

Kilgore High School Hi-Stepper Constitution/Policies

(Revised March 2019)

The purpose of the Kilgore High School Hi-Stepper Constitution is to clearly communicate the expectations of the Director in addition to those required by KISD Administration. All team members should be familiar with these guidelines in addition to any directions that are given verbally. These policies may be strict, but logical. Rules work best when everyone knows and understands them. When this occurs, the group is empowered by a common vision. A copy of this document will appear on the Hi-Stepper website.

The purpose of this organization shall be to provide a wholesome activity for the students of Kilgore High School, to instill a feeling of pride for this organization through service to our school and community, to promote school spirit, to develop leadership, character, self-discipline, self-initiative, to encourage high scholarship, to develop dance skills and to encourage a feeling of responsibility to the group.

Because all members want to be a part of a very successful experience, it is important to understand the ground rules that are necessary when high school students are involved. Success depends on all of us pulling together- in the same direction, at the same time, and in the same way. That is why we are called a team.

Hi-Stepper Director
Sara Nash
903-988-3901 ext. 2136 Drill Team Room

Welcome

Welcome to the KHS Hi-Steppers. When a girl becomes a member of the Hi-Steppers, her entire family becomes involved- as supporters, spectators, and helpers. Drill team makes many demands upon the families involved in terms of time, money, and emotional involvement, but you will find it a rewarding and enriching experience.

Time: Your family schedules will sometimes have to be adjusted to accommodate your daughters' commitments to drill team. This is a team activity, so each member must be present for practices, performances, etc. If one member is absent or late, the rest of the team is often left waiting. Parents will also be asked to give their time to work at activities such as Hi-Stepper fundraisers, social activities, and attend performances. Being a Hi-Stepper means a commitment for all seasons. Hi-Stepper activities begin immediately following tryouts and continue throughout the year, until the next year tryouts. This involves commitment from each member to the team for one full year.

Money: Every effort is made to keep expenses reasonable, but there are considerable costs associated with drill team. Each year new girls and returning girls will be given an expense estimate prior to tryouts. The Hi-Stepper Support Group sponsors several fundraising events each year. Each Hi-Stepper benefits in supporting these events by giving of their time and talents, and encouraging family and friends to attend and or participate.

Emotional Involvement: Each Hi-Stepper will have her triumphs and disappointments, and the love and support of family will be important. Celebrate her triumphs; she works hard to earn them. Console her during times of disappointment, remembering that learning to deal with frustration and pressure is part of the maturing process. Your positive attitude will influence your daughter's reaction to these experiences. If you or your daughter has a concern or a problem, the member should first consult the director. Communication is the best way to affect a solution.

As each of you become a part of the Hi-Stepper organization; remember that your words and actions should reflect the organization's positive image. Hi-Steppers must agree to abide by the rules and regulations set forth by the constitution and to maintain high conduct and character both on campus and off campus. We are a large family who must always consider what is best for the whole. Therefore, we must all be willing to give and take for the sake of the organization.

Try –Outs/Eligibility

Membership is open to girls 9th grade through 12th grade enrolled at Kilgore High School. Each girl selected for the team is assured a position only for one school year, providing she meets all requirements of the constitution. The director may waive the tryout procedure for 3 year senior returning girls if she meets all tryout qualifications listed in the constitution. A student trying-out must meet the following qualifications

- **Student must have an 80 GPA for the current school year.**
- Student must meet the attendance qualifications, set by the School Board. Candidates must have a 90% attendance record in all classes. (Calculations will be made using the day the tryout rehearsals begin. Exceptions are medical absences and school business absences. Principal approval for exceptions.)
- Students must not have more than one assignment to D-Hall, AEC, or have more than two discipline referrals.
- Candidates must not owe money to any KHS organization.
- All candidates and parents must be aware of the responsibilities of being a member of the drill team before tryouts. A mandatory parent/guardian meeting will be held prior to tryouts.
- Candidates must not have visible tattoos or piercings (other than ears).

Pre-Training

- Pre-training is a two to five day period during which officers and the Director teach dances and other requirements for try-outs. These routines will be performed before judges and director on the day of try-outs.
- Attendance at all try-out sessions is a requirement. Exceptions for Transfer students may apply.
- Candidates should wear clothing that will allow for stretching, kicking, and dancing. Shoes are required.

Tryouts

At the end of pre-training, a panel of judges will evaluate each girl's performance.

