

WAYLAND HIGH SCHOOL

CLUBS and
ADVISORS

HANDBOOK

2011-2012

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INTRODUCTION

This handbook is intended to provide some clarity regarding expectations and responsibilities of class and club advisors at Wayland High School.

GENERAL HANDLING OF FUNDS

Cash cannot be kept overnight in the safe; therefore, if you have a deposit containing cash, it must be brought to the office no later than 11:00 AM so we can get it to the bank. Class/club advisors or student treasurers should bring completed deposit slips to Mrs. Keegan. If the deposit contains cash, the person must stay while the deposit is re-counted to verify the amount is correct. Checks deposited without dates, signatures, or dollar amounts written out will be returned by the bank, and a fee will be deducted from the club/class account. It is the responsibility of the advisor to reclaim money and fees for checks returned due to insufficient funds or closed account.

There will be no expenditure of funds without filling out the check requisition forms through Mrs. Keegan. All check issuance forms must contain two invoices or receipts. Check requisition forms without proper documentation cannot be processed.

SOLICITATIONS

It is the policy of the School Committee that our schools and our teachers may not solicit children or their parents on behalf of commercial organizations. However, traditionally, the Wayland Schools have cooperated with certain public service organizations, such as the PTA and the Scouts when they wish to communicate with all the parents.

Therefore, the only communications which the schools and teachers may handle are: (1) general notices pertaining to the operation of the schools, (2) general notices of public service organizations with the approval of the superintendent.

Without the express approval of the School Committee no solicitations may be made by teachers or others of parents or students on behalf of commercial companies.

Participation in any fund or charity drive by students shall be entirely voluntary as far as each individual student is concerned. There shall be no cause for embarrassment to those who do not or cannot participate or contribute.

Fundraising by soliciting students in the schools is strictly prohibited. Pseudo-merchandising or fundraising campaigns to be conducted by students or school employees in the community or away from school premises to obtain funds for school, student body, class, or club treasuries may not be conducted without prior approval of the superintendent.

No teacher shall use his or her position in the Wayland Public Schools to influence parents or pupils of the school to purchase books or other merchandise, except for materials approved by the superintendent's office for use in the classroom.

Only school information or PTA announcements are to be distributed to homes via pupils. Any other materials must have the advance approval of the superintendent.

WHSP0 NEWSLETTER/WHSP0 EMAIL

Whenever possible, clubs and classes should avail themselves of the opportunity to communicate with parents via the WHSP0 newsletter or WHSP0 email. This need not be lengthy; a few lines outlining the class or club's most recent activities and upcoming events is sufficient. See Anne Gray for submission dates for this monthly newsletter.

COMMUNICATIONS WITH STUDENTS

Throughout the year there are dozens of cases where students have questions about what is and is not permitted. This is true of the individual classes, a yearbook issue, or a particular club activity. In these situations, the class advisor should come to the principal directly with questions rather than sending students. If a meeting with students seems useful, that certainly can take place but this should happen only after the class advisor or club advisor and the principal have determined that it is appropriate. Stay informed throughout the year of how your activities are going and of any unique or potentially problematic issue which any class/club might have.

SCHEDULING EVENTS

Keep in mind the need for appropriate notice and planning so that events you might want to schedule can be properly placed on the school calendar and will not conflict with other school-wide events. The school-wide calendar reflects all approved activities. New activities will be added only if they do not conflict with previously scheduled events. If you would like to add an event please see the principal or dean of students.

CHAPERONES

School Committee Policy JHD requires that all student social events must have chaperones. The principal, assistant principal or dean of students determines the number of chaperones.

1. Dances, winter week evening events and other such activities need no fewer than 3 faculty chaperones in addition to the administrator on duty. It is important that students understand this requirement for sufficient chaperones and that they be involved in soliciting chaperones for each of their events. Please submit the names of chaperones in writing 5 days prior to the event.
2. **Any event which does not have sufficient chaperones will be cancelled.** Activities which take place off campus and require supervised travel (ski trip, amusement parks, etc.) should plan for 1 chaperone for each 15 students.
3. **Student Social Events** - all student social events must have one or more faculty members as chaperones determined by the school principal, assistant principal or dean of students.

