

LITCHFIELD HIGH SCHOOL
CLASS ADVISOR & ORGANIZATION
HANDBOOK



Updated August 15, 2019

EXTRA CURRICULAR ACTIVITIES

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PHILOSOPHY

The value of any organization or activity comes from its contribution to the social and cultural growth of the student. These aspects of extra-curricular activities should not be accomplished at the expense of academic growth. To insure that extra-curricular activities receive proper direction, it is necessary that guidance and advice be given by the professional staff of the school. Educators are concerned with the total growth of the students, and as such, we must be willing to assume a share of the responsibility to encourage student participation in the extra-curricular activities and in giving direction to these activities.

The success of the classes and organizations, to a large extent, will depend upon the leadership, counsel, and help that an advisor gives. When accepting an appointment, the advisor also accepts the responsibility. It is expected that advisors will devote sufficient time and effort to successfully complete the required responsibilities.

This guidebook contains information that applies specifically to extra-curricular activities at Litchfield Community Schools.

1. List of approved classes and organizations
2. List of activities that have been approved for the various classes and organizations.
3. Responsibilities of the advisors.
4. Suggestions for carrying out the responsibilities.

Discuss any problems or questions with the principal. Often, previous Class Advisors can be of assistance also. Don't be afraid to ask.

APPROVED CLASSES AND ORGANIZATIONS

The following classes, organizations, and athletic teams have been approved by the Board of Education to function within the school. As such, they are permitted to operate as long as they follow guidelines as established by the school administration and the Student Council:

CLASSES & ORGANIZATIONS

ATHLETIC ORGANIZATIONS

Senior Class

Varsity Football

Junior Class

J.V. Football

Sophomore Class

Jr. High Football

Freshman Class

Varsity Basketball (Boys & Girls)

8th Grade Class

J.V. Basketball (Boys & Girls)

7th Grade Class

Jr. High Basketball (Boys & Girls)

Student Council

Varsity Volleyball

National Honor Society

J.V. Volleyball

Yearbook

Jr. High Volleyball

Band

Varsity Track (Boys & Girls)

SADD

Jr. High Track

(Students Against Destructive Decisions)

Cross Country

SELECTION OF ADVISORS

1. Advisors are recommended by the school principal and are subject to the approval of the Superintendent of the School. They then have to be approved by the School Board.
2. Whenever a vacancy occurs, there will be a posting of the position. Seniority may be considered in the appointment, provided the teacher is qualified.
3. Whenever possible, the advisor is to remain with the class or organization through their high school years.
4. Each class could have class parents (2 to 4) as their advisors. Organizations may have them also. These parents are usually selected by the administration.

RESPONSIBILITY OF ADVISORS

1. Whenever a teacher accepts an assignment as an advisor of a class or organization, the advisor automatically assumes responsibilities. These responsibilities are equally as important as responsibilities in the classroom.
2. The advisor must assume the responsibility for advising and monitoring all the activities involving the class or organization.
3. If possible, the advisor is expected to be present at all of the functions carried out by the group from the beginning of the activity to the end. (See concessions for exceptions).
4. It is recommended that whenever possible, parent chaperones be used at all social functions. It is recommended that at least four (4) parent chaperones be invited, and more if possible. The more parents involved in school activities, the easier the position as advisor becomes.
5. Out of courtesy, whenever chaperones are to be invited to an activity, they should be notified at least one week in advance.
6. Parents who are asked to be chaperones should be informed by an advisor regarding rules that apply to the activity and encouraged to assist in enforcing the rules.

PAY SCHEDULE FOR EXTRA-CURRICULAR ACTIVITY ADVISORS

The pay schedule is established in the Master Agreement (Schedule B) between the Litchfield Education Association and the Board of Education.

CLASS DUES

1. The amount of annual dues assessed are as follows:

Freshman Class	\$10.00
Sophomore Class	\$10.00
Junior Class	\$10.00
Senior Class	\$10.00
2. All dues are non-refundable
3. It is expected that all students who are members of a particular class will pay the dues that are assessed by the class. To that end, it is the responsibility of the class treasurer with the class advisor to maintain accurate records of class due payments. It is the policy of the administration to hold caps and gowns of graduating seniors for nonpayment of past class dues. A total of \$40 per student is paid for the four years, as that money does cover the cost of the cap and gown per student.

SCHEDULING AND SUPERVISING

1. All activities and fund raising projects must be scheduled and approved by the principal. This will avoid the conflict of activities and conflict of use of the facilities.
2. All athletic games, scrimmages, and events will be scheduled through the Athletic Director, who will in turn place the event on the master schedule in the principals office.
3. All class meetings are to be approved and scheduled through the principals office.

ELIGIBILITY

All material regarding eligibility for athletes is in the Athletic Handbook, under the Athletic Code of Conduct.

