



## **GUIDELINES AND INSTRUCTIONS FOR STUDENT CLUBS**

### **NEW APPLICATION OR RENEWAL DEADLINE**

Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, between August 15 and October 1 or between March 1 and April 1 faculty members or students seeking authorization of a club under this policy must submit an application to the school. Each school shall administer the application process. Noncurricular clubs are required to renew their charter annually. Curricular clubs are required to have an active charter on file but an annual renewal is not required.

### **SUBMISSION OF APPLICATION**

The Application process shall include requirements for the submission of the following:

1. A proposed club name;
2. A club charter;
3. A statement of the club's purpose, goals, and activities;
4. The proposed name of a faculty member to act as sponsor or supervisor;
5. Whether the club seeks curriculum related or non-curriculum status;
6. A statement of the club's categorization, which shall be included in the parental consent, indicating all of the following that may apply:
  - a. agriculture;
  - b. art/music/performance;
  - c. athletic;
  - d. business/economic;
  - e. community service/social justice;
  - f. gaming;
  - g. religious;
  - h. science; and
  - i. other.
7. When the club anticipates holding its regular meetings including times, dates, and places;
8. Any materials which the club plans to use to solicit membership or to inform others of the club's existence;
9. A budget showing the amount and source of any funding provided or to be provided to the club and its proposed use; and
10. The club fee amount when applicable. An appropriate fee may be considered and must be approved by the club sponsor or supervisor and local administration. Examples of appropriate use of this fee may include but is not limited to the following: club t-shirts, supplies, recognitions, field trip experiences, etc.

### **CLUB CHARTER**

1. The purpose of the club;
2. A description of the types of activities in which club members may be engaged;
3. A provision that the club must maintain a minimum of seven (7) student members;

4. A restriction that a student may not participate in or attend club activities unless the student has provided written permission from either a parent or legal custody or other legal guardian; and
5. A commitment that the club will comply with current Utah Codes, all other applicable laws and regulations, and District and school policies and regulations.

#### **AUTHORIZATION**

1. Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, the Board authorizes the local secondary schools within the school district to review applications for authorization of clubs on a case-by-case basis. Before granting an authorization, a school may request additional information from the faculty sponsor, or from students proposing the club, if desired. No school club shall be authorized unless the school principal or principal's designee determines that its charter complies with this policy and that authorization of the club will not interfere with the school's ability to:
  - a. protect the physical, emotional, psychological or moral well-being of students and faculty;
  - b. maintain order and discipline on school premises; and
  - c. prevent a material and substantial interference with orderly conduct of the school's educational activity.
2. The school shall deny any access to any club whose program or activities would violate current Utah Codes, any other applicable law or regulation, or any District or school policy or regulation.

#### **CURRICULUM RELATED STATUS**

**"Curricular club"** means a club that is school sponsored and that may receive leadership, direction and support from the school or school district beyond providing a meeting place during noninstructional time. A secondary school curricular club means a club:

- a. whose subject matter is actually taught or will soon be taught in a regularly offered course;
- b. whose subject matter of the club concerns the body of courses as a whole;
- c. in which participation in the group is required for a particular course;
- d. in which participation results in academic credit;
- e. which is a nationally sponsored group and is connected through the Career and Technical Student Organization (CTSO)

Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, the local school principal or principal's designee determines curriculum relatedness by strictly and narrowly applying this policy's definition of curricular club to the club application. If the local school principal or principal's designee finds that the proposed club is not a curricular club, the administrator may:

- a. return the application to the faculty member or student proposing the club for amendment; or
- b. review the application as an application for authorization of a noncurricular club.

#### **NONCURRICULAR**

**"Noncurricular club"** is a student initiate group that may be authorized and allowed school facilities use during noninstructional time by the local school in accordance with the provisions of district policy. A noncurricular club's meetings, ideas, and activities are not sponsored or endorsed in any way by the school, or by school or district employees.

Provided the Board of Education maintains a limited open forum, with regard to noncurriculum related clubs, in addition to all other provisions of this policy, the school shall uniformly provide that:

1. The club meeting is voluntary and student-initiated;
2. There is no sponsorship (as defined in this policy) of the meeting by the District or by District employees;

3. Employees of the District are present at religious meetings only in a nonparticipatory capacity;
4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
5. Persons other than club members and supervisors may not direct, conduct, control or regularly attend club activities.

The establishment of a limited open forum shall not limit the authority of the school, the District, or its agents or employees to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

#### **NONCURRICULAR CLUB SPONSORED ACTIVITY**

Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, noncurricular clubs wishing to sponsor an event where clubs from other high schools are invited to participate in competitions at their local high school must meet the following requirements:

1. The noncurricular club must be well established with a minimum of a one-year charter.
2. The opposing noncurricular club must also be well established with a minimum of a one-year charter and/or represented through an association.
3. The activity is for competitions only and not practices.
4. The activity must be relative to the club's purpose as stated in their charter.
5. The local sponsoring club must be the primary participants.
6. An approved rental permit must be completed with the Facility Scheduling Office in advance of the competition event to indemnify Jordan School District and warrant that the user will provide the supervision necessary for safe use of the facilities. Additionally, the opposing noncurricular club or association will be required to provide evidence of liability insurance.
7. The event must be scheduled by the Facility Scheduling Office and in communication with the local high school administration to be listed on the school's calendar.
8. Each club will be limited to facility access contingent on space availability.

#### **GRANT, LIMITATION OR DENIAL OF CLUB AUTHORIZATION**

Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, the school principal or principal's designee shall grant authorization to those applications which are found to meet the requirements of this policy and shall limit or deny authorization to proposed clubs which do not. When granting authorization, the school principal or principal's designee shall specify whether the club has curriculum related status or noncurriculum related status. When limiting or denying authorization, the school principal or principal's designee shall explicitly delineate in writing to the applicant the factual and legal basis for the limitation or denial.

