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Statement of.....

Policy and Responsibility

SUBJECT: SCHOOL CLUBS

I. Definitions

- A. "Club" means any student organization that meets during non instructional time.
- B. "Curricular club" means a club that is school sponsored and that may receive leadership, direction, and support from the school or school district beyond providing a meeting place during non instructional time. An elementary school curricular club means a club that is organized and directed by school sponsors at the elementary school. A secondary school curricular 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) in which participation is required for a particular course; or
 - (4) in which participation results in academic credit.
- C. "Noncurricular club" is a student initiated group that may be authorized and allowed school building use during non instructional time in secondary schools by a school and school governing board in accordance with the provisions of this part. A non curricular club's meetings, ideas, and activities are not sponsored or endorsed in any way by a school governing board, the school, or by school or school district employees.
- D. "Instructional time" means time during which a school is responsible for a student and the student is required or expected to be actively engaged in a learning activity. "Instructional time" includes instructional activities in the classroom or study hall during regularly scheduled hours, required activities outside the classroom, and counseling, private conferences, or tutoring provided by school employees or volunteers acting in their official capacities during or outside of regular school hours.
- E. "Discretionary time" means school-related time for students that are not instructional time. "Discretionary time" includes free time before and after school, during lunch and between classes or on buses, and private time before athletic and other events or activities.
- F. "Exempt Club": A school governing board may exempt a club whose membership is determined by student body election or a club that is governed by an association that regulates interscholastic activities from the authorization requirements under this section.

II. Application

- A. Application may be submitted for curricular clubs (grades K-12) or non curricular clubs (grades 10-12).
- B. Applications for non curricular clubs are due September 30th of the current school year.
- C. Applications for curricular clubs will be considered year round.
- D. Applications can be picked up in the administrative office. They are to be delivered to a school administrator for consideration.

III. Use of School Buildings and Resources

- Rooms, equipment, and facilities should be arranged by the club advisor (staff member).
- Club members are responsible to maintain order and to clean up after all meetings and activities.
- School resources (paper, paint, etc.) may only be used for curricular clubs. Noncurricular clubs must pay for resources used.
- Clubs may recruit and announce activities in reasonable ways under the guidance of the club supervisor.

IV. Faculty Oversight of Authorized Clubs

- A. A school shall approve the faculty sponsor, supervisor, or monitor for each authorized curricular, noncurricular, and religious club to provide oversight consistent with this part and the needs of the school to ensure that the methods of expression, religious practices, or other conduct of the students or advisors involved do not:
 - (1) unreasonably interfere with the ability of school officials to maintain order and discipline;
 - (2) unreasonably endanger or threaten the well-being of persons or property;
 - (3) violate concepts of civility or propriety appropriate to a school setting; or
 - (4) violate applicable laws, rules, regulations, and policies.
- B. A school shall annually approve faculty members as sponsors of curricular clubs. Faculty sponsors shall organize and direct the purpose and activities of a curricular club.
- C. A school shall approve faculty members to serve as supervisors for authorized noncurricular clubs. A faculty supervisor shall provide oversight to ensure compliance with the approved club purposes, goals, and activities and with the provisions of this part and other applicable laws, rules, and policies. The approval of a faculty supervisor or monitor does not constitute school sponsorship of the club. A faculty monitor approved for a religious club may not participate in the activities of the religious club, except to perform the supervisory role required by this section.
 - (1) Without the prior approval by the school, a person who is not a school faculty member or a club member may not:
 - (a) make a presentation to a noncurricular club; or
 - (b) direct, conduct, control, or regularly attend the meetings of a noncurricular club.

V. Parent Consent

- A. Written parent/guardian consent is required for all students participating in all clubs.

VI. Procedures for review of applications, including approval and denial

- A. Timeline for review
 - 1. Schools shall approve or deny all applications within 30 calendar days.
 - 2. Elementary and Junior High Schools may submit only curricular club applications.
- B. If application is denied; a written explanation must accompany denial including suggestions for rebutting denial.
 - 1. Denial could also include denial of building use
 - 2. Denial must be accompanied by factual and legal basis for denial

VII. Appeals

- A. (1) Each completed application or complaint shall be approved, denied, or investigated by the school within 30 days following the receipt of an application or complaint.
- (2) If an application or complaint is denied, written reasons for the denial or results of the investigation shall be stated and, if appropriate, suggested corrections shall be made to

remedy the deficiency.

