

STUDENTS

Student Clubs

1. PURPOSE AND PHILOSOPHY

This policy is designed to provide guidance to schools regarding authorization of student curricular and non-curricular clubs, while maintaining a fair opportunity to any students who wish to conduct a meeting within a limited open forum without discrimination on the basis of the religious, political, philosophical, or other content of the speech at such meeting.

2. DEFINITIONS OF TYPES OF CLUBS

- 2.1 **“Club”** means any student organization (other than a specific grade level class or the Associated Student Body as a whole) that meets during non-instructional time.
- 2.2 **“Elementary and Middle school 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. In addition, it means a club that is organized and directed by school sponsors at the elementary or middle school.
- 2.3 **“High school 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. In addition it, means a club whose subject matter is taught or will soon be taught in a regular high school course; whose subject matter concerns the body of courses as a whole; in which participation is required for a particular course; or in which participation results in academic credit.
- 2.4 **“High School Non-curricular club”** means a student initiated group that may be authorized and allowed school building use during non-instructional time in secondary schools by a school and governing board in accordance with the provisions of state and federal law. 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. A school liaison will be assigned for the purpose of minimal supervision for safety and security and control of the meeting space.

3. AUTHORIZATION OF CLUBS

- 3.1 Only curricular clubs may be authorized in elementary or middle schools in grades K-8.
- 3.2 Both curricular clubs and non-curricular clubs may be authorized in high schools in grades 9-12.
- 3.3 A club whose membership is determined by student body election or a club that is governed by the WIAA are exempt from the authorization requirements of this policy. (Dance, Debate, Cheer, etc.)
- 3.4 The school administration shall review applications for authorization of curricular and non-curricular clubs on a case-by-case basis.
- 3.5 Before granting an authorization, a school administration may request additional information from the faculty sponsor or liaison, from students proposing the club, or from the Board, if desired.

- 3.6 The school administration shall grant authorization and school building use to curricular and non-curricular clubs whose applications are found to meet the requirements of the Equal Access Act, state rules, and District policy.

4. FORMATION AND RENEWAL OF STUDENT CLUBS

Within twenty (20) school days after the beginning of the school year, each student group seeking to renew a club under this policy must submit an application to renew their club. Exceptions may be granted by the Principal on a case by case basis. Students seeking to establish a new club may do so as circumstances arise during the school year.

5. CURRICULAR CLUBS

5.1 Curricular Clubs Application

- 5.1.1 Faculty members or students proposing a curricular club shall submit a Form 3560-1 to the school administration.
- 5.1.2 Each completed application shall be approved or denied by the school within a reasonable amount of time.
- 5.1.3 The school administration shall approve the name of a curricular club consistent with the club's purposes and its school sponsorship.
- 5.1.4 The school administration shall determine curriculum relatedness by strictly applying the definitions in this policy.

5.2 Faculty Oversight of Curricular Clubs

- 5.2.1 School administration shall annually approve faculty members as sponsors of curricular clubs. Faculty sponsors shall organize and direct the purpose and activities of a curricular club.
- 5.2.2 The approved faculty sponsor shall provide oversight consistent with KSD policies and the needs of the school to ensure that the methods of expression or other conduct of the students or sponsor involved do not:
- [a] unreasonably interfere with the ability of school officials to maintain order and discipline;
 - [b] unreasonably endanger or threaten the well-being of persons or property;
 - [c] violate concepts of civility or propriety appropriate to a school setting; or
 - [d] violate applicable laws, rules, regulations, and District policies.
- 5.2.3 At the discretion of the building principal, faculty sponsors of a curricular club may be eligible to receive a stipend or partial stipend under the applicable bargaining agreement. Determination of whether a club sponsor/advisor should receive a stipend will be based on the following:
- [a] Number of stipends available
 - [b] Activity Level of the Club
 - [c] Amount of non-school time spent on club activities
 - [d] Size of Club – Number of Members
 - [e] Other criteria as determined by the school and principal

5.3 Use of School Facilities and Resources by Curricular Clubs

- 5.3.1 The school administration shall determine and assign school building use for curricular clubs consistent with the needs of the school.
- 5.3.2 In assigning school building use, the school administration may give priority to curricular clubs over non-curricular clubs.

