

NON-CURRICULUM RELATED STUDENT GROUPS

Non-curriculum clubs are student-initiated and student-led clubs. Participating students are responsible for the direction, control, and conduct of non-curriculum club meetings. Students proposing a student-initiated non-curriculum club shall submit a written application on the district's non-curriculum club authorization form no later than October 15 of each year. Written applications for authorization of non-curriculum clubs must include:

1. The proposed club name;
2. A statement of proposed purpose, goals, and activities;
3. Recommended meeting times, dates, and location;
4. A participant list of at least 5 students; and
5. The proposed club charter, constitution, or bylaws which shall include at least:
 - a. The rules of the organization;
 - b. The election of officers;
 - c. Objective participation criteria;
 - d. Meeting rules of order;
 - e. Procedures for amending the rules; and
 - f. A statement that the club will comply with district policy, procedure, and guidelines for non-curriculum clubs.

Procedures for Reviewing Applications for Non-Curriculum Clubs

- A. The principal or designee shall review applications for authorization of non-curriculum clubs on a case-by-case basis. Before granting authorization, the principal or designee must find that the proposed club's purpose and activities advance the educational mission of the school; are lawful and comply with this policy and procedure; and that the proposed name complies with this policy and procedure. If any non-curriculum club has been authorized, then the principal or designee in deciding whether to authorize another club shall not discriminate against the religious, political, ideological, philosophical, or other viewpoints of the club.
- B. The principal or designee may request additional information from the students proposing the club.
- C. The principal or designee shall deny authorization to any club, or require changes prior to granting authorization, if the principal or designee finds that its purpose or activities could:
 1. Materially and substantially disrupt school operations;
 2. Violate the law or district policy or advocate such imminent violation. This restriction does not apply to appropriate discussions concerning the changing of

laws or rules, or to actions taken through appropriate channels or procedures to effectuate such changes; or

3. Harass or discriminate against, or otherwise invade the legal rights of others or advocate such action.
- D. The principal or designee may deny authorization of a club's name, or require changes prior to granting permission for the group to meet in school facilities, if the principal or designee finds that the proposed name:
1. Does not reasonably reflect the nature, purposes, and activities of the club;
 2. Is reasonably likely to result in undue disruption of school operation;
 3. Is reasonably likely to subject students to any violation of district policy and procedure prohibiting discrimination (Policy and Procedure 3210).
 4. Implies inappropriate association with outside organizations or groups; or
 5. Implies school endorsement of the club or its activities.
 6. Violates the law or District policy.
- E. The principal or designee is authorized to deny authorization to proposed clubs which do not meet the requirements of this policy and procedure or require changes prior to granting authorization to proposed clubs.
- F. Permission for a non-curriculum student group to meet may be withdrawn at any time if the group no longer meets the approval criteria provided above.

Operation of Non-Curriculum Clubs

- A. The principal or designee will appoint a staff monitor (also called “club supervisor”) to monitor a non-curriculum club. The staff monitor’s role is limited to overseeing the club for custodial purposes. The staff monitor shall not be involved in the general direction, control, or conduct of club meetings and shall not promote, participate in, or otherwise sponsor the club’s activities. In the event the club’s activities violate this policy or procedure, the staff monitor is authorized to intervene and report to school administration. The staff monitor shall be a certificated employee in that high school or middle school.
- B. The principal or designee will determine the facilities needed and assign facilities for non-curriculum related clubs consistent with the needs of the school.
- C. No preference or priority shall be given among non-curriculum clubs.
- D. Each school may establish the non-instructional times during which non-curriculum clubs may meet, depending on the school's schedule.
- E. All non-curriculum student-led clubs may post meeting announcements on bulletin board(s) provided by the school for posting of non-curriculum related school announcements. Other access to school media shall be determined by each school,

provided that all non-curriculum related groups are given the same opportunity to access the media. The district may require that listings, communications, and announcements issued by a non-curriculum club contain a disclaimer that the district does not endorse the club, but that the district is required by federal law to permit the club's activities.

- F. The district does not sponsor, sanction, or monitor off-campus activities by non-curriculum related clubs.
- G. The school shall only provide meeting space for non-curriculum club meetings.
- H. Public funds cannot be used for non-curriculum student groups other than for incidental and/or monitoring costs. Should the district provide financial support of the activities of one non-curriculum club, the district shall use the same criteria for providing financial support for other non-curriculum clubs, regardless of the religious, political, philosophical or other views of the club. These criteria shall include whether and to what extent, the activity advances the educational mission of the school and whether the activity complies with the requirements of this procedure.

Participation

- A. Participation in non-curriculum related club is limited to students who are currently registered in the school.
- B. Participation in a non-curriculum related club may not be limited on the basis of race, gender, sexual orientation, ethnicity, national origin, religion, disability, or any other legally protected status.
- C. Attendance or participation in club meetings or activities is limited to students registered at the school except that non-students may attend by invitation to make presentations if approved in advance by the principal or designee. Non-students may not direct, conduct, control, or regularly attend club meetings or activities. This limitation on regular attendance does not apply to the appointed staff monitor and does not implicate or limit administrative responsibilities related to oversight and compliance enforcement as they relate to district policy and procedure.

Review of Authorization

- A. The principal or designee shall investigate any report or allegation that an authorized non-curriculum club is participating in activities beyond the scope of its charter, constitution, or bylaws, or is in violation of any applicable law, rule, policy, or procedure, or has caused a material and substantial disruption to school operations.
- B. After meeting with the staff monitor and the students involved, the principal or designee may take any of the following actions:
 - 1. Allow the original charter, constitution, or bylaws to be modified to include the activities if they are in compliance with the law, rules, policies, or procedures;
 - 2. Instruct the staff monitor/supervisor to not allow similar violations in the future;

3. Suspend the club's authorization pending further corrective action as determined by the principal; and
4. Terminate the club's authorization.

Evaluation

- A. When a club is suspended or terminated for non-compliance with this procedure, the club president may appeal in writing to the Superintendent or designee. The Superintendent's (or designee's) decision is final.
- B. The superintendent or designee shall review and evaluate this procedure as needed.

Adopted: February 23, 2026