

WEBSITE ADAPTED REORGANIZATION PROPOSAL

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Leadership
June 2020

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Distribution: *Publicly Accessible.*

***Publishable following ratification and signature**

| WEBSITE ADAPTED REORGANIZATION PROPOSAL |

MEETING DATE : *April 6th, 2020*

FOR : *Leadership & the Board
of Student Affairs*

SUBJECT : WOODSIDE HIGH SCHOOL STUDENT ACTIVITIES WEBSITE PAGE

I. ESTABLISHMENT & PURPOSE

1. It has been brought to the attention of a member of the Board of Student Affairs from a Woodside High School student that information regarding the Leadership program and the student government is potentially not readily identifiable due to the consolidation of student activities and student government information on a single webpage.

2. The present Proposal is hereby launched as a reorganization and development effort for the Woodside High School website page Student Activities (woodsidehs.org/Students/Student-Activities/). The present Proposal shall include a record of the original format of the website page and at least one proposal to be presented to the Board of Student Affairs.

3. The present Proposal shall serve to update and expand any information proven to be outdated hitherto the ratification of the present Proposal.

II. DEVELOPMENT APPROVAL

1. The present Proposal must be approved unanimously by the Student Activities Directors, with respect to their supervising responsibilities established under Article 2 Section 3 of the Woodside High School Student Body Constitution, and by affirmative vote of the Board of Student Affairs. Should the present Proposal not be approved by one or more of the aforementioned bodies, all further developments and proposals set to be attached to the present Proposal shall be immediately halted.

2. The vote to approve the present Proposal shall be attached under Section 2 Paragraph 2a and 2b following the procedures laid out in Section 2 Paragraph 1.

a. In accordance with the procedures laid out in Section 2 Paragraph 1, the present Proposal authorization request was voted on by the Board of Student Affairs and Student Activities Directors.

b. The development of the present Proposal was approved by unanimous vote of the Student Activities Directors and by four-fifths (4/5) vote of the executive board members.

3. Further developments and proposals set to be attached to the present Proposal may be added following approval by the Student Activities Directors and Board of Student Affairs under Section 2 Paragraph 1.

III. ORIGINAL PAGE FORMAT

In order to provide a basis for the present Proposal, a recreation of the original page to be altered, accurate up until April of the 2020, is provided in Exhibit 1 of Annex A. All information provided is a reproduction of only the Student Activities page on the Woodside High School website.

IV. PROPOSED ORGANIZATIONAL CHANGES

The present Proposal contains two recommendations outlined under Section 4a and 4b for the reorganization of material and information provided on the Student Activities page of the Woodside High School website.

a. Primary Organizational Proposal

1. If applicable, it is recommended that the original information provided on the Student Activities page be separated into the following pages under the Woodside High School website category Student (the definition of website category is provided in Exhibit 2 of Annex C): Student Activities and Student Government. The sections identified by the bolded headers on the reproduced example of the Student Activities page provided in Exhibit 1 of Annex A are recommended to be separated into the following:

- Student Activities
 - Student Activities and Leadership Calendar
 - Parking
 - Student Body Order Form
 - School Photos
 - General Dance Information
 - Dance Details
 - Dance Guest Pass

2. While the Student Activities page can remain as one large section of text, it is recommended that the Student Government page be separated into subpages as indicated to by the example provided in Exhibit 2 of Annex C.

a. The specific text to be provided on the Student Government page is provided in Exhibit 1 of Annex B.

b. The recommended subpages of the Student Government page are as follows: The Board of Student Affairs (BOSA), Class Officers, and Leadership Program. Each of these subpages will contain an inserted embedded Google document which shall be placed in the BOSA Gmail account for accessibility by any associated bodies, groups, or organizations. An example of an inserted Google document is provided in Exhibit 1 of Annex C.

