



Guidelines for All School Sponsored Clubs/Organizations and Activities

Initiation of Club or Activity Planning:

1. Interest in beginning any club and/or organization must be student-initiated and not teacher-initiated.
2. The club must have a certified CCSD employee as the advisor/sponsor of the club.
3. Prior to initiation of a club, the appropriate "Club Application" form must be submitted to the Principal for approval and signature.
4. Clubs that are "attached" to activities that carry inherent risk are not allowed to actually sponsor or conduct activities or events, as they are created for the purpose to discuss and encourage outside participation. The activities of the club are limited to the discussion, study, and promotion of interest in the sport/hobby.
5. The club must have written by-laws that describe the election of officers, a mission statement that describes the purpose of the club and guides the activities of the club.
6. The club must have a description of planned activities for club members. Events that are deemed to be inappropriate for school activities or expose the School District or school to unnecessary risk or liabilities will not be approved.
7. Applications must be submitted to the Office of School Operations for final review, approval and/or denial.

Participation:

1. Student participation will be based on "opt-in" processes and parent permission must be granted prior to participation in all clubs/organizations and activities.
2. Schools may wish to limit participation in clubs/organizations and activities to upper grade level students to avoid any appearance of school endorsement.
3. Schools must recognize that club/organizations and activities are for students, not parents or staff.
4. School must assume the duty of ensuring that it does not appear to be endorsing or disapproving of a religion as part of the student-led formation of religious clubs and/or activities.
5. Participating students must be able to recognize and respect the constitutionally-based "right of religion" held by all students attending that school. As such, religious activities initiated within these clubs must be contained to club meetings or first gain prior approval from the Principal.
6. The Principal must approve soliciting for prospective members. If the school allows such solicitation, it must make sure that no proselytizing or religious message is part of the communication.

Supervision:

1. Schools must provide staff to supervise clubs and/or activities; in doing so staff can assist students with determining the structure/timing/location of club meetings or activities. Within these functions, the Supervisor will endeavor to assume a passive, non-participatory role during meetings.
2. Supervisors will annually sign-off that completion of training/review of club guidelines has occurred.
3. Supervisors will not participate in the substantive discussions during meetings and/or activities.
4. Supervisors must clearly delineate their roles related to supervision of religious-based, interest-initiated clubs and/or activities from their roles/responsibilities as classroom teachers within the School District by making a disclaimer explaining that by serving as a sponsor they are acting as a private citizen, and that they are not representing the School District.

Club Meetings:

1. Club meetings and/or activities must not occur during, or as a part of, the formal (instructional) school day (as is the same for all other clubs).
2. Club meetings and/or activities can be scheduled based on student input or may be scheduled by following the school's regular schedule of club days (if applicable).
3. The meeting schedule for the club will be clearly defined and posted for members, parents, and staff (weekly, monthly and location). Notification of parents is an important requirement for all club applications.
4. Students and parents can recruit motivational/inspirational speakers; however, all speakers must be pre-approved by the club's Supervisor and the Principal.
5. Motivational/inspirational speakers can be required to link presentation(s) to school initiatives (i.e., character education, red ribbon week, etc.).
6. Information about clubs or meeting dates and times through announcements or electronic media (website, twitter, etc.) must have Principal approval and disclaimer regarding school sponsorship and/or endorsement.

Supervisor's Signature

Date of Review