MINUTES OF THE MEETING
Hamburg School Board
S.P. Portis Administration Building
Monday, February 13, 2017

The Hamburg School Board met on Monday, February 13, 2017, at 6:00 p.m. at the S.P. Portis Administration Building for its regular meeting. The meeting was called to order by the President, Bryan Hollis. The roll was called. Present were Mike Hartley, Maggie Ware, Bryan Hollis, Shawn Hickman, Jim Wells, Suzanne Singleton, and Debbie Jackson. Hollis welcomed the persons present.

MINUTES OF JANUARY 9, 2017, SPECIAL CALLED AND JANUARY 9, 2017, REGULAR MEETING:
M/S (Wells/Hartley) to approve, accept and file the minutes of January 9, 2017, Regular and Special Called meetings. Motion passed 7-0.

FINANCIAL REPORTS FOR PERIOD 7 OF 2017:
Dyson and Streeter addressed the financial reports for Period 7 of 2017. M/S (Hickman/Hartley) to approve, accept and file the financial reports for January, 2017. Motion passed 7-0. Streeter announced that over $9,000 in Foundation grants were given. The district also got back the Chamber banquet and the football banquet.

SPECIAL RECOGNITION BY THE BOARD:
Dyson recognized district counselors for the job they do for our students. HMS 6th grade robotics students demonstrated robots built first semester. Gabbie Chandler, district band director, recognized students for: 18 made honor band of which 7 qualified for all-state, 2 qualified for alternate all-state, and four qualified for four states bands. The regional archery tournament was held in Hamburg this past Saturday. They will be recognized at a later date when all of the scores have come in.

REPORTS AND RECOGNITION BY SUPERINTENDENT:
A. Report from Building Principals and Administrators
   Spradlin-HMS-Parent/Teacher Conference last week went well with 277 parents-69% participation. The Regional Archery tournament was held at HMS this past Saturday. HMS Archery team came in 4th place. Representatives from the State came to see about putting an EAST lab in HMS. Several Foundation grants were awarded. The new curtain has been installed in the cafeteria. Two grants from Career Technical Education and Project Lead the Way have been awarded to HMS.
   Keith-Special Education-The district will have to hire another Speech Therapist next year.
   Adams-HHS-Parent/Teacher conferences were well attended, 260 signed in. The archery team did well at the regional tournament. Seniors participated in a Reality Fair put on by Timberline Credit Union. Grateful for the Foundation grants awarded. Getting ready for testing. Participating in career planning for students with Campbell Wilkerson. The annual FAFSA night will be Thursday to assist students and parents. The committee that is making sure the proper emergency procedures are in place met after last month’s Board meeting and are meeting again tomorrow.
**Hammond-Noble/Allbritton**-Students participated in a Heifer International project and raised over $100. There was 85% participation at Parent/Teacher conferences. 100% parents will be conferenced with by the end of the week. Teacher Cadet students are helping students with science projects. Archery did great. Thankful for the Foundation grants received. Valentines parties will be tomorrow at 12 noon.

**Dunbar-Special Programs**-Everything is going well with Federal Programs. Next month the 2017-18 calendar will be presented.

**Campbell-ALE**-Everything is going well. There are 3 females and 5 males enrolled with 3 seniors.

**Rosen-Athletics**-Junior High basketball tournament was in Warren. Senior High district tournament will start Wednesday at Pine Bluff Convention Center. Baseball will start February 23, Soccer on February 24, and Softball on March 3.

**Streeter-Finance/Child Nutrition**-A District-wide School Improvement meeting was held last week with community leaders and law enforcement in attendance. The mayor is teaming with us to do some projects.

**Davis-Transportation/Maintenance**-Buildings are in great shape. A sink hole was discovered at the Middle School. Preventative maintenance has drastically decreased due to the new lights that were installed. Currently working on bus camera issues. The red SUV is in constant need of repair.

**B. Special Presentation from Entergy-Brian Craig of “CLEAResult”**
Brian Craig presented a $101,567.40 check for our participation in the Lighting Project. The new lights are reducing our energy costs.

**C. Discussion of Wilmot Property**
James Hamilton presented and explained the City of Wilmot and Slacke Legrande deeds and surveys. We are waiting on the appraisal to come back. M/S (Wells/Jackson) to go forward and finalize paperwork in March. Motion passed 7-0.

**D. Discussion and review of Hamburg School District Legislative Audit ending June 30, 2016**
Dyson reviewed the two audit findings found by Legislative Audit ending June 30, 2016, and the action that has taken place to correct the findings.

**E. ASBA Model Policies, Dunbar**
Dunbar presented amended policies 3.28, 3.28F, 3.31, 4.15, 4.45, 4.51, 5.29, 7.5, 7.17, 7.24, 8.22, 8.22F, 8.28, and 8.6. M/S (Ware/Singleton) to adopt amended policies as presented. Motion passed 7-0.

**F. Cheer Constitution Revision, Griffin**
Cheer tryouts will be held Friday before Spring Break. Rose Hamilton presented revisions to the Jr./Sr. cheer constitutions. (See attached) M/S (Wells/Ware) to approve revisions as presented. Motion passed 7-0.

**G. Child Nutrition Report and Request, Tracy Streeter**
Streeter is working with the City of Wilmot on a summer feeding program for Wilmot students. Participation is suffering in the cafeterias. She has been doing research and surveying students. Two
cafeteria managers, Carmen Smith, and Streeter visited Sysco last week to work with their chef on menu changes. Changes will start tomorrow. We have to improve our presentation to increase participation. A-la-carte items will be introduced at HHS and HMS soon. Possible offering smoothies one day a week and parfaits one day a week to begin. Streeter asked to be allowed to open the position of Child Nutrition Director to begin July 1. Discussion followed. M/S (Wells/Hickman) to allow director search to begin. Motion passed 7-0.

