

Wayland High School:  
Student Activities and  
Advisors  
Handbook

2018-2019

## TABLE OF CONTENTS

<b>WORKING LIST OF CLUBS FOR 2018-2019</b>		<b>2</b>
<b>INTRODUCTION</b>		
	GENERAL GUIDELINES FOR CLUBS.....	4
	GENERAL GUIDELINES FOR FIELD TRIPS.....	4
	WHSPO NEWSLETTER/WHSPO EMAIL.....	6
	COMMUNICATION WITH STUDENTS.....	6
	SCHEDULING EVENTS.....	7
	CHAPERONES.....	7
	OVERNIGHT TRIPS.....	7

## WORKING LIST OF CLUBS 2018-2019

Clubs at Wayland High School are somewhat fluid from year-to-year. Some clubs last many years, but others last for one academic year or less. Below is a list of clubs that were offered at the 2018-2019 Wayland High School Club Fair. Some of the clubs below have completed information, while others might be more ad hoc. Please see the listed advisor or an assistant principal with any questions.

<u>Club</u>	<u>Advisor(s)</u>	<u>Meeting Time and Place</u>
Alliance	Ms. Hanks, Ms. Haghdoost	2:30 - 3:15, Tuesdays, B216
Amnesty International	Mr. Rideout	
Anime Club	Ms. Lehman	2:30 - 3:30, Tuesdays and Thursdays, B244
Anjali		
Art Club	Ms. Latimer	2:20 - 3:30, Mondays, A140
Asian Club	Ms. Liu	Wednesdays 1:15 B214
A/V Club	Mr. Ohara, Mr. Barnett	
Awariness and Action Against Cancer	Ms. York	
Book Club	Ms. Schmidt, Ms. Gowetski	Wednesday, 1:15 in the Library
Climate Committee	Mr. Loomos, Mr. Argyrou	
Coding Club	Mr. Hopps	
Community Service Club	Ms. O'Connell	Wednesdays, 1:15 in A140
Debate Team	Ms. Urban	After School, Monday, Wednesdays and Fridays in B238, B240
ESports	Mr. Nolan	Fridays 2:20-3:00 in Room B139 (Math Wing)
FBLA (Future Business Leaders of America)	Mr. Lehmann	
Fencing Club	Ms. Cosenza	Mondays 2:30 - 3:30 in the Wrestling Room
Floor Hockey Club		
Green Team	Ms. Snow	
Interact Club	Mr. Moody and Mr. Messina	
Junior State of America		
K-Pop		
Math Team	Ms. Marton	2:30 - 3:30, Tuesdays, Math Dept
Model UN	Ms. Cheeseman-Meyer	Before Conferences
Move	Mr. Berry	
Multimedia WSPN	Mr. Keaney, Mr. Mullane and Ms. Barber	

Needlepoint/Knitting Club	Ms. Fitch	
Paws Club	Mr. Buffa	
Power Club	Mr. Mode	
Robotics		
Rubik's Cube Club	Mr. Hopps	2:15 - 3:00, Mondays, B144
SADD	Mr. Berry	1:15 - 2:00 PM on Wednesdays in B220
Science Olympiad	Mr. Rideout	
Sign Language Club		
Sports Analysis	Mr. Loomos	
Sports Management	Mr. Wolven	1:30 Wednesday B138
Tear It Up	Mr. Moody	Third Monday of the Month, 5:30-7PM
Ultimate Frisbee	Mr. Parseghian	After School during Spring Sports Season
Water Warriors	Dr. Friedlander	Wednesdays in the Spring at 1:15-3:15.
Window Dance Ensemble	Mr. O'Hara	
WHS Badminton	Ms. Snow	
WHS Theater Ensemble	Mr. O'Hara	
World Language Club	Ms. Bryant	Bi-Weekly with leadership sending emails regarding activities.
WSPN	Ms. Barber and Mr. Keaney	
Yearbook Club	Ms. Cowell	

## INTRODUCTION

This handbook is intended to provide some clarity regarding expectations and responsibilities of class and club advisors at Wayland High School. However, there are other sources of information available that provide a fuller accounting of necessary information.

