

Unleashed Dance Team 2020-2021 Handbook

Distance Learning

Burbank High School

902 N Third St.
Burbank, CA 91502
(818) 558-4700 x55910
amandasandifer@burbankusd.org
www.burbankhigh.dance



Principal
Assistant Principal of Activities & Athletics
Athletic Directors
Dance Directors

Thomas Crowther
Brian James
Bruce Breeden & Patrick McMenamin
Amanda Sandifer & Mojgahn Emamjomeh

Purpose & Mission

It is the purpose of the Burbank High School Dance Team, Unleashed, to demonstrate dance as a positive vehicle for individual growth and expression, be the leading competitive level in our Dance Program, promote school spirit, provide entertainment at ASB events, and represent the campus and community in a variety of performance environments.

The mission of Unleashed is to provide members with a successful and meaningful educational experience through the art of dance. Team members will have personal goals of high academic achievement, improving dance performance and choreographic ability, learning effective time management, developing strong communication skills, implementing healthy fitness and nutritional practices, building strong core values, and forming lifelong relationships.

The success of Unleashed is formed through a commitment from the members, parental involvement, and support from experienced dance professionals. The members will exhibit good sportsmanship as well as positive attitudes towards the director, other dance instructors, BHS faculty and staff, fellow team members, competitors, schoolmates, volunteers, and parents. Participation and selection on the team is an elective option for students and not required for graduation. As such, it has additional responsibilities to be upheld above and beyond general school program requirements. Those not meeting the requirements will be removed from the team – and will receive a drop fail from their Dance Production class.

Eligibility & Requirements

A. Each year between 25-30 members are selected for the Unleashed Dance Team by audition only. Every spring, an open audition is held for *all currently enrolled BHS students and incoming freshman*. The audition process includes an application (with a copy of an updated physical from a doctor), confidential teacher recommendations, and live dance audition. Each candidate's dance ability, skill level, cooperation, effort, and attitude are taken into consideration along with the candidate's behavior and academic record/trends (average of teacher recommendation scores account for 25% of an applicant's score). At the audition, dancers may complete movement across the floor, and those who show high or exemplary skill will be invited to learn and perform two separate dance combinations. Input from a panel of outside, adult judges secured by the director is used to rank each candidate solely on talent exhibited during the audition (makes up 75% of an applicant's score). A candidate may be called back for an additional skills test for the director to further examine technical elements. The director then cross-examines these rankings with the aforementioned criteria, and the top candidates are invited to be members of Unleashed. **ALL DIRECTOR DECISIONS ARE FINAL.** More detailed information regarding the auditions will be issued during the spring semester.

B. In the fall, alternate auditions are held for *any transfer students* who express an interest in becoming a member of Unleashed. To accommodate the BHS Counseling Office, the director may conduct a modified audition process similar to what is explained above, to screen each candidate.

C. Members are required to enroll in the Dance Production class (for the present school year, Dance Production meets during zero period). This class can count for Physical Education or Fine Arts credit, and members are expected to abide by the class guidelines outlined in the syllabus. It is expected that members leave after school open for team rehearsals during 6th period and after school

(Monday-Wednesday, 3:15-5pm). Members must block out absent dates in advance, and are allotted three absences per semester. **All class meetings are considered rehearsals, including zero period and after school.** Excessive absences, tardies, or non-suits may result in a member not participating in performances, non-representation of Unleashed, or the member's dismissal from the team.

D. Members are required to complete district-mandated paperwork, plus an annual physical exam, in order to participate with an athletic or performance high school team. Per school policy, a completed physical must be on file in the BHS Office of Activities & Athletics by the start of any summer or fall activities. **A member is not cleared to fully participate in Unleashed-related events until his/her paperwork and physical exam are filed in the BHS Activities & Athletics Office.** Any members who are not cleared may not be able to participate in scheduled events or performances, and the director is not obligated to place them in these routines until they meet the physical and district requirements.

E. Members are expected to maintain a **grade point average of 2.0 each semester per school policy.** The Activities & Athletics Office will present the director with an ineligibility list after each grading period. The director will follow district/school policy for probation and ineligibility, and in the event that a dancer falls on this list, they will not be eligible to participate in any performances, competitions, etc. until cleared by the school. The director will present opportunities for members to seek the support and resources they need to be successful, as well as reach out to parents if necessary. A semester GPA of less than a 2.0 is unacceptable and will be grounds for probation for the following semester and/or dismissal from the team at the director's discretion.

