

APPLICATION AND APPROVAL PROCEDURES FOR STUDENT ORGANIZATIONS

Student clubs and organizations may be proposed by either students or school employees. School employees shall confer with the site principal regarding appropriate recognition and organizational steps. Any student group seeking recognition as a student organization must submit a written application to the principal. Applications shall be made on district approved forms.

- 1.0 Curriculum Related Organizations – The following information must be included on the application:
 - 1.1 Name of the organization
 - 1.2 Name(s) of the student(s) making the application and the proposed staff sponsor(s) or monitor(s).
 - 1.3 Statement of the purpose, objectives and activities of the organization. Include a copy of the constitution and by-laws.
 - 1.4 Proposed days, times of day, duration and location of the meetings/ activities, as well as any special equipment to be used.
 - 1.5 Description of the qualifications for membership, if any, beyond being a current student at the school. If students' sex is a qualification, the description shall state the reasons.
 - 1.6 Description of how officers will be elected, when they will be elected during the school year, and their term of office. Indicate how the names of the elected officers will be documented and communicated to the school community.
 - 1.7 Curriculum-related student organizations shall include a statement of the relationship of the organization to the school curriculum and the district instructional program. A description of how the organization will serve as an extension of or adjunct to the curriculum must also be included. This shall include specific reference to the courses of study, classes, and/or programs which the organization is intended to supplement; the instructional materials or learning resources which will be used; the skills concepts and/or attitudes which are planned to be developed; and the evaluation techniques which will be used to assess whether or not the objectives have been achieved.

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- 1.8 School sponsored organizations will provide a description of the staff adviser function in promoting, supervising and leading the organization. The principal shall have final authority in determining the assignment and role of the staff adviser.
- 1.9 A statement of whether or not the organization will do fund raising activities. If fund raising activities are planned, the types of fund raisers being considered and how proceeds will be used must be provided.
- 1.10 A statement that the organizing students agree to comply with applicable district policies, school guidelines, and rules.
- 1.11 Certain school activities performed outside of the regular instructional day have a clear and long-established status as an integral part of the school instructional program and are not required to request recognition when operating under the direction of the principal. These include:
 - school yearbook
 - school newspaper
 - student store
 - choirs and related ensembles
 - bands, orchestra and related ensembles
 - pageantry units
 - forensics and thespians
 - pep clubs and cheerleaders
 - student government
 - career and vocational education clubs
 - Academic Decathlon
 - Mock Trial
 - JROTC/JLC
 - Key Clubs
 - National Honor Society
 - California Scholarship Federation
 - athletics and intramurals
 - formal grade level class organizations

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2.0 Non-Curriculum Related Organizations:

- 2.1 For purposes of this policy, all requests by student initiated groups to meet and conduct activities pursuant to the provisions of the Equal Access Act are deemed not to be related to the curriculum. Proposed student organizations that are not school sponsored may apply for status as a student initiated non-curriculum group.
- 2.2 A school may apply for a non-curriculum, school-sponsored club. These clubs would represent high student interest areas. The non-curriculum school-sponsored club must submit a written application to the principal. The principal must approve the club as providing a positive, healthy experience for students.
- 2.3 The following information must be included on the non-curriculum related application:
 - 2.3.1 Name of proposed group
 - 2.3.2 Purpose of group
 - 2.3.3 Frequency of group meetings
 - 2.3.4 Proposed meeting times
- 2.4 Student initiated non-curriculum related organizations may conduct voluntary meetings on school grounds under the following conditions:
 - 2.4.1 Meetings may not substantially interfere with the orderly operation of the school.
 - 2.4.2 Meetings must be open to all students without regard to race, national origin, religion, gender or handicap.
 - 2.4.3 School employees may not promote, lead, or participate in the meetings.
 - 2.4.4 Non-school persons may not direct, conduct, control, or regularly attend the meetings of the student group.
 - 2.4.5 No school system funds may be spent on behalf of the student groups except for the cost of providing space for the group meetings.

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3.0 Application submission of curriculum and non-curriculum related organizations:

- 3.1 The principal or designee shall review the application and such other information as considered appropriate, including student or staff committees and councils, and shall make a recommendation as to whether or not the criteria has been met and forwarded to the assistant superintendent, education, within fifteen (15) school days after receipt of the application. The principal or designee recommendation shall be in writing and, if the recommendation is that the criteria has not been met, the reasons for such recommendation shall be stated.
- 3.2 The assistant superintendent, education, shall review the application and recommendation of the principal/designee, and such other information as considered appropriate, and shall make a recommendation as to whether or not the criteria has been met. Curriculum related applications shall be forwarded to the Board of Trustees within fifteen (15) school days after receipt of the application.
- 3.3 The Board of Trustees shall review the application and recommendations of the principal or designee and assistant superintendent, education, and such other information as considered appropriate, and shall approve or disapprove the recognition of the curriculum related student organization within the time period of two (2) regularly scheduled Board meetings after submission of the application. The Board of Trustees' decision shall be final.
- 3.4 The principal is encouraged to periodically review the activities and purposes of student organizations and may recommend revocation of recognition of any student organization at any time upon his/her own initiative or on written complaint by any student or staff member. Recommendations for revocation will be processed through the Board of Trustees.
- 3.5 At any time, the board may review the recognition of any student organization and revoke the same for good cause.

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Legal Reference:
EDUCATION CODE

[200-262.3](#) Prohibition of discrimination on the basis of sex

[48930-48938](#) Student organizations

[48950](#) Freedom of speech

CODE OF REGULATIONS, TITLE 5

2 Definitions

[5531](#) Supervision of extracurricular activities of pupils

UNITED STATES CODE, TITLE 20

[4071-4074](#) The Equal Access Act

9504 School prayer

9505 Boy Scouts equal access

U.S. Department of Education: <http://www.ed.gov>

Board of Trustees

October 24, 1985

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