Cherokee County School District

Guidelines for All School Supervised Clubs/Organizations and Activities

Initiation of Club or Activity Planning:

1. Clubs should only be initiated based on student interest.
2. Clubs must have a certified CCSD employee assigned as the advisor/supervisor.
3. The appropriate "Club Application" form must be submitted to the Principal for approval and signature prior to the initiation of any club.
4. Clubs must have written by-laws that describe the election of officers (if applicable) and a mission statement that describes the purpose of the club and guides the activities of the club.
5. Clubs must have a description of planned activities for members. Events that are deemed to be inappropriate for school activities or expose the CCSD or its schools to unnecessary risk or liabilities will not be approved.
6. Applications must be submitted to the Office of School Leadership & Operations (SLO) for final review and approval and/or denial.

Participation:

1. Student participation will be based on "opt-in" processes and parent permission must be granted prior to participation in all clubs/organizations and activities.
2. Schools may wish to limit participation in clubs/organizations and activities to upper grade level students to avoid any appearance of school endorsement. Religious clubs will be limited to students in grades 3 and above.
3. Schools must recognize that club/organizations and activities are for students, not parents or staff.
4. Schools must assume the duty of ensuring that it does not appear to be endorsing or disapproving of a religion as part of the student-led formation of religious clubs and/or activities.
5. Participating students must be able to recognize and respect the constitutionally based, "right of religion" held by all students attending that school. As such, religious activities initiated within these clubs must be contained to club meetings or first gain prior approval from the Principal.
6. Principals must approve all messaging before soliciting for prospective members. If the school allows such solicitation, it must make sure that no proselytizing or religious messaging is part of the communication.

Supervision:

1. Schools must provide staff to supervise clubs and/or activities. Staff can assist students with determining the structure/timing/location of club meetings or activities. The Supervisor will endeavor to assume a passive, non-participatory role during meetings.
2. Supervisors will annually acknowledge completion of training which includes a review of club guidelines.
3. Supervisors will not participate in the substantive discussions during meetings and/or activities.
4. Supervisors must clearly delineate their roles related to supervision of religious-based, student interest-initiated clubs and/or activities from their roles/responsibilities as classroom teachers within the District.

Club Meetings:

1. Club meetings and/or activities must not occur during, or as a part of, the formal (instructional) school day unless approved by the Principal and the Office of School Leadership & Operations (SLO).
2. Club meetings and/or activities can be scheduled based on student input or may be scheduled by following the school's regular schedule of club days (if applicable).
3. Meeting schedules for clubs will be clearly defined and posted for members, parents, and staff (weekly/monthly and location). Notification of parents is an important requirement for all club applications.
4. Students and parents can recruit motivational/inspirational speakers; however, all speakers must be pre-approved by the club's Supervisor and the Principal.
5. Motivational/inspirational speakers can be required to link presentation(s) to school initiatives (i.e., character education, red ribbon week, etc.).
6. Information about clubs or meeting dates and times through announcements or electronic media (website, twitter, etc.) must have Principal approval and disclaimer regarding school sponsorship and/or endorsement.

☐ *Religious Club Supervisor Training completed.* (if applicable)

Supervisor(s)

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____