

WELCOME TO INGALLS!

The faculty and administration of Ingalls Schools extend a warm **welcome** to all new students and students who are returning to Ingalls Middle/High School. Our summer efforts have been to make the school better for each of you.

Our school was established and has been operated as an institution of learning. The dictionary defines learning as acquiring knowledge and skill by instruction and study. Our hope is that you will acquire both the knowledge and skills you need to be successful in life in your years here with us. The instruction will be provided in the classroom by qualified teachers; it is your responsibility to provide the study. You must be willing to apply yourself, work hard, and accept the responsibilities of good school and community citizenship.

Your main goal while here at Ingalls Schools should be to obtain the best secondary education possible. You must work daily toward that goal. Your parents, teachers, counselor, and school administration are here to help you attain that goal. Please feel free to discuss any concerns with the school staff.

The purpose of this handbook is to furnish to the faculty and students the needed information about the school in a concise and convenient form. The handbook will be especially helpful to any new members to the school community.

The office is open at all times during school hours. Please do not hesitate to bring in your questions, concerns, complaints, or suggestions. We like to hear from you!

INTRODUCTIONS

MISSION STATEMENT OF USD #477

Ingalls USD #477 provides all students with a quality education in a safe, nurturing environment that encourages respect and promotes a responsible work ethic.

ADOPTED NOVEMBER 1999

UPDATED AUGUST 2014

BOARD OF EDUCATION

Brian Beavers, President

Kyle Litton

Karen Walker, Vice President

Deanne Unruh

Joanna Schmeackle

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Michelle Averhoff

DISTRICT OFFICE STAFF

Randy Rockhold – Superintendent

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INGALLS MS/HS PERSONNEL

Joseph Meador	Principal	Steve Johnson	Activities Dir
Shelly Whipple	Secretary	Stacy Salem	Counselor
Audrey Maxwell	Science/FACS	Tammy Meador	Music
Ivan Bencomo	Math	Kim Schmidt	Librarian
Jeanette Dwyre	SKI-KAN Facilitator	Travis Leverett	Social Studies
Tracy Bleumer	Business	Mitch Harris	Driver Ed
Susan Bailey	Math	Vestal Teeter	English
Raymond Diller	Industrial Ed	Mark Fisher	Technology
Bekah Bencomo	English	Terra Simon	Phys Ed
Braden Pelischek	Social Studies	Tara Harper	Science
Skyler Lightner	Intervention Spec	Glenn Bailey	Special Ed

PURPOSES AND OBJECTIVES**Adopted 8-7-97**

Unified School District #477 seeks to challenge students to achieve and to provide a standard of quality. Its purpose is to prepare students to live in a changing world. The varied instruction and co-curricular programs are designed to provide both academic and life skills training. Emphasis is also given to basic practical and social skills, responsibility, values, and citizenship.

To accomplish this purpose, the following objectives have been defined:

1. To prepare for either further education or immediate employment by providing students with an exposure to a variety of course offerings that will allow informed choices for a future occupation. To provide the depth in both academic and life skill areas that will allow for success in either. To give the direction necessary through counseling services and interest in each student.
2. To provide the student with the basic skills necessary to perform within society. To stress in addition to traditional skills, the practical skill necessary for living in a complex and changing world.
3. To provide the students with information and a variety of experiences that emphasis the social skills that are based on group participation, interaction, and cooperation.
4. To develop the comprehensive ability to solve problems and the open-mindedness that will enlarge the student's ability to examine opinions objectively

to adapt to a changing world, to understand and tolerate differences and uncertainty, and to act responsibly.

5. To create an atmosphere that increases a concern for others and self, an acceptance of a value structure, and positive attitude as well as a sound work ethic.
6. To develop the responsiveness to democratic values that will encourage responsible participation in political processes, foster an understanding of the United States and its relationship to other countries, and to increase acceptance of law and orderly changes.
7. To provide activities and instruction that will encourage an appreciation for cultural arts and physical education so that students can incorporate these into daily living and find meaningful use for leisure time.

HELPFUL HINTS

IF YOU WANT

1. To pay your fees.
2. To file an excuse for absence after an illness.
3. To receive permission to be absent for a special reason.
4. To leave the building.
5. To pay lunch fees.
6. To change a course after school has started.
7. To try for a college scholarship.
8. To get information on colleges or vocational schools.
9. To plan a picnic, party or any other activity involving school groups.
10. To get application for a bus
11. To look for lost and found articles.
12. To obtain school supplies.
13. To convey ideas to the Student Council for discussion.

GO

1. To see H.S. secretary.
2. To see H.S. secretary.
3. To see the principal. All assignments must be made up in advance and parent permission is required.
4. To the office to check out.
5. To see the H.S. secretary.
6. To the teacher(s) first, then counselor, then to the principal for approval.
7. To see the counselor.
8. To see the counselor.
9. To the sponsor and then together clear a date with the Principal and place the date on the calendar.
10. To see Superintendent.
11. To the office. Report all losses immediately to your instructor or office.
12. To the library.
13. To any Student Council member or their sponsor(s).

- | | |
|---|---|
| 14. To report an injury. | 14. To your instructor. Then report to the office for help. |
| 15. To check on your grades or credits. | 15. To the teachers, then the counselor. |
| 16. To make calls prior to 7:30 to school personnel | 16. Call 335-5136. |

**INGALLS HIGH SCHOOL
COACHES AND ACTIVITY SPONSORS**

FOOTBALL

Vestal Teeter - Head Coach
Travis Leverett - Asst. Coach
Braden Pelischek - Asst. Coach

SCHOLAR'S BOWL

Tracy Bleumer

CHEERLEADERS

Tammy Meador
Jennifer Beach

VOLLEYBALL

Jade Kruse- Head Coach
Susan Bailey- Asst. Coach

NEWSLETTER

Bekah Bencomo

YEARBOOK

Tracy Bleumer

BOYS BASKETBALL

Travis Leverett - Head Coach
Braden Pelischek – Asst. Coach

GIRLS BASKETBALL

Terra Simon - Head Coach
John Walker – Asst. Coach

BAND/VOCAL

Tammy Meador

STUDENT COUNCIL SPONSOR

Tammy Meador
Susan Bailey

TRACK

Terra Simon- Head Coach
Vestal Teeter- Asst. Coach

GOLF

Mark Fisher
Travis Leverett

NHS

Bekah Bencomo

CROSS COUNTRY

Terra Simon

KAY SPONSORS

Tammy Meador
Braden Pelischek

SR. CLASS SPONSOR

Stacy Salem - Manager

JR. CLASS SPONSOR

Susan Bailey - Manager

SO. CLASS SPONSOR

Tracy Bleumer

FR. CLASS SPONSOR

Bekah Bencomo

Freshmen: Set up for FB Homecoming

FORENSICS

Bekah Bencomo

DANCE TEAM

Toni Minet

Sophomores: Set up for BB Homecoming
Juniors: Prom, fall concessions, magazine & cheese sales.
Seniors: Determine class song, motto, flower, etc.

**INGALLS MIDDLE SCHOOL
COACHES & SPONSORS**

Cheerleaders

Tammy Meador

Football

Braden Pelischek - Head
Ivan Bencomo - Asst

Volleyball

Skyler Lightner - Head
Shelly Whipple - Asst

Girls Basketball

Boys Basketball

MS Quiz Bowl

Skyler Lightner - Head
Terra Simon - Asst

Ivan Bencomo - Head
Travis Leverett - Asst

MS Track
Braden Pelischek - Boys
Meador
Terra Simon - Girls

6th, 7th, 8th Sponsors
Tammy Meador

MS Student Council
Tammy

SCHOOL SPIRIT

SCHOOL COLORS: PURPLE AND GOLD

SCHOOL MASCOT: THE BULLDOG

SCHOOL SONG: *We're gonna go, go, go, fight, win for dear old Ingalls High;
We're gonna fight, fight, fight for freedom and fight for victory!
Rah! Rah! Rah! Ingalls Bulldogs are the best!
They are really on the go!
Come on, Bulldogs, carry on that Ingalls High fame!
So now let's go, go, go, fight, win for dear old Ingalls High - Hey!*

ALMA MATER: *Far out on the Western prairie, standing plain in view
Is our dear old Ingalls High School towering toward the blue.
Hail, all hail our alma mater; hail dear Ingalls High
We bear thee a love so fervent, it shall never die.*

ATTENDANCE

PHILOSOPHY OF ATTENDANCE

Adopted 5-19-08

USD 477 staff members believe that a direct correlation exists between regular school attendance and academic achievement. Students should develop habits of punctuality and responsibility which will later be vital in the business community or the world of work. Also, each day teachers design learning experiences which serve as building blocks for the students total education. Absences will result in inconsistent learning, reduced achievement, inferior work, failure, dropouts or suspension. Therefore, the following items are adopted as policy:

The principal of each attendance center is designated by the Board of Education as the person responsible to report cases of truancy to the juvenile court.

Students shall receive zeros for class work assigned or not turned in once they have accumulated 7 absences, excused or otherwise, per class during a semester. Exceptions are made for extenuating circumstances. At the 5th absence within one class per semester, the teacher will notify the student on the next day in attendance that they are two absences away from getting zeros. The teacher will also notify the principal on the day of the 5th absence. The principal will call the parent(s) and follow up with a letter as

a reminder of the school policy. If there is an extenuating circumstance, it will be addressed by a committee made up of the principal, assistant principal, counselor, S.A.T. chair and the teacher(s) involved. On the 9th full day absence for the semester and for each absence after, a Saturday school will be assigned. If Saturday School is missed, it results in 1 day of I.S.S. the next school day and the student being ineligible that week.

A child is truant if he is subject to the compulsory laws but is not enrolled in a public or nonpublic school or is subject to the compulsory attendance laws and is enrolled in school but is inexcusably absent for three consecutive days or more than four days in a semester.

ATTENDANCE POLICY

Adopted 5-19-08

A student is considered absent when he/she is not in regular school classes or in a school - sponsored activity. If a student is absent from school, the parents must notify the office by phone or a signed, written note.

If a student is absent, an attempt will be made by the school to verify the absence by a phone call to the parents. This call will not be necessary if a parent or guardian calls early on the morning of a student's absence and reports it to the secretary.

Any part of the school day missed is defined as either absence or tardy. Tardy is being late to a class, up to 10 minutes - absence is missing one or more classes or showing up to class after 10 minutes. For attendance purposes the office will keep track of absence on an hourly basis. Students excused to miss any part of a school day must have a "Permit to Leave the Building" slip. (Includes doctors, dentists, and legal matters) Students are expected to return directly to school after business is completed.

If a student becomes ill during the school day, he/she shall report to the school office, who will contact a parent or guardian before the releasing the student. If no one can be reached, the student will be kept at school.

If a student has been absent from school, any part of the day, because of illness, they are ineligible to participate in extra-curricular activities that day. This includes activity practices.

EXCUSED ABSENCES

Adopted 6-22-01

1. Personal illness
2. Medical appointments.
3. Serious illness or death of a member of the family.
4. Emergencies calling for the student's services at home.
5. Obligatory religious observations.
6. Participation in a district-approved of school-sponsored activity.
7. Parent obtaining office approval in advance by phone or in person.

EXCUSED ABSENCE PROCEDURE

Adopted 8-7-97

1. A note or phone call from the parent or guardian is needed by the office to approve absences on or before the first day the student returns.

2. Students will get make-up work from teachers on the first day they get back to school.
3. Students will be granted one day to get work turned in from days missed, unless other arrangements can be worked out with the teacher or teachers.
4. Primary responsibility for making up work rest with the students, however, every reasonable effort will be made to assist students in the efforts to make-up missed work due to an excused absence.

UNEXCUSED ABSENCES

Adopted 8-15-16

Students shall receive zeros (no credit) for all class work assigned or not turned in.

- 1st unexcused absence: Principal will have a conference with student and parents will be notified
- 2nd unexcused absence: Principal will have a conference with the student and their parents. The student will receive one day of ISS.
- 3rd unexcused absence: An additional student/parent conference will be held and the student will be assigned additional days of ISS or OSS.
- 4th unexcused absence: Student/parents will be required to meet with the Principal and Superintendent to discuss a more effective plan of discipline and corrective action. Law enforcement may be involved at this level.

These guidelines pertain to the entire school year.

PREARRANGED ABSENCE

Adopted 8-7-97

In the case of a prearranged absence, a written request well in advance of the first day of absence will be required to be presented by the student on behalf of the parent or guardian, or in person by the parent or guardian, to the BUILDING PRINCIPAL. If permission is granted by the principal, the student will be expected to make up all work, if feasible, prior to the first day of absence. These could include scheduled monthly Dr. appointments, family vacations, other absences which were arranged/ known in advance, etc. Students are encouraged to meet with all teachers well in advance of the absence to arrange for homework.

