

Golden Plains

Unified School District 316

Thomas County, Kansas

Ashley Arnberger, Superintendent/ 6-12 Principal

Brandy Spresser, PK-5 Principal

Travis Smith, Administrative Assistant



Class Sponsor Handbook

2023 - 2024

Approved: July 17, 2023

Introduction

This handbook has been designed to assist class sponsors in understanding and successfully fulfilling their roles. This handbook is a supplement to the Golden Plains Student Handbook. The Golden Plains Student Handbook outlines the fundraisers approved for each class, along with senior trip regulations, and other important information. The student handbook and administrative decisions will take precedence over any information contained in this handbook.

The Role of Class Sponsor

A class sponsor works under the supervision of school administration (superintendent, principal, and administrative assistant) organizing and supporting his/her assigned class with their class activities and fundraising efforts. Class sponsors should work closely with administration, the ms/hs secretary, and the custodial staff in organizing activities. The class sponsor is key in providing positive and supportive class activities that supplement the educational experience for our students.

Basic Guidelines

School Keys -

Class sponsors will be issued school keys as needed to fulfill the class sponsor duties. Under no circumstances should a key be copied! Any lost keys should be reported to the district office in Selden. Sponsors should not lend their keys or give their alarm code to anyone! Please secure the building(s) and set the alarm(s) when you are the last person to leave the facilities.

School Facility Use -

Any time school facilities will be used for an activity, arrangements should be made with administration as well as with custodial staff. Any kitchen use should be arranged with the head cook.

Participation in the Class -

Each student should be given the opportunity to participate in class activities pursuant to their ability to do so.

Parent Involvement -

Parents are expected and encouraged to assist their student with certain class fundraising activities, including concession stand and carnival. However, students cannot be assessed a fine for parents who are unable or unwilling to assist with these activities. Students may find GP staff or other family members to fulfill parental duties.

Class Officers -

Class officers should be elected in the fall of each school year. Class officers should be elected by the end of the first full week of school. The following class officers should be elected by the class in a fair and confidential manner. The class sponsor is responsible for ensuring that the election is run appropriately and that the elected officers are communicated to the building secretary.

President - Conducts class meetings, assists the sponsor in setting the agenda for meetings

Vice-President - Conducts class meetings in the absence of the president

Secretary - Keeps notes of class meetings and any class decisions (These notes can be electronic or paper/pencil, but should be maintained by the class secretary and the sponsor.)

Treasurer - Assists in counting and documenting money collected from fundraisers, keeps track of class funds and account balance, assists in collecting and submitting funds to the school secretary

Student Council Representatives (2) - Serve on the student council, report to the class on student council decisions, take class concerns to the student council

Class Meetings -

Class meetings should be conducted to discuss and make decisions. Electronic communication (text, snap chat, email) should be kept to a minimum. Any decisions made through electronic communication should be reviewed at the next class meeting and documented in the secretary's notes. Class meetings may be held during the following times:

- seminar (9:02-9:47) on Tuesdays or Thursdays
- during lunch (11:53-12:41)
- after school

The above meeting times are subject to change based upon the schedule of the building.

Class meetings should not be held during academic/class time.

All class meetings should be communicated to the ms/hs secretary so she may put them in the announcements. This will allow other staff in the building to be aware of the meeting.

Class sponsors should be present at every class meeting. If it is not possible for the sponsor to be present at the meeting, arrangements should be made with administration, so an administrator can be present at the meeting. No class meeting should be held without a class sponsor or administrator present.

Fundraisers-

The student handbook states what fundraisers are approved for each class. Any fundraisers in addition to this list, must be discussed with administration and approved by the board of education. Additional requests for fundraising should not interfere with the established fundraisers of any other class or organization.

Fund raising projects will be assigned and limited to each class as follows:

Freshmen - Bake sales, donut sales, dodgeball tournament

Sophomores - Beef sticks & sucker sales, bread & cookie dough sales, workers' auction, 3 on 3 basketball tournament

Juniors - Concession stands, carnival

Seniors - Pizza sales, flower sales, raffles (cakes & other items), pop-a-shot

All funds raised by any school organization through any school activities are school money and not the property of the individuals of that group. All funds raised must be spent in accordance with school regulations, the approval of the group sponsor, and administration. Such approval and regulations shall be subject to policy adopted by the board of education and any question of the policy may be referred to the superintendent of schools.

