

**Manchester High School
Student Activities Policy
Guide & Building Use
Procedures
2016-2017**

134 East Middle Turnpike, Manchester, CT 06040
860-647-3521

Student Activities

- Staff members will be emailed regularly regarding upcoming opportunities to chaperone events.
- Any staff member that would like to serve the Department of Athletics should see the Athletic Director to be placed on the list.
- Events are compensated in accordance with the MEA Contract.

A. Policies Governing Clubs/Organizations/Events

The policies set forth in the following sections have been developed to ensure the security of events. They are also intended to maintain an enjoyable atmosphere for all attendants. Please make every effort to enforce and comply as needed.

Expectations

1. Manchester High School is a diverse community. All organizations and clubs should reflect the makeup of this school. Each adviser is required to make every attempt to recruit all students. ALL students in each grade level will be encouraged to participate in co-curricular activities. Membership must be inclusive.
2. Advance notice of all tryouts must be posted. Posters and daily announcements are encouraged. Announcements should be submitted to the online system on the MHS Website at least one day prior to the start of your event. **All posters must be initialed by the student activities office.**
3. Advisers are expected to arrive at meetings or other organization functions on time and are to be the **last person to leave.** If you are ill, running late, or unable to attend a meeting or scheduled event, you are expected to call the student activities department, as soon as possible at 860-647-3350.
4. Advisers are required to facilitate meetings as needed. The adviser must be present for all meetings and programs.
5. Advisers are required to attend assigned meetings, and may be asked to submit quarterly summaries of club activities and/or maintain the club roster on E-school.
6. The adviser is responsible for their students' full supervision during after-school activities. This includes, but is not limited to, any food or beverages in the building and any wandering about the building. Any concerns regarding student conduct must be directed to an administrator by the next school day.
7. Advisers are expected to cooperate with custodial, administration, and faculty requests.
8. All fundraising requests must be submitted to the student activities office for approval.
9. Each club/organization adviser represents not only himself/herself but the staff, administration, Central Office, and the Board of Education in the Town of Manchester. Any documented incident of verbal and/or physical inappropriateness directed towards students and parents will result in a full investigation and swift and immediate disciplinary action.

B. Productions, Dances and Special Events

Staff members in charge of events that involve a special setup need to complete the floor plan specific to the room they are using. Forms can be obtained through the student activities office. Once completed forms are returned, student activities will alert the head custodian and make arrangements for an inspection by the Fire Department. It is strongly recommended that a consultation with the Fire Department be made at least a week prior to the event. This will help to prevent issues during the final inspection necessitating large-scale changes. Fire Regulations require strict compliance; a lack of compliance may necessitate the cancellation of the activity.

If your event includes the serving of food, you **MUST** complete a BOE Temporary Food Event Assessment Form at least 3 weeks prior to your event. Forms can be picked up in the student activities office.

C. Supervision Requirements

1. Most events at MHS require the employment of a Manchester Police Officer. The police officer will be expected to patrol the parking lot, supervise the door/gate. Police officers are available to remove anyone causing a disruption to an event.
2. The number of staff chaperones will be determined by the estimated attendance for an event. Each chaperone will have a specific assignment for the event .

D. Incidences of Alcohol/Drug Use at Student Events

1. Any incident involving suspected alcohol or drug use by a student prior to or during an event will result in denied access to or immediate removal from the event. A parent/guardian will be contacted and will be required to pick up their student.
2. All incidences involving students should be referred to the Administrator on duty. Written documentation should be filed with the student's administrator, the Student Activities Office/and the Principal.
3. All incidences involving an adult should be referred to the Officer on duty. Written documentation should be filed with the Student Activities Office/and the Principal's Office by the next school day.

E. Attendance

1. Event coordinators should make every attempt to ensure that attendees have secured rides home for the conclusion of the event.
2. Any Manchester High School students and guests attending the events are required to have a school ID to enter events.
3. Once a student has left an event they may not re-enter and must leave the school grounds.
4. Any student that has been suspended from school may not attend activities during the period of their suspension.

F. Acceptable Behavior

1. Students are required to exhibit good judgment on and off the dance floor. Inappropriate or suggestive behavior will not be permitted. If, in the opinion of a supervising adult, a student's dancing or other behavior is judged to be inappropriate, the student will be removed from the dance, parents will be contacted, and the loss of the privilege to attend future dances may be imposed.
2. Any behavior that poses a threat to the safety and security of the attendants will result in the dismissal of the offender (student or adult) from the event. In the case of a student, a parent or guardian will be notified and further school discipline may occur. In the case of an adult, police intervention may be required.

Collections, Drives, Contests, and Distribution of Flyers

It is the intent of the Manchester Board of Education to minimize encroachment on teaching time and to protect students and staff from commercial exploitation. Student participation in collections, drives, contests, and the distribution of flyers must be voluntary on the part of students. It is the intent of the Board of Education to limit the use of school/students for collections, drives, contests, and the distribution of flyers.

1. The schools of Manchester shall not be involved, except by special and rare exception, in collections and drives by non-school agencies. These collections and drives must have the approval of the building principal.

