

Regulation 0546-10

Curriculum Clubs

Curriculum Clubs

Definitions:

1. "Advisor" means the faculty member working with curriculum or non-curriculum clubs to ensure the Club and participant's compliance with applicable state and federal rules and regulations, District Policy, Procedure and Administrative Regulations.
2. "Closed forum" means allowing only Curriculum Clubs.
3. "Club" means any student organization that meets during non-instructional time.
4. "Club Sports and High-Risk Activities/Organizations" refers to any activity whose subject or purposes are not encompassed within the definition of a curriculum club as outlined elsewhere in this document or addressed in Policy 503.80. Such clubs are initiated by students and are entirely independent of sponsorship, endorsement, or involvement in any capacity by the District, the Board of Trustees, or any District employees. The District bears no responsibility or liability for these organizations, and they are not covered under the District's insurance policy. Examples of such clubs include, but are not limited to, those that the District's insurer declines to insure or those that may lead to a rate increase if the District were associated with them, as well as activities presenting inherent risks that the District is unwilling to assume.
 - Examples of Clubs Sports and/or High-Risk Clubs include, but are not limited to: Boys Rugby, Boys Lacrosse, Mountain Biking, Hockey, Trap/Skeet Shooting, Archery, any racing involving an auto, an activity involving a trampoline or inflatable device.
 - Club Sports and High-Risk activities are also addressed in Policy 503.80.
5. "Curriculum Club" means a club:
 - Whose subject matter is taught in an approved District course or will soon be taught in an approved District course.

- Whose subject matter concerns the body of courses as a whole; or
 - That may receive leadership, direction, and support from the school and the District.
 - Categories of Curriculum Clubs (school-related):
 - Interest-based Curriculum Clubs
 - Examples of Interest-based curriculum clubs include, but are not limited to Physics, French, Art, etc.
 - Academic Clubs: clubs that have content ties to academic classes, but not an actual class.
 - Examples of academic clubs include, but are not limited to, Science Bowl, Battle of the Books, National Honor Society, Trio, etc..
6. “Limited open forum” means allowing both curriculum and lawful non-curriculum clubs.
7. “Non-curriculum club” means any club whose subject or purpose is not included in the definition of a curriculum club. Non-curriculum clubs are student initiated. Their meetings, ideas and activities are not sponsored or endorsed in any way by the District, the Board of Trustees, or any of the District's employees. The District does not assume liability for these clubs. A Non-Curriculum Club shall have a faculty Advisor without compromising the requirement that such a club is student initiated. The existence of a faculty Advisor for custodial purposes does not constitute the District's sponsorship for the Club, the Club's meetings, or the Club's activities.
8. “Non-instructional time” means time set aside by the school before or after scheduled classes or at lunch.

Application for Authorization for Curriculum Clubs

Authorization Process

- Curriculum clubs shall have a minimum of 10- student members for 24-25.
- Curriculum clubs shall have a minimum of 15 student members beginning in 25-26.
- Curriculum clubs shall have an advisor who is currently on staff at the school hosting the club for the school year.

Initial Submission

- Staff or students proposing curriculum clubs must initially submit a written application for authorization on the District Club Authorization Form no later than the second Monday in October to the school's main office addressed to the Student Council Advisor.

- The written application for authorization of curriculum clubs must include a club constitution.
 - The proposed club constitution shall include at least:
 1. Name of the Organization
 2. Curriculum club names, where applicable, will need to be consistent among schools. (i.e., Art, Physics, German, Snow club etc.) Purpose of the Organization
 3. Rules of the Organization
 4. Officers of the Organization
 - Officer Positions
 - Election Procedures
 - Responsibilities/Officer Duties
 5. Objective Membership Criteria
 6. Meeting Procedures and Process to Amend
 7. Letter award requirements if applicable
- The proposed club Bylaws shall include at least:
 1. Meeting times, dates, places, communication process and attendance requirements,
 2. Financial management fees, budget, etc. (must adhere to ASB policy and procedures)
 - Financial statement, prior year's expenditures.
 - All finances associated with any approved non-curriculum club must go through the school's bookkeeper and ASB account.
 - Curriculum clubs shall not have any outside bank accounts.
 3. Communication protocols
 4. Other Areas that may be addressed: Documentation of meeting minutes, Removal of Officers, Conflict Resolution, Dissolution of Assets, etc.
- A statement as to the identity and responsibilities of the staff advisor.
 - Note: A new initial submission must be completed when there is a new advisor
- If the club is affiliated with a national organization, indicate what rules, regulations, and bylaws will or will not be adopted by the national entity.

