

# **HIGH SCHOOL DRILL TEAM GUIDELINES**

Drill team is a stand-alone 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. The team guidelines are unique to team members and provide a necessary framework to aid in developing and maintaining a successful dance team. The guidelines are intended to ensure consistent and appropriate application of team expectations and standards. Any interpretation of these guidelines that works to undermine or circumvent the purpose and intention of the guidelines will be rejected.

## **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.

In addition, 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. Members shall set a positive example for other students through being responsible for their actions and demonstrating appropriate conduct.

## **GENERAL INFORMATION**

Each school shall have its 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 no fewer than fifteen (15) calendar days prior to the tryout.

**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 on the drill team.

## **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 must try out in person in front of the judges unless an alternate tryout method or a reasonable accommodation for an otherwise qualified student with a disability is approved.
- 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, administrator(s), and drill team director(s) present. Candidates will be judged for tryouts in groups, any size. Each candidate will be scored independently by each judge.
- Callbacks generally will be at the discretion of the judges or the campus administrator.
- 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:**

- A panel of three qualified judges will evaluate candidates for drill team.
- 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.
- A school administrator will collect the judges' score sheets immediately after the scoring. The administrator will maintain the score sheets in accordance with the applicable records retention requirement but no less than for the remainder of the school year.
- A candidate's scores and score sheets are confidential student information. To ensure all scoring is verified, score sheets will not be available for review by the candidate's parent/legal guardian until the week following the tryout announcements. A parent/legal guardian may make a request, in writing, to view only the score sheet for his or her student.
- The list of candidates selected as drill team members usually will be posted within twenty-four hours after tryouts.

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

**APPOINTMENT PERIOD AND PERPETUATION:** *Selection for membership on the drill team is for one school year only, which runs from the date of selection through the date on which the next team is selected.* All students who desire to tryout for drill team (returning and new) must participate in the December tryout process for the following year. No special tryouts will be held. 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.

### **TRANSFER STUDENTS**

- Must be a prior member in good standing of a drill team program.
- Must be enrolled in an RISD school.
- The student may only audition for one RISD school during the transfer process.
- Submit a recommendation letter from their current drill team director.
- The student will be presented with the same tryout materials from fall auditions. They will have 3 days to prepare their audition materials and will create a live audition video with the help of the head dance director on day four. This video will be adjudicated using the RISD Drill Team rubric by the other three RISD Head Dance Directors.
- If the student falls above the score break they will be notified that they earned a spot

on the team and will be asked to meet in person to review expectations and contracts with the head director.

- This process must be completed by the official start of summer practice.
- Final decisions will be at the discretion of the campus principal.

## **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. Sunday practices are prohibited.
- 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.
- Unscheduled or informal practices of the team are not allowed.

**SUMMER DRILL TEAM CAMP:** Attending summer camp is an expectation of all members. Students are encouraged to discuss any conflicts in a timely manner with their director. 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 the first bell of the school day and the time of morning practice is included in 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.

- **Sunday practices are prohibited.**
- 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. Team members must earn the privilege of performing by demonstrating all required skills for each performance. Drill team members may not perform at any activity unless the director or an appropriate chaperone is designated to oversee the activity. **Sunday performances are highly discouraged but, at the discretion of the principal and Executive Director of Fine Arts, may be authorized.**

### **REQUIREMENTS:**

- Drill team members must meet tryout requirements based on a performance criterion 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.
- 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 consequence for significant or repetitive violation of team rules and expectations. The probation decision will be at the director's discretion.

- Performance probation may be imposed for the following reasons:
  - Accrual of three tardies within a semester or an absence on the Wednesday or Thursday prior to a football game performance.
  - Reporting late to game day practice for pep rally/game. The probation for this matter 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 the routine.

