4.40.050-AD Student Clubs

Portland Public Schools believes that student clubs are an integral part of the educational program of the Portland school system.

All student clubs must apply to the school for recognition and are subject to the rules set forth in this Administrative Directive.

I. Definitions

(1) Clubs. Clubs are recognized student groups or organizations that may be curricular or non-curricular.

(2) Curriculum-related student clubs. Curriculum-related student clubs are an extension of and a supplement to the regular school curriculum. The subject matter of a curricular student club is actually taught or will soon be taught in a regularly offered class; or the subject matter of the club concerns the body of courses as a whole; or participation in the club is required for a particular course; or participation in the club results in academic credit. Examples: French Club, Constitution Team, Mathematics Club, Thespians.

(3) Non-curriculum-related student clubs. Secondary school students may form non-curriculum related student clubs. The fact that such clubs are permitted to conduct meetings on District premises shall not constitute District endorsement of the purposes of such clubs or the content of their meetings.

Non-curriculum student clubs may be identified as service, honorary or interest clubs.

(a) Service clubs. Clubs designed to provide a genuine function of service to the school and/or community. Such service activities should be more than just token undertakings or superficial justifications for the functioning of the club for social purposes. Examples: Key Club, Interact (Rotary), Students for Environmental Action, Second Wind.

(b) Honorary clubs. Clubs designed to grant membership to students of the basis of special achievement in attaining openly published standards in defined areas of school life. Examples: National Honor Society.

(c) Interest clubs. Clubs organized in any area which may offer valuable experiences supplementary to educational programs including but not limited to: International Culture Club, Chess Club, Gay/Straight Alliance, Multi-Cultural Council, Hispanic Club, and further examples listed below for political clubs, Religious clubs or sport clubs.

(d) Religious clubs. Interest clubs whose purpose is to promote religion, who espouse a specific religious point of view and/or are sponsored by or affiliated with community or national religious organizations. Examples: Youth for Christ, Young Muslim Association, B'nai Brith Youth Organization.

(e) Political clubs. Interest clubs which espouse and/or promote a particular political view point. Examples: Young Republicans, Young Democrats.

(f) Sport clubs. Interest clubs for student sports activities that are not official PIL sports. Examples: Ski Club, La Crosse Club, Rugby Club, Dragon Boat teams.

(4) Non-instructional time. Time during the school day not devoted to classroom instruction such as before school, after school (until the end of the school day) and lunch time.

(5) Supervision of student clubs. For the purposes of this Administrative Directive, supervision of a student club means advising and taking an active role in planning and implementing the activities of the club. All clubs with the exception of religious, political and sports clubs must have a staff supervisor. See Section V for more detail.

(6) Monitoring student clubs. For the purposes of this Administrative Directive, monitoring a student club means being present at meetings on school premises for the purpose of observation. Religious, political and sports clubs must have a

staff monitor. Monitors may not participate in, plan or implement the activities of the club that occur during the school day. Any participation by monitors in the activities of religious, political or sports clubs outside of the school day is at their own risk. See section V for more detail on monitoring.

II. Basic Requirements of Student Clubs

(1) Non-Discrimination. All student clubs shall operate according to democratic procedures and shall not discriminate on the basis of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation.

(2) Freedom of Assembly. Students may meet on school premises to express and espouse views in the exercise of their right of free expression under the Board Policy on freedom of expression on school premises. Board Policy 4.40.070-P

(3) Equal Access. The Equal Access Act, 20 USC § 4071, requires that public secondary schools grant equal access to student clubs wishing to meet for religious, political or philosophical purposes if the school allows other types of non-curriculum related student clubs to meet on school premises during non-instructional times. The District shall comply with the Equal Access Act and all laws that impact student clubs. All student clubs shall have the same opportunity to use school facilities regardless of religious, political, philosophical, or other content of the speech at such meetings.

(4) Compliance with Policies. All student clubs are subject to the rights and obligations of the District to maintain order and discipline on school premises; to abide by this Administrative Directive and all other applicable policies and rules; to protect the well-being of students and faculty; and assure that students attending these meetings are doing so voluntarily.

