

James E. Taylor High School

Non-Curriculum Related Club/Organization Information

Procedure for Students Interested in Starting a Club/Organization:

- Complete an *Application for Use of School Facilities by Non-Curriculum-Related Student Groups/Clubs*.
- Gain the consent of a faculty member to monitor the club/organization. The proposed monitor must complete and return an *Employee Acceptance and Acknowledgement to Serve as Monitor Non Curriculum-Related Student Groups/Clubs*
- Develop a constitution, charter, set of by-laws, and/or the organizations plan of operation.
- All forms must be returned to Dr. Brod in the main campus front office for approval.
 - *Application for Use of School Facilities by Non-Curriculum-Related Student Groups/Clubs*
 - *Employee Acceptance and Acknowledgement to Serve as Monitor Non-Curriculum Related Student Groups/Clubs* AND
 - A copy of the constitution, charter, set of by-laws, and/or the organization's plan of operation

Non-curriculum clubs may not begin meeting until notification of approval has been given.

STUDENT EXPRESSION
DISTRIBUTION OF NONSCHOOL LITERATURE

FNAA
(LOCAL)

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any District premises by any District student, except in accordance with this policy and administrative regulation at FNAA.

The District shall not be responsible for, nor shall the District endorse, the contents of any nonschool literature distributed by students.

For purposes of this policy, "distribution" means the circulation of more than ten copies of material from a source other than the District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered nonschool literature and shall not be governed by this policy.

[For distribution of nonschool literature by nonstudents, see GKDA]

**Limitations on
Content**

Nonschool literature shall not be distributed by students on District property if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The materials promote illegal use of drugs, alcohol, or other controlled substances.
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
5. The materials contain defamatory statements about public figures or others.
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
8. There is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others.

STUDENT EXPRESSION
DISTRIBUTION OF NONSCHOOL LITERATURE

FNAA
(LOCAL)

Prior Review

All nonschool literature intended for distribution by students on school campuses or other District premises under this policy shall be submitted to the principal or designee for prior review in accordance with the following:

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards found in this policy at Limitations on Content, the principal or designee shall approve or reject submitted materials within two school days of the time the materials were received.

Exceptions to Prior Review

Prior review shall not be required for distribution of nonschool literature by District students only in the following circumstances:

1. Distribution of materials by a student to other attendees during a meeting of a noncurriculum-related student group authorized to meet at school during noninstructional time in accordance with FNAB(LOCAL); or
2. Distribution of nonschool materials in circumstances for which exceptions to prior review are authorized at GKDA(LOCAL).

Even when prior review is not required, all other provisions of this policy shall apply.

Time, Place, and Manner Restrictions

Each campus principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students to students or others at the principal's campus. [See FNAA(REGULATION)]

The Superintendent or designee shall designate times, locations, and means for distribution of nonschool literature by students at District facilities other than school campuses, in accordance with this policy.

Violations of Policy

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials, suspension of a noncurriculum-related student group's use of District facilities, and/or other disciplinary action in accordance with the Student Code of Conduct.

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG(LOCAL).

STUDENT EXPRESSION
USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

FNAB
(LOCAL)

Limited Open Forum	For purposes of the Equal Access Act, the District has established a limited open forum for secondary school students enrolled in the District. Each District secondary school campus shall offer an opportunity for noncurriculum-related student groups to meet on school premises during noninstructional time.
Secondary School	
Elementary School	Since the Equal Access Act does not apply to elementary students, the District has not established a limited public forum for elementary school students to meet as noncurriculum-related student groups on school premises during noninstructional time. [See GKD for community access]
Sponsorship	Noncurriculum-related student groups shall not be sponsored by the District and shall in no way imply to students or to the public that they are school-sponsored. All letterheads, flyers, posters, or other communications that identify the group shall contain a disclaimer of such sponsorship. District personnel shall not promote, lead, or participate in the meetings of noncurriculum-related student groups. [For student activities sponsored by the District and having subject matter and purposes directly related to the school's curriculum, see FM]
Requests	To receive permission to meet on school premises during noninstructional time, interested students shall file a written request with the principal or designee on a form provided by the District and in accordance with the administrative regulation at FNAB. The students making the request shall indicate that they have read and understand the policies and rules governing nonsponsored, noncurriculum-related student groups and that the group will abide by those rules.
Approval	The principal or designee shall approve or reject the request within ten school days, subject to the availability of suitable meeting space and without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the group's meetings. Approval to meet as a nonsponsored, noncurriculum-related group shall be granted for one school year at a time, subject to the provisions of this policy and the administrative regulation at FNAB.
Meetings	The principal or designee shall designate noninstructional time for meetings of nonsponsored, noncurriculum-related student groups and shall assign each approved group an appropriate location and time.

