

**SANTA FE
HIGH SCHOOL
TRIBAL BELLE
HANDBOOK
2020-2021**

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HANDBOOK PURPOSE

The purpose of this document is to set uniform guidelines and policies that focus on the proper implementation of membership requirements, tryouts, performance expectations, attendance, fundraisers and general rules. The Belle must abide by all guidelines and policies outlined in the Tribal Belle Handbook and Santa Fe High School Student Handbook.

PHILOSOPHY /PURPOSE

Being a Tribal Belle is an honor and special privilege. Tribal Belles exist to promote good sportsmanship, good citizenship and enthusiastic school spirit and are first and foremost representatives of their school. Tribal Belles exemplify both individual and group behavior suitable to their position and in accordance with the rules as stated in the Santa Fe Student Code of Conduct. Members of this group have a fundamental responsibility to play a leadership role in building teamwork and helping the school achieve its goals and objectives. Because of these responsibilities, members of Tribal Belles are expected to maintain a higher standard of behavior both on and off campus and academic achievement than that of their peers.

OBJECTIVES

Tribal Belles are expected to be physically and mentally skilled in learning and remembering dances. They are also expected to be able to publicly demonstrate a skill level suitable for the team position and the timing necessary for group performance. Off the field, they are to enthusiastically support all athletic teams through support, personal attitude and attendance at required events.

MEMBERSHIP

- Prospective members must attend a mandatory tryout clinic and participate in the scheduled auditions before qualified judges.
- Realizing the current dress code stipulates that tattoos may be covered to create compliance, this is impractical with dance and drill team performance because of physical demand and costume/uniform alteration requirements. Therefore, prospective members and members must not have tattoos that require special coverings, such as make-up, costumes or bandages to create compliance with the dress code or uniform requirement of the organization.
- Members must keep and maintain a natural hair color.
- Members are expected to give their time to participate in required activities throughout the year. These activities range from performances, football season, contest season, spring show, and **all** fundraisers.
- Members should use discretion in their commitments to multiple extracurricular activities. Members must be **active participants** in all Belle functions and activities.
- Members must attend summer camp and Belle prep camp. If there is an extenuating circumstance (to be determined by the Director prior to the summer camp) a member may be excused. ***An excused absence from summer camp may result in the member sitting out the first two football halftime performances.***
- Members absent from summer camp and/or Belle prep camp without prior Director and approval may be dismissed from the team.
- Members are required to attend all practices and performances, and stay until dismissed by the director. The Director must be notified (via email) **prior** to the absence(s) from Tribal Belles (class, practice, roll call, events, activities, etc.).
- Members must not allow any non-team member to wear any of your Tribal Belles attire.
- Members and their parents shall be aware of the responsibilities and the expenses of the organization.
- Parents are expected to support the member in complying with all guidelines and policies of the school and the organization.
- Parents are expected to support the member and organization by participating at various functions where help is needed.

ORGANIZATION

- Membership consists of ninth through twelfth grade students.
- Members specialize in dance as an art form. These may include jazz, lyrical, modern, kick, military, pom, hip-hop, and prop.
- Members develop qualities of leadership organizational skills, proper conduct and how to be a team player.

OFFICERS

It is the duty of all officers to be ambitious, determined and to maintain pride in one's self and in the organization. Each officer must at all times be a good representative of the organization and be the finest example of an ideal Tribal Belle demonstrated by her attitude, dance ability, scholarship, and citizenship. She must set high standards and always work to perfect her level of performance and ability in whatever she does.

MILITARY OFFICERS

I. Military Officer Positions and Duties

Military Officers of the organization may consist of: **Colonel, Lt. Colonel(s), and Lieutenant(s)**. The number of military officers selected to serve are determined by the Director(s) and judges.

The duties of the **Military Officers** are:

1. to perform all duties assigned to her as an officer of the organization.
2. to control the team in the absence of the director.
3. to lead the group during public performances.
4. to assist the director in the planning of performances.
5. to assist the director with choreography.
6. to assist the director in teaching routines.
7. to instruct small groups.
8. to assist in perfecting routines.
9. to arrive 15 minutes early to all Tribal Belle functions/activities/practices/etc.
10. to complete any additional duties assigned by the director.
11. to attend all Tribal Belle functions. Failure to do so without prior director approval may result in dismissal from the office.

The duties of **Colonel** are:

1. to perform all duties assigned to her as the top ranking officer of the organization.
2. to keep strict supervision of the officer line and team.

The duties of the **Lt. Colonel(s)** are:

1. to assist the **Colonel** in all her duties.
2. to perform the duties of the **Colonel** in her absence.