Annual Submission

- For Academic Clubs, the annual submission must include but is not limited to:
 - Updated officers
 - Updated Bylaws
 - Any changes to the previously submitted constitution.
 - Proposed budget along with a financial statement of the prior year's expenditures.
- All finances associated with any approved curriculum club must go through the school's bookkeeper and ASB account.
- Curriculum clubs shall not have any outside bank accounts.

Review of Application Process

Application Approval Process

- Applications will first be reviewed by the school's Student Council and Building Activities and Athletic Director. Upon the Activity and Athletic Director's approval, the application will be presented to the Building Administrator for approval.
- After approval from the Building Administration, the application shall be submitted to the District Office for consideration of final club approval through the Superintendent or designee.
- Final approval will be communicated to the Building Administration, Building Activities and Athletic Director and advisor.
- The club will be posted on the school's website.

Procedures for Reviewing Applications for Curriculum Clubs

- The review of applications for authorization of curriculum clubs occurs on a case-by-case basis.
- Before granting authorization, the administrator must find:
 - that the proposed club would meet the District's definition of curriculum club.
 - that the proposed club's purpose and activities comply with this policy.
- The building administration or designee may request additional information from the staff advisor, or from students proposing the club.

Purpose and Activities for Curriculum Clubs

- In deciding the purpose and activities of clubs, students should consider ways in which the club can be of service to the school or community. The building administration or designee shall deny authorization to any club if the administrator finds that its purpose or activities would:

- Violate the law, regulations or administrative rules or advocate such imminent violation of laws, regulations or administrative rules or involving presentations in violation of laws, regulations, or administrative rules or is contrary to the District's curriculum on sex education or privacy rights of individuals or families. This restriction does not apply to:
 - Appropriate discussions concerning the changing of laws, regulations or rules, or actions taken through appropriate channels or procedures to effectuate such changes.
 - Discussion as to sexual orientation includes such subjects as combating unfair treatment, prejudices, or stereotypes.
 - General discussions on sexually related topics.
- Harass or denigrate any person or advocate such imminent action.
- Intend to cause a person to fear to freely exercise or enjoy any right secured by the Constitution or laws of the United States or the state of Idaho or advocate such imminent action.
- Include any effort to engage in or conduct mental health therapy, medical services, counseling, or psychological services for which a license would be required.

OR

- The building administration or designee may request information and/or changes to a club's proposed purpose or activities which the administrator finds necessary to:
 - Prevent any material and/or substantial interference with the orderly operation of the school.
 - Protect the well-being of students and staff.
 - Ensure compliance with all applicable state and federal laws, rules, regulations, and policies.
 - Maintain order and discipline.
 - Protect the rights of parents and students.
 - Maintain boundaries of socially appropriate behavior.
 - Restrict activities harmful to the school's educational mission.

Granting or Denying Authorization

- The Building Administration or Building Activities or Athletic Director shall grant or deny preliminary authorization to proposed curriculum clubs whose applications are found to meet or not meet the requirements of this policy and administrative regulation prior to submitting application to the Superintendent or designee.
Authorized Curriculum Clubs
- **Staff Oversight** There must be a volunteer staff member for each curriculum club to provide oversight consistent with this policy and the needs of the school. If there is not a staff volunteer, the club may not exist. Staff advisors organize and direct the purpose and activities of the curriculum club and ensure compliance with the approved club constitution and bylaws and with all applicable laws, rules,

