

1 **Charlo School District**

2  
3 **STUDENTS**

3550

page 1 of 3

4  
5 Student Clubs

6  
7 The Board recognizes that student clubs are a helpful resource for schools and supports their  
8 formation. Student clubs must complete an application process. The Superintendent or designee  
9 is delegated the authority to approve or deny club applications.

10  
11 Curricular Student Clubs

12  
13 The Board of Trustees authorize the administration to approve and recognize curricular student  
14 clubs or organizations in a manner consistent with this policy and administrative procedure.  
15 Curricular Student clubs are those approved student clubs that directly relate to the body of  
16 courses offered by the school. Curricular student clubs that are recognized by the District are  
17 permitted to use District facilities, use the District's name, a District school's name, or a District  
18 school's team name or any logo attributable to the District, and raise and deposit funds with the  
19 District.

20  
21 In order for the administration to approve and recognize a curricular student club the group must  
22 submit an application to the building administrator containing the following:

- 23  
24 1. The organization's name and purpose.
- 25  
26 2. The portion of the curriculum that forms the basis of the club. The portion of the  
27 curriculum that forms the basis of the club or the course offered at the school enhanced  
28 by the club's functions. This step is required for consideration as a curricular club.  
29 Applications that do not satisfy this step may be permitted to meet at the school as a non-  
30 curricular student group.
- 31  
32 3. The staff employee designated to serve as the group's advisor.
- 33  
34 4. The rules and procedures under which it operates.
- 35  
36 5. A statement that the membership will adhere to applicable Board policies and  
37 administrative procedures.

38  
39 The administration will report to the Board when new curricular student clubs have been  
40 approved and recognized.

41  
42 Upon approval of a new curricular student club, the administration will notify the District clerk  
43 so the group may have any funds raised for its operations so designated in accordance with the  
44 District's financial practices.

Approved curricular student clubs will appear in the student handbook and other appropriate district publications. Advisors of new student clubs may be eligible for a stipend in accordance with applicable collective bargaining agreement provisions and available district resources. Approved curricular student clubs may also have limited access as designated by the administration to distribute messages through official communications of the district (e.g. intercom announcements, district newsletters, group emails, etc.).

### Non-Curricular Student Groups

Student-led and initiated groups of similar interests that do not meet the requirements to be an approved curricular student club as outlined in this policy shall be designated as noncurricular student groups. Noncurricular student groups include any student group that does not directly relate to the body of courses offered by the District but has a regular meeting schedule and established operational structure. District employees that are present at meetings in a supervisory capacity are not eligible for a stipend. Student meetings must be supervised by an adult. Employees or agents of the District that are present at student group meetings must only serve in a supervisory capacity.

The District approves a limited open forum, within the meaning of that term as defined U.S. Code § 4071, for non-curricular student groups to meet on school premises during non-instructional time. Noncurricular student groups wishing to conduct a meeting within this limited forum are subject to the following fair opportunity criteria, which shall be uniformly administered consistent with 20 U.S. Code § 4071:

1. All such meetings must be voluntary and student-initiated;
2. There shall be no sponsorship of the meeting by the District or its agents or employees;
3. Employees or agents of the District that are present at religious meetings must be only in a nonparticipatory capacity;
4. All meetings must not materially and substantially interfere with the orderly conduct of educational activities within the District; and
5. Nonschool persons may not direct, conduct, control, or regularly attend activities of the non-curricular student groups.

Meeting is defined as a gathering of a group of students for the purposes of discussing group beliefs or engaging in group operations. An event that does not meet this definition will be required to comply with the Community Use of District Facilities Policy and Procedure.

### Fundraising

Noncurricular student groups may post notice of gatherings in accordance with Policy 3222. Noncurricular student groups may be authorized by the **[Board or administration]** to have the name of the school to appear as part of their group's name. A logo attributable to the school or District, the District's name, or the school's team name or mascot may not be used by a

noncurricular group. The permission to post notice of gatherings or use the school name does not constitute sponsorship of the group by the District.