MAKE-UP WORK

Adopted 5-19-08

It is the student's responsibility to obtain all materials and information that were covered in class(es) missed due to an absence. Students should plan in advance of

their absence when they are aware that they will be missing school work. They should confer with each teacher relative to their absence and make up as much work as possible in advance of this, realizing, of course, that it is impossible to make up all the work in certain areas.

If the absence was excused, a teacher will allow one day for makeup work and test(s) to be completed. If a student is absent for more consecutive days, he/she should meet with the class instructor and work out an extension.

If the absence is unexcused, class work missed may be requested by the student, completed, and turned in to be evaluated for NO credit.

COLLEGE VISITS

Adopted 12-6-04

Juniors and Seniors are allowed post secondary visits (maximum of two) each year. These need to be scheduled thru the counselor's office before the visit is made. No college visits will be permitted for students on the ineligible list.

DROP FROM ENROLLMENT POLICY

Adopted 12-6-04

After 10 days, a student that plans to be gone for an extended period will be dropped from the register. When the student returns, the student will re-enroll. Reason: Some of the students are taken out of school by the parents for an extended time. The QPA report asks for absences and when we keep the students on the roll, it looks like the student was absent for an extended time.

TARDY POLICY

Adopted 6-22-01

A student is tardy any time he/she enters a classroom after the tardy bell has rung without a written excuse from a teacher, principal or secretary. Tardies are a disruption to normal classroom procedures and activities. Tardies are usually caused by carelessness rather than necessity. Students will receive detention time when they have an unexcused tardy. A minimum of 15 minutes detention time will be administered. The student will serve 15 minutes plus one minute for each minute tardy. Detention will be served the same day the tardy occurred. (24 hours notice is required for students that ride the bus.) If detention is missed, double time will be assigned, the next step will be Saturday school. If a student is detained by a teacher, it is the student's responsibility to get a pass from the teacher. Students who are late because of buses do not need an excuse from the office.

ACADEMICS

GRADUATION REQUIREMENTS

Adopted 4-14-14

1. Language Arts - 4 credits
Required:
 - English I 1 credit
 - English II 1 creditAny two of the following courses
 - College Comp I and II 1 credit (dual)
 - American Literature 1 credit
 - British Literature 1 credit
 - Creative Writing 1 credit
 - Newsletter (teacher approval) 1 credit
2. Mathematics - 3 credits
 - Algebra I 1 credit
 - Algebra II 1 credit
 - Geometry 1 credit
 - Probability & Statistics 1 credit
 - Senior Math 1 credit
 - College Algebra 1 credit
3. Science - 3 credits
 - General Science 1 credit
 - Biology I 1 credit
 - Biology II 1 credit
 - Physics 1 credit
 - Chemistry 1 credit
4. Social Studies - 3 credits
 - United States History - required 1 credit
 - American Government – ½ credit required 1 credit
 - World History 1 credit
 - World Geography ½ credit
 - Economics ½ credit
5. Physical Education - ½ credit required
 - Health – ½ credit required ½ credit
6. Fine Arts- 1 credit

Vocal	1 credit
Band	1 credit
Music Appreciation	1 credit

The balance of 11 credits is selected from our elective offerings. Electives should include courses from the following areas: Computer Technology, Industrial Arts, Foreign Language, Art, and Music.

****26 TOTAL UNITS ARE REQUIRED FOR GRADUATION****

Note: Kansas Qualified Admissions to Board of Regents Schools **beginning with 2015 graduates** now include four units of English **with one unit required each year**. Also, either **three units of math and a ACT math benchmark of 22** or **four approved units of math with one taken each year**.

QUALIFIED ADMISSIONS CURRICULUM KANSAS BOARD OF REGENTS REQUIREMENTS

Adopted 4-14-14

ENGLISH: 4 APPROVED UNITS One credit must be taken during the graduation year.

MATHEMATICS: (2 options) Complete 3 units of approved qualified admissions math and score 22 on ACT (math); or complete four units of approved qualified admissions math, one of those units must be taken in the graduation year.

NATURAL SCIENCE: 3 APPROVED UNITS. At least one unit must be in chemistry or physics.

SOCIAL SCIENCES: 3 APPROVED UNITS. Must include 1 unit of US History, and ½ unit of Government.

ELECTIVES: 3 Additional approved electives.

Note: Approved Unit information is available in the Counselor's Office. One Unit equals 1 year or 2 semesters.

EARLY GRADUATION

Adopted 4-4-05

Any student may be on an accelerated graduation plan.

Requirements:

1. The student must earn the required 26 credits.
2. The student must be in good standing with Ingalls High School.
3. The student must consult with the counselor and/or the high school principal at the beginning of the targeted graduation year. **THE PRINCIPAL AND/OR COUNSELOR HAS THE RIGHT TO DENY A STUDENT'S ATTEMPT FOR EARLY GRADUATION. THE PARENTS OF THE STUDENT WILL BE**

CONTACTED BEFORE ANY DECISION ABOUT EARLY GRADUATION IS MADE.

4. The student may walk through the graduation ceremony the year the diploma is received, **BUT WILL WALK AFTER THE 8TH GRADE AND BEFORE THE HIGH SCHOOL SENIORS. THE STUDENT WILL BE NOTED ON THE GRADUATION PROGRAM AS AN EARLY GRADUATE.**
5. The student may not walk with his/her original class.
6. The student may not be promoted to status of senior until enough credits are earned to qualify as a senior.
7. If the student has an IEP, the IEP team determines the graduation timeline and curriculum.
8. An early graduation could not be considered for salutatorian or valedictorian of the senior class; however, the early graduate will be recognized for the GPA that is equal to or higher than the salutatorian or valedictorian.
9. Early graduates may wear a cap and gown.

GRADUATION DIPLOMAS

Adopted 6-4-07

The school board president will be responsible for handing out diplomas at the graduation ceremony. If, for some reason, the graduate would like to have another board member hand out the diploma, he or she would need to attend the April board meeting to address the board as to why they would like the other board member hand out the diploma. Graduates that have an immediate relative (aunt, uncle, parent, grandparent, etc.) on the board would not have to follow this procedure.

MIDDLE SCHOOL ACADEMICS POLICY

Adopted 8-7-97

If a student fails in more than one of the required subjects (Math, English, Social Studies, Science) then that student may be retained. Students failing three required subjects will be retained if summer school is not taken.

VOCATIONAL EDUCATION

Adopted 8-7-97

All high school students attending vocational education classes are responsible for their own transportation, since the district already pays tuition costs. Additionally a statement must be signed by a student's parent releasing the school district from responsibility in case of an accident during travel to and from vo-tech school.

Parents of any student involved in the Vo-Ed training program must reimburse USD #477 full tuition costs in the event that their son/daughter does not complete the full program of study. Only seniors may attend Vo-Tech school.

INDEPENDENT STUDY COURSES

Adopted 1-2-04

The school will provide planned programs of independent learning in which students need not attend classes a specific amount of time during a semester. In such instances, credit may be granted for satisfactory performance on proficiency examinations or for successful completion of curricular units, steps, or phases established by the school as comprising the equivalency of a unit of work. Each student wanting to participate must be approved by teachers, principal, and counselor.

REPORT CARDS

Adopted 8-7-97

Report cards will be issued at the completion of each grading period. The individual grade cards will be mailed during the week following the end of the nine week period.

PROGRESS REPORTS

Adopted 8-7-97

Progress reports and up slips will be issued at the middle of each grading period. The slips will be given to failing or near failing students. Down slips are to serve as a reminder that the student has approximately four weeks to improve his/her academic standing. Up slips will be given to students doing outstanding work. They are a pat on the back for a job well done.

GO.EDUSTAR

Adopted 5-19-08

To facilitate communication between parents and the school, Go.edustar Home Communication will serve as a messenger service. The web-based program will allow parents to access grades, attendance, and discipline referrals from any computer with internet capability. Information on setting up passwords and accessing this site may be obtained in the HS/MS office. We encourage parents to use this service on a regular basis to monitor their student's progress.

SCHOLARSHIP

Adopted 8-7-97

One of the most important records you will have during your school years and in later life will be your scholarship record. It is permanent and will be the basis for college or for business positions. Make your record the best that you can. Remember, your record starts from the first day you step through the school doors and continues to accumulate until you leave the school for good.

The following is an explanation of the grading system:

- A...Superior

- Scholarship exceeding requirements of the instructor. Initiative-Contributions exceeding assignments, and shows resourcefulness.
- B...Good-Above Average.
 - Scholarship strong and complete, meeting all requirements. Initiative good when stimulated by some desirable achievement. Improvement showing progress.
- C...Average
 - Scholarship barely meeting assignments and showing evidence of need of encouragement. Initiative uncertain. Improvement very neutral but not objectionable.
- D...Below average, yet passing.
 - Scholarship not meeting all assignments and requirements of instructor. Initiative lacking. Attitude indifferent. Improvement not noticeable.
- F...Failing.
 - A failing grade is the result of noticeable deficiencies in areas of scholarship, initiative, attitude, cooperation, and individual improvement.

***Reminder:** cumulative semester tests may account for up to 10% of the final semester grade!

GRADING SCALE

Adopted 7-2-18

GRADE POINTS

A = 4
 B = 3
 C = 2
 D = 1
 F = 0

GRADING SYSTEM

A = 90-100
 B = 80-89
 C = 70-79
 D = 60-69
 F = 59 & Below

VALEDICTORIAN AND SALUTATORIAN

Adopted 9-14-15

The valedictorian and salutatorian for the high school shall be the students having the highest and the next highest grade point average using overall GPA with students completing Board of Regents Qualified Admissions Recommended Curriculum. In order for a student to be considered eligible for these high honors, they must have attended Ingalls High School for a minimum of five semesters. This determination will be calculated (to three decimal places) at the end of the first semester of a student's senior year (7 semesters). In the event there is a tie, each tying student will receive the same designation.

HONOR ROLL

Adopted 5-19-08

Anyone with an average below "B" would not qualify as an honor student. A student who receives a "D" or "F" in one or more courses will not be on the "A" or "A-B" honor roll. The basis for determining eligibility shall be:

"A" Honor roll.....4.00

"A-B" Honor roll.....3.50-3.99

"B" Honor roll.....3.00-3.49

HONORS BANQUET

Adopted 5-1-17

An Honors Banquet will be held in the spring semester of each year for fifth graders, eighth graders, and juniors. In order to participate, a student must be on the "A" or "A-B" Honor Roll for a combined total of five semesters leading up to the current school year. Those who display exemplary citizenship and have perfect attendance for the combined three year period will also be invited.

CHEATING

Adopted 6-22-01

Cheating on an assignment or a test will result in an automatic zero for that assignment or test! Parents will be notified and students will be placed on discipline steps.

SEMESTER TESTS

Adopted 7-2-18

Cumulative tests or "finals" will be administered to high school level students at the end of each semester. These exams will test the knowledge the students have gained over the course of the semester and help them prepare for major exams in further academic studies. Semester tests may consist of performance tests, projects, or written exams and will count as ten percent of the students' final semester grade. A general scheduling of semester test dates will be published in the district calendar each year. A clearly specified exam schedule will be made available to students and parents from the high school office within the last three weeks of each semester.

STUDENT ASSISTANTS

Adopted 9-9-02

In order to provide faculty members with assistance in the classroom which will ultimately be of benefit to students, student assistants will be used when the procedure below is followed. (State Law prohibits students from having access to a grade book or grade papers)

1. The need for student assistants will be determined by the teacher, counselor, and building principal.
2. The proposal, stating the need and expected goals will be filed with the High School Principal.
3. Student assistants will be screened by the counselor and must meet

the following criteria:

- A. They must be full time 12th grade students with average or above average grades and sign a confidentiality agreement.
- B. Student assistants will receive information and guidelines as prescribed by the counselor before going into the classroom.
4. Final selection will be made by the High School Principal.
5. In the event the demand exceeds the supply of student assistants, they will be assigned on a priority basis.
6. In the event the student assistants own achievement begins to decline or if the teacher-student assistant relationship is not satisfactory, adjustments or reassignment will be made.
7. The length of time a student assistant will work in the classroom will be determined by the teacher, but in no event will exceed 1 class period.
8. Student Assistants will be graded on a regular grading scale.
9. A student may not have more than one aide period per day.

CLASSIFICATION OF STUDENTS

Adopted 7-6-99

Classification as a sophomore requires that the student has completed requirements for five (5) credits; classification as a junior requires that the student has completed twelve (12) credits at the end of the sophomore year; classification as a senior requires that the student has completed eighteen (18) credits at the end of the junior year.

Students must have senior classification at the beginning of the school term to be eligible to order graduation announcements, cap and gown, or to participate in any commencement activities. A student not having the required eighteen (18) credits, who shows evidence of completing work by correspondence or summer school, may request special consideration by the administration.

