

# Clovis West High School

## 2018-2019 PEP AND CHEER HANDBOOK

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### SQUADS

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The program will consist of seven squads. Competition squads are composed of 9<sup>th</sup>-12<sup>th</sup> graders who serve on one of the game squads. Coaching staff will be announced at a later time.

#### Teams

Freshman Cheer

JV Cheer

Varsity Cheer

Competition Cheer

JV Pep (comprised of Freshman and Sophomores)

Varsity Pep

Competition Pep

#### Program Director

Kelsey Ostrander

[kelseyostrander@cusd.com](mailto:kelseyostrander@cusd.com)

327- 2000

#### Activities Director

Melina Wilson

[melinawilson@cusd.com](mailto:melinawilson@cusd.com)

327-2136

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# Tryouts for Game Squads

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**ALL CLINICS AND TRYOUTS ARE CLOSED TO SPECTATORS. Girls may video tape material learned at the end of clinics each day.**

Attendance is recommended to learn necessary material and receive any additional information for tryouts.

**Monday, April 30, 2018- Clinic Day 1**

Meet in the Clovis West MPR.

3:00-4:30pm

**Tuesday, May 1, 2018- Clinic Day 2**

Meet in the Clovis West MPR.

3:00-4:30pm

**Wednesday, May 2, 2018- Pep Tryout**

Meet outside the Clovis West MPR at 3:00pm.

Try outs will begin with seniors/juniors, sophomores, then freshmen.

Please do not leave until released by Mrs. Ostrander. Call backs will be used if necessary.

Students will use MPR floor during tryouts, and will be able to show optional skills on the mats.

**Thursday, May 3, 2018- Cheer Tryout**

Meet outside the Clovis West MPR at 3:00pm.

Try outs will begin with seniors/juniors, sophomores, then freshman.

Please do not leave until released by Mrs. Ostrander. Call backs will be used if necessary.

Students will use MPR floor during tryouts, and will be able to show optional skills on the mats.

**Results will be posted by number on the Clovis West Pep and Cheer website at approximately 4:00 on Friday, May 4, 2018. They will remain posted throughout the weekend.**

**Clinic and Tryout Attire**

White shirt and dark shorts

Hair slicked and pulled in a high ponytail

Any athletic/jazz shoes

**NO JEWELRY, NO GUM, NO CELL PHONES!**

-Participants will be observed throughout clinics on participation, attitude, and behavior; not ability.

-If there is any disrespectful behavior, rude comments, or unacceptable attitude portrayed during clinics and tryouts, the applicant will be asked to leave without warning.

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## **Criteria for Selection of Teams**

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Each pep and cheer candidate will be evaluated on the following: (subject to change)

### **Tryout**

25 points on ability- rhythm, timing, skill development

25 points on execution- arm motions, overall technique of specific required skills

25 points on showmanship- attitude, energy, genuine passion through facial expressions

**Physical tryouts will take place before a panel of judges, consisting of Clovis West coaches, administration, and outside judges.**

### **Deductions**

- Each step received for the 2017-2018 school year will result in a 5 point deduction from the overall score.
- Each Code of Ethics received for the 2017-2018 school year will result in a 5 point deduction from the overall score.
- Each missing item on tryout application will result in a 2 point deduction from the overall score.
- Missing signatures on the Disclaimer and Code of Ethics will result in ineligibility to try out. (This is on the last page of this handbook.)
- Anyone who has unreturned uniforms or unpaid balances from 2017-2018 season will not be able to participate in clinics or tryouts.
- Grades, absences, and number of referrals will be taken into account.

Final selection for squad membership will be based on the candidate's cumulative score and the input from administrators, coaches, and the program director. There is no set number for the amount of members on a team. The cut will be made at a natural break in the total scores.

**THE DECISION OF THE JUDGES ARE FINAL!**  
**Score sheets will not be available for dispute.**

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# EXPENSES

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The uniform will consist of a skirt, shell, bundies, bow, sweats, and poms (for pep). If any squad member wishes to purchase the uniform, they may do so during fittings. Loaning options will also be available for these items. Uniform Voluntary Purchase Forms or Uniform Loan Agreement Forms must be completed during fittings. An approximate breakdown of cost for those who wish to purchase these items is available below.

