
Failure to turn in doctor/parent notes after excused absences	1

3 warnings - 1 demerit

Probation - 5 demerits (benched for 3 performances)

Suspension - 10 demerits (benched for remainder of semester)

Dismissal - 15 demerits

Probation:

Members will be placed on probation after receiving 5 demerits. Probation consists of three weeks under the following rules and regulations.

- A. Members on probation will still attend all scheduled rehearsals and participate fully in all rehearsal activities.
- B. Members on probation are ineligible to perform in all performances occurring within the three week timeframe.
 - a. If there are no scheduled performances during the probationary time, the member will be pulled from the next two performances.
- C. Members on probation due to demerits will attend all performance events in team attire.
- D. Members on probation due to UIL "No Pass, No Play" grading purposes will not attend any events with the team and are not allowed to wear team attire until eligibility has been regained.
- E. Members on probation will receive a document outlining the specifics of their three week probation. The member and his or her parent/guardian must sign and return the document as an acknowledgement of the rules and regulations during probation.



Suspension:

Members will be suspended after receiving 10 demerits. Suspension will take place for the remainder of the current semester and will consist of the following rules and regulations:

- A. Members on suspension will still attend all scheduled rehearsals and participate fully in all rehearsal activities.
- B. Members on suspension are ineligible to perform in all performances occurring within the remainder of the current semester.
 - a. If there are no more scheduled performances during the remainder of the semester, the member will be pulled from the next four performances.
- C. Members on suspension are not allowed to attend any events with the team and may not wear any team attire. This includes any social activities.
- D. Suspended members will receive a document outlining the specifics of the semester probation. The member and his or her parent/guardian must sign and return the document as acknowledgment of the rules and regulations during suspension.
- E. Members suspended for two consecutive semesters (this includes spring semester of one school year and then consecutive fall semester of a different school year) will be dismissed from the team.
- F. Members who obtain a leadership position will be subject to removal from their officer position along with the above outlined suspension consequences.

Dismissal:

Members will be dismissed from a PfISD dance team after receiving 15 demerits, even if the member has not previously been placed on probation or suspension. If a member is dismissed due to demerits, the following guidelines will be followed for formal dismissal.

- A. All school equipment, uniforms, and costumes must be cleaned and returned within one week of dismissal.
- B. All financial obligations must be cleared within one month of dismissal.
- C. Dismissal will require a meeting with a campus administrator and dance team director.
- D. After dismissal, schedule changes will be made with counselors as quickly as possible. Until the schedule changes are made, dismissed members must check in with the dance team director every day for class and will be assigned a written dance assignment to earn grades.
- E. If a member is dismissed from a PfISD dance/drill team they are ineligible to audition to regain membership for one full calendar year.
- F. If a dismissed member wishes to re-audition for the team after their full calendar year dismissal period, a meeting will be held with the following personnel regarding re-audition specifics:
 - a. Student
 - b. Parent/Guardian



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- c. Director(s)
 - d. Administrative staff member

Academic Eligibility:

In order to participate in performances associated with dance team, members must remain academically eligible per the following UIL guidelines:

“A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified class eligible for exemption) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility after the seven calendar day waiting period has ended following a grading period or the three school week evaluation period when the principal and teachers determine that he or she has earned a passing grade (70 or above) in all classes, other than those that are exempted.”

“From that point, grades are checked at the end of the grading period whether it is six, nine, or twelve weeks in length. Students who pass remain eligible until the end of the next grading period. All activity coaches and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the student represents the school. This provision applies to all grading periods. It also applies to all three-school week evaluation periods for ineligible students.”

Dance team members who are deemed academically ineligible must participate in all rehearsals. They may not travel to events or performances with the team. They may not wear the team uniform or costume. They may participate in social events related to dance team.



Lettering Guidelines:

Students involved in their campus' dance department will have the opportunity to earn a letter jacket based on the following requirements.

A. *Dance Class Students:*

- On track to complete four dance credits. Students must pass every nine week grading period in the dance class.

B. *Dance Team Members:*

- One full year on a PfISD varsity team as a performing member in good standing as referenced in the Standards of Conduct.
- Students transferring within the district must complete one full year on a single high school varsity team in order to letter at that campus.

C. *Dance Team Managers:*

- One full year as a team manager in good standing as referenced in the Standards of Conduct.

Letter jackets will not be furnished by the campus, the dance department, or PfISD. All costs for letter jackets will be the responsibility of the student.