



PROVIDENCE HALL CHARTER SCHOOL

Providence Hall School Clubs Policy

I. **Definitions**

A. Curricular Club (as defined in HB 236/53A-11-1202)

1. Curricular clubs are defined as a club that is school sponsored and that may receive leadership, direction, and support from the school beyond providing a meeting place during non-instruction 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:
 - a. Whose subject matter is taught or will soon be taught in a regular course
 - b. Whose subject matter concerns the body of courses as a whole
 - c. In which participation is required for a particular course
 - d. In which participation results in academic credit.

B. Non-curricular Club (as defined in HB 236/53A-11-1202)

1. Non-curricular club is defined as 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 employees.

C. Instructional and Non-Instructional Time (as defined in HB 236/53A-11-1202)

1. 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.
2. 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.
3. Non-instructional time means time that is set aside by a school before instructional time begins or after instructional time ends, including discretionary time.

D. Exempt Groups (as defined in HB 236/53A-11-1204(2))

1. 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 Section II.

II. **Application** (as defined in HB 236/53A-11-1204/1205)

A. Application for curricular clubs

1. Names of applicants – faculty members of students or both
2. Club Name
3. Explain relationship/connection to the curriculum
4. Statement of purpose
5. Statement of goals

6. Statement of proposed meetings and/or activities
 7. Statement of “type” of club
 8. Proposed budget
 9. Will try-outs be required? Times/places, if available
 10. Proposed meeting times, dates, places
 11. Will membership be extended to students who do not attend the school? If so, assurance as to additional parent consent requirement.
- B. Application for non-curricular clubs
1. Names of applicants (minimum of 3)
 2. Club name
 3. Statement of purpose
 4. Statement of goals
 5. Statement of proposed meetings and/or activities
 6. Statement of “type” of club
 7. Proposed budget, included proposed source and use of funds
 8. Proposed meeting times, dates, places
 9. Will try-outs be required? Times/locations, if available
 10. Assurance that all materials distributed in club meetings will be delivered to school administration no later than 24 hours after each club meeting and parents who request may have opportunity to review materials.
 11. Assurance that club membership will be limited to students who attend the school.
- C. Timelines for Application
1. Clubs wanting to operate during the 1st semester, or the whole year, have to be turned in by the last Monday of September.
 2. Clubs wanting to operate only during the 2nd semester have to be turned in by the last Monday of January.
- D. Receiving and Turning in Applications
1. Applications for clubs may be found online on the Providence Hall website. They may also be picked up at the front desk of the appropriate school.
 2. Applications for all clubs must be turned in to the appropriate school administration by the applicable deadline for review.
- E. Limitations and Denials (as defined in HB 236/53A-11-1206)
1. Clubs may be limited or denied authorization or school building or may be required to make changes to their application prior to being granted authorization or school building use:
 - a. as the school determines it to be necessary to:
 - i. protect the physical, emotional, psychological, or moral well-being of students and faculty;
 - ii. maintain order and discipline on school premises;
 - iii. prevent a material and substantial interference with the orderly conduct of a school’s educational activities;
 - iv. protect the rights of parents or guardians and students
 - v. maintain the boundaries of socially appropriate behavior; or
 - vi. ensure compliance with all applicable laws, rules, regulations, and policies; or
 - b. whose proposed application and proposed activities indicated students or advisors in club related activities would as a substantial, material, or significant part of their conduct or means of expression;
 - i. encourage criminal or delinquent conduct;
 - ii. promote bigotry
 - iii. involve human sexuality; or

iv. 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.

2. If the school limits or denies authorization to a club, the school shall provide, in writing, to the applicant the factual, and legal basis for the limitation or denial, as stated in Section VII.

III. **Use of school buildings and resources by clubs** (as defined in HB 236/53A-11-1208)

A. Use of rooms, equipment, outside facilities

1. School clubs will be able to use classrooms, equipment and outside facilities that have been previously scheduled with the Facilities Manager at the school.
2. Clubs will have the responsibility to maintain the order of the facilities they are using and will be responsible for cleaning up after their meetings.
3. Clubs may use public bulletin boards, butcher paper and other workroom supplies, excluding copy machines, to recruit members and/or announce meetings for their club
4. Clubs will be able to post announcements for their meetings or recruitment activities on the school website, Facebook page, or emails sent by the administration. All such announcements must be approved prior to posting by the school administration.
5. The following rules apply to curricular clubs:
 - a. In assigning school building use, the administrator may give priority to curricular clubs over non-curricular clubs; and
 - b. The school may provide financial or other support to curricular clubs.
6. The following rules apply to non-curricular clubs:
 - a. A preference or priority may not be given among non-curricular clubs
 - b. A school shall only provide the space for non-curricular club meetings; and
 - c. A school may not spend public funds for non-curricular clubs, except as required to implement the provisions of this part, including space and faculty oversight for non-curricular clubs.
 - d. Non-curricular clubs may only meet during non-instructional time