- The girls will try-out in groups of 3-4.
- Each candidate must wear the designated tryout attire.
- Candidates will be judged on coordination, rhythm, dance technique, kicks, splits, flexibility, showmanship, and overall presentation.
- The candidates will be judged by 3 outside judges. The decision of the judges is final.
- For unsuccessful candidates, scores will be available from in the school office for one week after the tryout date.

Hi-Stepper Officers

It is the duty of all officers to be ambitious, determined, and maintain pride in self and in the organization. An officer must learn everything expected of the organization: cooperate with and be responsible to the director and cooperate with the other officers; maintain a sense of responsibility for the organization and wear all drill team uniforms with pride. Each officer must always be a good representative of the organization and be the finest example of the ideal drill team member-as demonstrated by her attitude, scholarship, and citizenship. She must set high standards and always work to perfect her level of performance and ability in whatever she does.

If school officials or the director gain factual knowledge of a Hi-Stepper officer participating in illegal or inappropriate activity on or off campus, the officer may be placed on probation or dismissed.

Hi-Stepper officers are selected to be leaders of the team and the school and therefore are required to maintain high standards.

Officer Candidate Qualifications and Selections

To be eligible for an officer position, a candidate must be a sophomore or junior at the time of tryouts, must have served at least one year on the drill team, meet the grade and attendance requirements, and have a good discipline record with the team and school. Candidates must sign an application of intent with the director and be aware of the officer rules and regulations. Officer candidates and their parents must sign an agreement to uphold the rules for officers and the Hi-Stepper Constitution.

Basis for scoring candidates

While the exact method may vary from year to year the general procedure will be as follows:

- Each candidate will complete a leadership project.
- Each candidate will learn and perform a jazz technique and contemporary combo for the panel of judges, director, and team.
- The director and the judge/judges will interview each candidate.
- Candidates will be asked to teach a combo for the team and director.
- Candidates will learn strut but will not be judged on this routine.
- Candidates will be evaluated by the director based on their initiative, discipline, cooperation, commitment, dance ability, and leadership,
- Candidates will be ranked according to their team vote, judge's score and Director evaluation.

Officer positions

Officer positions may vary from year to year at the director's discretion. There may be three to seven officer positions depending on the size of the team and the director's decision. The number and positions will be determined at tryouts.

Captain

The captain is second in command to the director and is to keep strict supervision of officers and line members. She is directly responsible for the team's field commands while in performance or at practices. She is required to attend officer camp as designated by the director. She will be in charge of a specified squad for which she will be responsible when perfecting routines, roll check, inspection, issuing rule infractions, and other duties. If the team needs to be given information by phone, the director will notify the captain, who will then notify the other officers to call their squads.

Lieutenants

All lieutenants are to work with the director and other officers in maintaining discipline. Lieutenants will be in charge of a specified squad for which she will be responsible when perfecting routines, roll check, inspection, issuing demerits, and other duties. Lieutenants are required to attend officer camp as designated by the director. Any officer may be asked to perform duties of the captain when requested by the director.

Officer requirements

- Officers must be ten minutes early to practices (other than seventh period) and fifteen minutes early to performances, unless given permission otherwise.
- Officers should plan to stay after rehearsals until dismissed by the director.
- Officers will attend an officer/ leadership camp as designated by the director.
- Officers are required to attend home camp.
- Officers should serve the school or the community in some form of volunteer service during the year.
- Officers may be required to take a drill team leadership class.

All officers will share the following duties:

1. Uphold the Constitution and report offenders
2. Choreograph, teach and polish routines
3. Promote good relationships among the team and other organizations
4. Demonstrate initiative
5. Maintain the confidentiality of her position
6. Remain a member of the team the entire year
7. Attend extra practices as called by the director
8. Support and communicate with the director.

Spirit Committee

Auditions will take place during camp! The Spirit Committee helps plan the "FUN"! Dress up days, motivational activities, birthdays, team parties, staff member of the week. The positions will vary year by year and be determined by Director. Working with the director, they will assist in organizational, team building, and social activities.

The Spirit Committee will be responsible for keeping up the morale of the team, planning social activities, publicizing team activities, promoting good relations among team members, officers, the director and other school organizations. President will preside over the spirit committee meetings and communication with Director.

