

District Sponsored Club and Non-District Student Group Procedures

The Equal Access Act ensures that noncurricular student groups are afforded the same access to public secondary school facilities as other, similarly situated student groups. The Act broadly provides that schools allowing at least one non-curriculum related student group may not deny comparable access to any other student group because of the “religious, political, philosophical, or other content of the speech at meetings”. The Act therefore prohibits schools from banning student-led groups because of the content of the speech at the groups’ meetings.

In order to be a District Sponsored Club or a Non-District Student Group the following procedures must be followed:

District Sponsored Clubs	Non-District Student Groups
Authorized school organizations for groups, clubs, and organizations that are educational in nature, and which otherwise meet the conditions set forth in School Board Policy 5840. Included in this group are student government and class sponsor clubs (e.g. Class of 2026).	Student groups, clubs and organizations, which are non-district sponsored and non-authorized school organizations that are not directly related to education, but which are related to matters that are social, political, ideological or otherwise related to personal interest, and which otherwise meet the conditions set forth in School Board Policy 5730.
Sponsor/Faculty Member	
Must obtain a sponsor. Sponsors may provide information from the co-curricular connection to the group.	Must obtain a faculty member that will provide supervision. Non-school persons are not permitted to sponsor, supervise, direct, conduct, control or regularly attend the meetings or activities. Personnel that are providing supervision are not permitted to promote, lead, or participate in the meeting. It is the expectation that student leaders are leading all clubs and groups in their roles as officers.
Annual Application	
Expected to complete the required paperwork annually to operate for the school year.	Expected to complete the required paperwork annually to operate for the school year.
Meeting Times	
The majority of meetings must be scheduled on the school campus at a time that does not	The majority of meetings must be scheduled on the school campus at a time that does not

interfere with the orderly conduct of instructional activities.	interfere with the orderly conduct of instructional activities.
Advertising in School	
All advertisements must be pre-approved by the administration. Additionally, advertisements may not be larger than 8 ½ x 14. Advertisements are to be posted only in those areas permitted by administration. Additionally, if this school allows announcements of meetings times, events, etc on the school campus (e.g. morning news, scrolling announcements) District Sponsored Clubs will have equal access to using these platforms.	All advertisements must be pre-approved by the administration. Additionally, advertisements may not be larger than 8 ½ x 14. Advertisements are to be posted only in those areas permitted by administration. Additionally, if this school allows announcements of meetings times, events, etc on the school campus (e.g. morning news, scrolling announcements) Non-District Student Groups will have equal access to using these platforms.
Activity Forms	
It is the responsibility of the club officers to submit any required activity forms 8 weeks in advance for any activity that they want to have on the school campus. Administration approval is needed before advertisement of the activity or event. Additionally, a Use of Facility Form may be required.	It is the responsibility of the club officers to submit any required activity forms 8 weeks in advance for any activity that they want to have on the school campus. Administration approval is needed before advertisement of the activity or event. Additionally, a Use of Facility Form may be required.
Use of Facilities Forms	
Any events that are planned on site must submit the proper activity paperwork and be approved before being advertised. May use the facility with administrative approval. This would be required for after-school use of the building.	Any events that are planned on site must submit the proper activity paperwork and be approved before being advertised. May use the facility with administrative approval. This would be required for after-school use of the building.
Guest Speakers	
Guest speakers are permitted if pre-approved by the administration. Additionally, these guests must follow the visitor procedures and check-in at the office. Required to have permission from the school for any off-campus event or activity. Requests must be submitted 8 weeks in advance.	Guest speakers are permitted if pre-approved by the administration. Additionally, these guests must follow the visitor procedures and check-in at the office. Events off site do not fall under the jurisdiction of school or district administration.

Use of School Name and Logo	
Permitted to use the School Board's, the District's, or the use of schools/district name or likeness (logo, mascot, photo, or other defining attributes of the school/district) in any event or advertising in relation to the group. The name of the District Sponsored Club may contain the School Board's, the District's, or the school's name or logo.	Not permitted to use the School Board's, the District's, or the use of schools/district name or likeness (logo, mascot, photo, or other defining attributes of the school/district) in any event or advertising in relation to the group. Neither may the name of the Non-District Student Group contain the School Board's, the District's, or the school's name or logo.
Fundraising	
All fundraising requires pre-approval by administration. A fundraising form must be completed for pre-approval to occur. A fundraising form must be completed. All funds maintained in a school's internal account for District Sponsored Clubs.	All fundraising requires pre-approval by administration. A fundraising form must be completed for pre-approval to occur. A fundraising form must be completed. Responsible for any funds the group collects. These funds are not the responsibility of the school or district. The faculty member should not be responsible for opening and maintaining accounts for the funds collected. Schools should not be placing orders or accepting deliveries. Additionally, use of the sales tax exemption is prohibited.
Equal Access	
Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's race, color, creed, religion, gender, national origin, disability, or social or economic status.	Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's race, color, creed, religion, gender, national origin, disability, or social or economic status.
Student Code of Conduct	
Students must abide by the guidelines, rules, and standards set forth in the Student Code of Conduct. A failure to do so will impact and may lead to a loss of privileges, which can include, but are not necessarily limited to privileges regarding extra-curricular, co-curricular, and other school-related or school-sponsored activities.	Students must abide by the guidelines, rules, and standards set forth in the Student Code of Conduct. A failure to do so will impact and may lead to a loss of privileges, which can include, but are not necessarily limited to privileges regarding extra-curricular, co-curricular, and other school-related or school-sponsored activities.

<p>Members may not engage in activities that cause a material and substantial disruption of the educational environment. When Clubs, Groups, or the members engage in such disruptive conduct, the Clubs and Groups may be subject to suspension or dismissal. Individual members may be subject to discipline in accordance with the Student Code of Conduct.</p> <p>The principal or designee may review extenuating circumstances resulting in a loss of privilege(s). The principal's decision is final.</p>	<p>Members may not engage in activities that cause a material and substantial disruption of the educational environment. When Clubs, Groups, or the members engage in such disruptive conduct, the Clubs and Groups may be subject to suspension or dismissal. Individual members may be subject to discipline in accordance with the Student Code of Conduct.</p> <p>The principal or designee may review extenuating circumstances resulting in a loss of privilege(s). The principal's decision is final.</p>
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