West Ada School District, Meridian

STUDENT PERSONNEL

Series 500

Policy Title  Clubs in Secondary Schools  Code No. 503.20

Statement of Policy

West Ada School District Board of Education maintains a "limited open forum" for clubs pursuant to the following guidelines.

Curriculum clubs are authorized in grades 6 – 12. Curriculum clubs are sponsored by District schools and may receive leadership, direction, and support from the school and the District.

Non-curriculum clubs are authorized in grades 6 – 12 under state and federal laws and regulations for the purpose of granting a place on the school’s premises for students to meet during non-instructional time. Non-curriculum clubs are student initiated. Their meetings, ideas and activities are not sponsored or endorsed in any way by the Board, the schools, or by school or District employees. The District does not accept any responsibility or liability for non-curriculum clubs.

Authority

This policy is authorized by and based on:

B. Idaho Code 33-1608 through 33-1612

Definitions

A. “Administrator” means the school principal or assistant principal.
B. “Advisor” means the faculty member working with curriculum or non-curriculum club to ensure compliance with this policy.
C. “Board” means the West Ada School District Board of Trustees
D. “Closed forum” means allowing only curriculum clubs.
E. “Club” means any student organization that meets during non-instructional time.
F. “Curriculum club” means a club:
   1. Whose subject matter is taught or will soon be taught in a regular course;
   2. Whose subject matter concerns the body of courses as a whole;
   3. That may receive leadership, direction, and support from the school and the District
G. “District” means West Ada School District.
H. “Limited open-forum” means allowing both curriculum and lawful non-curriculum
clubs.

I. "Non-curriculum club" means any club whose subject or purpose is not included in the definition of a curriculum club. Non-curriculum clubs are student initiated. Their meetings, ideas and activities are not sponsored or endorsed in any way by the Board, the school, or District employees.

J. "Non-instructional time" means time set aside by the school before actual classroom instruction begins, at lunch, or after actual classroom instruction ends.

K. "Superintendent" means the Superintendent of West Ada School District.

Application for Authorization for Curriculum and Non-Curriculum Clubs

A. Authorization for Curriculum Clubs

1. Curriculum clubs shall have a minimum of seven (7) members.
2. Faculty members or students proposing curriculum clubs must submit written application for authorization on the District Club Authorization Form no later than the end of the first semester of the year of the club's inception.
3. Written application for authorization of curriculum clubs must include:
   a. Proposed club name;
   b. Statement of the club's purpose, goals, and activities indicating all of the following that may apply:
      - athletic
      - business/economic/technology
      - agriculture
      - art/music/performance
      - leadership
      - science
      - community service/social justice
      - professional technical
      - other
   4. Proposed meeting times, dates, and places; and
   5. The proposed club charter, constitution, or bylaws which shall include at least:
      a. The rules of organization,
      b. The election of officers,
      c. Voting procedures,
      d. Objective membership criteria,
      e. Meeting rules of order,
      f. Procedures for amending the rules,
      g. Attendance requirements,
      h. Letter award requirements, and
      i. Financial statement

B. Annual Authorization for Non-Curriculum Clubs

Non-curriculum clubs should have a minimum of seven (7) members. Students proposing non-curriculum clubs must submit written application for authorization on the District Club Authorization Form no later than the end of the first semester of the year of the club's inception. Written application for authorization of non-curriculum clubs must include:
1. Proposed club name;
2. Statement of the club’s purpose, goals, and activities indicating all of the following that may apply:
   a. Athletic
   b. Business/economic/technology
   c. Agriculture
   d. Art/music/performance
   e. Leadership
   f. Science
   g. Religious
   h. Community service/social justice
   i. Professional technical
   j. Other
3. Proposed meeting times, dates, and places; and
4. The proposed club charter, constitution, or bylaws which shall include at least:
   a. The rules of organization,
   b. The election of officers,
   c. Voting procedures,
   d. Objective membership criteria,
   e. Meeting rules of order,
   f. Procedures for amending the rules,
   g. Attendance requirements,
   h. Letter award requirements, and
   i. Financial statement

Review of Applications for Curriculum and Non-Curriculum Clubs

A. Application Approval

Applications will first be reviewed by Building Administrator and then by the Regional Director.

Application approval comes from the administrator, and Regional Director.

B. Procedures for Reviewing Applications for Curriculum Clubs

The administrator shall review applications for authorization of curriculum clubs on a case-by-case basis. Before granting authorization, the administrator must find: (1) that the proposed club would meet this policy’s definition of curriculum club and (2) that the proposed club’s purpose and activities comply with this policy.

The administrator may request additional information from the faculty advisor, or from students proposing the club.

1. Determining Curriculum Relatedness

The administrator determines curriculum relatedness by strictly applying this policy’s definition of curriculum club to the club application. If the administrator finds that the proposed club is a curriculum club, the administrator shall continue to review the
application as an application for a curriculum club. If the administrator finds that the
proposed club is a non-curriculum club, the administrator may return the application to
the faculty member or students proposing the club for amendment, or review the
application as an application for a non-curriculum club.

