

# **Throckmorton Collegiate ISD Extra-Curricular Handbook**

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## **PREFACE**

The purpose of bringing together each extra-curricular activity under the umbrella of one handbook is to insure standardized implementation of general rules and guidelines. We have many students participating in multiple extra-curricular activities and it is our intent that each student understands and embrace the guidelines that bind all of these activities together. This will instill among the coaches and sponsors a cooperative effort to promote a fair and equal set of standards as we work together to achieve success in each activity.

As discrepancies arise the Principal, Athletic Director and Sponsor may meet in order to amend or use discretion if two or more activities have conflicting guidelines or rules. This will insure that each student is treated fairly and that our policies do not contradict themselves.

## **PARTICIPATION**

No student is obligated to take part in extra-curricular activities nor is participation required for graduation.

It is to be stressed that participation in these programs is a privilege.

The Athletic Director and Principal have the authority, upon request from the coach/sponsor, to suspend or revoke this privilege whenever a rule, regulation and/or standard of the athletic program is violated, whether it is after a first offense or the last offense.

The rules, regulations and standards set forth in this handbook are designed to give each student a road map to success in life.

It must be stressed that a student who chooses to enter these programs must be committed to the program at all times, both in and out of school, in season and out of season.

This means the expectations of the particular program are in effect for as long as a student is part of the program.

### ***General guidelines for participation***

1. Students must notify the appropriate coach/sponsor of an absence from any practice that occurs outside the normal school day prior to the beginning of the practice. Failure to do this will result in any form of discipline that the coach/sponsor of that activity deems appropriate for the individual.

2. Students will refrain from the use of alcohol or other abusive substance (drugs and or tobacco products).

Students that are involved in the consumption of those substances will be subject the punishment set forth in this document.

Hearsay is not a valid conviction of wrongdoing. An issued ticket from a law enforcement official, admittance of guilt from the athlete, and or a failed school alcohol/drug test is a valid conviction of wrongdoing.

3. Student appearance will be in accordance with local school policy as stated in the Student Handbook.

Any additional team dress code rules will be made aware to the team and approved by the Athletic Director/Sponsor.

Violation of dress code will be handled by the coach/sponsor of that contest in a manner deemed fitting.

4. Head coaches/sponsors of each individual sport/contest may have additional team rules that will be addressed in other sections of this handbook.

If a team rule is violated and deemed by that team coach/sponsor as detrimental to the good of the team, to the school, or to the student themselves, the head coach/sponsor will have the discretion to handle it as they see fit (however the consequences must be pre-approved by the Athletic Director and Principal prior to the administration of such consequences).

## LETTERING POLICY

Athletes may receive from the school only one major award (letter jacket) during their high school career. In order to letter, an athlete must be on a varsity team and satisfy the following requirements of each sport in which they are to letter.

- **Cross country**-Run in the district meet and participate in 70% of the meets.
- **Football**-Participate in at least 16 varsity quarters
- **Basketball**-Participate in at least 50 varsity quarters
- **Track**-Earn a point at the District Meet and participate in 70% of the meets. Golf-Participate in District Tournament and participate in 70% of the tournaments.
- **Tennis**-Participate in District Tournament and participate in 70% of the meets.
- **Band** - Selected to appropriate All-District Band, be awarded 1st division on a solo or ensemble in UIL contest, or by qualifying for any state level contest. In a non-advancing year, if a sweepstakes rating is earned then this will qualify for a letter. Those meeting these requirements will be awarded a letter or by participating in the band 3 high school years (9-12)
- **UIL** - Score at least one point at the district level
- **OAP** - Any cast or crew member that advances at any UIL contest, including Zone. OR Any cast member who receives Best Actor, Best Actress, All-Star cast or Hon. Mention All-Star cast at any level of UIL competition
- **FFA** - Any student placing in the top 4 teams or individual for LDE, CDE or Public Speaking at the Area level plus 1 livestock or ag mechanics show.

## TRANSPORTATION GUIDELINES

All participants are to travel to each contest with the team. However, under certain circumstances alternative means of travel to a game may be approved by the administration, Athletic Director or FFA Advisor and parent /guardian of that student.

Travel home after a contest is recommended to be with the team. However, if the coach/sponsor deems it appropriate for a participant to travel home after a contest separate from the team then the parent/guardian of that student must give a signed written consent to the coach/sponsor **24 hours before** each contest.

Each coach/sponsor reserves the right to enforce the travel arrangements however he/she sees fit with the understanding that the Athletic Director, administration, and parent/guardian are notified of the expectations prior to departure for that trip.

## **DRUG AND ALCOHOL POLICY**

### ***Procedure for violations of the Drug/Alcohol policy and or local and State laws.***

*Violation can be through local drug testing, law enforcement and or self-admittance by the student athlete.*

Each student participating in an extra-curricular contest will be required to sign a random drug testing form in which their name will be placed into a pool to be randomly drawn upon a scheduled drug test. If the student and or parent are not willing to consent to this random screening then participation in an extra-curricular contest may be denied.