ELIGIBILITY

Adopted 8-11-10

Starting after the 3rd week of each semester, any student receiving one or more F's or 3 D's will be placed on probation status for one week. If the grades are not brought up the following week then they will be ineligible to participate or attend in home or away school activities during or after school for the following week. This would be from Monday through Sunday. Once the student raises his/her grades, then he/she would be able to participate or attend in the following weeks activities. Students on the ineligible list or on probation would be in mandatory At Risk Study Hall two days that week. Students will remain ineligible if they fail to comply with this policy. (Exceptions could be made for sickness, appointments will be evaluated on individual basis.) Should a student become ineligible and the teacher has not taken a grade for that week, the student will regain eligibility.

Activities that are included are football games, volleyball games, basketball games, track meets, scholars bowl meets, vocal concerts/clinics, band

concerts/clinics, career days, college representatives visits, field trips, speech contest, math contest, prom decorating, prom, dances, and other school related activities. This is under the premise that the activity is not counting toward the student's grade.

The principal, assistant principal or counselor will be responsible for contacting the student's parents and advising them of the At Risk Program requirements. An eligibility list will be distributed by 5th hour or earlier. Teachers are responsible for telling students he/she is failing in their class.

AT RISK STUDY HALL

Adopted 7-13-09

It is our goal to provide all students with the best education possible. "AT RISK STUDY HALL" will be assigned to all academically ineligible students as well as those on probation. This additional help is provided for the student to possibly prevent the student from reaching ineligible status or to help them return to eligible status.

Staff members will be required to turn in a failing list to the office on the first school day of the week. Students receiving one or more F's or 3 D's will be required to attend AT RISK STUDY HALL two days that week. Study Hall will be available after school Monday to Thursday from 3:55 p.m. to 4:45 p.m. or from 7:00 a.m. to 7:50 a.m. Tuesday and Thursday mornings.

AT RISK STUDY HALL RULES

1. Student will be on time. If late, time will be made up.
2. Student will come prepared and have all the materials assigned by his/her teacher(s).
3. No communication with other students. If you have a question, raise your hand and the supervisor will help you.
1. Students are to remain in their chair unless they have permission from the supervisor.
5. No gum, candy, pop, etc...
6. Students will not sleep nor lay their head on the desk.
7. Student will not damage school property in any way. If damage is done, the student is responsible for the replacement costs.
8. Poor behavior during the student's time will result in removal from study hall, and notification will be sent to the assigned teacher.

Consequences for missing "AT RISK STUDY HALL": 1 day of I.S.S for each one missed that week to be served the next school day(s) and the student being ineligible that next week.

TRANSFER AND WITHDRAWAL OF STUDENTS

Adopted 8-7-97

Anyone wishing to withdraw from school for any reason, should first report to the office where a reason for withdrawing should be given. The student will then be asked to go to the teacher and have a withdraw form signed. This withdraw form must be signed by the principal.

When a student transfers, his/her records will indicate grades earned. If the transfer is before the end of a regular period, grades will be based on work done from the beginning of the semester. The records will note the number of days upon which grades are based.

All library books, equipment, and textbooks should be turned in before leaving the building. No records will be sent to any other school, employer, or the military service until all personal obligations have been cleared with this building.

SCHEDULE CHANGES

Adopted 7-31-98

USD #477 high school offers classes that are one semester and one year in length. Schedule changes will be permitted during the first week of new semester (first 3 days for quarter classes) for the following reasons only:

1. Lack of prerequisites for the course.
2. Changing a vocational or educational objective.
3. Having already successfully completed the class.
4. Needing a change to meet graduation requirements.

Students having academic difficulty in any class should visit with a counselor or investigate alternatives.

* A student must confer with parents, teachers, counselor, and must obtain written parental permission and principal approval to change classes.

REPEATING COURSES

Adopted 5-19-08

Required courses must be repeated if a failing grade is earned. Also, a student may repeat any elective course, but will receive credit for the course only once. The exception to this policy will be Band and/or Vocal Music, Yearbook, Newsletter, and PE courses.

JUCO ELIGIBILITY

Adopted 8-7-97

If a student is to attend a portion of each school day at Junior College, they must have a grade point average of 3.5 or better on a 4.0 scale.

WORK RELEASE

Adopted 8-11-10

All seniors attend classes full days the first semester. Seniors may go 1/2 day to Vo-Tech, if arranged. Any exceptions to this rule will be decided by the superintendent representing the Board of Education. Seniors may be released to work 1/2 days (second semester), if required courses and credits for graduation are in order.

This action requires board approval and is handled by the following procedure:

- A. Four letters are required by the board.
 1. From the school as to the students standing and the school recommendation.
 2. From the student as to his/her plans, and the job he/she will attend.
 3. From the student's parents giving their approval.
 4. From the employer verifying employment.
- B. Letters are brought to the high school prior to the December board meeting before that particular nine weeks starts. The letters are then sent to the superintendent for board action. This time procedure makes for a smoother transaction for all concerned.

This procedure allows some seniors to go ahead with plans if their high school education is pretty much completed. Students who leave early are still required to have all the required courses and 24 total credits. The procedure also requires those seniors who pursue it to make some definite plans and commitments. Those who are ready are able to get an early jump on a job or additional schooling.

Students must remain in good standing with their employers. Employers will be asked to submit student evaluation forms to the Principal every two weeks to insure that acceptable attendance, punctuality and work standards are being met. Students removed from work release will be placed back in classes where possible or other placement at the discretion of the principal and counselor. This could mean placement in I.S.S. part or all the 2nd half of each day.

STUDENT AFFAIRS

PERSONAL APPEARANCE

Adopted 8-15-16

The personal appearance of students attending Ingalls Schools is the responsibility of their parents. Students are expected to present themselves cleanly and neatly. The personal appearance of students shall become a responsibility of the school administration only when their mode of dress or personal grooming habits are disruptive to the function of the school and/or other members of the student body.

The dress code will be strictly enforced during school **and at all school activities**. The first offense will constitute a phone call home or written notification. A second violation will result in a parent bringing appropriate clothing to the school while the child

remains in school suspension, or if the child can rectify the situation with clothing at the school, the inappropriate clothing will remain in the office until a parent retrieves the article.

- Hats will not be allowed in the building – even at school activities. Pierced earrings worn in the ears are the only acceptable form of body piercing that will be allowed. All safety concerns in this area will be addressed.
- No wallet chains or spiked jewelry will be allowed.
- No black lipstick will be allowed.
- No trench coats will be allowed in the school.
- No clothing with obscene or suggestive pictures or words on them, or clothing that advertises gangs, drugs, alcohol, bars, or tobacco will be allowed. If worn, the student will be required to turn his/her shirt inside out or change it.
- No saggy pants allowed. Pants must be worn at or above the hips.
- No mesh shirts, tank tops, spaghetti straps, ripped or midriff shirts (no showing of skin around the midriff while arms are raised) .
- No low cut tops showing cleavage will be allowed.
- Shorts, skirts, and dresses will be allowed if they meet the adopted guidelines. The length will be no shorter than mid-thigh. All cut off shorts will be trimmed. Holes in clothing above the knee, either worn, ripped, or by design, will not be allowed.
- Leggings, tights, or yoga pants may not be worn unless accompanied by a longer top (dress, sweater, blouse, tunic, sweatshirt, etc.) that covers the student to mid-thigh.
- Sunglasses are not allowed unless they are prescription lenses or approved and/or required by a doctor.

Any exceptions to the dress policy must be approved by administration. (Prom, etc.)

ELECTRONIC DEVICES

Adopted 7-2-18

The best educational setting is one that is free from as many distractions as possible. Personal electronic devices such as pagers, cell phones, iPods and iPads have a tendency to be misused and cause many distractions within the school day.

To that end, it is school policy that these devices **are not to be used during school time** due to their disruptive nature. Students are not to have these items in their backpack or on their person during the school day. We expect students to leave their electronic devices in their book/coat locker (silenced or off) or in their vehicle during the school day. The school will not be responsible for theft or damage of these items. Emergency contact with students must take place through the office by phone or walk-in request. Student cell phones are not to be used for parent/relative contact during academic hours.

The following consequences will result for a violation of this policy:

1st offense: The device will be confiscated for the remainder of the school day. A warning will be issued as a result of an administrator/student conference and parents will be notified.

2nd offense: Again, the device will be confiscated and parents will be notified to pick it up at the office. The student will receive loss of all electronic privileges at school for ten consecutive days and be placed in ISS for two days.

3rd offense: Parents will be notified about the students repeated willful disobedience of the school's personal device policies. The student will be considered "defiant" and placed on discipline steps appropriately. This will result in multiple days of OSS and loss of all electronics at school for the remainder of the semester, or school year depending on the timing of the repeated infractions.

WEATHER POLICIES

Adopted 8-8-11

Parents will be notified of school closing using the School Reach Calling System. It is the parents and students responsibility to let us know if phone numbers change or other contact numbers are necessary. Local radio and television stations will also be given the information. Many times decisions on whether or not to hold school have to be made quickly.

FIRE AND SEVERE WEATHER DRILLS

Adopted 8-7-97

A fire drill is conducted at least once a month during the school year in accordance with Kansas School Code. Tornado drills are held periodically during the year in order that students know the proper procedure in case of disaster that might occur in connection with weather conditions. The tornado drills are also aligned with current information regarding civil defense.

THE GUIDANCE PROGRAM

Adopted 8-7-97

Through the efforts of the school's guidance counselor, a complete guidance program is maintained at the high school. A complete testing program designed to assist and evaluate students' abilities and aptitudes will be maintained throughout the school. A complete cumulative record of each child's test and experiences will be kept by the guidance counselor and the general office.

Counseling time will be assigned to each high school student, whereby he or she may counsel with the guidance director as to educational and vocational decisions.

Guidance at the high school is a process that helps each student to become the person he or she is capable of becoming in the school, family, and community.

OBJECTIVES OF THE GUIDANCE PROGRAM

Adopted 8-7-97

The objectives of the guidance program are part of and support the objectives of the total school program. Classroom teachers and counselors are working in the same educational program; and all are responsible for such school objectives as are cooperatively established by the faculty, administration and the community.

GUIDANCE FUNCTIONS

Adopted 8-7-97

1. **INDIVIDUAL COUNSELING:** Available to help all students improve self-understanding, develop and implement vocational and educational plans and meet the day to day personal and social demands in the home, community, and school.
2. **ORIENTATION:** Functions which introduce new students to the school and assist them in becoming acquainted with students, teachers, classes, rules, school service, and activities.
3. **APPRAISAL:** Procedures involving the gathering and interpreting of test data and other information about the student to assist him in his own self understanding and also to aid teachers in providing for individual needs. Such information is kept in a cumulative file.
4. **EDUCATION-VOCATIONAL-SOCIAL INFORMATION:** Which may be used as reference material for individuals, teachers, and classes in learning about jobs, post high school training and education, scholarships, and personal-social development.
5. **VOCATIONAL-EDUCATIONAL PLACEMENT:** To assist the students in making the transition from school to work to college.
6. **RESEARCH:** To evaluate school guidance and secure information on students and community educational needs

MEDICATION

Adopted 8-8-11

Prescription medicine must be brought to the office for security and safety reasons. No medication is to be kept in lockers at anytime. Prescriptions must be in the original container and be prescribed by a doctor. Information concerning the amount and frequency of the dosage must accompany the medicine. Because schools do not administer medications, the school personnel will only observe and record that the medication was taken. (Ask your pharmacist for a second, labeled bottle to be brought to school.)

ACTIVITY TRIPS

Adopted 8-7-97

Students riding the bus to any activity must comply with the transportation rules as set down by the USD #477 Board of Education, which states that students riding the bus are to return on the bus. The only exception will be if the parent requests, in person, by phone or a written note that the child goes with them or another designated person. The parent with whom the student is riding, must sign the DISTRICT FORM before the student can be released.

TELEPHONE

Adopted 8-6-12

The school telephone is a business phone only. Students will not be called from regular classes for telephone calls, unless it is an emergency. Students are not to use the office phone during school hours except in emergency.

OFFICE PROCEDURES

Adopted 8-6-12

Students are welcome in the office area for help from office personnel. During school hours students need to get permission from their teacher to go to the office. Students should limit their visits to the office and should not come to the office for change or money returns from vending machines. Problems with vending machines should be taken to Mrs. Meador.

LOCKERS

Adopted 7-6-99

Each student will be provided a locker to keep articles needed for school under lock. All valuable articles for non school use should be left at home. The school is not responsible for articles lost or stolen from lockers. Food and drink in lockers will draw ants and will be removed. Do not share lockers or give out locker combination. Students are responsible for keeping school lockers in good condition inside and out. School officials reserve the right to search lockers when the situation warrants it.

Nothing can or may be removed from a locker without the student being present at the time of the removal of the questionable article or articles, except books owned by the school.

STUDENT LOUNGE RULES AND REGULATIONS

Adopted 6-22-01

1. Students will only use the student lounge at the following times: before school, at lunch break, and after school has been dismissed for the day.
2. Vandalism, use of intoxicants, smoking, gambling, or other conduct unbecoming to a student are forbidden.
3. Keep the facility neat and clean. DON'T LITTER. Care and maintenance of the lounge will be the responsibility of each individual student.
4. Students failing to comply with these rules may be denied the privilege of the use of the lounge permanently.
5. Pop and candy cannot be taken out of the lounge.

