

Atlanta Community Schools

Advisor Guidelines

The following is information for class and activity advisors at Atlanta Community Schools. Please read through carefully and contact the high school office if there are any questions.

Advisor Selection

1. Sixth grade class advisors will be determined in August before school starts. Parents interested are to sign up and submit an application. Those selected will be required to provide funds for a background check.
2. ALL class advisors (including those serving before the adoption of these guidelines) must submit an application and provide funds for a background check.
3. Each class shall have two co-advisors.
4. An advisor can only be advisor to one class during any given school year.
5. Once selected, class advisors will continue as class advisors until or unless they formally resign in writing or are removed by the principal for failure to adhere to these guidelines.

Meetings

1. Class meetings can be scheduled with prior permission from the principal.
2. Club meetings can be scheduled with prior permission from the principal.
3. Announcements for class meetings should be given to the school secretary two school days in advance.
4. Other meetings can be scheduled outside of school time when needed.
5. There will be one required meeting each year with administration. This meeting will be held in the fall at the beginning of the school year to discuss upcoming events, answer questions, and plan for fund raising.

Discipline

1. An advisor has the authority to make discipline decisions during any class or activity function.
2. If a student is causing trouble during a meeting, that student may be sent to the office.

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3. During functions outside of school, the advisor has a right to request a student to leave an activity if the student is being disruptive.
4. All discipline problems should be reported to the high school office.
5. Any anticipated problems should be taken to the high school principal for assistance.

Class and Activity Accounts

1. It is the responsibility of the class or activity treasurer to properly deposit money in a timely manner. The treasurer should see the administrative assistant to learn the proper procedure.
2. All money in class and activity accounts belongs to the class or activity as a whole. The money must be used as the class/activity decides, within the guidelines of Board policy.
3. At the end of the year, the Senior Class must vote to decide on what to do with any money left over. This is done at graduation practice. At that time the class may decide to transfer money to an account outside the school to be used at a later date by the class or may give the money to another class or charity. If money is left in the Senior Class account after graduation and a transfer has not been specified, the money will be transferred to the Special Projects Fund. The transfer will take place the following September after all bills are paid.

Events

1. Each year all classes take part in two homecomings: one during football season and one during basketball season, which is called Snowball.
2. During events at the school, the class and activity advisors are expected to help organize and plan with their respective classes and activities. The advisors are required to be in attendance at their respective class-sponsored functions.
3. The Junior Class is required to organize the school prom in the spring of the year. In addition to helping organize the prom, the advisors are required to chaperone the prom.

Fund Raising

The Board of Education recognizes that fundraising may, on occasion, serve legitimate goals. However, the raising of funds to support class and organizational activities (or for charity) is not the primary purpose of the educational system and should not be permitted to distract from the student's education.

1. All fundraising activities must have the advanced approval of the principal.

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2. Each school-sponsored club will be allowed to organize or participate in three fundraisers each school year.
3. The sixth- through tenth-grade classes will be allowed to organize or participate in three fundraisers each year. Elkfest will not count as one (1) of the three (3).
4. The Junior Class will be allowed to organize or participate in three fundraisers each year. The school prom will not be considered a fundraiser.
5. The Senior Class will be allowed as many fundraisers as needed to pay for the senior trip and graduation expenses.
6. By September 30th of their senior year, the new senior class will turn in a list of fundraisers they expect to do for the year.
7. Starting October 1st, other groups will be given permission to organize and participate in fundraisers on a first-come, first-served basis.
8. Any class that organizes an original fundraiser has the option of retaining that fundraiser through their senior year. When that class graduates, the fundraiser will become available for other classes to choose from.

Handling of Funds

1. All advisors are required to ensure that class treasurers deposit all accumulated funds with the administrative assistant (Central Office) immediately after the event.

Overnight Trips

1. Student groups taking overnight field trips may report to the Board of Education about the trip.
2. Senior advisors are required to give a report to the Board after the senior trip.
3. Groups going on overnight trips are to adhere to the Overnight Trip Rules as approved by the Board and attached to these guidelines.

School Dance Procedures

1. High school dances are open to the entire high school student body (grades 9-12). During special occasions, such as homecoming and prom, these dances may be open to a large segment of the community. Junior high dances are only open to the 6th through 8th grades.

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2. High school dances are planned to end by 11:00 pm. Junior high dances are planned to end by 10:00 pm.
3. The class or activity that sponsors a dance must provide the following:
 - a. Adequate chaperones
 - i. Normally at least two female chaperones AND two male chaperones are required.
 - ii. Chaperones must stay until the dance is over.
 - iii. Chaperones must be at least 25 years old and not dating a student.
 - b. Clean-up crew, as needed.
 - c. Decorations, if desired. Decorations must be school appropriate and adhere to all safety codes.
4. Students are not allowed free access to and from a dance once they have paid and entered the building. Once they choose to leave, they may not come back that evening.
5. The “No Tobacco” policy applies at all school-sponsored activities, including dances.
6. In all cases, it is the responsibility of the sponsoring group to pay out of their funds the band, disc jockey, and custodial costs, if needed for the dance. The sponsoring group will keep any and all profits made from the dance after bills have been paid.
7. Bands or disc jockeys must be contracted through the school office and contracts must be approved by the principal.
8. As a general rule, all school dances are to be held in the high school cafeteria.
9. Any other specific concerns related to a dance should be covered by the dance sponsors with the office well in advance of their commitment to sponsor a dance.
10. Junior high students will not be allowed into high school dances. High school students will not be allowed into junior high dances.
11. Students who are asked to leave a dance for any reason will not be given a refund and they may be banned from future attendance at dances and/or other extra-curricular activities. Advisors and chaperones are given the authority to have participants removed by the police whenever the advisors in charge deem such action necessary.
12. The rules concerning public display of affection will be enforced at all school-sponsored events.