1) Upon each violation of policy the Principal, Coach and/or Sponsor needs to meet with the student and parent/guardian to discuss the violation and growth plan to help the student.

2) Discipline for 1<sup>st</sup> offense, 2<sup>nd</sup> offense, and 3<sup>rd</sup> offense.

📌 Upon a first offense of receiving a confirmed positive violation of policy the student shall be suspended from participating in and attending extracurricular activities for 15 calendar days (calendar days start on the first day of classes and end on graduation). The student may (at the discretion of the coach and sponsor, if participating in other extracurricular activities.) be permitted to participate in practices during their suspension. Extra conditioning by the coach may be added and must be approved by the Athletic Director

📌 Upon the second offense of receiving a confirmed positive violation of policy the student shall be suspended from participation in and attending extracurricular activities for 30 calendar days (Which starts on the first day of classes and ends on graduation). The student may (at the discretion of the coach and sponsor, if participating in other extracurricular activities.) be permitted to participate in practices during their suspension. Extra conditioning by the coach may be added and must be approved by the athletic director.

📌 Upon a third offense of receiving a confirmed positive violation of policy the student shall be suspended from all extracurricular activities for the remainder of that school year. He/she may not participate in any extracurricular activities after the third offense.

At the conclusion of the school year and term of the athletic policy the Athletic Director, Principal and Superintendent will meet to determine the re-enrollment of the student and have a signed agreement (Athletic Director, student, and parent/guardian) putting him/her on a 365 calendar days probationary contract. Violation of policy during the probationary contract will result in removal of athletics for 365 calendar days of the violation before a re-enrollment meeting can take place again.

🏠 Violation of policy. If the student is in athletics, but not participating in a sport when they violate policy then their suspension of calendar days begins on the first instruction day of the next sport in which they participate.

## ATHLETICS

**The following conduct is expected of all student-athletes. Failure to meet these expectations can result in disciplinary action:**

- Student commitment to a team or organization is expected for the entire season or activity. Students are encouraged to participate in more than one extracurricular activity; however, students may not quit one sport or organization in order to participate in another while the sport or club that he or she quit is still active.
- Students who participate in extracurricular activities that involve competition among schools and school districts will conduct themselves in a sportsmanlike manner at all times. This includes behavior toward visiting teams or hosting teams as well as the opponent's fans. Throckmorton Collegiate ISD participants will be noted for clean, tough, competitive play.
- Students should arrive to practices (including workouts), meetings, and events on time and prepared.
- Students who cannot be present for a practice (including workouts), meeting, or event should call the coach, sponsor, team captain, or club president as soon as they are aware that they will be absent. The Head Coach/Sponsor will decide when missed practices, meetings, or workouts will be made up; however, disciplinary action may still be taken by the Athletic Director if a participant is absent more than multiple times in a semester.
- Injured or ill students who are unable to participate, but are able to attend a practice (including workouts), meeting or event are required to dress appropriately and sit or stand with the rest of the group.
- Students are required to show respect at all times to coaches and sponsors.

- Students should refrain from wearing hair styles or hair colors that draw attention to themselves. Male students participating in sports are required to be clean shaven.
- Students should follow the rules promulgated in the Throckmorton Collegiate ISD Student Code of Conduct.

### **Prohibited Conduct**

**Throckmorton ISD students who participate in athletics are prohibited at all times from:**

- possessing, smoking, selling, or otherwise using tobacco products;
- possessing or using electronic cigarettes or other non-tobacco nicotine-delivery products or accessories;
- possessing or using drug paraphernalia;
- possessing, selling, giving, delivering to another person, using, or being under the influence of marijuana, alcohol, a controlled substance, or any dangerous drug;
- riding in a vehicle containing alcohol unless a parent, guardian, or other responsible adult is present and aware of the presence of the alcohol;
- stealing;
- conduct that causes injury or harm to persons or property;
- using profanity, lewd or vulgar language, or obscene gestures;
- fighting;
- any conduct resulting in arrest and/or citations from law enforcement officers;
- inappropriate touching, including “making out” in public places; sexual gestures; or exposing parts of the body that are ordinarily covered up in public; and
- inappropriate behavior in public places.

Upon determination of an *Extracurricular Code of Conduct* violation, the following individuals will be notified:

- the student and the student’s parent(s) or guardian(s); and/or

- the school counselor to provide counseling, support, and guidance in dealing with issues associated with alcohol, drugs, mood-altering chemicals, and other prohibited activities.

## **BAND**

### **INTRODUCTION**

The purpose of this handbook is to provide a convenient reference for the students and parents who have questions concerning most aspects of the band program. We have made an honest effort to include and explain every part of the program. It is our hope that as a responsible student and parent, you will read this handbook carefully so that you will better understand the entire program. This handbook is to be used as a supplement to the student handbook, student code of conduct and the extra-curricular handbook. When conflicts occur, the policies of the Throckmorton Board of Trustees will be followed. If you have any questions, please consult your director. Students will be responsible for knowing and abiding by all rules and regulations in this handbook.