TIME FOR ACTIVITIES

1. No activity shall be scheduled unless there is adult supervision available at all times.
2. No activity is to be scheduled during school vacation periods without administration approval.
3. Activities scheduled on nights during the school week shall end with students having left the building in a timely manner after the event. Parents need to be

- present at the suggested time to pick up their child(ren)
4. Homecoming & Miss Terrier dances that are scheduled on Friday and/or Saturday nights shall end with students having left the building by 12:00 Midnight.

STUDENT CONDUCT AT EXTRA-CURRICULAR ACTIVITIES

1. Extra-curricular activities are the extension of the school day; therefore, conduct of the students is expected to conform to the Student Code of Conduct.
2. Unless permission is specifically granted by an adult in charge of the activity, students are not permitted to leave and then return to the building. Once a student leaves the building without permission, they lose the right to participate in the activity.
3. Misconduct of the student (i.e. smoking, under the influence of alcoholic beverages or drugs, drinking, fighting, etc.) is sufficient grounds for suspension of the student from the activity and from school. Misconduct of this nature must be reported promptly to the principals office where further action as deemed necessary will be taken. When misconduct warrants, the student may be excluded from all extra-curricular activities.

FUND RAISERS (request form attached)

1. All fund raising will be handled through the building principal.
2. The advisor will prepare a Fund Raising Request Form, found in the high school Principal's office and submit it to the high school principal. The principal will then either approve or deny the request, which should be presented by October 1st.
3. All fund raising should not last longer than two (2) weeks.
4. All fund raisers will be posted on a master calendar that is found in the high school office.
5. Try to limit the number of fund raisers during the same period of time. One at a time is recommended, however some overlapping may occur.
6. No more than one fundraiser each semester per class/organization.

HANDLING OF TREASURER'S BOOKS

1. All classes and organizations must maintain accurate and up-to-date treasurer's records.
2. The class or organization will elect a treasurer, or the advisor may select a treasurer for the class or organization.
3. Treasures will receive a ledger book with the following:
 - a) Balance sheets – for keeping a record of all deposits, expenses, and maintaining the balance of funds.

- b) Expense vouchers – used to pay bills. These must be filled out completely and signed by the class advisor in order to be valid.
(See attached)
 - c) Receipts – to give to persons involved with payments to the class (i.e. class dues). These should be dated and be complete as they will act as the official records through graduation.
 - d) Record of Dues Paid – to keep track of the class dues paid by each individual member of the class. The treasurer will enter the amount paid and the date paid. This is to be kept continuously for all high school years.
4. All bills received will be passed on to the advisor. It is the advisor’s responsibility to prepare the voucher to pay the bill in a timely fashion. The voucher is then submitted to the business office.
 5. Cash, in the form of dues, receipts from sales, etc. should be turned into the advisor on a scheduled date. The advisor will then make a total count of the money received and make a deposit with the business manager.
 6. Advisors will receive a monthly statement from the business office relating the balance in the organizations account. The advisor and treasurer are then responsible for reconciling their ledger.
 7. No purchases may be made or bills paid without the use of the voucher system unless specific permission is given by the principal. In some cases, a copy of an invoice or a contract may be required before the check will be issued.

The Litchfield Community Schools Board of Education adopted the following policy regarding class funds on October 23, 2018:

Any student account in the District Trust & Agency Account will have five (5) years from their date of graduation to withdraw the class funds from the District Trust & Agency Account and transfer it to a class bank account or a Special Student Activity Account for student activities. At least two class officers must present themselves in the Central Office to sign a release form for a check to drawn up for the amount and where it is payable. Failure to meet this deadline will result in the money in the account being transferred to the Special Student Activity Fund.

ATHLETIC RULES AND REGULATION

See the student athletic handbook for a complete list of training rules and athletic regulations.

CLASS OFFICER POSITION DESCRIPTIONS & EXPECTATIONS

*The following are guidelines that are ideal but only enforced as each situation will allow.

President:

- Lead all meetings
- Give assistance, guidance, and praise to student body
- Act as a facilitator contact with faculty, administration, and the Board when needed
- Work with the advisor on all planning
- Participate in all class activities/events (see list below)

Vice President:

- Work closely with President
- Assume President Duties when needed
- Work with President & Treasurer in preparing class events and budgets
- Assis the President in preparing meeting agendas
- Participate in all class activities/events (see list below)

Treasurer:

- Oversee all expenses and revenues (with the aid of the Advisor)
- Maintain an accurate and detailed financial record
- Give monetary advice to the others
- Administer payments/deposits (with Advisor approval)
- Work with President & Vice President in preparing calendar events and budgets
- Participate in all class activities/events (see list below)

Secretary:

- Keep an account of minutes at every meeting
- Keep an accurate account of attendance at every meeting
- Help maintain all class files
- Help maintain contact information for student body and for others that are needed
- Participate in all class activities/events (see list below)

All Officers Must:

Write a speech “Why you want to be...” and give the speech in front of the class, must be between 1-2 minutes. Participate in all class activities/events including:

- Homecoming/Miss Terrier activities (Float building, Hallway/Window Decorating)
- Show school spirit/pride at all times and encourage others to do the same
- Class fundraisers (there are many ways to help)
- Attend all meetings (if you cannot, you must inform others)
- Be a school leader
- Sign Officer Agreement

****All above duties to be facilitated by the Advisors and/or Administration.****

A copy of the Class Officer Agreement is attached to the end of this document.

ELECTIONS

1. All elections are to be at-large elections from the body of the entire class or organization. To run for a class office, you must prepare a speech on “Why you wish to be in that position” and deliver this speech to your class (1 -2 minute limit) in order to be considered.
2. If elections are by ballot, the ballot will be prepared and all students present have the opportunity to vote. Any student not present will be provided an alternate option. Tellers shall tally the votes and report the count to the class. If elections are by voice, the nominated candidates should be excused from the meeting during the voting. The vote count should be erased from the board before the candidates return to the meeting.
3. The exception to this procedure is the editor of the high school yearbook and NHS. This position should be appointed by the yearbook advisor. This appointment should occur in the spring for the following year.

GENERAL CLASS ACTIVITIES

The following activities are of a general nature in that more than one class or organization participates in the activity.

CLASS RESPONSIBILITIES FOR CONCESSIONS

1. The concessions are handled by the Athletic Booster Club.
2. Advisors or parent designees need to be present for concessions.
3. The Boosters will reimburse the class or club 40% of the **profits** for any given event.
4. The advisor is in charge of getting student and parent volunteers. It is recommended that there are at least 5 workers for football and basketball games and 3 workers for volleyball games.
5. The workers must report to the concession area one hour before the scheduled game time and remain in the concessions area until the end of the game.
6. Workers are responsible for cleaning up the concession area when the event is over.

CLASS RESPONSIBILITIES FOR DANCES

1. Four chaperones, other than the class advisors must be provided for all dances. Names of chaperones will be given to the principal. **NO CHAPERONES, NO DANCE.**
2. The prospective chaperones should be approved by the principal before contacting them to serve as chaperones.
3. An advisor or chaperone must be present while the band/D.J. sets up and stay in the dance location until the dance starts.
4. Parent chaperones have the same authority as an advisor when chaperoning at a function.
5. Guest sign-up sheet for off-campus guests will be available in the high school office until 3:00 p.m. on the day of the dance.
6. Each student is limited to one guest per dance. The Litchfield student is responsible for their guest's actions.
7. Any student or guest that has to be removed from the dance because of inappropriate behavior will not be able to attend dances for the remainder of the year.
8. Students are not to be permitted to leave the building and return to the dance.
9. All school policies apply for all dances.
10. Students who have been drinking alcohol are not permitted to enter the building and if it is determined that they have been drinking alcohol, they should be ejected and the administration notified. If there are any problems, call the police.
11. All weekend dances must end by 11:00 and the building cleared by 11:05 p.m.

HONOR BANQUET & NATIONAL HONOR SOCIETY INDUCTION

Honor Banquet

1. A banquet will be held to recognize students' academic achievement.
2. Students and their parents will receive a written invitation to attend the banquet .
3. The students who attend will be recognized for their academic achievement.
4. The banquet will be provided by the school.
5. The banquet will be held in the lower gymnasium.
6. Students will be recognized by grade level both individually and as a group before they are asked to return to their seats.

National Honor Society

Selection

1. The faculty will consider a list of academically qualified sophomores, juniors, and seniors for National Honor Society membership in the fall. Membership is based upon the service, leadership, and character of the students. All qualified sophomores, juniors, and seniors will be contacted and may submit an application

- for membership with a list of these academics, honors, and service activities listed to the National Honor Society advisor.
2. The high school staff will rate the students on a form, distributed by the advisor, in the areas of character, service, and leadership by rating them on the set scale. Generally, staff do not rate a student unless they have had some contact with the applicant either inside or outside the classroom. In case of a student not qualifying, the National Honor Society advisor must keep the student's application and rating to help explain the denial. Any student that does not qualify that year does have the privilege to reapply the following year.
 3. The traits of character, service, and leadership are often hard words to define. The problem is further compounded in that all people do not hold the same definitions or priorities. In making decisions, please refer to the following as suggested traits. Positive aspects should be considered foremost. Negative traits may be considered, but judgments should be free of hearsay and rumor. Also, please keep in mind adolescent behavior. Don't base judgments on a single incident or on personality.