Fines for Fundraisers -

Students who choose not to participate in fundraising activities may be assessed a "fine" set by the class. Fines should be relevant to the funds anticipated to be raised by the fundraiser and should not be excessive or used as a punishment to the student. Any class determined fines should be documented in the minutes of the class meetings. Students should not be fined for not participating in non-fundraising activities (ie--decorating for Prom/Homecoming, class parties etc.). Students cannot be assessed a fine for parents who are unable or unwilling to assist with class activities.

Class sponsors should turn in documentation of any student fines to the ms/hs secretary following each activity/fundraiser. Students and their parents should be made aware of any fines following each activity/fundraiser.

Administration reserves the right to override or reduce any fines deemed excessive.

Freshmen Class Sponsor -

Bake Sales -

Bake sales are traditionally held at one football game and one basketball game. The dates of bake sales should be communicated to the office and administration. The social media/technology administrator will assist with advertising on school social media if provided with the information. The office will provide a money bag for the bake sale.

The number of items and prices should be set by the class during a class meeting. Fines for not bringing items should also be set by the class. The sponsor should help guide the students on the number of items and fines, so this activity is manageable for each family.

Donut Sales -

Donut sales can be arranged with Sunshine Bakery in Oakley or with Krispy Kreme. If the class chooses to utilize Krispy Kreme, any transportation of donuts will be at the sponsor/class's expense as the pick-up location is either Denver or Wichita.

Dodgeball Tournament -

The dodgeball tournament has been held on a Saturday in the spring. The date for the tournament should be set with administration. Arrangements need to be made to borrow dodge balls from the P.E. teacher. The freshman class can work with the juniors to provide concessions for the event. If asked, the social media/technology administrator will assist with advertising on school social media. The school secretaries will help with collection of the forms, but this should be asked and not assumed.

Sophomore Class Sponsor -

Beef Sticks & Sucker Sales -

Sales of beef sticks and suckers take place throughout the school year. A system should be established for distribution of product as well as the collection and documentation of money.

Bread/Cookie Dough Sales -

Classes have used various companies for this fundraiser. This fundraiser can be run any time during the school year. It may be helpful to determine when other classes intend to conduct fundraisers to spread them out.

Workers' Auction -

This is traditionally held in conjunction with the spring concert. An auctioneer will need to be secured to auction off the workers. If asked, the social media/technology administrator will assist with the advertisement of workers.

Junior Class Sponsor -

Concession Stand -

The junior class sponsor will be entrusted with a Wal-Mart Card and a Dillon's Card to be used during the year. The cards will be issued at the beginning of the year and must be returned at the end of the year. Receipts for all purchases using these cards must be turned in to the Rexford office. The Rexford office will then pass the receipts on to the district office. Please avoid using personal forms of payment when making purchases for

the concession stand. Any questions regarding the use of an additional school credit card should be directed to the board clerk.

Sam's Club orders need to be placed with the district office. If a school vehicle is taken to pick up items from Sam's, Parker is to approve this and you are to pick up anything needed by the school kitchens. A school vehicle is not to be used for picking up things needed for every game, but can be used for an occasional Sam's trip. The use of school vehicles is for school sponsor use only. School vehicles should not be used for personal use.

Pepsi is ordered through the Rexford office. Because of their prices, usually only soda is ordered as Gatorade is more affordable elsewhere.

Arrangements for a cash bag should be made with the Rexford office. Money needs to be counted and turned in the night of the event.

Students are not to be released for concessions any earlier than one hour before the scheduled start of the games. Please limit the number of students who are removed from academic time.

The athletic department will be allowed a tab at the concession stand for officials and event workers. It is strongly suggested that the athletic department be charged only to cover the cost of the items.

To assist with clarification of duties between the custodial staff and the junior class, the indoor activity responsibility checklist has been established by administration.

Golden Plains USD 316
Indoor Activity (Basketball and Volleyball)
Responsibility Checklist

Custodial Responsibilities: First and foremost working cooperatively with the administration, athletic director, and junior class. Any of the below duties can be completed by another entity if help is needed by the custodial staff.

Pre-Game (Prior to the start of contest)

1. Clean and prepare all locker rooms (home, visitor, and referee) for use.
 - This includes sweeping and mopping of floors, cleaning of showers, removal of trash, cleaning of toilets, filling paper towels and toilet paper dispensers, and replacing towels for official's use.
2. Clean the Commons Area.