### **GENERAL BAND PROCEDURES**

All rehearsals called by the director are mandatory.

If you are early, you are on time. If you are on time, you are late

Respect all adults.

Always project a positive attitude in your words and actions.

Be at the right place at the designated time.

Give it your all. A half-hearted attempt is not acceptable.

### **CARE OF THE BAND HALL**

No food, drinks or gum is allowed in the band hall or during a performance. Water is always acceptable. All trash should be picked up daily and placed in the proper waste baskets.

### **CLASSROOM CONDUCT AND DISCIPLINE**

Every successful organization has a set of rules that it must follow. All rules of Throckmorton Collegiate ISD will be enforced and followed. Being a member of the band is a privilege and students who fail to live up to the high standard of proper behavior may be removed from the program. The following rules apply to every member.

Behavior that interferes with what we are trying to accomplish will not be tolerated. No talking when the director is on the podium or giving instructions.

Do not touch the property or instruments of others. This includes percussion equipment.

Always have the equipment necessary to fulfill your responsibility.

You may do homework in band only when told to bring something to study.

#### CLASSROOM PROCEDURES

Always raise your hand to be acknowledged.

No questions will be answered while anyone is talking.

Respect the podium. When the director or any adult is on the podium. Do not talk.

When the director steps off the podium, you may talk quietly, but do not play your instrument.

Warm up properly before the tardy bell. Stop playing at the tardy bell.

Take care of all personal business before rehearsal or practice.

Always have a pencil for all rehearsals.

Everyone must have their instrument for rehearsal.

Reed players must have two playable reeds at all times.

#### SCHOOL EQUIPMENT

All school equipment will be checked out at the beginning of school. Any damage to a school owned instrument by a student will be assessed by a professional repairman and paid by the student/parent. Students should never allow another person to play on their instrument as they will be held responsible for any damage.

High school band students are responsible for their uniform and its appearance at all times. Uniforms must be hung neatly and correctly at all times. At no time should anyone attempt to clean or iron the uniform. Please notify the director or assistant when attention to the uniform is needed. Band t-shirts should be worn at pep rallies and underneath their uniforms at performances. Shoes and black socks are provided with the uniform.

Jeans or bulky pants cannot be worn under the uniform. Shorts should be worn under the uniform pants. In order to meet the UIL guidelines for uniformity, all hair must be placed under the hat and out of the eyes. No jewelry can be showing while in uniform at UIL contests.

#### CARE OF INSTRUMENTS

All instruments should be placed in the case with the case latched. Students are not allowed to leave their instruments in the chair, floor, shelves, or on a stand. The instrument case should not be used to store items other than those items that are provided to maintain the instrument or things such as reeds

and oils. Flip folder and music folders are not to be stored in instrument cases unless an area is provided that will not cause damage to the instrument.

Woodwind instruments should be swabbed out each time used. A pad saver for flutes and saxophones should be used. Cork grease should be applied lightly as needed. At least two playable reeds should be kept at all times. Reeds should be removed from mouthpieces and placed in a reed case. Lipstick or lip gloss should be removed before playing.

Brass players should empty excess water at the end of each use. Valves, slides and rotors should be oiled regularly. Tuning slides must be greased regularly. Instruments should be cleaned properly at least once a month. Students will be provided specific instructions on how to properly and safely clean brass instruments as necessary.

Percussion equipment should be stored properly after each rehearsal. Only sticks designated for the instrument should be used at all times. All instruments should be stored in their proper place.

## TRAVEL

When the band travels as a group, you represent Throckmorton Collegiate ISD. School sponsored trips are an extension of the school day and all school rules and regulations are in effect for the duration of the trip.

All band members will travel to and from each event in transportation provided by the school. If a band member wishes to travel home after an event separate from the band, then the parent/guardian of that student must give a signed written to the consent after the activity.

Students of the opposite sex are not allowed to sit together on trips. Public displays of affection are not allowed.

Any electronic devices must have headphones. It will not be the school or employee's responsibility for lost or stolen items.

Students should remain seated at all times and not move around the bus.

Noise should be kept to a minimum so as not to disturb the driver.

Food and drinks may be carried on the bus as long as care is used in keeping them off of the bus seats and floor. Drinks in glass containers are not allowed. No sunflower seeds are allowed. No one is allowed to leave after arriving home until the bus driver or director say the bus is clean.

## LOADING/UNLOADING EQUIPMENT

It is the responsibility of every band member to make sure that all of their equipment, including uniform, hat and instrument is loaded for every event. You should never depend on anyone else to load your instrument and equipment for you. Football and cheerleaders will need to place their instrument in the designated location to be loaded. Unloading is the responsibility of every student riding back with the band.

## ATTENDANCE POLICIES

Band students are required to attend all rehearsals and performances. Students should arrive early for all band functions.

