

# VICTORIA JR./SR. HIGH SCHOOL

## ACTIVITY HANDBOOK

2025-2026 SCHOOL YEAR

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## Class Sponsors, Organization Sponsors, and Athletic Coaches

### High School

<b>Freshman Class</b>	<b>Phil Paris</b>
<b>Sophomore Class</b>	<b>Karen Nowak &amp; Joshua Pemberton</b>
<b>Junior Class</b>	<b>Cody Bradley &amp; Devin Ryan</b>
<b>Senior Class</b>	<b>Kori Braun, Amy Schoenrock, &amp; Ruth Ann Zimmer</b>
<b>Cheerleader</b>	<b>Micah Hilbert</b>
<b>FFA</b>	<b>Cody Bradley</b>
<b>FCCLA</b>	<b>Karen Nowak</b>
<b>National Honor Society</b>	<b>Amy Schoenrock</b>
<b>Project Prom</b>	<b>VIP- Jennifer Berens</b>
<b>Shooting Club</b>	<b>TBD</b>
<b>SADD</b>	<b>Kami Weber</b>
<b>SAFE</b>	<b>Kami Weber</b>
<b>Student Council</b>	<b>Joshua Pemberton</b>
<b>V-Club</b>	<b>Kami Weber</b>
<b>Band/Vocal</b>	<b>Jacob Long</b>
<b>Head Football Coach</b>	<b>Doug Oberle</b>
<b>Assistant Football Coach</b>	<b>Phil Paris</b>
<b>Assistant Football Coach</b>	<b>Craig Kuhlman</b>
<b>Head Volleyball Coach</b>	<b>Sarah Nuss</b>
<b>Assistant Volleyball Coach</b>	<b>Shelly Huser</b>
<b>Head Tennis Coach</b>	<b>Kaylene Gabel</b>
<b>Assistant Tennis Coach</b>	<b>MaKenna Wellbrock</b>
<b>Head Boys Basketball Coach</b>	<b>Devin Ryan</b>
<b>Assistant Boys Basketball Coach</b>	<b>John Nowak</b>
<b>Head Girls Basketball Coach</b>	<b>Sheena Gagnon</b>
<b>Assistant Girls Basketball Coach</b>	<b>Ashley Mattheyer</b>
<b>Head Track Coach</b>	<b>Kaylene Gabel</b>
<b>Assistant Track Coach</b>	<b>Alaina Gfeller</b>

**Assistant Track Coach**

**TBD**

**Junior High**

**7<sup>th</sup>/8<sup>th</sup> Grade Sponsors**

**Kaitlynn Bleske, TBD**

**MS Cheer Coach**

**Andrea Rodger**

**Head Football Coach**

**Lucas Klein**

**Assistant Football Coach**

**Dillon Burkhard**

**Head Volleyball Coach**

**Kali Weber**

**Assistant Volleyball Coach**

**Ashley Mattheyer**

**Head Girls Basketball Coach**

**Sarah Nuss**

**Assistant Girls Basketball Coach**

**Madison Bieker**

**Head Boys Basketball Coach**

**Dalton Kraus**

**Assistant Boys Basketball Coach**

**Dillon Burkhard**

**Head Track Coach**

**Coleen Dickinson**

**Assistant Track Coach**

**Devin Ryan**

**Assistant Track Coach**

**Shawn Chance**

## Proper Chain of Command Policy / Lines of Communication

### Proper Chain of Communication for Students and Parents

Issues will first be addressed at the lowest level possible, then move forward on the Lines of Communication chart below.

#### USD 432 Lines of Communication/ Chain of Communication

BOE Approved 6.10.24

Area of Concern		First Level	Second Level	Third Level	Fourth Level	Fifth Level
Athletics		Coach	Athletic Director	Principal	Superintendent	Board of Education
Athletic Facilities		Athletic Director	Principal	Superintendent	Board of Education	
Curriculum/Academic/ Instruction Discipline		Teacher	Principal	Superintendent	Board of Education	
Facilities		Principal	Superintendent	Board of Education		
Guidance		Counselor	Principal	Superintendent	Board of Education	
Special Education		SpEd Teacher/ Gen Ed Teacher	Principal	Superintendent/ Special Education Cooperative Dir.	Special Education Cooperative Dir.	
Student Concerns		Teacher	Assistant Principal and/or Principal	Principal	Superintendent	Board of Education
Computer/Technology		Teacher	Technology Director	Principal	Superintendent	Board of Education
Transportation		Driver	Transportation Director	Principal	Superintendent	Board of Education
Maintenance/Custodial		Custodian	Maintenance/Custodial Director	Principal	Superintendent	Board of Education

### ATHLETIC PARTICIPANTS

**Any uniform, warm up gear, or athletic equipment checked out to student athletes will be the sole responsibility of said student. Any articles lost or damaged will be replaced or repaired at cost to the student at the discretion of the coach and/or administration.**

## **Before Practice/Games—Players must turn in:**

- 1.) KSHSAA physical form signed by a physician**
- 2.) KSHSAA physical form signed by parent**
- 3.) Insurance Waiver or proof of insurance. (Forms were handed out at enrollment)**

## **ATHLETIC/ ACTIVITY SUPERVISION**

Coaches and activity sponsors -- nearly every week we read or hear of lawsuits being filed against coaches or activity sponsors who are accused of **negligence** in supervising students while in their care.

## **FIELD TRIPS AND ACTIVITY TRIPS-TRANSPORTATION**

All field trips and activity trips must be approved and scheduled through the office well in advance of the trip. Trip sponsors will be responsible for arranging bus transportation through the office.

All participating students will be required to ride with their team or activity group to and from the activity, and will be transported back to the location where the student boarded the bus, or their home community.

Only transportation furnished by the school with adult, properly licensed and insured drivers will be used. Students may ride home from an activity with their parents; however, students will be released to their parents only if the parent is in attendance at the activity or personally talks to the sponsor about special transportation arrangements for their child.

Careful planning and organization is of utmost importance. When taking groups on school trips, plan well ahead so that all concerned will know who is to go, what time they are to leave, what time they will return, etc.

Teachers/Coaches who take student groups on trips requiring their absence from other classes or activities must secure permission from the office first, and have a list of all students, who are to be absent, in the office at least one full day in advance of the trip, as well as to all other faculty members.

The teacher should be sure the following precautions are taken:

1. Be sure you can verify the educational value.
2. See that bus transportation is arranged for through the principal.
3. Ensure students are properly supervised on school provided transportation.

## **PRACTICES**

All extracurricular programs will have practices before or after school. Practices for extracurricular programs will not take place during regular classes.

