

Book	Administrative Policies
Section	Section J: Students
Title	Student Organizations (Secondary Schools) Procedure
Code	JJA R
Status	Active
Adopted	May 19, 1994
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1. Any group seeking to meet on school premises during noninstructional time as a student organization shall submit a written application, using the common district-wide application (JJA E), to the principal or designee, for their review, evaluation and final determination. All applications must be submitted to the principal, or designee, no later than the final Friday of September of the current academic school year to begin meeting in the first semester, or the final Friday of February of the current academic school year, to begin meeting in the second semester. All student organizations not identified in subsection 2 below must reapply for approval each academic year after the initial year of approval and must submit the annual application on or before the final Friday of September. All applications must be fully complete prior to being reviewed and evaluated and shall include at least the following information:

- a. Name of the proposed organization.
- b. Name(s) of the proposed faculty sponsor(s).
- c. A general statement of the purposes and activities of the organization.
- d. A description of the qualifications for membership, if any.
- e. A statement that the organizing students have read, understood, and agree to comply with administrative policy JJA and all applicable school guidelines and rules.
- f. Application for curriculum-related student organizations shall include a clearly articulated statement that demonstrates how the content and activities of the proposed student organization will support the regular school curriculum. The application shall include specific reference to a course/s of the school's educational program which the organization is intended to supplement and a description of how the organization will serve as an extension of or adjunct to the curriculum.
- g. Applications for curriculum-related student organizations shall also include a description of the function of the staff advisor in the promotion, supervision, and leadership of the organization. (However, the principal or designee shall have final authority in determining who the staff advisor will be and what their role is.)

2. Certain school activities are considered to be a part of the school program and are not required to request recognition when operating under the direction of the principal. These include:

- School yearbook
- School newspaper
- Choirs and choruses
- Bands, orchestra, and related ensembles
- Forensics, radio, and thespians
- Plays and musicals
- Pep/Spirit clubs and cheerleaders
- Student council

Vocational education clubs
National Honor Society
Athletics and intramurals
Formal grade-level class organizations (6th through 12th grades)
Substance abuse and substance counseling groups

3. The principal shall review the application and such other information as he or she considers appropriate and shall approve or disapprove of the organization within 15 school days after receipt of the application. The principal's decision shall specify whether or not the student organization is approved as a curriculum-related student organization, using the submitted district-wide application. An organization is directly curriculum related if one or more of the following apply:

- a. The subject matter of the organization is actually taught, or will soon be taught. The function of curriculum-related student organizations is to enhance the participants' educational experience and supplement the course curriculum within the educational program of the school, which the application will need to outline.
- b. If the content of the student organization is a regularly offered course;
- c. The subject matter of the organization concerns the body of courses as a whole;
- d. Participation in the organization is required for a particular course; or
- e. Participation in the organization results in academic credit.

The principal's decision shall be provided in writing, on the submitted District-wide application, and shall be given to the applicant. If the application is disapproved, the principal shall state the reasons for disapproval in the decision, on the submitted District-wide application.

4. The applicant may appeal the principal's decision to the superintendent of schools or designee by written appeal submitted to the superintendent within ten school days after receipt of the principal's decision. The written appeal shall state the reasons for the appeal and shall enclose copies of the application and the principal's decision. The superintendent or designee shall review the appeal and give a written decision within 15 school days after receipt of the appeal.

5. The principal may revoke approval of any student organization at any time upon his or her own initiative or on complaint by any student or staff member for good cause. Revocation may be appealed to the superintendent or designee within 10 days of receipt of such revocation.

6. At any time, the superintendent may review the approval of any student organization and revoke the same for good cause.

7. If, at items 4, 5 or 6 above, the applicant/student organization is not satisfied with the superintendent's decision, such decision may be appealed to the Board of Education within 10 days of receipt of a written decision.

Reviewed: September 5, 2002

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August 7, 2023

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