

First Ladies' Handbook

Director: Paige Edwards
Email: Paige.Edwards@AustinISD.org
www.FirstLadiesDanceTeam.com

512-414-7045 Office
Text @3ccf7g to 81010

WELCOME

Dear First Lady,

Congratulations on making the team for the first time, second, third, or fourth! You are a part of a special organization that has many wonderful opportunities to develop your own personal, social, and of course, dance growth. It is a priveledge to be a part of this organziation and with that, comes responsibility. As a team-member, you are expected to:

- Participate in all practices and performances **year-round**
- Encourage and support all LBJ/LASA school activities
- Maintain passing grades in all classes per UIL Standards
- Fulfill financial obligations and/or fundraise if you cannot on your own
- Abide by district and school Codes of Conduct, Constitutions, and Handbooks
- Encourage and maintain positive connnections with your FL family including: teammembers, parents, administration, and director
- Attend social events provided throughout the year
- Be punctual, courteous, and present in all classes, practices, and events on and off campus
- Use open, respectful, and honest communication with all members at appropriate times and places

We have a unique opportunity to build school spirit, create a home away from home, grow, and do the thing we all love everyday – dance! Keep this in mind all year!

Please review this handbook and the AISD Constitution carefully and note that it is meant to be a guidleine and coverage of rules and regulations for our success as a team. If we all work together to maintain high standards, positivity, and fairness, we will have a great year ahead. Students who fail to comply with the rules set forth by the district and this handbook, will be dismissed. Any changes throughout the year are at the discretion of the director and the LBJ/LASA administration.

Thank you in advance for your anticipated hard work, dedication, enthusiasm, and talent. I am grateful to be your director.

Sincerely,

Coach Paige Edwards

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MERIT POINT SYSTEM

To encourage good standing on the team, each member of the team has the opportunity to obtain merit points all year. They are used as an offset to demerits and encourage positive behavior. At our end of year banquet, recognition will be given to outstanding members. Merits can be earned in a variety of ways including but not limited to:

# of Merits	Description
15	Awarded 1 st place solo, duet, or ensemble at contest
10	Straight A's for 6 weeks – must show director
5	First Lady/Spirit/Officer/Director's Choice of the Week
1	Each team performance you dance in (football, pep rally, contest, etc)
5	All A's and B's for 6 weeks – must show director
5	6 weeks grade of 100 in an academic class (not aide, or elective)
5	Each performance of solo, duet, or ensemble at contest
5	Any 6 weeks grade that raises in next 6 weeks
5	Attend approved dance production (provide ticket stub & take photo)
5	Help clean, organize, decorate, etc in dance room/closet/office
5	Attend extra technique practice
5	Attend volunteer opportunities outside of school (1 point per hour)
5	Assist other teammates with dances
5	Studio dance class outside of school (provide receipt and photo/video – excluding summer)

DISCIPLINARY DEMERIT SYSTEM

In order to achieve the greatest amount of teamwork and responsible social behavior, the following regulations will be enforced. Demerits help to reinforce the regulations set forth by the AISD Constitution, First Lady Handbook, and the LBJ/LASA Code of Conduct.

- You can receive demerits any time during your membership on the First Ladies.
- Only the director can give demerits to members. Officers must report any infractions to director.
- The directors will keep a record of demerits and have the recipients sign. It is the First Ladies' responsibility to sign for the demerit after she has been notified of receiving it.
- Demerits start the first day of summer camp and end the last day of school.

ATTENDANCE

- Full participation by the entire team year-round is necessary to ensure that we perform to our best abilities. Please try your best to schedule any doctor's visits, vacations, classes, etc outside of practice hours. If you do need to miss any team function, demerits may be given and the student may be removed from the correlating performance. All decisions will be made based off of what is best for the team.

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TARDIES:

- You may receive without penalty two “car troubles/traffic” per year if you also provide a parent note to justify the car trouble.
- 3 tardies = 1 demerits

ABSENCES:

- Excused in advance by director = 0 demerits. Any anticipated absence must be communicated to the director at least 3 days in advance by email or phone. Excuses include, but not limited to:
 - Emergency doctor visits (please try to plan these outside of practice time)
 - Death in family
 - ACC or prep classes approved by Director in advance
- Unexcused absence from performance = 7 demerits
 - Work, vacation, concerts, parties, etc.

# of Demerits	Description
1	Chewing gum
1	Hair falling out or losing costume part during performance
1 per 5 minutes	Late to practice without approval (“early is on time” ☺)
1-3	Excessive talking during practice
2	Unprepared for rehearsal (hair not up, wrong clothes, etc)
3	Taking uniform off without approval at event or practice
3	Use of phone without consent during practice, events, or performances
3	Not attending practice - unexcused
3	Eating or drinking in uniform without permission
3	Failure to return costumes to director
3	Public display of affection (more than cheek kiss or hand holding)
2-5	Using profanity/disrespectful behavior towards anyone
2-5	Any act committed after a director’s warning
2-5	Failure to follow school rules (ex: going off campus for lunch as an underclassman, disrespect towards teachers, officials, or other adults)
1-5	Misbehavior/out of appropriate conduct at a First Lady function (football games, pep rallies, contest, etc)
5	Leaving practice or performance without permission “wandering off”
5	Failure to call or email prior to any practice or event you need to miss
7	Missing a performance without prior approval

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PROBATION

This is defined as a period of time during which a member is denied participation in scheduled performances.

