

# High School Drill Team Guidelines



Fine Arts Department  
Jeff Bradford, Executive Director

# HIGH SCHOOL DRILL TEAM GUIDELINES

Drill team is a standalone extra-curricular activity. The drill team guidelines are unique to team members and provide a necessary framework to aid in developing a successful drill team.

## PHILOSOPHY

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

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

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

## GENERAL INFORMATION

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

At the beginning of the school year, drill team members must have earned the designated number of credits in state-approved courses towards graduation at the scheduled time: 10<sup>th</sup> grade – at least 5.0 credits; 11<sup>th</sup> grade – at least 10.0 credits; 12<sup>th</sup> grade – at least 15.0 credits.

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

## ELIGIBILITY - TRYOUTS

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

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

**ACADEMIC REQUIREMENTS:** Students must have passed all subjects\* with a minimum grade of 70 the preceding nine-week grading period in order to participate in any out of school workshops. Tryouts for students who have failed one or more courses in the first nine weeks of the school year may not attend clinics/workshops, but may audition for the judges.

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

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

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

### **TRYOUT PROCESS**

- Workshops and audition dates will be scheduled by the school.
- The number of pre-tryout workshops will be at the director's discretion.
- Tryouts cannot exceed four (4) days of out-of-school activities, including the judging.
- Tryouts before the judges will be held on one day.
- Eligible candidates must tryout in person in front of the judges.
- All eligible candidates are expected to try-out regardless of the situation.
- A student may participate in the drill team tryout process at only one RISD school per school year.

### **CRITERIA FOR JUDGING:**

- Tryouts for drill team membership will be closed sessions with only judges, current officers, administrator(s), and drill team director(s) present. Candidates will be judged for tryouts in groups, any size, with each candidate being scored independently by each judge.
- Callbacks will generally be at the judges' discretion; however, if unusually large discrepancies between one judge's score and the other two judges' scores exist, the administrator monitoring the tryouts in his/her discretion may also request a callback.
- The categories used in judging are as follows:
  - Poise, athleticism, and presence (5 points)
  - Kicks - technique & height (10 points)
  - Splits-both legs (5 points)
  - Projection, memory (10 points)
  - Dance Technique (10 points)
  - Overall impression (10 points)

### **JUDGES AND SCORING:**

- Candidates for drill team will be judged by three to five qualified judges.
- An effort will be made to secure impartial judges who are not acquainted with any candidate. An individual who has attended any RISD high school during the four years prior to the school year in which tryouts take place may not serve as a judge.

- Immediately after scoring, the judges' score sheets will be turned over to a school administrator who will maintain the scores for the remainder of the school year.
- A candidate's scores and score sheets will be made available to the candidate's parent/legal guardian upon request the week following the tryout announcements.
- The list of candidates selected as drill team members usually will be posted within twenty-four hours after tryouts.
- Candidates not selected may request to view their scores with campus administration the week following tryout announcements. Official request must be done in writing to the administrator that oversaw the auditions.

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

**PERPETUATION:** With the exception of the current officers, all students who desire to tryout for drill team must participate in the December tryout process for the following year. No special tryouts are allowed. Special circumstances will be addressed with the building principal and the Executive Director of Fine Arts.

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

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

## **SAFETY & CONDITIONING STANDARDS**

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

## **SUMMER ACTIVITIES**

- Official summer practice may begin no earlier than three weeks prior to the first day of school. The amount of time spent in summer practice (excluding officer/line camp) shall not exceed a total of forty-five (45) hours in any one-week period (Monday through Saturday), and no more than six hours in any one-day. There will be no Sunday practices.
- No required summer practices will be allowed for a minimum of six continuous weeks during the summer. During that six-week period, the school, director, coach, students, or parent cannot organize any formal practice.

- The drill team director will supervise all required drill team practices from start to finish. At no time may drill team members be left unsupervised during a scheduled practice.

**SUMMER DRILL TEAM CAMP:** Summer drill team camp is mandatory, although it is not an RISD-sponsored event. Attendance and participation is solely at the discretion of the individual and his/her parent(s). Drill team members who do attend such camps must comply with any rules and procedures of the specific camp, as well as RISD rules of conduct and these guidelines. RISD expects that any student who represents the district will conduct himself/herself in an exemplary fashion at all times.

### **PRACTICES**

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

### **PERFORMANCES**

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

#### **REQUIREMENTS:**

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

#### **ATTENDANCE:**

- Attendance at all drill team activities and practices is mandatory.
- Drill team is a year round activity.
- Prompt and regular attendance for all practices and performance is essential to maintain a high-quality performance group.
- An absence prior to the day of tryouts for performances will not automatically disqualify a member from the tryout procedure.
- Any student who must be absent from a practice, tryout or performance must notify the drill team director as far in advance as possible before the scheduled event.