VENDING MACHINES

Adopted 7-31-98

Vending machines are provided for the convenience of the students and staff. They are to be used only when the lounge is open. Food or drinks should not be in the classrooms, hallways, lockers, or carpeted areas without permission from the principal. Violations will result in detention and possible loss of this privilege.

EATING AT SCHOOL

Adopted 8-7-97

You are to eat in the cafeteria. You may bring your own lunches to school, but please eat in the cafeteria. We do not want anyone eating lunch in places other than the cafeteria.

CONDUCT IN THE CAFETERIA

Adopted 6-1-06

Receptacles are provided at the entrance of the cafeteria for disposal of gum. Use them. If you should spill or break something in the cafeteria, clean it up without being told. Noise and boisterous talk should be kept to an absolute minimum while in the cafeteria. Students will not be allowed to leave the lunchroom until the last 10 minutes of lunch. They will be released to the old gym.

VISITORS TO THE SCHOOLS

Adopted 8-7-97

All visitors to the school buildings of the district shall first make their presence known to the building principal or his designated representative before proceeding to contact any other person in the building. Violation of this rule may lead to removal from the building and denial of further access to the building. Students may visit the school and classroom after securing permission from the teachers and principal.

Any student that desires to bring a guest to school must get approval from teachers and principal one day in advance.

STUDENTS AND VEHICLES

Adopted 7-31-98

Students who drive to school shall park them in the area designated. Students are NOT to drive their cars or be in the parking lot area during school hours.

The Sheriff's department has been given the authority by the Board of Education to patrol and enforce the law on school grounds.

Students leaving the school or retrieving something from their cars during the school day must get permission from the office or a teacher. Upon returning, a student must report to the office and receive a pass to class.

Loitering in or out of vehicles is prohibited. Upon arrival at school, students should exit vehicles as soon as possible, and enter the school building.

Students are asked to park in the appropriate manner. All vehicles should be "headed in" between the lines, and only taking up one space.

Observe safe driving practices (no hot rodding, spinning of tires, brake slamming, horn blowing, or roaring of engines. No wheelies on motorcycles).

Violation of these or other school rules may result in detention, suspension and/or loss of parking lot privileges.

HALL PASSING

Adopted 5-19-08

You have a designated amount of time to pass from class to class, and for the sake of traffic movement it is suggested that you walk on your right next to the wall. No scuffling, loud talk, or running will be tolerated. Shut locker doors gently; they were not made to be slammed and banged around. Students need to have their school planner if in the hall during class, signed by the classroom teacher.

SIGNING IN/OUT

Adopted 5-19-08

When a student arrives late to school, he/she is expected to notify the secretary so that the attendance records can show the arrival time. If a student finds it necessary to leave the building for any reason, he/she must come to the office to sign out. It is the school's responsibility to know the whereabouts of all students during school hours. Any one requesting a student must inquire through the office

STUDENT DISCIPLINE

PHILOSOPHY OF DISCIPLINE

Adopted 8-7-97

The USD #477 Middle and High School philosophy of discipline is designed to provide an environment in which students can be motivated and taught to demonstrate personal, social, and academic behaviors appropriate to their age and maturity level.

Reasonable rules and regulations are necessary for ensuring the best interests and welfare of the individual student and the total school population.

Each individual has the right to an education. However, that does not mean the individual is entitled to special rights or privileges that interfere with the educational pursuits of others.

Students must learn to follow basic school rules, regulations, and policies so that they may understand and accept the process of living in a society governed by rules, regulations, and laws.

The work of the teacher, counselor, or principal is not one of repression and authoritarianism, but one of education. The ultimate goal is self-discipline.

SPECIFIC EXPECTATIONS OF STUDENTS

Adopted 8-15-05

All students shall comply with the regulations of the school, pursue the required course of study, and respect the authority of the teacher, staff, and administration. In general, there are ten basic rules that, when broken, will receive immediate attention. Students are advised of these ten rules at the beginning of the school year. These rules apply to the student during the regular school day as well as during school sponsored activities. These ten rules are:

1. No fighting.
2. No possession, use, consumption, sale, distribution, or evidence of use of alcohol or restricted drugs.
3. No smoking, chewing tobacco, or snuff.
4. The student will not be disrespectful to any authority figure-teacher, staff or administration (harassment, physical or verbal abuse, insubordination, etc.)
5. No obscenities or profane language.
6. No false fire alarms.
7. No theft or willful vandalism.
8. No major disruptions.
9. No possession of lethal weapons and/or explosives.
10. No public display of affection.

Failure to comply with any of the above rules WILL result in disciplinary action. Action may range from detention to expulsion depending on the situation and the severity of the infraction.

Specific expectations of students include:

- a. To be regular and punctual in attendance to all classes.

- b. To be obedient to the direction and authority of teachers and other school personnel.
- c. To be diligent in pursuit of academic work.
- d. To be respectful towards people and public authority.
- e. To leave school grounds when not under supervision of a sponsor, teacher, coach, or principal after school hours.
- f. To consume snacks and soft drinks only in designated areas.
- g. To place trash in the containers provided.
- h. No running or fast walking in corridors.
- i. No hats should be worn in the school building even at school activities.
- j. No radios, cassettes, or tape recorders are permitted in the building without permission.

INGALLS PUBLIC SCHOOLS DISCIPLINE PLAN

Adopted 6-4-07

Discipline Procedures:

Before step one is used, the teacher should have a conference with the student and discuss any necessary improvement to avoid going to step one. Also, the teacher should contact the parents about the situation.

Step I – Visit with the Principal

Step II – Assignment of after school detention

Step III – Assignment of one session of Saturday School

Step IV – In School Suspension for 1-3 days

Step V – Out of School Suspension for 1-3 days

Step VI – Out of School Suspension for 3-5 days

Step VII – Long term suspension of 6 days or more

The office will attempt to contact parents with a telephone conference or letter in steps I and II. Contact will be made with parents on step III and letters for steps IV thru VII will be sent. All steps will be at the discretion of the principal. Ingalls Public Schools will be fair and consistent in administering this discipline plan.

Level I: Personal Behavior Problem - These are behaviors that occur in the classroom and only affect the student who is misbehaving.

Corrective step: This behavior will normally be handled in the classroom by the teacher.

Level II: Classroom Problem - These are behaviors that occur in the classroom and interfere with others learning opportunities. Examples: These examples may not include all classroom behavior problems.

- Horseplay
- Talking Out
- Not doing what teacher asks
- Disturbing others
- Not in seat, out of seat without permission
- Misuse of computer or other equipment

Corrective step: Steps I, II, or III

Level III: Disruptive Behavior, Not Harmful - These are behaviors that harm is not intended. Examples: These examples may not include all the different types of disruptive school behavior.

- Dress Code violation
- Computer misuse
- PDA
- Possession or use of tobacco
- Gambling
- Solicitation
- In halls without pass
- Disruptive behavior on school grounds, in school environment, or at a school activity

Corrective Step: Steps I - VI

Level IV: Disruptive Behavior, Harmful - These are behaviors that are intended to cause harm to other individuals or school property. Examples: These examples may not include all the different types of disruptive school behavior.

- **Gang Activity** – any student who indicates gang affiliation by gang related attire, gang signs, or gang symbols will be disciplined. The district will work with the Gray County Sheriff's office.
- **Arson** – Arson is the willful setting of a fire. Aggravated arson is when the potential for loss of life is involved in the incident.
- **Possession or threat of explosive devices**
- **Sexual Harassment** – is harassment or unwelcome attention of a sexual nature. It includes a range of behavior from mild transgressions and annoyances to serious abuses, which can even involve forced sexual activity.

- **Defiance** – The act or an example of defying; bold resistance to an opposing force or authority.
- **Alcohol/Drugs-** Having possession of, having sold or given, having used, or being under the influence of marijuana, any narcotic, hallucinatory, hypnotic, seductive drug, alcohol, or stimulant not prescribed for the user by a licensed physician.
- **Extortion** - An excessive or exorbitant charge.
- **Theft** - The act or an instance of stealing; larceny.
- **Fighting** – To attempt to harm or gain power over an adversary by blows or with weapons.
- **Disrespect to an adult** – Lack of respect, esteem, or courteous regard.
- **Intimidation or threats**
- **Weapons**
- **Defacement of property (vandalism, fire alarms)** – This occurs when a student willfully destroys another student’s property or that of a staff member or any school property. For any vandalism, the repair or replacement will be the student’s expense.

Corrective Step: Steps IV- VII

****Extreme discipline problems may result in a bypass of steps I thru IV****

BULLYING

Adopted 5-19-08

Bullying of any type shall not be tolerated in the school setting. Ingalls High/Middle School will endeavor to maintain a learning and working environment free of bullying. Bullying is defined as the act of one or more individuals intimidating one or more individuals through either verbal, physical, mental, or written interactions. Bullying can cause undo anxiety relative to attending school, playing on the playground, participating in or attending activities, or riding on the bus. This can adversely affect student or employee performance.

Examples of bullying include but are not exclusive to:

1. Intimidation – either physical or mental
2. Threats of any kind.
3. Assault – verbal, physical, mental, or toward property.
4. Cyber-bullying

The school board expects administrators and supervisors to make it clear to students and staff that bullying in the school building, on school grounds, on the bus, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students, and termination for employees.

FOUL LANGUAGE

Adopted 8-7-97

Watch your speech. Your language should always be that becoming to a lady or a gentleman. This should be true on the athletic field, on the school grounds, and in the school building.

WEAPONS AND DANGEROUS INSTRUMENTS

Adopted 8-7-97

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation).

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

LOSS OF DRIVER'S LICENSE

Adopted 7-6-99

The school is required to notify the Kansas Motor Vehicle Department when a student is suspended or expelled for possession of a weapon; use, sale, possession, or distribution of drugs; or intent to do bodily harm. The motor vehicle department will revoke the student's license for one year.

KANSAS SCHOOL SAFETY HOTLINE

Adopted 7-6-99

Call 1-877-626-8203 (toll free) to report any information that might threaten the safety of school or students. The hotline is available 24 hours a day, 365 days a year to report impending school violence to the Kansas Highway Patrol.

USE OF TOBACCO, DRUGS OR ALCOHOL IN SCHOOL

Adopted 8-7-97

A student shall not use or have in possession tobacco, illegal drugs, or alcohol of any form in school buildings, busses, or on school grounds. Any student violating this policy shall be suspended until a parental conference can be scheduled to determine further consequences. Any in-school suspension time will include alcohol, tobacco, or illegal drug education activities. A second violation shall result in long term suspension or expulsion. (All procedures will be at the discretion of the principal).

USE OF TOBACCO, DRUGS OR ALCOHOL BY STUDENTS PARTICIPATING IN SCHOOL ACTIVITIES

Adopted 5-19-08

The following disciplinary steps will be followed:

- Step I: One week suspension from competing in or attending games or activities.
(Students will be allowed to practice.)
- Step II: Two week suspension from competing in or attending games or activities.
(Students will be allowed to practice.)
- Step III: Dismissal from all sports and activities for the remainder of the year.

These steps will be followed for any student being caught in possession of or using tobacco, drugs or alcohol during the sport or activity season (the first day of practice through the last day of the sport). "Being caught" refers to the participant admitting guilt or being observed by a faculty member, administrator or any law enforcement official.) Responsibility to notify parents rests with the building principal.

SEXUAL HARASSMENT

Adopted 7-2-01

Sexual harassment is against the law. Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or other certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. Strict confidentiality shall be maintained throughout the complaint procedure. Students who engage in this behavior will be suspended. The student, parents, and principal will meet to discuss the offense before the student is allowed to return to school. Reports of harassment may be forwarded to law enforcement agencies, depending upon the nature and extent of the harassment.

Definitions:

Sexual harassment may include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;

- Subtle pressure or requests for sexual activity;

- Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;

- Creating a hostile school environment, including the use of innuendoes or overt or implied threats;

- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity
- Sexual assault or battery as defined by current law.

DETENTION

Adopted 5-19-08

Detention can be assigned to a student as a disciplinary action for improper student behavior. Detention will be served from 3:55 p.m. to 4:35 p.m., on that day. Bus riders may arrange to serve the next day.

DETENTION RULES

1. Student will be on time. If late, time will be added.
2. Student will come prepared and have all materials assigned by their his/her teacher(s). Priority will be given to homework that caused the detention. If no materials are brought, the students will be assigned a task by the supervisor.
3. No communication with anyone. (Ex: sign language, gestures, talking, notes, etc.)
4. Students are to remain in their chair unless they have permission from the supervisor.
5. No outside privileges. Drinks, restrooms, and phones are available for use between 3:50 p.m. and 3:55 p.m.
6. Students will not sleep nor lay their head on the desk.
7. No gum, candy, pop, etc...
8. Student will not damage school property in any way. If damage is done, the student is responsible for replacement costs.
9. Poor behavior during the student's time will result in removal from detention, and consequences decided upon by the Principal and the assigned teacher.