CHARACTER

- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
- Cooperates by complying with school regulations concerning property, programs, office, halls, classrooms, etc.
- Upholds acceptable standards of morality and ethics.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness in obligations both inside and outside the classroom.
- Has powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience of rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Activity helps to rid the school of bad influences or environment.
- No record of civil offenses within the community.
- Wants to do the "right thing" in most situations.

SERVICE

- Willingness to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer work, 4-H, family duties.
- Volunteers dependable and well-organized assistance; is available on his/her own time and is sacrificing.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.

- Willingness to render cheerfully and enthusiastically any requested service to the school.
- Willingness to represent his/her class or school in interclass or interscholastic competition.
- Willingness to do committee and staff work.
- Readiness to show courtesy by assisting visitors, teachers, and students.

LEADERSHIP

- Is resourceful in proposing new problems, applying principles, and making suggestion.
- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive qualities.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducts business efficiently, and is reliable and dependable without prodding.
- Demonstrates leadership in classroom, at work, and in school activities.
- Is thoroughly dependable in any responsibility he/she accepts.

(Note: This list comes from the National Honor Society Handbook. We use the Rubric System. All students who apply are graded.)

INDUCTION

1. National Honor Society induction for Seniors, Juniors, and Sophomores will begin with an explanation of the selection process and purpose of the organization.
2. A large candle will be lit to symbolize the eternal light of knowledge.
3. Current N.H.S. members will light a small candle from the large candle and will speak on:
 - a. Scholarship
 - b. Character
 - c. Leadership
 - d. Service
4. The tapping ceremony will then begin with NHS members.
5. Students will be tapped one at a time with a rose being given to the parent of the student.
6. New members will be pinned with a NHS pin by the members' mother/parent as the NHS members look on.
7. The oath of the National Honor Society will be administered by the president of the National Honor Society and the charge of their responsibilities.

Finally, the academic honor students will be named by the High School principal. The Salutatorian and Valedictorian will be announced, these may or may not be N.H.S. members. Other awards and recognition may be presented.

SCHOOL PLAY

1. A play may be scheduled for after basketball season, usually at the end of March, or the first of April, depending upon Easter and Spring Break.
2. Although the major responsibility for the play rests with the Play Director(s), a successful play requires the full cooperation of all people connected with the school.
3. The play itself should be selected at least eight weeks prior to the play date. A committee of students may work with the play director in selecting the play. The director is in charge of the play try-outs, but should consult the principal before posting the results. The director is in charge of supervision of the following student committees: advertising, tickets, ticket taking, programs, and ushers.
4. Rehearsal may begin no sooner than five weeks prior to the anticipated play dates of the play.
5. Rehearsals during the spring sports season will need to be scheduled around athletic practices. However, students who are in the play will not be penalized by the coach if they are late for a practice or miss a practice due to their participation in the school play.
6. All plays must be approved prior to the event in order to make sure that it's appropriate material and that there are funds available for production.

HOMECOMING (FOOTBALL)

1. The date for homecoming shall be determined by the principal and the Athletic Director.
2. Major responsibilities for Homecoming rest with the Cheerleaders and Athletic Director(s).
3. The following procedure shall be followed for the election of the Homecoming King and Queen:
 - a. Four King and Queen candidates will be selected at large from the Senior class. (These persons may not serve on the Miss Terrier Court.)
 - b. A boy and a girl from the eleventh, tenth, and ninth grades will be selected by their class to act as the Queen's court.
 - c. Senior High students will vote for one of the four senior class Queen and King candidates. Students that have been suspended out of school from the time they are chosen to be a King/Queen candidate to the time of the event are disqualified to participate. New students must be in attendance for one semester before they are eligible to be a class representative. The remaining senior candidates will also act as court for the Homecoming Queen.

- d. Cheerleaders will be in charge of conducting the election. Ballots will be counted by the Principal and the Cheerleading advisor.
 - e. The Queen and King will be announced during halftime of the Homecoming football game.
4. During Homecoming Week, the Cheerleaders may lead the school including but not limited to the following activities:
- a. All high school grades will be assigned a downtown business window to decorate.
 - b. Decorating of the hallways.
 - c. Decorating a float for the parade within certain specifications.
 - d. Creating a weekly calendar of events and competitions.
 - e. Hold a pep assembly the day of the game.

(Note: It is presumed that Cheerleaders will let the principal know about the above activities and will obtain permission from the City of Litchfield and downtown businesses. Cheerleaders will specify perimeters and time limits. If the assigned designated area is not completed the scheduled date and time, they will be disqualified from judging. Advisors can then schedule time with students to prepare.)