## **LOCKERS AND PERSONAL PROPERTY**

Each student will be assigned a locker at the time of enrollment. At no time will students be permitted to exchange lockers without permission of the office. Each student will be responsible to keep his/her assigned locker in a neat and orderly fashion. Locks may not be placed on lockers unless the key or a copy of the combination is placed on file

with the office. School lockers remain the property of the school district and are likable to search, if, in the opinion of the administration, such search is necessary for the protection of other students and for maintaining an orderly school environment. Do not leave large sums of money, jewelry, or other valuables in your locker - give them to a teacher to hold for you or bring such items to the office to be placed in the safe. The best thing to do is to leave valuables at home. Posters or outer decoration may not be attached to the outside of lockers without permission of the Principal. Interior locker decorations should be in good taste, or they will be removed.

## **STUDENT CONDUCT AT EXTRACURRICULAR ACTIVITIES**

1. All school rules and regulations are to be observed.
2. Conduct yourselves as ladies and gentlemen at all times for your behavior is a reflection of a.) you, b.) your parents, c.) your school, d.) your community.
3. Be proud of who you are and what you are part of.

## **ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES-KSHSAA**

**Academic** completion, in the previous semester, with a passing grade, of at least five subjects of unit weight and be currently enrolled in at least five subjects of unit weight.

**AGE:** Senior High - Not 19 on or before September 1

**PHYSICALS:** KSHSAA approved physicals on file in the Jr./Sr. High School office before a student is permitted to participate. Parent/Guardian must sign a physical form giving consent for the student to participate as well as the physician who examined the student.

### **SEMESTER REQUIREMENTS:**

A student shall not have more than eight semesters of possible eligibility in a four-year high school.

## **STUDENT INJURY - EMERGENCY PROCEDURE**

If any time a student becomes injured follow this procedure:

1. Do not move student or administer any medical techniques unless you feel further harm or permanent injury will result if you do not.
2. Send a student to notify the principal/school nurse.
3. Parent or guardian will be notified.
4. Doctor or ambulance will be notified - at the discretion of the school nurse/principal or parents.

If the principal or school nurse is unavailable, any reports of injuries will be directed to the secretary. In case of serious injury please notify the office or Administration as soon as possible.

\* Normal first aid techniques are exempted from the above procedure if administered by qualified and trained adult personnel.

## **PUPIL TRANSPORTATION**

At any time a student travels on district provided transportation he/she is expected to observe the following rules.

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Keep the bus clean.
4. Cooperate with the driver
5. Do not be destructive.
6. Stay in your seat.
7. Keep head, hands, and feet inside the bus.

**All students are expected to be cooperative to ensure that bus drivers can concentrate on driving.**

## **PROCEDURE FOR COUNTING BALLOTS FOR SCHOOL RECOGNITION**

The following guidelines will be observed when counting ballots for student recognition for homecoming, snowball, or other elections in which all of the student body participates in the voting:

- 1) Voting shall take place by secret ballot
- 2) Ballots shall be secured in a sealed envelope in the school safe by the activity sponsors and principal.
- 3) Ballots shall be counted in a private meeting.
- 4) Ballot shall be counted and recorded in writing by the activity sponsors and a second faculty member.

The principal or his/her designated representative shall serve as observer to the counting of all ballots and will certify the results.

The results of all balloting will be held in strictest confidence both before and after the announcement of the name of the student honoree's.

## **HOMEcoming/ SNOWBALL KING AND QUEEN POLICY**

**HOMEcoming:** Homecoming candidates will be seniors. Two weeks prior to Homecoming, the student body will select 3 boys and 3 girls to be homecoming king and queen candidates, unless there are only 4 total girls or boys in the class, then there will be 4 candidates. The Thursday of Homecoming week, the student body will vote for one boy and one girl to be King and Queen from the 3 top boy and girl vote recipients. This will be announced before the homecoming game. STUCO will be responsible for this task.

**SNOWBALL:** The teaching staff will select Snowball candidates. Any student who has won Homecoming King or Queen is NOT eligible to be a candidate. Their names will not be on the ballot. Three weeks prior to Snowball teachers will meet to review the requirements for candidates. Then teachers will individually, by paper ballot, select 3

boys and 3 girls each from the senior class. These candidates will then be announced. The student body will then vote for one boy and one girl the Thursday before Snowball. All candidates will be announced at the basketball game and the winners revealed. This will be the responsibility of NHS. Any Snowball activity (dance, bowling...) will be the responsibility of STUCO.

## **Victoria USD 432 District Activity Rules**

*Rules for all participants in athletics as well as members of any school sponsored team.*

It is a violation of the district activities policy for any student participating in any school-sponsored activity to:

- 1) Use, manufacture, or possess a beverage containing alcohol;
- 2) Use, manufacture, or possess any controlled substance;
- 3) Use, manufacture, or possess tobacco in any form.

If a student violates this policy at any time during the season of participation, the following will occur:

**First Violation:** A first time violator shall be subject to the following sanctions:

- a) Any information alleging student involvement will be investigated fully by the coaching staff and administration.
- b) If it is determined by the coaches and administration that a violation has occurred, a meeting will be scheduled with the student, coach or sponsor, and administration. A follow up meeting may be requested by the parent or guardian. Following the meeting, the student will be suspended from the next applicable athletic competition. The student will not be permitted to “suit up” for said event. However, the student may be allowed to continue to report to practices.
- c) Consequences:
  - 1) Will not be eligible to letter in the sport in which he/she is competing;
  - 2) Will not be eligible for USD 432 and Central Prairie League post-season honors in the sport in which he/she is competing;

**Second Violation:** A second time violator within the same sport shall be subject to the following sanctions:

- a) Any information alleging student involvement will be investigated fully by the coaching staff and administration.
- b) If it is determined by the coaches and administration that a violation has occurred, a meeting will be scheduled with the student, coach or sponsor, and administration. A follow up meeting may be requested by the parent or guardian.
- c) Consequences: Immediately following the meeting, the student will be suspended for the remainder of the season in which the violation took place.

**Third Violation:** A third suspension during a school year will result in dismissal from all activities for the remainder of the school year.

A copy of this policy will be provided to each student participating in extracurricular activities.

Violation of school or district policy may result in additional disciplinary action by school administrators or legal authorities.

## ELIGIBILITY REQUIREMENTS

Victoria Jr./Sr. High School is a member of the Kansas State High School Activities Association and is obliged to follow all guidelines as set forth by this organization.

