



School Club Policy

I. BOARD OF TRUSTEES (BOARD) DIRECTIVE

A. Providence Hall High School (PHHS) has determined that the educational goals of PHHS are furthered by recognizing student clubs at the secondary school level for grades 9-12, which do not materially or substantially interfere with the orderly operation of PHHS, which are not harmful to PHHS' educational mission, which maintain boundaries of socially appropriate behavior, and which are consistent with order and discipline on PHHS premises and the protection of the well-being of students and employees. The Board delegates to Providence Hall Charter School (PHCS) Administration the responsibility of administering this policy.

1. Limited Open Forum

PHHS maintains a Limited Open Forum for school clubs at the secondary school level for grades 9-12. A school has a limited open forum whenever the school grants an offering to or an opportunity for one or more non-curricular clubs to meet on school premises during non-instructional time.

2. Reservation of Right to Close the Forum

PHHS reserves the right to create at any time a Closed Forum by refusing to allow all non-curricular clubs to use school facilities or to define or restrict the rights of all student clubs relative to access to school facilities as long as such rules apply to all non-curricular clubs.

II. ADMINISTRATIVE POLICY

A. Definitions

1. **Administration** - the central administration of the Providence Hall Charter School (PHCS), such as the Executive Director, and other district level delegated personnel
2. **Closed Forum** - allowing only curricular clubs
3. **Club** - any student organization that meets during non-instructional time at a school.
4. **Curricular Club** - 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

A secondary school curricular club means a club which one or more of the below applies:

- a. whose subject matter is actually taught or will soon be taught in a regularly offered course
- b. whose subject matter concerns the body of courses as a whole
- c. in which participation in the group is required for a particular course
- d. in which participation results in academic credit
- e. which is a nationally sponsored group and is connected through the Career Technical Student Organization (CTSO)
5. **Discretionary Time** - school-related time for students that is not instructional time
6. **Instructional Time** - 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
7. **Limited Open Forum** - allowing both curricular clubs and non-curricular clubs



8. **Non-Curricular Club** - a student initiated group that may be authorized and allowed school facilities use during non-instructional time by the local school in accordance with the provisions of district policy
 - a. A non-curricular club's meetings, ideas, and activities are not sponsored or endorsed in any way by the school, or by school or district employees.
 - b. Non-curriculum clubs are authorized in grades 10-12 under state and federal laws and regulations only for the purpose of granting a place within the school for students to meet during non-instructional time.
 - c. Non-curriculum clubs are student initiated.
 - d. Their meetings, ideas and activities are not sponsored or endorsed in any way by the Board, the schools, or by school or district employees.
9. **Non-Curricular Club Activity** - an event that is sponsored by a non-curricular club where clubs from other high schools are invited to participate in competitions at their local high school
10. **Non-Instructional Time** - time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including discretionary time
11. **School Facilities** - a school building, premises or playing field
12. **School Facilities Use** - access to a school building, premises or playing field
13. **Sponsor** - the faculty member assigned to curricular clubs for custodial purposes, to provide supervision and sponsorship and to ensure compliance with applicable school policies
14. **Sponsorship** - includes the act of promoting, leading, or participating in a meeting
 - a. The assignment of a teacher, administrator, or other school employee to a meeting for custodial purposes does not constitute sponsorship of the meeting.
15. **Supervisor** - the faculty member assigned to non-curricular clubs for custodial purposes, to provide support as necessary and to monitor meetings to ensure compliance with applicable school policies

B. **Application**

Consistent with such procedures, regulations, or guidelines as established and from time to time modified by the Administration, between August 15th and October 1st, faculty members or students seeking authorization of a club under this policy must submit an application to the PHHS Principal or designee. The application process shall include requirements for the submission of all of the following:

1. A proposed club name
2. A club charter
 - a. Non-curricular clubs are required to renew their charter annually.
 - b. Curricular clubs are required to have an active charter on file but an annual renewal is not required.
3. A statement of the club's purpose, goals, and activities
4. The proposed name of a faculty member to act as sponsor, or supervisor
5. Whether the club seeks curricular or non-curricular status
6. A statement of the club's categorization, which shall be included in the parent/guardian consent form, indicating all of the following that may apply:
 - a. athletic
 - b. business/economic



- c. agriculture
 - d. art/music/performance
 - e. science
 - f. gaming
 - g. religious
 - h. community service/social justice
 - i. other
7. When the club anticipates holding its regular meetings including times, dates, and places
 8. Any materials which the club plans to use to solicit membership or to inform others of the club's existence
 9. A budget showing the amount and source of any funding provided or to be provided to the club and its proposed use
 10. The club fee amount when applicable. An appropriate fee may be considered and must be approved by the club advisor, PHHS administration, and adhere to PHCS Fee Policy. Examples of appropriate use of this fee may include but is not limited to the following:
 - a. club t-shirts
 - b. supplies
 - c. recognitions
 - d. field trip experiences