The duties of the **Lieutenant(s)** are:

1. to assist the Colonel and Lieutenant Colonel in all of their duties.
2. to perform the duties of the Lieutenant Colonel in her absence

II. Eligibility for Military Officer

1. Candidate must exhibit high standards of leadership, character, responsibility, scholarship, dance technique, choreography, teaching ability and the capability of working with others.
2. Candidate must pledge herself to remain in attendance for the current school year.
3. Candidate must be a current member of the Tribal Belles dance team.
4. Candidate must maintain a "C" average or better in each class for the current school year.
5. Candidate must not have been on Scholastic Probation more than one time during the current school year.
6. Candidate must not have been on demerit probation at any time during the current school year.
7. Candidate must have their account balance paid up to last deadline in the organization.
8. To be eligible for the office of Colonel, the member must have been an officer for at least one school year prior to tryouts.
9. Candidate must accumulate a total of 30 merits throughout the year.

III. Military Officer Selection

- A. Military Officers are determined by a panel of judges and the directors.
- B. Military Officer candidates must complete the tryout process as explained in the tryout packet.
- C. Criteria for tryouts may be judged by but not limited to:

<ul style="list-style-type: none">1. group choreography2. original solo dance routine (2:00 minutes in length)3. notebook4. student evaluation by teachers5. technique combination	<ul style="list-style-type: none">6. teaching session7. interviews8. strut9. handbook test10. improvisation
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SOCIAL COMMITTEE

I. Social Committee Positions and Duties

Social Committee Members of the organization may consist of a **President, and/or Committee Members**. The number of social committee members are determined by the judges and director. The purpose of the social committee is to promote team spirit, good attitudes and assist in planning all social events and activities.

The duties of the **President** are:

- 1. to call and preside at all meetings of the Social Committee
- 2. to keep strict supervision over the work of all the other Social Committee.
- 3. to assist director in planning of dates all social events and activities.
- 4. to up keep a list of all awards given/received through-out the year.
- 5. to organize committees for Goodwill Gifts, Belle of the Week, Big Sis/Lil Sis gifts, Team Bonding activities, parties, birthdays, banquet, etc.
- 6. to attend all Tribal Belle functions. Failure to do so without prior director approval may result in dismissal from the office.

The duties of the **Social Committee** are:

- 1. to create a bulletin board with special announcements, team motto, etc.
- 2. to be responsible for the Tribal Belle Weekly Memo.
- 3. to oversee room decorating each month.
- 4. to create a scrapbook of all Tribal Belle activities throughout the school year (pictures, newspaper clippings, memorabilia, etc.) This will be presented at the last social event of the year and will remain with the Tribal Belle organization.
- 5. to take pictures at all Tribal Belle function for slide show at Banquet.
- 6. to be responsible for get well gifts, thank you notes, birthday cards, etc., for various occasions throughout the year
- 7. to work closely with the social committee members to keep the team motivated throughout the year.
- 8. to attend all Tribal Belle functions. Failure to do so without prior director approval may result in dismissal from the office.

II. Eligibility for Social Committee

- A. Candidates must have high standards of leadership, character, responsibility, scholarship and the capability of working with others.

- B. Candidates must pledge herself to remaining in the organization for the full year.
- C. Candidates must be a current member of the Tribal Belle dance team.
- D. Candidates must maintain a "C" average or better in each class for the current school year.
- E. Candidates must not have been on Scholastic Probation more than one time during the current school year.
- F. Candidates must not have been on demerit probation at any time during the current school year.
- G. Candidates must have their account balance paid up to last deadline in the organization.
- H. Candidate must accumulate a total of 30 merits throughout the year.

III. Social Committee Selection

- A. Social Committee members are determined by a panel of judges and director(s).
- B. Social candidates must complete the tryout process as explained in the tryout packet.
- C. Criteria for tryouts may be judged by but not limited to:
 - 1. notebook
 - 2. tri-fold
 - 3. interview
 - 4. handbook test
 - 5. speech
 - 6. student evaluation by teachers

REMOVAL AND DEMOTION OF A MILITARY OFFICER/SOCIAL COMMITTEE MEMBER

- A. Members placed on Demerit Probation or Scholastic Probation automatically forfeit their position.
- B. Members who fail to maintain the duties of their position automatically forfeit their position.

PROMOTIONS

Vacancies are filled at the discretion of the director.

ELIGIBILITY FOR TEAM AUDITIONS

Students in grades eighth through eleventh are eligible to audition for dance team if all of the following qualifications are met:

- A. Candidates must be academically eligible at the time of auditions.
- B. Candidates who have been suspended, received DAEP, and/or received more than one ISS assignment during the current school year, are not allowed to audition or to continue membership.
- C. An ISS assignment for dress code or tardies will not count towards audition eligibility.
- D. Members dismissed from the team midyear must complete the tryout workshop again to be eligible to audition.