Absences or tardies from band functions are excused in the following cases: personal illness, death or serious illness in the family, medical emergency or another school activity. The director must be informed in writing or by phone call before an absence occurs. Please call the band hall at 940-849-2421 ext. 456 to report any absence or tardy. You may reach me by calling 806-777-8755.

Unexcused absences include work, parties, trips, shopping, non-school athletic events and absences when the director is not notified. Unexcused absences will negatively affect a student's grade.

Performances include pep rallies, football games, parades, concerts and all contests. It is the responsibility of the student to notify the director when there is a conflict with another school activity. We can always work out a schedule when sharing students.

During football season until the last marching contest, we will have a Tuesday night rehearsal from 7:00-8:30. There will be no night rehearsals after marching contest on non-advancement years.

#### BAND TRIPS

From time to time, the band takes a trip. They are used as an educational opportunity as a reward for good work by the entire band. The following rules apply.

Band trips are a privilege, not a right.

Students must be academically eligible.

Competed in both UIL marching and concert sightreading contests.

Must have a good attendance record and have not missed more than 18 days of school.

Earned through fundraising the cost of the trip. You may pay the cost of the trip out of pocket. All fundraising money is non-refundable to the student.

The band will be accompanied by a designated number of sponsors approved by the district.

All adults on trips with the band have full authority to make decisions and correct extreme inappropriate behavior.

Students must travel in groups and never alone.

Students are never allowed to be in a room of the opposite sex unless accompanied by an adult.

Before leaving, all student luggage is subject to inspection.

Any student attempting to carry prohibited items on a band trip will be reported to school administration and law enforcement if appropriate.

Possession of any illegal item while representing the band may result in immediate removal from the program.

Seniors may have their own band trip as a reward if they have been an active and participating member of the band throughout their time at Throckmorton Collegiate ISD.

## CONSEQUENCES FOR BREAKING SCHOOL RULES

All consequences will follow school policy on discipline. Numerous detentions, in or out of school suspensions or DAEP could result in removal from the band program.

## GRADING

Each student will receive at least one daily grade per week. Daily grades will be based on Participation (attending rehearsal with all required equipment), attitude and behavior.

The following are examples of test grades: chair tests, written tests, playing tests and passing off music from memory.

Performance will be counted as a major test grade. Performances include but are not limited to concerts and all contests. Students are required to attend all performances. Absences could result in a severely reduced grade. Performance may not be made up, therefore, you may not make up for the grade given.

## ELIGIBILITY

Eligibility will be determined by the rules governing the UIL competition, the laws of the State of Texas, rules of Throckmorton ISD and the band and extra-curricular handbook. Ineligibility caused by failing grades will cause the student to not be allowed to perform, go on trips, etc. The student will forfeit any fees paid after payment deadlines for trips. Students who are ineligible due to grades are still required to participate in all local events such as concerts.

## **CHEERLEADING/MASCOT**

The purpose of the cheerleading squad is to act as spirit leaders of the school and community, to uphold the reputation of the school, to build character, and to encourage scholarship. A cheerleader is a spirit leader at all times, and should accept this responsibility even when she is not in uniform or at a school function.

Candidates for high school cheerleader or mascot must currently be in grades 8-11. Jr. High candidates must be currently in grades 6th or 7th. Current 5th graders will be allowed to try out at the coach and administration's discretion.

Six cheerleaders will be selected by out of town judges counting 40%, student vote counting 30%, and faculty vote counting 30%. Tryouts will be held in front of student body and judges. Students will vote on a ballot with names of all students who try out. All students in grades 8-11 will be allowed to vote for six candidates of their choice for HS cheerleader and one candidate for mascot. Students in grades 6-7 will vote for JH. The highest combined score of judges, student body and faculty will select the cheerleaders and mascot.

All cheerleaders and mascot will be required to attend a summer camp. The individual will pay the fees for camp and any needed clothing.

The individual cheerleaders will purchase uniforms and accessories. This will cost around \$400. (We will have fundraisers, but uniforms are expensive and you will probably have to pay for part of it out of your pocket. Be prepared to do that!)

Game duties include:

Football games—all HS/JH cheerleaders and mascot will cheer at all varsity/JH games and pep rallies.

Basketball games--- all cheerleaders will cheer at all playoff varsity girls' and boys' regular scheduled games unless she is playing. Mascot will suit up for play-off games.

Cheerleaders and mascot will cheer at all additional functions deemed necessary by the sponsor and the high school principal.

Cheerleaders and mascot will be governed by UIL eligibility rules involving grades. A 70 average or above must be maintained in each class.

Cheerleaders and mascot will be expected to follow **all** Student Codes of Conduct for Throckmorton Collegiate Independent School District as well as the Extra-curricular Handbook.

## **Cheerleader Roles and Responsibilities**

**One of the most enjoyable times in your life will be your cheerleading years. You are the leaders of THS and role models for many students. This is a big responsibility, so keep this in mind regardless of whether you are at a school function or a non-school function. You will be watched and observed constantly! Always think before you act!** Take pride in your squad, school, community, and of course, yourself.