3. Separating student government information and student activities is intended to provide a clearer representation of the responsibilities entrusted to the Board of Student Affairs, Class Officers, and the Leadership program.

b. Secondary Organizational Proposal

1. In the event that the Leadership program is not permitted to create new pages under the category Student of the Woodside High School website, the following recommendations are provided as a solution:

a. All recommendations provided in the Primary Organization Proposal under Section 4a are analogous to the changes recommended by the Secondary Organization Proposal under Section 4b. However, under the limitations laid out under Section 4b Paragraph 1, it is recommended that the

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Student Government page to be created should be a subpage of the Student Activities page. Additionally, all subpages recommended under Section 4a Paragraph 2b should be organized as subpages of the Student Government subpage.

V. GOOGLE DOCUMENT UTILIZATION

1. The present Proposal suggests that information provided on subpages, established under Section 4a Paragraph 2b, should be provided in embedded Google Documents rather than conventional web page text. This recommendation is suggested to provide accessibility to information on the Woodside High School website without the need for direct intervention by a Student Activities Director.

2. The utilization of Google Documents would provide adaptability to those without editorial permissions on the Woodside High School website in the event that information on the Student Government page or subpage to be created should be required to change at a moment's notice.

VI. PROPOSAL SUMMARY

1. The development of the present Proposal was initiated to address the potential lack of information provided on the Student Activities page regarding the activities and responsibilities of student government. The present Proposal contains a primary and secondary plan for recommended changes to the Woodside High School website for the expansion, provisioning, and dissemination of governmental records, documents, and information.

2. In light of the COVID-19 pandemic, the recommended changes and expansions to the website should allow for elected officials and members of the Leadership program to more readily provide information regarding Student Activities remotely. Furthermore, the aforementioned changes and expansions stand to provide transparency of the student government and foster social interconnectivity with elected student representatives and officials. It is not unreasonable to assume that the imposition of quarantine measures and mandates by the state has produced great fear and isolation in the Woodside High School community. By providing and disseminating information regarding how the student body and student body government is working to adapt to the evolving situation, there is the hope that student government representatives can provide some solace to their constituents in this time of great darkness and need.

VII. LEAD DEVELOPER APPROVAL

It is the opinion of the lead developer of the Website Adapted Reorganization Proposal that all the recommendations and documentation provided in the present Proposal are completed and are ready to be presented to the Board of Student Affairs within the month of June.

Annex A

~ STUDENT ACTIVITIES PAGE ~

Exhibit A-1 is a recreation of www.woodsidehs.org's Student Activities Page.

- The following recreation accurate up until April of 2020.

Student Activities

Student Activities and Leadership Calendar

Please note that events are subject to change. Please check announcements or D7 for more information.

Students Activities is moving ahead with some events in April. Staff and students are encouraged to stay involved with the Woodside High School community. Information will be provided through the leadership instagram account @wildcatspirit and the WHS Paw Print or @whspawprint, and the Woodside High School website. Please help share this information with your students.

BOSA Elections: The students who want to be part of BOSA for the 2020-2021 school year submitted their applications prior to the break. Student Activities is planning to hold the election on Thursday, April 15, 2020. Students will use the online voting forum that has been used the last few years. Students will be emailed the information and link to their school email account.

Class Officer Elections: Student Activities is planning to proceed with class officer elections. Due to COVID-19, it has been decided to have students who wish to be candidates complete an online form at bit.ly/whscandidates. Students have until Friday, April 17, 2020 to complete the form. Voting will also take place using the online format by the end of April.

Senior Recognition: BOSA is currently working to recognize current seniors through the Instagram page @whs2020timecapsule. It would be wonderful to promote this page. Students can send their information at: Survey in English: tinyurl.com/WoodsideSeniors
Survey in Spanish: tinyurl.com/WHs20Seniors

Yearbook: The staff is working hard to finish the yearbook. Staff and students are encouraged to help by sending in photos of what people are doing while at home or photos of doing distance learning. Photos can be uploaded to Replay.it or emailed to lwith@seq.org by Monday, April 13, 2020.