#### **CLUB NAME**

Approval of a club name may take place separately from that relating to the approval of the club itself. The local school may grant access to the club but condition such access on the change of the club name to ensure that the club name:

1. Reasonably reflects the actual nature, purpose and activities of the club.
2. Be such that it will not result in undue disruption of school operations, subject students to harassment or persecution, imply that the club would operate in violation of applicable law, or otherwise be inconsistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration.

3. Will only contain the term "High School" if connected to curricular clubs or teams that are UHSAA sanctioned.

### **APPEAL OF DENIAL OF ACCESS**

Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, the applications of all clubs, or complaints, shall be reviewed by the local school principal or principal's designee within a reasonable amount of time. If a club is denied access, required to change its name, or a complaint is denied, the reasons or results of an investigation must be provided in writing with the factual and legal basis for the denial and, if appropriate, suggestions for correction. The Board of Education or its designee may convene a hearing to determine whether any club was properly denied access, suspended, or terminated or required to change its name. The Board of Education or its designee shall issue an opinion in writing either upholding or overturning the decision within thirty (30) days of receiving the appeal which shall be the final administrative decision.

### **SPONSOR OR SUPERVISOR**

Each club must have a faculty sponsor or supervisor who must be in attendance at every meeting or activity scheduled on school premises. No faculty sponsor or supervisor shall be in attendance at any meeting scheduled off of school premises or competition unless prior written approval has been obtained from the principal or principal's designee. Students shall cancel any meeting whenever this condition is not met. Selection and appointment of club sponsors and supervisors shall be made by the school principal or principal's designee.

- a. "Sponsor" means the faculty member assigned to curricular clubs for custodial purposes, to provide supervision and sponsorship and to ensure compliance with applicable school policies.
- b. "Supervisor" means the faculty member assigned to noncurricular clubs for custodial purposes, to provide support as necessary and to monitor meetings to ensure compliance with applicable school policies.

### **PARENTAL CONSENT**

Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, written consent from either a parent with legal custody or other legal guardian for student participation in all curricular and noncurricular clubs at school is required prior to a student's attending or joining a club.

1. All completed parental consent forms shall be filed by the parent or the club's sponsor or supervisor, with the school's principal, or their designee.
  - a. the specific name of the club;
  - b. a statement of the club's purpose, goals, and activities;
  - c. a statement of the club's categorization, which shall be obtained from the application for authorization of a club (see B. Application - item 6.)
  - d. a tentative schedule of the club activities with dates, times, and places specified; personal costs associated with the club, if any;
  - e. the name of the sponsor, or supervisor who is responsible for the club; and
  - f. any additional information considered important for the students and parents to know.

### **PARTICIPATION**

To participate in a club, a student must be currently registered and enrolled at the school. Persons who are not either registered, enrolled students, or school personnel shall not be allowed access to clubs to direct, conduct, control, or regularly attend club meetings. All guests must be registered with the school office.

### **CLUB USE OF SCHOOL FACILITIES**

1. Club meetings shall take place during non-instructional time.
2. Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, the principal or principal's designee in conjunction with the facility scheduling office, shall determine which school facilities may be used and when they are available. A school may set the number of hours noncurricular clubs might use the school's facilities per month, provided that all noncurricular clubs are treated equally.
3. In assigning school facilities use, priority may be given to curriculum related clubs over noncurricular clubs.
4. The school may provide financial or other support to curricular clubs.
5. A preference or priority may not be given among noncurricular clubs.
6. A school shall only provide the space for noncurricular related club meetings and may not spend public school funds for noncurricular clubs, except as required to provide meeting space and faculty oversight.
7. Consistent with such procedures, regulations or guidelines as established and from time to time modified by the Administration, the principal or principal's designee shall determine what access all student groups will be given to the school newspaper, school yearbook, bulletin boards and public address system and the time, place and manner of student group meetings, provided that all clubs of a given status shall be given equal access.
8. No student group shall be permitted to engage in or conduct group therapy, counseling or other psychological services of the type provided by licensed professionals.

### **CLUB RECOGNITION**

Appropriate ways to recognize students and advertise in all club categories include the following:

1. Announcements made over the PA system;
2. Bulletin boards or other specifically designated areas used for group advertisements;
3. Trophy cases that have been designated for clubs;
4. School newspaper, newsletters, yearbooks, etc.; and
5. School marquee.

### **REVIEW OF APPROVAL**

If the school principal or principal's designee determines that a club is participating in activities beyond the scope of its charter or is in violation of any law or policy, the school principal or principal's designee may do any of the following:

1. Allow the charter to be modified to include the activities if they are in compliance with the law and policies;
2. Instruct the sponsor or supervisor not to allow similar violations in the future;
3. Suspend the club's authorization or school facilities use pending further corrective action as determined by the school principal or principal's designee; or
4. Terminate the club's authorization and dissolve the club.

### **REVOCAION OF AUTHORIZATION**

1. A club which is found to have been in violation of the provisions of its charter or to have been engaged in conduct which violates current Utah Codes, and other applicable law or regulation, or any District or school policy or regulation may be subject to charter suspension, revocation or other disciplinary action consistent with policies and procedures established and from time to time modified by the Administration.

2. Local secondary schools shall notify clubs of intent to pursue disciplinary action.
3. Hearings to review disciplinary action: Consistent with such procedures as established and from time to time modified by the Administration, the school principal or principal's designee shall in writing issue a determination with reasons for the disciplinary action taken with regard to a club.