(3) Each club that is denied school building use shall be informed at the time of the denial of the factual and legal basis for the denial, and, if appropriate, how the basis for the denial could be corrected.

- B. (1) If a club is denied, suspended, or terminated, a student desirous of participating or speaking, or a complaining parent or guardian has fifteen calendar days from the date of the denial, suspension, or termination to file a written appeal from the denial, suspension, or termination to the Murray School District Director of Student Services.
- (2) The designee shall issue a determination within a reasonable amount of time from receipt of the appeal, which decision is final and constitutes satisfaction of all administrative remedies.

Murray School District
CURRICULAR CLUB APPLICATION
 Grades K-9

Proposed Club Name: _____ Date: _____

Individual(s) submitting application: _____

1. Purpose of proposed club

- a. Describe educational value of the proposed club: _____
- b. Describe club goals: _____
- c. Proposed club activities: _____
- d. The Club proposes the following meeting schedule for the current school year (list time and place):

- e. Proposed location/facilities for club use: _____

2. Membership

- a. What are the requirements to be a member? _____
- b. Proposed cost of membership: _____

3. Officers

- a. List the offices to be filled: _____
- b. How will officers be selected? _____
- c. List the eligibility requirements for officers: _____

4. Finances

- a. Proposed cost of membership dues: _____
- b. Will the membership dues cover complete cost of operating this club? Yes No
- c. If the answer is no, please explain how additional monies will be obtained:

5. Advisor

I support the purpose of this club and will dedicate the time necessary to make the club successful.

Name: _____
 (Signature of advisor)

Club approval: Administration _____

Club denial: Rationale: _____

Signed: _____
 Parent/Guardian

 Date

 Student

 Date

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- (3) in which participation is required for a particular course; or
- (4) in which participation results in academic credit.

Murray High School
CLUB APPLICATION

Proposed Club Name: _____ Date: _____

Students submitting application (minimum 3): _____

Type of Club (circle one): Curricular Non-Curricular (specify): _____

1. Purpose of proposed club

- a. Describe educational value of the proposed club: _____
- b. Describe club goals: _____
- c. Proposed club activities: _____
- d. The Club proposes the following meeting schedule for the current school year (list time and place):

- e. Proposed location/facilities for club use: _____

2. Membership

- a. What are the requirements to be a member? _____
- b. Proposed cost of membership: _____

3. Officers

- a. List the offices to be filled: _____
- b. How will officers be selected? _____
- c. List the eligibility requirements for officers: _____

4. Finances

- a. Proposed cost of membership dues: _____
- b. Will the membership dues cover complete cost of operating this club? Yes No
- c. If the answer is no, please explain how additional monies will be obtained:

5. Advisor

I support the purpose of this club and will dedicate the time necessary to make the club successful.

Name: _____
(Signature of advisor)

Club approval: Student Government _____
Administration _____

Club denial: Rationale: _____

The following assurances must be included as part of the application if club is not curricula club:

- Assurance that all materials distributed in club meetings will be delivered to Murray High School's administration no later than 24 hours after each club meeting and given to parents who request so they may have the opportunity to review the materials.
- Assurance that club membership will be limited to students who attend the school.

Signed: _____
Parent/Guardian

_____ Date

_____ Student

_____ Date

Murray High School
Club Application Procedure

In order to charter a club at Murray High School, the following procedure will be followed. All clubs must be approved annually. Prior approval does not guarantee future approval.

1. Initial interview with the assistant principal – be ready to explain the following:
 - A. Educational value of Club
 - i. Supplements academic courses
 - ii. Promotes character building activities
 - iii. Provides valuable service to school and/or community
 - B. Liability and safety concerns for club activities
2. Complete the club application form and submit to the assistant principal indicating:
 - A. Purpose of club
 - B. Membership requirements and cost of membership
 - C. Eligibility requirements and selection procedure for the club officers
 - D. Club constitution attached to application
 - E. National affiliation and/or guidelines to be met
 - F. Signature of teacher that will be the advisor to the club
3. Application will be submitted to officers in student government who will:
 - A. Review the application
 - B. Discuss the application. Students representing the proposed club may be invited to an information gathering hearing.
 - C. Vote to accept or deny application for the proposed club.
4. Final approval/denial by MHS administration. For information on appeals see Murray School Board Policy PS423.

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