(5) Financial Obligations. When entering into any contract or financial obligation to a third party (including, but not limited to vendors for non-PPS facilities, supplies, equipment, transportation, uniforms, etc.), the student club shall make it clear to the third party that the club and not the affiliated school

is responsible for the obligation

III. Recognition of Student Clubs

(1) Applications Any student club seeking to meet on District premises as a recognized student club shall submit a written request to the building principal on a form approved by the principal. Applications shall include at least the following information:

(a) Name of the club;

(b) Name of the sponsoring adult club, or person, if any; for example the Rotary or Kiwanis;

(c) Names of the student officers and organizing students and other members;

(d) Name of the faculty supervisor or monitor;

(e) A general statement of the purpose of the club;

(f) For honorary clubs, a description of the standards of and qualifications for membership, if any;

(g) A statement that the organizing students have read, understood and agreed to comply with this Administrative Directive and all other applicable District policies, regulations and rules;

(h) A copy of the organization's Constitution, if any;

(i) A description of any ceremonial installation;

(j) A proposed schedule of meetings and activities;

(k) Applications for curriculum-related student clubs shall include a statement of the relation of the club to the regular school curriculum.

(2) Application Review

(a) The principal or designee shall review the application and other such information as considered appropriate and shall approve or disapprove the club's application for recognition.

(b) Recognition may be denied at the discretion of the principal for a variety of reasons, including but not limited to an inappropriate club purpose, as long as the denial is not for an unlawful reason.

(c) Recognition shall be denied to any club:

(A) Whose purpose, qualifications for membership or proposed activities are unlawful.

(B) Whose purpose, qualifications for membership, or proposed activities are indicative of a secret society. Secret societies of any kind and character, including fraternities and sororities, are contrary to state law and are prohibited. The Board authorizes the superintendent to suspend or expel any student who engages in the organization or maintenance of such clubs.

(C) That includes student members from more than one school.

(D) If, after a good-faith effort, an approved adult supervisor or monitor is not secured.

(E) For an incomplete or inaccurate application.

(3) Failure to Receive Recognition

(a) Any school club which fails to receive principal recognition shall disband within a 48-hour period after receiving notice from the principal.

(b) Any members of the disbanded club who continue to engage in club membership shall be subject to suspension or

expulsion.

(c) Parents of students participating in secret clubs, or clubs not recognized by the school, shall be notified in writing by the school principal that such participation is a violation and shall be discontinued.

(4) Appeal to the Area Director

(a) The applicant may appeal the principal's decision in writing to the Area Director within ten calendar days after receipt of the principal's decision. The written appeal shall state the reasons for the appeal and shall include copies of the application and the principal's decision. The Area Director shall issue a decision within 14 calendar days of receipt of an appropriate appeal application. The decision of the Area Director is final.

(5) Revocation of Recognition

(a) The principal may revoke recognition of any student club at any time for good cause, including but not limited to:

(A) Activity which is contrary to law.

(B) Activity which causes or threatens danger to public order, damage to school property or the health, safety or welfare of the students, staff or members of the public.

(C) Transformation into a multi-school club. (Note: Clubs from different schools may meet together under conditions stated in Section VI (5) of this directive.

(D) Failure to comply with all policies, regulations and rules of the District and school.

(b) The student club shall disband within a 48- hour period after receiving notice.

(c) Parents will be notified in writing when a club is disbanded.

(d) Students still engaging in club membership after notification shall be subject to suspension or expulsion.

(e) Revocation may be appealed following the same procedure as in paragraph 4 of this section.

IV. Membership

(1) All regularly- enrolled students from one school shall be eligible for membership in any interest or service club.

(2) Membership in honorary clubs may be limited by the criteria of the club, i.e. grade point average and/or classes taken, school grade level achieved.

(3) Graduates or dropped students shall not be permitted to retain club membership.

(4) In the event applications for a club exceed the predetermined membership, a waiting list will be established or a second club will be recognized.

(5) Club members may not be selected by vote of the membership.

(6) No installation ceremonies may be conducted that are not approved by the school, and no installation ceremonies may be conducted unless they are open to the school staff and the parents of electees. There can be no screening or trials of prospective members. There shall be no so-called ”hell night”, or “hell week”, or “hazing” initiation activities or activities that are humiliating, demeaning or unlawful.

V. Supervision or Monitoring

(1) All student clubs must have a staff person, approved by the building principal, responsible for monitoring or supervising each meeting and activity of the student club conducted on District premises during the school day.

(2) If the club is unable to find a staff person to serve as a monitor or supervisor, the principal or designee will make reasonable

efforts to obtain a staff person for such purposes.

(3) Religious, political and sports clubs must have a District monitor for meetings and activities conducted on District premises during the school day. (See Section I, Definitions, for the definition of monitoring.)