## **VOLUNTARY PURCHASE OF UNIFORM AND OPTIONAL ITEMS**

At fittings on May 21, 2018, those who are purchasing uniforms items must bring full payment or make arrangements of payments in full before uniforms/items will be ordered. The remaining items will be available for purchase during the parent meeting and fittings on May 14, 2018.

**The costs below are approximate based on previous years and they may change slightly.**

### **Varsity Uniform:**

Shell (\$210.00)

Skirt (\$115.00)

### **JV/Freshmen Uniform:**

Shell (\$115.00)

Skirt (\$80.00)

### **Uniform Items for all teams:**

Warm Up Sweats (\$110.00)

Bow (\$10.00)

Bundies (\$10.00)

Plain White Athletic Shoes (purchase independently)

Poms (\$30.00) Pep ONLY

\*All of the above items can be loaned for the duration of the school year with the exception of the bow and bundies for sanitary reasons.

### **Camp Fee (\$140.00)**

Scheduled for August 6-9, 2018

Attendance is mandatory

### **PE Clothes and Team Attire (\$75.00)**

3 t-shirts, 2 shorts

### **Optional Item- These items must be paid at fittings as one order will be made.**

Backpack (\$55.00)

Sweat Shirt (\$45.00)

Soffee Short (\$15.00)

### **Payments can be made using the following payment plan:**

Payment 1 of approximately \$200.00: due August 31, 2018

Payment 2 of approximately \$200.00: due September 28, 2018

Payment 3 of approximately \$200.00 or remaining balance: due October 31, 2018

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# RESPONSIBILITIES AND COMMITMENTS

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- To lead rooting sections at athletic events
- To follow and abide by the 2018-2019 Pep and Cheer Handbook and Code of Ethics
- To uphold the tradition of Clovis West excellence and good character
- To attend all events, practices, and meetings
- To decorate at athletic events
- To participate in spirit rallies- Those involved in other activities during a rally must be in the full Pep and Cheer uniform or in full participation with your other activity. This must be cleared with the program director BEFORE the rally.
- To participate in fundraisers
- To receive information handed out at practice and to communicate to their parents
- To work cooperatively with other squad members and coaches.
- To attend 4 periods of school in order to be eligible to participate in events- If the event takes place on a weekend or holiday, the student must attend the designated amount of time the day prior to the event.
- Uniform Voluntary Purchase Form and/or Uniform Loan Agreement Form DUE May 21, 2018 at the mandatory fittings!**
- Complete and return physical packet- Students will not be able participate until this packet has been completed and received by Kelsey Ostrander or the Clovis West Athletics Office. Please turn in by June 1, 2018.**

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## PARENT RESPONSIBILITIES

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1. To participate in fundraising
2. To communicate with Program Director through e-mail
3. To help support the Clovis West Showcase
4. To host the End of Year Banquet
5. To attend parent meetings
6. To provide transportation when necessary

**\*\*Transportation** will be provided for Freshman and JV teams both to and from events. Varsity members will have the privilege to transport themselves to all Clovis games. If a Varsity member is unable to transport themselves, you must contact Kelsey Ostrander immediately to explore other options. A step will be issued to any student who requires a coach to wait more than 15 minutes after an event.

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## Grades

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**In order to be eligible for the Pep and Cheer program, all members must have a 2.0 or above at each 6-week grading period throughout the year.** If a 2.0 GPA is not met, the member must attend Athletic Study Table for 3 hours, once a week. Attendance is mandatory! Probationary athletes need to attend until the next grading period (6-weeks minimum). If a student falls below the minimum GPA for two consecutive grading periods, that student is declared ineligible. A roster has been prepared and any participant that does not attend will be declared ineligible for a period of one week. If ineligible, the student may practice, **but cannot participate** in any activities or games held during that period. The student does not become eligible until he/she attends the next scheduled Study Table. Two missed Study Tables (unexcused) will result in removal from team. If a student is absent from school on Monday, upon return, he/she needs to make-up their Study Table. Contact Mrs. Ostrander to arrange make-up times. A list of those who attended or did not attend will be presented to the Program Director by 8:00am Tuesday morning. It is not the coach's job to remind the student to attend.