and policies of the District. - Staff who serve as advisors need to ensure this responsibility does not detract from or impede contract responsibilities. - Staff shall serve as advisors for one curricular club at a time. - Interest-based curriculum clubs are not to detract and/or impede the learning environment during instructional hours. - A staff volunteer must have at least one year's teaching experience before serving as a club advisor. - If a curricular club has building administration approval for an activity during school hours, activity leave may be taken. - All curriculum clubs must comply with the District's Policy 0901.20: Outside/Community Speakers - An outside/community speaker may attend on occasion to make presentations if approved in advance by the building administration through the District's approved form. - Non-school persons shall not direct, conduct, control, or regularly attend meetings or activities of clubs. - Policy 0503.70: Student: Tours/Excursions/Overnight Trips and administrative Regulations need to be followed. - See Activities & Athletics - Home (sharepoint.com) and click on the Student: Tours/Excursions/Overnight Trips link to access the forms. - If volunteers are used to assist with Curricular Clubs, the Volunteer Handbook needs to be reviewed along with completing and turning in the Volunteer Application, Volunteer Disclosure Statement, and - Volunteer Acknowledgment Statement to the school's main office to be kept on file. - Raptor needs to be used for the Volunteer after the forms have been completed, turned into the school's main office and prior to working with students.

- **Facilities** The building administration or designee will determine and assign facilities for curriculum clubs consistent with the facility availability and needs of the school. - The building administration may give priority to curriculum clubs over non-curriculum clubs. - The school may provide financial or other support to curriculum clubs. - To establish facility-use schedules and provide for custodial needs - each school may establish the non- instructional times during which curriculum clubs may meet (e.g. curriculum club meetings at Excellent High School will be scheduled between 2:30 and 6:00 PM Monday through Friday). Such shall be non- discriminatory, equally determined and with a goal towards providing the greatest flexibility and opportunity for all curriculum clubs to meet. - Each school may set the number of hours curricular clubs may meet per month, except that all curriculum clubs must be treated equally (e.g., up to no more than 4 hours of meetings per month may be scheduled for individual curriculum clubs).

- **Communications**

- Building administration shall determine what access curriculum clubs shall be given to the school social media, yearbook, bulletin boards, daily announcements, public address system, etc.
- All curriculum clubs must comply with the District's Policy 1001: School-Based Communications.
 - The designated mode of communication with students is "Remind."

- All curriculum clubs must comply with the District's Policy 1103: District and School Operation Social Media Policy.
 - Access to all curriculum clubs shall be equal and there shall be no discrimination between clubs in making any access or use determinations

- **Membership**

- Each student must meet all eligibility requirements including:
 - Academic (passing classes or no Fs)
 - Compliance with the District's student handbook regulations including but not limited to drugs, alcohol, attendance, bullying, harassment, etc.
 - Membership is limited to students who are currently enrolled in the school.
 - Students attending a school of choice may also participate in clubs at their boundary attendance school outside instructional time.
 - Parental notice/permission must be granted for the student to participate in the curriculum club(s). The District's approved program, "Aktivate", will be used.
- Membership in individual curriculum clubs is governed by the following guidelines:
 - Clubs may require that prospective members try out based on objective criteria outlined in the application materials.
 - Try-outs shall not require activities which violate laws, policies, or regulations of the State or District.
 - Membership may not be limited on the basis of race, religion, gender, ethnicity, national origin, disability, or any other state or federally recognized protected classification, may change or grow from time to time.

Compliance Concerns

The building administration or designee shall investigate any report or allegation that an authorized curriculum club is participating in activities beyond the scope of its constitution/bylaws, or is in violation of any applicable law, rule, regulation, or policy.

After meeting with the staff advisor and the students involved, the administrator may do any of the following: - Allow the original constitution or bylaws to be modified to include the activities if they are in compliance with the law, rules, regulations or policies. - Provide written notice to the advisor and students not to allow similar violations in the future. - Suspend the club's authorization pending further corrective action as determined by the administrator; or - Terminate the club's authorization.

Appeal of Decisions Affecting Curriculum Club

- Any student directly affected by a decision made under this policy may appeal the decision within 5 school days in writing to the Superintendent or designee.
- The final decision will be communicated to the student, staff advisor, and building administration.

