



INSTRUCTIONS FOR STUDENT CLUB

THIS APPLICATION IS TO REQUEST APPROVAL/RENEWAL OF A STUDENT CLUB AT _____ SCHOOL. THE APPLICATION MUST BE FULLY COMPLETED FOR THE APPLICATION TO BE CONSIDERED.

PLEASE NOTE: All applications are reviewed in accordance with Policy JJAB-Student Clubs. Policy JJAB-Student clubs is available at policy.canyonsdistrict.org

1. Application Information

Applicant Name: _____
 Role of Applicant will hold in proposed club: _____
 School: _____
 Recommended Club Name: _____
 Faculty sponsor, monitor or supervisor: _____
 Signature of faculty sponsor, monitor or supervisor: _____

signature

2. Please provide a statement of the club’s purposes, goals, and activities:

3. What type of club are you applying for:

- Secondary School Curricular Club Non-Curricular Club

“curricular club”: a club that is school sponsored and that may receive leadership, direction, and support from the school or district beyond providing a meeting place during noninstructional time.

“secondary school curricular club”: a club whose subject matter is taught or will soon be taught in a regular course; whose subject matter concerns the body of courses as a whole; in which participation is required for a particular ; or in which participation results in academic credit.”

“non-curricular club”: a student initiated group that may be authorized and allowed school building use during noninstructional time in secondary schools by a school and governing board in accordance with the provisions of state law. A noncurricular 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.



4. PLEASE INDICATE THE CATEGORY OF THE CLUB: (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> athletic | <input type="checkbox"/> science | <input type="checkbox"/> religious |
| <input type="checkbox"/> business/economic | <input type="checkbox"/> gaming | <input type="checkbox"/> art/music/performance |
| <input type="checkbox"/> agriculture | <input type="checkbox"/> community service | <input type="checkbox"/> other |

5. PROPOSED MEETING TIMES, DATES, PLACES, INCLUDING USE OF SCHOOL FACILITIES:

6. PLEASE INDICATE A MINIMUM NUMBER OF SEVEN (7) STUDENT MEMBERS:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | |

7. STUDENTS MAY NOT PARTICIPATE IN OR ATTEND MEETINGS OF THE CLUB UNLESS THE STUDENT HAS PROVIDED WRITTEN PERMISSION FROM PARENT/GUARDIAN.

8. THE _____ CLUB AGREES TO COMPLY WITH THE PROVISIONS OF POLICY—JJAB—STUDENT CLUB POLICY, THE UTAH STUDENT CLUBS ACT AND ALL OTHER APPLICABLE LAW, RULES, POLICIES.

- Attach to this form, a budget showing the amount and source of any funding provided or to be provided to the club and its proposed use.
- If your club will require prospective members to try out, please attach to this form an outline of the club's try out criteria. Try-outs may not require activities that violate Policy JJAB—Student Clubs, the Utah Student Clubs Act and all other applicable laws, rules, or policies.

AUTHORIZATION APPROVAL BY SCHOOL:

- Approved Limit/Denied Date _____

School Administrator: _____
Print name
Signature



SECTION J: POLICY—JJAB—STUDENT CLUBS (LIMITED OPEN FORUM)

	DISTRICT CODE: JJAB	ADOPTED: 6.18.13
	RESCINDS: N/A	ADOPTED:

BOARD POLICY

1. The Board of Education recognizes the need to provide guidance to schools regarding authorization of student curricular and non-curricular clubs as outlined in state law, 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 religious, political, philosophical or other content of the speech at such meeting.
2. The Board authorizes the Superintendent and the District Administration to develop administrative regulations consistent with this policy.

	DISTRICT CODE: JJAB—R	APPROVED: 6.18.13
--	---------------------------------	-----------------------------

ADMINISTRATIVE REGULATION—JJAB—R: (Limited Open Forum; Reservation of Right to Close Forum).