H. Request to revisit A/B Block Scheduling, Dyson and Adams
Dyson and Adams reviewed bell schedules, lunch schedules, course offerings, and the master schedule of changing to a seven period day. Discussion followed. M/S (Hickman/Ware) to leave block scheduling as is. Motion passed 5-2 with Wells and Hartley voting against it.

I. School Board Legal Liability/General Liability-Out of Arkansas Coverage Renewal
Dyson presented School Board Legal Liability/General Liability errors and omissions policy for renewal. M/S (Singleton/Hartley) to accept renewal as presented. Motion passed 6-0 with Hickman out of the room.

J. Contract Disclosure Form
Angela Maize submitted a contract disclosure form due to her husband being an AAA referee at district sporting events. M/S (Singleton/Hartley) to approve the disclosure form as presented. Motion passed 6-0 with Hickman out of the room.

SPECIAL BUSINESS BY THE BOARD:
The current Student Acceleration policy gives students the opportunity to graduate early. Discussion followed and the current policy was reviewed. Parameters were discussed to possibly add to the policy.

SET DATE FOR THE NEXT BOARD MEETING:
The next regular meeting is scheduled for Monday, March 13, 2017, 6:00 p.m. at the S.P. Portis Administration Building.

PERSONNEL:
After executive session the following recommendation was made:
- To accept the resignation of Tracy Streeter as Child Nutrition Director/School Improvement specialist on June 30, 2017;
- To accept the resignation of Summer Robertson as high school English teacher/yearbook sponsor/drama on June 30, 2017; and
- To hire the attached list of administrators for the 2017-18 school year.
M/S (Wells/Hickman) to approve the recommendations of the superintendent. Motion passed 6-0 with Ware out of the room.
M/S (Wells/Hickman) to adjourn the meeting at 8:52 p.m. Motion passed 6-0 with Ware out of the room.

_____________________________ ___________________________
Bryan Hollis, President Maggie Ware, Secretary
February 13, 2017

RECOMMENDATION

I recommend the following administrators for employment in the Hamburg School District for the 2017-18 school year:

Doretta Griffin
Bob Davis
Donald Rosen
Nick Adams
Michelle Dunbar
Tricia Johnson
Tim Oultaw
Cristy West
Willie Campbell
Kandi Keith
Chris Hammond
April Adams
John Spradlin
Angela Maize
Penny Woods
(Tracy Streeter has already been hired as Superintendent)

Sincerely

Max N. Dyson

Equal Opportunity Employer
Hamburg High School
Cheerleading/Mascot Constitution
(2017-18) PROPOSAL

Article I: Name

The name of this organization will be Hamburg High School Cheerleaders.

Article II: Purpose

The purpose of this organization shall be to:
A: Promote school spirit and sportsmanship.
B: To provide an extra-curricular activity for participants
C: Provide entertainment and support of school events
D: To serve as good examples of citizenship, sportsmanship, fair play, & academic achievement.
E: To provide opportunities to be creative, show leadership abilities, increase skills, increase scholarship opportunities & to work diligently for the sake of Hamburg High School

Article III: Requirements for Membership

1. Students must currently meet and continue to meet the Arkansas Activities Association and Arkansas Department of Education guidelines.

2. A student must be regularly enrolled student on the first student day of the spring semester before he/she will be eligible for membership.

Article IV: Rules and Regulations

1. Members and parents must attend the introductory meeting upon election to review constitution and elect officers. Parents and members must sign a form stating that the constitution has been reviewed and they agree to abide it.

2. Members are expected to be at each scheduled activity. He/she must have own transportation to all practices or events (unless out-of-town).

3. Members must ride to and from all away games on transportation provided by the school. Special circumstances will be considered by the sponsor and should be discussed with the sponsor at least 2 days prior to the event. Members may NOT be signed out by any adult other than his/her parent/guardian.

4. Members may not wear fake fingernails or grow fingernails past fingertips. Only clear nail polish may be worn with uniforms.

5. Members should try to avoid activities that would prevent their attendance at practices or performances. If conflicting school activities occur, arrangements should be made directly with the coach prior to the activity dates.

6. If conflicting school activity practices occur (i.e., basketball, track, etc.), members will divide their time equally between the conflicting practices. Any special circumstances will be discussed between the coaches.

7. "Off time" will be during half time only of both football and basketball games.
8. Members will not be able to participate in pep rallies, practices, or games if they did not
attend classes that day unless arrangements are made with the cheer coach and principal in
advance. (see student handbook policy)

9. Demerits will be given for failure to obey the rules. A copy of this list is included in this
constitution (Article XVI).

Article V: Tryouts

1. Students wishing to be a member of the cheerleading/mascot team will sign up in the
spring for the following year. They must meet all requirements to become a member including a
grade point of 2.0 for the previous semester.

2. Any cheerleading/mascot member dismissed from the team or who quits the team,
forfeits his/her right to try out for the junior high or high school squad the following school year.

3. A student will not be allowed to try out for cheerleader/mascot if they have been assigned
to in school suspension more than 1 time or have an out of school suspension during the current
school year.

4. Students must currently meet and continue to meet the Arkansas Activities Association
and Arkansas Department of Education guidelines.