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

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

- Performance probation will be enforced for the following reasons:
  - Performance probation will be enforced if a member has three tardies within a semester or is absent Wednesday/Thursday prior to a football game performance.
  - If a member is late to game day practice for pep rally/game, member will be removed from the next week's performance.
  - Absences or early dismissal for work will not be allowed and will result in removal from routine.
  - All clothing payments must be cleared prior to performances beginning in August.

## **TRANSPORTATION**

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

## **ATTENDANCE**

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

- A student who is not present for any required activity outside the regular school day, such as games and practices, is considered absent.
- Attendance will be considered when making cuts and grading.
- All absences must be accompanied by a note, email, or phone call from the parent.
- An absence that is not approved by the director will result in an unexcused absence and/or probationary status.
- The director must be notified prior to every absence.
- Members must be present three class periods (this includes drill team) the day of a performance and cuts.
- Extended non-participation should be explained with a doctor's note and a date the member may return to work.
- All performance (field, floor, and other) are set the day of cuts. All absences (after cuts) and/or non-participation may remove a member from that routine as determined by the director.
- Missing more than 20 minutes of a practice for any reason is considered an absence.
- Drill Team participants are only allowed to miss 2 school day/morning practices a year for college visits.

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

**MAXIMUM ALLOWABLE ABSENCES:**

- A member is allowed two unexcused absences each semester. A member who is absent for a third time may be removed from the program pending evaluation by the director and administration.

**EXCUSED ABSENCES:**

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

**DEMERIT SYSTEM**

- Demerits reinforce the team by keeping members accountable for all policies and procedures. While intended to address minor disciplinary infractions, demerits do accumulate and may result in dismissal from the team.
- A record of demerits will be maintained by the director or an officer in charge of this duty. It is, however, the responsibility of the individual team member to remain aware of her demerit status at all times throughout the year.

**Accumulation of Demerits**

- 5 demerits will be benched for one performance.
- 10 demerits will be on probation for three weeks.
- 15 demerits will be dismissed from the team.
- Please note that the director reserves the right to identify the performance that will be missed and/or revise the 3-week consequence if no performances are scheduled during that particular time.
- Below is a list of general demerits for all drill teams. While the effort has been made to include all possible situations, please note that each team director may have specific expectations for her team that may not be addressed here.

<b>DEMERIT LIST</b>	
Correct performance makeup not worn.	1
Eating, drinking, or chewing gum without permission in the uniform/costume.	1
Failure to respond to the direction of an Officer or leading team member.	1
Wearing jewelry in uniform/costume.	1
Leaving any props, costume pieces, equipment, or personal belongings behind.	1
Losing a required piece of attire (hat, belt, etc.) during a rehearsal or performance.	1
Not bringing required items to rehearsal by the announced deadline.	1
Not notifying the director prior to an absence (or at least at the very beginning of) a rehearsal.	1
Officers – not issuing a demerit when necessary.	1
Officers and other leaders within the team – not meeting a deadline assigned by the Director. (Planning, Choreography, Assignments, etc.)	1
Rips, messy, or incorrect attire at a practice.	1
Tardy to rehearsal. (less than 20 minutes)	1

Unnecessary talking, lack of proper attention, or otherwise contributing to ineffectiveness during a rehearsal.	1
Wearing incomplete uniform/costume before, during, or after a performance without permission.	1
Failure to improve school conduct if advised to do so by the Director.	3
Failure to remove jewelry (multiple ear piercing, belly button rings) during a performance.	3
Wearing or using ripped, messy, or incorrect uniform/costume/equipment to a performance.	3
Tardy to a performance.	3
Excessive public displays of affection	3
Leaving function, performance, or practice before being dismissed from activity	3
Tardy to rehearsal. (more than 20 minutes)	3
Negative association through any form of technology/social media	5
Officers – failure to respect officer confidentiality.	5
Profanity	5
Not attending rehearsal or performance. (unexcused absence)	5
Insubordination towards any adult/director.	10
ISS	10
Truancy	10
OSS	12
DAP/CMLC	13

### ***Tattoos, Piercings, and Hair Color***

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

## **MAINTAINING ELIGIBILITY**

**CREDITS:** At the beginning of the school year, drill team members must have earned the designated number of credit in state-approved courses towards graduation at the scheduled time: 10<sup>th</sup> grade – at least 5.0 credits; 11<sup>th</sup> grade – at least 10.0 credits; 12<sup>th</sup> grade – at least 15.0 credits. Failure to meet the required number of credits makes a team member ineligible and will result in automatic dismissal from the team.

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

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

### **INDIVIDUAL & CIVIC RESPONSIBILITY**

All students must maintain an Individual and Civic Responsibility grade average of 90 each nine-week grading period. Individual and Civic Responsibility grades in all course, including exempt courses, will be average together (A = 95; B = 85; C = 75; F = 65).