Positions/Requirements:

- **President** - Must be a senior. Will oversee the spirit committee and communication with director. Will be in charge of the budget.
- **Returning Girl Rep**- Must be a senior or junior. Will represent the returning girls and be their spokesperson to the director and officers. Oversees teacher recognition program.
- **New Girl Rep**- Must be a senior, junior or sophomore. Will be the go to person for new girls. Make sure the new girls are prepared and feel a part of our family. Communicates any concerns to the directors and officers. Oversees Snaps!
- **Social Media Rep**- Must be a senior, junior, or sophomore. Will oversee the Hi-Stepper Social Media accounts. Promotes Hi-Steppers to alumni and community. Oversees team dress up days.
- **Chaplain**- Must be a senior, junior, or sophomore. Oversees weekly bible studies and prayer circles. Maintains our prayer box.

Other duties of the Spirit Committee include but are not limited to:

- team gifts for football season
- set the social calendar
- type and distribute social memos
- write thank you notes
- drill team publicity for the high school newspaper and yearbook
- report on special honors received by drill team members
- collect photos throughout the year
- coordinate the team photo collage

Transfer Members

If a current member of another drill team /dance team moves into the Kilgore ISD, she may become a member of the Hi-Steppers if;

- Legally registered as a student at Kilgore High School.
- Meets the requirements set forth for all Hi-Steppers.
- Passes a private try-out before the director in which she will show skill in all aspects of drill team, especially jazz and high kick. Ability level must be the same as the rest of the team.
- The director must receive a written recommendation from the previous director.
- Acceptance is subject to availability of team uniforms, the ability to fit Hi-Stepper class into the student's schedule, and timing is before team camp.
- A transfer student may not become active until she receives a uniform and all other dress and equipment required of a Hi-Stepper.

Managers

The director will choose the managers based on required reference letter. Managers are directly responsible to the director. Managers should always arrive ten minutes early for games, and be able to stay until dismissed by the director. Duties include escorting officers and other members to meet the other team, carrying props and equipment, and assisting the director with other duties. Managers will be required to wear khakis, (shorts in hot weather, long pants in cold weather) and the designated shirt. Managers are to be helpful to the team and the director.

Any infraction of the Student Code of Conduct or any questionable behavior will result in immediate dismissal.

Dance Team

A dance team may be chosen. The number and members of the team will be selected by the director. The Dance Team may be chosen at line tryouts or at another tryout. Candidates for dance team may be required to execute technical dance moves not included in the line tryout routine. Members of the Dance Team will be expected to attend additional rehearsals and performances throughout the year.

Practices and Performances

Home Camp

The Hi-Steppers will prepare for football games and pep rallies. The officers will teach routines from their camp and an outside drill team choreography company will teach a private camp. The camp will be held in Kilgore.

Football Season

Hi-Steppers perform at all football games and pep rallies. After school practice is held from the beginning of the school year through football season (including playoffs) Monday through Thursday. These practice times are mandatory for all Hi-Steppers. If changes are made in the practice schedule, notice will be given well in advance. Pep rally rehearsals may be held before or after school, due to gym availability. Rehearsals at R.E. St. John Stadium will be held on Monday and Wednesday afternoons and late evenings during hot weather.

Basketball & Soccer Season

The team may perform at a few home games and at pep rallies in January and February.

Competition & Spring Show

Competition is usually in February or March. Spring show is usually held in April or May. Competition and /or Spring Show rehearsals will be scheduled well in advance in order to allow groups to work together on specified days. A monthly calendar will be sent home with rehearsal schedules.

Routine Tryouts & Formations

During football season weekly "tryouts" may be held for field and pep rally performances. Spring show performance groups will be determined by Director based on the strengths of the individual dancer. Special dance groups and placement of team members in formations is the decision of the Director.

Rehearsal Attendance

All rehearsals are required and each member is expected to attend. Unapproved work, athletics, or other extra-curricular activities during scheduled rehearsals will be subject to demerits. Communication due to a schedule conflict needs happen prior to the event. Parents should email the Director (preferred) or call the DTR 903-988-3901 ext. 2136 before seventh period, if your daughter will be absent. Regular attendance at school and drill team is required for performance.

Illness and injury are often out of our control; however this does not change the fact that attendance at daily practice is critical to the success of the individual and the group. Ill or injured members sitting out of practice may be removed from the upcoming performance if, in the opinion of the Director they are unable to follow along with the rehearsal and will be able to perform. Regularly scheduled doctor or dentist appointments should not interfere with rehearsals. Please check your calendars well ahead to schedule regular visits.