5. The cheer team will consist of two sophomores, two juniors, two seniors, and six chosen
at large. If two are not chosen from any grade level, a cheerleader from that grade level will be
chosen. They must be in the top 20% of the remaining candidates to qualify. In the event there is
no one from the grade level who qualifies, the top twelve will be selected in rank order.

6. All students trying out for cheerleader/mascot must turn in a permission form, a medical
release signed by their parent or guardian and a complete physical from a physician. This must
be turned in prior to the first day of tryout practice.

7. Any student who owes cheerleader/mascot fees will not be allowed to tryout until all fees
are paid in full.

8. Instruction time will be Monday through Thursday 3:30-5:30 pm. Tryouts will be Friday
beginning at 4:00 pm. The junior high will be first with senior high and mascots to follow.

9. No student will be denied the opportunity to try out if he/she misses any of the instruction
days.

10. Dress for practice will be tennis shoes, shorts and a t-shirt. Dress for tryouts will be white
tennis shoes, dark plain black or purple shorts and a plain white t-shirt. Hair should be pulled
back out of face and bow, if worn, shall be wireless, single color and no wider than 2”.

11. The school will video the tryout material on the first day of instruction and will provide a
copy of the instruction video to all tryout candidates. The video will be given to the candidates by
the end of the second day of instruction. The video is only a tryout aid. There may be small
differences in the video and the live instruction.

12. No one is allowed in the gym during days of instruction except the instructors,
candidates, cheer coaches, administrators, and equity coordinator.

13. The equity coordinator and cheer coaches shall be in charge of tryouts. The judging form
and tabulation process will be devised by the equity coordinator and cheer coaches and
explained fully to students and parents at an orientation meeting prior to tryouts. Three members of the community at large will tabulate scores.

14. A tie for the final position must be broken. Tied candidates will repeat their tryout routine and be scored again by the judges.

15. Candidates may view their scores in the presence of a parent beginning the first week of school following tryouts but not after the last day of the school year. Scores may be viewed in the principal’s office and may not be taken home.

16. The equity coordinator and cheer coaches shall be in charge of selecting a panel of three judges. The judges shall be persons from out of town who have experience and understanding of cheerleader qualifications. Deliberate contact with judges prior to tryouts by participants, parents, or guardians shall result in elimination from tryouts.

17. Tryouts shall not be open to the public. Only candidates, judges, administrators, and cheer coaches shall attend.

18. Results will be posted on the Hamburg School District home page at www.hsd lions.org

Article VI: Officers

1. A captain and co-captain will be chosen by secret ballot by the team members selecting in rank order 3 candidates (#1 will receive 3 points, #2 will receive 2 points and #3 will receive 1 point). The candidate with the most points will be named captain and second highest points will be named co-captain.

2. Only cheerleaders with one full year of cheerleading experience at HHS will be candidates for captain or co-captain. In the event of a tie, a run-off election will be held.

3. If the captain or co-captain fails to perform their designated duties or show lack of leadership ability, the cheer coach and/or principal can relieve him/her of office. If the captain is relieved of duties, and the co-captain is eligible for the position of captain, he/she will assume the position of captain and a new co-captain will be elected. If the co-captain is ineligible to be captain, an election will be held for the captain position. In the event there are no eligible candidates, the squad will vote based on the “qualification for captain and co-captain”.

4. Qualifications for Captain and Co-Captain
   a. Must be a leader
   b. Must treat all members equally
   c. Must make decisions that are best for the team
   d. Must be willing to devote the time and effort which this position of honor will demand
   e. Must work together with other elected officer

5. Duties of Captain
   a. Call all practices with the approval of the cheer coach
   b. Delegate responsibilities to other members of the team
   c. Call cheers during games, pep rallies, performances or designate another member to
d. Be in charge of each pep rally and provide a copy of pep rally schedule to band director, principal, and coaches
   e. Notify members of information passed down from cheer coach at least one day in advance
   f. See that materials are purchased and ready for use (paper, paint, paint brushes, etc.)
   g. Report to and discuss cheerleading activities with cheer coach weekly
   h. Work to maintain team unity
i. Be responsible for keeping a handbook, list of cheers, chants, and other important cheerleading material
j. Take any problem among the team to the cheer coach
k. Make schedules for painting signs at the beginning of the new season (all run-through signs must be ready and stored by the beginning of school—except for the extra homecoming sign).

6. Duties of Co-Captain
   a. Be in charge any time the captain is absent
   b. Be in charge of the run-through signs for football games
   c. Appoint help as needed
   d. Oversee preparation of skits during pep rallies
   e. Assist in planning homecoming and delegate responsibility
   f. Assist in pep squad training (if applicable)

7. Any member who has 6 or more demerits will not be a candidate for captain or co-captain the following year.

Article VII: Summer Camp

1. The cheer coach and team will make the decision regarding the summer camp attended within a 325 mile radius with the approval of the athletic director, principal and superintendent.

2. All team members must attend camp as well as other educational activities designated by the cheer coach. Failure to attend camp will result in automatic dismissal from the team. Exceptions for unusual circumstances will be considered by the cheer coach.

3. If an out-of-town camp is attended, members will provide their own camp clothes. These will be uniform and ordered as a group.

4. If a member goes to camp that is financed by the school/team and that member quits or is dismissed from the team before the year is out (day of tryouts), he/she may be responsible for reimbursing the school/team. If any member is sent home from camp because of a rule infraction, he/she may be required to reimburse the school/team if he/she has not completed the required fund raisers.

Article VIII: Uniforms

1. Each member will be assigned required uniforms that are provided by the organization. The procedures for care and maintenance of the uniforms will be provided in written form when assigned.