- This includes cleaning of restrooms (sweeping and mopping, removal of trash, restocking paper towels and toilet paper, and cleaning of toilets.), sweeping and mopping of commons area floor, and removal of the trash.
- 3. Removal of snow on the sidewalks leading to the school and gym. This also includes salting of the sidewalks.
- 4. Sweep and wet mop the gym floor for game use.
- 5. Make sure that bleachers are pulled out and spot-checked for trash and spills that may have occurred since the last cleaning.
- 6. Make sure all side goals are up and properly secured.

In-Game (While the games or matches are being contested)

1. The cleaning of any messes in the gym that occur during the games.
2. The continued cleanliness of the commons area restrooms.
3. The sweeping of the gym floor at the conclusion of all games.
4. Continued snow removal to maintain the safety of the school property.

Post-Game (At the conclusion of the contest and prior to clocking out)

1. Check with administrators, athletic director, or junior class sponsor to make sure that all duties of the evening have been completed and to see if any repairs may need to be made prior to the next home contest.
2. Secure any building or facility for the evening that you may be the last person to exit.
 - This may include locking any open doors, shutting off any lights, and setting the alarm for the evening.

Junior Class Sponsor and Junior Class Responsibilities: First and foremost working cooperatively with the administration, athletic director, and custodial staff. Any of the below duties can be completed by another entity if help is needed by the junior class.

Pre-Game and In-Game

1. Students will be released no earlier than one hour prior to the start of the scheduled contest.
2. Pick up money from the office.
3. Notify the custodial staff of any building or supply issues.
4. Make certain tables and the commons area floor are clean prior to serving food.
(Although the custodial staff may have cleaned prior to use, there may be messes that have occurred due to the constant use of the facility.)
5. The junior class sponsor should consult custodial staff regarding extension cords/power bars.
6. Prior to the contest, the class should check that the green outside tipper cans have liners before disposing of trash in them. Any meat wrappers or containers should be placed in a bag and not directly thrown into an empty trash can. All cardboard boxes should be broken down and taken to the recycling trailer behind the school.

Post-Game

1. The wiping down of the tables in the commons area.
2. The sweeping and mopping of the commons area floor. (This does not include the restrooms.)
3. The picking up of trash and sweeping of the bleachers at the conclusion of the game.
 - This includes emptying the trash cans, and spot mopping any spills that may have occurred during the contest.
4. Maintain cleanliness of the concession stand and grilling area. (Sweeping and mopping the floor, cleaning of counters, cleaning of pop coolers and any utensils used for the evening, do not dump grease from the grill on the ground.)
5. Any trash collected in the gym and commons area should be placed in the cans outside.
6. Notify the custodial staff of any building or supply issues.
7. The counting of money should be performed by two different people for auditing purposes. When completed the money should be given to the A.D. so it can be secured for the evening,
8. Secure any building or facility for the evening that you may be the last person to exit.
 - This may include locking any open doors, shutting off any lights, and setting the alarm for the evening.

Carnival -

The carnival is typically scheduled for the end of March. It should be scheduled with the Rexford office. There should be cooperation and communication with administration, the office, and custodial staff during the entire carnival process. Bingo prizes and donations are collected over Spring Break or other times outside of the school day. For bingo, 100 prizes or less is plenty. Number the bingo prizes and have people draw to determine their prize. Some of the larger prizes can be set aside for blackout prizes. Bouncy houses and obstacle courses are pricey but bring in a lot. The monetary donations are usually enough to cover the cost of the bouncy houses. The more games for kids, the better the carnival will do. The cake walk should operate when there is a minimum of six people ready to participate. There should be a winner for each round of the cake walk. A jail will no longer be allowed as part of the carnival.

Students are not to be taken out of school/class to collect prizes or set-up for carnival!

Prom -

Prom should be scheduled with the Rexford office for a Saturday in April. The sponsor/class will need to make arrangements for invitations, a photographer, the decorations, music, the meal, servers, and a promenade. Invitations to the prom meal should be made to all junior and senior students, staff in the Rexford building, administration, and school board members. Any invitations beyond that, are at the discretion of the class. A box can be put in the Rexford office for prom RSVPs. Middle school students may be asked to serve.