**In order to participate in non-class related activity a student must be passing in six subjects of unit (courses for which you will receive one credit) weight. Students who have 2 failing grades will be placed on probation not to last longer than 1 week. If the student is able to raise one of the failing grades they will be considered in good standings. If the student fails to raise the grade after the probation week, they will be considered ineligible for the next week.**

Local Eligibility:

- Eligibility will take effect after the 2<sup>nd</sup> week of each 9 week period. Students with one F or two D's will be considered "low and failing." Students who are on the "low and failing" list two weeks in a row with the same grade(s) in the same subject(s) will be deemed ineligible. Weekly reports will be generated on **Friday** mornings and go into effect the following **Monday**. The ineligibility period starts over the following Monday.
- It is the responsibility of the student to talk to his/her instructors and to make every effort to improve his/her grades before the next failing list comes out. This policy does not apply to activities where participation in that activity is required for a **grade** in a class (i.e. music and FFA competition).
- Academically ineligible **athletes** will be allowed to practice during the week of their ineligibility but no ineligible **students** be allowed to participate or attend any game, activity or performance during that week.
- As a rule, if a student is too sick to attend class all day then participation in sports and activities will be denied. A student needs to attend a significant part of the school day (defined for sports only as at least 3 class periods) to compete/attend. Those students who have been suspended may not participate in any activities or be on school property until reinstated. KSHSAA rules apply.
- The school is committed to frequent communication with Rule 10 and all coaches of any suspensions or students not in good standing. The district AD will serve as a liaison between school and coaches.

## DISCIPLINE:

In-school suspension and out-of school suspension result in suspension from all games or contests during the suspension. Out-of-school suspension, but not in-school suspension, also suspends all practice privileges.

## **SCHOOL DANCES**

Participation in all high school dances is open only to present Victoria High School students and their guests. Each student may request to bring one guest to all school dances. The name of the guest is to be turned in to the office at least three days prior to the dance. Students are responsible for the behavior of their guests. Students or their guests will not be admitted thirty minutes after the announced starting time. Once a student or guest leaves they may not return. It is recommended that guests be students of area High Schools or alumni of Victoria High School.

Victoria Junior High dances will be sponsored by the Victoria Recreation Commission and will be under the rules and regulations of the school and the VRC.

## **LETTERING REQUIREMENTS & AWARDS:**

Lettering requirements for high school athletics and organizations have been established as follows:

### **Cross Country:**

Students must compete as a varsity runner in half of the races during the season. A varsity runner will be one of the top 7 runners on the team. The letter requirement may also be reached by being one of the varsity runners at the regional or state meet. Any person who competes for Victoria Cross Country all 4 years will also letter their senior year even if they are running junior varsity. If there are less than 7 runners per gender, the runner must participate and complete all races and complete the year in good standing.

### **Football:**

By participating in 1/2 of the varsity quarters played in a season.

### **Tennis:**

Participation based on the number of varsity matches played.

### **Volleyball:**

Participation based on the number of varsity games played.

### **Basketball:**

By participating based on attitude, dedication, and teamwork throughout the season, varsity quarters played, and completing the season in good standing.

### **Cheerleading:**

- Participant must have received no unexcused absences to any cheerleading function
- Participants maintained good standing throughout the season
- Participant must show marked improvement throughout the season
- First year letter = certificate, letter, emblem, and service bar.
- Each additional letter you will receive a certificate and service bar.

### **Track and Field:**

Athletes earning a minimum of 25 points throughout the season may be awarded a letter. Points are earned in the following manner:

- Attendance and work ethic (1 point/week, 12 points maximum).

- Points earned for the team in meet competition.
  - 4 x 400 relay participation (1 point/meet).
  - Shot put and discus athletes who participate in a non-throwing event (1 point/meet).
  - 2 point/per field event, only earned if you work the event in its entirety and head worker signs off for me, can be earned for assisting with middle school track meets. Max of 4 pt. can be earned if you stay and check in with coaches for the entire meet.
- A. Athletes, who participated in at least 80% of the regular season meets, scoring in an individual event in the league meet may be awarded a letter.
  - B. Athletes, who participated in at least 80% of regular season meets, scoring in an individual event at the regional meet may receive a letter.
  - C. Members of a relay team placing 3rd or higher in the league meet may be awarded a letter, as long as they have participated in 80% of the regular season meets.
  - D. Members of a relay team placing 4th or higher at the regional meet may be awarded a letter, as long as they have participated in 80% of the regular season meets.
  - E. Any athletes, who compete at the state meet, as long as they are in good standing, will receive a letter.

Athletes must finish the season in good standing to earn their letter. Just because you have the required 25 points does not mean you will automatically earn a letter.

### **Powerlifting:**

Participant must place top 6 in an individual lift (bench, squat, or clean) in their weight class, or place top 6 overall in their weight class. Participants will also letter as a team member if men's or women's team finishes top 3.

### **Trainers/Statisticians/Managers/Videographers**

will be eligible to letter at the discretion of their coach. In some cases, the athletic director may award letters to deserving trainers, statisticians, managers, or videographers.

### **Honorary Letters:**

May be awarded to athletes who are injured during the season, and/or to a senior who competes in all four years of a sport.

### **Band:**

- Attend all performances, including athletic band performances (excluding excused absences).
- Perform a solo at either the league festival, or a KSHSAA sanctioned event.
- \*Excused absences require advanced notice that students will be gone for an approved reason, or students were absent from school that day due to sickness or family emergency.

### **Drama:**

Students must have participated in the play for a minimum of two years.

### **FCCLA:**

- Must serve as a local, district, state or national officer.
- State peer education member.

- Competed in district, state or national STAR Events.
- Be a member each year they are enrolled at Victoria High School, then letter as a senior.

#### FFA:

- Complete 2 years of membership in Victoria FFA (Earn at least 75% of the total FFA points available for the 2 years).
- Earn Greenhand and Chapter FFA Degrees.
- Compete in at least 6 FFA contests.
- Participate in all FFA Fundraisers.
- Volunteer for at least 4 activities.
- Hold an FFA Chapter office.
- One must complete all requirements in order to letter.

#### SADD:

- Attend all meetings.
- Participate in at least 3 days of Red Ribbon Week.
- Minimum 2 hour SADD service (ex. concession stand, helping with an activity, etc).

#### SkillsUSA:

- Attend a Conference.
- Serve as Local or District Officer.
- Compete at a Competition.
- 2nd year member.

#### Yearbook:

Yearbook members will be able to letter after two years of participation and obtaining Editor status within the staff.

#### Shooting Club:

Students must Compete in all weeks of the season and average at least 20/25 targets shot per round. Any athlete that participates in every spring season all 4 years of high school will also letter their Senior year.

**Note: Only those students who have successfully completed the season as a member in good standing of the school and team will be considered eligible to receive in season or post season awards.**

**Junior High participants will receive participation awards if completing the seasons in good standing.**

## STUDENT ACTIVITIES AND ORGANIZATIONS

All student activities and organizations will be governed by the Constitution and by-laws of the Kansas State High School Activities Association, Constitution and by-laws of Victoria High School Student Council and the policies of the Board of Education of Unified School District #432.