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# PRACTICES

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Practices will occur during PE class time. Pep and Cheer PE will be during 6<sup>th</sup> period (varsity) and 7<sup>th</sup> period (JV/Freshman). Coaches or Program Director will take roll at every practice! If squad members are involved in another sport, their schedule of practices and games MUST be given to the program director in advance. The PE schedule will be as follows:

**Mondays** – Strength and conditioning and/or running endurance

**Tuesdays** – Running and endurance and/or core PE units

**Wednesdays/Thursdays** – Pep and Cheer Practice

\*During Football and Basketball season squad members must attend the **entire** practice on their PE day prior to the game to be a part of the Half-Time routines.

**Fridays** – Core PE units

\*Students will be running the mile once a month. If a child has an excused note for PE, it will carry over for cheer as well.

\*See PE Handbook for additional information.

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## PE / PRACTICE ATTIRE

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**All Squads** will have an assigned set of PE clothes which will be included as part of their attire that is ordered for the Pep and Cheer program. Athletic shoes are required on regular PE days.

**Pep** squad members must bring **jazz shoes or cheer / athletic shoes** on the block day.

**Cheer** squad member must bring **cheer / athletic shoes** on the block day.

All squad members must wear practice/PE clothes. Squad members who are not dressed in the proper PE/practice attire on practice days will NOT perform in the routine at the following game.

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## GAME / EVENT COVERAGES

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Squad members are **EXPECTED** to be on time and present throughout the duration of the scheduled game and/or event. Below you will find a general schedule of times for various sports. A calendar will be posted on the website, and you will be given a hard copy at a later date. It is the responsibility of each member to get the calendar and share it with his/her parents. I will send out a weekly reminder email and members will be given a copy at the beginning of each week. I will also be using Remind 101 (texting system) to keep everyone up to date. **Missing a game or event without notifying the program director at least two weeks in advance by email will automatically result in a step. Missing a game or event for unforeseen circumstances (such as an illness) can be made up within the same season with approval from program director prior to missing the event. If the member fails to make up the missed event within the same season, a step will be given. The only excused absence is for school related events. All other absences will automatically result in a step.**

### Fall:

**Football Games- Freshmen- Thursdays; JV/Varsity- Fridays**

-JV Teams will be bused during 7<sup>th</sup> period to decorate "Golden Eagle Field" at Veterans Memorial.

-Football games cannot be made up, and missing will automatically result in a step.

**Girls Volleyball- Tuesdays and Thursdays**

**Girls and Boys Water Polo- Tuesdays, Wednesdays, Thursdays, and some Saturdays**

### Winter:

**Boys Basketball- Wednesdays and Fridays**

**Girls Basketball- Tuesdays and Fridays**

**Wrestling- Wednesdays and Saturdays**

**CW and Kastner Recital- All teams participate (usually an evening in January)**

**CW Spirit Night- All teams participate (tentatively scheduled for February 4, 2019)**

**CW Showcase- All teams will work the event (tentatively scheduled for February 9, 2019)**

### Spring:

**Boys Volleyball - Tuesdays and Thursdays**

**Swimming- Saturdays**

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## GAME DAY ATTIRE / RALLY ATTIRE / GROOMING

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Each squad works as a unit. Every member must have the same uniform items on. If one person does not have their sweats for a game, they will either sit out or the entire team will not be allowed to wear sweats. This decision will be made by the coach. **It is imperative that each member carries all pieces of the uniform on game and rally days.**

**Grooming** - Whenever a squad member is in uniform, hair must be pulled back in high ponytail. Short hair must be clipped and out of the face. Hair spray and gel need to be used to keep hair in place. **The designated bow must be worn.**

**Bra- Straps are not to be seen.** Nude bras preferred. If the student is wearing a bra that is visible with the uniform, the student will be benched for the duration of the event and will receive a step.

**Jewelry** - Absolutely NO JEWELRY while in uniform. This is a National Federation Rule. Band aids covering piercings will NOT be allowed. If the student is unable to take out the jewelry, the student will be benched for the duration of the event and a step will be given.