You will be expected to follow these guidelines:

- 1. Be on time. I expect you to be at the games at least 30 minutes before it starts to hang signs and cheer the team on the field. You may go get the opposing cheerleaders at the beginning of the 3<sup>rd</sup> quarter. DO NOT stay gone the entire 3<sup>rd</sup> quarter. You are at the game to cheer for the boys and not to visit extended periods of time with the girls from the opposing team.**
- 2. Be aware of game action and apply chants accordingly.**
- 3. When we are about to run a play-do not cheer. The fans are watching the play. As soon as the play is over or while we are in a huddle you may do a chant.**
- 4. When not performing, stay in a simple, organized formation. Do not huddle up to chitchat!**
- 5. Cheer to the entire crowd, moving around if necessary.**
- 6. If the fans start a chant, go along with them.**
- 7. Display continuous enthusiasm, regardless of the score! A crowd will follow a squad that they enjoy watching.**

8. Know the chants you will be using. EVERYONE should be doing the same motions.
9. Do not leave the game until it is completely over.
10. Smile It is important that you act like you are enjoying what you are doing!
11. No gum chewing.
12. Take ALL jewelry off before the game begins or don't wear it to the game. ALL means ALL!
13. Do not lead a cheer or chant while a player is injured on the field.
14. If the band plays a song that you want to dance with, everyone must know the movements. (NO VULGAR MOTIONS!) There are many people watching you and remember---you are not the Dallas Cowboy Cheerleaders.
15. No disagreements in front of the crowd.
16. Do not leave your hair down if it is long. It is not appropriate when performing. You are at the game to cheer and promote spirit!
17. When it is your turn to be in charge of the signs, TAKE CARE OF BUSINESS! DO NOT LEAVE THE SIGN AND POLES LYING OUTSIDE OR IN THE FOYER! THERE WILL BE CONSEQUENCES FOR NOT DOING YOUR JOB APPROPRIATELY!

### Demerit System

#### Practice

	<b>CONSEQUENCE</b>
1. Unexcused absence from practice	5
2. Unexcused absence from a game	Removal from the Squad
3. Absence from game or practice with a doctors note	2
4. Late to a game or practice	2
5. Leaving early from a game and not helping clean up	3

#### Appearance

1. Improper uniform for game or school	3
2. Wearing jewelry to practice or game	1
3. Hair must be up and secure	1

#### Behavior

1. Using cell phone at practice	3
2. Inappropriate PDA during games or while in uniform	3
3. Use of inappropriate language	3
4. Show disrespect to anyone	3
5. Behavior Resulting in ISS or Referral	10
6. Illegal Substance Abuse	Removal from Squad
7. Smoking or drinking during/after school hours	Removal from Squad

8. Inappropriate social media (FaceBook, Snapchat, ect.) 10
9. Lack of knowledge of cheers/chants/ or dances 3

Other infractions will be looked at by the coach and principal and demerits will be given in accordance.

**10 points = Bench of event**

**15 points = Removal from squad**

Select demerits may be ran off, 1 mile per demerit.

## **FFA**

### **Throckmorton FFA Code of Conduct**

The goal of the Throckmorton FFA is to instill premier leadership, personal growth and career success in all participants. With the communities help, encouragement and positive communication, this year will prove to be successful. We will conduct ourselves at all times in order to be a credit to our organization, chapter, school and community by following the FFA rules for appearance, behavior, and membership.

### **Code of Ethics:**

FFA members conduct themselves at all times to be a credit to their organization, chapter, school, community and family. FFA members pledge to:

- Develop my potential for premier leadership, personal growth and career success.
- Make a positive difference in the lives of others.
- Dress neatly and appropriately for the occasion.
- Respect the rights of others and their property.
- Be courteous, honest and fair with others.
- Communicate in an appropriate, purposeful and positive manner.
- Demonstrate good sportsmanship by being modest in winning and generous in defeat.
- Make myself aware of FFA programs and activities and be an active participant.
- Conduct and value a supervised agricultural experience program.
- Strive to establish and enhance my skills through agricultural education in order to enter a successful career.
- Appreciate and promote diversity in our organization.

### **Membership**

- Students within the 8-12th grades must be in an Agriculture Science Class each year to participate in Throckmorton FFA.
- All students must follow UIL Side by Side ruling on eligibility and Throckmorton FFA Code of Ethics for classes and showing.

- Active Junior membership eligibility is considered 3rd-7th grade.
- Students younger than 8 years old or below the 3rd grade are not eligible for any Major Jr. Livestock Shows. However, they may participate in the “open” classes.
- Active Senior membership eligibility is considered 8th grade and older.
- FFA Contest teams are eligible starting in the 8th grade.
- Every FFA student is expected to participate in all fundraising activities. A minimum sales amount will be outlined for each event.
- All members must be in good standing with Throckmorton FFA and Throckmorton ISD academically and financially.
- Membership may be temporarily or permanently denied for failure to abide by the code of Ethics, Bylaws or Show Team Contract.
- Honorary members shall not vote nor shall they hold any office in the chapter.

