

Protocols for starting a new club or student organization in Pike County Schools (Grades 6-12)

Pike County Schools encourage students to become active in the life of the school. Pike County offers many clubs and student organization opportunities for students. When a student or staff member recognizes the need for a new club or organization the following actions will be required.

1. Student or staff member prepares a one paragraph brief describing the club or student organization. The brief will be submitted to the principal. If the club or student organization is affiliated with a national organization the appropriate literature will be included with the brief. The brief needs to include the following:
 - a. Proposed name
 - b. Purpose
 - c. The goals of the club/organization
 - d. What will members do during meetings
 - e. How often and where will the club/organization meet
 - f. Projected cost associated with membership in the club/organization
 - g. Who is allowed to join
2. Within 10 (ten) school days of receiving the brief the principal will approve or deny the request.
 - a. If **denied**, the student or staff member may appeal the decision to the Deputy Superintendent. The Deputy Superintendent will provide a response within 10 (ten) school days of the appeal. The decision of the Deputy Superintendent is final. A similar proposal will not be considered during the same school year.
 - b. If **approved**, the student or staff member that submitted the request will complete the following action items:
 - i. Secure at least one faculty or staff sponsor
 - ii. Secure the signatures of five other faculty members who agree that this club or student organization would fulfil a positive purpose for the members and for the school.
 - iii. Secure the signatures of at least 10 students who either wish to be in the club/organization or who support having the club/organization at the school.
 - iv. Submit all of these items to the principal.
3. Within 10 (ten) school days of receiving the materials the principal will approve or deny the request.
 - a. If **denied**, the student or faculty member may appeal the decision to the Deputy Superintendent. The Deputy Superintendent will provide a response within 10 (ten) school days of the appeal. The decision of the Deputy Superintendent is final. A similar proposal will not be considered during the same school year.
 - b. If **approved**, the club or organization is free to organize and meet according to a timeline and schedule approved by the principal.