2. All alterations must be done by the coach's approved and designated tailor. Unauthorized alterations could result in non-performance, sit with coach in bleachers and will result in an unexcused absence when that uniform is worn. Top must overlap the skirt with no stomach visible. Skirt length must be at least 3" of fabric below the buttocks. Failure to have skirt at appropriate length will result in cheerleader being "sat out" with coach plus Demerit 6t will apply, unexcused absence resulting in 4 demerits.

3. Each member is responsible for expense of uniform in the event of noticeable stains or damage beyond normal wear and tear while in their possession.

4. Members may not wear uniforms to any unofficial cheer activity. Uniforms are to be worn for official functions only. When uniforms are worn during the school day, leggings must be worn with the skirts.
5. Personal items relating to uniforms will be purchased by each member. These items include socks, shoes, bloomers, leggings, warm ups, poms, ribbons, etc. that cannot be passed on to the next team. Cost will be discussed during the parent/candidate tryout meeting prior to tryouts.

6. All items ordered must be paid for in full before receiving the items. (One-half is due when ordered and the balance is due by May 31. The team member will not be allowed to participate in camp, pep rallies or games. This absence will be treated as an unexcused absence.

7. At the end of the cheer season or if a cheerleader/mascot quits the squad or is dismissed from the team, uniforms must be turned in to the cheer coach within two weeks or be billed for the uniforms.

**Article IX: Homecoming**

1. Cheerleaders/mascot will be responsible for conducting homecoming activities.

2. Members will be delegated responsibility during these activities that they will be expected to carry out.

3. Failure to work on homecoming will result in double demerits.

**Article X: Practices**

1. A tentative schedule of practices will be set up before the season begins. Practices may be added or deleted as needed. Sunday practices cannot be mandatory.

2. Practices during school will be scheduled as needed. Every team member will be responsible for attending all practices.

3. In the event the cheer coach is not able to attend practice, a school employee may be designated to conduct practice. However, the team may **NOT** stunt or tumble at any time in the cheer coach's absence.

4. Any member who is absent for two or more practices during the week prior to a football game may not be able to perform during quarters and/or half-time. Any member who is absent one practice prior to a basketball game may not be able to perform during quarters and/or half-time.

   **Excused absences from a practice, game, performance & or trips are:**
   
   A: Death if the immediate family
   
   B: Illness of the member with a note from doctor stating date you may return to activity

5. There will be time set up to paint run-through signs before the beginning of the school year. During this time, all signs must be completed with the exception of the special homecoming signs.

6. Practice will be conducted in an orderly and safe manner at all times. HHS is a stunting squad and members are expected to perform the stunt positions assigned to them. All safety guidelines set forth by the cheer coach and the American Association of Cheerleading Coaches and Administrators (AACCA) will be observed at all times.
7. Members will be required to wear t-shirts, shorts or jogging pants, and athletic shoes to every practice. Hair will be worn out of face and off of the shoulders. All jewelry will be removed.

8. Members will undergo cheer, chant, and/or dance evaluations by the cheer coach at any time. Demerits will be assigned and/or other consequences given for poor performance or lack of ability.

9. If a member of a stunt group is absent at a game or missed the practice prior to an event, that group will not perform stunts for that day.

Article XI: Conduct

1. Each team member should be aware of the responsibilities required and the commitment he/she is making to the school and the student body. This is a position of responsibility and representation that should not be taken lightly.

2. Each team member should be willing to cooperate with and be helpful to the captain, co-captain, and cheer coach at all times. The captain and co-captain are assigned for a purpose and their actions should reflect the team’s best interest at all times.

3. Each team member must realize that the manner in which they conduct themselves while representing the school directly reflects on the entire student body of Hamburg High School.

4. Members must NEVER show unsportsmanlike conduct. This includes while in attendance of other Hamburg games/activities that members are not cheering.

5. All members must avoid smoking cigarettes, drinking alcoholic beverages, or using any illegal drugs at all times. Members must refrain from any other activity that reflects detrimentally on the reputation of the team or school, including comments made on social media. Any member disregarding this rule will be subject to immediate removal from the team.

6. Each team member is expected to abide by all policies and regulations of the constitution and the student handbook.

7. Failure to abide by the policies and regulations established, or failure to accept their responsibilities as a member will result in disciplinary actions. Examples of reasons for dismissal or other disciplinary actions include:
   a. Scholastic average does not meet requirements
   b. Unbecoming conduct which reflects on the reputation of the school or team, including social media
   c. Posting of explicit or revealing photographs on social media
   d. Cursing, smoking, or possession of or use of alcoholic beverages or drugs
   e. Not following rules and regulations of the constitution
   f. Suspension from school
   g. Second “in school” suspension
   h. Continual insubordination
   i. Accumulation of 9 demerits
   j. Continuous conflicting activities causing missed practices or performances

8. Members will not shout at game officials at any time or in any manner.
Article XII: Duties

1. Members shall prepare signs for designated games.

2. Members shall remove all signs after games and return poles to their proper place.

3. Members must attend every practice or be excused in advance by the cheer coach. This includes summer practices.

4. Members are responsible for all spirit boosting activities.

5. Members will cheer at all home and away football, all home basketball games, (cheering at any other games will be discussed and designated when the season begins).

6. Members must arrive at football games 45 minutes before the game begins and 30 minutes before the basketball game begins unless otherwise specified by cheer coach.