## **Livestock**

- Advisor must approve all show projects prior to purchase and/or arrival to the barn.
- A Major Livestock Show Meeting will be held in November. Entry paperwork (available prior to the meeting, is to be completed upon arrival. Extra assistance/directions will be given to those in need.
- Directions and forms will be available via FFA webpages and advisor email.
- Full Payment should accompany fully completed paperwork prior to adjournment of meeting.
- Quality Counts programs must be completed by each student. If student was younger than 14 years of age in a prior show season and completed QC in prior years, they must complete the senior test and pass. As of June 2018, all students must complete a new Quality Counts program. Please check with Ag Teacher to confirm eligibility.
- Students will be required to attend any and all livestock meetings, weigh-ins or clinics that pertain to their species requested by Throckmorton FFA.
- Use of Throckmorton FFA equipment will be at the Ag Teacher’s discretion. A check out form will be required by individuals in advance. Forms will be available in teacher’s classroom.
- Charges will incur with any lost, damaged, or late return of equipment.
- Validation tags will be required on steers, heifers, wether goats & sheep, barrows/market gilts, breeding sheep & goats and any other species as required.
- All breeding animals must be registered per deemed association into the student’s name before the respected major show deadlines.
- To insure a Team mentality, all students entered with the Throckmorton FFA will be required to stall, show and load home with the Throckmorton FFA.
- Stall assignments will be determined by Ag teacher prior to stalling.
- Only approved shows will be signed for.
- Students must report at designated times during the attended event.

## **Contests**

- Contests will be considered as any Leadership Development, Career Development, Public Speaking and or Agri-Science Fair and Invitational competitions set out by the State or National FFA Organization.

- Members of a team will be selected based on practice time and accuracy of the determined competition.
- A team member may be removed at any time for lack of commitment to a team or actions including insubordination or violation of Throckmorton ISD student handbook.
- Transportation will be provided by the FFA Chapter and the team will travel to and from the event together as a team. In case of extenuating circumstance, arrangements will be made through TISD administration.

## **Officers**

- The officers of the chapter shall be as follows: President, Vice-President, Secretary, Treasurer, Reporter and Sentinel. Additional offices may be held according to local, state and national bylaws as necessary.
- The advisor shall be the teachers of Agricultural Science program. Officers shall perform the usual duties of the respective officers as listed in the Official FFA Manual. Other officers may be selected as the situation warrants.
- Student holding the Greenhand FFA Degree may be eligible to run for an elected Chapter Officer position.
- Officers shall be elected annually, according to chapter officer election processes.
- A completed application shall be submitted within the annual deadline.
- An individual interview will take place.
- An FFA knowledge quiz will be given.
- A ballot vote will be taken amongst chapter membership.
- The officers of the chapter together with the chairmen in charge of the major sections of the annual program of activities shall constitute the Chapter Executive Committee.
- The Executive Committee shall have full power to act as necessary for the Chapter in accordance with actions taken at chapter meetings and various regulations or bylaws adopted from time to time.
- The terms of office shall be for one year, ending after the newly elected officers are installed.
- District and Area officer candidates shall follow the respected outline of qualifications from the respective association(s).
- A District or Area officer candidate representing the Throckmorton FFA shall have served a minimum of one year as a Chapter Officer.
- To hold an office in the Throckmorton FFA Chapter, the officer must be enrolled in an agricultural science class both semesters of the year that the office is being held. Failure to do so will result in officer relinquishing that office.

## **Officer Qualifications**

- All officer candidates are to know and agree to abide by the FFA Code of Ethics.
- All officer candidates are to have knowledge of The Mission and Strategies of the FFA Organization.
- All officer candidates are to have commendable citizenship and conduct records.
- Chapter officer candidates must have an overall average of "C" or better in all.
- All officer candidates are to display a sincere desire to carry out the duties of the office to which they are elected.

- All officers must abide by the Chapter FFA Officer Rules and sign a statement agreeing to abide by them.
- Officers are to carry out their duties as outlined in the official FFA Manual, and as assigned by the President and approved by the Advisor.

### **Removal from office**

- Officers may be removed from office for failing to meet the qualifications stated in the Bylaws, Officer Contract, and at the discretion of the advisor.

### **Awards & Degrees**

- Students who are actively enrolled in an Agriculture Science class and meet the minimum qualifications will be eligible to earn their Discovery, Greenhand, Chapter degrees at the local level.
- Students who are eligible to apply for the Lone Star State degree or American FFA degree may do so via the State and National guidelines
- Students who are actively involved and meet the minimum qualifications are eligible to apply for advanced awards at the District, Area, State and National levels.
- Team awards won remain the property of the Throckmorton FFA for display purposes.