HOMEcomings CEREMONIES

1. It will be held during half time of the football game.
2. The previous year's Queen and King will be invited to attend and be a part of the new Queen's court.
3. The previous year's Queen and King will present a bouquet of flowers, a crown to the King and a tiara to the Queen. (Cheerleading will pay for the flowers, crown, and tiara.)
4. The previous year's Queen and King will crown the new Queen and King.
5. The Cheerleaders will provide the announcer for the half time ceremonies.
6. The High School Band will provide appropriate music for the ceremonies.
7. The Homecoming Dance will follow the football game and will be held in the high school cafeteria. This dance is hosted by the senior class.

PARENT'S NIGHT

1. The date of Parent's Night is determined by the principal and the Athletic Director for both fall and winter sports.
2. Letters of invitation will be sent to all parents of students in all varsity sports.
3. Parents should meet at a designated area prior to the game.
4. Parents will be escorted across the football field or across the gym floor by their student athlete as they are introduced.
5. The Athletic Director will provide a list of names of parents and student/athletes for the announcer and will order flowers for the parents. (The Athletic Director will provide all information about the ceremony to parents.)

MISS TERRIER (BASKETBALL)

1. The date for Miss Terrier will be selected by the principal and the Athletic Director.
2. The major responsibility for Miss Terrier will rest with the Student Council.
3. The following procedures will be followed for the election of the Miss Terrier Queen and King:
 - a. Four Queen and King candidates will be nominated at-large by the Senior Class. (Note: these may not be persons who have served on the football Homecoming Court).
 - b. A boy and a girl will be elected by the eleventh, tenth, and ninth grades to act as the Queen's court.
 - c. Senior high students will vote for one of each of the four senior class Queen and King candidates. The remaining senior class candidates will act as court for the King and Queen.
 - d. The Cheerleaders will be in charge of conducting the election. Ballots will be counted by the High School principal and the Cheerleading Advisor.

MISS TERRIER FESTIVITIES

1. The ceremonies will be held before or at the halftime of the Varsity basketball game.
2. For specifics, please follow the same guideline provided on pg. 14 & 15 under **HOME COMING (FOOTBALL)**.
3. The previous year's Queen and King will be invited to attend and be a part of the new Queen and King's court.
4. The previous year's Queen and King will carry a bouquet of flowers, crown, and tiara for the new King and Queen. (Cheerleaders will pay for the items.)
5. The Cheerleaders will provide the announcer for the ceremonies.
6. The Miss Terrier dance will follow the game in the high school cafeteria. This dance is hosted by the sophomore class.

SPECIFIC CLASS ACTIVITIES

SENIOR CLASS ACTIVITIES

Senior Pictures

1. The school will have a contract with a studio for senior pictures and serve the seniors needs at Litchfield Community Schools. The pictures will be taken in the fall.
2. The studio will provide one large composite for display in the hall.

Homecoming Dance (Football)

1. The senior class is responsible for hosting the Homecoming Dance. These duties include:
 - a. Arrangements to use the cafeteria
 - b. Photographer
 - c. Music
 - d. Refreshments
 - e. Ticket Sales & Collection of Money
 - f. Chaperones

Senior Class Trip

A minimum of two trip options should be presented to the senior class at a class meeting early in the school year, **senior trips are limited to the Continental USA**. The class will vote on this with the majority being selected. All travel arrangements, hotel and food accommodations should be tallied for a total cost and presented to the School Board by the October meeting, please notify superintendent secretaries to place on the agenda. **Trip funds acquired through school fund raising will only be used toward the trip if the trip is taken prior to graduation. There must be an Educational Component to the trip itinerary. Dates for the trip may not include the students missing more than one academic day in the school calendar. A form out-lining guidelines will be compiled by the Principal and/or Superintendent and made available to the Class Advisors and students.** Once the approval been attained, travel plans can be set and payments scheduled. Monies should be collected by the class advisor and turned into the business office with proper documentation. There should be finances available within the class for down payments that need to be made. **The superintendent must approve all Chaperones.**

Policy #7490 – R3 Senior Trips

Senior trips are limited to the Continental U.S.A.

The Superintendent must approve all Chaperones.

Trip funds acquired through school fund raising will only be used toward the trip if the trip is taken prior to graduation.

There must be an Educational Component to the trip itinerary.

Dates for the trip may not include the students missing more than one academic day in the school calendar.

A form out-lining guidelines will be compiled by the Principal and/or Superintendent and made available to the Class Advisors and students.

Caps and Gowns

1. The entire class will select from the contracted cap and gown company. The class officers will recommend to the class the selected choices for colors and the class will vote on the choices as well as whether the gowns they choose will be rental gowns or “keeper” gowns.
2. The tassel is to be in the class colors.