## **TRANSPORTATION**

- The RISD Transportation Department will pay for the cost of transportation (either via RISD vehicles or private charter services as determined by the Transportation Department) to performances that involve UIL activities and certain other academic contests.
- 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.
- The District shall not be liable for any injuries that occur to students while traveling to or from a performance in private 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 and may be subject to appropriate disciplinary consequences.

- 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 routines (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 mandatory events 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.

### ***UNEXCUSED ABSENCES:***

- A member is allowed two unexcused absences each semester.
- A member who has a third unexcused absence 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 are intended as an accountability system for noncompliance with team rules to

reinforce team standards by keeping members accountable for compliance with 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***

<b># of Accumulated Demerits</b>	<b>Consequence</b>
5	Member will be benched for one performance
10	Member will serve probation for three weeks
15	Member will be dismissed from the drill team

- The director may 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>CONDUCT</b>	<b>#</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 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. 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 & Civic Responsibility grade average of 90 each nine-week grading period. Individual & Civic Responsibility grades in all courses, including exempt courses, will be averaged 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.

## **Failure to Maintain Academic Standards**

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

## **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.

## **CONDITIONS OF ELIGIBILITY:**

When a Drill Team member becomes ineligible, he or she:

- Must attend class, work periods, and all practices as scheduled during the period of ineligibility unless specifically excused by the director.
- May not participate in any drill team performances.
- May not wear the team 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.

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

**REMOVAL:**

- A drill team member who receives a second failing grade in any subsequent nine-week period 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.

**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 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. Drill Team members should never be seen smoking, vaping, drinking alcohol, using any kind of illegal drug or other illegal substance, or engaging in any unlawful or prohibited activity.
- All members will adhere to the RISD Student Code of Conduct and Drug and Alcohol Guidelines.

**PROBATION:**

- Students who have received consequences due to violations in the Student Code of Conduct and/or Drug and Alcohol Guidelines will not receive additional consequences from the drill team except as provided in these guidelines.
- Members may be placed on probation for behavior that is considered “conduct unbecoming”. The period of probation is at the discretion of the sponsor and campus administration, not to exceed two weeks.
- 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.
- 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.
- While on probation, a team member may not wear the team uniform to school the day of the game or to an activity.
- During probation, the drill team member must attend practice as scheduled.

**DISCIPLINARY VIOLATIONS AND REMOVAL:**

- A drill team member may receive demerits, lose performance privileges, be placed on probation, or removed from the team for violations of school and/or drill team guidelines or policies and procedures serious misconduct, or other conduct or actions that create disruption or interference with team operations.
- Removal from the team must be approved in advance by the sponsor, principal, and Executive Director of Fine Arts except as provided below.

- Drill team members who engage in conduct that results in expulsion will be removed automatically from the team.

## **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 \$850 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.

## **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 an approved out-of-state trip every other year. All members who have completed the Rookie spring semester are eligible to go on the trip. Exceptions must be approved by the Executive Director of Fine Arts and the Area Assistant Superintendent.

All trips will be completely voluntary for any member and the status of a member who chooses not to participate in a trip will not be affected in any way.

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

The RISD Athletic and Fine Arts Departments expects that all directors, sponsors, and staff will be mindful of appropriate content when selecting music to perform at public events. All music selections shall be appropriate for a school-aged audience. Song lyrics that portray

questionable content shall not be used without advance approval of the campus administration prior to performance at any district or public event. This expectation applies to campus and off-campus performances.

Directors must consider the following filters when selecting songs 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.
- Songs without lyrics may be used at each sponsors discretion. There is no approval process needed.
- Contact the campus principal and/or RISD Athletics or Fine Arts Department for guidance and approval if any question arises when selecting songs.
- Campus administration will have the final say in appropriate content and song selection.