### **Senior Scholarships**

- Awards are granted to graduating seniors who meet the following requirements:
- The student must be a graduating senior at Throckmorton High School.
- Must currently be an active member of the Throckmorton FFA, complete a minimum of one year of an accredited Agricultural Class at Throckmorton High School, and have participated in the Agriculture Science and FFA functions during their high school years.
- Must show one involvement in FFA participation in three of the following areas: leadership development event; career development event; FFA officer/voting delegate; received accomplishment award; top 10 sales person; or stock show participation.
- Must be planning to attend college or a technical school.
- Any other requirements on the scholarship application.
- Scholarship recipient will receive payment after he/she has provided proof of enrollment to the agriculture science teachers. The scholarship is good for one year from date of FFA banquet when it is awarded.
- The amount of the scholarship will be determined by the amount of money set aside that year for scholarships divided by the number of recipients.
- Texas FFA Scholarships and National FFA Scholarships are available for those who apply.

### **Conventions**

- Throckmorton FFA shall attend the District, Area IV, and State FFA Conventions each year as well as the National Convention when someone is participating.
- Attendees will be selected from the current chapter officers.

- Students participating in any capacity at the convention will have first available position to attend over other participants
- Graduating seniors may attend the conventions only if they are receiving an award or participating in a contest or running for a state office.
- All members wishing to attend the State or National convention must fill out an application.

### **Official FFA Clothing Equipment & Accessories**

- Each individual member takes upon themselves the responsibility of wearing FFA Official Dress and accessories with dignity and pride so as not to reflect any bad criticism upon themselves, the school, the FFA Organization, or the Local chapter.
- All members will show pride in the FFA Organization in his/her school by properly caring for and using the facility, its equipment, and official paraphernalia in a proper, dignified manner.
- Each individual FFA member is to realize that they are a personal representative of their school and FFA Chapter. The image of their school and chapter are reflected through and by them as an individual. Aim for and achieve excellence.

### **Amendments**

- If a student obtains multiple disciplinary write-ups including but not limited to detentions, ISS or DAEP a student's punishment (suspension, expulsion, etc.) will be at the discretion of the advisor with administrative approval.
- Throckmorton FFA Bylaws may be amended or changed at any regular chapter meeting by establishing a quorum in accordance with chapter constitution and bylaws providing it is not in conflict with the State Association Constitution or that of the National Organization.

## **OAP**

One Act Play Handbook

Eligible Participants: Students who are full time students as designated by the University Interscholastic League guidelines in grades 9-12 are eligible to participate. As of the 2016-2017

School Year, 8th grade students may serve as alternates and replace students who may no longer participate due to grades or discipline issues.

**Auditions:** Audition times will be posted on the school Web Page and Facebook Page. Students are expected to attend each of the auditions. Should the student have a conflict with the audition times, he / she is expected to make arrangements with the director ahead of time to audition. Once the director closes auditions no further auditions will be added unless the need to re-cast arises.

**Cast / Crew Size:** The cast or crew number will vary from year to year dependent upon the casting needs of the script. The UIL rules stipulate a maximum number of 15 cast and 5 crew with 4 alternates. These are the maximum numbers, but not the required number of students.

**Rehearsals, tardies, and absences:** Students will be given a rehearsal schedule once the play is cast. All students will be asked to turn in dates of prior engagements and school activities at auditions. The director will take these dates into consideration when casting and will create a rehearsal schedule that will attempt to accommodate the majority of students. If a student cannot attend a practice due to a school activity, it is the student's responsibility to inform the director in advance. If a student becomes ill and cannot attend practice, the student must inform the director as soon as possible. Students are expected to miss no more than 3 rehearsals due to a non-school related event. Students with excessive absences will be replaced with an alternate. Students are expected to be on time for rehearsals, three tardies will count as one unexcused absence. The number one consideration is for students to be considerate of the full cast and director(s) in notifying the director of their absences in advance.

**Rehearsals Memorization and Blocking:** Students will be given a deadline for memorizing lines and blocking in a scene. Should students not meet these deadlines and put the play in jeopardy, they may be replaced. This is not an ideal situation for anyone, but each of the students has a responsibility to learn the material and be prepared so that rehearsal time is not wasted.

**Critiques:** This is educational theater. The point of educational theater is for students to learn theater decorum, improve personal performance, and learn to communicate a message as a team. This process involves critique. The director critiques the students, festival judges, and contest judges critique the students. Students must be receptive to critique and willing to work with their peers, the director, and the judges with proper decorum. "They should respond toward the adjudicator with the same respect that they would give a guest teacher in a theatre arts classroom. (See C&CR Section 1034)" (High School One Act Play Handbook).

**Procedures:** Students will dress in school appropriate clothing to and from the festivals and contests. During Awards assemblies students will dress in nice clothing (Sunday dress). We will travel to and from contest as a team. Under extenuating circumstances paperwork must be completed at the school in advance of the competition. All students must attend the oral critique after contest, this is a UIL rule.

UIL Rules may be accessed at <http://www.uiltexas.org/theatre/high-school-one-act>

## UIL ACADEMICS

Students involved in UIL academics will be held by the standards to the Student Code of Conduct as well as by the guidelines set forth in this document. Practice requirements will be set by teachers of individual events.