**Nails-** Colored nail polish is not allowed while in uniform. Fake nails are not allowed for anyone during cheer practices, games, or performances for safety reasons.

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# ASSERTIVE DISCIPLINE STEPS

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A successful pep and cheer program will result in a positive attitude toward discipline. Our function is to support our school and community and promote school wide spirit. It is imperative that discipline be an integral part of the program. Coaches and the Program Director will be documenting and following the discipline system below:

## Infractions:

- Being late
- JEWELRY being worn and reminder given to remove; earrings, rings, necklaces, etc.
  - \*Earrings are NOT be taped with band aids, etc.
- Excessive talking at events / lack of attention at events
- Gum / Food / Cell phones at events and practices
- Colored nail polish/ Fake nails
- Leaving game/event early

## Automatic STEP:

- Incomplete uniform
- Hair not up while in uniform OR on designated days
- Bra that is seen while in uniform which results in benching during the event
- Inability to remove jewelry while in uniform which results in benching during the event
- Showing up more than 10 minutes late to an event- A make up will need to be scheduled with the program director during the same season.
- Leaving game/event early more than 15 minutes early
- Changing in the eye of public
- Inappropriate Social Media Posts (i.e. Facebook/Twitter/Instagram, etc.)-**Depending on the nature of the post, this could result in a more severe consequence. If a student has more than one offense of this nature; removal from the team may occur.**
- Defiance of coach, administrator, or teacher
- Unacceptable language or behavior
- Failure to show verification of official doctor's notes when sick or injured
- Non participation at rallies, games, decorating or other events without written notice by email two weeks prior
- Missing a game for unforeseen reasons without making it up within the same season
- Missing a practice, game, or rally for anything other than a school related activity (unrelated events are NEVER excused)
- Parent pick up more than 15 minutes after the conclusion of an event**

**Three** infractions will constitute **one step**. There are 3 steps in our program.

Step 1: Parents are notified

Step 2: Parents and administration are notified

Step 3: Parents, student, administration, and program director will schedule a meeting. The student will be removed from the Clovis West Pep and Cheer Program for the remainder of the school year.

All suspended members will be placed in a CORE PE class.

**A 5 point deduction (per step) will carry over into your overall score for the 2019-2020 tryout process.**



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# Competition Teams

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Preparation for competitions require many hours of practice after school and on weekends. Due to the fact that **competition practices are mandatory**, any conflicts with sports or other commitments must be worked out ahead of time with the program director. Missing a practice could lead to possible removal from the team. Discipline decisions will be left up to the coaches, program director, and administration. We cannot be successful without 100% participation, 100% of the time. If someone is removed or injured, we will hold a try out to fill the position.

**Any member of the 2018-2019 Clovis West Pep and Cheer program is eligible to try out for either competition team.** Parents and students must understand the time commitment, and that their first priority will be their game squad commitments.

Competition teams are optional. Therefore, payment for participation is required. An estimated cost breakdown is as follows. It is subject to change depending on choreography and competition fees. A follow up parent meeting will be held at a later date.

Competition Teams: \$1,000 approximate cost for the year. **Payments must be paid in full by November 30, 2018.** Fundraising options will be available. Payment plans will be available.

We are open to having multiple competition teams which will be decided upon tryout participation and needs.

## **Important Competition Team Dates: (all dates are mandatory for participation)**

### **Cheer:**

#### **Try out date:**

-Tuesday, May 22 at 4:00 in CW MPR

#### **Practice Dates before choreography:**

-Monday, May 28<sup>th</sup> from 7:00pm-9:00pm in CW MPR

-Wednesday, May 30<sup>th</sup> from 7:00pm-9:00pm in CW MPR

#### **Choreography:**

-June 18, 19, and 20 (times TBA) in the CW MPR

#### **Practices during summer:**

-Once a week for 2 hours (day/time to be determined after the selection of the team)