AUDITION PROCEDURES

- A. Candidates receive an audition packet and must complete all audition requirements as explained in the packet.
- B. Candidates must attend a mandatory workshop.

- C. All current Belles, including military and social officers, who wish to rejoin the team must audition each year.
- D. The workshop and audition is closed to spectators.
- E. Candidates audition in front of a panel of impartial judges.
- F. The decision of the judges is final.

TRANSFER STUDENT AUDITION PROCEDURES

- A. A transfer student is eligible for a tryout only if they are a current member in good standing with their previous high school dance team.
- B. Audition requirements are:
 - 1. A letter of recommendation from previous Director.
 - 2. All fees and fines with the dance team and school must be paid in full. Documentation from director and school bookkeeper will need to be provided.
 - 3. Provide a current report card and must be passing all classes.
 - 4. Performs a dance routine the candidate already knows.
 - 5. Execute skills across the floor.
 - 6. Must meet all Tribal Belle audition requirements.
- C. The audition is held in front of the director(s) and appropriate administrator. Date and time is at the discretion of the director.

SCHOLASTIC REQUIREMENTS

- A. All grades are checked before designated activities and at the end of the three, six, and nine-week periods. Members must be academically eligible to be able to participate in designated activities.
- B. Members who fail for the first six-weeks grade check or any additional nine-week grade period (1st 6-weeks progress report, 1st, 2nd 3rd, and/or 4th nine-weeks' report card) are ineligible. Upon regaining eligibility, they may be selected as an alternate or as a performer.
- C. Members who fail two grade check periods (1st 6-weeks progress report, 1st, 2nd 3rd, and/or 4th nine-weeks' report card) automatically forfeit their membership in the organization. Eligibility and membership for the 4th nine weeks is based on promotion to the next grade level for the following school year.
- D. An ineligible member must attend all practices.
- E. An ineligible member may not travel with the team.
- F. Eligibility requirements are mandated by TEA and can be found TEA/UIL Side by Side manual. (www.UIL.utexas.edu) All members are subject to these laws.

PERFORMANCE REQUIREMENTS

- A. Members **must be present** on audition day, band run-through and game day.
- B. Member must be present and participate actively in each practice.
- C. Missing any practices during the week of a performance (even if it is excused) will result in being pulled from the routine(s). Performance examples: football games, basketball games, contests, spring show, etc. (One Day Exceptions: school field trips, religious holidays, funeral)
- D. Auditions are held for each routine. Members must be present for this audition and complete it to the satisfaction of the directors. Factors such as attitude, manners and effort are taken into consideration as well as ability. Members unable to execute the routine to the expected standard or have exhibited excessive negativity regarding practices are not chosen to perform.
- E. Members removed from the performance due to auditions, absences, illness or injury, must continue to attend practices and team performances.
- F. Members who are academically ineligible are not allowed to wear the uniform or perform at any school related or dance team related events.

- G. An accumulation of five demerits in a one-week period causes a member to lose performing privileges.
- H. Members may only perform in complete uniform.
- I. Members absent from school on a performance day for **more than half a day** are ineligible to perform. (Exceptions: school field trip, religious holidays, death in family/one-day funeral)
- J. Tutoring should take place during non-rehearsal time. Since tutoring is available after school, student's tardies will not be excused without prior approval from the director. This is not limited to academic needs, but also includes meetings and events for other organizations. A member will be considered absent for the day if not present 30 minutes after the start of practice. A teacher note will be required.
- K. Members with an unexcused and/or unapproved absence from a football game will lose performance privileges for two additional halftime performances.
- L. Members must have their account balance paid up at the end of every nine weeks or payment dates provided by the director. If balances are not cleared, members may lose performing privileges.
- M. A competition contract may be required by the director if excessive absences interfere with practices for competition.

SPECIALTY GROUPS

- A. At the discretion of the director the organization may offer specialty group(s).
- B. In the event that a specialty group is offered, auditions will be held at the discretion of the director. All members are eligible to audition but are restricted to one specialty group.

GAME/ACTIVITY BEHAVIOR

- A. Members take their assigned seat in the stands and occupy only that seat during the entire activity. No one leaves without Director permission.
- B. No eating, drinking or gum-chewing.
- C. Members participate in unison during all cheers and stand routines.
- D. At the Colonel's signal, members rise for such reasons as kick-off, National Anthem, school song, stand routines, etc.
- E. Members are considered "performing" while in stand lines; therefore there is no turning around or talking.
- F. Talking to parents, outsiders, etc. is only allowed during authorized breaks. Unauthorized persons may not visit or sit in the dance team section.
- G. Unsportsmanlike conduct is not allowed at any time.
- H. Gifts (flowers, balloons, etc.) may not be brought into stands other than the visiting team gift.