- 5.3.3 A school may provide financial or other support to curricular clubs at the discretion of the principal.
- 5.3.4 Each club that is denied school building use shall be informed of the reason at the time of the denial.
- 5.4 **ASB Affiliation**
Curricular clubs may become ASB affiliated clubs and have ASB accounts.
- 6. **HIGH SCHOOL NON-CURRICULAR CLUBS**
 - 6.1 **High School Non-curricular Clubs Application**
 - 6.1.1 A non-curricular club shall have a minimum of five members.
 - 6.1.2 Students proposing a non-curricular club shall submit a Form 3560-1 to the school administration.
 - 6.1.3 Each completed application shall be approved or denied within a reasonable amount of time.
 - 6.1.4 The school administration shall require that a non-curricular club name shall reasonably reflect the club's purpose, goals, and activities; and that the non-curricular club name shall be a name that would not result in or imply a violation of any district policy. The school administration may provide for approval of a non-curricular club name in an action separate from that relating to authorization of the club itself.
 - 6.2 **Faculty Oversight of High School Non-curricular Clubs**
 - 6.2.1 A school principal shall approve faculty members to serve as liaisons for authorized non-curricular clubs. Faculty liaisons shall provide oversight to ensure compliance with the approved club purposes, goals, activities and district policies.
 - 6.2.2 The appointed liaison shall provide oversight consistent with district policies and the needs of the school to ensure that the methods of expression or other conduct of the students, supervisor, or monitor involved do not:
 - [a] unreasonably interfere with the ability of school officials to maintain order and discipline;
 - [b] unreasonably endanger or threaten the well-being of persons or property;
 - [c] violate concepts of civility or propriety appropriate to a school setting; or
 - [d] violate applicable laws, rules, regulations, and District policies.
 - 6.2.3 Persons who are not school faculty or club members shall not be allowed access to clubs to direct, conduct, control, or regularly attend club meetings.
 - 6.2.4 Without the prior approval of the school administration, persons who are not faculty or club members shall not be allowed to make a presentation to a non-curricular club.
 - 6.2.5 Faculty sponsors who oversee non-curricular clubs are not eligible for stipends from the KSD.
 - 6.3 **Use of School Facilities by Non-curricular Clubs**
 - 6.3.1 A preference or priority in assigning school building use may not be given among non-curricular clubs.
 - 6.3.2 A school shall only provide the space for non-curricular club meetings. A school may not spend public funds for non-curricular clubs, except as required to implement the provisions of this policy, including providing space and faculty oversight for non-curricular clubs.

- 6.3.3 All non-curricular clubs shall be given normal access to the school newspaper, yearbook, bulletin board, public address system, or any combination of the foregoing.
- 6.3.4 Non-curricular clubs may meet during non-instructional time before school, at lunch, or after school.
- 6.4 **ASB Affiliation**

Non-curricular clubs may have ASB accounts.

 - 6.4.1. General ASB funds, building funds, or KSD funds may not be used for non-curricular clubs.
 - 6.4.2 Non-curricular clubs may fundraise to support club activities following existing district fundraising guidelines.
 - 6.4.3 Non-curricular clubs must be clear when fundraising that they - as non-curriculum clubs - are not endorsed by the Kennewick School District.
- 7. **CLUB LIMITATIONS AND DENIALS**
 - 7.1 A school administration shall limit or deny authorization or school building use to a club or require changes prior to granting authorization or school building use if he/she determines it to be necessary to:
 - 7.1.1 maintain order and discipline on school premises;
 - 7.1.2 protect the well-being of students and faculty
 - 7.1.3 assure that attendance of students at meetings is voluntary,
 - 7.1.4 ensure compliance with all applicable laws, rules, regulations, and District policies.
 - 7.2 A school administration shall limit or deny authorization or school building use to a club or require changes prior to granting authorization or school building use if the club's proposed charter and proposed activities indicate that students or advisors in a club are proposing activities which would have a substantial, material, or significant disruption to the school, and/or would encourage criminal or delinquent conduct, promote bigotry, promote the violation of school rules, or involve any effort to engage in or conduct mental health therapy, counseling, or psychological services for which a license would be required under state law.
 - 7.3 If a school administration limits or denies authorization to a club, he/she shall provide, in writing, to the applicant the factual and legal basis for the limitation or denial and an explanation of the appeals process within a reasonable amount of time.
- 8. **INVESTIGATION OF ALLEGED VIOLATIONS**
 - 8.1 The school administration shall investigate any report or allegation that an authorized curricular or non-curricular club is participating in activities beyond the scope of its purpose, or is in violation of any applicable law, rule, regulation, or District policy within a reasonable amount of time after receiving the complaint.
 - 8.2 After meeting with the faculty sponsor or liaison, the students involved, and the person making the report or allegation, if a violation is substantiated, the school administration may do any of the following:
 - 8.2.1 allow the club's original statement of its purpose, goals, and activities to be modified to include the activities if they are in compliance with laws, rules, regulations, or District policies;
 - 8.2.2 instruct the faculty sponsor, or liaison not to allow similar violations in the future;

- 8.2.3 limit or suspend the club’s authorization or school building use pending further corrective action as determined by the school administration; or
- 8.2.4 terminate the club’s authorization and dissolve the club.
- 8.3 A club that has been terminated in accordance with this section may not reapply for authorization until the following school year.
- 8.4 A student who makes a false allegation or report under this section shall be subject to school discipline.
- 8.5 Any limitation on expression, practice, or conduct of any student, advisor, or guest in a meeting of a curricular or non-curricular club, or limitation on school building use, shall be by the least restrictive means necessary to satisfy the school’s interests.
- 8.6 If a school administration suspends or terminates authorization to a club, he/she shall provide, in writing, to the applicant the factual and legal basis for the limitation or denial and an explanation of the appeals process within a reasonable amount of time.

9. APPEALS PROCEDURES

If a club is denied, suspended, or terminated, a student, a faculty member, or a complaining parent/guardian, has ten (10) school days from the date of the denial, suspension, or termination to file a written appeal to the School Board. The School Board shall issue an opinion in writing either upholding or overturning the denial, suspension, or termination within thirty (30) days of receiving the appeal. The School Board’s decision shall be the final administrative decision.

Legal Reference: [20 U.S.C. 4071-4074 \(Equal Access Act\)](#)

Adopted: August 17, 2011
Revised September 28, 2011