#### **Practices during the school year:**

- Mondays and Wednesdays 7:00pm-9:00pm in CW MPR

### **Pep:**

#### **Try Out Date:**

-Wednesday, May 23, 2018 at 4:00pm in Kastner MPR

#### **Practice Dates before choreography:**

- Wednesday, May 29 from 3:00pm-4:30pm in the CW MPR

- Thursday, May 30 from 4:30pm-6:00pm in the CW MPR

#### **Choreography:**

-June 1, 2, and 3(times TBA) in the CW MPR

#### **Practices during the summer:**

-Once a week for 2 hours (day/time to be determined after the selection of the team)

#### **Practices during the school year:**

-Wednesdays from 3:00pm-4:30pm

-Fridays (after football season) from 3:00pm-4:30pm

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# C.U.S.D. Code of Ethics

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## OVERVIEW

The following Code of Ethics applies to all students who represent Clovis West in any co-curricular program. The student will be asked to make this commitment prior to the start of the season/activity, and abide by its conditions for **one calendar year from the signing date. During the summer vacation this code is still in force.** The Code is a statement of responsibility and understanding for a student who freely chooses to represent the school. No statement can express the excellence of performance for which we hope all students will strive. There is no substitute for school pride and good judgment.

## STUDENT/PARENT COMMITMENT

We, the student and parent or guardian of the student, understand that the student will abide by the C.U.S.D. Code of Ethics. We also understand that when the student signs the Code of Ethics he/she is to follow the stated rules twenty-four hours a day, seven days a week, during the one calendar year following the signing. The student is also subject in the school rules while at school or at a school related activity.

## APPEARANCE

The co-curricular program holds a very prominent place on a campus and in the community. Appearance, expressions and actions always influence people and their opinion of our students, the program, and the school. Each participating student of C.U.S.D. has the responsibility to uphold the C.U.S.D. dress code when at school and representing C.U.S.D. at a co-curricular event. An individual coach/advisor may set a stricter dress code policy, but may not be more lenient than the district dress code as state in Board Policy 2150. If the coach/advisor chooses to set a more strict policy, he/she will furnish that policy in writing to students/parents, with proper approval of the school site athletic/activities director.

## ATTENDANCE

We understand regular attendance is expected of all our students and habitual absenteeism will result in disciplinary action. A participating student must be in attendance the day of the performance (half of the day unless h/she has a doctor's appointment or is excused by the school principal) or in school the day prior to performance on a non-school day, to be eligible for participation. Students are also expected to attend all classes the day following a school contest.

## ACADEMIC ELIGIBILITY

We understand the academic eligibility requirements set forth by C.U.S.D.

- Passing a minimum of four subjects
- Grade Point Average Requirements – A student must earn at least a 2.0 grade point average in all enrolled classes for the prior grading period in order to participate in the current grading period. (Grade 7 – 12). A student who fails to achieve a 2.0 grade point average will be placed on probation for the current grading period provided the student complies with and attends the school's tutorial assistance program (Co-curricular Study Table. A three-hour per week academic lab). A student who does not achieve at least a 2.0 grade point average during the probationary period shall be excluded from participation in extracurricular activities during the subsequent grading period. The grading period in C.U.S.D. is six weeks.
- Progress Towards Graduation Requirements – The following number of accumulated units towards high school graduation will be standard for minimum achievement:

Sophomore, fall semester	55 units
Sophomore, spring semester	80 units
Junior, fall semester	110 units
Junior, spring semester	135 units
Senior, fall semester	165 units
Senior, spring semester	195 units

A student who does not accumulate the required number of units towards high school graduation will be placed on probation for the current semester. A student who does not achieve the necessary number of units by the end of the probationary semester shall not be allowed to participate in extracurricular and co-curricular activities the following semester.

## CLEARANCE

We agree to provide the correct information on the following forms as requested:

- Date of birth of student (sports)
- Provide the results of an annual physical examination
- Provide verification of insurance
- Provide a signed residence questionnaire (sports)
- Provide a signed informed consent for (sports)
- Provide a signed informed consent for football
- Provide a signed C.U.S.D. Code of Ethics
- Provide a signed C.I.F. Code of Ethics (sports)
- Provide a signed dress code, if coach uses a stricter dress code than C.U.S.D.

