

**Westport Middle High School
Class/Club Advisor's Handbook**



2024-2025

Club Offerings:

Westport Middle High School is pleased to offer students the opportunity to explore the following extra-curricular activities, pending participants and funding:

Art Club Robotics	
Drama Club (MS & HS)	Gay/Straight Alliance (HS)
International Exchange Club	Makerspace
Math Club	Medical Club
Music Club	National Honor Society (MS & HS)
Newspaper Club	Pep Band
Environmental	Gardening
Student Council (MS & HS)	Yearbook Club (MS & HS)
ESports	Anti-Bullying Club
Homework Club	
STEEL (Students That Exemplify Extraordinary Leadership)	

Eligibility for Club Activities:

In order for a student to participate in club activities, the student must be eligible as outlined in the WMHS Student Handbook. If a student is on social probation, they are not allowed to attend meetings during that time.

Extracurricular Activities Monthly Report

All club and council advisors must complete this report each month and share the completed report no later than the last day of each month. Please make a copy of this document, fill in the necessary information, and share this with both Principal and Director of Activities when completed.

Class Officers Meetings/Class Meetings

It is recommended that each class advisor meet biweekly with their officers to coordinate fundraisers/events. Class advisors will meet with their entire class one time during each semester. The class advisor may request a class meeting and the Principal will consider the date, time, and location of the class meeting. Advisors and class officers are encouraged to keep class members informed regarding upcoming class fundraisers and events via a Google Classroom for each class.

Club Officers Meetings/Club Meetings

It is recommended that each club advisor meet weekly with their club members to coordinate fundraisers/events. At the first meeting club advisors are required to distribute a calendar of meeting dates, times, and location to each member. Advisors should also review Roberts' Rules of Order protocol, when applicable, with club members to ensure orderly and productive meetings.

“Building Use” Form

Class/Club advisors must complete the “Building Use” form (available in the main office) for any events held on school property. This form should be completed by the advisor and the class/club secretary then forwarded to the Principal for approval. The Principal will sign off on the application then forward the form to the Supervisor of Custodians. Please note that a fee may be assessed for services provided by the custodians, fire department, and police department based on the nature of your event. The fee for these services will be based on their contracted hours of service. Advisors must coordinate for these contracted services at least three weeks prior to the event.

Class/Club Fundraising Opportunities

Each Class/clubs will be allowed a total of 3 fundraisers per school year. Any additional fundraising events must be approved by the Principal and Superintendent's office, with a request stating what the fundraiser is, the purpose and what the funds will be used for. Please note that we have a contract with our food vendors, so fundraisers selling outside food will not be allowed. The class/club members or advisor must complete the "Fundraising Authorization" form (available in the main office) for all events and submit it to the Principal. The Principal will review the request and forward it to the Superintendent for approval. Please be advised that the fundraiser cannot start until the class/club advisor has been approved. A Google Calendar will be shared with all advisors so events do not overlap or two clubs are not trying to run the same fundraiser.

Supervising Fundraising Events on and off School Grounds

It is imperative that class/club advisors supervise their members at all times. Advisors are encouraged to utilize the "buddy system" to insure the safety of all class/club members. In addition, advisors must arrive at an event/meeting at least 15 minutes prior to the event/meeting and remain until all students have been picked up. Any adult who will be working with, supervising or chaperoning students must complete the "CORI" paperwork. Advisors should contact Human Resources in the Central Office for CORI paperwork and questions.

Field Studies/Field Trips

Advisors who desire to take their class/club members on a Field Study/Field Trip must complete the "Field Studies and Field Trip Authorization" form (available in the main office) at least thirty days prior to the trip and submit it to the Principal. The Principal will sign off then forward the form to the Superintendent. The Superintendent will sign off and return the form to the advisor. If the event is held out of state then School Committee approval is also required. Once the form has been approved and returned to the advisor then the advisor must give each participating member the "Field Studies/Field Trip Parent/Guardian Permission" form (available in the main office). This form must be completed and signed by the parent/guardian. Please note that if a student is absent from school on the Friday prior to the field study/field trip then the student cannot participate in the activity on Saturday. The student must return the form to the advisor by the designated date. Should a fee be required then the student must pay by check on the days that money is collected in the cafeteria.

Westport Community Schools Funds Management Policy

The purpose of raising funds should be to utilize the monies throughout the school year, leaving no more than \$1000 in each account by the end of the academic year (except for Fr, Soph, & Jr classes). Advisors should be monitoring monies received. If the fundraiser will be bringing in large amounts of cash, it will be collected by the front office and receipts will be given to each person who makes a purchase. At the conclusion of the school year and prior to the last day of school, the senior class must meet to vote on how unused class funds shall be earmarked. The outgoing senior class will have 90 days following the last day of school to properly assign and account for all unused funds. Unallocated funds will be turned over to the general fund for student activity use. A similar procedure will be followed in the event that a student activity club becomes defunct and has un-appropriated, unused funds available.