3. The seniors will be able to keep the tassel.
4. The cost of renting or purchasing the cap and gown will be paid by the senior class, from the treasury. Any senior who is in arrears for class dues for any year will have their cap and gown held by the principal until all back dues are paid in full. Any extra tassels ordered by seniors will be paid for by the senior.
5. Seniors will be measured for caps and gowns at the time that they order announcements.
6. Cap and gowns will normally be distributed to seniors on the Monday of the last week of school for the seniors. They will be distributed by their class advisors.
7. Cap and gown day will be the last day of school for the seniors.
8. If the gown is worn, the cap that is worn with the gown must be the cap that came with the gown.
9. No decorations are to be worn on the gown.

Senior Announcements, keys, etc.

1. The entire class will select from the contracted company, the styles of announcements used for graduation.
2. A committee of the senior class will be appointed to select three designs of announcements. The final selection of the announcement will be made by a vote of the senior class.
3. Orders will be placed with the contracted company. There will be a deposit due at the time of the order.
4. The remainder of the amount due must be paid at the time of delivery.
5. Students are obligated to pay for any order that they make, whether they graduate or not.

Senior Book

1. This is a publication prepared by the Senior Class containing such items as:
Class Roll
Class Will (Will only items actually possessed, such as talent, personal possessions)
Class Prophecy
Etc.
2. The senior book will be printed and made available to class members at no charge.
3. The book should be ready and printed by class night.
4. The senior book committee should start work on the book shortly after the start of the second semester.
5. The booklet must be proofread by the class advisors and the principal.

SENIOR CLASS MOTTO

1. This should be researched by a committee of members of the Senior class in consultation with their advisor and the high school principal.

2. The committee will find at least two and preferably three mottos that they feel represents the goals and aspirations of their class.
3. The choices will be presented to the entire class for a vote. The motto receiving the most votes of those class members present will become the class motto.

CLASS NIGHT

1. Class night will be the Thursday night preceding graduation.
2. The senior class advisors have the responsibility for the seniors for class night. In addition to the senior book, they will:
 - a. Have the senior books at class night early.
 - b. Organize the floor plan for class night.
 - c. Printing of a class night program is optional and also up to the class advisors, as are any flowers or decorations.

SENIOR CLASS PRANK

A senior class prank may be sanctioned by the school on an annual basis.

GRADUATION

1. Graduation will be held on or near the last Sunday of the school year. This date is chosen by the Administration and the Board of Education.
2. Seniors who have fulfilled all requirements for Graduation and have paid all of their back fines are eligible to participate in Graduation to receive their diploma. Students who choose not to participate in Graduation may pick up their diploma from the High School Principal on the last day of school.
3. The senior class will pay for and provide flowers for each student in the senior class, a corsage for the female marshal and a boutonniere for the male marshal, senior advisors, band director, program speaker, and administration.
4. A list of all needed flowers should be available from the class advisor, in consultation with the Principal.
5. Two marshals are to be selected from the junior class, if possible. It is preferred that these persons be brothers or sisters of graduating seniors. If this is not possible, then other juniors may be selected. When they are selected, the Principal should be informed and if they are band persons, the Band Director should be informed.
6. Four ushers are to be selected from the sophomore class if possible. After selection the principal should be informed, along with the band director if involved with the band.
7. Appropriate dress is expected of all graduating seniors for Graduation ceremonies. This means that boys should wear shirt, tie, dress pants, and appropriate shoes. The girls should wear skirt, dress, or dress suit, and appropriate shoes. (Athletic shoes are not considered appropriate.)

ALUMNI BANQUET

The Alumni Banquet is scheduled for the Saturday night of the Memorial Day weekend in the lower gymnasium. All seniors are invited and they must R.S.V.P. to their senior advisors by the appropriate designated time. This is a formal dinner and attendance is encouraged. If a senior says they will attend and then does not attend, the senior class must pay for the dinner and he/she must reimburse the senior class for the cost of the dinner.

The senior class needs to have at least \$50.00 left in their treasury at the end of the year, as it is their responsibility provide centerpiece flowers for the Alumni Banquet the year after they graduate.

The Alumni Association is in charge of all the details, any questions should be forwarded to them. The 10 yr. Class will set up the gym for the banquet with the cooperation of the school custodians.