Refusal or failure to serve detention will result in the notification of parents and double detention time. If you do not show up for double detention, you are assigned Saturday School the following Saturday or ISS. Failure to show up at Saturday School or ISS will result in out of school suspension. (In School may be substituted at request of parent with OSS consequences)

HOMEWORK DETENTION

Adopted 5-19-08

In the event a student does not have their completed homework at the time it is due, they will receive a homework detention. A student will be allowed one "NHI" (without detention) per class for each nine weeks. Students receiving a

homework detention will serve the detention that day. Bus riders may arrange to serve the next day.

SATURDAY SCHOOL PROCEDURE

Adopted 8-7-97

It is the responsibility of the student to complete homework on time, and behave as a good citizen. Student who choose not to meet expectations of behavior and/or academics have the possibility of being assigned to Saturday School.

Students may be assigned to Saturday School for discipline or academic reasons. The teacher or principal who has assigned a student to Saturday School will contact the parent or guardian of that student, preferably by phone, before that session of Saturday School. Students will attend their assigned session unless they are ill or have made arrangements ahead of time with the principal because of an unforeseeable conflict.

Saturday school rules are:

1. Time is from 8:15 a.m. to 12:00 noon.
2. Tardies count towards unexcused total for the semester.
3. Students who are assigned for homework may leave when they are done to the satisfaction of the monitor.
4. If students miss the Saturday School session they are assigned, they will receive one day out of school suspension. (In School may be substituted at request of parent with OSS Consequences)
5. Assignment to Saturday school is at teacher or principal discretion.

IN SCHOOL SUSPENSION

Adopted 8-7-97

The In-School Suspension Program is an alternative to removing students from the school setting because of behavioral problems or violation of certain school rules. This program is set up to cause a behavioral change in students and is based on a positive approach to disciplinary action.

Under the In-School Suspension Program, students are provided the opportunity to continue their school work without losing credit. At the same time they do lose their privileges to mingle and socialize with the student body during their assignment to the In-School Suspension room.

The procedure that is followed when a student is placed in the In-School Suspension is very simple.

1. Students are placed in the In-School Suspension room under the supervision of school personnel.
2. Assignments (including tests) from each of the student's teachers are collected and given to the student. Upon completion of the assignments, a student receives credit just as he/she would in a regular classroom. If a student knows ahead of time that he will be in

- In-School Suspension, he should get his assignments from his teachers.
3. Students in In-School Suspension stay in the same room all day and eat their lunch there. They may not talk. They are allowed to use the restroom.
 4. Students that are in In-School Suspension for one day or longer are not in good standing and are thereby prohibited from representing his/her school in any extracurricular activities during the period of suspension.
 5. Absence from In-School Suspension due to illness or other emergency reasons shall not relieve the student from fulfilling the required time of his/her assignment.

SUSPENSION OF STUDENTS

Adopted 8-7-97

The principal or superintendent may suspend a student for any of the following:

- A. Willful violation of any published regulation for student conduct adopted or approved by the board of education.
- B. Conduct which substantially disrupts, impedes or interferes with the operation of any public school.
- C. Conduct which substantially infringes upon or invades the rights of others.
- D. Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
- E. Disobedience of an order of a teacher, peace officer, or other school authority, when such disobedience can reasonably be anticipated to result in disruption or interference with the operation of any public school or substantial and material infringement upon or invasion of the rights of others.

OUT OF SCHOOL SUSPENSION

Adopted 6-1-06

If a student receives an out of school suspension, he or she will be allowed to make up the work with half credit.

STAFF AUTHORITY

Adopted 8-7-97

Students are under the authority of any teacher, counselor, administrator, para , custodian, bus drivers, or secretary at USD 477 schools any time that they are on the school grounds, at any school function or field trip, regardless of the location. Students are expected to give respectful attention to the requests and directives of all staff members.

RULES AND REGULATIONS FOR PUPILS RIDING BUSES

Adopted 8-7-97

The following rules were taken from the Laws and Regulations Governing School Pupil Transportation in Kansas, published by the Traffic and Safety Department of the Highway Commission of Kansas, July 1, 1957.

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. The driver may assign a seat to each student. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion.
3. Pupils must be on time. The bus cannot wait for those that are tardy.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road.
5. Unnecessary conversations with the driver are prohibited. Do not talk loudly or distract the driver's attention. Remember, your safety is in his hands.
6. Outside of ordinary conversation, classroom behavior is to be observed.
7. Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
8. Pupils must not at any time extend arms or heads out of the bus windows.
9. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
10. When leaving the bus, pupils must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
11. Any damage to the bus is to be reported at once to the driver.
12. Students riding a bus during the stormy season should be advised to listen to their radio for storm warnings and not attempt to reach school when forewarned.
13. The buses will arrive at school between 7:30 and 7:45 in the morning and leave the school building at 3:50 in the afternoon – or not later than ten minutes after school is dismissed.
14. For violation of rules, pupils may be denied the privilege of riding the bus by the transportation director. The Board of Education will be notified when a student is removed permanently.

STUDY HALL

Adopted 8-7-97

According to the master schedule, all eight hours will be full with no study halls.

PUBLIC DISPLAY OF AFFECTION

Adopted 8-7-97

No P.D.A. (public display of affection) will be allowed during school hours or by any student representing the school at any activity.

The first teacher to observe an infraction of improper hall conduct is responsible for taking corrective measures. These measures will range from pointing out the violation to the student and impressing upon the student the necessity of adhering to school rules- to reporting the infraction- or bringing the violator to the principal.

Repetition of minor infractions is to be reported verbally and in writing to the principal. All major infractions are to be reported verbally and in writing to the principal. All students who are conducting themselves improperly are to be reported to the principal. (To remove any question as to improper conduct in this area- any intentional physical contact is improper.)

NONRESIDENT STUDENTS

Adopted 8-7-97

Nonresident students may have their enrollment terminated at any time due to poor student evaluation. Student evaluation will be based on academic record, attendance record, discipline record and/or financial reasons, and any other reason deemed to be in the best interest of the school district.

STUDENT ACTIVITIES

HOMECOMING CANDIDATES

Adopted 7-7-03

1. Every H.S. student will get to vote for the King and Queen Candidates.
2. The ENTIRE student body will elect the King and Queen SHORTLY after the candidates are chosen.
3. Seniors only will be considered for Homecoming candidates regardless of the number of students in the class. Four King Candidates and four Queen Candidates will be chosen.
4. All Seniors will be considered for Homecoming regardless of their participation in the sport/activity of the current season.
5. The teaching staff will also vote for Homecoming Candidates and King and Queen. This will simply be one vote per teacher – non weighted.
6. The football ceremony will be held 30 minutes before the starting of the game. The basketball ceremony will be held between the girls' varsity and boys' varsity games.
7. The Homecoming Dance will be held Friday after the game.

JUNIOR-SENIOR PROM

Adopted 8-11-10

The Jr-Sr Prom may be attended by IHS seniors, juniors, servers and their high school dates. No junior high students will be allowed in the Prom. No freshman or sophomore non-server may attend the dance without being a junior's, senior's or server's date from this school. An out-of-town date for juniors, seniors or the servers is allowed provided they have been signed up in advance of the dance. Sophomore servers will be selected

by the junior class sponsor and junior class. It is an honor to be selected as a server and selected sophomores are encouraged to fulfill this duty so that we can continue providing the banquet portion of the Prom. Proceeds from the Prom go to the Junior class to help pay for expenses.

RULES FOR SCHOOL SPONSORED DANCES

1. Sock hops from immediately following ball games to 11:45. Homecoming from 10:00 to 12:30. Dances are for Freshmen thru Senior. All other persons are required to have a date with an Ingalls student.
2. Students will sign in and out. You will sign your name correctly. Students leaving the building will not be permitted to return. Students who sign in with an out-of-district/school date or Junior High date will sign out with that same date. Students must sign up their Jr. High or out-of-district school dates in the office prior to the dance or they will not be allowed in.
3. Three teachers or parents will sponsor dances.
4. Sponsors will not be responsible for students after they leave the dance.
5. There will be no use of tobacco or alcohol. The parents of any student causing a disturbance and asked to leave will be notified. The sponsors have the right to refuse admittance to any person who has been drinking or has caused a disturbance in the past.
6. Sock hops will be planned 2 weeks in advance. When students decide to have a dance they will contact the high school principal.
7. ADMISSION: Regular dances will be \$2.00 per person. Homecoming will be \$3.00 per person or \$5.00 per couple. Prom will be \$4.00 for those who must pay.
8. Everyone attending a dance will pay. The only exceptions will be queen candidates and escorts at Homecoming, and IHS juniors, seniors, and servers at Prom.

All freshmen, and sophomore non-servers are required to have a junior, senior or server IHS date to attend the Prom. Sock hops and homecoming dances are for freshman through seniors. All other persons are required to have a date with an Ingalls High School Student.

9. There will be adult supervision over the stereo and all tapes and records.
10. The group having the sock hop is responsible for the refreshments and the cleanup of the gym.

Feel free to make any suggestions you might have to better the dances. All teachers are invited to volunteer to help. You are invited to attend any dance.

11. Dances may be High School or Junior High. These will be designated. Jr. High dances may not be attended by any 9 -12th graders.
12. Any time the sponsors deem necessary, a dance may be stopped. Reasons could include weather, student body misbehavior, lack of participation or numbers.
13. Use of equipment for school dances is allowed only if the money raised is going toward a school group or program. Individuals may not use the equipment or facility for their own personal profit unless they have paid the \$25.00 gym rental (Art. XIX sec. 2) and a \$25.00 equipment rental fee. All damage to equipment or facility will be the financial responsibility of these individuals.

VOCAL AND INSTRUMENTAL MUSIC

Pupils enrolled in vocal and instrumental music will be expected to participate in all music programs and contests including state and league competition, school programs, and playing in the band at athletic contests. Attendance and participation at these out-of-school time activities are part of the student's grade.

INGALLS LETTERING AWARD

Adopted 7-6-99

General requirements for all sports:

1. All equipment must be accounted for.
2. A student will not letter if he/she does not complete the season. Injury will exempt from this rule.
3. Any student out for a sport for four years will letter in that sport.
4. A previous letterman who is injured for the season will letter.
5. A student who is injured in practice or in a game and is out for the remainder of the season will letter if he/she was meeting the requirements of a letter at the time of the injury.
6. If a member isn't suited up because of sickness or injury, that game will not count against him/her and the required time of participation will be proportioned accordingly.
7. Final decisions are determined by the athletic director and coach.

Specific Requirements:

- | | |
|-------------------|---|
| 1. Football | Participate in 18 varsity quarters |
| 2. Volleyball | Participate in $\frac{1}{3}$ of the varsity games |
| 3. Basketball | Participate in $\frac{1}{3}$ of the varsity quarters |
| 4. Track | a. Score 15 points during the season
b. Each relay team will receive $\frac{1}{4}$ of the total points toward lettering. |
| 5. Music | a. Vocal – General requirements available from instructor.
b. Band – General requirements available from instructor. |
| 6. Scholar's Bowl | General requirements available from instructor. |
| 7. Cheerleader | Fulfill Cheerleader Constitutional requirements. |

CARE OF BUILDING, EQUIPMENT AND TEXTBOOKS

Adopted 8-7-97

Your parents and other taxpayers of USD # 477 use every means available to provide you with the best building and equipment possible. It is your responsibility to take care of your plant and school property.

Your custodians work hard to maintain and keep the buildings clean and attractive. Cooperate with them by not throwing paper or litter on the floor, by not eating candy or chewing gum in the building. Be proud of your school so your community will be proud of you.

Textbooks are the property of the school district. They belong to students only on a temporary basis. The ordinary life of a book is five years provided it has been properly

cared for. Textbooks should never be marked in with either pencil or pen. Failure to comply with this policy will result in a fine when the books are checked in at the end of the year.

BOOK LOAN: Students will be issued books for their respective classes the first day of the new school year. These books are on loan, and the students are responsible for the books throughout the year. At the end of the school year, if books have received excessive damage, the student will reimburse the school district for the price of a new book.

It is a violation of school policy to mark, carve or otherwise mutilate any school property. Students and parents may be held liable for destruction of district owned property.

ASSEMBLY PROGRAMS

Adopted 8-7-97

1. Throughout the year the senior high will have various types of assembly programs. Students are to sit in the area designated for their class, with their teacher.
2. All students should practice good citizenship during these programs and show their appreciation in the right manner. Booing, hissing and whistling are not acceptable.
3. All students must leave their books in the classroom from which they are leaving for the assembly.
4. Students showing poor citizenship will be removed from all assemblies for the rest of the year.

MARRIED STUDENTS

Adopted 8-7-97

Married students shall have full opportunity to gain a high school education. The Board of Education reserves the right, through its administration, to make such modifications in married students' programs as are in the best interest of the individual and the school system.

