

**Cambridge Public Schools
Administrative Procedures and Guidelines**

STUDENT ORGANIZATIONS, FACULTY ADVISORS AND USE OF SCHOOL FACILITIES

I. Student Activities

Clubs in Grades 6 through 12

Clubs provide an opportunity for students to expand knowledge and work with other students. Clubs are open to all students and are supervised by a Club Advisor.

All students involved in a club are equals amongst each other and are all subject to the authority of the Club Advisor. No student in a club will take it upon themselves to orchestrate, control, or in any way displace other club members from their equal enjoyment and roles, or authority of the Club Advisor.

High School Clubs

Each Fall, Cambridge Rindge and Latin School ("CRLS") holds Club Day which features exhibits, club goals and activities where students are encouraged to sign up and get involved. Club Day also provides the CRLS Administration the opportunity to receive formal notice of each individual club's goals and activities that will take place throughout the academic year, as well as how each club, in its own way, assists in carrying out the CRLS mission.

School Committee policy requires all CRLS and High School Extension Program students to participate each year in one extracurricular activity, a community service activity or an advisee/advisor program as defined and designed by the CRLS Principal.

Use of School Name

No student shall take part in any publication, entertainment, sport, activity or other enterprise using the school name, without the express written approval and supervision of the principal/head of upper school or designee.

Such a determination will be made under the discretion of the principal/head of upper school or other administrator to whom such responsibilities and authority have been delegated, taking into consideration safety and well-being, the nature of the activity, available advisor(s), feasibility, plausibility, reasonableness, facility, interest of the school, and any and all other information necessary or available to make a reasonable determination.

No student, staff, or faculty member shall use the school name in any publication, entertainment, sport, activity, or other enterprise, or make a reference to, or in any way make it appear that the school sponsors, sanctions or approves the actions of the individual, group or organization, or that the individual, group or organization is in any way speaking for or on behalf of the school, its student body, faculty, staff or administration.

Student Conduct

Any student who, when under an advisor's supervision, is disrespectful, insubordinate or otherwise violates the student code of conduct provisions of the *Cambridge Public Schools Rights and Responsibilities Handbook* and/or school-based rules, or who commits a criminal act, shall be reprimanded and may be subject to dismissal from the team, club, group or organization as well as subject to other discipline under the provisions of the *Cambridge Public Schools Rights and Responsibilities Handbook*.

Safety and Welfare

A student may be suspended from extracurricular activities where their conduct has a harmful effect on the safety of the student or other persons or property or where their conduct has adverse effects on the reputation of the school.

The Cambridge Public Schools recognizes that the safety and welfare of individual students and teams are a priority. Therefore, students will not engage in any acts of criminal activity such as, but not limited to, vandalism, assault and battery, sexual misconduct, hazing, plagiarism, or other disruptive conduct and/or any other conduct which is prohibited by the *Cambridge Public Schools Rights and Responsibilities Handbook* and/or school-based rules.

Students are expected to behave appropriately during all school-related activities. Detrimental actions prohibited hereunder include, but are not limited to, insubordination, fighting, taunting, negative attitude, unsportsmanlike conduct, lying, inappropriate language or gestures and all other infractions and violations of rules set forth in the *Cambridge Public Schools Rights and Responsibilities Handbook* and school-based rules.

Fundraising

If a club plan on having a fundraiser, a fundraising form needs to be completed and turned into the principal/head of upper school for approval.

Flyers

If a club plans on printing and putting up a flyer for advertising about the club, the club should:

- a) Have the original copy approved by the principal/head of upper school and stamped.
- b) A club can only hang copies of flyers on bulletin boards throughout the buildings, any flyers hung on walls, windows, doors, etc. will need to be taken down by the organization responsible. Failure to comply with this rule may forfeit future approval of flyers.
- c) All flyers must be removed from bulletin boards by the sponsoring club or organization within forty-eight (48) hours after the completion of the event being advertised.
- d) Due to limited space, only one flyer per event is allowed for each club or organization. Multiple flyers will be removed.

Food and Food Sales

Food sales are limited to healthy foods only. All clubs and organizations wishing to hold a food sale must seek approval from the Principal/Head of Upper School. A menu listing the items being sold must be submitted at the time of application. Bake sales and candy sales are no longer acceptable on the school campus during the school day.

II. Role of Faculty Advisors

The advisor(s) shall be responsible for the direct, day-to-day supervision of the student club, group or organization, and act as liaison between faculty, administration, students, and community.

The advisor(s) will be responsible for, and shall maintain, accurate files and records on club membership, attendance, meetings, location, history, activities, and financial transactions.

In the event that two or more clubs meet together all advisors from each of the clubs must be present to supervise and continue to do so in their regular fashion. When brought to the attention of an advisor(s) that students from different clubs wish to work together, it is the responsibility of the advisors to facilitate the joint meetings.

The advisor(s) for the club or another adult who has been CORI checked must be present at all times. Students may not be unsupervised.

III. Use of School Facilities

To hold a meeting(s), the advisor(s) will fill out a building permit. Even if the meeting is in the advisor(s)'s classroom, a building permit must be attained.

Last Updated: May 15, 2018