Non-Curriculum Clubs

Definitions:

1. "Advisor" means the faculty member working with curriculum or non-curriculum clubs to ensure the Club and participant's compliance with applicable state and federal rules and regulations, District Policy, Procedure and Administrative Regulations.
2. "Closed forum" means allowing only Curriculum Clubs.
3. "Club" means any student organization that meets during non-instructional time.
4. "Club Sports and High-Risk Activities/Organizations" refers to any activity whose subject or purposes are not encompassed within the definition of a curriculum club as outlined elsewhere in this document or addressed in Policy 503.80. Such clubs are initiated by students and are entirely independent of sponsorship, endorsement, or involvement in any capacity by the District, the Board of Trustees, or any District employees. The District bears no responsibility or liability for these organizations, and they are not covered under the District's insurance policy. Examples of such clubs include, but are not limited to, those that the District's insurer declines to insure or those that may lead to a rate increase if the District were associated with them, as well as activities presenting inherent risks that the District is unwilling to assume.
 - Examples of Clubs Sports and/or High-Risk Clubs include, but are not limited to: Boys Rugby, Boys Lacrosse, Mountain Biking, Hockey, Trap/Skeet Shooting, Archery, any racing involving an auto, an activity involving a trampoline or inflatable device.
 - Club Sports and High-Risk activities are also addressed in Policy 503.80.
5. "Curriculum Club" means a club:
 - Whose subject matter is taught, in an approved District course, or will soon be taught in an approved District course.
 - Whose subject matter concerns the body of courses as a whole; or
 - That may receive leadership, direction, and support from the school and the District.

- Categories of Curriculum Clubs (school-related) - see Policy 503.20 AR(1) for examples.
 - Interest-based Curriculum Clubs
 - Academic Clubs
- 6. "Limited open forum" means allowing both curriculum and lawful non-curriculum clubs.
- 7. "Non-curriculum club" means any club whose subject or purpose is not included in the definition of a curriculum club. Non-curriculum clubs are student initiated. Their meetings, ideas and activities are not sponsored or endorsed in any way by the District, the Board of Trustees, or any of the District's employees. The District does not assume liability for these clubs. A Non-Curriculum Club shall have a faculty Advisor without compromising the requirement that such a club is student initiated. The existence of a faculty Advisor for custodial purposes does not constitute the District's sponsorship for the Club, the Club's meetings, or the Club's activities.
- 8. "Non-instructional time" means time set aside by the school before or after scheduled classes or at lunch.

Application for Authorization for Non-Curriculum Clubs

Annual Authorization

- Non-Curriculum clubs shall have a minimum of 10-student members for 24-25.
 - Non-Curriculum clubs shall have a minimum of 15 student members beginning in 25-26.
- Non-Curriculum clubs shall have an advisor who is currently on staff at the school hosting the club for the school year.
- The following list identifies the non-curriculum club categories by the District.
 - Examples of Non-Curriculum Clubs include, but are not limited to, Chess, Outdoor Adventure, Just Serve, Young Life, Fellowship of Christian Athletes, Dungeons and Dragons, Crochet, Knitting, etc.
 - Sports and similar athletic endeavors that are not affiliated with IHSAA are typically referred to as "club sports or club activities" are not considered "Non-Curricular Clubs" pursuant to this policy but rather are addressed separately under Policy 503.80.
- Students proposing non-curriculum clubs must submit a written application for authorization on the District Club Authorization Form no later than the second Monday in October to the school's main office addressed to the Student Council Advisor.
- The written application for authorization of non-curriculum clubs must include a club constitution:

- The proposed club constitution shall include at least:
 1. Name of the Organization -Non-curriculum club names, where applicable, will need to be consistent among schools. (i.e., Chess Club, E-Sports, Bowling, etc.)
 2. Purpose of the Organization
 3. Rules of the Organization
 4. Officers of the Organization
 - Responsibilities/Officer Duties
 - Election Procedures
 - Officer Positions
 5. Objective Membership Criteria
 6. Meeting Procedures and Process to Amend
 7. Letter award requirements if applicable
- The proposed club Bylaws shall include at least:
 1. Meeting times, dates, places, communication process and attendance requirements
 2. Financial management fees, budget, etc. (must adhere to ASB policy and procedures)
 - Financial statement, prior year's expenditures.
 - All finances associated with any approved non-curriculum club must go through the school's bookkeeper and ASB account.
 - Non-curriculum clubs shall not have any outside bank accounts.
 3. Communication protocols
 4. Other Areas that may be addressed: Documentation of meeting minutes, Removal of Officers, Conflict Resolution, Dissolution of Assets, etc.
- If the non-curriculum club is affiliated with a national organization, indicate what rules, regulations, and bylaws will or will not be adopted by the national entity.
- A statement as to the identity and responsibility of the staff advisor.
- Review and approval of a non-curricular club must occur on an annual basis.
- If a staff advisor chooses to discontinue association with the non-curricular club, no meetings of the non- curricular club may occur until such time as a new staff advisor has volunteered for the position and reviewed the club's approved application and is approved by building administration. If no new staff member is willing to assume this role, the club will discontinue operations.

Review of Applications

Application Approval Process

- Applications will first be reviewed by the school's Student Council and Building Activities and Athletic Director. Upon the Activity and Athletic Director's approval, the application will be presented to the Building Administrator for approval.
- After approval from the Building Administration, the application shall be submitted to the District Office for consideration of final club approval through the Superintendent or designee.
- Final approval will be communicated to the Building Administration, Building Activities and Athletic Director and advisor.
- The club will be posted on the school's website.

Procedures for Reviewing Applications for Non-Curriculum Clubs

- The review of applications for authorization of non-curriculum clubs occurs on a case-by-case basis.
- Before granting authorization, the administrator must find:
 - The proposed club's purpose and activities are lawful and comply with this policy.
 - The application otherwise complies with all other provisions and requirements of this policy.
 - The building administration or designee may request additional information from the students who are proposing the club.

Purpose and Activities of Non-Curriculum Clubs

- In deciding the purpose and activities of clubs, students should consider ways in which the club can be of service to the school or community. The building administrator or designee shall deny authorization to any club if its purpose or activities would:
 - Violate the law, regulation or administrative rules or advocate such imminent violation of laws, regulations or administrative rules or involving presentations in violation of law, regulations, or administrative rules or contrary to the District's curriculum on sex education or privacy rights of individuals or families. This restriction does not apply to:
 - General discussions on sexually related topics.
 - Discussion as to sexual orientation includes such subjects as combating unfair treatment, prejudices, or stereotypes.
 - Appropriate discussions concerning the changing of laws, regulations, or rules, or actions taken through appropriate channels or procedures to effectuate such changes.
 - Harass or denigrate any person or advocate such imminent action.

- Intend to cause a person to fear to freely exercise or enjoy any right secured by the Constitution or laws of the United States or the state of Idaho or advocate such imminent action.
- Include any effort to engage in or conduct mental health therapy, medical services, counseling, or psychological services for which a license would be required.

OR

- The building administration or designee may request information and/or changes to a club's proposed purpose or activities which the administrator finds necessary to:
 - Prevent any material and/or substantial interference with the orderly operation of the school.
 - Protect the well-being of students and staff.
 - Ensure compliance with all applicable state and federal laws, rules, regulations, and policies.
 - Maintain order and discipline.
 - Protect the rights of parents and students.
 - Maintain boundaries of socially appropriate behavior.
 - Restrict activities harmful to the school's educational mission.

Granting or Denying Authorization

The Building Administration or Building Activities or Athletic Director shall grant or deny preliminary authorization to proposed non-curriculum clubs whose applications are found to meet or not meet the requirements of this policy and administrative regulation prior to submitting application to the Superintendent or designee.

Authorized Non-Curriculum Clubs

- **Staff Oversight** There must be a volunteer staff member for the non-curriculum club to provide oversight consistent with this policy and the needs of the school. If there are not any staff volunteers, the club may not exist. - Staff advisors assist with organizing and directing the purpose and activities of the non-curriculum club and ensure compliance with the approved club constitution and bylaws and with all applicable laws, rules, and policies of the District. - Staff who serve as advisors need to ensure this responsibility does not detract from or impede contract responsibilities. - Staff shall serve as advisors for one non-curricular club at a time. - Clubs are not to detract and impede the learning environment during instructional hours. - A staff volunteer must have at least one year's teaching experience before serving as a club advisor. - A non-curricular club needs building administration approval for an activity during school hours. - All non-curriculum clubs must comply with the District's Policy: 0901.20 Outside/Community Speakers - An outside/community speaker may attend on occasion to make presentations if approved in advance by the building administration through the District's approved form. - Non-school persons shall not direct, conduct, control, or regularly attend meetings or activities of clubs. - Policy 0503.70: Student: Tours/Excursions/Overnight Trips and administrative Regulations must be