#### Informal Gatherings

Students are permitted to informally gather at the school in accordance with Policy 3233. Informal gatherings of students are not permitted to use the District's name, a District school's name, or a District school's team name or mascot, or any logo attributable to the District, and raise and deposit funds with the District. Informal student gatherings may not post notices or other materials in accordance with Policy 3222 but may request to post items in accordance with Policy 4331.

#### Financial Operations

All funds raised by recognized curricular student clubs are subject to applicable District policies regarding financial management. All funds raised by recognized curricular student clubs that are donated to the District become public funds when placed in a District account. All public funds must be monitored in accordance with state law. Deposits must be reviewed to ensure compliance with equity rules, amateur rules and appropriateness under district policy.

Funds spent by the District will be done in accordance with District purchase order policy and spending limits regardless of the source of the donation. All expenditures should be preapproved to ensure equity and auditing standards are met.

The administration is authorized to develop procedures to implement this policy.

Cross Reference:     2332 – Religion and Religious Activities  
                              3210 - Equal Education and Nondiscrimination  
                              3222 – Distribution and Posting Materials  
                              3233- Student Use of Buildings - Equal Access  
                              4331 – Use of School Property for Posting Notices

Legal Reference:     20 U.S. Code § 4071 - Denial of equal access prohibited  
                              Section 20-5-203, MCA – Secret Organization Prohibited

#### Policy History:

Adopted on: 12/19/19

Reviewed on:

Revised on: 8/17/21

## CHARLO SCHOOL DISTRICT STUDENT CLUB APPLICATION – POLICY 3550F

\_\_\_ This application is for a new club    \_\_\_ This application is to renew an existing club

This application is to request approval of a student club at \_\_\_\_\_ Public Schools. The application must be fully completed for the application to be considered. Incomplete or incorrectly prepared applications will not be considered. All applications will be considered in accordance with District Policy 3550 and District guidelines. Copies of the policy and guidelines can be obtained at: \_\_\_\_\_. Approved clubs that violate District Policy, Montana law or federal law are subject to suspension or termination.

### Step 1. General Club Information and Bylaws, Charter, or Statement of Purpose

Proposed Club Name: \_\_\_\_\_

Proposed Club Supervisor Name: \_\_\_\_\_

Faculty supervisors do not sponsor or participate in non-curricular clubs; however, an adult supervisor must be present.

### Step 2. Club's bylaws, charter, or statement of purpose.

Please attach any documents outlining the rules and procedures under which the club will operate. These documents may include but are not limited to bylaws, membership expectations, or a national charter. If the documents are not yet available, drafts may be attached, or a detailed statement of purpose can be provided until documents are available.

### Step 3. Basis for Curriculum Related Status *(For consideration as a curricular club. Groups that do not satisfy this step may be permitted to operate as a non-curricular student group.)*

To be approved as a curricular club, the club must be based upon an aspect of the school's curriculum or the functions of the club must enhance a course offered at the school. Please attach a description of why the proposed club should be designated as a curricular club providing specific facts supporting such status.

### Step 4. Time, frequency, location, and notice of anticipated club meetings and functions

Please attach a statement of the proposed use of school facilities, including at the specific areas or facilities of the school for which use is requested and the proposed nature of the use of those facilities. Attach or describe any examples of materials which the club plans to use to tell students about the club's existence or to invite students to join.

### Step 5. Submission and Acknowledgement

By signing this application form the students and advisor acknowledge that the club's members and operations will adhere to applicable Board policies and administrative procedures governing curricular clubs.

\_\_\_\_\_  
Requesting Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proposed Supervisor

\_\_\_\_\_  
Date

### FOR SCHOOL DISTRICT USE ONLY

Application Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as Curricular Club By: \_\_\_\_\_

Date: \_\_\_\_\_

Operating as Non-Curricular Student Group By: \_\_\_\_\_

Date: \_\_\_\_\_

### NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
*The administration will retain all records related to this application. The administration will report to the requesting students, advisor, and Board of Trustees when new curricular student clubs have been approved.*