C. Club Charter

Students or faculty members seeking authorization to establish a club of any type must prepare a club charter which includes all of the below

1. The purposes of the club
2. A description of the types of activities in which club members may be engaged
3. A provision that the club must maintain a minimum of seven (7) student members
4. A restriction that a student may not participate in or attend club activities unless the student has provided written permission from either a parent/guardian
5. A commitment that the club will comply with current Utah Codes all other applicable laws and regulations, and PHCS and PHHS policies and regulations

D. Authorization

1. Consistent with such procedures, regulations, or guidelines as established and from time to time modified by the Administration, the Board authorizes PHHS to review applications for authorization of clubs on a case-by-case basis.
2. Before granting an authorization, PHHS may request additional information from the faculty sponsor, or from students proposing the club, if desired.
3. No school club shall be authorized unless the PHHS Principal or designee determines that its charter complies with this policy and that authorization of the club will not interfere with PHHS' ability of any of the below
 - a. to protect the physical, emotional, psychological or moral well-being of students and faculty
 - b. to maintain order and discipline on school premises
 - c. to prevent a material and substantial interference with orderly conduct of the school's educational activity



4. PHHS shall deny any access to any club whose program or activities would violate current Utah Codes, any other applicable law or regulation, or any PHCS or PHHS policy or regulation.

E. Curriculum Related Status

1. Consistent with such procedures, regulations, or guidelines as established and from time to time modified by the Administration, the PHHS Principal or designee determines curriculum relatedness by strictly and narrowly applying this policy's definition of curricular club to the club application.
2. If the PHHS Principal or designee finds that the proposed club is not a curricular club, the PHHS Principal or designee may do one of the following
 - a. return the application to the faculty member or student proposing the club for amendment
 - b. review the application as an application for authorization of a non-curricular club

F. Grant, Limitation, or Denial of Club Authorization

1. Consistent with such procedures, regulations, or guidelines as established and from time to time modified by the Administration, the PHHS Principal or designee shall grant authorization to those applications which are found to meet the requirements of this policy and shall limit or deny authorization to proposed clubs which do not.
2. When granting authorization, the PHHS Principal or designee shall specify whether the club has curriculum related status or non-curriculum related status.
3. When limiting or denying authorization, the PHHS Principal or designee shall explicitly delineate in writing to the applicant the factual and legal basis for the limitation or denial.

G. Club Name

1. Approval of a club name may take place separately from that relating to the approval of the club itself.
2. PHHS may grant access to the club, but condition such access on the change of the club name to ensure that the club name meets all the below standards
 - a. reasonably reflects the actual nature, purpose and activities of the club
 - b. be such that it will not result in undue disruption of school operations, subject students to harassment or persecution, imply that the club would operate in violation of applicable law, or otherwise be inconsistent with such procedures, regulations, or guidelines as established and from time to time modified by the Administration
 - c. will only contain the term "High School" if connected to curricular clubs or teams that are UHSAA sanctioned

H. Appeal of Denial of Access

1. Consistent with such procedures, regulations, or guidelines as established and from time to time modified by the Administration, the applications of all clubs, or complaints, shall be reviewed by the PHHS Principal or designee within a reasonable amount of time.
2. If a club is denied access, required to change its name, or a complaint is denied, the reasons or results of an investigation must be provided in writing with the factual and legal basis for the denial and, if appropriate, suggestions for correction.
3. The Board or its designee may convene a hearing to determine whether any club was properly denied access, suspended, terminated or required to change its name.



- a. The Board or its designee shall issue an opinion in writing either upholding or overturning the decision within thirty (30) days of receiving the appeal which shall be the final administrative decision.

I. Sponsor or Supervisor

1. Each club must have a faculty sponsor or supervisor who must be in attendance at every meeting or activity scheduled on school premises.
 - a. No faculty sponsor or supervisor shall be in attendance at any meeting scheduled off of school premises or competition unless prior written approval has been obtained from the PHHS Principal or designee.
 - b. Students shall cancel any meeting whenever a faculty sponsor or supervisory is not in attendance.
2. Selection and appointment of club sponsors and supervisors shall be made by the PHHS Principal or designee.

J. Parent/Guardian Consent

- K. Consistent with such procedures, regulations, or guidelines as established and from time to time modified by the Administration, written consent from a parent/guardian for student participation in all curricular and non-curricular clubs at school is required prior to a student's attending or joining a club.