followed. - See Activities & Athletics - Home (sharepoint.com) and click on the Student: Tours/Excursions/Overnight Trips link to access the forms. - If volunteers are used to assist with Non-Curricular Clubs, the Volunteer Handbook needs to be reviewed along with the completing and turning in the Volunteer Application, Volunteer Disclosure Statement, and Volunteer Acknowledgment Statement to the school's main office to be kept on file. - Raptor must be used for the Volunteer after the forms have been completed, turned into the school's main office and prior to working with students.

- **Facilities** The building administrator or designee will determine and assign facilities for non-curriculum clubs consistent with the facility availability and facility needs of the school. - No preference or priority shall be given among non-curriculum clubs. All shall be treated the same and there shall be no discrimination between clubs in making such determinations. - The school shall provide only the space for non-curriculum club meetings. No other expenditure of public funds is authorized. - To establish facility-use schedules and provide for custodial needs, each school may establish the non- instructional times during which non-curriculum clubs may meet (e.g. Non-curriculum club meetings at Excellent High School will be scheduled between 2:30 and 6:00 PM Monday through Friday). Such shall be non-discriminatory, equally determined and with a goal of providing the greatest flexibility and opportunity for all non-curriculum clubs to meet. - Each school may set the number of hours non-curriculum clubs may meet per month, except that all non-curriculum clubs must be treated equally (i.e. Up to and no more than 4 hours of meetings per month may be scheduled for individual non-curriculum clubs).

Communications

- Building administration shall determine what access non-curriculum clubs shall be given to the school social media, yearbook, bulletin boards, daily announcements, public address system, etc.
- All non-curriculum clubs must comply with the District's Policy 1001: School-Based Communications.
 - The designated mode of communication with students is "Remind."
- All non-curriculum clubs must comply with the District's Policy 1103: District and School Operation Social Media Policy.
 - Access to all non-curriculum clubs shall be equal and there shall be no discrimination between clubs in making any such access or use determinations.
- **Membership**
 - Each student must meet all eligibility requirements including:
 - Academic (passing classes or no Fs)
 - Compliance with the District's student handbook regulations including but not limited to drugs, alcohol, attendance, bullying, and harassment.

- Membership is limited to members who are currently enrolled in the school.
- Students attending a school of choice may also participate in clubs at their boundary attendance school outside instructional time.
- Parental notice/permission must be granted for the student to participate in the non-curriculum club(s). The District's approved program, "Aktivate", will be used.
- Membership in individual non-curriculum clubs is governed by the following guidelines:
- Clubs may require that prospective members try out based on objective criteria outlined in the application materials.
- Try-outs shall not require activities which violate laws, policies, or regulations of the State or District.
- Membership may not be limited on the basis of race, religion, gender, ethnicity, national origin, or disability or any other state or federally recognized protected classification, as such, it may change or grow from time to time.

Compliance Concerns

- The building administration or designee shall investigate any report or allegation that an authorized non-curriculum club is participating in activities beyond the scope of its constitution and bylaws, or is in violation of any applicable law, rule, regulation, or policy.
- After meeting with the staff advisor and the students involved, the administrator may do any of the following:
 - Allow the original constitution, or bylaws to be modified to include the activities if they are in compliance with the law, rules, regulations or policies.
 - Provide written notice to the advisor and students not to allow similar violations in the future.
 - Suspend the club's authorization pending further corrective action as determined by the administrator; or
 - Terminate the club's authorization.

Appeal of Decisions Affecting Non-Curriculum Clubs

- Any student directly affected by a decision made under this policy may appeal the decision within 5 school days in writing to the Superintendent or Designee.
- The final decision will be communicated to the student, staff advisor, and building administration.