7. Members must be in position at the start of the third quarter of all ball games.

8. Members will not chew gum, eat, or drink while cheering. There will also be no drinks or personal belongings behind members on the basketball court. The only permissible items are poms and/or megaphones.

9. Members will not wear any jewelry while cheering at practices or performances.

10. Members will wear hair out of their faces and off their shoulders while cheering.

11. Members must focus their attention on the game at all times.

12. Members must stand in their designated spot during all athletic events.

13. Members must know the general rules of each sport for which they are cheering.

14. Members will help at various civic events and service projects that the cheer coach designates.

15. In maintaining team unity and accountability, all members must report any infraction of the team’s rules committed by any member at any time to the cheer coach and/or principal. This also includes social media infractions.

16. Members will discourage fans from showing unsportsmanlike conduct.

17. Members will lead cheers at all football games, basketball games, and pep rallies.

18. All members must participate in fundraising projects. At this point in time, fundraising is the only source of revenue for the team.

19. Every cheerleader/mascot will be required to attend all district, regional, and state tournament/playoff games. Any exceptions must have the approval of the cheer coach and athletic director prior to the games.
Article XIII: Physicals

1. Members must have a complete current physical before tryouts.

2. Members are expected to maintain a program of physical fitness. Members will be required to run laps, exercise, and maintain flexibility.

Article XIV: Cheer coaches/Sponsors

1. The principal shall appoint school employees as cheer coaches/sponsors.

2. The cheer coach/sponsor is responsible for guiding the officers and team members.

3. The cheer coach shall attend summer cheerleading camp or secure a replacement with the approval of the principal or superintendent.

4. The cheer coach will plan all fundraisers of the squad.

5. The cheer coach will be in charge of the apparel of the squad, making decisions about the purchase of new uniforms, and discarding old uniforms as needed.

6. The cheer coach shall secure game schedules and be responsible for the squad's presence at all functions.

7. The cheer coach shall approve schedule of pep rallies, attend, and oversee pep rallies.

8. The cheer coach shall submit transportation requests for all travel of the squad. The cheer coach shall travel with the cheerleaders on the school provided transportation.

9. The cheer coach shall keep record of demerits/merits and emergency contact information for all members.

10. The cheer coach has the authority to suspend a cheerleader/mascot from any event/activity as he/she deem necessary. Cheer coach is to attempt to contact parent, principal and athletic director immediately.

Article XV: Demerits

1. Demerits will be given by the cheer coach/sponsor as listed below.

2. The cheer coach will keep a copy of the demerits in their possession.

3. When a team member receives 5 demerits, he/she will be put on probation and a letter of explanation will be written to his/her parent/guardian.

4. Upon the 9th demerit, a member is expelled from the team.

5. Demerits will not be given for the following:
   a. Absence due to illness under a doctor's care that prohibits performance (doctor's excuse) with date to return to activity
   b. Absence due to conflicting school activities
   c. Absence excused in advance by the cheer coach/sponsor
6. Demerits will be given the following:
   a. Unexcused tardy for practice or performance  1
   b. Detention  1
   c. Chewing gum, eating, drinking while cheering  1
   d. Display of public affection  1
   e. Incomplete/Inappropriate uniform or appearance  1
   f. Wearing any part of uniform without permission  1
   g. **Failure to be in cheer position pre-game or third quarter**  1
   h. Failure to remove jewelry/tie hair up  1
   i. Excessive talking while cheering  1
   j. Discipline Referral  2
   k. Disrespectful behavior during National Anthem  2
   l. Any action or behavior which causes team disharmony,  2
      including social media comments
   m. Unexcused absence from practice  2
   n. Failure to perform assigned duty  2
   o. Lying to cheer coach/sponsor  2
   p. Failure to learn cheer, chant or routine  3
   q. Unsportsmanlike conduct at athletic event, including  3
      tumbling past half court at basketball games
   r. Profane language, including social media  3
   s. Leaving game or practice without permission from cheer coach  4
   t. Unexcused absence from game, performance or summer prac.  4
   u. Talking back to cheer coach/sponsor  4
   v. Not participating in fundraising activity  4
   w. Failure to attend or work on homecoming activities  4
   x. Misrepresenting school, including social media comments  4
   y. First assignment to ISS  4
   z. Failure to attend district, regional, or state tournaments  6  (per game missed)
      aa. Second assignment to ISS  Removal
      bb. Suspension  Removal
      cc. Failure to attend summer camp  Removal

7. A member will be dismissed from the team when he/she receives the 9th demerit.

**Article XVI: Miscellaneous**

1. Any additions or changes to the constitution will be made before tryouts and will be  
   applicable to the following school year.

Revised 02/03/2017
Hamburg Junior High
2017-2018 Cheerleading Constitution

Article I: Name
The name of this organization will be Hamburg Junior High School Cheerleaders

Article II: Purpose
The purpose of this organization shall be to:
A. Promote school spirit and sportsmanship
   1. to serve as good examples of citizenship, sportsmanship, fair play, and academic achievement
   2. Provide entertainment and support of school events
B. To provide an extracurricular activity for participants
   1. to provide opportunities to be creative, show leadership abilities, increase skills, increase scholarship opportunities and to work diligently for the sake of Hamburg Junior High School

Article III: Requirements for Membership
A. Students must currently meet and continue to meet the Arkansas Activities Association and Arkansas Department of Education guidelines.

B. A student must be regularly enrolled in the 7th or 8th grade on the first student day of the spring semester before he/she will be eligible for membership.

Article IV: Rules and Regulations
A. Members and parents must attend the introductory meeting upon election to review constitution and elect officers. Parents and members must sign a form stating that the constitution has been reviewed and they agree to abide it.