1. Finance: All class and organization funds must be deposited in the Victoria High School Activity Fund. The Principal must approve all money making projects and expenditures. No student will make any purchases in the name of the school or a school organization without the approval of the principal.
2. Sponsors: the Principal will assign sponsors for each class, organization, and activity.
3. Initiations: There will be no freshman initiation. Hazing is absolutely forbidden. Induction ceremonies of student organizations must be approved by the administration.

## **JOB DESCRIPTION: COACHES OF ATHLETICS**

### **PROVISION I**

Your teaching assignment and other teaching duties shall take precedence over coaching duties as determined by the administration.

### **PROVISION II**

The regular full-scale practice periods for high school athletes shall not exceed two hours at any one practice session without the approval of the administration. Dressing and undressing for the sport as well as chalk talk time is not considered to be part of regular practice time.

Junior High School practices will start at the end of the school day and be complete by 5:30.

### **PROVISION III**

All games and meets will be scheduled through the administrative office. In no case shall they exceed in number the KSHSAA maximum.

### **PROVISION IV**

All coaches will communicate with parents and students at the beginning of the season regarding their rules, regulations and, especially, expectations. And finally, all coaches will communicate with students and parents regarding practice schedules. Parents and students need to know in advance what times they will be expected to be at practice and how long those practice sessions will be.

### **PROVISION V**

Athletes may be cut from the squad for disciplinary reasons only.

### **PROVISION VI**

Coaches shall adhere very closely to any regulations that have been approved by the KSHSAA. School regulations beyond and above the KSHSAA regulations will be

observed as required by the administration. Regulations pertaining to Public Law 92-318 (Title IX) will be adhered to.

#### **PROVISION VII**

Coaches and assistants (1) are responsible for general care of equipment; (2) shall see that students under their charge are not left unsupervised; (3) are responsible for securing the practice area before leaving the premises; (4) are responsible for the general tidiness of coaches' quarters; (5) will submit an up-to-date inventory each year.

#### **PROVISION VIII**

Coaches will be given the opportunity to attend coaching clinics.

#### **PROVISION IX**

This job description is not all-inclusive, but is meant to be a general guide. If you have any questions, consult your administrator.

### **RESPONSIBILITIES OF COACHES AND ACTIVITY SPONSORS**

- 1. Supervise all students in your care at all times. Be physically present for all practices and activities.**
- 2. Do not leave students in locker rooms, whirlpools, weight room etc. unattended. Just because practice has ended supervision has not.**
- 3. Be certain that your participants are eligible:**
  - A. KSHSAA eligibility rules.**
  - B. Victoria Jr./Sr. High School eligibility rules.**
  - C. KSHSAA physical examination form in the office before they are allowed to practice.**
- 4. Be sure to inventory and take care of all equipment. Secure all equipment and facilities nightly as equipment has a tendency to walk off. Please make certain locker rooms are "picked up" nightly.**
- 5. Please be certain to close windows, lock doors, and shut off lights after you are done practicing.**
- 6. All players and activity participants are to ride district-sponsored transportation to and from all games and practices. Student athletes/activity participants may ride home from games with their parents only if their parents are at the game or personally talk to the sponsor about special transportation arrangements for their child.**
- 7. Be certain all of your players understand your coaching, philosophy and team rules and regulations. Have a written copy in each team member's hands and one copy on file in the principal's office.**
- 8. Be certain that you are aware of all rules and regulations regarding your sport or activity. Let us never allow a student to be penalized due to our negligence or lack of understanding.**

9. All coaches and activity sponsors should be aware of the following guidelines for coaches that have been approved by the Board of Education as supplemental part of your contract\*\*

## V-CLUB CONSTITUTION

(Revised May 2023)

### ARTICLE I: PURPOSE

Section 1 We the V-Club members of Victoria High School, dedicate ourselves and our services to promote individual growth of members through various activities, to create and stimulate leadership, enthusiasm and high morals, and to better the relationship between the administration, board of education, faculty, student body, parents, and community.

### ARTICLE II: MEMBERSHIP (Eligibility)

Section 1 Any person who letters in any sport, club, or organization.

Section 2 Fall: Football, Tennis, Volleyball, Cheerleading, Trainers, and Statisticians.

Winter: Basketball, Cheerleading, Trainers, and Statisticians.

Spring: Track and Field, Softball, Baseball, Trap Shooting, Trainers, Statisticians, and all other clubs and organizations.

Section 3 Forensics members will be eligible to letter if they qualify for state competition.

### ARTICLE V: MEETINGS

Section 1 Meetings shall be held as needed to conduct the business of the V-Club and minutes shall be kept.

Section 2 All V-Club meetings will be conducted according to parliamentary procedures, only when time permits.

- 1) Call meeting to order.
- 2) Read minutes of previous meeting.
- 3) Give financial report.
- 4) Discuss old business.
- 5) Discuss new business.
- 6) Open meeting for discussions.
- 7) Close meeting.

Section 3 No meetings will be held without the sponsors being present.

### ARTICLE VI: OFFICERS

Section 1 President—shall preside at all meetings and activities of the V-Club.

Section 2 Vice-President—shall conduct the meetings in the absence of the president.

Section 3 Secretary/Treasurer—shall keep accurate record of all activities, meetings, and financial reports. The secretary/treasurer will also keep an accurate account of all members and call roll at V-Club meetings.

Section 4 Committees—The president and officers will establish committees when necessary.

Section 5 The president will be the representative to STUCO.

#### **ARTICLE VII: ACTIVITIES**

Section 1 Involvement in money making projects will be required as a member of the V-club. If you chose to not participate in the fundraising after the second year, you may be asked to pay for your emblems and bars.

Section 2 Sponsor and purchase of items for school, community, and V-Club.

#### **ARTICLE IX: GRADE RULE**

Section 1 All members of the V-Club shall be passing according to KSHSAA rules—passing 5 subjects after each semester.

Section 2 Students can be reinstated, if grades fall below the KSHSAA criteria, when grades are brought up to passing after that semester. Any person who is reinstated shall be on probation for one year from the date when the semester ends and shall be dismissed from V-Club on a second failure of grades.

Section 3 Probation means: One can still letter, but all patches and bars will be held in the office until the end of the probation period.

Section 4 Dismissal means: One will not get any patches or bars for that school year. They may be reinstated the following year for grades only.

#### **ARTICLE X: CONTINUATION RULE**

Section 1 Any person who letters in a sport shall continue in that sport until graduation, if he or she wishes to remain in the V-Club.

Section 2 Exception: An individual may change from one sport to another and retain his or her membership, providing he or she letters in the sport.

Section 3 Illness, injury, or hardship shall not deprive the person of his or her membership in the V-Club, providing that evidence shows that these conditions exist.

