

6160 Student Clubs Policy
Approval Date: July 2022
Category: Students Governance
Accountability: Leadership
Audience: Families, Volunteers, Community groups

Definitions

Club: Any student organization that meets during instructional or non-instructional time which has complied with formal requirements set in PLP Club Policy.

Instructional Time: Time during which a school is responsible for a student and the student is required or expected to be actively engaged in a learning activity. Instructional time includes instructional activities in the classroom or study hall during regularly scheduled hours, required activities outside of the classroom, and counseling, private conferences, or tutoring provided by school employees or volunteers acting in their official capacities during or outside of regular school hours.

Non-instructional Time: Time set aside by the school before instructional time begins, after instructional time ends, and during the lunch period.

School (Curricular) Club: A club whose subject matter is taught or will soon be taught in a regular course or concerns the body of courses as a whole. A school club may not have as its purpose, or part of its purpose, the advocacy of any political, theological, ideological, or partisan view on curriculum-related subject matter.

Student (Non-curricular) Club: A club that is a student-initiated group that may be authorized and allowed school facilities use during non-instructional time. A non-curricular club's meetings, ideas, and activities are not sponsored or endorsed in any way by PLP, the PLP Board of Directors, PLP employees or the Supervisor.

Sponsor: School staff member assigned by the school level administrator to work with a School Club.

Supervisor: A staff member assigned by the school level administrator to work with a Student Club for the purpose of ensuring compliance with these procedures and state law. The designation of a supervisor does not constitute sponsorship of the club.

Sponsorship: The act of promoting, leading, or participating in a School Club or its meetings. The assignment of a teacher, administrator, or other school employee to a meeting for custodial purposes does not constitute sponsorship of the meeting.

Forming Clubs

Within twenty (20) school days after the beginning of the school year, each student group seeking to establish a club under this Policy must submit an application to form a club. In addition to filing an initial application to form the club, within twenty (20) days after the beginning of the school year each club must submit to the school level administrator or a designee an application annually. Late applications will not be considered. The application process will include:

1. Purpose and rationale for the club
2. Intended outcomes for students
3. Participation requirements
4. Plan of operation
5. Costs to participate and/or fund-raising activities anticipated
6. Persons in charge
7. Assure that the club will adhere to school/student conduct rules, the laws of the United States, the State of North Carolina, and/or the policies of Pine Lake Preparatory

The school level administrator will evaluate each application for a club, permit or reject the club application and if permitted assign the club designation as either a School Club or Student Club within two weeks of the application deadline date.

PLP may deny unlawful clubs, maintain discipline and order on campus, protect the well-being of students and faculty, assure that students' attendance at meetings is voluntary, and restrict clubs that materially and substantially interfere with the orderly conduct of educational activities.

Student clubs that were authorized in the preceding year may continue to meet until September 14th of the current year, and if a timely renewal application has been submitted. A newly proposed club may not meet until its application has been authorized.

Authorized School (Curricular) Clubs and Student (Non-curricular) Clubs

1. Staff oversight.

The school level administrator will assign a staff sponsor for each School (curricular) Club and a staff supervisor for each Student (non-curricular) Club to provide oversight consistent with these procedures and the needs of the school.

- a. School (curricular) Clubs sponsors.

- i. The school level administrator will assign staff members as sponsors of school clubs.
- ii. Staff sponsors can/may organize and direct the purpose and activities of a school club.
- iii. The school may establish a School (curricular) Club associated with student/school state/national organizations such as Model United Nations, Weight Lifting, Vocational Industrial Club of America (VICA), Future Business Leaders of America (FBLA), robotics teams, intramural, etc. To be sponsored, these clubs must use students' knowledge of curriculum to develop and expand their critical thinking, athletic ability, leadership ability, postsecondary educational, and employability skills. In order to remain members, student participants must continue to meet all of the eligibility criteria and abide by the principles and practices established by the club, team, or the organization. In

order to be recognized as a School (curricular) Club, their national organizations shall not show an allegiance to or preference for or against an individual's race, age, national origin, gender, gender orientation, political affiliation, religion, creed, disability, or socioeconomic status.

- b. Student (non-curricular) Club supervisors.
 - i. The school level administrator will assign staff members to serve as supervisors for student clubs.
 - ii. The school level administrator will ensure that a staff supervisor is present at all meetings and activities of student clubs held during non-instructional time at the school.
 - iii. Staff supervisors provide oversight to ensure compliance with the approved club charter, constitution, or bylaws and with applicable laws, rules, and these procedures.
 - iv. Staff supervisors will not participate in any way or direct any Student (non-curricular) Club.
- c. Without prior approval by the school, a person who is not a school staff member or a club member may not:
 - i. make a presentation at a student club; or
 - ii. direct, conduct, control, or regularly attend the meetings of a Student (non-curricular) Club.

2. Authorization of Student (non-curricular) Club

- A. An application for permission for Student (non-curricular) Club and activities to meet on school premises shall be made to the school level administrator , who shall grant permission provided that s/he determines that:
 - i. The activity has been initiated by students;
 - ii. attendance at the meeting is voluntary;
 - iii. no agent or employee of PLP will promote, lead, or participate in the meeting;
 - iv. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
 - v. non-school persons do not direct, conduct, control, or regularly attend the activities

Facilities, finances, and scheduling

- 1. The school level administrator, supervisor or sponsor will determine meeting space for school clubs and student clubs consistent with the needs of the school. In assigning facilities, the school level administrator may give priority to School (curricular) Clubs over Student (non-curricular) Clubs. No preference or priority may be given among Student (non-curricular) Clubs.

