**SCHEDULING ACTIVITIES**

All special activities (curricular or co-curricular, on campus or off campus, during the day or after school hours) are to be approved ahead of time and placed on the activity calendar. The Activities Request Form is located in the mailroom. The assistant principal for activities approves all activities outside of regular class instruction.

All requests must be received at least two weeks before the proposed activity. If the activity is a field trip, a field trip request form must be completed with the activity request form. If an activity requires School Board approval, requests must be submitted eight (8) weeks before the proposed activity.

You are responsible for requesting and obtaining equipment needed for the activity with the plant manager, media staff, etc.

A set up form must be attached to the activity request form if you have special requirements for tables, chairs, etc. In most cases, your organization is responsible for supplying assistance with the arrangement of furniture.

If for some reason your activity is canceled, it is your obligation to notify everyone.

For organizations wanting to do a fundraiser, a complete Fundraising Application (MIS #176) must be submitted with the Facilities Usage Form. After the fundraiser, complete a Fundraising Recap and submit it to the bookkeeper.

The administration will determine the ending time for special events such as dances, Homecoming activities, and the Prom. No event should be planned to end after 11 PM.

**ACTIVITIES POLICIES**

All non-school board chaperones must submit a volunteer application and be approved prior to student contact. Any extended activity that involves prolonged student contact by any non-school board employee contact also requires fingerprinting. Examples include auxiliary coaches and clinicians.

All vendors with sustained student contact must meet school board requirements regarding fingerprinting.

A list of students who will be involved in the activity must be given to the attendance secretary and all teachers via email at least three days prior to the event. A list of attendees must be provided after the event.

The Food Service Manager needs two weeks advance notice to prepare special student lunches for field trips. The school has an obligation to provide the meals at free or reduced prices, even when the students are on a field trip.

The Code of Student Conduct is in effect at all student activities regardless of when or where they occur. Administration should be notified of any serious infraction.

All necessary paperwork (leave requests, requests for substitutes, etc.) must be completed before the activity.

**ACTIVITIES CALENDAR**

The assistant principal for activities is in charge of coordinating all events, meetings, and fund-raising activities. A school calendar can be accessed through a link on the school website. No school or student event may be scheduled without permission from the administration and subsequent placement on the calendar.

Teachers are responsible to monitor the activities calendar throughout the school year to become aware of events that will affect the school day.

**ASSEMBLIES & OTHER ACTIVITIES DURING THE SCHOOL DAY**

Activities that take students out of class during the school day must receive administrative approval prior to any planning and advertising. Events that will impact large numbers of students may be reviewed by the leadership team for suggestions before administrative approval is given.

Assemblies, performances, and other school-wide programs that support the school and student body as a whole will be approved on a limited basis during the school year. When school-wide activities are held, school staff will assist in the supervision of students at the activity or by supervising those students who choose not to participate. A list of duty assignments may be published.

**ACTIVITY ADMISSION FEES**

Students may be charged for an on campus activity during regular school hours if the proceeds are a donation to a school organization. These activities are limited to no more than three events during any school year.

Admission fees for after school activities must be approved through administration in advance. In general, events should cost no more than $5.00. The exceptions would be the homecoming dance and prom. Extenuating circumstances may be considered for an increased fee for other events.

**DANCE POLICY**

Dances are for WCHS students. For Homecoming and Prom, guests of our students will only be permitted if they have been registered in advance. Middle school level students are not permitted. The maximum age of a guest is 20. Students attending the alternative school or who have been recommended for expulsion in the last year (a minimum of one full semester) are not eligible to attend Homecoming or Prom. The dance sponsor is to use the registered guests list form to have students sign up their non-school guests. The principal or designee must approve these forms.

**CLUBS**

Any new club or organization will be considered by adherence to the criteria outlined in the school’s application packet. Applications will be accepted during the first two weeks of each semester.

All club events must be scheduled in advance and placed on the school calendar. Club meetings are held on the last Wednesday of each month. Club members should be issued a membership card by the second meeting of the year. Students first report to their class for attendance and then are released to the club meeting. Students who are habitually truant, have a poor grade or citizenship, may be retained in class. Club sponsors take roll. When asked by staff members, club sponsors should provide a roster of students in attendance for meetings.

Clubs must be open to all students for application. Any selection requirements and membership process must be approved by administration and posted for students in advance of the selection process. Hazing is illegal and will not be tolerated.

Club fundraising activities must be pre-approved. All money earned must be deposited in the club’s school internal account. Outside accounts are not permitted.

**CLUB SPONSORS**

Sponsorships of clubs will be filled with consideration of teacher preference and qualifications, and require the principal’s approval. Teachers interested in forming new clubs should contact an assistant principal to discuss the proposal and procedures for approval. It is recommended that an equitable distribution be maintained but this will not exclude a teacher from holding more than one assignment. The principal or an assistant principal must approve all club activities. A completed "Activities Proposal Request" must be submitted to an assistant principal at least two months prior to an activity. A notification of approval or non-approval will be received within seven school days. All club information for the morning announcement or bulletin must be approved by 2:15 p.m. the day before the announcement is to be made. Members of the club must have Field Trip/Activity permission release forms signed by a parent or guardian for any event that takes place out of school and off school grounds. The Superintendent must approve any field trip activity planned during the school day. Rules and by-laws of the club should be submitted to an assistant principal and copy to each member of the club. Sponsors should maintain a file folder or binder that will include rules and by-laws as well as minutes of meeting, budget, membership, etc. All clubs and organizations must have disciplinary procedures included in their charter or constitution as per the Student Code of Conduct.

**DISCIPLINARY PROCEDURES BY CLUB SPONSOR / STUDENT CODE OF CONDUCT**

If a student member of a club of school organization is to be disciplined severely for some reason (e.g.. suspended from the club), the advisor is to discuss the issue with an assistant principal or the principal prior to action being taken. Emergency situations are exempted with the stipulation that the matter will be brought to the attention of the principal or an assistant principal as soon as possible.