An unexcused absences from practice the week of performance will result in being removed from the performance with the final decision made by Director. If the absence is excused during the week of a performance, performance eligibility will be at the Director's discretion based on student's knowledge of the routine. **Absences from school or practice the day of a performance may affect performance participation.**

A member who misses any practice, at which a routine was taught or changed, is responsible for learning the material outside of regular practice and before the tryout date for the routine. If a member is absent on tryout day, she may not be eligible for performance. (Director's discretion.) . It is the responsibility of each Hi-Stepper to inform the Director at least one week in advance, if she is going to be absent due to school business. Absences due to school business may affect performance participation. Performance eligibility will be at the Director's discretion based on student's knowledge of the routine.

All members are expected to be at all required performances whether or not they are performing. All members are expected to participate in rehearsals even if they are not performing. Members who are not performing should be practicing. All members must be prepared to fill in for someone and make changes if necessary. No one will sit out during rehearsals without director's permission. Extra rehearsals and changes in rehearsal times and locations will be announced well in advance.

If you have any questions regarding the attendance policy, please ask.

Policies

Injury, Illness, Medical condition policy

If a girl complains of an injury, illness, or medical condition that causes her not to participate, she **MUST** submit a statement from her family physician or KISD Athletic Trainer that she has been examined and is unable to physically participate. **If a girl has been unable to physically participate, she must submit a release from her doctor or KISD Athletic Trainer in order to resume drill team activities.**

Members unable to participate in class activities due to injury may be given other tasks to be completed.

Community Service Projects, group activities and Fundraisers

Each Hi-Stepper is expected to participate in community service/ volunteer work. Opportunities will be offered to the group throughout the year. All members shall attend and support activities and fundraisers by this organization even if not performing. Failure to participate will be considered an unexcused absence from a performance. (Please discuss circumstance for absence with director prior to the event.)

Academic Eligibility

The individual education is the priority of every team member and the organization as a whole. Performance as a Hi-Stepper therefore is, dependent on successful academic standing. Members should communicate respectfully with teachers, attend class and be on time, participate fully, and submit quality work as assigned.

Hi-Steppers must abide by the Kilgore ISD Student Code of Conduct policies. School policy states that a member who fails a class is not eligible to perform with the team. She is then placed on probation. A member who fails a second six weeks (in the same subject or in a different subject) and does not improve the grade within three weeks will be removed from the team. The district Policy states that if a student fails an Honors/ GT or AP class, the student will remain eligible to perform and to participate in extra-curricular activities.

Hi-Steppers will be considered ineligible if they fail any class, including regular, AP/GT, and dual credit classes. (Revision 2011-2012)

Probation

Definition - A member or officer on probation is subject to all rules and regulations of the Constitution, and cannot perform in any of the activities in which the organization participates or sponsors. The member's attendance will be up to the discretion of the Director. A student can have no more than one 6-week probation period per school year.

Members shall be placed on probation for but not limited to the following reasons:

- Failing to meet the academic requirements.
- The directors receiving multiple emails or conversations from teachers or staff members regarding the student's behavior in class or on campus.
- For behavior, in the opinion of the school administration and Directors, unbecoming to Kilgore Hi-Stepper.
- Disobeying any rules or regulations of the Hi-Stepper Constitution.
- Verifiable information regarding reputation brought to the attention of the Director(s) will result in probation/dismissal.
- Receiving 10 demerits or more.
- Unbecoming language.
- Being sent to the "Off Campus Detention Center".
- Being sent to "On Campus Detention Center" more than once.
- **Repeated or recurring (two or more times) conflict with other team members.**
- **Creating or contributing to a negative or hostile environment for the team.**
- **Failing to display a positive attitude toward team members, members of the student body, and school staff**

**Probation restrictions will not be served during the summer. (This includes pre-camp practices and camps). The beginning of the school year will be the first day of summer practice.

Dismissal

Definition - A member or officer who is dismissed is removed completely from the organization and will not be allowed to re-enter the following year unless they have the Director(s) approval.

Members shall be dismissed for but not limited to the following reasons:

- Any offense requiring a second probation.
- Engaging in any insubordinate act of conduct.
- Charged with a felony.
- Issued of a Class B or higher misdemeanor.
- Not working demerits down under 10 once put on 6-week probation.