IV. **Club Membership** (as defined in HB 236/53A-11-1209)

- A. Written parental or guardian consent for student participation in all curricular and non-curricular clubs is required.
1. Membership in curricular clubs is governed by the following rules:
 - a. membership may be limited to students who are currently attending the school
 - b. members who attend a school other than the sponsoring school shall have, in addition to the consent required under Section VI, specific parental or guardian permission for membership in a curricular club at another school.
 - c. Curricular clubs may require that prospective members try out based on objective criteria outlined in the application materials; and
 - d. try-outs may not require activities that violate the provisions of this section and other applicable laws, rules, and policies
 2. Membership in non-curricular clubs is governed by the following rules:
 - a. student membership in a non-curricular club is voluntary
 - b. membership shall be limited to students who are currently attending the school
 - c. non-curricular clubs may require that prospective members try out based on objective criteria outline in the application materials; and
 - d. tryouts may not require activities that violate the provisions of this part and other applicable laws, rules, and policies.

e. a copy of any written or other media materials that were presented at a non-curricular club meeting by a non-school person shall be delivered to a school administrator no later than 24 hours after the non-curricular club meeting and, if requested, a student's parent or legal guardian shall have the opportunity to review those materials.

V. **Advisor Selection and Participation With Clubs** (as defined in HB 236/53A-11-1207)

B. Appointment and approval process and timeline for faculty advisor for all clubs

1. Faculty sponsors or club supervisors must be approved by school administration for each authorized curricular, and non-curricular club to provide oversight consistent with this policy and the needs of the school to ensure that the methods of expression or other conduct of the students or advisors 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 policies.
2. Faculty sponsors of curricular clubs must be approved annually.
 - a. Faculty sponsors shall organize and direct the purpose and activities of a curricular club
3. Faculty supervisors for authorized non-curricular clubs must be approved annually.
 - a. Faculty supervisors shall provide oversight to ensure compliance with the approved club purposes, goals, and activities and with the provisions of this policy and other applicable laws, rules, and policies.
 - b. The approval of a faculty supervisor or monitor does not constitute school sponsorship of the club
4. Without the prior approval of the school, a person who is not a school faculty member or a club member may not:
 - a. Make a presentation to a non-curricular club; or
 - b. Direct, conduct, control or regularly attend the meetings of a non-curricular club.

VI. **Parent Consent** (as defined in HB 236/53A-11-1210)

- A. Written parent/guardian consent is required for all students participating in clubs. The attached parent consent form must be used by all clubs, curricular and non-curricular.
- B. An additional parental consent form is required for students who DO NOT attend the school sponsoring the curricular club. That language should read as follows and requires a separate parent signature:

I acknowledge that

_____ (student's name) does not attend Providence Hall, but desires to participate in the _____ club, a curricular club. He/she has my permission to participate.

Parent Signature

VII. **Procedures for Review of Applications, Including Approval and Denial** (as defined in HB 236/53A-11-1212)

- A. Timeline for Review

1. Applications for clubs wishing to operate within the 1st semester of the school year, or during the entire school year, must be completed and turned in by the last Monday of September.
2. Applications for clubs wishing to operate within the 2nd semester of the school year only must be completed and turned in by the last Monday of January.
3. All Clubs must resubmit an Application at the beginning of every school year stating any changes that are needed for the coming school year.
4. All club applications that are received by the appropriate date will be reviewed and approved or denied within 2 school weeks following the deadline.

B. Denial of Application

1. If application is denied, written explanations must accompany denial including suggestions for rebutting denial.
2. Denial could also include denial of building use
3. Denial must be accompanied by factual and legal basis for denial.

VIII. **Appeals** (as defined in HB 236/53A-11-1212)

A. Reasons for Appeal

1. If denied, suspended, or terminated, a club, student desirous of participating or speaking, or a complaining parent or guardian, has ten school days from the date of the denial, suspension, or termination to file a written appeal from the denial, suspension, or termination to the Superintendent of the school.
 - a. The Superintendent shall issue a determination within 30 days from the receipt of the appeal, which decision is final and constitutes satisfaction of all administrative remedies unless the time for evaluation is extended by agreement of all parties.
2. A person directly affected by a decision made in accordance with the provisions of this section may appeal the decision by writing to the Superintendent.

IX. **Violations** (as defined in HB 236/53A-11-1211)

A. Investigations and School Responses

1. The school shall investigate any report or allegation that an authorized curricular or non-curricular club is:
 - a. Participating in activities beyond the scope of its purpose; or
 - b. In violation of a provision of this policy or another applicable law, rule, regulation, or policy.
2. After meeting with the faculty sponsor, or faculty supervisor the students involved, and the person making the report or allegation, if a violation is substantiated, the school will apply the appropriate consequence from the following:
 - a. 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 the provisions of this part and other applicable laws, rules, regulations, or policies;
 - b. Instruct the faculty sponsor, or supervisor not to allow similar violations in the future;
 - c. Limit or suspend the club's authorization or school building use pending further corrective action as determined by the school; or
 - d. Terminate the club's authorization and dissolve the club.
3. 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 as identified in this section.

4. A club that has been terminated in accordance with this section may not reapply for authorization until the following school year.
5. A student who makes a false allegation or report under this section shall be subject to school discipline.