A limited number of yearbooks are still available to be [purchased online](#) for \$90 until April 20, 2020. After that date, any remaining yearbooks will be sold for \$100.

Arrangements are being made on how to distribute the 2020 yearbooks. Everyone that has pre-ordered a yearbook is guaranteed to get one.

BOSA 2019-20

Board of Student Affairs or BOSA are the officers who oversee the Student Body at Woodside High School.

2019-2020 BOSA Team:

PRESIDENT: Adrienne Evans

VICE-PRESIDENT: Colby Peck

SECRETARY: Riley Bellomo

TREASURER: Ann Magdi Fawzi (Mashraki)

CHIEF JUSTICE: Sean Sheffield

[BOSA Video](#)

Learn about who BOSA is and what the students do.

Student Government

CLASS BOARDS

Each grade level in the school is represented by a president, vice president, treasurer and secretary elected by the class in a general election. The officers are responsible for providing leadership. They are assisted in duties by a board of all class members who wish to become involved in class activities. **Everyone is invited to come to the weekly class meetings held on Wednesdays during lunch** and take part in the decisions that direct class policy and plan activities.

Seniors (Class of 2020)-meet in E-3

PRESIDENT: Jillian Couch

VICE-PRESIDENT: Duncan Vaughan

SECRETARY: Mariah Velez

TREASURER: Colin Wilfrid

Juniors (Class of 2021)-meet in B-1

PRESIDENT: Ava Krampert

VICE-PRESIDENT: Mia Banks

SECRETARY: Sheona Yakupitiyage

TREASURER: Sophia Bogyo

Sophomore (Class of 2022)-meet in E-9

PRESIDENT: Elise Evans

VICE-PRESIDENT: Emma Hague

SECRETARY: Adin Helfand

TREASURER: Jacob Villoriente

Freshmen (Class of 2023)-meet in TBD

PRESIDENT:

VICE-PRESIDENT:

SECRETARY:

TREASURER:

Parking

Junior and Seniors who adhere to parking lot regulations will be permitted to park their vehicles in the student parking lot. They must obtain a parking sticker by registering the car and purchasing a parking permit during the first two weeks of school. Valid stickers must be on the vehicle by the required date. Students may park in the student lot (not staff or visitor lots). Parking citations will be issued to violators by the WHS security and/or the San Mateo Sheriff's Department. Using a vehicle as a locker or loitering in the parking lot is not permitted at any time.

The cost of a parking permit is \$30 with PAL and \$40 without.

Please note that parking permits will NOT be available for purchase at Arena Check-In. Students must follow the outlined process.

PROCESS

1. Juniors/Seniors are to take the [Parking Permit Application](#) and required paperwork to the AVP's office.
2. Juniors/Seniors will then receive a pass to go to D5 to pay for the parking permit
3. After the student pays for the permit, the student will take the signed pass back to the AVP's office to be issued the actual parking permit.

REQUIRED PAPERWORK

To obtain a parking permit, juniors and seniors must complete the Parking Permit Application. The following must be turned in to the AVP office

- [Parking Permit Application](#)

- Copy of current drivers license
- Copy of Student ID
- Copy of proof of insurance
- Copy of vehicle registration

Juniors/Seniors are required to bring their school ID with them when completing the process.

Student Body Order Form

Please use the Student Body order form to make payments or donations to Student Body accounts.

The form must be completed and submitted with payment. Students can bring payment and paper work to Arena Check-in, mail it to the school (attn. Treasurer), or turn it in to the school treasurer in D-5.

[Student Body Order Form 2019 - 2020](#)

Please download the attached form and bring it to Arena Check-In with payment. The form and payment can also be mailed to the school, please make to the attention of the School Treasurer.

[FORMULARIO DE PEDIDO DE ALUMNADO 19-20](#)

Descargue el formulario adjunto y llevarlo a Arena Hora de llegada con el pago. La forma y el pago tambi?n pueden ser enviados a la escuela, por favor aseg?rese de que la atenci?n del Tesorero School.