1. **Limited Open Forum:** Canyons School District maintains a “limited open forum” for school clubs at the secondary 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-curriculum related clubs to meet on school premises during non-instructional time.
2. **Reservation of Right to Close Forum:** The Board of Education reserves the right to create at any time a “closed forum” by refusing to allow all non-curriculum related clubs to use school property or to define or restrict the rights of all student clubs relative to access to facilities as long as such rules apply to all non-curriculum related clubs.

	DISTRICT CODE: JJAB—R-1	APPROVED: 6.18.13
--	-----------------------------------	-----------------------------

ADMINISTRATIVE REGULATION—JJAB—R-1: (Definitions).

For purposes of this policy, the following definitions apply:

1. **“Closed Forum”:** means the school district allows only curriculum related clubs.
2. **“Club”:** means any student organization that meets during non-instructional time.
3. **“Curricular club”:** means a club for which:
 - 3.1. the subject matter is taught or will soon be taught in a regular course;
 - 3.2. the subject matter concerns the body of courses as a whole;



- 3.3. participation is required for a particular course; or
- 3.4. participation results in academic credit.
4. **"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.
5. **"Limited Open Forum"**: A forum created by the school district for student expression within the constraints of freedom of speech by students, provided the conduct does not unreasonably interfere with the ability of school to maintain order and discipline or violate concepts of civility or propriety appropriate to a school setting.
6. **"Monitor"**: means the faculty member assigned to non-curricular clubs for custodial purposes, to provide support as necessary and to monitor activities to ensure compliance with applicable policies.
7. **"Non-curricular club"**: a student initiated group that may be authorized and allowed school facilities use during non-instructional time in grades 9-12 by the school and governing board in accordance with this policy. 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.
8. **"Non-instructional time"**: means time set aside by a school before instructional time begins or after instructional time ends, including discretionary time.
9. **"Sponsorship"**: includes the act of promoting, leading, or participating in a meeting. The assignment of teacher, administrator, or other school employee to a meeting for custodial purposes does not constitute sponsorship of the meeting.
10. **"Supervisor"**: means the faculty member assigned to a curricular club for custodial purposes, to provide supervision and sponsorship and to ensure compliance with applicable school policies.

DISTRICT CODE:
JJAB—R-2

APPROVED:
6.18.13

ADMINISTRATIVE REGULATION--JJAB—R-2: (Application and Club Authorization; Revocation)

1. **Club Application and Authorization:** An applicant seeking authorization of a club must submit an application between May 1 and October 1 for review and approval.
2. **Application for a club must include:**
 - 2.1. A recommended club name;
 - 2.2. A statement of the club's purpose, goals, and activities;
 - 2.3. A statement of the club categorization;
 - 2.4. Proposed meeting times, dates, and places, including proposed use of school facilities;
 - 2.5. A list of proposed minimum membership, seven (7) members;
 - 2.6. A restriction that a student may not participate in or attend club meetings unless student has provided written permission from parent or legal guardian.
 - 2.7. A statement that the club will apply with Policy—JJAB, the Utah Students Clubs Act, and all other applicable laws, rules, and policies; and



- 2.8. A budget showing the amount and source of any funding provided to the club and its proposed use.
- 2.9. In the event a proposed club requires prospective members to try-out, an outline of the club's tryout criteria must be included.
3. **Club Name Approval:** A school may provide for approval of a non-curricular club name separate from the application for authorization of a club.
 - 3.1. An applicant shall submit the club name for approval.
 - 3.2. The club's name shall reasonably reflect the club's purpose, goals, and activities; and be a name that would not interfere the school's ability to: 1) maintain order and discipline; 2) protect student and faculty safety, 3) conduct the school's education program; and 4) ensure compliance with all applicable laws, rules, and policies.
4. **Authorization Standard:** No application for a club shall be authorized unless the school principal or principal's designee determines the application complies with Policy—JJAB and the authorization of the club will not interfere with the schools ability to: 1) maintain order and discipline; 2) protect student and faculty safety; 3) conduct the school's education program; and 4) ensure compliance with all applicable laws, rules, and policies.