FIELD UNIFORMS/COSTUMES

- A. Members are expected to take pride in their field uniforms and costumes, and do everything possible to keep them in good condition. They must be protected at all times, whether being worn, stored, or carried.
- B. Field uniforms and most costumes of the dance team are provided by the school, and therefore, belong to the school.
- C. Appearances in uniform must be approved by the Director.
- D. The director may call for periodic uniform inventory during the year.
- E. Uniforms are to be spotless at all times and ready for inspection before every performance.
- F. While in uniform the following are prohibited:

1. Jewelry
 2. Nail polish
 3. Eating or chewing gum
 4. Public Display of Affection
- G. Uniforms are not to be worn in an incomplete fashion.
 - H. Members may only drink water/clear liquids while in uniform.
 - I. Performance makeup is to be worn while in uniform.
 - J. Uniforms are to be worn to, during, and after the performance. Members must change before going out in public.
 - K. Field uniforms/costumes will be worn by members on game days and other occasions as designated by the director.
 - L. Field uniforms/costumes are only to be worn as a group.
 - M. Lady-like behavior and manners are expected at all times in any field uniform, costume, or Belles attire.

ALTERATIONS AND CLEANING OF FIELD UNIFORMS/COSTUMES

- A. Members are responsible for cleaning and upkeep of field uniform and costumes.
- B. No alterations may be made without the Director's approval.
- C. Field uniforms and/or costumes are not to be cut.
- D. Filed uniforms are only to be worn by members on games days and other occasions as designated by the director.
- E. Lady-like behavior and manners are expected at all times in any uniform, costume, or Tribal Belle attire.
- F. Members are responsible to pay for any damage to the field uniform or costume.
- G. Disrespect or misuse of the uniform may result in dismissal from the organization.
- H. All field uniforms and costumes must be dry-cleaned at the end of each year in May. Field uniforms and costumes must be turned in with the dry-cleaning bag and receipt of cleaning attached. The receipt must show date and all items must be listed.

LETTER JACKETS

- A. Letter Jackets are awarded based on the following criteria:
 1. Members complete two full years on the Tribal Belle dance team.
 2. Members will attend a fitting in the spring scheduled by the director.
- B. Upon award, the students will purchase the jacket, letter and patches.
- C. Members may only be awarded one jacket.
- D. Nonmembers may not wear the dance team letter jacket.

HONOR CORDS

- A. Any Senior who **participated fully** in the organization during his/her senior term and accumulates 30 merits or more will become eligible for honor chords.
- B. Any Senior who receives 5 or more demerits will not receive honor chords.
- C. Any Senior who becomes ineligible due to grades during any nine-weeks will not receive honor chords.

DEMERITS & CONDITIONING

Members are expected to maintain proper conduct during all practices and performances as well as outside activities. Demerits are given for improper conduct. Demerits do not affect a member's grade but affects active status. Demerits are in effect for a period of one year (ex. July 1, 2009 – June 30, 2010). Demerits are up to the discretion of the director. Demerits may

be assigned for the items listed below, however other situations may arise that are not covered by this list.

DEMERITS & CONDITIONING CONT.

Attendance and Tardies	Demerits
Unexcused absence and/or not participating in games, activities, functions, fundraisers, etc.	5
Unexcused absence from practices or meetings	3
Tardy to games, practices, roll calls, or trips without an email to director.	2
Uniform and Team Clothing	
Failure to wear proper uniform	1 per item
Chewing gum, eating, drinking, nail polish, jewelry in uniform	1 per infraction
Wearing uniform in public when not approved	1 per item
Makeup, uniform, hair fixed, props and other required items at roll call (not complete or dirty)	1 per item
Allowing a non-team member wear any of your Tribal Belle attire	2 per item/occasion
Failure to wear cover-ups over practice clothes on campus or in public.	2 per occasion
Conduct	
Public display of affection	2 -5
Unsportsmanlike conduct or unladylike conduct in uniform	1-5
Profanity in public	3- 5
Hickies	5
No body piercings other than ears (i.e. nose, lip, tongue, eye brow, belly button, ear spacers, etc.)	5
No fluorescent or metallic hair color	5
Tattoos according to membership guidelines	Dismissal
Allowing or inviting a non-member into the locker room	3
Inappropriate behavior in public, on social networking sites, etc. (See social media agreement form.)	5-Dismissal
Insubordination	
Talking back to an officer or Director	1 -10
Failure to obey commands or rules	3
Leaving practice early for any reason without permission	1 -5
Truancy	1 st offense- 5 2 nd Offense- Dismissal
Talking or moving in formation or rank	1-5
Failure to display respect to all teachers and staff	1 -10

DEMERIT PROBATION

- A. Members accumulating 10 or more demerits are placed on demerit probation.
- B. Members accumulating 15 demerits in one year automatically forfeit their position on the team.
- C. Members placed on demerit probation sit out two performances.
- D. Members placed on demerit probation attend all functions regardless of their performance status.