- Members on probation for any reason will be required to participate fully during class/practice times.
- Length of probation will be determined and discussed by director to student and parents
- Each member's probationary status will be handled individually while always considering what is best for the entire team.
- Members are subject to probation for the following violations:
 - A total of 8 demerits will "bench" a member for one week – no performance
 - Any officer that receives 10 demerits and is put on probation will forfeit their officer position
 - Disrespect to director, officers, teachers, administrators, other members/etc
 - Excessive use of profanity
 - Cutting class
 - Lending part or all of uniform to a non-member
 - 3 unexcused absences
 - Failing grades at UIL gradecheck points
 - 10 demerits = 3 weeks probation with no performances

LOSS OF MEMBERSHIP

- Home suspension from school
- Fighting, gang activity, and / or any illegal activity
- A total of 15 demerits
- Academic Ineligibility Removal- failure for 2 consecutive six weeks in a year
- Violation of the Drug, Alcohol, and Tobacco Policy

Should a member be suspended any time throughout the year, for any reason, she/he must re-tryout in order to reinstate his/her membership.

1. Suspended members are not to wear any First Lady clothing until they are reinstated.
2. A member who "fails off" the team may try-out for reinstatement to the team the following year on the condition that she/he is on grade level and meets all tryout qualifications.
3. A member who goes to another organization (Ex. Cheerleading) or leaves due to health concerns or pregnancy may try out the next year. Applicants must meet all grade, attendance, discipline and citizenship requirements.

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FIRST LADY CONDUCT CODE

The First Ladies are a dance team composed of fine young people. This team is a respected and valuable part of the Jaguar family. We are proud to represent LBJ/LASA in all activities. Every individual should set a good example as a student in all classes by being responsive and respectful to teachers, administrators and other students. Good attendance and exemplary behavior are a must. Responsibility and dedication are very important to our team. First Ladies are responsible for their actions and their belongings and are dedicated to making our team the best that it can be.

The rules set forth in the district constitution and this handbook shall govern the conduct of each member of this organization. It must be understood that each member is responsible for upholding and seeing that others uphold the Conduct Code at all times. It is not the purpose to create ill feelings in the event of turning members into the Director, but to encourage the maintenance of the high standards and ideals set forth by the organization. Any offenses not covered by this constitution, but which are clearly and logically an offense, the Director shall declare offenses. Any disciplinary action needed will be in full accordance with school and district policies that are approved by the principal and administration of LBJ/LASA High School.

EXPENSES

First Lady personal and general account expenses are non-refundable. Items purchased by a member will remain the property of that member and must pay for items as an out of pocket expense. Items purchased by fundraised monies will remain property of the First Lady organization and must be returned to the Director upon completion of membership. If assistance is needed with payment, the student and/or guardians must communicate with the director as soon as possible, so that plans can be arranged.

- First year members
 - A First Lady's first year is the most expensive due to ordering all new attire. A new member can seek a former member or Senior to purchase or use attire if financial help is needed. A first year First Lady will pay approximately \$700-\$800 for all expenses. All attire on provided order form is required.
- Returning members
 - Returning members cost for personal items is approximately \$150-550 (officer's will have a higher expense). Returning members will only be required to purchase a select few items each year after their rookie year and have the option of purchasing a letterman jacket. Returning members are required to purchase the items selected by the Director yearly and pay for team camp and fair share (\$150 total). Fundraising opportunities can alleviate your fees.

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FUNDRAISING

District policy states that this money may be used to defray the costs of things such as travel expenses, camp fees, workshop fees, entry fees at contest, etc.

District policy also dictates that members are NOT required to fundraise. If any things are purchased for the team's use and paid for with fundraised money and a member has not raised their share of the expenses at that point, she/he may be assessed the cost of the activity.

TRYOUTS

Throughout the season, we will have auditions for all performances including: football games, pep rallies, competitions, and spring show. It is expected that as a member of the team, you audition for each performance. No one is entitled to make every show or be in a specific spot in the formations. Each person plays an essential role in making our dances shine! If you do not make a performance piece, you are still expected to be at practice to continue working on your technique and memory as an alternate. Alternates are extremely important to have too! All decisions on final results are made by the director. Additionally, members are required to tryout for the team every year.



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FIRST LADY/PARENT SIGNATURE PAGE

I, _____, (First Lady) have read the First Lady Handbook, and I understand the requirements and expectations from me for the upcoming year. I also understand the time, expenses, dedication, and discipline that it takes to be involved with the team. I intend to devote the time needed to make the First Ladies a success for the school year.

First Lady Signature

Date

I have read the First Lady Handbook and understand the time, financial support, devotion, and discipline that my son/daughter must have in order to be a member of the First Ladies. I support my son/daughter in this endeavor and give him/her my support as a First Lady Parent.

First Lady Parent or Guardian Signature

Date