All rules and regulations established by the school administration for student conduct during official school hours will apply to all school sponsored activities as well.

SKI TRIPS AND OVERNIGHT TRIPS

No class advisor is required to go on an overnight trip at any time. If the students in a particular class express interest in an overnight field trip and the advisor does not wish to participate, that advisor should urge the students to ask other faculty members and should help students in that effort. Remember, a "class trip" is not a "class trip" unless the class advisor participates in it or in the unique situation of an overnight event, designates a person to stand in his or her stead. If there is no faculty member who wishes to supervise an overnight field trip such a trip cannot take place under the rubric of a "class trip". If the class advisor does wish to provide the opportunity for a class trip then the following rules are in effect:

- No school sponsored school trip may go out of New England without School Committee permission.
 - There must be one chaperone for every fifteen students; the cost for these chaperones must be included in the cost to students.
 - Lodging arrangements should be dormitory style for maximum opportunity for effective supervision.
 - Appropriate school approved field trip forms must be completed by each student. In addition to these standard forms parents must be informed that any student found to be in violation of school rules will not be allowed to continue on the trip. They must also be informed that it is the parent's responsibility to come and pick up any child who has broken school rules and that the child will be sent home.
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- It is suggested that the class advisor meet with all chaperones before the trip to review

responsibilities and expectations. Try a little "What if....happened?"

- A meeting of all students attending should be held a few days prior to the trip, with attendance mandatory so that rules are made very clear as well as the consequences.
- All school rules are in effect on any school sponsored trip.

DANCES

Classes will be limited to two dances per school year; this is to be seen as a maximum and each class may not actually conduct both dances. When a class does wish to have a dance, it is up to that class executive committee to secure a sufficient number of chaperones (no fewer than five including the administrator on duty) and it is the responsibility of the advisor to notify administration of who the chaperones will be and to (alert the administration to) arrange for police coverage. It is the responsibility of the class advisor to notify the principal **5 DAYS PRIOR TO ANY DANCE** that there are sufficient chaperones and that police coverage has been arranged. The advisor must submit this information in writing to the principal.

Advisors should ensure that students understand that there will be no live bands at high school dances without express permission of the principal.

CLASS AND CLUB ADVISORS

FRESHMEN CLASS ADVISOR

In general, this position occupies a significant yet immeasurable amount of time. Weekly executive board meetings (20 minutes +/-) as well as scheduled quarterly class meetings.

1. **Magazine drive** - A major undertaking, this drive takes several weeks to initiate and conclude.
 - a. Class meeting intro with Jim Davis
 - b. Six days of relatively intense "busy work," keeping track of orders, etc.
 - c. Concluding activity for prizes (not a scramble, as Jim understands)
 - d. Check with assistant principal about financial arrangement with magazine company.
2. **Winter Week**
 - a. Coordinating and overseeing production every day after school for 3 weeks
 - b. Attendance at the production itself (Thursday and Friday evenings)
3. **Six Flags Trip – fun activity** (May or June)
4. **Other fundraisers** (flower sale, car wash, class clothes)

SOPHOMORE CLASS ADVISOR

The duties of the advisor of the sophomore class continue to include emphasizing class harmony and respect for individual class members. Activities are planned which provide an opportunity for participation by all members of the class. Money will be made available to students who may have difficulty paying for those events which require money.

General Sophomore Events

1. Sophomore Semi-Formal Dance
2. Reserve site for prom
3. Six Flags Amusement Park
4. Sophomore-Senior Brunch
5. Random Treat Days
6. Class of 20__ Sweatshirts/Pants Sales

Fundraising:

1. Raffle
2. Food Shack (filling in as needed)
3. Bake Sale

Meetings:

1. One general class meeting each quarter
2. Weekly executive board planning meeting

Time Involved:

1. The time varies according to events scheduled. A conservative estimate is 6 hours monthly, on average.
2. Major events such as the semi-formal and the sophomore-senior brunch demand more time.

JUNIOR CLASS ADVISOR - (*Prom Related Events*)**January/February**

- Book photographer for prom.