Demerit Policy

If a member accumulates 10 demerits they will be placed on probation for 6 weeks. If they have not cleared their demerits (by earning merits) to below 10 in that six week period, they will be dismissed. The Director will issue demerits and keep a record. Students will be responsible for keeping track of their demerits. Demerits may be issued for these infractions:

1 Demerit

- a. Incomplete uniform for performance
- b. Hair not in designated style for performance.
- c. Not wearing specified practice attire
- d. Not having required props or accessories in practice or performance
- e. Unexcused absence from practice (3 demerits!)
- f. **Unapproved nail polish in a performance or appearance or in uniform/costume.**

5 Demerits

- a. Hat or uniform piece falling off during a performance
- b. Failing citizenship (Making a U in conduct)
- c. Unexcused absence from a performance
- d. Use of cell phone during class or at performances

Merit Policy

Director may issue merits for members performing task that do not benefit themselves. Examples:

- a. Cleaning locker room or DTR.
- b. Attending an unrequired school event (sporting events, plays, school concerts)
- c. Volunteering for community or school when it is not required.

Social Media

Hi-Steppers are expected to maintain high standards in academic performances and comportment at all times. They serve as positive role models for the student body and in the community as representatives of our school and school district. Once the primary pedagogical purposes of drill team is to impart knowledge and skills to students so that they will learn and model the Bulldog Essentials. It is the goal of the Hi-Stepper program to teach students to work successfully with others. This programs helps students learn to build relationships advocate for themselves in socially appropriate ways, and work toward common goals--- while having fun at the same time.

Cyberbullying, slander, threats, and harassing behavior targeting other squad members, school staff, and other members of the student body will not be tolerated and may result in removal from the squad.

Being a member of Hi-Steppers is a privilege, not a right. Any member who represents him/herself, other team members, school staff, or members of the student body through electronic media (e.g., websites, personal home pages, blogs, text messages, chat rooms/applications) or using electronic communication devices (e.g., camera phones, digital phones, electronic descriptions) in a way that causes school officials to reasonably anticipate substantial disruption of, or material interference with, the activities of the organization or school will be subject to disciplinary actions determined by appropriate school officials and the director. Disciplinary action may include probation, dismissal, or other task assigned by the director. Furthermore, team members may not engage in association such as re-tweeting, subtweeting, favoriting, liking, reposting, etc of materials involving lewd materials, obscene materials, violence, drugs, alcohol, tobacco, vaping, hazing, bullying or harassment targeting other students or staff members based race, religion, national origin, disability, gender, *including gender identification, sexual preference, or sexual stereotypes.

Incriminating photos, videos, or statements depicting any of the following will result in disciplinary action, up to and possible including removal from the team: 1) violence; 2) hazing; 3)prohibited harassment (based on race, religion, national origin, disability, gender, *including gender identification, sexual preference, or sexual stereotypes); 4) lewdness including full or partial nudity; 5) inappropriate or profane gestures while in uniform or wearing other school insignia; 6) vandalism; 7) stalking; 8) underage drinking; 9) selling, possessing, or using a controlled substance; 10) vaping or using products not appropriate for age of student; 11)or any other criminal act or act punishable by law

Past consequences for inappropriate behavior will not dictate future consequences for inappropriate behavior. Each situation will be dealt with case by case.

Transportation

Any time transportation is provided, Hi-Steppers are required to travel to and from a scheduled event with the group. Any exceptions should be cleared in advance with the Director. Hi-Steppers will not be dismissed until the buses are clear of trash and personal items.

Uniform

The phrase "IN UNIFORM" applies to any member who is participating in a Hi-Stepper activity or wearing a school/team shirt or article of clothing that bears "Hi-Stepper" name.

- Field uniforms will be provided by the school and will be respected at all times.
- The uniform is to be clean and in good condition at all times.
- The uniform is never to be worn incomplete unless indicated by the director.
- Jewelry and nail polish is not allowed for performance.
- Hair should be worn as determined by the director.
- Boots should be properly polished.
- The uniform should not be worn in public except when travelling to and from a performance.
- While in any uniform members should refrain from PDAs.
- Alterations should not be made to the uniform without consent of the director.
- Loss of damage to a uniform must be paid at the member's expense.
- School uniforms must be professionally dry cleaned, before they are turned in at the end of the school year.

The Director in conjunction with the Principal, and/or KISD administrators will decide upon any situation that is not covered by the Hi-Stepper Constitution.

Acknowledgement Form
Kilgore High School Hi-Stepper Constitution

To be completed by the student:

I, _____, recognize that my membership on the Hi-Stepper Drill Team requires that I follow guidelines above and beyond those required of a KHS student. High standards are expected of me. I have read the Constitution, understand the scope, and agree to abide by the rules and policies.

Hi-Stepper Printed Name

Hi-Stepper Signature

Date

To be completed by the parent/guardian:

I, _____, have read the Hi-Stepper Constitution. I am aware of what is expected of my daughter.

Parent Printed Name

Parent Signature

Date