The meal is provided by the junior class for the junior and senior students and their guests and adult faculty, sponsors, and board members. The dance is open to all high school students. Traditionally, the juniors write and read prophecies for the senior class at the meal. The seniors will write and read wills. Wills and prophecies must be approved by administration prior to the Saturday of prom.

Decorating will be done throughout the week of the event after school. The little gym can be closed for the week of prom only. Prom decorations should be taken down on the Sunday following prom, so regular use of the little gym can resume on Monday. Students will not be permitted to work on prom decorating during school hours.

Cooperation and communication with administration and the custodial staff is essential. Only custodial approved tape (painter's tape) and powerstrips should be used.

Senior Class -

Pizza Sales -

Little Caesars pizza has been sold, but the class and sponsor are welcome to explore other pizza companies. Please work with the company so delivery does not interfere with other school activities. Make a plan in advance of delivery for distribution, as there is not freezer space to store these items at the school. Students will not be permitted to leave school during school hours to deliver items unless parental permission has been provided in advance. Every effort should be made to arrange delivery at a time when students will not be removed from classes. Please communicate with administration and staff regarding the delivery date and time.

Raffles -

Raffles are held at home athletic events. Traditionally, cake raffles have been held at every game. Classes can choose to raffle larger items that are either purchased or donated. Arrangements should be made with the Rexford office for a cash bag. Students should not be dismissed from school to set up or run the cake raffle. These can not be held during KSHSAA sponsored events.

Pop-a-Shot -

Pop-a-shot will be held during half-time of the boys basketball games unless there are other activities scheduled at that time. Class sponsors may ask students to bring/donate 2 liter bottles of pop for this activity. Students should be diligent in running this activity so that it does not interfere with teams warming up at half-time. Once the team(s) come out of the locker to warm up, this activity should stop regardless of participants waiting in line.

Flower Sales -

Flowers sales are conducted around Valentine's Day. Arrangements should be made in advance with administration regarding any student dismissal from class on delivery day. Students will not be allowed to leave school during the school day to deliver flowers.

Senior Night Recognition -

The senior class may hold senior recognition at both a fall and winter sports activity. Most recently, classes have chosen to only hold recognition at the final home basketball game. All members of the senior class should be recognized regardless of extracurricular participation. The class sponsor will be responsible for securing an announcer and flowers for the ceremony. Arrangements for senior night recognition should be made with the ms/hs secretary and athletic director.

Graduation -

The senior class should determine by class vote whether the class or individual members will be responsible for purchasing the cap and gown for graduation. Any flowers for graduation will be paid for from class funds. The class sponsor will need to make arrangements for an accompanist and photographer for graduation. The class sponsor will need to work with the ms/hs secretary to make certain that the program for graduation is correct.

Senior Trip -

In the past the senior trip has been handled with the help of Education Overland Travel Agency out of Wichita. Classes are not allowed to leave the continental United States. The trip must be approved by the board of education before anything can be booked. The information that follows has been copied from the student handbook.

Senior Trip The purpose of the senior trip is to provide high school seniors an opportunity to experience educational and recreational activities that are unavailable within the district boundaries in order to expand their knowledge and experience of the society in which they live. The senior trip also provides students with the opportunity to participate in planning, budgeting, and group decision-making experiences as they research and plan their trip. (ALL STUDENT BAGS WILL BE SEARCHED BEFORE ANY TRAVEL, NO EXCEPTIONS.)

Senior Trip Eligibility and Participation - The cost of the senior trip is financed from money raised by the class throughout their high school years. In some cases, an individual member of the class will either enter or leave the class at points other than the beginning of the freshman year. The purpose of these regulations is to clarify the process

and requirement for individual student participation in the fund raising activities and participation in the senior trip:

1. In order for a student to participate in the senior trip, that student must have been actively involved in the class fund raising activities throughout that student's attendance at Golden Plains High School.
2. Any student who wishes to be excused from active participation in fund raising activities will be required to submit a written statement, and a senior trip waiver in which the student and the parent agree, by their signature, that the student will not participate in the senior trip. By filing such a written statement, the student may be excused from participation in fundraising activities for the trip. Such statement shall be final and irrevocable. Students submitting such a statement will still be encouraged to participate in fundraising activities for other class related expenses, such as prom and graduation costs. Students submitting a senior trip waiver following their participation in fund raising activities will not receive any financial compensation from the class funds.
3. If a student fails to participate in the fund raising activities of the class, but has not submitted a senior trip waiver statement required in section 2 above, that student may be determined to have waived his/her right to participate in the senior class trip. The principal will make such determination after conferring with the student and the student's parent/guardian.
4. Any student who transfers into Golden Plains High School as a regular member of the class will be accepted as a member of the class for all appropriate purposes, including participation in the senior class trip. Eligibility of a transfer student to participate in the senior class trip will be made solely upon his/her participation in fund raising activities during the period of his/her enrollment and other applicable provisions of policy and regulation. The student shall not be required to pay any amount into the class fund as a condition of his/her participation in the senior class trip.
5. Students can only participate on the senior trip with their graduating class. Failure to graduate prohibits the ability to participate on an alternate senior trip.