STUDENT EXPRESSION
USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

FNAB
(LOCAL)

Employee Monitor	Each noncurriculum-related student group is responsible for securing a campus employee to monitor meetings and on-campus activities in accordance with the administrative regulation at FNAB. Monitors shall be present at meetings and activities in a nonparticipatory capacity to maintain order and protect school property. No employee shall be required to monitor meetings at which the content of the speech would be objectionable to the employee.
Announcements and Publicity	All nonsponsored, noncurriculum-related student groups shall be given access on the same basis for making announcements and publicizing their meetings and activities, in accordance with guidelines specified in the administrative regulation at FNAB. [For distribution of nonschool materials, see FNAA]
Violations	Failure of a student group to comply with applicable rules may result in loss of the right to meet on school premises. In addition, students who violate applicable rules are subject to disciplinary action in accordance with the Student Code of Conduct.
Appeals	Decisions made by the administration in accordance with this policy may be appealed through the process outlined in FNG(LOCAL).

Katy Independent School District
**Application for Use of School Facilities by
 Noncurriculum-Related Student Groups/Clubs**
 School Year – 20__ - 20__

Name of Noncurriculum-Related Student Group/Club		Date of Application
Name of Initiating Student Applicant		
Name of Additional Initiating Student Applicant (if applicable)		
Name of Additional Initiating Student Applicant (if applicable)		
Purpose and Goals of Group/Club*		
Proposed Campus Professional Staff Member Monitor(s)**		Anticipated Number of Student Members:
Proposed Dates/Times		Proposed Location of Meetings

*Please attach a copy of the constitution, charter, set of by-laws, and/or the organization's plan of operation for the noncurriculum-related student group/club.

A campus professional staff member cannot be forced to serve. If no campus professional staff member is willing to serve, the group cannot meet.

Student Acknowledgement

I (we) understand that the activities of the group/club described above will be governed by the District guidelines specified in the administrative regulation at FNAB and any additional campus guidelines imposed. I (we) understand that off-campus activities arranged by the noncurriculum-related student group do not fall under the jurisdiction of the school, and the monitor is not provided for off-campus activities. Furthermore, the school has no liability in relation to on- or off-campus activities. I (we) have read the guidelines and agree to abide by them at all times.

Student Applicant Signature	Date
Additional Student Applicant Signature (if applicable)	Date
Additional Student Applicant Signature (if applicable)	Date

FOR OFFICE USE ONLY	
Application Status:	Approved Dates/Times
☐ Approved ☐ Not approved	Approved Location
Approved Monitor(s)	
Campus Principal/Principal's Designee Signature	Date

Katy Independent School District
**Employee Acceptance and Acknowledgment to Serve as Monitor
Noncurriculum-Related Student Groups/Clubs**

School Year – 20__ - 20__

Name of Noncurriculum-Related Student Group/Club
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Administrative Regulation FNAB provides that students may initiate a group or club under the limited open forum status to meet on campus. The group must be student-initiated, student-led. Establishment of a group under the limited open forum requires that a campus professional staff member serve as a monitor in order for the group to meet on campus.

As a campus professional staff member on the campus where the student-initiated group designated above plans to meet, it is my intention to serve as the monitor for the group. I have read the Administrative Regulation at FNAB and understand that as the monitor I must agree to the following:

- I must be present at all meetings and activities held on the campus by the group.
- I will ensure that an appropriate number of monitors based on the size of the group will be present for all meetings and activities held on the campus by the group.
- I will be responsible for maintaining order and student behavior at all meetings and activities held on the campus.
- I will be responsible for maintaining attendance sheets for each meeting.
- I will supervise the student(s) designated to control the group/club funds and ensure appropriate use.

As the monitor I understand that I may not help plan, advertise, or facilitate the group's meetings or activities held on the campus. I am aware that I am not to participate in any discussion and will abide by these restrictions. I also understand that my role as a monitor is limited to on-campus activities. (If I am an employee serving as a monitor for a group and also happen to be a parent of one of the members of the group, I understand that I must be careful to adhere to the responsibilities as a monitor while on campus and to separate my role as a monitor/employee if attending a function held off campus as a parent. I understand that there can be no perception that the group's off-campus activity is school-sponsored.)

My signature on this form is to verify my acceptance to serve as the monitor of the group named above and to acknowledge the responsibilities of the position of monitor. I understand that failure to fulfill the duties delegated to the monitor or by actively participating with the students in the group that I will forfeit the role and that the group may have to disband if another campus professional staff member cannot be found to monitor the group.

Employee Name	(Last)	(First)	(Middle)
Employee's Signature			Date

ORIGINAL: Principal
COPY: Teacher
Student Representative of Group

FNAB (R)(E) – B – Revised: 09-04-2007