February

- The advisor must call the tuxedo company and florist to schedule them to come to school in the month of April.

March

- Continue prom related fundraisers. Extend blanket invitations for after dinner (dancing, etc.) to entire faculty and staff. Prom guest list must be finalized before April vacation.
- People invited and paid for by the class include: class advisor, sophomore class advisor, building administrators, METCO director, superintendent, and others whom the class wishes to invite. The class should realize that it must budget not just for the above-mentioned but for their guests as well. These invitations must be delivered before the April vacation.

Other Events - (Junior Year)**November/December**

- Meet with each prom committee to develop action plan (decorations, food, music, theme, etc.)
- Work with seniors on junior/senior "Cotillion". (Good date for Cotillion is early February). Much of the work for this cotillion needs to be assumed by the junior class since the senior class advisor is involved in senior/graduation related activities. Determine when, where, cost, decorations, etc.
- Winter Week

February/March

- Book hotel for Class Night.
- Enlist help of sophomore parents for last minute prom decorations.

June

- Set up committee for concession stand for all home games. (Looking forward to upcoming fall.)
- Be sure that all food has been ordered.
- Get schedule from athletic director.
- Talk to food service director about use of kitchen, etc.

Other activities – winter week play, class dance, fundraising (e.g., yard sale), class outing (Red Sox game, etc.).

SENIOR CLASS ADVISOR

Know how much money you need! (Graduation/Class Night/Cruise, etc.) Keep cash for concession stand shopping from junior year!

Fall

- Concession stand at football games - review with committee to be sure you have enough workers. Be sure enough food has been ordered – **go to B.J.'s** or consult previous year's class advisor. Be sure to continue to coordinate with president of Boosters.

Graduation Related Activities (September - June)

- Ask Ann Fratto for senior list to start work on ordering diplomas.

- Have each senior fill out form as to how he or she wants to have the name appear on the diploma. Track down until you have them all. (Fall)
- Be sure Ann Fratto has list of National Honor Society students for awards program booklet and graduation list. (February) National Honor Society advisor has this information.
- Order caps and gowns for marshals, school committee, student body and administration, list them. (December)
- Call Josten's to set a time for a class meeting to get measured.
- Be sure school committee person has cap and gown. (May)
- Be sure cap and gowns have arrived. (May)
- Work with administration to organize cruise and class night.
- Plan to attend graduation rehearsals if possible. (Scott runs these.)
- Check diplomas, alphabetize, and box diplomas in conjunction with administration
- Inform students that student speakers will be selected from those who submit speeches to the class advisor.
- Work with eboard to select student speakers (Read them and vote on one student speaker!).
- Be responsible for getting student speeches - in final draft - to principal no later than May 20. Have students practice speeches after graduation practice
- Hire the photographer!
- Kids keep cap and gown, faculty does not, collected after graduation
- Select DAR (Daughters of American Revolution) nominee and Jewish American War Veterans nominee. Both require that the advisor run an "election" including all faculty members.
- **Graduation Day** - Plan to arrive early to help organize students.
- Following graduation - return gowns.

November

- Menu for Cruise and Class Night
- Work closely with drama director and administration to go over the process of Senior Show.
- Book music band/DJ for Class Night and senior cruise (get date from principal). Date can be picked during senior week!

December/January

- In January call Jostens for caps and gowns
- See that students get measured for caps and gowns.
- Chase down remaining diploma forms – guidance does this.
- Decide on winter week director.
- Senior class advisor should join all other class advisors in sharing in the supervision of all winter week plays.

January

- Check in with hotel to confirm that Class Night plans are on target.
- Prepare for and participate in winter week activities. Help supervise play rehearsal.
- Get directors for senior show.
- Have scripts due for senior show

February

- Start working on senior show.
- Establish rehearsal schedule.
- Be sure to provide opportunities for those seniors involved in post-season (into March) athletic competitions. Some years these students have felt left out.