Academic Eligibility – In order to participate in the senior trip, a student must be in good standing at the school at the time of the trip. This includes being fully eligible to participate in school activities according to the district eligibility policy and not subject to any school disciplinary actions.

Ineligible students are required to reimburse the class fund for any purchases made prior to the trip.

Non-Participation – A student may elect to not participate in the senior trip as a personal choice or by not participating in class fundraising activities. If a student chooses to not participate, he/she must "sign off" by using the appropriate district provided senior trip waiver form that must be signed by the student, the student's parent, administrative representative, and class sponsor. Once a student signs off to not participate in the senior trip, he/she may not be expected to participate in, nor penalized for non-participation in, class fundraising activities for the purpose of raising funds for the trip. The student may still be requested to participate in activities to raise funds for other class funded activities such as prom, senior recognition, and graduation expenses. Funds raised by a student prior to choosing to not participate in the trip will be forfeited to the class upon the

student's decision to "sign-off." No student should benefit financially from choosing to not participate.

Fundraising/Financing the trip – Class funds should be sufficient to provide for all travel, lodging, activity, and meal costs for the senior trip. It should not be necessary for trip participants to provide any personal funds for the trip except as desired for individual personal purchases. Students may not be required to pay to participate in the senior trip other than as class assessed fines for non-participation in specific fundraising activities as documented by class sponsors. Fundraising activities for the senior trip must fall within the district approved fundraising policies.

Permission – Students will be required to submit to the trip sponsors the following information prior to departing on the senior trip. Sponsors will transport this information with them on the trip for use in case of emergency situations.

1. Permission to Participate form signed by student and parent/guardian
2. Medical release form signed by parent/guardian including insurance information
3. Emergency Contact Information
4. School physical forms

Travel Dates – Students should plan their senior trip so that their travel takes place during the school year prior to graduation ceremonies. Students should not be out of school for more than five days for their senior trip. Any days missed in addition to five days will be considered unexcused absences.

Travel Locations – Students should plan their travel location so that it can be accessed by allowable transportation (see below) during the time allowed. It is the preference of the board that travel locations be limited to near-by surrounding states.

Transportation – Transportation for the senior trip, including vehicle(s), fuel, and drivers, should be secured by the class and paid for out of class funds. School vehicles are generally not available for the senior trip, as they are needed for regularly scheduled school activities during the time of the trip. It is the preference of the board that students lease transportation from a third party, such as a leased tour bus, and not fly on public or private airlines.

Sponsorship - Sponsors for the senior trip must include at least one adult male and one adult female sponsor. Additional sponsors may be required by the Board of Education depending upon the size of the class and individual needs of participants. At least one of the sponsors shall be a certified or classified staff member, currently under contract with USD 316. Sponsors travel expenses for the senior trip will be provided by the senior class trip funds. The district may provide travel expenses for additionally required sponsors. Certified staff members supervising the senior trip will not be required to take any district provided leave, either personal or professional, to sponsor the senior trip as they are participating in a school activity. They will receive their regular pay for the time of the trip.

Non-certified staff members that may be sponsoring the senior trip will not be required to take any district provided leave, either personal or professional and they will receive their regular hourly pay, as if they were in district (limited to 8 hours per day with no overtime) during the time of the trip. The district will provide for substitute teachers and/or substitute classified staff as needed for senior trip sponsors. Adult senior trip sponsors who are not employed by the district as either certified or classified staff, including Rule 10 coaches, supplemental only class sponsors, parents, spouses, etc., will receive no financial compensation from the district for sponsoring the senior trip.

Board Approval - A budgeted itinerary, including dates of travel, must be approved by the board of education prior to the senior class making any travel commitments. The school board has the final approval of all aspects of the senior trip.