2. The school may provide financial or other support to School (curricular) Clubs.
3. The school will only provide the space for Student (non-curricular) Club meetings.

Communications, fundraising and club apparel

1. Communication
 - a. School level administrators shall determine what access Student (non-curricular) Clubs will have to bulletin boards, the public address system, and the school communication, however, such access will be subject to reasonable time, place, and manner restrictions.
 - b. All print communication (posters, bulletins, flyers, etc.) must be submitted to the sponsor/supervisor for approval by the school level administrator prior to publication/announcement. Print communication may only be posted in designated areas.
 - c. All authorized clubs will be allowed a group picture in the yearbook. Pine Lake Preparatory will attempt to clearly identify those clubs as ‘School’ or ‘Student’ Clubs.
2. Fundraising
 - a. School (curricular) Clubs will have access to school sponsored/communicated fundraising and a school financial account.
 - b. Student (non-curricular) Clubs may raise funds but are not permitted to participate in school sponsored fundraising programs. In all fundraising, Student (non-curricular) Clubs must inform potential donors in writing that the Student (non-curricular) Club is not sponsored by the school. Pine Lake Preparatory will not publish information related to Student (non-curricular) Club fundraisers.
 - i. Both School (curricular) Clubs and Student (non-curricular) Clubs may request and be provided access to MyPaymentsPlus for collection or payments.
3. Club Attire
 - a. School (curricular) Clubs and Student (non-curricular) Clubs may order/purchase club tee-shirts for its members. All t-shirts need to be pre-approved by the school level administration and may be worn as Friday shirts.
 - i. Staff are allowed to purchase Student (non-curricular) Club t-shirts but are not allowed to wear those t-shirts to school during working hours.
 - ii. Only School (curricular) Clubs may use the full school name “Pine Lake Preparatory,” “Pine Lake Prep,” and the PLP academic or athletic logo.
 - a. Student (non-curricular) Clubs may not use the school’s full name. Rather they must use “PLP” or “Pine Lake.”
 - b. Student (non-curricular) Clubs are not permitted to use the academic or athletic logo.

Social Media

Pine Lake Preparatory recognizes the importance of social media as a communications tool and is supportive of clubs who wish to use social media in a positive and appropriate manner to communicate. Social media outlets include, but are not limited to: Twitter, Facebook, Instagram, YouTube, etc.

Any social media account that identifies itself as being affiliated with Pine Lake Preparatory must adhere to Pine Lake Preparatory's Acceptable Use Policy, Community Conduct Policy and this document. A PLP affiliated account is defined as any account using the words Pine Lake Prep, Pine Lake Preparatory, Pine Lake or PLP in its name or profile description, or using a PLP-related profile image. PLP-affiliated accounts are a reflection on the school as a whole, so it is expected that students and staff who manage the accounts will share information, photos, videos, etc. in a positive and responsible manner.

1. Procedures for Establishing an Account

- a. Secure Permission from Supervisor/Sponsor: Any club wishing to have an affiliated social media account must first get permission from their sponsor or supervisor in writing via email. Sponsors/Supervisors reserve the right to deny permission for social media accounts.
 - i. Supervisors/Sponsors are expected to:
 - Know the account username and password
 - Know which student(s) is/are managing the account
 - Monitor the account regularly
 - Delete inappropriate posts if needed
- b. Only official PLP social media accounts managed by PLP may use the full school name "Pine Lake Preparatory," "Pine Lake Prep," and the PLP academic or athletic logo as a profile image. Clubs and groups are encouraged to use "PLP" or "Pine Lake" in the account name, such as "PLP Aquaponics" or "Pine Lake Model UN." Choose a profile image that conveys a positive image of the club, but do not use the school seal by itself in order to avoid confusion with official school accounts.
- c. Clubs may be liable for publicly posting content that is inappropriate or illegal and are expected to keep the safety and privacy of our students and teachers in mind.
 - i. Do not post copyrighted material, images or music.
 - ii. Do not post false, defamatory, libelous or obscene information, commentary or photos.
 - iii. Do not post threats of intimidation or violence, even if it is meant as a joke.
 - iv. Do not publish information that could lead to identity theft or safety concerns, including an individual's personal information, date of birth, home address, home or cell phone number, etc.
- d. Disclaimer: All Student (non-curricular) Clubs must include the following statement on social media accounts.
 - i. *Student (non-curricular) Clubs are not sponsored or endorsed by PLP, the PLP Board of Directors, PLP employees or the Club Advisor. The views expressed by Student (non-curricular) Clubs are their own and do not necessarily reflect the views of PLP, the PLP Board of Directors, PLP employees or the Supervisor.*

Membership

1. Membership in Student (non-curricular) Clubs is voluntary and limited to students who are currently enrolled at PLP.
2. Student (non-curricular) Clubs and School (curricular) Clubs must have a minimum of five members.
3. Clubs may require that prospective members try out based on objective criteria outlined in the application. Try-outs will not require activities which violate any law, policy, or regulation of the state or school. Membership may not be limited on the basis of protected characteristics such as age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, and/or veteran status.

Meetings or Activities

1. Attendance or participation in Student Club meetings or activities is limited to staff or club members, except that non-school persons may attend on occasion to make presentations if approved in advance by the school level administrator .
2. A copy of any written or other media materials that are to be presented at a student club meeting by a non-school person must be delivered to school administration no later than 24 hours before the club meeting. If requested, a student's parent or guardian shall have an opportunity to review those materials.
3. The Club Supervisor or Sponsor or school administrator must be present at all Student Club meetings, whether held in person or virtually at a mutually agreed upon time. Club events or activities scheduled outside of the traditional meetings may occur without a Supervisor or Sponsor in the event that prior written approval is granted.