B. Members are expected to be at each scheduled activity. He/she must have own transportation to all practices, events (unless out-of-town).

C. Members must ride to and from all away football games on transportation provided by the school. Members must ride to and from all away basketball games on school transportation, but may be signed out by a parent with the coach when Jr. High games are followed by Sr. High games. Members may NOT be signed out by any adult other than his/her parent.

D. Members may not wear fake fingernails or grow fingernails past fingertips. Only clear nail polish may be worn with uniforms.

E. Members should try to avoid activities that would prevent their attendance at practices.
or performances. If conflicting school activities occur, arrangements should be made directly with the coach prior to the activity dates.

F. If conflicting school activity practices occur (i.e., basketball, track, etc.), members will divide their time equally between the conflicting practices.

G. “Off time” will be during half time only of both football and basketball games.

H. Members will not be able to participate in pep rallies, practices, or games if they did not attend classes that day unless arrangements are made with the coach and principal in advance.

I. Demerits will be given for failure to obey the rules. A copy of this list should be included in this constitution (Article XVI).

**Article V: Tryouts**

A. Students wishing to be a member of the cheerleading team will sign up in the spring for the following year. They must meet all requirements to become a member.

B. Any cheerleading member dismissed from the team or who quits the team, forfeits his/her right to try out for junior high or high school teams the following school year.

C. A student will not be allowed to try out for cheerleader if they have been assigned to in school suspension more than 1 time or have an out of school suspension during the current school year.

D. Students must currently meet and continue to meet the Arkansas Activities Association and Arkansas Department of Education guidelines.

E. The team will consist of three 7th graders, three 8th graders, and six chosen at large. If there are not three from each grade chosen in the first round, the cheerleader candidates will be selected for the grade/grades needing the second or third cheerleader from the top 20% of the group not making the first cut. If there are no cheerleaders for the grade needing the second or third cheerleader, the twelve cheerleaders will be selected in rank order.

F. All students trying out for cheerleader must get a permission form signed by their parent or guardian and a medical release and physical signed by a physician. This must be turned in prior to the first day of tryout practice.

G. Any student who owes cheerleader fees will not be allowed to tryout until all fees are paid in full.

H. Instruction time will be Monday through Thursday from 3:30-5:30. Tryouts will be Friday beginning at 4:00 pm. The junior high will be first with senior high to follow.
I. No student will be denied the opportunity to try out if he/she misses any of the instruction days.

J. Dress for practice will be tennis shoes, shorts, and a t-shirt. Dress for tryouts will be white tennis shoes, plain black or purple shorts, and a plain white t-shirt. Hair should be pulled back out of the face and bow shall be wireless, single color and no wider than 2 inches.

K. The school will video the tryout material on the first day of instruction and will provide a copy of the instruction video to all tryout candidates. The video will be given to the candidates at the end of the second day of instruction. The video is only a tryout aid. There may be small differences in the video and the live instruction.

L. No one is allowed in the gym during days of instruction except the instructors, candidates, cheer coaches, administrators, and equity coordinator.

M. The equity coordinator and coaches will be in charge of tryouts. The judging form and tabulation process will be devised by the equity coordinator and coaches and explained fully to students and parents at an orientation meeting prior to tryouts. Three members of the community at large will tabulate scores.

N. A tie for the final position must be broken. Tied candidates will repeat their tryout routine and be scored again by the judges.

O. Candidates may view their scores in the presence of a parent the next week of school following tryouts but not after the last day of the school year. Scores may be viewed in the principal’s office and may not be taken home.

P. The equity coordinator and coaches shall be in charge of selecting a panel of three judges. The judges shall be persons from out of town who have some experience and understanding of cheerleader qualifications. Deliberate contact with judges prior to tryouts by participants, parents, or guardians shall result in elimination from tryouts.

Q. Tryouts shall not be open to the public. Only candidates, judges, administrators, and cheer coaches shall attend. The only people allowed in the tryout area during tryouts will be the judges, the equity coordinator, and the participant. Administration may also be there if they deem it necessary. Score tabulators will be in the gym but not in the tryout area.

R. Results will be posted on the Hamburg School District home page at www.hsdlions.org after tryouts.

Article VI: Officers
A. A captain and co-captain will be chosen by secret ballot by the team members. The ballots
will be ranked by members 1-3 with the rank of 1 being captain and 2 being co-captain.

B. Only cheerleaders with one full year of cheerleading experience in district will be a candidate for captain. In the event of a tie, a runoff election will be held.

C. If the captain or co-captain fails to perform the designated duties listed or show lack of leadership ability, the coach and/or principal can relieve him/her of office. If the captain is relieved of duties and the co-captain is eligible for captaincy, he/she will assume the position of captain and a new co-captain will be elected. If the co-captain is ineligible for captaincy, an election will be held for the captain position. If there are no eligible candidates the squad will vote using qualifications listed.