Section 4 Athletes may be reinstated on occasion that may warrant reinstatement. Sponsors, principals, and officers of V-Club will work together in making this decision.

#### **ARTICLE XI: SUSPENSION RULE**

Section 1 For Sports, clubs, and organizations: Any member suspended from school for ANY reason, (no more than three times for an ISS and zero times for an OSS) for not abiding by the rules and regulations, as set forth by the administration and board of education, shall be suspended from V-Club for one year from that date. If a student is dismissed from a sport for any reason, they will be dismissed from V-Club for one year, then probation for the following year. If the student is in good standings after the two years, they may be allowed to be in V-Club again without restrictions.

Section 2 Probation means: One can still letter, but all patches and bars will be held in the office until the end of the probation period.

Section 3 Dismissal means: One will not get any patches or bars for one year. They may be reinstated the following year and put on probation under the V-Club sponsor and administrations discretion.

#### **ARTICLE XII: NONCONCLUSIVE RULE**

Section 1 Members shall discuss and vote on any and all problems that are not covered in this constitution. This shall allow the members, by majority vote, to add new rules to the constitution when necessary.

## **ARTICLE XIII: V-CLUB SPONSORS**

Section 1 All athletic coaches will be designated sponsors of V-Club.

### **V-CLUB PATCH RULES**

Patches awarded to members of sports teams, and individuals, will be financed by the V-Club, when financially possible or members will seek other sources of funding which may include paying for the patch by the individual participant.

1. One patch per sport, per athlete, for a season. No exceptions.
2. Patches awarded to all state participants/placers.
3. Trainers who are letter winners will be awarded patches also.
4. Additional patches may be awarded at the discretion and agreement of the V-Club sponsor and officers.

## **STUDENT COUNCIL CONSTITUTION**

### **Article I: Name**

This organization shall be named the Student Council of Victoria High School, informally called STUCO.

### **Article II: Purpose**

The purpose of this Student Council shall be to:

1. Provide a democratic form in which students can address those related issues that affect their lives;
2. Maintain a continuous communication channel from students to administration to promote better relations between the two;
3. Offer a variety of social functions and community involvement projects; and
4. Train students in the duties and responsibilities of good citizenship.

### **Article III: Membership**

Section I: The Student Council shall consist of three elected officers, four class presidents, four class representatives, and the presidents of all organizations in school.

Section II: Any member who misses two meetings without a valid excuse will be sent to the STUCO officers for consultation and possible removal.

Section III: Any member whose behavior is morally or socially unacceptable will be brought before the Student Council Executive Committee for questioning and possible dismissal. A unanimous decision will be required for dismissal.

### **Article IV: Officers**

Section I: The officers of this organization shall consist of a president, vice-president, and a secretary-treasurer.

Section II: All officers must be elected according to the rules set forward in this constitution.

### **Article V: Elections**

Section I: All persons planning to run for office in Student Council must declare themselves as a candidate by petition signed by the sponsor, and the building principal.

A. Any candidate seeking the office of president must be an upcoming junior or senior and have been in STUCO one year. Any candidate seeking the office of vice-president or secretary-treasurer must be an upcoming sophomore, junior, or senior. (Amended 5-20-2009)

- B. All candidates planning to run have to be in good standing with civil laws and administration of the school.
- C. Elections shall take place following a weeklong campaign. During this week all posters have to be approved by the sponsor or principal and there will be no favors given to the student body.
- D. A candidate must have a majority of the votes in order to win. Voting shall be by Australian ballot and no senior may vote.
- C. The votes shall be tallied by the student council sponsor.
- Section II: The president and student council representative of the following year's senior, junior, and sophomore classes shall be elected by their class membership during the final class meeting of the school year. The president and representatives of the freshman class shall be elected at the first class meeting of the new school year.
- Section III: The term of office for each officer shall be one school year.

#### Article VI: Meetings and Amendments

- Section I: Student Council convenes the second Tuesday of every month. Special meetings for Student Council may be called when needed.
- Section II: Amendments to the constitution may be suggested to or by any STUCO member or by any student attending Victoria High School.
- Section III: Amendments to the constitution must be ratified by a 3/4 vote of the student council. In special cases determined by the sponsor and student council officers, the amendment must be approved by a majority vote of the student body.

### **BY-LAWS TO THE STUDENT COUNCIL CONSTITUTION**

#### Article I: Fundraising Activities

- A. Sophomores shall reserve the Soup Supper for their annual fundraising activity.
- B. The Senior class shall ordinarily have no designated fund raising activity.
- C. The Sophomore class may have within the year one additional activity.
- D. Student Council shall have as annual activities Homecoming, Halloween, and Christmas activities.
- E. The Student Council has the power to suggest any further or alternate fund raising activities.

### **DUTIES OF STUDENT COUNCIL OFFICERS**

#### **President-**

- Meets with advisor to prepare agenda prior to each meeting
- Presides at regular general meetings and special meetings
- Attend all Site Council meetings and participate in school activities outside of school hours
- Plan Student Council goals, activities and projects
- Read morning announcements each morning
- Attend monthly Board of Education meetings in rotation with the other two officers

## **Vice President**

- Perform the duties of the President in his/her absence
- Assist the President at all meetings
- Keep a record of committee assignments and job assignments given to representatives
- Attend monthly Board of Education meetings in rotation with the other two officers

## **Secretary/Treasurer-**

- Keeps accurate minutes of meetings and sends a copy to advisor and Principal following each STUCO meeting
- Keeps a master calendar for Student Council
- Keeps track of expenditures and sales and reports at each STUCO meeting
- Keeps attendance at meetings and other events
- Attend monthly Board of Education meetings in rotation with the other two officers

## **NATIONAL HONOR SOCIETY**

Chapter Bylaws of the Victoria High School Chapter

### **ARTICLE I: NAME**

The name of this chapter shall be the Victoria High School Chapter of the National Honor Society.

### **ARTICLE II: PURPOSE**

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Victoria High School

### **ARTICLE III: POWERS**

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3: Final authority on all activities and decisions of the chapter resides with the school principal.

Section 4: Nondiscrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy

of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

#### **ARTICLE IV: MEMBERSHIP**

Section 1: Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character.

Section 2: Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3: Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Victoria High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service (minimum of 12 hours), leadership, and character.

#### **ARTICLE V: SELECTION OF MEMBERS**

Section 1: The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2: The selection of active members shall be held once a year during the second semester of the school year.

Section 3: Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4: Candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6: An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

#### **ARTICLE VI: OBLIGATIONS OF MEMBERS**

Section 1: Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 2: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3: Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the stole at graduation.

#### **ARTICLE VII: OFFICERS**

Section 1: The officers of the chapter shall be president, vice president, and secretary/treasurer.