Purchases and Requests for Checks

Since checks must be co-signed by the Principal and the Director of Activities, class/club advisors must request checks **at least one week prior** to the date needed. Advisors must first check with the Director of Activities to see if the items are available to purchase through our tax free Amazon account before purchasing with your own money for reimbursement. ***Students are not to make purchases for reimbursement.*** Advisors must make the purchase or purchases can be made with a check from your account. Please be advised that the Tax Exempt ID form (available in the Office) is used to defer all sales tax on school-related purchases. Advisors must submit only original bills for payment requests to the Principal. If purchases made for reimbursement are taxed, you will not be reimbursed for the taxed amount.

Depositing of Class/Club Funds

Once a class/club fundraiser has been completed, please submit the funds to the Director of Activities within 48hrs.

Transfer of Funds from the Savings Account to the Checking Account Each advisor and class/club treasurer will be required to sign off on the “Request for Payment” form which allows for the transfer of funds from the School’s Savings Account to the School’s Checking Account. The Director of Activities will complete the “Transfer Funds” packet and submit it to the District Business Office in a timely fashion. The Director will then enter the transferred amount into the checkbook once the transfer has been processed.

Fundraisers/Events Announcements

Class/club fundraisers/events can be listed on the “Daily Bulletin”, the Cafeteria Message Board, and the school’s Web Page. Posters may be displayed throughout the building (per Fire Code regulations) upon prior authorization by the Principal or Activities Director. Posters must be removed upon completion of the fundraiser/event by the class/club officers. Advisors must obtain prior authorization from the Principal to print and distribute flyers to other schools and/or to community businesses. In addition, all press releases must be submitted to the Principal and Superintendent for approval.

Breathalyzer Testing

All students and their guests attending proms, after-prom parties, school dances, and similar school social events, are required to take and pass a breathalyzer test upon entering and leaving the event. Students testing positive will be denied admission to the event, held until a parent/guardian arrives to take custody of the student, suspended from school, and/or recommended for participation in a drug/alcohol awareness program.

Accident Reports

- The Town of Westport requires that an accident report be filed for every accident that takes place on school property, or that involves a school vehicle, students or staff on school-sponsored trips, or staff members on authorized school business trips. Such accident reports are required whether or not there is physical injury or property damage.
- All student accidents on the way to and from school and on school property will be reported to the Superintendent through the principal. Any on the job accidents involving employees will also be reported in a timely manner, within 24 hours of the accident.
- For accidents involving students, the teacher responsible for the student when the accident

occurred will file an accident report with the principal on the same day. School personnel will report other accidents occurring off school grounds at school-sponsored events or involving school transportation vehicles within 24 hours to the school nurse and principal.

- Accident report forms provided to each school principal will be used to document information that (1) might be helpful in preventing similar accidents in the future; (2) is needed for filing insurance claims; (3) might be important in case of litigation.

Access to Buildings

- Unauthorized persons, including employees, found in restricted areas of school buildings, and in buildings after school hours, may be reported to the Westport Police.
- Individuals who attend functions or meetings of an organization or group are restricted to the immediate area where the activity is being held. Such individuals are not to enter other building areas.
- Employees authorized to enter schools after hours and restricted areas will be limited to persons who have obvious need to enter, such as principals, maintenance personnel, and custodians.

Professional Ethics

- Advisors have particular responsibility for exercising the highest standards of professional ethics. Comparisons of schools, teachers, and programs should be avoided. Substitutes should discuss such concerns with the respective school principals. Also, confidential matters concerning students should not become items of gossip. If it is felt that such information would be beneficial for the safety and health of students, please relay it to the school principal.

Please refer to the WMHS Student Handbook as you are obligated to abide by the following topics.

- **Drug-Free Workplace**
- **Tobacco-Free Schools**
- **Criminal Record Checks**
- **Nondiscrimination/Equal Opportunity**
- **Equal Educational Opportunities for Students**
- **Title VI, Title IX, and the Civil Rights Act of 1964**
- **SEXUAL HARASSMENT, BULLYING & HAZING POLICY** ●

LEGAL REFERENCES

1. Title VII of the 1964 Civil Rights Act, Section 703
2. Title IX of the 1972 U.S. Civil Rights Act.
3. Chapter 151B, Massachusetts General Laws
4. M.G.L. Chapter 76 § 5
5. M.G.L. Chapter 269 § 17, 18, 19
6. M.G.L. Chapter 71, §370, 82, 84, 93
7. Family and Education Privacy Rights Act
8. Mass Student Records Laws and Regulations

- **Racial, Ethnic and Sexual Slurs**
- **Equal Employment Opportunity**
- **Communicable Diseases**
- **Personal Security and Safety**
- **Reporting Illegal Acts and Disruptive Behavior**
- **The Mandated Reporter Statute**
- **Reporting Child Abuse/Child Protection**
- **Crisis Intervention Team Member**
- **Ethics and Conflict of Interest**
- **Prejudicial Treatment**
- **Confidentiality**
- **Faculty Manuals and Student Handbooks**

Appendices

- [Monthly Reporting Form](#)
- [Evaluation Form](#)