March

- Senior Show (make sure you check attendance, must be at all practices, find out from Richard Weingartner when you can use the Little Theater, let each kid pick a skit!)
- Plan a dinner for night #1

April

- Work with Pat to establish amount of senior graduation fee!
- Select class marshals and be sure arrangements are made for their caps and gowns.
- Class marshals are usually selected via a vote of the executive board. Other methods of selecting

marshals may be appropriate but should be cleared by administration. It is expected that the advisor to student council and the senior class advisor will march.

May

- Be sure that Class Night Committee invites marshals, yearbook advisor, class retirees, junior class advisor and administrators (principal, assistant principal, superintendent, METCO Director, drama director). Be certain that person to whom yearbook is dedicated will be in attendance (enlist help if needed).

June

- See "Graduation" activities above.
- Have class executive board think about class gift. Encourage students to have a gift that would involve both monetary contributions and work/service.

FINE ARTS

MUSICAL PRODUCTION

Together with the drama director, the music director selects the musical to be performed. The music director conducts auditions and jointly with the drama director selects performers. The music director conducts vocal rehearsals of chorus and lead performers. The music director is responsible for selecting and engaging a pit orchestra, and rehearsing the orchestra. S/he conducts the orchestra and cues vocal performers in the performances of the musical.

PEP BAND

Perform three to six home football games plus home Thanksgiving Day game. Perform in Memorial Day Parade and other patriotic and community events.

FOREIGN LANGUAGE & CLASSICAL STUDIES

WORLD LANGUAGE CLUB

FRENCH

1. Initiation Ceremony: October
 - a. Initiation includes a short play, so preparations include 2-3 evening rehearsals before evening of initiation. (5-10 hours)
2. Fall preparations for Student Exchange Program
 - b. Individual meetings with applicants to program.
 - c. Ongoing communication with French lycee. (10 hours)
 1. Exchange of student letters
 2. Submit requests for "cultural" activities and schedule for same to lycee. Order tickets, request guides, etc. Includes plans for museum visits, theater evenings, excursions to cultural sites outside Paris.
3. Holiday Party for Haitian Children
 - a. Ongoing communication with Boston school to arrange for lists of children to attend, chaperones, bus transportation. (3 hours)
 - b. Student rehearsals: children's play - puppet show (10-15 hours)
 - c. Organize student sponsors for gift giving (2 hours)
4. French Exchange: Begin orientation meetings with students going to Paris. (3 hours)
 - a. Orientation meetings continue until trip in February
 - b. Hosting program
 - c. Host families: Evening meeting with parents/students and preparation for same (4 hours)
 - d. Reserve/schedule all outings and social events for French visitors (15 hours)
 - i. Charter busses
 - ii. Obtain chaperones for trips

- iii. Reserve guides for Peabody Museum, MFA, Paul Revere House, Old North Church, etc.
 - iv. Help plan Pot-luck Super - Plan French Club Welcome Reception
 - e. Consult with Wayland High School and middle school teachers to schedule in-school "events" for French visitors, including visits to Project Confidence, computer room, social studies and language classes.
 - f. Be "on-call" during time of exchange to transport visiting teacher and/or students, lead field trips, entertain teacher. (countless hours!)
5. Enrichment program for Elementary Schools
- a. Rehearsals for and presentation of play in French for 4th graders (6 hours)
6. Trip to French restaurant (4 hours)

SPANISH

The purpose of the Spanish Club is to provide cultural enrichment outside of the classroom and to provide an environment for students to share an interest in Spanish language and culture. During club meetings, students plan activities, which include listening to speakers, trips to museums, trips to Hispanic restaurants, watching movies in Spanish, and other social events. All these activities provide an opportunity for students to demonstrate leadership and learn about Hispanic culture.

The Spanish Club meets during club meeting time, which occurs in the school day once per month. In club meetings the officers and advisors lead the planning of activities, which take place outside of school in the afternoon and evening. Students plan and participate in approximately one activity per month.

The members of the Spanish Club are encouraged to participate in the biannual exchange trip with Spain. The planning of this exchange begins in the spring before the September arrival of the Spanish students and concludes with the February trip to Spain by the WHS students. The planning process includes the selection and orientation for the host families, reserving and scheduling all outings and social events for the Spanish and WHS students while the Spanish students are at Wayland, and planning and coordinating a visit to the Wayland Middle School by the Spanish students. Before their departure for Spain, the WHS students participate in orientation and preparation for travel abroad and the cultural enrichment of living with a host family.