STUDENT STATUS

Adopted 8-7-97

Students 18 years of age and older that are living on their own and supporting themselves will be considered their own Guardian.

LIBRARY

Adopted 7-31-98

The high school library is a central service area to which students and staff members may go for research and study. By its selection of books, magazines, pamphlets, and clippings, the library is especially adapted to meet the needs of the students who use it.

Although each library patron should be able to use the library efficiently, the librarian welcomes any questions and will gladly give instruction on the use of the library facilities. Its appearance and atmosphere depend upon the words and actions of you. Since the library is your library, you should make it a place in which all feel welcome and of which

everyone will be proud. Make it your business to acquaint yourself with the arrangement of the library.

The Ingalls School Library adheres to the Copyright Law which pertains to pre-recorded videocassettes or DVDs owned or borrowed by the library, including 17 U.S.C. 106 which forbids unauthorized duplication and 17 U.S.C. 202 forbidding public showings of video formats without public performance rights.

To provide orderly service it is necessary to have some regulations:

1. No material should be taken from the library unless it is properly checked out from the circulation desk.
2. All books, except reference books, are to be checked out for a three week period and can be renewed one time. Reference books are to be checked out overnight.
3. Current periodicals, maybe checked out for 1 week. Newspapers may be checked out for the hour. The student is asked to return the periodicals to the proper location.
4. If our library books are to serve a maximum number of students, it is necessary that borrowed books be returned promptly. The librarian will collect the price of books that are lost. The amount paid for damage to a book will be determined by the librarian. Students will be notified of library obligations.
5. While in the library, be quiet. Others want to study. Also, keep the library neat and clean.

Any student who cannot or will not abide by the regulation of the library may be denied the use of the library during regular school hours.

USE OF INTERNET

Adopted 6-22-01

Students must receive permission from a teacher to access the internet. The student must be supervised by a teacher while using the internet. Students will sign an internet use agreement detailing appropriate use of the internet.

STUDENT SUPPLIES

Adopted 8-7-97

It is the student's responsibility to have adequate and proper materials and equipment when you enter the classroom. Pencils, pens, and paper can be obtained from the library prior to the beginning of each school day for a nominal fee. Poster Board and other supplies needed for projects ARE NOT available in the office.

TEACHERS' LOUNGE

Adopted 8-7-97

There is no reason for any student to be in the teachers' lounge at any time without faculty or staff permission.

ASBESTOS CLARIFICATION

Adopted 7-09

This notification is to make you aware that our school facilities are in compliance with the Asbestos Hazardous Emergency Response Act of 1986. As per AHERA our facilities undergo mandatory 6 month surveillance and a mandatory 3 year re-inspection of all asbestos material to asses condition.

All inspections, operations and maintenance of the material is conducted by a certified Inspector/Management Planner, as required and the records of all activity are available in the management plan binder, located in the school office or the Central Office.

GRIEVANCE PROCEDURE

Adopted 7-6-10

Any student who feels they have been discriminated against based on race, color, creed, gender or disability should notify either the high school principal or the superintendent of schools by written notification with the basis of the grievance. The principal and superintendent will jointly determine the validity and severity of the grievance and will schedule a follow-up meeting with the student and his/her parents to discuss their findings and recommended plan to resolve the situation.

HEAD LICE

Adopted 8-6-12

If head lice are detected during school hours, it is required that parents or guardians remove their child from school until proof of proper treatment is presented to the school or once a clear examination is conducted by school personnel upon return. Parents or guardians are responsible to remove their children from school at all times during active/live lice.

APPENDICES

HIGH SCHOOL CHEERLEADER CONSTITUTION

Adopted 6-22-01

Purpose

1. The cheerleaders shall promote and uphold school spirit.
2. They shall develop a sense of good sportsmanship among the students.
3. They shall promote unification of the crowd's yelling.
4. They shall strive to build better relationships between schools.
 - *At every home game, the squad will introduce themselves to the visiting squad and welcome them to our school.
 - *At every away game the squad will do a quick "pickup" of trash in the Ingalls seating area.

Requirements

1. Maintain an overall 2.00 grade point average.
 - *If a cheerleader is failing one subject, they will NOT cheer that week until the grade is brought up. They will be expected to study instead of cheer.
2. Each cheerleader shall bring a complete athletic physical and permission permit signed by their parent/guardian before he/she may participate in the program.

Selection of Cheerleaders and Mascot Cheerleader

1. Cheerleader/Mascot Cheerleader tryout date will be announced before spring break and elections will be held by April 10.
2. Permission slips must be turned in before practice sessions begin.
3. Three practice sessions will be held. One with teaching cheerleaders and two with sponsor.
4. Cheerleader participants will be required to perform:
 - I. Group cheer
 - II. Group dance routine
 - III. Cheer alone with:
 - a. Three jumps
 - b. Incorporate a stunt or chant
5. Mascot Cheerleader participants will be required to perform in full mascot costume.
 - I. Group cheer
 - II. Get crowd involved
6. The student body (8th, 9th, 10th, and 11th), the High School Faculty, and an independent group (visiting college cheerleaders) will each vote for new cheerleaders. Their respective group votes will count 1/3 each. Each person trying out must receive 51% of the vote.
 - I. In each area participants are ranked one thru number of tryout participants.
 - II. Each group vote (student, teacher, and judges) is ranked one (being top) and on down. Lowest total is elected.

Example - #1 participant is 2nd in student vote (2 pts)
1st in teacher vote (1 pt)
3rd in judges vote (3 pts)
TOTAL (6 pts)

A perfect score would be 3 points total.

7. No less than two participants trying out for the position of cheerleader should ever be eliminated from participating. There will be eight cheerleaders selected. Two will be from the Freshman and Sophomore classes. Two will be from the Junior and Senior classes. The remaining four will be the next four top ranked participants.
8. Mascot cheerleader will be voted on separately. One mascot will be elected the same voting procedure as the cheerleaders are.
9. After cheerleaders are elected, there will be a meeting of the squad at which time they will review the constitution with the sponsor and choose a head cheerleader/captain. The following considerations should be taken into account when choosing head cheerleader:
 - A. Will the candidate represent our school in the most responsible manner under all Circumstances? Has the individual been disciplined for questionable activities in the past?
 - B. Which of the individuals have the best leadership capabilities and gets along well with all squad members?
 - C. Who is the most spirited and will spend time out of school planning and promoting spirit activities?

Head Cheerleader Duties

1. Plan and exercise leadership during practice sessions.
2. Make the final decisions as to what cheers are to be performed at the game and give leadership in performing these cheers.
3. Work closely with the sponsor in planning cheerleading activities.
4. Act as hostess for home games in welcoming visiting cheerleaders.
5. Be responsible for all equipment used by the cheerleaders.
6. Report any conduct complaints, uncooperative cheerleaders, or problems to the sponsor.
7. Make sure all rules and regulations are upheld.
8. Work closely with the Pep Club Officers to insure cooperation.

*The head cheerleader can and will be replaced if they fail to carry out any of their assigned duties, fail to represent the school in a positive manner, or fail to be an effective leader and positive example to the squad. In this case, the sponsor will assign a replacement for the remainder of the year.

Uniforms and Appearance

1. Each cheerleader shall be responsible for the care of his/her own uniform. (Pressed and clean for every event)
 2. The design and length of the uniform is to be decided by the squad and approved by the sponsor.
 3. The uniform is to be worn only in conjunction with school activities.
 4. The uniform is to be worn on the day of a game unless squad designates otherwise.
 5. Hair must be out of the face and off the shoulders. (KSHSAA Rule 2, Section I, Article 4)
 6. Jewelry will not be permitted during games. Watches, rings, necklaces, earrings, pins, bracelets, and etc., are prohibited. (KSHSAA Rule 2, Section I, Article 3)
 7. Jewelry shall be limited to a dainty necklace and tiny earrings worn with the uniform, but must be removed during the game.
8. PROPER undergarments will be required at all times with the uniforms. Any cheerleader in violation of this rule will not cheer, and will be asked to change out of her uniform.

Conduct and Responsibility

1. Each cheerleader must pass five out of six solid subjects. In case a cheerleader is not passing the required number of subjects, he/she is then ineligible for the coming week. At the end of this period, his/her eligibility will again be determined. If a cheerleader is failing one subject, they will NOT cheer that week until the grade is brought up. They will be expected to study instead of cheer.
2. A cheerleader shall never give up a cheer unless it interferes with the game.
3. A cheerleader must cooperate with the captain, sponsor, game official and her fellow squad members.
4. A cheerleader shall not sit in the stands, or leave her squad until the end of the game.
5. A cheerleader may not eat, drink, or chew gum while on the field or floor.

6. It is the responsibility of the cheerleader to promote good sportsmanship and school spirit through cooperation with the sponsor. Cheerleaders will be expected to actively help with crowd control. This can be done by speaking up themselves, or reporting problems to the sponsor.
7. Cheerleaders are responsible for planning pep rallies, assemblies, bon fires, contribute spirit ideas, and help control the attitude of the crowd in so far as possible.
8. Cheerleaders shall conduct themselves properly at all times, for they are official student representatives of the school.
9. A cheerleader is expected to show maturity and sound judgment in classes and in all other activities.
 - *If a cheerleader gets in trouble and displays a poor representation of our school or the squad, in a serious offense, the cheerleader can be removed from the squad permanently. This will be done at the discretion of the sponsor AND the H.S. principal.

Discipline

1. The sponsor shall have the power to discipline or recommend that the principal suspend or drop permanently any cheerleader for the following infringements. Infringement of rules shall result in demerits. The number of demerits are listed in parentheses.
 - A. Improper attire (1)
 - B. Undesirable or immoral behavior (20)
 - C. Sloppy appearance or habits (1)
 - D. Undesirable language or gestures (5)
 - E. Failure to perform duties (2)
 - F. Failure to attend schedule practices/events
 - Excused (1) Unexcused (2)
 - G. Unsportsmanship behavior (5)
 - H. All training rules. Refer to page 16, "Use of Tobacco, Drugs, or Alcohol by Students Participating in School Activities".
 - I. Any act or deed that harms the reputation of the school (5)
 - J. Violation of the standards and regulations of the school (5)
2. Disciplinary action resulting from demerits will be taken during the event that immediately follows the infraction.
 - A. 5 Demerits ---- benched 1 quarter of a game
 - B. 8 Demerits ---- benched 2 quarters of a game
 - C. 11 Demerits --- benched 3 quarters of a game
 - D. 14 Demerits --- benched 4 quarters of a game or entire game
 - E. 17 Demerits --- benched 5 quarters
 - F. 20 Demerits --- decision to come from sponsor and principal.
3. The sponsor will keep a running tabulation of all demerits given AND report these demerits to the individual cheerleaders at their weekly practices.

Games

1. All cheerleaders shall cheer at all pep assemblies.
2. Cheerleaders will cheer at all varsity games, both home and away.
3. Cheerleaders must cheer entire game.

4. Cheerleaders should be present 20 minutes before the start of a game.
5. Cheerleaders should begin cheering one minute and 30 seconds before the start of a game, and 30 seconds before the start of the 2nd half.
6. Cheerleaders shall cheer at any junior varsity games assigned by the sponsor.
7. All available cheerleaders (ones not on the team playing), will cheer at all varsity football and basketball games, AND also junior varsity games assigned by the sponsor.

Transportation

1. Transportation will be provided by the school to all cheering events.
2. Cheerleaders are required to observe the Transportation rules listed in the pep club section of this handbook.

Practice Sessions

1. All practices are required.
2. Practices may be called by the head cheerleader. They must be approved by the sponsor.
3. If a cheerleader is to be tardy or miss a practice, she must notify the sponsor or head cheerleader in person at least one hour prior to the practice.
4. The cheerleaders should set up summer practice sessions on a regular basis.
5. There will be NO practices scheduled on Sundays or after 6:00 p.m. on Wednesdays.

OTHER EXPECTATIONS

1. Cheerleaders will be expected to smile and be VERY energetic while cheering.
2. Absolutely NO huddling up for “gabbing” during a game will be allowed. The entire squad will be required to run 2 stair laps for every huddle seen.
3. Every cheerleader is responsible for knowing the cheers, dances, skits, etc. on time. If a cheerleader is not prepared, she will not perform.
4. All cheerleaders will help plan and organize all pep rallies. Cheerleaders are responsible for notifying all speakers, performers, and other participants of their duties at least two days prior to the rally.
5. If cheerleaders seem to get tired and do not do a good job keeping the energy level up, a 30 minute conditioning practice will be scheduled to help build stamina and aid with this problem.
6. All cheerleaders must be committed to the quality and success of the squad. We want to have a great time while we work towards achieving all the responsibilities that have been given us.
7. All cheerleaders will be expected to be in good standing with their teachers, school officials, coaches, parents, and the community. At any time, if any cheerleader acts in a way that would damage the reputation of the squad or in a way that does NOT represent our school in a positive manner, serious actions will be taken. The sponsor (along with the H.S. Principal) shall have the power to discipline accordingly.