F. **If a member is put on probation and/or ineligible (by the school or the director),** this means that in accordance with school policy, he/she is not eligible to participate in performance events for Unleashed until cleared by the director or the administration dependent upon the nature of the probation. He/she is still required to attend all Dance Production classes/rehearsals, and fully participate, unless otherwise stated by the director. He/she is also expected to attend any performances in full uniform with a supporting attitude towards his/her teammates. The director may choose to postpone a member's removal (if from probation) from a performance if it is in the best interest of the team as a whole. Probationary periods will be set by the director and will vary based on the severity of the situation. When a probationary period is completed, the member must show evidence or improvement in the disciplined area or he/she may be dismissed from the team at the director's discretion. See the **Conduct** section for a list of infractions that could result in probation.

G. **If a member is out on an injury,** he/she is still required to attend all classes, rehearsals, and performances with an attitude of support for his/her team members. Based on the nature of the injury and/or the doctor's orders, the member will be given alternative assignments and tasks at the director's discretion to best prepare him/her for their return. When a member is ready to return to physical activity (dance), a doctor's written approval is required per school policy. If the director does not feel it is in the best interest for the member to participate, despite the doctor's clearance, the athletic directors may be notified, and the member and his/her parent have the right to a conference with both parties to discuss the director's rationale. The director's decisions regarding a member's return to dance are final.

H. Members are expected to **maintain good citizenship marks and attendance each semester.** If a member receives two or more negative citizenship marks in a grading period, he/she will be contacted by the director, his/her parent may be contacted, and he/she may be placed on probation. If a member has excessive unexcused absences and/or tardies in any class, the same procedure will apply. A student with

8 or more non-suits will automatically receive a “U” in citizenship (department policy). A student with 8 or more tardies will automatically receive a “U” in citizenship (school policy). Continual problems in both of these areas without any signs of effort or improvement from the member could result in his/her dismissal from the team at the director’s discretion.

I. Members are expected to **attend all team activities and events (including but not limited to rehearsals, performances, competitions, and annual dance concerts)**. A schedule of these activities and events will be given in advance.. Members are required to block out dates & notify the director of any conflicts as soon as possible. *For unexpected conflicts or emergencies, the parent is required to contact the director for his/her child’s absence.*

J. There will be other non-graded opportunities to perform on campus or in the community, and the director will notify members and parents of these opportunities as they arise (for example, Bulldog Buddies routine is a collaboration between Unleashed and the Special Education program at BHS. This routine is included in our annual Spring Dance Concert and rehearsals start in January, once a week, at lunch). These opportunities may or may not be mandatory for the team, and the director will make the expectation clear. If the performance is classified as mandatory for the team, then all members are expected to attend, and the policies and procedures outlined in this contract will apply. If the performance is optional, it can be counted towards Dance Service/Volunteer Hours (see below paragraph for details). Dancers will accumulate hours for various mandatory/graded performances at the discretion of the director, such as BHS Dance Parent Meeting performances.

K. Members are expected to complete 10 hours of outside of school dance service hours/volunteer hours (5 hours in Fall & 5 hours in the Spring). Online classes taken in the summer will go towards the fall hours.

L. Any member who quits the team during the school year is required to sit out one calendar year before re-auditioning, unless the director gives prior approval. Any member who is dismissed from the team by the director or the administration during the school year is not permitted to audition in the future, unless the director gives prior approval. In the case of a vacancy on the team during the season, the director has the authority to fill the spot as needed.

Conduct

A. Members are responsible for knowing all school rules and policies. All school rules and policies imposed on any Burbank High School student will be imposed on members of Unleashed.

B. With the popularity of social networking, it is expected that all members refrain from online postings that portray inappropriate behaviors, activities, or comments related to his/her involvement with Unleashed or Burbank High School.

C. Per school policy, smoking or illegal substance abuse (including alcohol) is not allowed at any time either on or off campus.

D. Excessive public displays of affection are never considered appropriate while in a dance team uniform, or in a situation when Unleashed is rehearsing or performing.

E. Members are expected to attend school on the day of performance events. If a member is absent from any class period (depending on the nature of the absence and readiness of the member to perform in the event), the director will determine a member's participation.

F. Members and parents should abide by the "24-Hour Rule," which means that after all major performances, competitions, or auditions, 24 hours must pass before contacting the director. This rule is to ensure that communication between members, parents, and the director stay positive, healthy, and respectful. For all other instances, members are encouraged to contact the director through email to set up an appointment to discuss personal questions, issues, or concerns regarding his/her involvement with the team.