The members of Spanish club will participate in a service program in which they provide gifts for Hispanic children in the Boston area for Three King's Day in January.

SERVICE CLUBS

AMNESTY INTERNATIONAL

The organization pursues three principal objectives: educating the school community about human rights abuses, writing Urgent Action letters to intercede on behalf of victims of human rights abuse, and raising money to support our activities and to make a significant contribution to international organization.

Education: A human rights week occurs during the first quarter with letters signing in the commons, videos about the organization, publicity about human rights violations.

Letter writing: Urgent Action letters come from the central organization; during club meetings members write letters to government officials on behalf of victims of human rights victims; letters are also circulated for signature during the home football games.

Fund raising: Every fall and spring (preferably on a Friday evening), the club presents AMNESTY Coffee House with food, music, poetry readings, etc., letter signing focusing attention on the purpose of Amnesty. Urgent Action letters are signed.

PEER ADVISOR

The Peer Advisor Program provides support for freshmen and new students in their transition to the high school. The peer advisors are juniors and seniors who have been selected based on their interest in and

capacity for helping others.

SADD

- Monthly club meetings, 20-30 members.
- Special events -- speakers, M.A.D.D. red ribbon campaign, volunteer work to raise awareness of our existence
- Fundraisers -- 3 on 3 basketball tournament; selling bumper stickers, key chains, etc.
- Co-ordinate events with National Office -- attend special functions; provide students for interviews; films; promotional material (SADD clothing)
- We have promotional programs during junior prom week as well as graduation time. We make signs, place signs on the tables at Class Night and the junior prom, e.g. "This is your night -- Do what's right."

Being the founding chapter, we are quite often asked by the National SADD office to become involved in many activities of SADD. It takes considerable time. The WHS chapter is committed to do everything we can to promote SADD.

STUDENT COUNCIL

The Student Council is the supreme representative body of the students at Wayland High School, independently elected, conducted, and governed by students. The Wayland High School Constitution was written a number of years ago and has been extensively revised in order to clarify and delineate the rights and powers of the Student Council and the other governing bodies (see student handbook). The council sets an agenda of policies and issues to be reviewed, formulates positions, organizes winter week, and works directly with the administration to effect change. As always, the council cannot operate successfully without your support and input. The council addresses issues of immediate consequence to all students; it is the one organization driven by your concerns and devoted to your rights. Its officers meet regularly with the administration and are advised by our Dean of Students, Scott Parseghian.

WHY CLUB

Why Club is a service club which has traditionally provided a number of services to the Town of Wayland and surrounding communities. The two major focal points of community service are snow shoveling for senior citizens in Wayland and a holiday food drive. A variety of other services are delivered, some on a fairly regular basis, others upon request from individuals and organizations. The WHY Club continues to work together with community leaders in delivering service to the Wayland community

SCHOLASTIC CLUBS

ACADEMIC DECATHLON

Weekly meetings to study curriculum materials, competition in preliminary round; state finals, and possibly materials.

Head coach and Assistant Coach

1. Recruiting students for academic decathlon team in May/June for the following year, and passing out summer assignments.
2. Arranging all publicity for decathlon, i.e.: homeroom announcements, news media
3. In charge of academic decathlon budget:
 - a. Purchasing all books and written materials for team
 - b. Renting buses for two competitions
4. Arranging a calendar of assignments for tutoring sessions from September through March, and taking attendance.
5. Setting up tests for each subject and administering them.
6. Responsible for choosing team members for preliminary and final rounds of state competition.

7. Transporting students and working with team during two Saturday meets.

Head and Assistant Coaches

1. Both coaches should be present at preliminary and final rounds of competition.
2. **NOTE:** Head or assistant coach should have an academic decathlon homeroom.

