

**[MANDATORY INSERT INTO STUDENT CLUB HANDBOOK]**

The school encourages students to pursue interests and clubs to reinforce the instructional program, give students experience in civics and government, and provide social and recreational activities. Student clubs also serve to honor outstanding student achievement and enhance school spirit and students' sense of belonging.

Student clubs may be formed and operated by students who are enrolled at intermediate schools (grades 7-8), high schools (grades 9-12), or educational centers in grades 7-12. All student clubs shall be approved by the school before it may conduct meetings or other activities on school premises and have access to school resources that the school may make available to student clubs. (20 USC §§ 4071 – 4074 (Equal Access Act); Education Code § 48930)

**A. Requirements for Formation and Renewal of Student Clubs.**

- 1. Formation of New Student Clubs.** The requirements stated below in this Subsection A.1 shall be effective for any new school club that seeks to form during the 2023 – 2024 school year or any school year thereafter. Student groups who wish to be considered for approval to form and operate a student club at the school shall petition for formation on or before October 1 during the school year in which the student club wishes to begin operating. The following shall apply to all new student clubs that seek to form during the 2023-24 school year or any school year thereafter:
  - a. Student Club Petition: Submit and receive the school’s approval of a completed Student Club Petition (including a proposed Constitution and budget in Step 2 of the review process set forth in the Student Club Petition). The Student Club Petition and Constitution shall be on the templates provided by the school. The budget shall comply with Standard Operating Procedure No. 5345 – ASB Budget Preparation for Secondary Schools.
  - b. Club Advisor: Have at least one staff who is currently employed and working at the school to serve in the capacity of a club advisor (Club Advisor). **At least 15 students who are currently enrolled at the school and in grades 7-8 for an intermediate school, 9-12 for a high school, and grades 7-12 for an educational center must be listed and signed the Student Club Petition before there can be a Club Advisor.**
  - c. Non-Similarity with Other Clubs. Not be similar to another student club that exists at the school.
- 2. Transition of Existing Student Clubs.** All student clubs that have been approved by the school before the 2023 – 2024 school year and that wish to continue to operate shall be transitioned to the new School Club Petition and Constitution templates in accordance with the requirements in Section A.1 above by no later than the end of the 2024 – 2025 school year.
- 3. Renewal of Existing Student Clubs.** Except as provided in Section A.2 above, existing student clubs that wish to renew and continue in operation shall petition for renewal each school year on or before October 1. Each renewal petition shall comply with the following:
  - a. Student Club Petition: Submit and receive the school’s approval of a completed Student Club Petition (including a budget and a copy of the existing Constitution). The Student Club Petition and Constitution shall be on the templates provided by the school. The

budget shall comply with Standard Operating Procedure No. 5345 – ASB Budget Preparation for Secondary Schools.

- b. Club Advisor: Have at least one staff who is currently employed and working at the school to serve in the capacity of a Club Advisor. **At least 15 students who are currently enrolled at the school and in grades 7-8 for an intermediate school, 9-12 for a high school, and grades 7-12 for an educational center must be listed and signed the Student Club Petition before there can be a Club Advisor.**

4. **Appeal.** If the school denies a Student Club Petition for formation, transition, or renewal, the student group may appeal the denial to the Assistant Superintendent for the area in which the school is located. The Assistant Superintendent’s decision is final.

## **B. Operation and Monitoring of Student Clubs.**

Starting with the 2023-24 school year, the following shall apply to all student clubs that exist and operate at the school:

1. Use of School Premises for Meetings. All student clubs at the school shall have equal access to conduct meetings, which includes student club activities, on school premises during noninstructional time without regard to their religious, political, philosophical, or other content of the speech at such meetings. (20 USC §§ 4071, 4072)

All meetings of a student club shall comply with the provisions of its Constitution. In addition, all meetings shall be voluntary and student-initiated. (20 USC § 4071) Non-school persons shall not direct, conduct, control, or regularly attend meetings of a student club. (20 USC § 4071)

School staff shall be present at student club meetings only in a non-participatory capacity. (20 USC § 4071) There shall be no sponsorship of the meeting by the school or staff. (20 USC § 4071) The term sponsorship means that school staff are promoting, leading, or participating in a meeting. (20 USC § 4071) The assignment of club advisor or other school employee to a meeting for custodial and supervision purposes shall not constitute sponsorship of the meeting. (20 USC § 4072)

Students using any school premises to conduct a student club meeting shall leave the meeting place in a clean, orderly, and secure condition after each use. The principal or designee may deny a student club the use of school premises for a meeting where the principal or designee determines that the meeting will materially or substantially interfere with the orderly conduct of education activities within the school. (20 USC § 4071)

2. Use of School Media. To the extent that the school makes one or more school media (such as the public address system, the school newspaper, bulletin boards, and school web site) available to student clubs, all student clubs shall have equal access to such media to announce student club meetings. However, the principal or designee may issue a disclaimer that such activities are not school-sponsored.
3. Role of School Staff: The school and school staff shall not (20 USC § 4071):
  - a. Influence the form or content of any prayer or other religious activity of a student club.
  - b. Require any person to participate in prayer or other religious activity;

- c. Expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
  - d. Compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
  - e. Sanction meetings that are otherwise unlawful;
  - f. Limit the rights of groups of students which are not of a specified numerical size; or
  - g. Abridge the constitutional rights of any person.
4. High Risk Activities/Field Trips: All field trips and high risks activities shall be approved by the principal or designee before they occur. High risks activities include, but are not limited to, activities or events where there is a high risk that students may sustain bodily injuries or be exposed to conditions, conduct, risks, or events that are hazardous or dangerous to students.
  5. Guest Speakers: All outside guest speakers shall be approved by the principal or designee.
  6. Maintenance of Order and Discipline. The school and school staff shall have the right to maintain order and discipline on school premises, protect the well-being of students and school staff, and assure that attendance of students at student club meetings are voluntary. (20 USC § 4071) Accordingly, the principal or designee may establish additional rules and procedures to govern student clubs at the school.

**D. Revocation of Student Clubs.**

The school may revoke a student club's approval to exist and operate as a student club if it violates its Constitution, Clovis Unified School District's board policies and administrative regulations, and/or school procedures and rules, including but not limited to, Board Policy No. 3452 governing fundraising events and student club funds, board policies regarding non-discrimination, and the rules and procedures set forth in the school's handbook regarding student clubs. Before revocation, school staff shall communicate with the student club regarding the violation(s) and provide the student club with an opportunity to cure the violation(s). If the violation(s) is/are not cured, the school shall have the right to revoke the student club's approval to exist and operate. Upon revocation, the student club shall not have access to school facilities and other resources that are available to approved student clubs at the school.

A student club may appeal a revocation to the Assistant Superintendent for the area in which the school is located. The Assistant Superintendent's decision is final.