



# **SCHOOL-SPONSORED AND NON-SCHOOL-SPONSORED STUDENT CLUBS AND ORGANIZATIONS IN SECONDARY SCHOOLS**

## **PROCEDURE (INS-P051)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for considering requests regarding student clubs and organizations and student equal access.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Chief Academic Officer  
2.2 High School Director  
2.3 Middle School Director  
2.4 Middle and High School Principals

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Academic Officer

### **4.0 DEFINITIONS:**

- 4.1 Non-instructional time is defined as time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.
- 4.2 Secondary schools include CMCSS middle and high schools.
- 4.3 Sponsorship includes the act of promoting, leading, or participating in a meeting. The assignment of a teacher, administrator, or other school employee to a meeting for custodial purposes does not constitute sponsorship of the meeting.
- 4.4 Limited open forum means public property that CMCSS provides for its students as a place for expressive activity and for which CMCSS may impose reasonable, content-neutral time, place and manner restrictions
- 4.5 School sponsored means curricular (directly related to curriculum) and/or co-curricular (relevant, supportive, connected to curriculum). Examples include Spanish, FFA, FBLA, Speech, Drama, Student Government, Beta, NHS, etc.
- 4.6 Non-school sponsored means non-curricular (not directly related to curriculum). Examples include FCA, GSA, etc.

### **5.0 SCHOOL-SPONSORED CLUBS AND ORGANIZATIONS PROCEDURE:**

- 5.1 Requests for approval of school-sponsored student clubs/organizations not already sanctioned by school administration must be submitted in writing to the secondary school principal and must contain the following:
- The proposed name of the club/organization;



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- Written statement of mission and purpose and a copy of by-laws or constitution; and
  - Notification of any financial requirements associated with membership.
- 5.2 Principals of secondary schools, with cooperation from the faculty and student body representative(s), if applicable, shall approve/disapprove all requests within 20 school days for student clubs and organizations within the school.
- 5.2.1 Written approval is required from the principal prior to any club or organization meeting on school premises.
- 5.3 Per COM-G004, the use of school announcements, bulletin boards, and other approved forms of communication for school-sponsored student clubs and organizations is permitted.
- 5.4 School-sponsored clubs and organizations must have at least one CMCSS employee to serve as a sponsor. The sponsor must attend all meetings and activities and is responsible for the supervision of students in the club or organization.

### **6.0 NON-SCHOOL-SPONSORED CLUBS AND ORGANIZATIONS PROCEDURE:**

- 6.1 Requests for approval of non-school-sponsored student clubs/organizations must be submitted annually in writing to the secondary school principal and must contain the following:
- The proposed name of the club/organization;
  - Name and signature of employee monitor per 6.4.1 of this procedure;
  - Written statement of mission and purpose and a copy of by-laws or constitution; and
  - Notification of any financial requirements associated with membership.
- 6.2 Principals of secondary schools, with cooperation from the faculty and student body representative(s), if applicable, shall approve/disapprove all requests within 20 school days for student clubs and organizations within the school.
- 6.2.1 Written approval is required from the principal prior to any club or organization meeting on school premises.
- 6.3 Per COM-G004, the use of school announcements, bulletin boards, and other approved forms of communication for non-school-sponsored student clubs and organizations is permitted.
- 6.4 Students who wish to organize a non-school sponsored, student-led club or activity must meet and follow these requirements:



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- 6.4.1 The students must have written consent from parents/guardians to participate in organizing, as well as being a member, of an approved student-led club or activity;
  - 6.4.2 The students must recruit a CMCSS employee who voluntarily agrees to serve as a monitor of the group's activity which occurs on a CMCSS campus, with the understanding that:
    - 6.4.2.1 The CMCSS employee monitors shall not lead, coordinate, or be a participant in any activity of the student-led club; and
    - 6.4.2.2 CMCSS cannot provide a pay supplement to the school employee who is acting as a monitor of the club;
  - 6.4.3 The meeting/activity is voluntary and student-led;
  - 6.4.4 The activity will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled activities;
  - 6.4.5 There is no sponsorship of the meeting by the school, the government, or their respective employees;
  - 6.4.6 Non-school persons may not direct, conduct, control, or regularly attend the activities of the group; and
  - 6.4.7 The activity on a CMCSS campus must occur during non-instructional time.
- 6.5 No CMCSS funds shall be expended for any such activities beyond the incidental costs associated with providing meeting space and personnel to lock and unlock the room each day before and after the scheduled meeting time.

### **7.0 NOTICE TO PARENTS/LEGAL GUARDIANS**

- 7.1 Annually, each school shall notify the parents/legal guardian of all student clubs and organizations available to students attending the school by displaying such information in any school student handbook or other publication that contains the policies and procedures of the school which is distributed annually or updated annually on the school website.
  - 7.1.1 The list shall include (i) the names of the clubs and organizations, including any abbreviations or acronyms; (ii) the mission and purpose of the clubs and organizations; (iii) all financial requirements associated with membership in the club/organizations; and (iv) an explanation of how parents will receive form (INS-A067) to give their informed consent for any club or organization in which their student would like to participate. These forms will be provided to students by club sponsors or monitors.



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- 7.1.2 No school will permit a student to become a member or participate in any activities of a club/organization if the parent/legal guardian has not provided their consent using form INS-F167.

### **8.0 ASSOCIATED DOCUMENTS:**

Student Clubs and Organizations and Student Equal Access Policy (INS-A092)  
T.C.A. §49-6-1031  
T.C.A. §49-6-1801, *et seq.*  
T.C.A. §49-6-2904

### **9.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
INS-F167 - Permission Forms	School-level	Duration of student enrollment	Discard as needed	Locked filing cabinet or a secure electronic backup

### **10.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/22/22		Initial Release
7/24/23	A	Updated to reflect the state policy requirement that a student cannot be a member of a club or organization without parent or guardian consent.

**\* \* \* E n d   o f   P r o c e d u r e \* \* \***