2. Purpose and Activities for Curriculum Clubs

The administrator shall deny authorization to any club or require changes prior to
granting authorization if the administrator finds that its purpose or activities would:

a. Violate the law, regulation or administrative rules or advocate such imminent
violation of laws, regulations or administrative rules or involving presentations in
violation of laws, regulations or administrative rules or contrary to the District’s
curriculum on sex education or privacy rights of individuals or families. This
restriction does not apply to:
- Appropriate discussions concerning the changing of laws, regulations or rules,
or to actions taken through appropriate channels or procedures to effectuate
such changes.
- Discussion as to Sexual Orientation including such subjects as combating unfair
treatment, prejudices or stereotypes.
- General discussions on sexually related topics.

b. Harass or denigrate any person or advocate such imminent action.

c. Intend to cause a person to fear to freely exercise or enjoy any right secured by the
Constitution or laws of the United States or the state of Idaho, or advocate such
imminent action.

d. Include any effort to engage in or conduct mental health therapy, medical services,
counseling, or psychological services for which a license would be required.

e. The administrator may request information and shall require changes in a club’s
proposed purpose or activities which the administrator finds necessary to:
- Prevent any material and/or substantial interference with the orderly operation
of the school;
- Protect the well-being of students and faculty;
- Ensure compliance with all applicable state and federal laws, rules, regulations
and policies;
- Maintain order and discipline;
- Protect the rights of parents and students;
- Maintain boundaries of socially appropriate behavior; or
- Restrict activities harmful to the school’s educational mission

f. In deciding the purpose and activities of clubs, students should consider ways in
which the club can be of service to the school or community.

3. Names for Curriculum Clubs

The administrator shall approve the proposed names of curriculum clubs, as stated in
the club application, consistent with law and policy.

C. Procedures for Reviewing Applications for Non-Curriculum Clubs

The administrator shall review applications for authorization of non-curriculum clubs on a
case-by-case basis. Before granting authorization, the administrator must find: (1) the
proposed club’s purpose and activities are lawful and comply with this policy and (2) the application otherwise complies with all other provisions and requirements of this policy. The administrator may request additional information from the individuals who are proposing the club.

1. Purpose and Activities of Non-Curriculum Clubs

   The administrator shall deny authorization to any club or require changes prior to granting authorization if the administrator finds that its purpose or activities could:

   a. Violate the law, regulation or administrative rules or advocate such imminent violation of laws, regulations or administrative rules or involving presentations in violations of law, regulations or administrative rules or contrary to the District’s curriculum on sex education or privacy rights of individuals or families. This restriction does not apply to:
      • Appropriate discussions concerning the changing of laws, regulations, or rules, or to actions taken through appropriate channels or procedures to effectuate such changes.
      • Discussion as to Sexual Orientation including such subjects as combating unfair treatment, prejudices, or stereotypes.
      • General discussions on sexually related topics.
   b. Harass or denigrate any person or advocate such imminent action.
   c. Intend to cause a person to fear to freely exercise or enjoy any right secured by the Constitution or laws of the United States or the state of Idaho, or advocate such imminent action.
   d. Include any effort to engage in or conduct mental health therapy, medical services, counseling, or psychological services for which a license would be required.
   e. The administrator may request information and shall require changes in a club’s proposed purpose or activities which the administrator finds necessary to:
      • Prevent any material and/or substantial interference with the orderly operation of the school;
      • Protect the well-being of students and faculty;
      • Ensure compliance with all applicable laws, rules, regulations, and policies;
      • Maintain order and discipline;
      • Protect the rights of parents and students;
      • Maintain boundaries of socially appropriate behavior; or
      • Restrict activities harmful to the school’s educational mission.
   f. In deciding the purpose and activities of clubs, students should consider ways in which the club can be of service to the school or community.

2. Names for Non-Curriculum Clubs

   The administrator shall deny authorization of a club’s name, or require changes prior to granting authorization, if the administrator finds that the proposed name:

   a. Does not reasonably reflect the nature, purposes, and activities of the club,
   b. Implies violation of (i)(A) of this section, or
c. Implies inappropriate association with outside organizations or groups and/or engaged in a patent, copyright or trademark infringement.

Granting or Denying Authorization

The administrator shall grant authorization to proposed curriculum and non-curriculum clubs whose applications are found to meet the requirements of this policy and shall deny authorization to proposed clubs which do not.

Authorized Curriculum and Non-Curriculum Clubs

A. Faculty Oversight

There must be a volunteer faculty member for each curriculum and non-curriculum club to provide oversight consistent with this policy and the needs of the school. If there is not any faculty volunteer the club may not exist.

1. Curriculum Clubs

Faculty advisors organize and direct the purpose and activities of the curriculum club and ensure compliance with the approved club charter, constitution or bylaws and with all applicable laws, rules and policies of the District.

2. Non-Curriculum Clubs

Faculty advisors provide oversight to ensure compliance with the approved club charter, constitution, or bylaws and with applicable laws, rules, and this policy.