## **Richardson ISD Extracurricular Code of Conduct 2024-2025**

### **Statement of Expectations:**

The Richardson Independent School District believes that being involved in extracurricular activities is an honor. Participation in one or more of these activities should be considered a privilege, not a right. The following are expectations of our students:

- ✓ Obtain a quality education as the primary reason for attending school
- ✓ Compete at the highest level while promoting good sportsmanship and courteous behavior
- ✓ Exhibit positive leadership
- ✓ Develop and maintain high morals and ethical values
- ✓ Exhibit conduct becoming of a young adult
- ✓ Exhibit respect to sponsors, coaches, faculty, officials, opponents and fellow students
- ✓ Develop and show school pride

### **Standards for District Extra-Curricular Activities:**

Richardson ISD students are expected to adhere to the District Student Code of Conduct as it applies to school-related and/or school sponsored activities. Prior to participation in a Richardson ISD Extracurricular activity, students and parents must also agree to abide by all guidelines outlined in the Extracurricular Code of Conduct. Students involved in extracurricular activities are expected to maintain high standards of ethical conduct. Extracurricular participation is a privilege and not a right. Any misconduct that reflects negatively on the Richardson Independent School District will fall under these Codes of Conduct. These guidelines are developed to deal with misconduct that occurs within the school's jurisdiction as well as outside of the school's jurisdiction, regardless of time or location. Disciplinary action or suspension will be mandated to students who are involved in any disciplinary infraction on or off campus including, but not limited to possession or use of drugs, improper use of prescription medicines, alcohol or tobacco, violent behavior, any inappropriate behavior including presence at functions where illegal substances are being consumed and other offenses that result in the violation of the district Student Code of Conduct, which in turn results in a In School Suspension (other than tardies or dress code violations), DAEP, Off Campus Suspension or expulsion. In the event that a student is responsible for multiple violations prior to the initial investigation it may be determined that a higher-level consequence be deemed appropriate.

### **Automatic student removal from a program:**

Any inappropriate behavior, including representation on social media, that is disrespectful to the district, school, program, or staff may result in immediate removal.

**RISD District-Wide Guidelines for Extracurricular Students:  
Alcohol & Illegal Drugs  
(Revised March 2023)**

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

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

Extracurricular students are subject to these guidelines at all times throughout the twelve-month calendar year, whether the extracurricular activity is "in season" or inactive and on weekends and during school holidays. Refer also to Board Policy FO (Local).

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

The following definitions will apply to these guidelines:

- Leadership Position- A position or office an Extracurricular Student holds in an organization or group either by election or appointment. Such positions may include without limitation: captain, officer, squad leader, drum major, section chair, etc.
- In Proximity – To be captured via still picture, video, internet site, social media feed, site, etc., or any other electronic capture where the school determines based on reasonable evidence that the student knows or should know he/she is (i) in a place where alcohol, illegal substances, and/or drug paraphernalia are present, and/or (ii) possessing, using, and/or being under the influence of alcohol, illegal substances, and/or drug paraphernalia. (e.g., Social media posts show student at social event where alcohol is visible and being consumed; social media post shows student posing in front of cases of unopened alcohol; Student captured holding and/or consuming alcohol or illegal substances at a sporting event; Picture of student holding drug paraphernalia).
- Parent- A student's biological or adoptive parent or parents, legal guardian, or other person in lawful control of the student.
- Period of removal- Period of time during which an Extracurricular Student is excluded from any participation in an extracurricular activity due to violation of the Prohibition. During a period of removal, an Extracurricular Student may not wear his/her uniform, travel with the team or organization, or otherwise act as a representative of the team or organization.

- Prescription Drugs- A drug authorized by a licensed physician specifically for that student. A student who uses a prescription drug in a manner prescribed by the student's physician and who has followed school policies in such use shall not be considered to have violated this policy.
- Possession- To have an item in or on one's personal being or property, including without limitation, clothing, purse, backpack, private vehicle, motorcycle or bicycle used for transportation to or from school or school-related events, telecommunication or electronic device, or other property used by the student such as a desk, locker, or storage area.
- Use (Alcohol/Substance) - Voluntarily introducing into one's body, by any means, a prohibited substance. For example, and without limitation, consuming or ingesting alcohol in any manner is "use" of alcohol; smoking or ingesting marijuana, an unlawful derivative or look-alike of marijuana, or other illegal substances is "use" of marijuana or other illegal substance.
- Extracurricular Activities- School sponsored activities including but not limited to Dance & Drill Teams, Bell Guards, Cheerleaders, Spirit Groups, Sports, Fine Arts, Clubs, UIL governed Activities, Mock Trial, ACDEC, and other school sponsored student activities unique to a campus.