### GENERAL GUIDELINES

A student who seeks to create a club should schedule a time to meet with an assistant principal to discuss the role of the club or organization and become familiar with the guidelines of club creation, finding an advisor and handling Student Activity Account funds. Below are brief outlines of Wayland procedures for Clubs and Field Trips. While the links below are restricted to Wayland High School Faculty, student leaders can familiarize themselves with the procedures in order to more effectively work with their club or organization's advisor. WHS Faculty also has access to these directions and documents through the Monday Memo. A complete handbook of the [Wayland Public Schools Student Activity Account Guidelines and Procedures](#) can be found on the Wayland Public Schools website.

### CLUBS, ORGANIZATIONS AND ACTIVITIES

- 1) **Create your group:**
  - a) In order for your organization, club or group to fundraise, the school committee must approve the organization to have a Student Activity Account. If you plan to establish a Student Activity group for the purpose of fundraising please fill out this [New Club Application form](#) and submit it to an assistant principal for approval. All clubs, groups or organizations wishing to fundraise and/or have a Student Activity Account must have prior approval from the School Committee.
- 2) **Obtain approval for fundraiser:**
  - a) In order to hold a fundraiser, your group must submit [Form F: Fundraising Request Form](#) approximately two weeks prior to the fundraising activity.
  - b) ***Notice that the form has a second page that must be completed once the fundraiser has taken place.***
- 3) **Deposits funds:**
  - a) Funds should be deposited within 24 hours of their collection.
  - b) See the [Deposit Checklist](#) for more information regarding the deposit process.
  - c) As funds are collected, they must be recorded on [Form A: Deposit Attachment](#).
  - d) Bring funds and [Form A: Deposit Attachment](#) to Lorraine Keegan in the Main Office to fill out a deposit forms, which must be filled out with Lorraine Keegan and are only available from her.
- 4) **Pay for expenses:**
  - a) See the [Requisition Checklist](#) for more information regarding the check requisition and reimbursement process.
  - b) Fill out the check requisition form [Check Requisition Form](#)
    - i) For Gift Cards - [Form G: Gift Card Purchase Form](#)
    - ii) For checks over \$5,000 - [Form C: Purchase Request Approval Form](#)
- 5) **Ticket Sales:**
  - a) If your group, organization or club is selling tickets, it must keep track of ticket sales and submit [Form I: Ticket Sales Form](#)

### FIELD TRIPS

- 1) Note: Please consult the [Faculty Handbook](#) and also [Student Activity Account Guidelines](#) for full policy statements.

- 2) **Discuss the field trip with Department Head.** Field Trips will be approved based on the following criteria from the Faculty Handbook:
  - a) All students will have parental permission;
  - b) The trip will be properly supervised;
  - c) All safety precautions will be observed;
  - d) The trip provides opportunities for service learning AND/OR
  - e) The trip contributes substantially to the educational program (i.e., it provides students access to a rigorous learning opportunity that would not be otherwise be available in a classroom setting or through regular family-led experiences).
  - f) The trip does not unreasonably impact student learning in other classes. Please note the following restrictions on field trips:
    - i) Teachers are generally limited to one field trip per course
    - ii) No field trips will be permitted after the April vacation without the approval of an administrator.
    - iii) No field trips will be permitted during the last eight-day cycle of any quarter.
- 3) **Double check the date** by emailing or speaking with an assistant principal regarding the date of the field trip at least two weeks in advance of the field trip date. Date considerations will include but are not limited to:
  - a) Restrictions detailed above (e.g. No field trips in the last eight-day cycle of any quarter).
  - b) Other, previously scheduled field trips.
  - c) Special events such as class meetings, assemblies, etc.
  - d) Multiple field trips affecting the same grade of students in a short amount of time.
  - e) Day of the week - Monday and Friday field trips prevent a potential triple class drop over the course of a week. A class that ordinarily drops on Monday and Friday during a week may be more adversely affected by a mid-week field trip that causes the class to only meet twice in a week. When possible, Monday and Friday trips are preferable.
- 4) **Fill out the [Field Trip Request Form for Secondary Level Form \(H2\)](#).**
  - a) You can print the form or make a copy and fill it out through Google Docs. Please try to make sure it is printed on only two pages and print double sided if you can. Please also attach a class roster. Bring completed form with Advisor and Department Head signatures and a roster to Lorraine Keegan for approval by the principal and the School Nurse.
  - b) Important Notes Regarding the H2 Field Trip Form:
    - i) CHAPERONES:
      - (1) From the Faculty Handbook - "We suggest a chaperone:student ratio of 1:25 for class trips and 1:10 for overnight trips".
      - (2) Any Non-Wayland Public Schools chaperones, including parents, must be CORI'ed. Please print or email potential chaperones the [CORI form](#) and have them return the form with a copy of their license to Maria McGrath at least one week before the trip.
    - ii) TRANSPORTATION:
      - (1) Lorraine Keegan can assist in the transportation budget and school bus scheduling from First Student or another bus contractor. If you are planning to use a school bus, speak with Lorraine and she can get bus quotes for you while it is going through the approval process.
      - (2) If you would like to use the small busses purchased by the Wayland Boosters you must follow the following steps:
        - (a) Fill out the [Volunteer Driver Form](#) and return it with a copy of your license to Athletic Director Heath Rollins.
        - (b) Email or speak with Heath Rollins in order to schedule the use of the small buss(es) and receive an orientation to the vehicles.
        - (c) Budget at least \$2.00/Mile for use. The Wayland Business Office sets a rate for mileage and it depends on current fuel prices.
    - iii) FUNDING:

- (1) "Description of Outside Funding Sources" would apply to only contributions from an existing organization for a field trip (e.g. CAPA paying for part of a band field trip).
  - (2) "Fundraising Plan" refers to the specific [Fundraiser Request Form F1](#) from [Student Activities Account Guidelines](#). Please note that all fundraisers must be pre-approved by the principal.
- 5) **Distribute permission forms** once the field trip is approved.
    - a) Use the [Field Trip Announcement Form](#) from the Faculty Handbook. Please make a copy and type in the description and cost of the trip or fill out the original by hand on page 11 of the [Faculty Handbook](#).
    - b) Overnight trips should use the [School Sponsored Trip Form](#) as a permission slip.
    - c) From the Faculty Handbook - "**At least eight school days in advance**, students should get parent permission slips signed and returned to the sponsor of the trip. Phone calls from parents are not substitutes for permission slips".
  - 6) **Notify staff of the field trip.**
    - a) From the Faculty Handbook: "Notify staff **at least eight school days** in advance, distribute to all staff members and the front office a list of those students who will be going on the field trip. There must be sufficient time for faculty to review the list for any student who cannot afford the time out of class".
  - 7) **Collect payment and permission forms.**
    - a) Consult the Student [Activities Account Deposit Checklist](#).
    - b) While cash or check can be collected for field trips, it is highly recommended to collect checks because cash must be deposited within 24 hours of receipt. Checks should be made payable to Wayland High School.
    - c) Both check and cash payments **must** be listed on the [Deposit Attachment Form](#). It is suggested that you make a copy of the spreadsheet and cut and paste your trip roster into the form to record which students pay in cash and which students pay by check with their respective check number recorded. Attach the form to the bank deposit slip (available from Lorraine Keegan). *Make sure to list students, cash payments, check numbers and their amount on the [Deposit Attachment Form](#).*
  - 8) **Obtain payment for the trip.**
    - a) Consult the [Requisition Checklist](#).
    - b) Determine which organization(s) need to be paid and when and fill out the [Check Requisition Form](#) in order to have checks ready to pay registration, admission, etc.
  - 9) **Have an exciting and educational experience.**

## 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.

## 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. Additionally, fund raising events should be applied for in advance (see fundraising guidelines below). 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 an assistant principal.

## CHAPERONES

School Committee Policy JHD requires that all student social events must have chaperones. The principal or assistant principal 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 or an assistant principal.

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.

## OVERNIGHT TRIPS

The full [Wayland School Committee Policy JJH](#) on overnight trips governs Wayland High School. 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.
- 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 trips.