B. Insurance/High Risk

If the District’s insurance carrier considers the club or organization to be high risk and is likely to increase the district’s insurance rate as a result of adding the club or organization, the administrator and/or director will not approve.

C. Facilities

The administrator will determine and assign facilities for curriculum-related and non-curriculum related clubs consistent with the facility availability and facility needs of the school.

1. Curriculum Clubs

a. In assigning facilities, the administrator may give priority to curriculum clubs over non-curriculum clubs.

b. The school may provide financial or other support to curriculum clubs.

2. Non-Curriculum Clubs

a. No preference or priority shall be given among non-curriculum clubs. All shall be treated the same and there shall be no discrimination between clubs in making such determinations.

b. The school shall provide only the space for non-curriculum club meetings. No other expenditure of public funds is authorized or will occur.

c. In order to establish facilities use schedules and provide for custodial and janitorial needs, each school may establish the non-instructional times during which non-
curriculum clubs may meet (e.g. Non-curriculum club meetings at Excellent High School will be scheduled between 2:30 and 6:00 PM Monday through Friday). Such shall be non-discriminatory, equally determined and with a goal towards providing the greatest flexibility and opportunity for all non-curriculum clubs to meet.

d. Each school may set the number of hours non-curriculum clubs may meet per month except that all non-curriculum clubs must be treated equally (e.g. Up to 4 hours of meetings per month may be scheduled for individual non-curriculum clubs at Excellent High School).

D. Communications

1. Curriculum Clubs
   Each administrator shall determine what access curriculum clubs shall be given to the school newspaper, yearbook, bulletin boards, public address system, etc. Access for all curriculum clubs shall be equal and there shall be no discrimination between clubs in making any such access or use determinations.

2. Non-Curriculum Clubs
   Each administrator shall determine what access non-curriculum clubs shall be given to the school newspaper, yearbook, bulletin boards, public address system, etc. Access for all non-curriculum clubs shall be equal and there shall be no discrimination between clubs in making any such access or use determinations.

E. Membership

1. Curriculum Clubs
   Each student must meet all eligibility requirements including:
   a. Academic,
   b. Drug and alcohol, and
   c. Student handbook regulations.

   Membership in individual curriculum clubs is governed by the following guidelines:
   a. Membership is limited to students who are currently registered in the District
   b. Clubs may require that prospective members try out based on objective criteria outlined in the application materials. Try-outs shall not require activities which violate laws, policies, or regulations of the State or District.
   c. Membership may not be limited on the basis of race, religion, gender, ethnicity, national origin, disability, or any other state or federally recognized protected classification as such may change or grow from time to time.

2. Non-Curriculum Clubs
   Each student must meet all eligibility requirements including:
   a. Academic,
   b. Drug and alcohol, and
   c. Student handbook regulations.

   Membership in individual non-curriculum clubs is governed by the following guidelines:
   a. Membership is limited to students who are currently registered in the school.
b. Clubs may require that prospective members try out based on objective criteria outlined in the application materials. Try-outs shall not require activities which violate laws, policies, or regulations of the State or District.

c. Membership may not be limited on the basis of race, religion, gender; ethnicity, national origin, or disability or any other state or federally recognized protected classification as such may change or grow from time to time.

d. Attendance or participation in club meetings or activities is limited to members, except that non-school persons may attend on occasion to make presentations if approved in advance by the administrator. Non-school persons shall not direct, conduct, control, or regularly attend meetings or activities of clubs.

Review of Authorization

The administrator shall investigate any report or allegation that an authorized curriculum or 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, regulation, or policy. After meeting with the faculty advisor and the students involved, the administrator may do any of the following:

A. Allow the original charter, constitution, or bylaws to be modified to include the activities if they are in compliance with the law, rules, regulations or policies;

B. Instruct the advisor not to allow similar violations in future;

C. Suspend the club’s authorization pending further corrective action as determined by the administrator; or

D. Terminate the club’s authorization.

Appeal of Decisions Affecting Curriculum and Non-Curriculum Clubs

Any student directly affected by a decision made under this policy may appeal the decision by writing to the District Assistant Superintendent.

Evaluation

The Board will evaluate this policy annually at the board meeting closest to the date of the policy’s adoption. Factors to be considered shall include, but not be limited to:

A. The number and types of clubs, including clubs which existed prior to the policy’s adoption and those authorized thereafter;

B. Time spent by administrators managing this policy;

C. Faculty time spent advising clubs;

D. Class time used for club related activities such as announcements;

E. Value of clubs to the education and leadership of District students.

CLUB REVIEW

A formal review of clubs approved by the end of the first semester of the 2011-12 school year will be conducted on a staggered schedule to determine each club’s status and compliance with this policy.
A formal review of all clubs approved each subsequent year will be conducted every four (4) years to determine each club’s status and compliance with this policy.

Right to Close the Forum
The Board reserves the right to create a “closed forum” at any time during the school year or at any other time by allowing curriculum clubs only.