A member who fails to meet the eligibility criteria listed in this section may be subject to probation or other consequence.



### **OTHER REQUIREMENTS:**

- All first year members (Rookies) selected for the team in December must enroll in a spring semester Rookie class offered during the school day for which physical education credit is granted.
- Drill team members must enroll in a fall and spring semester drill team course offered during the school day.
- Students must meet practice requirements as listed on the second bullet under (PRACTICES) on page 4 and performance requirements as listed in separate paragraphs under (PERFORMANCES) on pages 4 and 5.

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

### **CONDUCT, PROBATIONARY PROCEDURES & REMOVAL**

- Participation in dance team and other extracurricular activities is a privilege. Certain standards are necessary to maintain the integrity and reputation of any leading organization. Drill team is a stand-alone extra-curricular activity. The drill team guidelines are unique to team members. Drill team members represent the school and district at all times. Each member must conduct him or herself in an exemplary manner at all times, whether during school, at a performance, or during leisure and social activities. The behavior, character, and personal appearance of each member should set a positive example for others at all times.
- Violations of the RISD Student Code of Conduct resulting in an assignment to in-school suspension (ISS) will result in a probationary period. Violations of the RISD Student Code of Conduct (categories II or III) resulting in a District Alternative Education Program placement (Christa McAuliffe Learning Center) will result in probation.

### **PROBATION:**

- Member may be placed on probation for repeated or serious violations of these guidelines or other team rules. When not specified, the principal and the director will determine the conditions of the probationary period.
- Prior to a drill team member being placed on probation or removed from the team, he/she will be notified in writing in a timely manner of the reasons for the proposed action. A conference with the principal and the director will be offered to the parent and the student. The student will be given the opportunity to present his/her version of the events. A student or parent who is not satisfied with the outcome of the conference may contact the Fine Arts office to obtain information about any applicable grievance procedure.

### **REMOVAL:**

- Drill team members who engage in any of the following will be subject to immediate removal from the squad:
  - Discovered engaging in sexual acts with a faculty or staff member on or off school property.
  - Any arrest for illegal activity or substance on or off school property.
- Drill team members should never be seen drinking alcohol, using any kind of illegal drug or other illegal substance, or engaging in any unlawful or prohibited activity. Please refer to the RISD District-Wide Guidelines for Extracurricular Students: Alcohol & Illegal Drugs for a detailed description of the consequences for alcohol & illegal drug activities.

### ***Failure to Maintain Academic Standards***

**Eligibility:** All students will adhere to the UIL/RISD Eligibility Calendar.

### ***CONDITIONS OF ELIGIBILITY:***

When a Drill Team member becomes ineligible:

- Must attend class, work periods, and all practices as scheduled during the ineligibility unless specifically excused by the director.
- May not participate in any drill team performances.
- May not wear the uniform to school the day of the performance/activity and may not wear the team uniform during the performance/activity.
- May not travel with the team and may not represent the team in any fashion.

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

### ***Conditions of Disciplinary Probation***

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

### ***REMOVAL:***

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

## **FINANCIAL COMMITMENT**

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

### ***REQUIRED EXPENDITURES:***

- Required expenditures for drill team shall not exceed \$750 per member per drill team school year, which does not include summer camp cost.
- Required expenditures for first semester Rookies shall not exceed \$200 during spring semester.

***OPTIONAL EXPENDITURES:*** Expenses for trips, pictures, and social events are considered

optional, as students are not required to participate.

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

### **FUNDRAISING**

- Drill team organizations and their parent booster groups may conduct fundraising events consistent with the RISD policies and guidelines. Funds may be used to pay for a recognition for the team, assist drill team members and/or their families, help the organization in purchasing additional items necessary for special events such as football season, competition season, spring show, etc.

### **UNIFORMS**

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

### **TRIPS**

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

### **APPROPRIATE SONG SELECTION FOR DANCE ENSEMBLES**

It is the expectation of the RISD Athletic and Fine Arts Departments that directors, sponsors and the staff be mindful of appropriate content when selecting music to perform at public events. Music selections involving suggestive lyrics need to be screened by campus administration prior to performance at any public event involving RISD students or ensembles. This applies to campus and off-campus performances.

Please take the following steps before selecting or choreographing a routine:

- Any lyric or suggestive content referencing alcohol, drugs, or sexual content will not be allowed.
- Profanity of any kind will not be allowed. Bleeping or using the clean versions is acceptable as long as the content and message is appropriate.
- When in doubt, contact your campus administrator for approval.
- If you run into an issue with limited song selection, please contact your campus principal and/or the District Athletics/Fine Arts office for support and guidance.
- Songs without lyrics may be used at each sponsors discretion. There is no approval process needed.
- Campus administration will have the final say in appropriate content and song selection.