Section 2: Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4: It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 5: The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6: The secretary/treasurer shall keep the minutes and attendance records for meetings and be responsible for all official correspondence, as well as keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8: Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

## **ARTICLE VIII: MEETINGS**

Section 1: Regular meetings of this chapter shall be monthly, on the first Wednesday of every month, during AIM. Special meetings can be called by the president with approval of the adviser.

Section 2: This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3: Members are expected to attend all chapter meetings.

## **ARTICLE IX: ACTIVITIES**

Section 1: The chapter shall determine one or more service projects for each year.

Section 2: All members shall regularly participate in these projects.

Section 3: These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.

Section 4: Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 5: The chapter shall publicize and promote its projects in a positive manner.

Section 6: All members shall participate in the fundraisers planned by the chapter.

Section 7: Senior members in good standing, who have met the attendance and participation requirements set forth by the executive committee, will be given the chance to plan a senior trip, with the supervision of the chapter advisor.

## **ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS**

Section 1: Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Victoria High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2: If a member's cumulative grade point average falls below the standard in effect when he/she was selected, he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3: Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Section 4: Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5: Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 6: In all cases of pending dismissal:

- a. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
- c. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 7: In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

#### **ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.**

Section 1: These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

#### **ARTICLE XII: AMENDMENTS**

These bylaws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The

exceptions are Articles V and X, which are developed by the faculty council with the approval of the principal (selection and discipline).

Approved on May 19, 2016

## **STUDENTS AGAINST DESTRUCTIVE DECISIONS**

### **STUDENT -- PARENT CONTRACT**

Your school has agreed to participate in a campaign to prevent teenage drinking and driving. This campaign consists of films, speakers, discussions and literature aimed at increasing awareness and reducing the incidence of driving under the influence.

Enclosed is a contract we encourage you to discuss with each other. Many parents and teenagers find this helpful in dealing with a very serious problem. This contract is not intended to condone drinking or drunkenness amongst teenagers. Rather, it is a tool to protect teenagers from driving under the influence or being a passenger in a car driven by a drunk driver.

The last part of this contract is intended to show that drinking and driving is an adult problem too. We hope this encourages open communication and an agreement that will prevent teenagers and adults from risking their lives.

### **CONTRACT FOR LIFE**

A Contract for Life

Between Parent and Teenager

Teenager: I agree to call you for advice and transportation or both at any hour, from any place, if I am ever in a situation where I have been drinking, or if a friend or date who is driving me has been drinking.

Date\_\_\_\_\_

Signature\_\_\_\_\_

Parent: I agree to come and get you at any hour, any place, no questions asked and no argument at that time, or I will pay for a taxi to bring you home safely. I expect us to discuss this issue at a later time.

Student: I agree to seek safe, sober transportation home if I am ever in a situation where I have had too much to drink or a friend who is driving me has had too much to drink.

Date\_\_\_\_\_

Signature\_\_\_\_\_

## **FAMILY CAREER & COMMUNITY LEADERS OF AMERICA**

### **ARTICLE 1: NAME -SPONSOR - PURPOSE**

#### **SECTION A**

The name of the Association shall be the Victoria Family Career & Community Leaders of America. Members are hereinafter referred to as Family Career & Community

Leaders of America of District B. The Letters "FCCLA" may be officially used to designate the Association.

#### SECTION B

The mission of the organization shall be to help youth assume their roles in society through Family and Consumer Science (FACS) education in areas of personal growth, family life, vocational preparation, and community involvement.

The purpose of the organization shall be as follows:

1. To provide opportunities for personal development and preparation for adult life.
2. To strengthen the function of the family as the basic unity of society.
3. To encourage democracy through cooperative action in the home and community.
4. To encourage individual and group involvement in helping achieve global cooperation and harmony.
5. To promote greater understanding between youth and adults.
6. To provide opportunities for making decisions and for assuming responsibilities.
7. To prepare for the multiple roles of men and women in today's society.
8. To promote FACS, FACS careers and related occupations.

### **ARTICLE 2: ORGANIZATION**

#### SECTION A ACTIVE MEMBERSHIP

Any school pupil who is regularly enrolled in a FACS class in grades 9 through 12 or has been enrolled is entitled to become an active member of the certified FCCLA chapter. A member may retain active membership continuously throughout the grades 9 through 12 enrollment period. Active members wear the official FCCLA pin with the official guard.

### **ARTICLE 3: POWER OF ONE**

#### SECTION A

There shall be six units of achievement for active members. All units shall be based upon achievement of the individual. The six units shall be: (1) FCCLA knowledge; (2) A Better You; (3) Family Ties; (4) Working on Working; (5) Take the Lead; (6) Speak Out for FCCLA.

#### SECTION B

The units of achievement will be denoted by pins and charms as follows: (1) FCCLA Knowledge - FCCLA Pin; (2) A better You - White #1; (3) Family Ties - Blue #1; (4) Working on working - Gold #1; (5) Take the Lead - Green #1; (6) Speak Out for FCCLA - Red #1.

#### SECTION C

The awarding of these units shall be based upon the achievement for the candidate applying for the recognition and awarded as follows.

#### SECTION D

Your achievements will be recognized at three levels-

**LOCAL.** You and your advisor may purchase Power of One enameled pins or charms from Advertising Premiums and Incentives, Inc. ( API ) for each unit you complete.

**STATE.** Your chapter advisor will submit a form to the state advisor when you have completed all six units. State advisors can purchase certificates from API to present to you at the state meeting.

**NATIONAL.** Your state advisor will inform national headquarters when all six units have been completed. You will receive recognition at the National Leadership Meeting.

## **ARTICLE 4: EMBLEM**

### **SECTION A**

The emblem of Family Career & Community of America shall be the FCCLA initials inside an oval with the words Family Career and Community Leaders of America.

### **SECTION B**

Emblems shall be uniform in all the units of the organization. All official emblematic material is purchased from API. All members are entitled to wear the official emblem and official guard.

### **SECTION C**

All advisors are entitled to wear the emblem and the official guard.

## **ARTICLE 5: OFFICERS**

### **SECTION A**

Officers in the chapter shall be elected each year according to the rules set up by the chapter organization.

### **SECTION B**

Officers to be elected shall be President, Vice-president, Secretary, Treasurer, VP of Programs, VP of Public Relations, and Class Representatives.

As needed, chapter officers may be combined or added under the direction of the chapter advisor and active chapter officers.

### **SECTION C**

Responsibilities of chapter officers shall be:

1. Attend all chapter/district meetings.
2. Participate in planning chapter and district meetings.
3. Keep appropriate records and pass them on to the successor.
4. Serve as member of the chapter executive council.

## **CHAPTER OFFICER RESPONSIBILITIES**

### **PRESIDENT**

Attend leadership camp.