BUSINESS CAREERS CLUB/INVESTING CLUB

Qualifications: Person interested and knowledgeable in business subjects to be able to secure industry speakers for 7-9 of the club meetings during the school year and to be able to organize fundraising efforts in creating a Future Business Leaders of America (FBLA) chapter at Wayland High School.

Time Required: Approximately one hour per week is required for every month of the school year. In addition to the one hour of weekly preparation, there is an additional hour required every month for securing an industry speaker, and following up after his/her visit to Wayland High School. Lastly, there is a monthly meeting with executive board members, which lasts between 30 and 60 minutes. Total time required per school year (at present) is approximately 60 hours. This number excludes any group trips (i.e., looking forward to planning a trip to NYC/Wall Street). If an FBLA chapter gets established this would add additional hours to the time required.

For the months of September, October, November, December, April, and May about one hour a week is all that is required. For the months of January and February about seven hours a week preparing the students entering the state competition. In the past, Monday, Tuesday, Thursday, and Friday have been set aside during these months to meet with students after school preparing them for testing in the various areas being tested. They include: All levels of Accounting, Business Law, Economic Awareness, Entrepreneurship both individual and as a team, Business Math, Proofreading, Business Knowledge Skills, and several others. Additions and deletions to areas being tested are made to meet demand.

The advisor has to be a coach and teacher, and have a genuine interest in and enthusiastically support the program. The experiences, activities, competition, and number of students in the club somewhat reflects the enthusiasm of the advisor.

MATH TEAM

I. Supervise mathematics leagues

1. **N.E.M.L. (The New England Mathematics League.)**

The six monthly meets are held on Tuesdays after school at Wayland. Each student has 30 minutes to complete six problems. The five highest scores are used for the team score and are then compared with other schools in New England, though 10 to 30 students participate for each meet. The responsibilities of the advisor are as follows:

- a. Order exams and arrange a room for the meets.
- b. For each meet: announce the meet, arrange for refreshments, prepare for and administer the exam, tally the results, and complete appropriate paper work.
- c. At the end of the year, prepare and administer awards. (time: 10 hours)

2. **G.B.M.L. (The Greater Boston Mathematics League.)**

This league has five monthly meets that are held on Wednesdays after school usually at other schools. Each student participates in three out of five categories and a team question.

The team consists of five students with no more than two seniors, and two juniors. The responsibilities of the advisor are as follows:

- a. Pay dues
- b. For each meet: announce the meet, arrange a team, arrange transportation, prepare the team, accompany the team to the exam site, help in proctoring and grading, an file problems and solutions from the meet.

- c. If a meet is at home: reserve rooms, arrange for refreshments, prepare facilities, send a reminder and map to participating teams, and clean up facilities.
 - d. Prepare and administer awards and attend the annual meeting. (time: 28 hours)
- II. Administer mathematics exam competitions. Each exam occurs once during the school year.
1. **The M.A.M.L. Exam (The Massachusetts Association of Mathematics Leagues' Olympiad Competition - First Level)**
Order and arrange payment for the exams, obtain and distribute a list of students participating (50-70 students), reserve a room, arrange for proctors, administer this 90-minute exam, complete appropriate paper work, mail results, and post answers and scores. (time: 6 hours)
 2. **The second Level M.A.M.L. Exam**
If there are students who qualify, arrange for the students and advisor to be excused from classes, have students' parents sign permission slips, arrange transportation, prepare students for the exam, and accompany the students to the examination center. The exam and transportation will take most of a class day. (time: 7 hours)
 3. **AMC Exam Math Competition** (description is same as for M.A.M.L.)
 4. **AIME Exam** (almost the same as #2), except it takes 3 hours)
 5. **Other Responsibilities**
 - a. Hold club meetings, if possible
 - b. Advertise math team (e.g., newspaper, yearbook, WHSPO newsletter, bulletin board)
 - c. Complete general paper work (e.g., permission slips for G.M.B.L. and M.M.L. meets, hazing form, etc.)

NATIONAL HONOR SOCIETY

The Honor Society is basically a service-oriented group. Since the members are so actively involved in the many varied activities within the school they are seldom able to attend formal meetings so as a result we tend to meet informally as the need arises.