G. The director will keep a record of each member's standing on the team. Below is a list of common minor infractions that prevent a member from maintain a "good standing" on the team:

- Excessive absences or tardies to Dance Production or Unleashed rehearsals/events
- Negative comments or attitudes
- Inappropriate or disrespectful behaviors towards oneself, director, or teammates
- Poor effort during rehearsal
- Use of personal electronic device during rehearsal without permission
- Missing deadlines for costume returns
- Missing make-up fitness/conditioning session
- A letter grade of "F" on a 5 week grade report (in any class)
- A citizenship mark of "U" on a 5 week grade report (in any class)
- Not being prepared for rehearsals
- Not being prepared for conditioning days
- Not keeping a clean dance space (trash or belongings left in gym, hallways, dance room)

H. A member may be put on probation, which means he/she is exempt from performance opportunities and may be given an alternative assignment, for the following major infractions:

- GPA drops below 2.0 at the semester grade report
- A citizenship mark of "U" at the semester grade report
- Receiving a discipline referral
- Receiving a suspension
- Excessive unexcused absences or tardies to Dance Production
- Excessive non-suits in Dance Production and/or rehearsals
- Excessive unexcused absences from mandatory rehearsals and/or performances

I. Students and parents will be kept informed of problem situations, and severity of offenses or repeated offenses may result in additional consequences. Since all situations may not be foreseen and thus outlined here, each will be dealt with in a manner decided upon by the director, with assistance from the administration, if deemed necessary. All conduct issues will be dealt with according to the BHS Discipline Policy and students will face disciplinary action; which could include suspension and/or removal from the team/Program.

Team Apparel & Fundraising

Please take note that it is a dancer's responsibility and a requirement to wear the proper uniform/costume at all times.

A. Uniforms & Apparel

- a. All members will be provided team apparel for the 2020-2021 school year, funded by the BHS Dance Program. Performance shirts should not be worn to Dance Production and/or rehearsals (unless approved by the director).
- b. Apparel must remain intact and in good condition all year. These shirts are intended for members to wear and it is expected that they will stay in the member's possession until the end of the year. If required apparel is lost or stolen it is a dancer's responsibility to purchase another item (at the price given by BHS Dance Program).
- c. Additional uniform and/or team items may become available by the BHS Dance, and these items will be optional and not required for members to purchase. Depending on the item, costs will range from \$10-60.

B. Costumes

- a. If the BHS Dance Program provides a member with a costume, then it belongs to the BHS Dance Program, and it must be returned. There will be a system for checking out and checking in costumes. If a costume is lost or stolen, it is the member's responsibility to replace it at his/her own expense. If a costume is damaged and it was not the fault of the member, he/she has 48 hours to report this damage to the director. The incident will be probed and the conclusions will be reported to the member and his/her parent. If the conclusions support the accidental damage, no fees will be charged to repair or replace the damaged item.
- b. Members may be responsible for providing personal items such as makeup, dance shoes, socks, tights, undergarments, etc.
- c. Members may be required to wash a costume after it has been used and worn. The member is responsible for following the directions for laundering the costumes and for any damages that may ensue. Members are expected to turn in clean costumes after a performance on the day the director specifies.
- d. **Members are expected to meet the deadline for costume returns.**

C. Fundraising

- a. The director will be organizing several community-based fundraising opportunities to help support the various needs of Unleashed. Participating in these fundraisers is optional, however students will receive Dance Service/Volunteer Hours. These activities are part of our "team-building" time together and are designed to promote fellowship and personal relationships. For the value of building friendships and having fun, we highly encourage all team members to join in the fundraising/performance opportunities. Some of our fundraisers are listed on the next page, and more may be added throughout the year.
- b. There will also be efforts made by the BHS Dance Parent Fundraising Group, director, and team members to seek grants and donations from community businesses and organizations. These funds will be placed in the ASB/Dance trust account and may be used for various expenses involving the team.

D. Donation Forms

- a. It is the director's pleasure to provide a fun and enriching dance experience for all team members. This experience includes team apparel, costumes, competition entry fees, transportation costs, guest choreographers, master classes, summer intensive, and other expenses. To provide such an experience, it costs roughly \$30,000+ for a team of 20 members. Members will make a \$350 yearly member fee/donation (payments will be accepted in lieu of the full amount up front). Any financial contribution is greatly appreciated, as we strive to build the success of Unleashed on campus and within the community of Burbank. Donating your time and energy is another great way to support our Program.