Co-Curricular Classes

- Co-curricular classes are defined as courses that have significant time and task requirements outside the school day.
 - Idaho High School Activities Association (IHSAA) sanctioned activities include, but are not limited to Debate and Speech, Drama, Music (band, choir, and orchestra), etc.
 - Student Council, AVID, Student Writing Center, and District approved Tutoring Centers, etc.
- “Advisor” means the certified teacher working with co-curricular classes to ensure the class and participant's compliance with applicable state and federal rules and regulations, District Policy, Procedure and Administrative Regulations.

Annual Submission

- For Co-Curricular Classes, the annual submission must include but is not limited to:
 - Updated officers
 - Updated Bylaws (if applicable)
 - Proposed budget along with a financial statement of the prior year's expenditures.
 - Letter award requirements *If applicable* (See Building Activities & Athletic Director for list of eligible clubs and activities)
- All finances associated with any approved co-curricular class must go through the school's bookkeeper and ASB account.
- Co-curricular classes shall not have any outside bank accounts.
 - The co-curricular class instructor must initially submit a written application for authorization on the District “Application for Co-Curricular Class Compliance Approval” Form no later than the second Monday in October to the school’s main office, addressed to the Student Council Advisor.

Approved Co-Curricular Activities

Teacher Oversight -Teachers organize and direct the purpose and activities of the co-curricular class and ensure compliance with the approved bylaws and with all applicable laws, rules, and policies of the District.

- All co-curricular classes must comply with the District's Policy 0901.20: Outside/Community Speakers.
- An outside/community speaker may attend on occasion to make presentations if approved in advance by the building administration through the District’s approved form.
- Non-school persons shall not direct, conduct, control, or regularly attend meetings or activities of co-curricular classes.

- If a co-curricular activity has building administration approval for an activity during school hours, activity leave may be taken.
- Policy 0503.70: Student: Tours/Excursions/Overnight Trips and administrative Regulations need to be followed.
 - See Activities & Athletics - Home (sharepoint.com) and click on the Student: Tours/Excursions/Overnight Trips link to access the forms.
- If volunteers are used to assist with Co-Curricular Classes, the Volunteer Handbook needs to be reviewed along with completing and turning in the Volunteer Application, Volunteer Disclosure Statement, and Volunteer Acknowledgment Statement to the school's main office to be kept on file.
 - Raptor needs to be used for the Volunteer after the forms have been completed, turned into the school's main office and prior to working with students.

Facilities

- The building administration or designee will determine and assign facilities for co-curriculum classes consistent with the facility availability and needs of the school.
- The building administration may give priority to co-curriculum classes, over clubs.
- To establish facility-use schedules and provide for custodial needs, each school may establish the non- instructional times during which co-curricular classes may meet. Such shall be non-discriminatory, equally determined and with a goal towards providing the greatest flexibility and opportunity for all co- curricular activities to meet.

Communications

- Building administration shall determine what access co-curricular classes shall be given to the school social media, yearbook, bulletin boards, daily announcements, public address system, etc.
- All co-curricular classes must comply with the District's Policy 1001: School-Based Communications.
 - The designated mode of communication with students is "Remind."
- All co-curricular classes must comply with the District's Policy 1103: District and School Operation Social Media Policy.
 - Access to all co-curricular classes shall be equal and there shall be no discrimination between clubs in making any access or use determinations.

Participation in Co-curricular Activities Beyond the School Day Each student must meet all eligibility requirements including.

- Compliance with the District's student handbook regulations including but not limited to drugs, alcohol, attendance, bullying, harassment, etc.
- Participation is limited to students who are currently enrolled in the class.

- For IHSA approved classes that require competition, reference the District's Activities and Athletic Handbook.
- Students who are participating in co-curricular activities that take place during the school day beyond the designated class period, must be passing all classes.
- Enrollment requirements for Co-curricular classes vary by class and are articulate in the board-approved course description book.
 - Try-outs shall not require activities which violate laws, policies, or regulations of the State or District.
 - Participants may not be limited on the basis of race, religion, gender, ethnicity, national origin, disability, or any other state or federally recognized protected classification, and may change or grow from time to time.