Annual Activities

1. Induction Ceremony
2. Set-up and guides for Higher Education Night
3. Tutorial program (all subjects) – work with academic center in library (mandatory requirement)
4. Ushering for graduation

Time Expenditures

- | | |
|-------------------------------|------------------------|
| 1. Selection process | 20 hours |
| 2. Ceremony | 6 hours |
| 3. Certificates | 2 hours |
| 4. Tutorial (academic center) | 1/2 to 2 hour per week |
| 5. Program | 2 hours |
| 6. Supervision of ushers | 3 hours |

ROBOTICS

The Robotics Team meets during club meetings throughout the year. The team is also expected to meet at least three times during the fall and spring, for 1-2 hours each session. The team advisor is responsible for all fund raising events. During the building season (January-February), the team meets for approximately 12 hours during the week, with an additional building session on Saturdays (10:00am – 3:00pm). To conclude the season, the advisor is responsible for coordinating any field trips and regional events attended.

SCIENCE

The responsibilities of the Science Olympics coach include:

- Recruit students to be members of the Science Olympics Team
- Accompany team members to all competitions. Meets are held once per month (September - February) and last approximately three hours each. If invited, they may attend the state meet, which is held on a Saturday in March and lasts all day.
- Wayland High School hosts a monthly meet every other year. Preparation for this meet requires an additional three - five hours.
- Lead weekly team meetings that last approximately one half hour each. An additional half hour meeting is usually required the week of a competition.
- Prepare students for the monthly and state meets by coaching them individually in the specific areas being tested during the upcoming competition. The amount of time this takes varies from week to week depending on how close the competition is. (Plan on an average of one hour per week)
- Attend two coaches meetings. Each meeting lasts approximately 2 hours.

PUBLICATIONS

WSPN – Wayland Student Press Network

WSPN is the student run website of Wayland High School. While all material eventually goes through the WHS journalism class, students in the club submit articles, podcasts, videos, photographs, and comments, and they engage in business activities intended to fundraise for the site. The publication is dynamic; new material is posted every day.

The responsibilities for the club advisor are as follows:

1. Attend club meetings (approximately one per month, usually during Bell 2 meetings);
2. Coordinate with teachers of the journalism class regarding submission of material, topics for reporting, and timetables;
3. Work with club members on special projects that require technology equipment such as videotaping and podcasts;
4. Provide logistical guidance for interviewing and fundraising
5. Aid in recruitment efforts

YEARBOOK

The yearbook advisor's job requires approximately 3 hours per day supervision of students for the months of September to early April. During deadline situations additional time in the evening or weekend is also necessary. In addition to supervising the student work (including exercising editorial judgment on what is appropriate for publication), the advisor ultimately is responsible for all financial matters (i.e. sale of ads, sale of books, cost of publishing.) With the technology available for desktop publishing, the advisor's duty also includes some teaching of computer skills as well as desktop publishing. Other requirements are coordination with the photographers, both the professionals who take underclassmen photos and senior portraits, as well as student photographers who cover school events, and communication with the publishing company and its sales representatives.

OTHER CLUBS

ALLIANCE

The Alliance, (formally named the Gay Straight Alliance), is a group open to all students and faculty, is committed to creating a safe school environment for all, regardless of their sexual orientation. The alliance has sponsored many school and community events, including the Day of Silence, School/Community Forum, and speakers and workshops for Winter Week. Our future goals include creating more support for our

GLBTQ students through confidential discussion groups and planning events to continue to raise awareness of GLBTQ issues.

BATHE

Bathe (Being A Teenager Is Hard Enough) is a group founded in the 2010/2011 school year by four members of the class of 2012. The primary goal of this group is to find ways to support Wayland High School in promoting respect and understanding in order to improve the social climate through improved communication, tolerance, building relationships (student to student and faculty to student) and increase awareness of the multitude of issues that teens face at WHS. BATHE is made up of kids from all different grades and all different social groups. It's open for anyone who wants to join grades 9-12. The class will meet one time a cycle for students and will be comprised of various trainings (leadership, anti-bullying/cyber-bullying, communication, resiliency, discussions and strategies for implementing positive change and improving school culture within the high school. One of our big goals for the year will be working to raise money and organize an all school event called "Rachel's Challenge". We are taking advantage of the new school in hopes that we can drastically affect school culture. The mission of Rachel's Challenge is, "to inspire, equip and empower every person to create a permanent positive culture change in their school, business and community by starting a chain reaction of kindness and compassion." This group travels to high schools across America to promote kindness through the message of Rachel Scott, the first victim of the Columbine shooting. This event aligns with our mission. Please see Mrs. Mast or Ms. Nowak if you are interested in joining BATHE and participating in the class.