To preside at chapter meetings by using parliamentary procedure.

To have a prepared agenda of business for all meetings.

To work closely with chapter advisor and chapter officers.

To keep record of all meeting and agendas.

To help fill out end of the year forms.

### **VICE-PRESIDENT**

Attend leadership camp.

Substitute or serve a president when necessary.

To promote all district meetings to the chapter and chapter events to the members.

To keep accurate records of the point system.

### **VP of PUBLIC RELATIONS**

To write and submit all articles for the school and local paper.

To serve as assistance to the advisor for star events.

To submit chapter newsletters to the district by designated deadlines.

### **VP of Programs**

To keep and care for the chapter camera.

To notify advisor when in need of film or film developing.

- To be at all chapter events or have a substitute in order to take pictures.
- To keep a scrapbook of all pictures and newspaper articles of the year's activities.
- To head the committee for submitting the scrapbook at star events.

**VICE-PRESIDENT OF FINANCE**

- To create a budget and submit it to the chapter at the first meeting.
- To be assistant to the advisor during the Chapter fundraising event.
- To present an updated balance to the advisor and to the chapter members at all meetings.

**SECRETARY**

- To keep accurate minutes of all meetings.
- To submit typed copies of the minutes to the principle, advisor, and president within a days time of the meeting.
- To type all programs, invitation, thank you's, ect. . .

**CLASS REPRESENTATIVES**

- To attend all Officer and chapter meetings.
- To act as a liaison for their respective class.

**ARTICLE 6: STAR EVENTS**

**SECTION A**

The Victoria Chapter will follow the State Guidelines for Star Events. Only one entry per contest per school will enter the Star Events at the district Star Events with the top entry going on to State.

**ARTICLE 7: EXECUTIVE COUNCIL**

**SECTION A**

The chapter Executive Council shall be composed of the chapter officers, and the advisor.

**ARTICLE 8: MEETINGS**

**SECTION A**

Chapter meeting shall be scheduled by the administration with recommendation from the advisor and the president.

**ARTICLE 9: DUES**

**SECTION A**

Dues shall be decided on by the chapter, as voted on by members of the chapter.

**ARTICLE 10: CONSTITUTIONAL AMENDMENT**

**SECTION A**

This constitution may be amended by a majority vote of the voting quorum.

**DANCE TEAM CONSTITUTION**

**(Amended 1996)**

## **PURPOSE:**

We, the Dance Team of Victoria High School, Dedicate ourselves and our services to maintain enthusiasm and school spirit at all athletic events, to develop a sense of good sportsmanship among the students, to provide entertainment to the student body as well as the fans, and to better relationships between schools.

## **I. Membership:**

A. There will be one squad for football and basketball games.

## **II. Elections:**

A. All candidates shall have written permission from their parents and /or guardians in order to tryout.

B. Any upcoming freshman, sophomore, junior, or senior is eligible to tryout for a position.

C. Leaders will be selected by a vote from all members, and the Sponsors.

D. An elected Cheerleader may try out for the Dance Team.

E. Selections shall be made by a panel of qualified Judges as selected by the Sponsors.

F. Each candidate will select 5 faculty members for a written evaluation. The high and low scores will be thrown out.

G. Sponsors will fill out an evaluation form. An average of the scores will be taken.

H. All ballot results from selections shall be kept by the advisor from one selection to the next.

## **III. LEADERS:**

A. Co-Leaders shall attend summer camp or the entire team will attend a spirit clinic as deemed by the advisor.

B. Shall be at practices before starting time and have practices start on time.

C. Shall schedule all practices in advance with the Advisor.

D. Shall know the dances and routines to be used and be ready to teach the other members.

E. Shall call a meeting of the Dance Team members and Advisors if something needs to be discussed. All members are to be contacted and present.

F. Shall be sure of the game time and make sure all Dance Team members are present.

G. Shall make sure all equipment is set-up and put away at the beginning and end of practices.

H. Shall advise a Sponsor of any misconduct of the Team Members.

I. Shall notify the sponsor of any member not ready to perform.

#### IV. DANCE TEAM MEMBERS DUTIES:

- A. The Leaders are responsible for the actions of the squad. Squad members shall respect their decisions and actions or be subject to possible suspension.
- B. Dance Team members must be in school for 1/2 of the day of a performance.
- C. Each Dance Team member shall assume the duty of reporting her scholastic grades to the advisor.
- D. All Dance Team members shall sit together in the Student section and cheer along. An exception to this might be in which the member is also a member of the band. In this instance, they might be required to sit with the band during the band's performance and then return to the section.
- E. Each Dance Team member will be required to have **complete knowledge** of all relevant dance routines prior to the end of the last regularly scheduled practice. Dance routine knowledge will be determined by the leaders and sponsors. If needed, an evaluation will be conducted by the Sponsors. They will watch the routine and vote by secret ballot on knowledge. A member who fails to meet the above criteria is subject to suspension for that performance. The routines will be videotaped.

#### V. PRACTICES

- A. Practices shall be held in the gym at the designation of the Leaders and Advisor.
- B. Summer practices starting in late August will be held as deemed necessary by the leaders and approved by the Advisor.
- C. Leaders are chosen to lead. All members must abide by instructions.
- D. Dance Team members must have attended all practices before they will be able to perform, unless excused by the Advisor.\

#### VI. UNIFORMS:

- A. All uniforms are the property of the school and will be replaced as deemed necessary by the Sponsors.
- B. Socks, tights, and shoes must be purchased by the Dance Team Member.

#### VII. CONDUCT:

- A. Dance Team members shall conduct themselves properly at all times, for they are the official student representatives of the school.
- B. Members shall display good sportsmanship at all times.

C. Conduct in the classroom shall be of the caliber that gives a good example for other students.

### VIII. DISMISSALS AND SUSPENSIONS:

A. The use of tobacco or alcoholic beverages shall warrant dismissal or suspension from the squad.

B. Truancy, unexcused or unsatisfactory absences from practices shall result in a suspension for one performance.

C. If a member is suspended from school, she will be dismissed from the squad.

D. A member who misses a performance without permission of the advisor will be suspended for the next three performances.

E. A member who does not have the knowledge of the routine prior to the regularly scheduled practice, as reviewed by the leader's advisor will be suspended for one performance.

F. Any matter concerning a member's conduct can be brought before the Captains and the sponsor, with possible suspension or dismissal from the team. (Article VII).

### IX. AWARDS:

Appropriate awards will be given to members who have completed a satisfactory year of performance. If in good standing with the Dance Team, the member will be eligible to receive a letter after two years.