Compliance Concerns The building administration or designee shall investigate any report or allegation that an authorized co-curricular class is participating in activities beyond the scope of its bylaws, or is in violation of any applicable law, rule, regulation, or policy. After meeting with the teacher and the students involved, the building administrator may do any of the following:

- Allow the original bylaws to be modified to include the activities if they are in compliance with the law, rules, regulations or policies.
- Provide written notice to the teacher and students not to allow similar violations in the future.
- Suspend the co-curricular activities pending further corrective action as determined by the administrator; or
- Terminate or re-direct the co-curricular activity.

Career & Technical Student Organizations (CTSO)

Definitions:

- Career and Technical Student Organizations (CTSO) is defined as an organization to enhance student learning through contextual instruction, leadership and personal development, applied learning and real-world application.
 - CTSO work as an integral component of the classroom curriculum and instruction, building upon employability and career skills and concepts through the application and engagement of students in hands-on demonstrations and real life and/or work experiences through a Career and Technical Education (CTE) program.
 - CTSO helps guide students in developing a career path, a program of study and provide opportunities in gaining the skills and abilities needed to be successful in those careers through CTSO activities, programs and competitive events.
 - CTSO provide opportunities for students to hold leadership positions at the local, state, and national level and attend leadership development

conferences to network with other students as well as business and industry partners.

- “Advisor” is defined as a CTE certified instructor working with CTSOs to ensure the organization's and participant's compliance with applicable state and federal rules and regulations, District Policy, Procedure, and Administrative Regulations.

Authorization Process for CTSO :

- CTSO program quality is a direct reflection of the active involvement of students. With that premise in mind, it is recommended that each CTSO affiliates a minimum membership of ten (10) or more students on an annual basis.
- Advisor stipends are determined by the District negotiated agreement.
- Each CTSO shall have a CTE certified advisor currently on staff at the school hosting the organization.

Initial Submission:

- CTSO initial submission is tied to the CTE program and must be approved and recognized by the District’s CTE Department as well as the Idaho State Division of Career and Technical Education.
- The CTE instructor must initially submit a written request for authorization on the District “Application for CTSO Compliance Packet” Form no later than the second Monday in October to the West Ada CTE office.
- The initial submission must include but is not limited to:
 - List of officers
 - Bylaws
 - Constitution
 - Proposed budget

Annual Submission: One advisor from each chapter shall submit the following documents to the CTE Administrator or Director.

- The annual submission must include but is not limited to:
 - Updated officers
 - Updated bylaws
 - Any changes to the previously submitted constitution
 - Proposed budget along with a financial statement of the prior year's expenditures.

All finances associated with any approved CTSO must go through the school's bookkeeper and ASB account. CTSO are not permitted to initiate opening any financial accounts outside the school ASB process.

Teacher Oversight:

- Policy 0503.70: Student: Tours/Excursions/Overnight Trips and administrative Regulations need to be followed.
 - See Activities & Athletics - Home (sharepoint.com) and click on the Student: Tours/Excursions/Overnight Trips link to access the forms.
- If volunteers are used to assist with Co-Curricular Classes, the Volunteer Handbook needs to be reviewed along with completing and turning in the Volunteer Application, Volunteer Disclosure Statement, and Volunteer Acknowledgment Statement to the school's main office to be kept on file. -Raptor needs to be used for the Volunteer after the forms have been completed, turned into the school's main office and prior to working with students.

Compliance Concerns: The building administration, District CTE administration or designee shall investigate any report or allegation that an authorized CTSO is participating in activities beyond the scope of its bylaws or is in violation of any applicable law, rule, regulation, or policy. After meeting with the advisor and students involved, the administration may:

- Allow the original bylaws to be modified to include the activities if compliant with laws, rules, regulations, or policies.
 - Members found violating any applicable law, rule, regulation, or policy will be subject to the following:
 - Provide written notice to the advisor and student(s) not to allow similar violations in the future.
 - Depending on the severity of the violation, the student may be considered for removal from CTSO affiliation through administrative action.
 - Students are held accountable and expected to comply with the West Ada student handbook.
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