MEDIA CLUB

The club is open to all students who have an interest in volunteering to work on AV, library, and computer activities that assist teachers and students in curricular and co-curricular activities. Members also perform jobs for pay at times. Students learn about and then run sound systems for dances, assemblies, and special programs such as town meeting. They learn about photography and video equipment and assist with those productions. Students also assist at the circulation desk, the computer lab, and the AV production room. Club members may join a media center homeroom.

MOCK TRIAL

Mock Trial is the club for you if you have a ravenous appetite for argument, debate and a hankering for courtroom proceedings. The MA Bar Institute puts out a simulated court case every year, and we "become" lawyers and witnesses, ultimately competing against other schools in actual courthouses. It is a significant commitment of energy and time from late November through mid March, but it is stimulating and fun.

OUTDOOR CLUB

The Wayland High School Outdoor Club is a conservation and recreation organization. Like the Appalachian Mountain Club, we promote the protection, enjoyment, and wise use of the mountains, rivers, and trails of New England. We encourage students to enjoy and appreciate the natural world because we believe that successful conservation depends on this experience. The club aims to make four annual outings – one per academic quarter.

SAILING TEAM

The WHS Sailing Team is a new, exciting club in which members perfect (or learn) the skills of team 420 sailboat racing. The team has six 420's and practices during the spring athletic season at Lake Cochituate (State Park) where Wellesley and Lincoln-Sudbury also practice. There are races and regattas throughout the season with other members of the Mass Bay League. There is a participation fee and dry suits are mandatory.

WAYLAND/WESTON CREW

This is a rigorous voluntary rowing club that meets during the fall and spring athletic seasons. It is a joint program with Weston High School and uses Lake Cochituate as a home course. This program allows students to learn both individual and team rowing techniques. There are opportunities for a faculty member

to coach the crew team. Please see the principal if you are interested. If you are interested no previous rowing experience is necessary because community members will provide instruction. This is organized by community members and if any faculty is interested in participating they should contact the athletic director or the principal.

NON-STIPENDED CLUBS AND SCHOOL ACTIVITIES

THE ART CLUB

The art club is for members who wish to work with art materials during club meeting time. Drawing, painting and ceramics are possibilities to be explored. Opportunities to help with bulletin boards or public service artwork are available. The club is limited to ten members.

FOR THE CHILDREN

“For the Children” is a club where members help children in need from the Boston area. They are involved in a number of activities that vary from year to year. These activities include Christmas in the City, throwing a Christmas party for homeless children and their families, and sponsoring children through project Elf. Members received community service hours for participating in activities.

TESTING COORDINATOR

The Testing Coordinator is in charge of the AP program at Wayland High School. Duties include but are not limited to composing a master list of exam-takers, ordering the exams, coordinating the registration of exams for students, the collection of exam money, the managing of the AP budget, the location of and proctoring of each exam, ensuring exam security, both leading up to, during, and after the exam period, the proper collecting and shipping of the exams, the collection and distribution of testing data to teachers, guidance, and administration, and the exploration of opportunities with the AP program to further enhance and develop the program at Wayland High School (e.g., AP Potential).

WAC (Warrior Athletic Council)

The purpose of the organization is to provide Wayland High School Athletes a forum to voice their thoughts, opinions, and concerns amongst their peers, the WHS coaching staff and administration. A primary goal would be to enhance the overall experience for participants in the Wayland program.

ADDING A NEW CLUB

If you are approached by a student to become an advisor for a new club, or you would like to start one, please see an administrator about how to proceed before committing to anything!