PHYSICAL CONDITIONING

A. Physical conditioning may consist of any of the following assignments:

- | | |
|--|--|
| <ul style="list-style-type: none">• 15- 20 – 8's of high kicks• 50 pushups & 150 sit ups• 50 switch lunges | <ul style="list-style-type: none">• 10-20 laps• 3 passes of lunges• 50 up/downs• 30 v-ups |
|--|--|

B. Physical conditioning may be given for minor offenses such as:

- | | |
|---|--|
| <ul style="list-style-type: none">• Tardy to roll call (with phone call or email to director or officer)• Missing correct clothing at practice• Loose hair in face at practice• Talking during practice/performance• Wearing jewelry• Late forms/fees due at the beginning of the class period• Failure to keep clean the following areas: practice, performance, or dressing | <ul style="list-style-type: none">• Failure to be in dress code at school• Minor conduct problems at the Director's discretion• There may be conditioning assigned that does not fall under the categories above.• Failure to bring doctor's notes when absent from practice. |
|---|--|

C. Members that fail to take care of their conditioning after practice work off double the amount the following day. Officers that fail to have a member work off their conditioning, conditions with the member.

MERITS

Attending any games or events that are not mandatory	3
Working any booster club function	3
Parents attending booster club meetings	2
Participating in any community service	2
Every "A" you receive on your report card	1

For special work other than those listed above, the merits will be decided at the time.

DISMISSAL FROM THE ORGANIZATION

These offenses result in dismissal from the organization by the director or a committee.

- Members who are suspended or receive an ISS or DAEP assignment automatically forfeit their position on the team. (EXCEPTION: a student may serve a one-day ISS assignment for dress code or tardies).
- Members who are on academic probation for two grade check periods (including 1st 6 weeks grade check, 1st, 2nd, and/or 3rd nine-weeks) automatically forfeit their position on the team.
- Members possessing, using, transmitting, or to appear under the influence of drugs, alcohol, tobacco etc. while at in/out of school, in uniform, or outside of the regular school day including summer vacation, weekends, holidays, etc. or while representing the organization automatically forfeit their position from the team.
- Members accumulating 15 demerits in one year automatically forfeit their position on the team.
- Members who are convicted of MIP, DUI, DWI or any other drug or alcohol related offense automatically forfeit their position from the team. Members who are charged are temporarily suspended until the issue is resolved.

- F. Members who have tattoos that require special coverings, such as make-up, costumes or bandages in order to be in compliance with the dress code or uniform requirement of the organization automatically forfeit their position from the team.
- G. Members who assault or harass directors or team members automatically forfeit their position on the team.
- H. Members who steal automatically forfeit their position on the team.
- I. Members involved in creating, leading, or participating in an initiation process automatically forfeit their position on the team.
- J. Any student unable to meet the physical requirements is not allowed to participate as a team member and automatically forfeits their position on the team.

BOOSTER CLUB

Booster clubs are allowed at the discretion of the principal and director.
Booster clubs are subject to the Santa Fe ISD Booster Club Manual.

GENERAL

- From time to time issues may arise that are not covered in this handbook. When such issues are behavioral and conduct based in nature, the director, the principal and the fine arts director may exercise disciplinary action in accordance with school district policies. Such behavioral and conduct offenses may lead to dismissal from the organization.
- *Each member and parent/guardian must sign the last page of this document in order to participate in summer camp and any other activities.***

Director Contact Information

Ashley Hardage: ashley.hardage@sfsd.org

Parent and Team Member Signature Page

Administrative Staff Signatures:

Principal or Assistant Principal

Director:

Director

I have read the document in full and understand the duties and responsibilities that being a member of this team requires. I agree to follow this document to my fullest capability and if I am not successful I take the consequences that follow.

Student Signature

Date

I, the parent or guardian of said team member, have read the document and understand its contents. I also understand the time commitment and discipline involved in such an organization. My daughter has my full support during her time on this team.

Parent or Guardian Signature

Date