An Extracurricular Student violates the Prohibition if he or she:

- Uses, possesses, sells, or furnishes alcohol or illegal substances to another;
- Receives an MIP (Minor in Possession), MIC (Consumption of Alcohol by a Minor), DWI (Driving While Intoxicated), DUI (Driving Under the Influence of an Illegal Substance), or other citation for the illegal use or possession of alcohol/drugs, or furnishing alcohol/drugs to another in a non-school setting; *Note:* An Extracurricular Student who receives an MIP, MIC, DUI, DWI, or other alcohol/drug citation shall promptly notify the activity sponsor. An Extracurricular Student who fails to do so may be subject to further disciplinary action once the activity sponsor or administrator learns of the offense; is observed by a faculty or staff member using, possessing, or furnishing to another student any drugs, including alcohol, on or off school property (observation via internet site, video, still picture, or other media will be considered);
- Receives any citation for or is arrested for illegal alcohol/drug activity or substance on or off school property (*See Note* above);
- Performs or participates in an extracurricular activity while under the influence of alcohol or other drugs.
- Is determined to be In Proximity to alcohol, illegal substance, and/or drug paraphernalia.

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

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

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

## CONSEQUENCES

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

**First Offense: Probationary Removal.** Except where the severity or circumstance of a student's offense is so severe that immediate removal to DAEP or expulsion is required, a student's first violation of the Prohibition will result in the Extracurricular Student's (i) removal for the remainder of the school year from all leadership positions he or she holds, including any such positions that the student might seek or be appointed to later in the school year; and (ii) except where the first violation also results in DAEP placement or expulsion, removal from all extracurricular activities for 20 school days or UIL Competition dates. (\*See below.)

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

If the student violated the Prohibition due to him/her being determined to be In Proximity without possession, use or being under the influence, and the student has not already violated the Prohibition due to being In Proximity, the student may avoid the applicable consequence (Probationary Removal or Removal) for the In Proximity violation provided the student and his/her parent/guardian (i) participate in an administrative conference with the principal, and (ii) successfully complete the alcohol/drug program by the date assigned along with any follow up with the campus intervention specialist as determined by the principal. A second Violation due to the student being In



Proximity will be treated as a first or second offense and subject to the applicable consequence (Probationary Removal or Removal).

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

## **Second Offense**

A second offense will result in removal from all extracurricular activities for 60 days and removal from leadership positions for the remainder of the school year.

- If the infraction occurs and/or is discovered 60 or less days prior to the end of the school year, the student will be removed from all extracurricular activities and leadership positions for at least 60 school days or UIL Competition dates. The removal days may extend into the next school year.
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.
- Students may not travel with the team or organization, or otherwise act as a representative of the team or organization.
- At the beginning of a new school year, an Extracurricular Student is eligible to participate in extracurricular activities and to pursue future leadership positions after a second offense if the student has “sat out” of all extracurricular activities for no less than 60 school days or UIL Competition days and has otherwise complied with all conditions of his/her removal for the second offense.

## **Third Offense**

A third offense may result in the student’s removal from all extracurricular activities for the remainder of their school career.

**2024-2025 Extracurricular Activity Acknowledgment  
and Agreement Form**

**Student Statement:**

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

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Printed Name of Student

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Student Signature

Date Signed

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

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

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Printed Name of Parent or Legal Guardian

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Signature of Parent or Legal Guardian

Date Signed