2. Contests sponsored by non-school agencies are not to be conducted or advertised through the schools, with one exception. Nonprofit agencies sponsoring poster contests with important educational content may be approved by the Superintendent of Schools on the recommendation of the principal and the appropriate curriculum and instructional leader.
3. Schools shall not be used by non-school groups for distributing flyers, displaying posters and selling tickets, except for programs approved by the Superintendent of Schools because of their civic and/or cultural advantages. The sale of tickets, if approved, would be the responsibility of the agencies approved by the Superintendent of Schools. The principal, with the approval of the Superintendent, may develop a distribution schedule.
4. Fundraising activities such as walk-a-thons, read-a-thons, bowl-a-thons, bike-a-thons, etc., sponsored by a charitable organization which depends upon student participation, will be limited to one approved activity in the fall and one in the spring.
5. No written materials, promotional materials, or flyers on matters that are subject to a referendum vote or an election, may be distributed through the schools by students. State election laws must be consulted to resolve any questions concerning distribution of such materials through the school.

Reference: [Board Policy 5130.1](#)

ADMINISTRATIVE GUIDELINES:

1. Approval for a collections, drives, contests or distribution of flyers by non-school groups must be obtained from the Superintendent of Schools.
2. These collections, drives, etc. must not interfere with the instructional time of the school and will be the sole responsibility of the sponsoring agencies.

Distribution of Non-School Related Material

Any written material that may cause disruption of the proper and orderly operation of the school or school activities will not be allowed to be distributed at Manchester High School. The distribution of all posters, brochures, newspapers, and other printed materials must receive written approval of the administration.

Fundraiser Request Form

Fundraiser Requests must be approved by the Office of Student Activities at least 2 weeks prior to the event.

Fundraiser Title: _____

Organization Sponsoring Fundraiser:

Dates of Fundraiser:

Description of Fundraiser (include items for sale, pricing, etc):

-

Fundraiser Coordinator & Contact Number:

Signature of Organization Advisor/Representative

Date

.....
(FOR STUDENT ACTIVITIES OFFICE USE ONLY)

_____ Approved

_____ Denied

Reason for Denial: _____

Signature of Student Activities Staff

Date

Building Use Procedures

The use of any room before/during/after school or weekends requires you to complete the Application for Building Use Form (attached)

All room requests with the exception of (Library, Gym, Silk City, Cafeteria, Auditorium and Room 293) should be requested through **Maryann Chokas**.

Library requests to **Amy Spellman**

Gym requests to **Lindsey Boutillier**

Silk City to **Melissa Doherty**

Cafeteria, Auditorium and Room 293 to **Lynn Wabble**

In the event Maryann is not available please see Lynn.

You **MUST** complete a building use form for **ALL** requests at least 3 days in advance and give it to the appropriate person.

All room requests **MUST** be entered into School Dude to assure that all necessary departments are notified of room usage and conditions (i.e. set up, equipment, custodial, kitchen).

Please **DO NOT** use any room without receiving prior approval. Just because a room looks available doesn't mean it's not scheduled to be used by someone else that day.

Once approved, if you move the furniture/equipment in a room that you are using, you **MUST** return the room to the original setup after completion of your activity.

Students should **NOT** be left unattended during any activity. You **MUST** remain with them for the entire time.

You are required to clean up after your event, please do not leave it for someone else to do.

**MANCHESTER HIGH SCHOOL
APPLICATION FOR BUILDING USE**

APPLICATION DATE: _____

INDIVIDUAL RESPONSIBLE: _____

CLUB/ORGANIZATION: _____

ACTIVITY/PURPOSE OF USE: _____

REQUESTS FOR USE AFTER SCHOOL HOURS/WEEKENDS **MUST** BE MADE THREE DAYS IN ADVANCE.

USE OF THE SCHOOL BUILDING FOR STUDENT ACTIVITIES REQUIRES THE DIRECT SUPERVISION OF A MANCHESTER HIGH SCHOOL STAFF MEMBER.

IF SCHOOL IS NOT IN SESSION, A CUSTODIAN WILL BE ASKED TO WORK **AT THE EXPENSE OF THE ACTIVITIES SPONSOR.**

PLEASE USE A NEW BUILDING USE APPLICATION FOR EACH MONTH.

<u>DATE</u>	<u>DAY</u>	<u>ROOM REQUESTED</u>	<u>START TIME (Including Setup)</u>	<u>END TIME</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- Anticipated number of attendees: _____
- Will food/beverages be served at the event? (Y) (N) see conditions below
- For large events or if a particular room set up is required please attach diagram
 Additional chairs needed _____
 Additional tables needed _____
 Additional Trash barrels needed _____
 Other _____
- Presentation equipment is needed. (Y) (N)
 For AV equipment (other than a PA/Sound System) please call Dave Fairbanks at (860) 916-4523 or send an email: b11dfair@ci.manchester.ct.us
- Public Address/Sound System is needed:
 Single Microphone Sound System
 For a multi-microphone sound system please call Dave Fairbanks at (860) 916-4523 or send an email: b11dfair@ci.manchester.ct.us

Conditions:

- The consumption or preparation of food or beverage is permitted **only** in the cafeteria, staff lounge, or 157 (Silk City Café).
- The cafeteria kitchen facilities cannot be used unless a cafeteria worker is paid to supervise the activities.
- If furniture/equipment is moved by the applicant, everything must be returned to original setup after completion of the activity.

Authorizations:

If one of the following facilities is requested, prior authorization signature is required before submitting the request.

Library : _____ Gym: _____
 Silk City: _____ Auditorium: _____

SIGNATURE OF APPLICANT _____ DATE _____

APPROVED () DISAPPROVED () Signature: _____ Date: _____