(4) Curricular clubs, interest clubs (excluding religious, political and sports clubs), honorary clubs and service clubs must have a District supervisor for meetings and activities conducted on District premises during the school day. (See Section I, Definitions, for the definition of honorary clubs, interest clubs, service clubs and supervision.)

(5) District employees who monitor religious, political or sports clubs shall attend meetings in a non-participatory capacity for the purpose of observation and may not influence the form or content of any religious, political or philosophical discussion or any activity; or promote or discourage such activities or participation in them by any student. Staff may not actively participate in religious or political clubs during the school day because such active involvement is prohibited under state and federal law. Staff may not actively participate in sports clubs during the school day because of the high risk created for the District if it appears we are sponsoring such activities.

(6) District employees who monitor religious, political or sports clubs and who choose to attend club activities outside of the school day do so at their own risk and expense.

(7) No school employee shall be compelled to attend a meeting of any student club if the content of the speech at such a meeting is contrary to the beliefs of the employee.

(8) Volunteers who assist with club planning and activities shall be subject to successful completion of criminal record background checks. See Administrative Directive 5.10.141-AD.

(9) Non-staff/non-District persons may not serve as supervisors or monitors and may not direct, conduct, control or regularly attend the meetings of student clubs held on school premises during the

school day. (See Section I, Definitions, for the definition of monitoring.)

VI. Meetings

(1) Curriculum-related clubs may meet during instructional or non-instructional time.

(2) Non-curricular clubs may meet during non-instructional times during the school day as long as the meetings do not interfere with the school program.

(3) Meetings of non-curricular clubs must be voluntary and student initiated.

(4) Meetings of clubs held after school hours are must be arranged through the Community Use of Buildings (CUB) process.

(5) Clubs from different schools may meet together if the staff supervisor or monitor of each club is present.

VII. Use of Media and Distribution of Materials

(1) All recognized student clubs may use school media (e.g., bulletin boards, public address systems, student newspapers) to announce their meetings and activities. The principal or designee shall determine what school media are available for use by all student clubs and make that information generally available to all clubs.

(2) Any materials prepared by or for a student club for distribution on District premises shall comply with the policies and regulations of the District relating to the dissemination of materials.

(3) Materials or media announcements of all non-curricular clubs, including Religious, political, or sport clubs, must include the following disclaimer: "**This material does not necessarily represent the views of Portland Public Schools or any of its individual schools**."

(4) Use of the school or District name to identify non-curricular clubs, including Religious, political, or sport clubs, must include the following disclaimer: "**The name of this club does not mean that the club represents the views of, or is sponsored by Portland Public Schools or any of its individual schools**."

VIII. Sport Clubs

(1) Because the activities of sport clubs may present high risk, the following conditions must be adhered to:

(a) Sports clubs may only be monitored by District employees. Because of the inherently high risk activities of sports clubs, District staff may not be involved in planning or implementation of club activities.

(b) Every sport club must have a non-District sponsor (example: Booster Club, parents, sports organization).

(c) Any interscholastic competition will be separate and distinct from the interscholastic athletic program of the District.

(d) Participants in sport clubs shall provide their own equipment for use in such activities.

(e) The sports club adult volunteers, including coaches, must submit to criminal background checks.

(f) Sports clubs should adhere to nationally recognized standards of safety for their sport.

(2) Any activity held after school hours on school property must be arranged through Community Use of Buildings (CUB) process.

(3) The club finances, administration, liability and risk management, will be the sole responsibility of the sports club sponsor. The sponsor is solely responsible for all activities that occur off school premises and/or outside of the regular school day.

(4) Notification to Parents

(a) The school principal or designee shall provide written notice to the sports clubs at the time of recognition and then yearly to parents in the school newsletter and opening of school packet that:

(A) The club activity is not endorsed or sponsored by Portland Public Schools.

(B) Participation in any activity of sports club that occurs outside the school day or off school premises is the sole responsibility of the student, family and club sponsor and is not the responsibility of Portland Public Schools

(C) The club must use the Community Use of Buildings procedure for accessing grounds and facilities after school hours.

(D) The club adult volunteers, including coaches, must submit to criminal background checks.

(E) The club, not the school, is responsible for any financial obligations incurred as a result of entering into any contract or other obligation to a third party (including, but not limited to vendors for non-PPS facilities, supplies, equipment, transportation, uniforms, etc).

(F) Sports clubs should adhere to nationally recognized standards of safety for their sport.

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For official use only

Approved:

Superintendent

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Date