JUNIOR CLASS ACTIVITIES

1. General Responsibilities
 - a. The class selects their class officers in the fall for the current school year.
 - b. The advisor should remain the same throughout the class' four years of high school.
2. Fund Raisers
 - a. Two fund raising projects are allowed per school year. The first fund raiser is in the fall – Apple Pies. The second is held in the spring and is to be chosen and approved. All fund raisers should last for a two week period.
3. Please follow the specifications for selecting Homecoming & Ms. Terrier representatives on pg. 14 & 15 HOMECOMING (FOOTBALL)
4. Junior-Senior Prom
 - a. Selection of the site should be done in the spring of the sophomore year for a Saturday night and should be within a 30-40 mile radius of the school.
 - b. Arrangements for a band or other source of music should be made early.
 - c. Arrangements will have to be made with the site of the prom to allow for whatever decorating the class wishes to do.
 - d. Necessary arrangements to clean up the site of the prom will be made with the manager of the site.
 - e. Students are expected to dress formally for the prom, but are not required to wear tuxedos.
 - f. The dance is to last from after dinner until 11:30 p.m.
 - g. Junior class and senior class advisors are to be chaperones and are expected to attend the prom.
 - h. Advisors, faculty, and board members will be invited to the prom.
 - i. Any rental or borrowed items should be promptly returned to the owner.
 - j. Students should not expect to be excused from any class to work on prom decorations or for any decorating.

- k. The junior class should arrange for a photographer to be present to take pictures of the couples present.

Class Night Responsibilities

1. The class should have elected their officers for their senior year at some time prior to Class Night.
2. The names of the officers should be reported to the principal.
3. The class officers should be present at Class Night, the president of the current Senior class will present a wooden key to the incoming Senior class. The incoming class president will be expected to say some words of appreciation.

Commencement Responsibilities

1. Since this is a formal occasion, the marshals should wear dress clothes.
2. Marshals should be in the gym at least half an hour before the start of commencement to receive any instructions that the principal or Class Advisors may have for them.
3. Head Custodian and staff will have the gym set-up for commencement prior to the Senior Breakfast and Commencement Practice.
4. The floor cover will not be rolled out for this activity.
5. All bleachers will be pulled out, dusted, floor steps placed at the appropriate locations, and all railings in place.
6. Chairs for the band will be set-up by the band. The Band Director and Head Custodian will confirm arrangements.
7. Folding chairs will be set up in a row in front of the bleachers or other appropriate location for those people who cannot climb the bleachers.
8. The Head Custodian and Class Advisors can collaborate regarding the placement of flower arrangements and other décor in conjunction with the floor plan.
9. Have the public address system set up and have an operator for both practice and during commencement.
10. Custodial staff will clean the gym following commencement on Monday morning during first hour or at some other appropriate time.
11. Proper attire is expected of all persons who are involved in the commencement activities:
Boys – Shirt, tie, dress pants, and appropriate shoes
Girls – Skirt, Dress, or Dress Suit, and appropriate shoes
(Note: Athletic shoes of any type are not appropriate.)

Preplanning of Senior Class Trip

Juniors should start looking for senior trip locations that are of interest to the class with consideration to the affordability to the majority of the class. Make sure that there are at least two options to vote on at the beginning of your senior year.

SOPHOMORE CLASS ACTIVITIES

General Responsibilities

1. The class should elect officers in the fall for the current school year.
2. Fund Raisers
 - a. Two fund raising projects are allowed per year. The first fundraiser is in the fall with the Junior Class – Apple Pie. The second fundraiser is held in the spring, approval and time to be scheduled with the Principal.
3. The class should form a prom committee to begin looking for a place to hold the prom for next year. If possible, a date should be set for the prom. It is beneficial to talk with the Athletic Director regarding spring sport dates.
4. Miss Terrier Dance
 - a. Arrangements to use cafeteria
 - b. Music
 - c. Photographer
 - d. Refreshments
 - e. Ticket Sales & Collection of Money
 - f. Chaperones
5. You will need to do a class vote for Homecoming and Miss Terrier Representatives. *Please follow the specification on pg. 14 & 15 of HOMECOMING (FOOTBALL).

FRESHMAN CLASS ACTIVITIES

General Responsibilities

1. Elect class officers (President, Vice President, Secretary, and Treasurer) at the first class meeting of the school year. Also elect Student Council reps.
2. Set dates to collect class dues of \$10/year.
3. Fund Raisers
 - a. Two fun raising projects are allowed per year. These are to be scheduled with one in the fall and the other in the spring. The fund raiser needs to be approved and scheduled with the Principal.
4. You will need to do a class vote for Homecoming and Miss Terrier Representatives. Once a student has been chosen to represent the class, they cannot be chosen again until their senior year. Representatives that are out of school suspended from the time they are chosen to be a class representative to the time of the event will be disqualified to participate. New students must be in attendance for one semester before they are eligible to be a class representative.
5. Class Rings

The class will meet with a company representative for the purpose to purchase a class ring. Students may work with the company representative for the selection of a ring. A deposit and final payment for the purchase of a class ring will be set with company's sales representative. Many students opt to purchase their ring through outside sources and this is permitted.