**YOU ARE A DANCE TEAM MEMBER FROM THE FIRST DAY OF SCHOOL UNTIL THE LAST DAY OF SCHOOL. YOU ARE NOT PERFORMING FOR YOURSELF, BUT FOR THE SCHOOL.**

#### **Student**

I HAVE READ THE CONSTITUTION AND I SHALL ABIDE BY THESE RULES AND REGULATIONS. I PROMISE TO UPHOLD THE HIGH STANDARDS AND AT ALL TIMES SHALL CONDUCT MYSELF IN A WAY THAT WILL BE A CREDIT TO THE SCHOOL.

Date \_\_\_\_\_

Signature\_\_\_\_\_

### CHEERLEADING CONSTITUTION

(AMENDED 2024)

**PURPOSE:**

We, the **Cheerleaders** of Victoria High School, dedicate ourselves and our services to maintain enthusiasm and school spirit at all designated athletic events, to develop a sense of good sportsmanship among students, to better relationships between schools, and to serve as role models for our fellow students. Dedication, commitment, and good attitude are essential elements for members of the VHS cheerleading squad.

## **I. Membership**

A. Cheerleaders may be on both football and basketball squads. A rotation system may be used during football/basketball depending on the number of squad members. A maximum number of cheerleaders will be determined by the sponsor and administration.

B. Cheerleaders can participate in both cheerleading and as athletes on any team

## **II. Elections**

A. Any upcoming freshman, sophomore, junior, or senior is eligible to tryout for a cheerleading position.

\*Tryouts will occur each year. Up to 14 individuals who meet scoring criteria will be given a position on the Victoria High School Cheerleading Squad.

B. All candidates shall have written permission from their parents or guardian in order to tryout.

C. Elections shall be held in the spring.

D. If selected, through the tryout process, a student may serve on both cheerleading squads.

E. Elections shall consist of a panel of FHSU or other qualified judges as selected by the sponsors and by teacher evaluations of the candidates.

F. Tryout performance will be chosen by the sponsor, and may include one individual cheer, dance, and 3 jumps. The cheer and dance to be performed will be selected by the sponsor.

## **III. Head Cheerleader/Co-Captain(s) Duties:**

- Shall be voted on by the cheerleaders, but foremost decided upon by the sponsor.
- Shall be at all practices before starting time.
- Shall call a meeting of cheerleaders and the sponsor if something needs to be talked over. Contact all that are involved. Majority rules when a vote is taken.

- Is responsible for notifying her squad what is to be worn a day prior to or earlier if possible to the event that the cheerleaders are participating in.
- Is responsible for the actions of her squad.
- In case of a known breach of contract by another cheerleader, the captain is responsible for alerting the sponsor.
- Captain will call cheers, stunts, and sideline dances during games at the instruction of the coach.
- Captain will also be given other responsibilities throughout the season at the discretion of the coach. In the case of the Captain's absence, the Co-Captain will take on the previously mentioned duties.
- Captain and Co-Captain will be held to a higher standard and will be expected to refrain from alcohol, tobacco, and other illegal substances. Captains also will refrain from gossiping about their teammates.
- Captain and Co-Captain will encourage ALL of her teammates throughout practices, games, and performances. They will put her own needs aside, at times, for the good of the squad. They will take practice seriously and aid in keeping the squad focused.
- If captains fail to comply with the moral standards laid out in the Victoria High School Cheerleading Expectation Contract, or the VHS Cheerleading Captain Expectations contract, they will be removed from their position as Captain/Co-Captain and will be replaced by another squad-member. They will also be unable to achieve captain positions in subsequent years. They will not lose their position as a VHS cheerleader.

#### **IV. Cheerleader Duties**

- Football cheerleaders shall cheer for all varsity football games.
- Basketball cheerleaders shall cheer for all varsity girls and boys basketball games.
- Cheerleaders will be expected to cheer for both Basketball and Football seasons and will cheer for all varsity games (unless otherwise decided by coach).
- Cheerleaders need to be present at school for a minimum of 1/2 the game day in order to cheer that night unless arrangements have been made with the sponsor or administration.
- Cheerleaders shall travel to and from the game by transportation provided by the school and in accordance to school policy, unless the sponsor has granted special permission. If the school does not furnish transportation then cheerleaders are not required to attend.

- Cheerleaders shall follow student handbook eligibility policy concerning grades, and drug and alcohol policy, as well as all other school policies as directed in the school handbook.
- Cheerleaders should take the leadership position and actively participate in the moneymaking project(s).
- Cheerleaders shall conduct themselves properly at all times, in school and in the community, for they are official representatives of the school.
- Cheerleaders shall display good sportsmanship at all times.
- Cheerleaders will all sit together in the designated area of the student section when attending games they are cheering for.
- Cheerleaders will be on the field/court before the game starts or will sit out.
- Cheerleaders will be on the field/court before the 2<sup>nd</sup> half starts.
- Cheerleaders must follow all guidelines set by the KSHSAA.
- If cheerleaders fail to maintain proper conduct or fail to comply with the previous duties, they will be disciplined at the discretion of the coach through conditioning, suspension, dismissal, etc.

**Squad members will respect the instructions given or the decisions of the head cheerleader/co-captains or will face suspension.**

#### **V. Practices**

- Practice clothes (shorts, shirt, socks and cheerleading shoes) are required to be worn at all cheerleading practices.
- Shorts worn to practice must be cotton. They cannot be slick for stunting purposes.
- **No practicing will be done on the field/court before or during the game** (If you don't know the cheer, don't do it).
- No jewelry at practices.

#### **VI. You will be asked to sit down if:**

- You are not ready to cheer at the start of the game or after halftime.
- You are just doing the actions and not vocalizing the cheers.
- You do not know the cheers.
- You are not lined up in an orderly fashion.
- You are not respecting or following the decision of the sponsor/head cheerleader/co-captains.
- You are talking back to the sponsor/head cheerleader/co-captains.

#### **VII. Dismissal/Suspensions:**

- Unexcused miss of practice = sit out one game.
- Unexcused miss of game = sit out next game.

C. If you are suspended or asked to sit down more than 3 times, you are dismissed from the squad and will not receive awards.

D. Rules regarding alcohol, drugs, and failing grades will follow the policies stated in the student handbooks.

E. Any inappropriate behavior including the dispersion of inappropriate media content, participation in illegal activities, and anything in direct opposition to the student handbook will result in: 1st offense- a meeting involving the coach, Co-captains, and the athletic director. 2nd offense- removal from the squad.

**VIII. Awards:**

- Lettering:
  - Participant must have received no unexcused absences to any cheerleading function
  - Participants maintained good standing throughout the season
  - Participant must show marked improvement throughout the season
- First year letter = certificate, letter, emblem, and service bar.
- Each additional letter you will receive a certificate and service bar.

**I, \_\_\_\_\_ have read and agree to abide by the rules set forth by this cheerleading constitution.**

Cheerleader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent'(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_