D. Qualifications for Captain and Co-Captain
   • Must be a leader
   • Must treat all members equally
   • Must make decisions that are best for the team
   • Must be willing to devote the time and effort which this position of honor will demand
   • Must work together with other elected officer

E. Duties of Captain
   • Call all practices with the approval of the coach
   • Delegate responsibilities to other members of the team
   • Call cheers during games, pep rallies, performances or designate another member to
   • Be in charge of each pep rally and provide a copy of pep rally schedule to band director, principal, and coaches
   • Notify members of information passed down from coach at least one day in advance
   • See that materials are purchased and ready for use (paper, paint, paint brushes, etc.)
   • Report to and discuss cheerleading activities with coach weekly
   • Work to maintain team unity
   • Be responsible for keeping a handbook, list of cheers, chants, and other important cheerleading material
   • Take any problem among the team to the coach
   • Make schedules for painting signs at the beginning of the new season (all run-through signs must be ready and stored by the beginning of school.)
   • Attend captain’s class during summer camp

F. Duties of Co-Captain
   • Be in charge any time the captain is absent
   • Be in charge of the run-through signs for football games
   • Appoint help as needed
   • Oversee preparation of skits during pep rallies
   • Be in charge of poles for signs
   • Assist in planning homecoming and delegate responsibility
   • Assist in pep squad training (if applicable)
G. Any member who has 6 or more demerits will not be a candidate for captain or co-captain the following year.

Article VII: Summer Camp
A. The coach and team will make the decision regarding the summer camp attended within a range of 325 miles with approval of AD, Principal, and Superintendent.

B. All team members must attend camp as well as other educational activities designated by the coach. Failure to attend camp will result in automatic dismissal from the team. Exceptions for unusual circumstances will be considered by the coach.

C. If an out-of-town camp is attended, members will provide their own outfits for camp.

D. If a member goes to camp that is financed by the school/team and that member quits or is dismissed from the team before the year is out (day of tryouts), he/she may be responsible for reimbursing the school/team. If any member is sent home from camp because of a rule infraction, he/she may be required to reimburse the school/team unless he/she has completed fundraisers.

Article VIII: Uniforms
A. Each member will be assigned required uniforms that are provided by the organization. The procedures for care and maintenance of the uniforms will be provided in written form when assigned.
   1. All alterations must be done by the coach's approved and designated tailor. Unauthorized alterations could result in non-performance, sit with coach in bleachers and will result in an unexcused absence when that uniform is worn. Top must overlap the skirt with no stomach visible. Skirt length must be at least 3” of fabric below the buttocks. Failure to have skirt at appropriate length will result in cheerleader being "sat out" with coach plus Demerit 6t will apply, unexcused absence resulting in 4 demerits.

B. Each member is responsible for expense of uniform in the event of noticeable stains or damage beyond normal wear and tear while in their possession.

C. Members may not wear uniforms to any unofficial cheer activity. Uniforms are to be worn for official functions only.

D. When uniforms are worn to school, leggings must be part of the uniform.

E. Personal items relating to uniforms will be purchased by each member. These items include socks, shoes, bloomers, leggings, wind suits, poms, ribbons, etc. that cannot be passed on the next team. Cost will be discussed during the parent/candidate tryout meeting prior to tryouts.
F. All items ordered for camp and for the cheering season must be paid for in full upon receiving the items. Items may be picked up after full payment is received. Items will not be received until full balance is paid. (One-half due when ordered and balance due on May 31.)

G. At the end of the season or if a cheerleader quits the squad or is dismissed from the squad, he/she has two weeks to return the uniforms or he/she will be billed for the uniforms owned by the squad.

Article IX: Practices

A. A tentative schedule of practices will be set up before the season begins. Practices may be added or deleted as needed. Sunday practices cannot be mandatory.

B. Practices during school will be scheduled as needed. Every team member will be responsible for attending all practices.

C. In the event the coach is not able to attend practice, a school employee may be designated to conduct practice. However, the team may NOT stunt or tumble at any time in the coach’s absence.

D. Any member who is absent for two or more practices during the week prior to a football game may not be able to perform during quarters and/or half-time. Any member who is absent one practice prior to a basketball game may not be able to perform during quarters and/or half-time.

   1. Excused absences from a practice, game, performance and or trips are:
      a. Death in the immediate family
      b. A doctor’s note provided by the member stating the date(s) of his/her illness and the dates the member may return to activity

E. There will be time set up to paint run-through signs before the beginning of the school year. During this time, all signs must be completed.

F. Practice will be conducted in an orderly and safe manner at all times. Members are expected to perform the stunt positions assigned to them. HJS is a stunting squad. All safety guidelines set forth by the cheer coach and the American Association of Cheerleading Coaches and Administrators (AACCA) and the coach will be observed at all times.

G. Members will be required to wear t-shirts, shorts or jogging pants, and athletic shoes (not cheer shoes) to every practice. Hair will be worn out of face and off of the shoulders. All jewelry will be removed.

H. Members will undergo cheer, chant, and/or dance evaluations by the coach at any time. Demerits will be assigned and/or other consequences given for poor performance or
lack of ability.

I. If a member of a stunt group is absent at a game or missed the practice prior to an event, that group will not perform stunts for that day.

**Article X: Conduct**

A. Each team member should be aware of the responsibilities required and the commitment he/she is making to the school and the student body. **This is a position of responsibility and representation that should not be taken lightly.**

B. Each team member should be willing to cooperate with and be helpful to the captain, co-captain, and coach at all times. The captain and co-captain are assigned for a purpose and their actions should reflect the team’s best interest at all times.

C. Each team member must realize that the manner in which they conduct themselves while representing the school directly reflects on the entire student body of Hamburg Jr. High School.

D. Members must NEVER show unsportsmanlike conduct. This includes while in attendance of other Hamburg games/activities that members are not cheating.

E. All members must avoid smoking cigarettes, drinking alcoholic beverages, or using any illegal drugs at all times. Members must refrain from any other activity that reflects detrimentally on the reputation of the team or school, including comments made on social media. Any member disregarding this rule will be subject to immediate removal from the team.