Types of Routines & Performances

A. There will be four kinds of routines available to all members of Unleashed (ALL IF APPLICABLE DURING DISTANCE LEARNING):

- a. Graded Dance Production class routines for pep rallies (See Dance Production syllabus for grading policy)
 - There will be three class routines for pep rallies (fall, winter, & spring). Members who maintain in "good standing" and meet the guidelines in the syllabus and this contract, may be given the opportunity to be in these routines. An alternate assignment may be issued for excused absences only. For these routines, there are several sections that may be whole group, small or large groups. Not all members are guaranteed placement in these sections. Placement may be based off of a member's current standing on the team, grade level, effort, energy, skill level, commitment, etc.
- b. Graded Dance Production class routines for the Fall Dance Festival and/or Spring Dance Concert (See Dance Production syllabus for grading policy) and/or Competition routines:
 - All members have the opportunity to be cast in at least one large group routine (for each show), and participation in this routine will be graded. Members not placed in pieces due to their standing will be required to tech the show.
 - Members may be selected or may choose to audition for medium or small group routines (for shows and competition). By auditioning for a medium or small group routine, a member is making a commitment that may involve outside of school rehearsals.
- c. Non-graded optional routines by invitation only
 - The director may invite any member to be in this type of routine based on his/her daily quality of participation, work ethic, and dance skill set. These routines may have extra outside of school rehearsals that will be coordinated by the director and selected members. A member can deny any invitation to be in this type of routine without penalty. These routines may or may not attend dance competitions, and they will likely be included in the Fall Dance Festival and annual Spring Dance Concert.
- d. Special Act routines by audition only
 - For the Fall Dance Festival and the Spring Dance Concert, members may choose to audition special acts. Special acts are originally produced routines, choreographed and arranged by students that may be presented as solos, duets, trios, small groups, medium groups, or large groups. They are dance-based, and they may include students who do

not attend BHS. Guidelines for Special Act routines as well as the audition process are given in more detail at a later date.

B. Any type of routine is eligible to attend a competition outside of school as the director sees fit. Plans to attend a competition will be discussed in advance with the members and parents involved in this opportunity.

C. Members are expected to be attentive and cooperative when learning any routine. All members are expected to practice what is learned in rehearsal, on their own, before the next meeting. If a member misses a rehearsal, he/she is responsible for learning what he/she missed. He/she is also not guaranteed their desired spot in the formation nor the opportunity to perform that routine in an upcoming event due to their absence, be it excused or unexcused.

Rehearsals & Technique Classes

A. Team rehearsals are held after school every Monday, Tuesday, and Wednesday (any time from 2:30-5pm) in the dance room, unless otherwise informed by the director. If a member misses rehearsals without previously blocking out the date with the Director, their Dance Production grade will be affected.

B. Missing class or scheduled outside of school rehearsal the day before an event may result in the individual not performing in that event. Members are expected to be present for the entire length of class and/or scheduled rehearsal.

G. Members are encouraged to not schedule routine dental, doctor, or other appointments that may conflict with Dance Production class meetings or scheduled outside of school rehearsals.

H. Members must block out absences to after school rehearsals in advance (three absences allowed per semester). Members must contact the director via e-mail whenever an unexpected absence occurs, either from class or scheduled outside of school rehearsal, within 24 hours of the absence. Failure to do so may result in removal from the routine or performance event. If a Dance Production class meeting or scheduled outside of school rehearsal is missed without proper notification, the member may be placed on probation at the director's discretion.

I. Members can be dismissed from the team if he/she has excessive non-suits, absences, and/or tardies from class, scheduled outside of school rehearsals, performances, and/or other team events/activities. **The director's decision to dismiss a member is final.**

J. Members are expected to dress out for class in accordance with the Dance Production Dress Code outlined in the course syllabus. For scheduled outside of school rehearsals, members are expected to follow the same dress code unless otherwise notified. Street clothes or shoes are never acceptable (except during lunch).

BHS Dance Parent Volunteer Policy

A. Unleashed is successful in large part to the BHS Dance Fundraising Committee and parent volunteers. It is necessary to develop a strong group of parents who assist in a variety of dance team needs, and we welcome any interested parents to join our planning meetings and work with the director throughout the year to make each team member's experience positive and meaningful. For Distance Learning, we will have several Zoom meetings TBA to give updates with the Program, and we hope you will be available to join.

Communication, Social Networking & Video/Photography Release

- A. The BAND App will be used for students & parents, as one of the team's primary forms of communication. This is where you will find the most up-to-date calendar and rehearsal schedule.
- B. It is expected that all members and parents provide at least one working e-mail address to the director. Any changes in member or parent contact information must be reported immediately to the director so as to not miss any important team information.
- C. All Dance Production students will be required to sign up for Google Classroom.
- D. All information and documents related to BHS Dance are available on our website, www.burbankhigh.dance.
- E. All members will be videotaped periodically throughout the year for learning & production purposes. Students will be videotaped during rally performances and the annual dance productions, which may be available on a social media, and potentially posted to the BHS Dance Program website.
- F. The director and/or students may post performances to social media accounts such as Instagram, Facebook, Twitter, YouTube, and the BHS Dance Program website. **Please note, when posting video, all videos/performances should be posted with NO sound/music due to copyright infringement issues (this applies for all students, parents, and directors).**

Please complete your digital signatures online at: <https://bit.ly/digsigcontract>