

Title: Facility Access Application and Parent Information Verification Form

**FACILITY ACCESS APPLICATION FOR A STUDENT INITIATED,
NON-CURRICULUM GROUP WHICH IS NEITHER ENDORSED NOR APPROVED
BY THE COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT**

Rules of Application

1. Non-curriculum related student groups shall have equal access to school facilities as curriculum related organizations.
2. Meetings may only be held during non-instructional time.
3. Meetings shall not materially and substantially interfere with the orderly conduct of the school. The organization and its members are subject to the Code of Conduct and the disciplinary authority of the school administration and the school staff.
4. It shall be within the discretion of the principal to determine whether the meetings will materially and substantially interfere with the orderly conduct of the school. Upon such a determination, the principal may deny the use of school facilities. Appeal procedures shall be the same as those identified in the Code of Conduct.
5. Activities relating to any part of the educational program shall have priority over the activities of non-curriculum related student groups.
6. Only students may regularly attend and participate in meetings. Such attendance shall be strictly voluntary and initiated by the individual.
7. The organization shall have access to the daily bulletin and other avenues that are available to curriculum related organizations in order to publicize its purpose, meeting time and location. Such announcements must include notification that the organization is not school endorsed or approved. The school administration shall review such announcements to verify compliance with these requirements.
8. As a means of determining whether a student's attendance is voluntary, the school

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principal may contact the student's parents or guardian about the student's participation in a non-curriculum related student organization. A signed parent slip may be required as verification of the student's voluntary participation.

9. The building principal will assign the facilities to be used for meeting purposes. The student group is responsible for the condition, care and use of those facilities. The use of school equipment will be subject to the discretion of the principal. All use of District facilities and equipment shall be in accordance with any applicable District policies and procedures regarding appropriate use of such facilities and equipment.
10. District personnel may be assigned to monitor meetings. District personnel shall not in any way participate in meetings or assist in planning, criticizing or encouraging attendance. District personnel shall enforce the Code of Conduct and other policies and procedures of the school and District.
11. Non-school persons may not direct, conduct, control or regularly attend meetings or activities.
12. A membership list shall be submitted to the building principal within ten (10) school days after the first scheduled meeting. This membership list shall be updated once a quarter, or as needed by the school principal. The membership list shall be used only to verify voluntary student participation.
13. Application for facility access for a non-curriculum related student organization must be completed each school year.
14. Non-curriculum related student groups will not use the school name or logo, school mascot name or logo, District name or logo or any other name or logo that implies school or District sponsorship.

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FACILITY ACCESS APPLICATION

Application for facility access for a student initiated non-curriculum group which is neither endorsed nor approved by the Council Bluffs Community School District.

NAME OF SCHOOL: _____

NAME OF ORGANIZATION: _____

PURPOSE OF ORGANIZATION: _____

Name - Student Applicant: _____

I have read and do understand the rules attached to this application. My signature attests to my commitment to abide by the rules and applicable District policies and procedures. I understand that failure to follow all rules and/or policies and procedures may result in the revocation of permission to use school facilities.

Signature of Applicant

Use of facilities is granted under the conditions stipulated in this agreement.

Date and time of meeting: _____

Location: _____

Staff Monitor: _____

Use of facilities is denied under the conditions stipulated in this agreement.

Reason for denial: _____

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Principal's Signature

Date

The following form shall be used by all secondary schools when verification by parents is requested for the purpose of determining voluntary student participation in a student initiated, non-curriculum related group which is neither endorsed nor approved by the Council Bluffs Community School District.

PARENT INFORMATION VERIFICATION FORM

I am aware that my student, _____, is participating in meetings with the organization known as _____. I understand that this organization is neither endorsed nor approved by the Council Bluffs Community Schools District. I further understand that the District has no liability regarding the content of meetings held by this organization and I acknowledge that my student's attendance and participation at such meetings is strictly voluntary. I recognize that District personnel may enforce the Code of Conduct and other policies and procedures of the school and District.

Parent Signature

Date

Cross References:

Code of Conduct

Legal References:

.U.S. Constitution, 1st Amendment, and The
Equal Access Act, 20 USC Section 4071

Approved: Jun. 18, 1991

Reviewed: Feb. 27, 2007
Apr. 26, 2022

Revised: Apr. 27, 2000
Feb. 28, 2012
Feb. 28, 2017