JUNIOR HIGH

General Responsibilities

1. Both seventh and eighth grade should elect officers at the first meeting of the school year.
2. Class dues are not collected during these two years.
3. Fund Raisers
Fund raisers are allowed for Junior High. They also must be approved and scheduled through the principal. All grades don't always participate with fund raising at this level. Only two (2) per year are permitted.

Activities

1. Dances – The classes may schedule Junior High ONLY dances through the building Principal. They must follow the same rules for the dance as the other classes.
2. Any other activity must be discussed first with their class advisor and then presented to the building principal for approval. Only 1 per semester.

BAND

Band is a part of the daily curriculum for students. A student enrolls in Band in the same manner a student enrolls in any other class. However, there are certain aspects of Band which are extra-curricular in nature. The director is expected to be present at all of these events and other activities of the Band.

Generally, these events are at least, those that follow:

1. Perform at half-time of all home varsity football games after school is in session.
2. Organize and play as a Pep Band at Boys & Girls home Friday night basketball games.
3. Present a winter concert for the community and parents of band members in the High School gymnasium. Typically, this occurs sometime in the two weeks preceding Christmas vacation.
4. Present a spring concert for the community and parents of band members in the High School gymnasium. Typically, this occurs in the month of May.
5. March in the Memorial Day Parade and at other appropriate functions.

Should the Band & Art classes decide to do another Art/Band event, please follow the following protocol:

1. Fill out paperwork to use designated facilities. (i.e. kitchen & lower gym)
2. Make sure that Kitchen staff and Custodian are aware and receive a copy of approved form. This will enable proper set up and open communication.

PEER LISTENING

Peer Listening is a program in which adolescents learn how to correctly and positively support one another. The program is based on the documented fact that students most often seek help from other students prior to seeking help from a parent, teacher, or a counselor.

Peer Listeners are nominated by faculty/staff and current peer listeners. They then complete an application, interview, two full days of training, and must pass both an oral and written exam. Peer Listeners must attend monthly training meetings.

STUDENT COUNCIL/CHEERLEADERS

The students will work in collaboration with the student council members and the administration under the direction of the cheer coach.

S.A.D.D.

Students Against Destructive Decisions is another group that the students in grades 9 thru 12 can be involved in. The group meets monthly. S.A.D.D. involves itself in community service and fund raises for school activities.

BUILDING USAGE

Any organization wanting to use the cafeteria, kitchen, lower gymnasium, or any part of the facility must fill out the appropriate Building Usage Form. This form is available at the High School or Administration office. The form is to be handed into the High School office to get approval from the Principal and appropriate Supervisor. When it is approved, the event and usage will be placed on the Master Calendar. This will ensure for a smooth set up and organization. For requests that deal with kitchen usage for dinners, you'll need to follow up with the Kitchen Supervisor regarding rules and regulations of the State Health Department. A member of the kitchen staff should be in attendance when using kitchen equipment for any event that is scheduled. Any expenses incurred due to staff wages will be paid by the organization utilizing their services. Likewise, usage of the other facilities requires the assistance of the Custodial Staff, and therefore should be discussed with the Custodial Supervisor prior to the event.

CHAPERONES/VOLUNTEERS – **THIS IS REQUIRED!**

All chaperones/volunteers must complete a VOLUNTEER BACKGROUND CHECK Acknowledgment Form. These forms are available with Andrea Fox-Collins. They must be completed and returned to her 24 hours prior to the event. Andrea will run all forms through the ICHAT system for approval, and then inform you as to whether or not the individual is cleared to act as a chaperone/volunteer.

CLASS OFFICER AGREEMENT

I have read and understand the Class Officer Position Descriptions and Expectations. I also understand that if I miss any three (3) of the activities mentioned in the expectations or do anything that would not represent our class/school well, I will not be allowed to continue representing our class and the remaining officers (with the Advisors) will find a replacement. (If an officer misses three (3) class activities or has miss represented the class/school, the decision of stepping down, will be of the Advisors, along with the administration.)

Student's Signature: _____ Date: _____

I, as the parent, have read and understand this agreement.

Parent's Signature: _____ Date: _____

****You must return this agreement to the class advisor within 1 week.****

SENIOR CLASS OFFICER AGREEMENT

I have read and understand the Class Officer Position Descriptions and Expectations. I also understand that if I miss any three (3) of the activities mentioned in the expectations or do anything that would not represent our class/school well, I will not be allowed to continue representing our class and the remaining officers (with the Advisors) will find a replacement. (If an officer misses three (3) class activities or has miss represented the class/school, the decision of stepping down, will be of the Advisors, along with the administration.) DISCLOSURE: Senior Class Officers recognize the responsibilities to the alumni association for the 25 and 50 year banquets.

Student's Signature: _____ Date: _____

I, as the parent, have read and understand this agreement.

Parent's Signature: _____ Date: _____

****You must return this agreement to the class advisor within 1 week.****