### CHEER - CODE OF CONDUCT CONTRACT

In addition to the school policies set forth by Throckmorton Early College High School, the following rules hereby apply to all THS cheerleader/mascot candidates. Please read them carefully. Before you will be allowed to tryout, the signature portion of these rules must be signed by you and your parent/ guardian and returned to the cheer sponsor.

1. Squad members will report to **all** cheer activities on time.
2. If you will miss a practice or any cheer event for any reason notify the **coach** in advance. Excused absences are death in family, funeral, or religious holiday. Missing for work is not an excused absence. Unexcused absences will result in disciplinary action (see attached demerit system).

3. Maintain good grades. You must maintain a 70% average for each class. "No pass-No play". If a member fails the 1<sup>st</sup> six weeks and does not regain eligibility at the end of the three week period, she will be dropped from the cheer squad. If you are on a failing report, you will be required to attend school tutoring (morning, afternoon, or evening) until the next report date.
4. **Cheerleaders are role models and need to set a good example for the student body at all times (in/out of school).**
5. Work and transportation are invalid excuses for tardiness or absences.
6. Absolutely no profanity, alcohol, tobacco, or illegal drugs are tolerated!
7. Absolutely no cell phones, drinks, candy, gum, or food of any kind during practice or games.
8. If you are assigned to ISS/Suspended for any reason, you will be benched for the next cheer event.
9. If you are placed in AEP for any reason, you will be dismissed from the squad.
10. Suspension from the cheer squad during the season results in special permission by the coach in order to tryout the next year.
11. If you are kicked off/quit the squad for any reason you will not be allowed to tryout the next year.
12. All squad members must ride to and from the games unless an emergency and written parent permission is granted and approved by the coach. The member is only allowed to ride home with their parent/guardian-no exceptions! The signed note must be received before leaving the game-no late notes!!
13. Squad members will be respectful at all times to their teammates, captains, coach, and teachers. Personal differences will be put aside during the season.
14. Bring a good attitude to practice and games. Attitude is the key element to a successful squad.
15. Members must participate in all money making projects. No exceptions! Members must turn in money at the respected due date, participation in cheer activities will not be allowed until money is turned in!
16. Squad members must remain in the assigned cheer section except for one break to be determined by the coach.
17. Always present yourself in a positive manner, promote good sportsmanship. Be respectful and courteous to opponents and their supporters as well as any guest.
18. Absolutely no horseplay during games will be tolerated!
19. Cheerleading is not over after football. Failure to complete all your cheerleader responsibilities during basketball season will result in possible removal from the squad and not being able to tryout the following year.

I have read and understand the requirements and responsibilities of a cheerleader/mascot and I agree to abide by these requirements. I understand these requirements are the same for everyone.

Student Signature

Date

Parent Signature

Date

## Throckmorton Collegiate Independent School District

### Student drug-Testing Notice of Intent

#### Consent Form

Student's Full Name (Last, First, Middle) \_\_\_\_\_

Student ID Number \_\_\_\_\_

Each Student in grades 6-12 participating in the drug-testing program as a participant in an extracurricular activity shall be required to read and sign this form, and have a parent or custodial guardian read and sign the form. The parent or guardian alone may sign the form to allow other students to participate on a voluntary basis. Before the student is eligible to practice or participate in any extracurricular activity, this form must be on file. To remove a student from the voluntary program, written notification must be received from the parent or custodial guardian.

I understand after having read the Throckmorton Collegiate ISD Student Drug Policy and this Drug-Testing Notice of Intent and Consent Form that, out of concern for my safety and health, the District enforces the rules applying to the use of illegal drugs. I realize that the personal decisions that I make daily in regards to the use of illegal drugs may affect my health and wellbeing, as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use of illegal drugs, I understand that I will be subject to sanctions outlined in the policy

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

We have read and understand the Throckmorton Collegiate ISD Student Drug Policy and this Drug-Testing Notice of Intent and Consent Form.

We desire that \_\_\_\_\_ participate in the drug-testing program offered by the District, and we hereby agree for him or her to be subject to its terms. We agree that the District may select the drug-testing methodology when screening for illegal drug use. We further agree and consent to the reporting of the results as provided in the program.

Signature of Print or Custodial Guardian \_\_\_\_\_

Date \_\_\_\_\_

**ACKNOWLEDGEMENT/RECEIPT OF HANDBOOK**

I, \_\_\_\_\_, acknowledge receipt of this handbook and agree to abide by the Student Code of Conduct and the Extra-curricular Handbook for the calendar year of 2018-2019.

I realize that I am bound by these standards whether it be summer time, school holidays or while school is in session.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Travel Request Form

Date of Contest: \_\_\_\_\_ Location of Contest: \_\_\_\_\_

I, \_\_\_\_\_, am requesting that my son/daughter,  
(parent name)

\_\_\_\_\_ be allowed to ride with me after their  
(student name)

**contest has concluded.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_