

SCHOOL CLUBS MODEL POLICY

I. Definitions

- A. Curricular club [Use definition from HB 236/53A-11-1202–note that these are different than your previous “supervised club, monitored club, etc.”]
- B. Noncurricular club [defined in HB 236/53A-11-1202]
- C. Instructional time [definition in HB 236/53A-11-1202–but define for your individual schools or your district if all schools are consistent]
- D. “Exempt groups” [see 53A-11-1204(2)–define for purposes of each school or the district.]

[Additional definitions as determined by the school/district such as “club,” “discretionary time,” “faculty supervisor/monitor”–some of these are somewhat defined in the law, but can be defined to the school’s advantage. I would avoid defining terms that are undefinable, such as “involving human sexuality.” Address problems with behavior when, and if, they occur.]

II. Application

- A. Application for curricular club (appropriate for grades K-12)
 - 1. Names of applicants–faculty members or students or both
 - 2. Club name
 - 3. Explain relationship/connection to the curriculum
 - 4. Statement of purpose
 - 5. Statement of goals
 - 6. Statement of (proposed) activities
 - 7. Statement of “type” of club (see 53A-11-1204(3)(c))
 - 8. Proposed budget
 - 9. Will try-outs be required? Times/places, if available
 - 10. Proposed meeting times, dates, places
 - 11. Will membership be extended to students who do not attend the school? If so, assurance as to additional parent consent requirement.
- B. Application for noncurricular club (only appropriate for grades 7-12)
 - 1. Names of applicants (minimum of 3)
 - 2. Club name
 - 3. Statement of purpose
 - 4. Statement of goals
 - 5. Statement of (proposed) activities
 - 6. Statement of “type” of club (see 53A-11-1205(3)(c))
 - 7. Proposed budget, including proposed source and use of funds
 - 8. Proposed meeting times, dates, places
 - 9. Will try-outs be required? Times/location, if available

10. Assurance that all materials distributed in club meetings will be delivered to school administration no later than 24 hours after each club meeting and parents who request may have opportunity to review materials.
11. Assurance that club membership will be limited to students who attend the school.

C. Set timelines for both club applications

D. Establish contact people and locations for picking up applications and turning them in; indicate if applications are available online.

III. Set standards for use of school buildings and resources by clubs

[include such items as:

- rooms, equipment, outside facilities that are available for use by the clubs;
- what clubs must do to schedule rooms;
- responsibilities that clubs have to maintain order and clean up after their meetings or activities;
- what activities or resources are available to clubs to recruit members and/or announce their meetings;
- access to school websites, directories, communication systems, yearbooks, etc.;
- any financial support from school available to which types of clubs;
- note 53A-11-1208 which further explains school involvement with certain clubs.]

IV. Establish standards for advisor selection and participation with clubs

A. Appointment and approval process and timeline for faculty advisor for all clubs

B. Establish faculty responsibilities and limitations [See 53A-11-1207]

V. Parent Consent

A. Written parent/guardian consent is required for all students participating in all clubs.

B. The attached parent consent form contains statutory requirements. Schools may use their own form with substantially similar language if an alternative consent form is desired.

C. An additional parental consent is required for students who DO NOT attend the school sponsoring the curricular club. That language could read as follows and requires a separate parent signature:

I acknowledge that _____ (student's name)
does not attend _____ (school) but
desires to participate in the _____ Club, a curricular
club. He/She has my permission to participate.

VI. Procedures for review of applications, including approval and denial

A. Timeline for review

1. Set fair and evenhanded dates for submission of applications
2. Set dates for approval or denial

B. If application is denied, written explanations must accompany denial including suggestions for rebutting denial.

1. Denial could also include denial of building use
2. Denial must be accompanied by factual and legal basis for denial

VII. Appeals

A. Identify reasons for appeal

1. Section 53A-11-1212(2) identifies "denied," "suspended", "terminated" club, "student desirous of participating or speaking" or complaining parent/guardian" as reasons for appeal.
2. Local board could offer additional persons appeal opportunity.

B. Identify timeline and designee for complaint or appeal

1. Section 53A-11-1212 (2) provides 10 days from action for an appeal (school/district could allow a longer—but not shorter—appeal time period)
2. School/district must identify designee to receive appeals/complaints
3. Appeal/complaint must be in writing
4. Designee has, per the law, "reasonable time" from receipt of appeal to respond (district/school may and should establish this reasonable time period.)
5. Decision by designee constitutes final administrative action (after which complaining party could take the matter to court.)
6. "A person directly affected by a decision" has a final appeal opportunity "to a person designated by the school governing board." (This could be the superintendent or possibly a committee of the local board of education could be a "person.")

CURRICULAR/NONCURRICULAR STUDENT CLUBS
PARENT CONSENT FORM

1. Student name: _____
2. Club name (filled out by school): _____
3. Club purpose (filled out by school): _____
4. Club goals (filled out by school): _____
5. Beginning and ending dates of club authorization (filled out by school):
 - Beginning: _____
 - Ending: _____
6. Tentative schedule of club activities (to extent known—filled out by school):
 - Dates: _____
 - Times: _____
 - Places: _____
7. Name of club supervisor/monitor/sponsor (filled out by school): _____

8. Costs to student/family, if any (filled out by school): _____
9. Other information, if any: _____

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

*Form shall be maintained at school by building principal/charter school director.

**Further information about the law that requires this form can be found in Utah Code
Section 53A-11-1201 through 12 14.