School Photos

Each student must have their school picture taken for their free student body card in the fall. These cards are given to each student, regardless of purchasing pictures. Students are required to have their student ID card on them at all times.

Lost cards will be replaced for a fee of \$5. Please see the treasurer in D-5 to inquire about a replacement card.

Please note that students must have a current year student body card when purchasing dance tickets or getting into sporting events.

If you would still like to order a school picture or have questions about the pictures, please visit the link below. It is never too late to order pictures.

[School Photo-Website](#)

To order school photos you may go to the website and follow their instructions.

Please note that Woodside High School does not directly accept payments for school photos. Students are encouraged to go to the website to learn more about ordering photos. If you have questions about the photos specifically, please contact the company at 1-866-955-8342.

Picture Make-Up Dates

Students who missed taking their photo may do so on the following dates: **September 13, October 4.**

Picture retakes are available for students who purchase photo packages.

General Dance Information

All Woodside dances are sponsored by BOSA. Unless otherwise stated, guests may attend dances provided a Guest Pass is properly obtained at least two days prior to the dance. Guest Request Forms also known as Guest Passes may be picked up at the front office or D7 and require the signature of the Woodside student's parents and the Vice Principal of the guest's school as well as the approval of the WHS administration. Students should dress appropriately for all dances. The doors for the dance close 1 hour after opening. If students are not in by the time the doors close, they will not be allowed into the dance. Please note that refunds are not provided.

Tickets for all dances are on sale two-weeks prior to the dance. Checks are not accepted. There are no tickets for sale at the door for any WHS dance, either on campus or off. Students must not have any fines, must not be on the No Privileges list, and show a current student ID card to purchase tickets. Refunds are not provided.

Students should remember that all school rules apply at all dances, both on and off campus. We want everyone who attends the dances to have a good time and the above rules are in force to facilitate just that. Students are expected

to dance appropriately at all times. Students who refuse to follow the rules at the dance may be asked to leave. A refund will not be provided for students who are asked to leave a dance.

Please note that students who are on the "No Privileges List" will not be permitted to dances, or any school-sponsored event, other than their assigned classes.

Dance Details

2019-2020 Dance Dates

Please mark your calendars for the upcoming dances

Homecoming: Saturday, October 12, 2019 7:30-10:30pm, New Gym

Winter Formal: Saturday, February 8, 2020 7:30-10:30pm, New Gym

Junior Senior Prom: Friday, April 17, 2020 8pm-11:30pm,

CASH OR CREDIT ONLY! NO CHECKS

For Prom, only Juniors and Seniors may purchase a dance ticket. Underclassmen are allowed to go to prom as a guest of upperclassmen.

Students must have no fines and be off the No Privileges list to purchase a ticket.

Non-Woodside guests will be charged the non-PAL price regardless if the student has PAL.

Students must clear their fines early, get off the No Privileges list and have a current student ID to purchase their tickets.

Please note that doors close approximately one hour after the event starts. Once the doors are closed, students will not be allowed into the dance and refunds are not provided.

Students must be picked up no later than 30 minutes from when the dance concludes.

Please note that tickets are NOT sold at the door. Students may purchase tickets on campus during lunch or after school. CASH ONLY! **Checks are NEVER accepted.** Credit Cards are accepted when noted. Refunds are not provided.

Students who have fines or are on the NO PRIVILEGES list will NOT be allowed to purchase a ticket until they are cleared.

Dance Guest Pass

Please download and complete all aspects of the Guest Pass. All non-WHS students must have a guest pass in order to attend a dance. This guest pass form must be turned into the appropriate AVP's office prior to purchasing a ticket.

Dance Guest Pass

Woodside High School students are allowed to bring 1 guest to a school dance (unless noted). The Guest Pass form must be completed and turned in to the appropriate Associated Vice-Principal. Once the form is approved the WHS student will receive a yellow slip that allows him/her to purchase a ticket for the guest.