H.S. CHEERLEADER LETTER REQUIREMENTS

The following lettering requirements must be met in order to letter in cheerleading.

1. You must complete at least 2 spirit posters during the year.
2. You must be involved with a group in at least two stunts during the year.
3. You must be able to accurately perform at least 3 jumps by the end of the year.
(approved by sponsor)
4. You must make up one ORIGINAL cheer OR chant for the squad during the year.
5. You must NOT have ANY unexcused absences from games during the year.
6. You must NOT have MORE THAN 2 unexcused absences from practices during the year.
7. You must have ABSOLUTELY NO reports or displays of unsportsmanlike conduct while cheering.
8. You must have LESS THAN 8 demerits total for the year. When 8 demerits are reached you will NOT letter.
9. You MUST be actively involved in all cheerleader functions and activities throughout the year. This is determined by sponsor observation.

HIGH SCHOOL STUDENT COUNCIL CONSTITUTION

Adopted 6-22-01

Name

1. The name of this organization is the Student Council of Ingalls High School.

Purpose

1. The purpose of the group will be to assist students of Ingalls High School in their academic pursuits and extracurricular activities.
2. The Student Council will engage in the following projects.

- A. Student Elections
 - B. Lounge Privileges and Responsibilities
 - C. Homecoming Activities
 - D. School Improvement
 - E. Student / Staff Recognition
 - F. Special Events / Parties
3. The Student Council will promote student involvement, leadership, school spirit, respect and will serve as a voice of the student body.

Qualifications for Membership

1. Student Council members must be in good standing with peers, faculty, administration and community.
2. Student Council members must be enrolled at Ingalls High School for at least a semester prior to their term in office.

Elections

1. The election process will be held during the last 9 weeks of every year.

****IHS ELECTIONS****

- A. Each student will be allowed to hold no more than two upper level offices per year (president or vice president) at Ingalls High School.

*I-Club	*NHS	*SADD	*Band
*Choir	*Stuco	*Freshmen	*Sophomore
*Junior	*Senior		
- B. The Student Council sponsors will be involved in and, if possible, be present at all class elections.
- C. The nominations accepted for class offices and stuco representatives will not be limited until after a primary vote. If the nominations exceed four, a primary vote will be held to reduce the number of candidates to four. Students must be elected to an office by a majority of votes. In some cases this will require a third vote.
- D. ALL voting will be done by secret ballot.
- E. The elected president of each class will be a member of the Student Council. The other six stuco representatives will be elected by the student body.
- F. Each class will nominate candidates for Stuco.
 - *Senior & Junior - 4 nominees for 2 reps
 - *Sophomore & Freshman - 2 nominees for 1 rep
- G. ALL nominees will be required to make SHORT speeches about their desire to serve their student body.
 - *Class Officers - 1 minute limit
 - *Stuco Representatives - 3 minute limit
 - *Speeches will be monitored for proper positive content by the Student Council Sponsors.

Filling Vacancies

1. Should a student be unable to serve for any reason, the respective class will nominate 2 students to be voted on by the student body. The student body will elect the student to fill the vacant position on the council.

Meetings

1. Regular Student Council meetings will be on Tuesdays, before school as needed.
2. Special meetings shall be called by the president , sponsors, or any member as cleared with the sponsor.
3. Student Council members must be present at all meetings. Each student representative is only allowed ONE unexcused absence for each semester. On the second, the student will be dismissed and another representative from that class will be elected.

Student Council Member Duties

1. Every Student Council member will be expected to be an ACTIVE member at ALL times, completing assigned duties in a timely fashion.
2. Student Council members will be expected to be a true voice of their respective classes. They are to be the VOICE of their class to the council.
3. Student Council members will be expected, at all times, whether at school or away from school, to conduct themselves in a manner that best represents the students and faculty at Ingalls High School.
4. Student Council members that hold an office must perform their officer duties with responsibility and dedication.
5. If a Student Council member fails to uphold any duties, a 3-step process will begin:
 - A. Official warning by the sponsors.
 - B. Official meeting with the entire Council and Sponsors about the problem.
 - C. Removal of student from the Council - this is done by the sponsors with the High School Principal, ONLY if the problem continues or if the violation is extreme.

Officer Duties

1. The officers of Student Council will be elected by the council at their first official meeting for the upcoming year.
2. President
 - A. Preside over all meetings.
 - B. Appoint committees.
 - C. Call special meetings.
 - D. Meet regularly with the Student Council Sponsors.
 - E. Act as intermediary between faculty and students.
 - F. Introduce speakers for assemblies.
3. Vice-President
 - A. Take over president's duties if president is absent.
 - B. Succeed to the office of president in the event of ineligibility or suspension of the president.
4. Secretary-Treasurer
 - A. Take minutes of all meetings of the council.
 - B. Check roll at all meetings.
 - C. Handle all correspondence.
 - D. Assist sponsor with the counting and collecting of fund raising monies.
 - E. Make a financial report at every regular business meeting.

Amendments

1. The Student Council may, by 7/10 vote, amend the Constitution. They shall

Present the amendment to the student body, if there is reasonable concern the amendment will be officially voted on by the student body.

2. Proposed amendments must be posted on the bulletin board for inspection by the student body.
3. Proposed amendments must be approved by the Board of Education.

MIDDLE SCHOOL STUDENT COUNCIL CONSTITUTION

Adopted 6-22-01

Name

1. The name of this organization is the Student Council of Ingalls Middle School.

Purposes

1. One purpose of the group will be to assist students of Ingalls Middle School in their academic pursuits and extracurricular activities.
2. The Student Council will engage in the following projects.
 - A. Student Elections
 - B. Lounge Privileges and Responsibilities
 - C. School Improvements
 - D. Student / Staff Recognition
 - E. Special Events / Parties
3. The Student Council will promote student involvement, leadership, school spirit, respect and will serve as a voice of the student body.

Qualifications for Membership

1. Student Council Members must be in good standing with peers, faculty, administration, and community.
2. Student Council Members must be enrolled at Ingalls School for at least a semester prior to their term in office.

Elections

1. The election process will be held during the last 9 weeks of every year.

****MIDDLE SCHOOL ELECTIONS****

 - A. The Student Council Sponsors will be involved in and, if possible, be present at all class elections.
 - B. The nominations accepted for class offices and stuco representatives will not be limited until after a primary vote. If the nominations exceed four, a primary vote will be held to reduce the number of candidates to four. Students must be elected to an office by a majority of votes. In some cases this will require a third vote.
 - C. ALL voting will be done by secret ballot.
 - D. The elected president of each class will be a member of the Student Council. The other six stuco representatives will be elected by the student body.
 - E. Each class will nominate candidates for Stuco. Four nominees for two reps.
 - F. ALL nominees will be required to make SHORT speeches about their desire to serve their student body.
 - *Class Officers - 1 minute limit
 - *Stuco Representatives - 3 minute limit
 - *Speeches will be monitored for proper positive content by the Student Council Sponsors.

Filling Vacancies

1. Should a student be unable to serve for any reason, the respective class will nominate 2 students to be voted on by the student body. The student body will elect the student to fill the vacant position on the council.

Meetings

1. Regular Student Council Meetings will be held as needed.
2. Special meetings shall be called by the president, sponsors, or any member as cleared with the sponsor.
3. Student Council Members must be present at all meetings. Each student representative is only allowed ONE unexcused absence for each semester. On the second, the student will be dismissed and another representative from that class will be elected.

Student Council Member Duties

1. Every Student Council Member will be expected to be an ACTIVE member at ALL times, completing assigned duties in a timely fashion.
2. Student Council members will be expected to be a true voice of their respective classes. They are to be the VOICE of their class to the council.
3. Student Council Members will be expected, at all times, whether at school or away from school, to conduct themselves in a manner that best represents the students and faculty at Ingalls School.
4. Student Council Members that hold an office must perform their officer duties with responsibility and dedication.
5. If a Student Council Member fails to uphold any duties a 3-step process will begin:
 - A. Official warning by the sponsors.
 - B. Official meeting with entire council and sponsors about the problem.
 - C. Removal of student from the council - this is done by the sponsors with the High School Principal, ONLY if the problem continues or if the violation is extreme.

Office Duties

1. The officers of Student Council will be elected by the council at their first official meeting for the upcoming year.
2. President
 - A. Preside over all meetings.
 - B. Appoint committees.
 - C. Call special meetings.
 - D. Meet regularly with the Student Council Sponsors.
 - E. Act as intermediary between faculty and students.
 - F. Introduce speakers for assemblies.
3. Vice-President
 - A. Take over president's duties if president is absent.
 - B. Succeed to the office of president in the event of ineligibility or suspension of the president.
4. Secretary-Treasurer
 - A. Take minutes of all meetings of the council.
 - B. Check roll at all meetings.
 - C. Handle all correspondence.
 - D. Assist sponsor with the counting and collecting of fund raising monies.
 - E. Make a financial report at every regular business meeting.

Amendments

1. The Student Council may amend the Constitution. They shall present the amendment to the student body, if there is reasonable concern the amendment will be officially voted on by the student body.
2. Proposed amendments must be posted on the bulletin board for inspection by the student body.
3. Proposed amendments must be approved by the School Board.

CONSTITUTION OF THE VARSITY "I" CLUB

Adopted 7/7/03

PREAMBLE

It will be the duty of this organization to extend to all areas affected by the members of this club, to promote good will for the high school and this club, and to preserve the dignity, honor, and all rights of its members therein. It will be the responsibility of each member of this honorary club to uphold these rights to the best of their ability, to conduct themselves with dignity becoming a worthy letter person of Ingalls High School.

Article I

Club Name

Section I: The name of this club will be officially designated as "The Varsity I Club".

Article II

Purpose

Section I: The purpose of this club primarily will be to foster and promote the good name of Ingalls High School, and to foster the desire to uphold it to the best of each member's ability.

Section II: This club is organized to add a sense of pride and establishment to the achievements of this school's members, and to substitute these achievements with a type of temporal reward befitting the members.

Section III: This Club will endeavor to promote a sense of team work, loyalty and sportsmanship in each member.

Article III

Qualifications

Section I: In all accord of fairness, only those named by the head coach or sponsor of said activity who earn Varsity letters shall be eligible to join the club.

Section II: Those who earn varsity letters shall be chosen from varsity squads who represent this high school in varsity contests.

Section III: All incoming members shall take the oath of membership at their first meeting. This meeting shall take place at the end of each varsity season.

Article IV

Attendance

Section I: Attendance will be recorded at all pre-announced meetings which will be in the form of individual notification, and will be considered as a legal record of the individuals activity in the club.

Subsection I: The oath to be administered by the President.

Subsection II: Oath of Membership.

I (name) will to the best of my ability; uphold the preamble of the constitution of the Varsity "I" Club.

Section II: Unexcused absences, amounting to more than one-third of the meetings may result in expulsion from the club. Misconduct, when involved with the club, may also result in expulsion.

Article V

Moderator

Section I: The moderator of the "I" Club shall be approved by the Athletic Director.

Article VI

Executive Body

Section I: The club shall contain three elected officers; a president, a vice-president, a Secretary/treasurer. All other committee members shall be appointed.

Section II: It shall be the duty of the president to conduct the meetings and to comply to the duties otherwise expected of his or her post.

Section III: It shall be the duty of the vice-president to primarily take the place of the president in case of necessity, and to assist any other office in the performance of assigned duties, if needed.

Section IV: It shall be the duty of the secretary to record the minutes, and otherwise be the official scribe of the club. All matters of interest to the club shall be recorded.

Section V: It shall be the duty of the sponsor to keep a record of and be responsible for the financial interest of this club. Occasionally, if asked, a financial report will be given to the club.

Section VI: The executive committee will consist of the president, vice-president, secretary /treasurer of this club. The president shall be the presiding chairperson of this committee.

Article VII

Judicial Body

Section I: The executive committee of the club shall be responsible for determining the validity of the excuse for absences.

Section II: Any act or decision of the executive body is subject to the approval of the moderator.

Section III: The executive body shall act as interpreters of the constitution.

Section IV: The executive body shall determine the necessity of disciplinary action against any member of the Varsity "I" Club.

Article III

Legal Matters

Section I: All meetings will be conducted in an orderly fashion, and will conform to the ways and means of formal parliamentary procedure.

Section II: The officers of the club shall be elected by the active members of the club during the last month of school. The new officers will take charge of the club the following school year.

Section III: All important actions of the club shall be presented to the club during meetings, and the matter will be discussed and voted upon.

Section IV: In all cases, a majority vote shall be necessary for approval or rejection of a motion.

Section V: In most cases, the voting shall be done by the showing of hands either "for" or "against" a proposal.

Section VI: However, in specified cases, when the president or presiding officer feels the necessity, a secret written ballot can be asked for.

Article IX

Meetings

Section I: Special meetings can be called at any time if deemed necessary and agreed upon by the president of the club and the moderator.

Article X

Amendments

Section I: Changes to this constitution shall be incorporated into this document by the formal use of amendments.