## BEHAVIOR

The conduct of a C.U.S.D. student is closely observed by many people. The student, in representing themselves, their parents, school, and community, are expected to conduct themselves in an exemplary manner.

### **A. CONDUCT THAT IS NOT ACCEPTABLE:**

1. Possession/Use of illegal drugs
2. Possession/Use of alcoholic beverages
3. Possession of weapons
4. Fighting (Battery) Repeated mutual combat
5. Possession/Use of tobacco
6. Violation of a law in the community
7. Defiance of adult authority or the breaking of rules established by the coach/advisor or school.
8. Use of profanity or vulgar language
9. Taunting/abusing of another student
10. Misuse of equipment/uniform
11. Unsportsmanlike conduct
12. Wearing uniform incorrectly
13. Negative behavior toward an official (either spoken or physical reaction)

**Please Note:** Effective October 15, 2004, any student participating in a co-curricular program that attends a party or gathering where alcohol or other controlled substances is present and the student stays at the party, the student will be suspended from participation in his/her activity or sport for a minimum of two weeks with no "buy back" opportunity. The student may ask for a hearing where extenuating circumstances can be heard. This rule will be applied 24 hours a day, 7 days a week while the student is under the code of ethics or the supervision of a coach. If there is a class involved (PE, choir, cheer), the student will be expected to attend class but will not be allowed to participate in performances, games, etc. The student will be on non-privilege status.

**VIOLATIONS WILL RESULT IN A CO-CURRICULAR BOARD HEARING AND APPROPRIATE DISCIPLINE WILL BE DETERMINED**

## ATHLETIC/ACTIVITIES BOARD

1. The board will be composed of a minimum of 3 people per case.
  - a. Deputy Principal
  - b. Athletic Director or Student Activities Director
  - c. Counselor/Learning Director

The coach/advisor of the student may not be a board member for that case, but may attend. The board will hear a case within three (3) school days of a request (unless extended by mutual consent or circumstances beyond our control), and inform the student of its decision as soon as possible. Any board meeting will be restricted to the board members, school officials, the student, and parents (any exception must be cleared through the Deputy Principal's office). **During the school year of the violation the athlete needs to be aware that if they are allowed to return to their team, their standing on the team could be affected, and he/she will not receive any end of season team awards/year honors.**

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## Conclusion

Being a member of the pep and cheer program is an honor and can bring many fine rewards. It can help members strive to reach their fullest potential. Everyone must realize that it takes an enormous amount of time and effort. Not only does a good team member need personal desire, but also support from home. We are a team; parents, students, teachers, and those of us at Clovis West that work with the pep and cheer program. By working together, we can make this a wonderful and fun experience for everyone involved.

We ask you to take some time to read through the attached pages and discuss them with your child. I am asking for all members to sign the disclaimer after reading the 2018-2019 Handbook. I ask that we all work together to make this a successful year for your children as they start their journey in the Clovis West Pep and Cheer Program.

If you have any questions please ask. Many times situations can be cleared up with a simple phone call or email. I will do my best to provide a quality program that will continue the traditions of the Clovis West Pep and Cheer program.

Sincerely,

Kelsey Ostrander  
Clovis West Pep and Cheer Director

## DISCLAIMER

Signing this disclaimer signifies your support of our standards and your student's role in our program.

The Coaches, Program Director, Activities Director, and Principal may change any section of this handbook at their discretion, providing all are in agreement.

I, \_\_\_\_\_ give my permission for my son/ daughter, to participate in the game squad try-outs for the 2018-2019 school year.

I understand by signing this, I have read and agree with the policies in this handbook.

Parent Name: \_\_\_\_\_  
(Please Print)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Sign)

Student Name: \_\_\_\_\_  
(Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Sign)

### CODE OF ETHICS

I have read and understood the Clovis Unified School District Code of Ethical Conduct (CUSD Policy #2505). We agree to abide by the policies and related consequences while participating in interscholastic and co-curricular athletics/activities. I understand complete copies of Policy #2505 are available in the CW Athletic Office and in the CW Parent/Student Handbook.

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

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

**\*Please sign and return this form on April 30, 2018 (first day of clinics) to Kelsey Ostrander.**