DISTRICT CODE:
JJAB—R-3

APPROVED:
6.18.13

ADMINISTRATIVE REGULATION—R—JJAB-R-3: (Appeals for Denial, Suspension, Termination)

1. **Limit or Denial of Club Authorization:** If a school or school governing board limits or denies authorization to a club, the school or school governing board shall provide, in writing, to the applicant the factual and legal basis for limitation or denial.
2. **Denial, Suspension, Termination:** If a club is denied, suspended, or terminated, a club, or a student desirous of participating or speaking, has 10 school days from the date of denial, suspension, or termination to file a written appeal to a designee authorized by the school governing board.
 - 2.1. The designee shall issue a determination within a reasonable amount of time from receipt of appeal. The decision is final and constitutes all administrative remedies unless time is extended by agreement of all parties.



DISTRICT CODE:
JJAB—R-4

APPROVED:
6.18.13

ADMINISTRATIVE REGULATION—R—JJAB-4: (Violations, Investigations, School Responses; Revocation)

Violation, Investigation, and School Responses:

1. A school shall investigate any report or allegation that an authorized curricular or non-curricular club is (1) participating in activities beyond the scope of its application, or in violation of applicable law, rule, or policy.
2. If a school principal or principal’s designee determines that a club is participating in activities beyond the scope of its application or in violation of law or policy, the principal or principal’s designee may:
 - 2.1. Allow the application to be modified to include the activities if they are in compliance with law and policies;
 - 2.2. Instruct the supervisor or monitor not to allow similar violations in the future;
 - 2.3. Suspend the club’s authorization pending further corrective action as determined by the school principal or principal’s designee; or
 - 2.4. Terminate the club’s authorization.
3. Any limitation on expression, practice, or conduct of any student, advisor, or guest in a meeting or a curricular or non-curricular club, or a limitation on school facilities use, shall be by the least restrictive means necessary to satisfy the school’s interest.
4. A club that has been terminated in accordance with 2.4 (above) may not reapply for authorization until the following school year.

Revocation:

1. A club found to have been in violation of provisions of the application or to have been in engaged in conduct which violates the Utah Student Clubs Act or other applicable laws or policies, may be subjected to revocation or other disciplinary action consistent with school policies.
2. Local secondary schools shall notify clubs of intent to pursue disciplinary action.
3. Hearing to review disciplinary action: The principal or principal’s designee shall in writing issue a determination with reasons for disciplinary action taken against a club.

DISTRICT CODE:
JJAB—R-5

APPROVED:
6.18.13

ADMINISTRATIVE REGULATION—R—JJAB-5: (Supervisor, Monitor; Participation, Parental Consent, Club Use of School Facilities)

1. **Supervisor or Monitor:** Each club must have a faculty supervisor or monitor approved by the school to provide oversight and ensure the methods of expression, practices, or other conduct of students do not unreasonably interfere with the ability to: 1) maintain order and discipline; 2) protect the safety of students and teachers; 3) conduct the education program; and 4) ensure compliance with applicable laws and policies.



- 1.1. No faculty supervisor or monitor shall be in attendance at any meeting off of school premises unless prior written approval has been obtained from the principal or principal's designee.
2. **Participation:** To participate in a school club, the student must be currently registered and enrolled at the school. 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 meetings. All guests must be registered with the school office.
3. **Parental Consent:** A school shall require written parental or guardian consent for student participation in all curricular and non-curricular clubs at school.
4. **Club Use of School Facilities:**
 - 4.1. Non-curricular club meetings shall take place during non-instructional time.
 - 4.2. The principal or principal's designee shall determine and assign school facilities use for curricular non-curricular clubs consistent with the needs of the school.
 - 4.3. The principal or principal's designee shall determine what access all student groups will be given to the school newspaper, 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.
 - 4.4. 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.

EXHIBITS

REFERENCES

U.C.A. 53A-11-1206
U.C.A 53A-13-101

FORMS

None

CANYONS BOARD OF EDUCATION

This online presentation is an electronic representation of the Canyons School District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9150 South 500 West Sandy, UT 84070.