Section II: In order that a meeting may be held and business transacted legally, there must be a quorum (of nine representatives) present.

Section III: Voting of amendments or other issues requires two-thirds of the members present.

Article XI

Membership

The following activities can nominate a membership to "The Varsity-Club":

Basketball	Football	Track	Volleyball
Cheerleading	Dance Team	Scholars' Bowl	Vocal

CONSTITUTION FOR IHS DANCE TEAM

Adopted 5/2/16

Mission Statement

This squad exists to promote school spirit throughout Ingalls High School through the art of dance. It seeks to exemplify high standards that are empowered by the school, driven by hard work, and dedicated to excellence.

Introduction

The goal of the dance team is to provide you with an opportunity to develop your dancing skills, confidence, and leadership in a positive and safe environment. When becoming a part of the IHS Dance Team, you are committing yourself to participation in it for an entire school term. You may not pick and choose to only dance for certain events – you will be required to dance for multiple seasons of sport as required by the constitution and/or the coach. If you become a part of the dance team at IHS you will be expected to do more than simply perform. You will be agreeing to conduct yourself as a mature and strong individual among a unified team that will represent Ingalls High and our community with pride and integrity.

Listed below are the articles of the dance team constitution that outline the qualifications for membership and the responsibilities that each dancer must agree to.

***Article 1 – Requirements for membership:**

- Students must be in good physical condition. Each student must supply a completed KSHSAA physical form to the coach/school before they are allowed to participate in any kind of physical activities associated with the team. Members will be expected to fulfill any exercise or training regimens as required by the coach.
- Students must remain in good academic standing. It is imperative that members understand that they are students first and dancers second. Any member that fails to maintain a 2.0 GPA or cannot meet the weekly eligibility requirements for Ingalls High School will not be allowed to perform until the academic shortfall is rectified.
- Students must exercise appropriate personal conduct. Members should exercise good sportsmanship and self-discipline at all times. Dancers should always represent themselves in a positive manner so as to be considered an asset to the dance team and Ingalls High. Members shall obey the instruction of the administrators, coaches, captain, and any other school officials at all times.

Members shall not smoke, drink alcoholic beverages, or use illegal drugs while a member of this organization. Any proven or witnessed report of this information would result in disciplinary action or dismissal from the team. Dancers should never conduct themselves in a way that brings reproach on the school or team. They are to be good examples of character for their fellow students and the community.

***Article 2 – Performance Responsibilities:**

- Each team performer is expected to be present and participate in all dance team functions. This includes all performances, practices, meetings, fundraisers, workshops, and camps.
- Performers are expected to report promptly to all practices and performances at the designated time. Performers are also expected to remain at practice for the entire practice period. Consistent tardiness to practice or leaving practice early will be dealt with on an individual basis and can result in suspension from the next performance.
- All performers are expected to actively participate in practice sessions. “Sitting out” for any reason will constitute an absence, unless coaches have given prior approval. Excessive talking or other disruptive activity during practice will result in disciplinary action administered by the coach. A practice schedule will be agreed upon and distributed by the coach at the beginning of each season. Additional practices may be called if the need arises.
- Performers are responsible for knowing every routine before a performance. If a performer needs extra attention to learn a routine, they can ask for special assistance. The last practice before a performance will be an informal tryout in which the performer’s knowledge of the routine is judged by the coach. Should the coach feel a performer does not know the routine well enough, the member will be pulled from that performance. The performer will still be expected to attend the performance in uniform and sit with the team.
- Performers may be removed from a performance for any of the following reasons:
 - a. failure to have the proper uniform
 - b. late arrival on performance date
 - c. excessive misbehavior at any practice session
 - d. not attending the last practice before any performance
 - e. the coach feels the member has not adequately learned the routine
 - f. absent from school due to illness on the day of the performance
 - g. any administrative referral or discipline received in school

***Article 3 – Uniform Requirements:**

- Uniforms must be worn properly and meet requirements for appropriateness, cleanliness, and neatness for each performance
- During performances: make-up, hairstyles, and personal appearance requirements will be enforced by the coach. All long hair shall be tied in ponytails or designated hairstyle with a clean look for performances. Make-up and lipstick may be required depending on the performance. Jewelry such as rings, watches, bracelets, earrings, necklaces and unauthorized hair ornaments shall not be worn during performances. Jewelry may be worn while in uniform at non-

performing times as long as it is flattering and not excessive. All regulations of the KSHSAA will be enforced during performance situations.

- The coach will perform a uniform inspection before each performance to insure dress uniformity. Non-adherence to the dress for that performance will result in removal from that particular performance.

***Article 4 – Discipline and Demerits:**

- All team members are expected to follow all team guidelines. Should the need arise for corrective action, the following system of demerits will be used to assess discipline within the squad:

- Failure to be prepared for practice - 1
- Unexcused tardy - 1
- Unexcused absence (practice) - 3
- Unexcused absence (game) - 5
- Excessive Talking/Disruption of practice - 3
- Excessive talking, cell phone texting, or disruption during game time - 3
- Failure to sit with team during designated quarters of games - 3
- Failure to dress requirement on game day - 3
- Attitude/Disrespect to coach or teammate - 3
- Inappropriate language - 3
- Lying to coach/faculty member - 5
- Administrative discipline resulting in ISS/Saturday School - 6
- Administrative discipline resulting in OSS – 12
- Drinking, smoking, or drug use - 12

- The following are set consequences in the demerit system:
 - 3 demerits - benched one game
 - 6 demerits - benched two games
 - 9 demerits - benched three games
 - 12 demerits - dismissal from the squad
 - 10 absences total - dismissal from the squad

CONSTITUTION OF THE NATIONAL HONOR SOCIETY

Adopted 12-6-04

Article I - Name and Purpose

Section 1. The name of this organization shall be the National Honor Society of Secondary Schools (NHS).

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Section 3. The NHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, Va. 22091.

Article II - The National Council

Section 1. The control of this organization shall be vested in the National Council.

Section 2. The National Council shall consist of seven members appointed by the Board of Directors of the NASSP. The executive director of the NASSP shall be ex-officio of the National Council and shall serve as treasurer of NHS. The director of NASSP's Division of Student Activities shall serve as secretary of the National Council.

Section 3. The seven members shall be appointed for a three-year term.

Section 4. Four members shall constitute a quorum of the National Council.

Article III - State/Regional Organizations

Section 1. Local chapters may choose to organize state associations. The state principals association may form regional associations as defined by NASSP.

Section 2. Any state or regional association of NHS chapters shall conform to this Constitution and shall work with the NASSP Division of Student Activities in furthering the purpose of this organization.

Section 3. All state and/or regional associations shall be affiliated with the National Honor Society.

Section 4. The state or regional affiliation shall NOT serve as an appeal board for local chapter non-selection or dismissal cases.

Article IV - Local Chapters

Section 1. Any secondary public school is eligible to apply for a charter for a local chapter. Nonpublic secondary schools accredited or approved by state departments of education or by accrediting agencies approved by the National Council are eligible to apply for a charter for a local chapter. Each school shall have its own chapter. Two or more different schools may not share the same chapter. A middle level unit in the same building with a high school unit will be appropriate cause for two separate chapters (one for the National Junior Honor Society and one for the National Honor Society).

Section 2. Each chapter shall pay a chartering fee determined by the National Council.

Section 3. Each school with a chapter shall pay an annual affiliation fee recommended by the National Council and approved by the NASSP Board of Directors.

Section 4. The annual individual member dues paid to a chapter, state, or regional affiliate, if any, shall not exceed five dollars inclusively. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the chapter membership.

Section 5. Duly chartered local chapters shall conform to this Constitution as set forth by the National Council. Failure to do so may result in the loss of the charter.

Article V - The Principal

Section 1. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The principal shall annually appoint a chapter adviser, who may serve consecutive terms.

Section 3. The principal shall be a part of the local school district appeal process for non-selection or dismissal cases.

Article VI - The Chapter Adviser

Section 1. The chapter adviser shall be responsible for the direct day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 2. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the national office.

Section 3. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser shall help the chapter officers understand and carry out their duties.

Article VII - Faculty Council

Section 1. The faculty council shall consist of five voting faculty members appointed annually by the principal. No principal or assistant principal may be included on the faculty council.

Section 2. The term of the faculty council shall be one year. Members may be appointed to consecutive terms.

Section 3. The chapter adviser shall be an ex-officio, nonvoting, sixth member of the faculty council.

Section 4. The faculty council shall meet at least once a year to select members and to consider non-selection, dismissal, other disciplinary action, and warning cases.

Article VIII - Membership

Section 1. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Membership shall be known as active and graduate. Active members shall become graduate members as graduation. Graduate members have no voice or vote in chapter affairs.

Section 3. The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Honor Society.

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

Section 5. Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the NHS Scholarship Program.

Section 6. A NHS member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 7. Members who resign or are dismissed are never again eligible for membership or its benefits.

Article IX - Selection of Members

Section 1. To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen [ninth graders] are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester. Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have

transferred in their work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the faculty council may waive the semester regulation.

Section 2. Candidates must have at least three consecutive semesters cumulative scholastic average of a 3.5 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character. Service is defined as: working well with others, willing to take on needed tasks, shows courtesy and respect by assisting when needed, service to outside organizations, and doing work without complaint. Leadership is defined as: promoting school activities; having a positive influence on peers; dependable and responsible; has shown leadership in school, community or other; and contributes ideas to school improvement. Character is defined as: Complies with school regulations, takes criticism well, shows

concern for others, academic honesty, and exemplifies a positive attitude.

Section 3. The selection of each member to the chapter shall be by a majority vote of the faculty council.

Section 4. A description of the selection procedure shall be published in an official school publication which is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulation of the National Honor Society.

Section 5. The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

Article X – Dismissal and Resignation

Section 1. The procedure for dismissal shall be determined by the faculty council in compliance with the rules and regulations of the National Honor Society. A written description of the dismissal procedure shall be available to interested parties.

Section 2. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned.

Section 3. There is no such thing as dismissal without procedures. If a student is in trouble with the school, they will receive three warnings. Serious offenses will result in automatic dismissal. (examples: MIP, DUI, etc.) A student who is dismissed is never again eligible for membership in NHS.

Section 4. In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council. The student will receive a date for a hearing by the end of seven days. If a student is dismissed, written notice of the decision should be sent to the member, his or her parents, and the principal. The

member must surrender the NHS emblem and membership card to the chapter advisor. If the member is unwilling to do this, the matter will be treated as a school disciplinary matter.

Section 5. A member who has been dismissed may appeal the decision of the faculty council to the principal, superintendent, and the school board.

Section 6. Students who are dismissed from NHS will never again be eligible for membership or its benefits.

Section 7. The National Council and the NASSP shall hear no appeals in dismissal cases.

Section 8. Those students who resign from the NHS will never again be eligible for membership or its benefits. The student will need to submit a written statement that is signed by both the student and his/her parents.

Article XI - Chapter Officers

Section 1. The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter and be

described in the chapter bylaws.

Section 2. A majority of the votes cast shall be necessary to elect any chapter officer.

Section 3. New officers shall be installed at a special ceremony.

Article XII - Executive Committee

Section 1. The executive committee shall consist of the officers of the chapter and the chapter adviser.

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All action and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

Article XIII - Meetings

Section 1. Each chapter shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Section 2. The regularity of the meetings (i.e., weekly, monthly, bimonthly) shall be designated in the chapter bylaws.

Section 3. Special meetings approved by the executive committee may be called by the president.

Section 4. Chapters shall conduct meetings according to Robert's Rules of Order, Newly Revised in all points not expressly provided for in this Constitution or the chapter bylaws.

Article XV - Official Insignia

- Section 1.* This organization shall have an official emblem selected by the National Council. The emblem shall be uniform.
- Section 2.* The distribution of the emblem and the rules for its use shall be under the exclusive control of the National Council.
- Section 3.* Each active, graduate, or honorary member shall be entitled to wear this emblem.
- Section 4.* Any member who resigns or is dismissed shall return the emblem to the chapter adviser.
- Section 5.* All insignia must be procured from the national secretary of the NHS, 1904 Association Drive, Reston, Va., 22091. All insignia are registered in the United States Patent Office and may not be copied by anyone.
- Section 6.* The motto of the National Honor Society shall be Noblesse Oblige.
- Section 7.* The official colors of the NHS shall be blue and gold.
- Section 8.* A graduate member may replace a lost emblem by verifying membership to the national office.

Article XVI - Amendments

- Section 1.* This Constitution may be amended at any meeting of the National Council or by mail by an affirmative vote of four members of the National Council.

Article XVII - Bylaws

- Section 1.* Each chapter shall write bylaws to amplify sections of this Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of the National Council but must be consistent with this Constitution.
- Section 2.* The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like.
- Section 3.* State or regional affiliation bylaws must be approved by the secretary of the National Honor Society (Director of NASSP's Division of Student Activities) and must be consistent with this Constitution.