- L. All completed parent/guardian consent forms shall be filed by the parent/guardian or the club's sponsor or supervisor, with the PHHS Principal or designee, and the form must include all of the following:

1. the specific name of the club
2. a statement of the club's purpose, goals, and activities
3. a statement of the club's categorization, which shall be obtained from the application for authorization of a club (see B. Application - item 6.)
4. a tentative schedule of the club activities with dates, times, and places specified
5. personal costs associated with the club, if any
6. the name of the sponsor, or supervisor who is responsible for the club
7. any additional information considered important for the students and parents to know. The consent shall include an activity disclosure statement containing the following information

M. Participation

1. To participate in a club, a student must be currently registered and enrolled at PHHS.
2. Persons who are not either registered, enrolled students, or school personnel shall not be allowed access to clubs to direct, conduct, control, or regularly attend club meetings.
3. All guests must be registered with the PHHS office.

N. Club Use of School Facilities

1. Club meetings shall take place during non-instructional time.
2. Consistent with such procedures, regulations, or guidelines as established and from time to time modified by the Administration, the PHHS Principal or designee, in conjunction with the facility scheduling office, shall determine which school facilities may be used and when they are available. PHHS may set the number of hours non-curricular clubs might use the school's facilities per month, provided that all non-curricular clubs are treated equally.



3. In assigning school facilities use, priority may be given to curriculum related clubs over non-curricular clubs.
4. PHHS may provide financial or other support to curricular clubs.
5. A preference or priority may not be given among non-curricular clubs.
6. PHHS shall only provide the space for non-curricular club meetings and may not spend public school funds for non-curricular clubs, except as required to provide meeting space and faculty oversight.
7. Consistent with such procedures, regulations, or guidelines as established and from time to time modified by the Administration, the PHHS principal or designee shall determine what access all student groups will be given to the school newspaper, school yearbook, bulletin boards and public address system and the time, place and manner of student group meetings, provided that all clubs of a given status shall be given equal access.
8. No student group shall be permitted to engage in or conduct group therapy, counseling, or other psychological services of the type provided by licensed professionals.

O. **Club Recognition**

Appropriate ways to recognize students and advertise in all club categories include the following:

1. announcements made over the PA system
2. bulletin boards or other specifically designated areas used for group advertisements
3. trophy cases that have been designated for clubs
4. school newspaper, newsletters, yearbooks, etc.
5. school marquee

P. **Non-Curricular**

1. Provided the Board maintains a limited open forum, with regard to non-curriculum related clubs, in addition to all other provisions of this policy, PHHS shall uniformly provide all of the below:
 - a. the club meeting is voluntary and student-initiated
 - b. there is no sponsorship (as defined in this policy) of the meeting by PHCS or by PHCS employees
 - c. employees of PHCS are present at religious meetings only in a non-participatory capacity
 - d. the meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school
 - e. persons other than club members and supervisors may not direct, conduct, control, or regularly attend club activities
2. The establishment of a limited open forum shall not limit the authority of PHHS, PHCS, or its agents or employees to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Q. **Non-Curricular Club Sponsored Activity**

Consistent with such procedures, regulations, or guidelines as established and from time to time modified by the Administration, non-curricular clubs wishing to sponsor an event where clubs from other high schools are invited to participate in competitions at their local high school must meet all the following requirements:



1. The non-curricular club must be well established with a minimum of a one-year charter.
2. The opposing non-curricular club must also be well established with a minimum of a one-year charter and/or represented through an association.
3. The activity is for competitions only and not practices.
4. The activity must be relative to the club's purpose as stated in their charter.
5. The local sponsoring club must be the primary participants.
6. The PHCS Facilities User Agreement process must be followed in advance of the competition event.
7. The event must be scheduled appropriately through PHCS and in communication with the PHHS principal or designee to be listed on the school's calendar.
8. Each club will be limited to facility access contingent on space availability.

R. **Review of Approval**

If the PHHS Principal designee determines that a club is participating in activities beyond the scope of its charter or is in violation of any law or policy, the PHHS Principal or designee may do any of the following:

1. Allow the charter to be modified to include the activities if they are in compliance with the law and policies.
2. Instruct the sponsor or supervisor not to allow similar violations in the future.
3. Suspend the club's authorization or school facilities use pending further corrective action as determined by the PHHS Principal or designee.
4. Terminate the club's authorization and dissolve the club.

S. **Revocation of Authorization**

1. A club which is found to have been in violation of the provisions of its charter or to have been engaged in conduct which violates current Utah Codes, any other applicable law or regulation, or any PHCS or PHHS policy or regulation may be subject to charter suspension, revocation or other disciplinary action consistent with policies and procedures established and from time to time modified by the Administration.

2. **Hearings to Review Disciplinary Action**

Consistent with such procedures as established and from time to time modified by the Administration, the PHHS Principal or designee shall in writing issue a determination with reasons for the disciplinary action taken with regard to a club.