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13. If a student appears to be under the influence of a controlled substance at the time they seek admission to a dance, or if a chaperone has reason to believe a student has somehow managed to sneak a controlled substance into a dance, the appropriate law enforcement officials will be called, as well as the student's parent or guardian.

Approval of School-sponsored Activities

1. All school-sponsored activities and dances are to be planned by the class or activity that has permission to hold the event.
2. A Fund-Raising Activities or Facilities Use request form must be filled out for all school-sponsored activities and dances.
3. Upon approval of the activity request form, the class or activity may then begin to promote the event.

Student Government and Decision Making

It is important to remember that as an advisor, you are there to GUIDE the class. You are NOT there to make decisions or to tell them what to do. Your job is to help THEM achieve what THEY choose to do.

1. School-wide elections will be held in the spring to elect officers for the coming year.
2. Students wishing to have their name on the ballot must submit a letter of intent to run for a particular office and must be passing ALL classes. Letters are to be turned in to the high school secretary by the given deadline.
3. Make sure the whole class understands how important it is to elect the proper people for the jobs. This is not the time to go with popularity alone. This is very important in the senior year as there is so much going on.
4. Make sure the officers themselves know what is expected of them before they accept the position.

PRESIDENT – This should be someone that fellow classmates respect and can work with. The president must attend every meeting and every function. They are also a part of every committee. It is the president's job to run the class meetings.

VICE-PRESIDENT – This person is there at the President's side. He/She must step in for the president in the rare times when the president is unable to attend.

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SECRETARY – This person takes minutes at every meeting, including attendance. The secretary is also the person who will type correspondence and handle announcements to the class.

TREASURER – This person must be good at record-keeping and math. The treasurer is in charge of all the money. Students should turn in all money to the treasurer who then must take care of the deposits and proper paperwork with the office. There is a ledger in the office. The treasurer needs to be sure that a full description is written for every transaction, including:

- Date
 - Name of person who submitted the money
 - For what reason
 - Check # or “cash”
 - Signature of treasurer
5. It is very helpful to meet with your officers prior to full class meetings so they can determine the meeting agenda and discuss how they will handle the meeting. As an advisor this is your time to guide them and remind them of decisions that need to be made. This should be done a couple of days before the class meeting.
 6. All items of importance such as prom, fundraising, senior trip, etc., are always discussed by the class, voted on by the class and done by the class. The class as a whole makes the final decisions, not the advisors or just the class officers. While committee members and officers do most of the leg work and have a certain amount of say on the final details, the class must vote on many of the decisions. Only those going on the trip make the senior trip decisions.
 7. Even though it is technically the students who run the class, as an advisor there are a number of things that you are responsible for, such as filing school facilities use request forms, buying concession supplies, etc. Just remember: it’s not your job to run the whole show. This is their time to shine!
 8. Start fundraising in the 6th grade year. The older they get the less they want to do. You are allowed three fundraisers each year, except during the senior year when you are allowed an unlimited number of fundraisers.
 9. Each class is given a ledger from the central office where receipts and disbursements are turned in and recorded. Be very specific on the ledger. For instance, if you have a large deposit from several students during a fundraiser, make sure to list each person and how much they turned in. Later if there are any questions by a parent or a student, you will have the details on the ledger. This is the book that only the treasurer or advisor should make entries in. You should check with

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the administrative assistant every month to make sure that your balance matches the school's records.

10. In your ledger book, break it into three sections:
 - a. General Class Account – should keep 5-10% of all fundraisers for graduation expenses and senior class bills.
 - b. Personal Accounts – each student's individual profits
 - c. Trip Account – money deposited by kids toward their trip.
11. The total of these three accounts should match the balance in your ledger book in the office. The parents and students appreciate this book, because they can see exactly how much they have and where it came from. Have this book available to the students at every meeting.
12. A permanent record must be kept of all student hours worked at class-sponsored activities. The money available from these activities for the senior trip is then divided by the total number of student hours worked.
13. Individual sales profits should be divided with half going into the student's account and half into the general class account.