F. Each team member is expected to abide by all policies and regulations of the constitution and student handbook.

G. Failure to abide by the policies and regulations established, or failure to accept their responsibilities as a member will result in disciplinary actions. Examples of reasons for dismissal or other disciplinary actions include:

- Scholastic average does not meet requirements
- Unbecoming conduct which reflects on the reputation of the school or team, including social media
- Posting of explicit or revealing photographs on social media
- Cursing, smoking, or possession of or use of alcoholic beverages or drugs
- Not following rules and regulations of the constitution
- Suspension from school
- Second in school suspension
- Continual insubordination
- Accumulation of 9 demerits
- Continuous conflicting activities causing missed practices or performances
H. Members will not shout at game officials at any time or in any manner.

**Article XI: Duties**

A. Members shall prepare signs for all games.

B. Members shall remove all signs after games and return poles to their proper place.

C. Members must attend every practice or be excused in advance by the coach. This includes summer practices.

D. Members are responsible for all spirit boosting activities.

E. Members will cheer at all home and away football games and all home basketball games. Cheering at any other games (i.e., away basketball games, 7th grade football games, 7th grade basketball games, etc.) will be discussed and designated when the season begins.

F. Members must arrive at football games 45 minutes before the game begins and 30 minutes before the basketball game begins unless otherwise specified by coach.

G. Members must be in position at the start of the third quarter of all ball games.

H. Members will not chew gum, eat, or drink while cheering. There will also be no drinks or personal items set down behind members on the basketball court. Only poms and megaphones will be permissible.

I. Members will not wear any jewelry while cheering at practices or performances.

J. Members will wear hair out of their faces and off their shoulders while cheering.

K. Members must focus their attention on the game at all times.

L. Members must stand in their designated spot during all athletic events.

M. Members must know the general rules of each sport for which they are cheering.

N. Members will help at various civic events and service projects that the coach designates.

O. In maintaining team unity and accountability, all members must report any infraction of the team’s rules committed by any member (this also includes social media) at any time to the coach and/or principal.

P. Members will discourage fans from showing unsportsmanlike conduct.
Q. Members will lead cheers at all football games, basketball games, and pep rallies.

R. All members must participate in fundraising projects. At this point in time, fundraising is the only source of revenue for the team.

S. Every cheerleader will be required to attend all district, regional, and state tournament/playoff games.

**Article XII: Physicals**
A. Members must have a complete and current physical before tryouts.

B. Members are expected to maintain a program of physical fitness. Members will be required to run laps, lift weights, and maintain flexibility.

**Article XIII: Coaches/Sponsors**
A. The principal shall appoint school employees as cheer coaches/sponsors.

B. The cheer coach/sponsor is responsible for guiding the officers and team members.

C. The cheer coach shall attend summer cheerleading camp or secure a replacement with the approval of the principal or superintendent.

D. The cheer coach will plan all fundraisers of the squad.

E. The cheer coach will be in charge of the apparel of the squad, making decisions about the purchase of new uniforms, and discarding old uniforms as needed.

F. The cheer coach shall secure game schedules and be responsible for the squad’s presence at all functions.

G. The cheer coach shall approve schedule of pep rallies, attend, and oversee pep rallies.

H. The cheer coach shall submit transportation requests for all travel of the squad. The coach shall travel with the cheerleaders on the school provided transportation.

I. The cheer coach shall release custody of cheerleaders at any event to parents present at said event.

J. The cheer coach shall keep record of demerits/merits and emergency contact information for all members.

K. The cheer coach will have the authority to suspend a cheerleader from any event/activity as he/she deems necessary. Notification to the parent/guardian will be attempted immediately following suspension.
Article XIV: Demerits

A. Demerits will be given by the coach/sponsor as listed below.

B. The coach will keep a copy of the demerits in their possession.

C. When a team member receives 5 demerits, he/she will be put on probation and a letter of explanation will be written to his/her parent/guardian.

D. Upon the 9th demerit, a member is expelled from the team.

E. Demerits will not be given for the following:
   • Absence due to illness under a doctor’s care that prohibits performance *(with a doctor’s note/ excuse stating when he/she may return to activity)*
   • Absence due to conflicting school activities
   • Absence excused in advance by the coach/sponsor

F. Demerits will be given the following:
   • Unexcused tardy for practice or performance
   • Detention
   • Chewing gum, eating, drinking while cheering
   • Display of public affection
   • Incomplete/inappropriate uniform or appearance
   • Wearing any part of uniform without permission
   • *Failure to be in cheer position pre-game*
   • Late returning from half-time
   • Failure to be in cheer position third quarter
   • Failure to remove jewelry/tie hair up
   • Excessive talking while cheering
   • Referral
   • Disrespectful behavior during national anthem
   • Any action or behavior which causes team disharmony, including social media comments
   • Unexcused absence from practice
   • Failure to perform assigned duty
   • Lying to coach/sponsor
   • Unsportsmanlike conduct at athletic event, including tumbling past half court at basketball games
   • Profane language, including social media
   • Failure to sign out with coach when leaving out-of-town events with parents
   • Failure to learn cheer, chant, or routine
   • Unexcused absence from summer practice
   • Leaving game or practice without permission
G. A member will be dismissed from the team when he/she receives the 9th demerit.

Article XV: Miscellaneous
   A. Any additions or changes to the constitution will be made before tryouts and will be applicable to the following school year.

Revised 2-17-16

Revisions:
   Article VIII: Uniforms
   1. Added D: When uniforms are worn to school, leggings must be worn.
   2. F. changed date to May 31.
   3. G. Added: At the end of the season or...