Students are not allowed to bring guests that are in middle school or younger. Guests can not be older than 20 years of age.

At the event, guests are required to bring a current form of ID, the yellow slip, and the dance ticket. Guests are expected to abide by all WHS rules and dress code.

Dance Guest Pass

Please download and complete all aspects of the Guest Pass. All non-WHS students must have a guest pass in order to attend a dance. This guest pass must be turned into the appropriate AVP's office prior to purchasing a ticket.

Guest Pass forms must be completed and turned into the appropriate AVP office.

Students who last names begin with A-L see Mr. Velschow.

Students who last names begin with M-Z see Ms. Porter.

Annex B

~ STUDENT GOVERNMENT PAGE TEXT RECOMMENDATION ~

Exhibit B-1 is the recommended text to be used on the Student Government page or subpage.

- Text highlighted yellow represents links to download a document.
- Text highlighted orange represents links to subpages.

Student Government

The Woodside High School student government is established under the principles and guidelines set forth by the Woodside High School Student Body Constitution. It shall serve to govern student affairs, ensure the preservation of the Wildcat spirit, and empower the student voice.

- Download the Woodside High School Student Body Constitution [here](#).

The Woodside High School student government shall fulfill these roles by performing five major responsibilities:

- Setting direction.
- Establishing an effective and efficient structure.
- Providing support.
- Ensuring accountability.
- Providing community leadership for all students.

Additional Information:

- Board of Student Affairs (BOSA)
- Class Officers
- Leadership Program

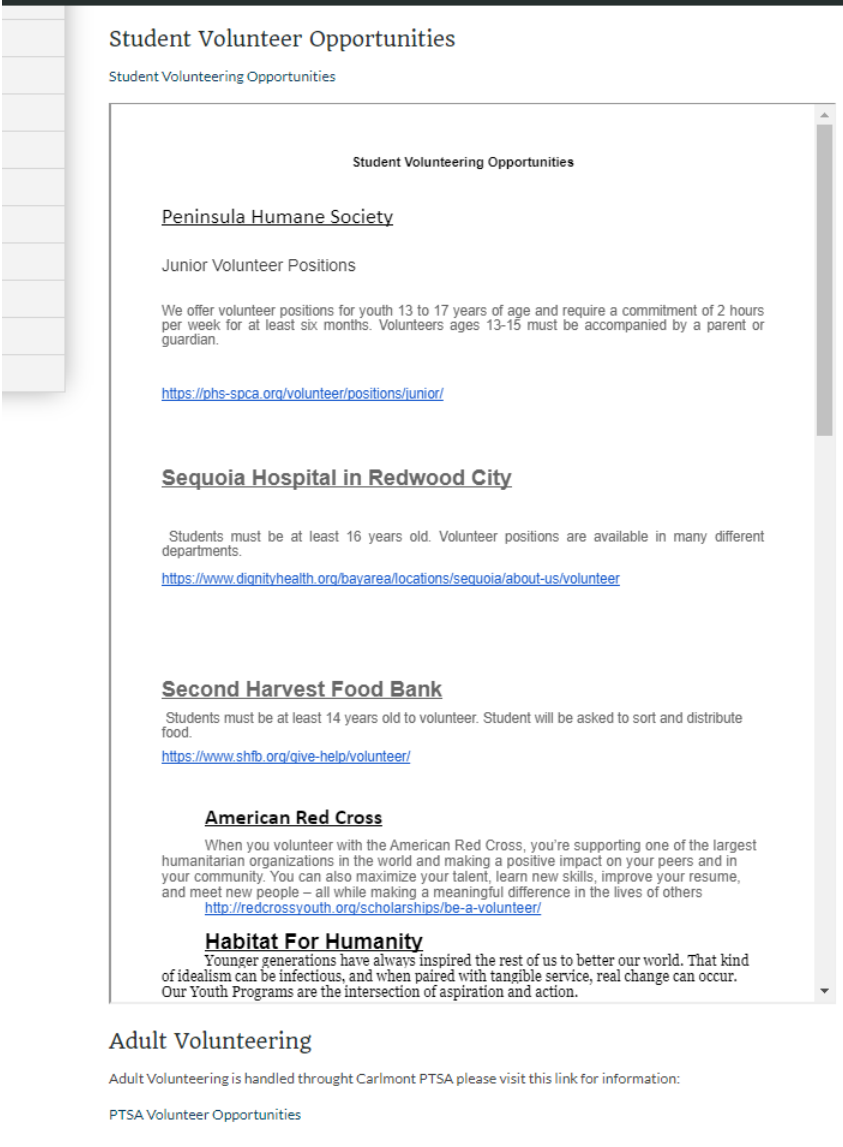
Exhibit B-1

Annex C

~ WEBSITE FORMATTING EXAMPLES ~

Exhibit C-1 is an example of how a google doc can be inserted on a webpage.
Exhibit C-2 categorizes the website terminology for pages, subpages, and categories.

The following is an example of an inserted google doc
(carlmonths.org/Student-Life/Student-Volunteering/) on the same website
engine utilized by woodsidehs.org:



Student Volunteer Opportunities

Student Volunteering Opportunities

Student Volunteering Opportunities

Peninsula Humane Society

Junior Volunteer Positions

We offer volunteer positions for youth 13 to 17 years of age and require a commitment of 2 hours per week for at least six months. Volunteers ages 13-15 must be accompanied by a parent or guardian.

<https://phs-sPCA.org/volunteer/positions/junior/>

Sequoia Hospital in Redwood City

Students must be at least 16 years old. Volunteer positions are available in many different departments.

<https://www.dignityhealth.org/bayarea/locations/sequoia/about-us/volunteer>

Second Harvest Food Bank

Students must be at least 14 years old to volunteer. Student will be asked to sort and distribute food.

<https://www.shfb.org/give-help/volunteer/>

American Red Cross

When you volunteer with the American Red Cross, you're supporting one of the largest humanitarian organizations in the world and making a positive impact on your peers and in your community. You can also maximize your talent, learn new skills, improve your resume, and meet new people – all while making a meaningful difference in the lives of others

<http://redcrossyouth.org/scholarships/be-a-volunteer/>

Habitat For Humanity

Younger generations have always inspired the rest of us to better our world. That kind of idealism can be infectious, and when paired with tangible service, real change can occur. Our Youth Programs are the intersection of aspiration and action.

Adult Volunteering

Adult Volunteering is handled through Carlmont PTSA please visit this link for information:

[PTSA Volunteer Opportunities](#)

Exhibit C-1

The following is an example of pages and subpages on
woodsidehs.org/Students:

The screenshot shows the 'STUDENTS' navigation menu on the woodsidehs.org website. The menu is divided into two sections: 'Pages' (highlighted with a red box) and 'Subpages' (highlighted with an orange box). The 'Pages' section lists various student resources, while the 'Subpages' section lists more detailed information and services.

Navigation Menu:

- GUIDANCE ▾
- STUDENTS ▾
- PARENTS/COMMUNITY ▾
- RESOURCE

Pages (Left):

- California Scholarship Federation
- CAT/ACS Counseling
- Clubs
- The Den (after school tutoring opportunities)
- Fall 2019 Information
- Incoming Freshmen
- Library Media Center
- Robotics
- SDMC/SSC and Issue/Concern Forms
- Senior Information
- Student Activities
- Student Resources ▸
- Student Store
- Students Offering Support
- Wildcat Recognition
- Woodside Paw Print
- Yearbook

Subpages (Right):

- Canvas Tutorials
- Student Behavior Policy Handbook
- AS/AP Homework Rigor Matrix
- Free WiFi Opportunities
- Every 15 Minutes
- Community Service
- Health Office
- All School College Prep Homework Rigor Matrix

Categories:

Categories