Prom

1. The junior class is responsible for sponsoring the prom.
2. If properly planned and promoted, the prom should pay for itself. Keep in mind that it is not intended as a fundraiser, just plan to break even.
3. The first thing to do in planning the prom is to set a date. Be sure to check the school calendar, as well as checking with the band, athletic department, or for annual banquets. You should also check for any community activities that might affect you. Do this as early as possible in the fall of your junior year.
4. Once a few dates are settled upon, check availability at various places where you may want to hold the prom. This will narrow your choice of dates even more.
5. Next, secure your music, whether it is a band or disc jockey. Once these three things are accomplished, the pressure is off.

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6. It is a good idea to form a prom committee, which your president needs to be a part of but not necessarily the chairperson. This committee will come up with ideas for themes, colors, etc. They **MUST** then bring these ideas back to the whole class for a vote.
7. Once the class has approved the plans for prom, get these plans approved by the principal before beginning advertising.
8. Some of your costs will include:
 - a. Place
 - b. Music
 - c. Tickets
 - d. Souvenir items you may wish to sell
 - e. Decorations
 - f. Flowers, etc. for King and Queen
 - g. Any snacks you choose to have
9. You can estimate 75 people. So if you figure all of your expenses and divide by the number of people you expect, you can figure how much you need to charge per ticket.

Preparing for Graduation – Senior Year

1. Around October Jostens will contact the school to set up a meeting with the class to discuss announcements. Jostens handles this process so the advisor doesn't have all the pressure. Jostens will work very closely with your class president during the process.
2. January of the senior year is when the class composite information is due. By this time the class needs to have class colors, song, motto, and flower picked out. Don't forget to schedule meetings to get this done.
3. Get with the school secretary and Jostens to find out the dates everything is due for composites.

Senior Trip

There is an overriding concern by the board to make sure the senior trip is educational, affordable, and experienced by as many class members as possible. To help accomplish this, the following guidelines were established.

1. The Advisor Guidelines will be evaluated regularly.
2. The minimum number of students going on the trip should be 50% of the class.
3. All trips must be within the continental United States. (no cruises)

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4. The senior class needs to present two viable trip options to the board no later than the April meeting of their junior year.
5. An acceptable in-depth itinerary must be submitted by the June Board meeting prior to the start of the senior year.
6. Each student must submit a non-refundable deposit of \$200.00 prior to October 1st of his or her senior year.
7. A senior who transfers into the district will be eligible to participate in the senior trip after making the appropriate deposit.
8. Senior class officers/members will present trip information to the Board with the support of the class advisor(s). The total learning experience for the students is of the utmost importance.

Senior Trip Participation

1. 18-year-old students who go on the senior trip must abide by all school rules as outlined in the student handbook and school policy manual, even if they have attained age of majority.
2. A senior who has been disciplined for smoking, drinking, illegal drugs or other serious offenses, either in school or out of school, will be given a warning and put on probation for the remainder of the school year. If there is a second occurrence, the senior will not be allowed to go on the senior trip.
3. If a senior is dropped from the senior trip for discipline reasons, there will be no refund of monies already spent or obligated. The participant will be responsible for all charges the school incurs.

Graduation Ceremony

1. Keep in mind that you must pay for some graduation items, so you need to leave enough in your account after your senior trip to cover the cost.
2. You will need to order flowers for parents/guardians.
3. You may order flowers for the stage, but it is not mandatory. Check with the office before ordering flowers.
4. You need to make sure you have a good copy of your class song, pictures, slide show, or other items to be played during the ceremony. Also be sure to arrange any necessary tech support with the office.

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5. There will be two required graduation practices. These are MANDATORY. Seniors must attend or they will not be allowed to participate in the graduation ceremony. The second practice will require cap & gown and appropriate shoes. This is a dress rehearsal and often includes picture taking.

Rules of Conduct for Advisors and Chaperones

1. Use of alcohol and/or drugs is prohibited. Advisors must remember that regardless of the event (dance, fundraiser, senior trip, etc.), you are responsible for the care and well being of the students. Alcohol/drug use impairs judgment and is not acceptable during any school-sponsored function.
2. Advisors are to refrain from tobacco use while in the presence of any student.
3. Advisors should impose a reasonable curfew on all overnight trips. Any special deviation or extension of this will require the advisor to accompany the student(s).
4. Advisors are responsible for reading and understanding all of the advisor guidelines. They are also responsible for discussing any problems, irregularities, and questions with the principal in a timely fashion.
5. The names of all advisors will be presented to the Board of Education at the October board meeting.
6. Advisors agree to keep all personal student information confidential. Any questions or concerns may be taken to the principal.
7. Additional chaperones for overnight trips will be presented to the board and/or superintendent before the trip. Chaperones for overnight trips must submit to and provide funds for a background check.
8. Each advisor and chaperone must sign an acknowledgement of the receipt and understanding of these Advisor Guidelines. These acknowledgements will be collected and forwarded to the central office.

Advisor and Chaperone Acknowledgement

I, _____, as an advisor or chaperone for the following activity or class _____, do hereby acknowledge the receipt of the Atlanta Community Schools Advisor Guidelines. I have familiarized myself with these guidelines and have had the opportunity to ask for clarification on any of the areas that were unclear to me. I understand these guidelines and agree to follow them.

Signature

Date

Printed Name