

## Student Organizations

The district believes that student organizations are an integral part of the educational program of the Corvallis School District. All student groups must apply to the school for recognition and are subject to the rules set forth in this regulation.

### 1. Definitions

- a. A school sponsored curriculum-related student group is a student group or activity that is approved by the principal if the subject matter of the student group is actually taught or will soon be taught in a regularly offered class (e.g., German Club, Science Club, Math Club). These groups are an extension of and supplementary to the regular school curriculum.
- b. A school sponsored extracurricular student group is a student group or activity that is school-based but is not directly related to the curriculum. Extracurricular student groups may be identified as service, honorary, or special interest
  - (1) Service groups-groups designed to provide a genuine function or service to the school and/or community (e.g., Rotary, Kiwanis). Such service activities should be more than just token undertakings or superficial justifications for the functioning of the club for social purposes.
  - (2) Honorary groups-groups designed to grant membership to students on the basis of special achievement in attaining openly published standards in defined areas of school life (e.g., National Honor Society, Thespians).
  - (3) Special interest groups-voluntary student-organized groups that do not have a religious or political purpose that may offer valuable experiences supplementary to educational programs (e.g., Chess Club, Robotics).
- c. A Non-school sponsored student group is a student group or activity (e.g., Young Life, Destination ImagiNation) that is voluntary, student-organized, and may meet on school premises during non-instructional time. These groups are not sponsored, supported financially, or endorsed by the district and will not be supervised by district staff. All such groups will have a staff monitor at all activities on school property during school hours. Staff monitors participate in group activities at their own risk.
- d. Non-instructional time is time during the school day not devoted to classroom instruction such as before school, after school (until the end of the school work day), and lunch time.
- e. Supervision of student groups (Staff Advisor). For the purposes of this regulation, supervision of a student group means advising and taking an active role in planning and implementing the activities of a student group. All school sponsored student groups must have a staff advisor who fulfills this role. Duties also include but are not limited to attending all meetings, special events, and fund-raisers. If the fund-raising event is not approved by building principal, advisor should not participate.
- f. Monitoring of student groups (Staff Monitor). For the purposes of this regulation, monitoring a student group means being present at meetings on school premises for the purpose of observation. Non-school sponsored student groups must have a staff monitor when meeting on district property during school hours. Staff monitors do not participate in, plan, or implement

the activities of the group that occur during the school day. Staff monitors participate in group activities at their own risk.

- g. A staff member is an individual who receives a payroll check from the Corvallis School District.
- h. Non-staff monitors, non-staff advisors, and guests must complete the volunteer application process required by Board policy, including criminal background check. Guests at organization meetings (such as guest speakers) must successfully complete a criminal background check if participating in organization activities more than twice in one year.
- i. Volunteers who assist with group planning and activities shall be subject to successful completion of criminal record background checks according to Board policy.

Classified employees may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided. (See Board Policy IICC)

## 2. School Sponsored Student Groups

School sponsored student groups shall include both curriculum-related and extracurricular groups or activities. Curriculum-related and extracurricular student groups will be organized and supervised activities conducted under the auspices or sponsorship of the school. The activities will take place on district property or a location approved by the school and primarily will involve students in other than classroom situations. Student groups desiring status as a school sponsored group must apply for this status and be approved by the building principal. Such groups must have a staff advisor. School sponsored organizations may raise funds under the name of the school and must use student body accounts for group funds. Staff advisors of these groups participate, direct, and organize the group.

### a. Supervision of School Sponsored Student Organizations

All school-sponsored organizations shall be supervised by one or more staff advisors who may take an active role in planning and implementing the activities of the group. At least one staff advisor shall be present at all activities conducted by the student group. Such staff advisors may or may not be paid a stipend.

### b. Interscholastic Competition (OSAA), Performance, and Travel (School Sponsored Student Groups)

School sponsored student groups who have the opportunity to engage in competitions, performances, or other travel related to the group must obtain approval by the principal or designee according to Board Policy IICA-Field Trips and Special Events. At least one staff member with a current first aid card will accompany the field trip. This requirement may increase based on the number of students participating (one trained staff member for every 60 students). Should any student require the administration of medications of any type, then staff trained in administering those specific types of medications will accompany the trip. The student group must have a staff advisor who is accountable for the activity and who will:

- (1) Remain in attendance during the period of activity;
- (2) Maintain acceptable student behavior as described by the rules and regulations of the building and the district;

- (3) Comply with all rules and regulations affecting a staff member in the district;
- (4) Exercise reasonable and prudent behavior;
- (5) Notify parent and/or student's doctor in the event of an emergency. If the parent and/or student's doctor are unavailable, take the student to the nearest emergency hospital and notify the parents as soon as possible.
- (6) Complete Student Incident Report form if needed.

If a school sponsored student group is unable to obtain a staff advisor to accompany the group, then the school will not be able to sponsor the event in question.

### 3. Non-School Sponsored Student Groups

Non-school sponsored student groups means voluntary student-organized groups that may meet on school premises during non-instructional time pursuant to the provisions of the Equal Access Act and to the terms of this regulation. Such groups are not endorsed by the school. The school merely provides the groups an opportunity to use district facilities to meet and organize activities. Examples of such groups include religious and political student groups and those student groups who are not directly supervised by a staff advisor. The fact that such groups are permitted to conduct meetings on district premises shall not constitute school endorsement of the purposes of such groups or the content of any of their meetings. Permission to use school facilities must be arranged through the building principal.

The category of non-school sponsored student groups is not meant to include those groups referenced in Board Policy KG-Community Use of District Facilities.

Required financial, administrative, and insurance responsibilities for the non-school sponsored student group shall be the sole responsibility of the sponsoring organization and/or parent of the student participants.

#### a. Supervision of Non-School Sponsored Student Groups

Meetings of non-school sponsored student groups must be voluntary, student-initiated, and student-directed. Non-school persons may serve as advisors and may regularly attend the activities of such groups. A member of the school's staff (staff monitor) shall attend every meeting or activity of such group conducted on district premises during the school day to monitor activities. The group shall be responsible for obtaining a staff monitor for its meetings. Such monitors will be unpaid. School employees present at religious or political group meetings shall attend such meetings only in a non-participatory capacity.

#### b. Competition, Performance, and Travel (Non-School Sponsored Groups)

Students wishing to travel to competitions and/or other activities related to the purpose of the non-school sponsored group are permitted to do so. Students and their families will be responsible for notifying the school of any absence from school, which will be excused only as per state prescribed absence guidelines.

#### c. Use of School or District Name

Use of the school or district name to identify non-district sponsored groups must include the following disclaimer: "The name of this group does not mean that the group represents the views of, or is sponsored by the Corvallis School District or any of its individual schools."

#### 4. Basic Requirements of All Student Groups

- a. Non-discrimination – Student groups may not discriminate on the basis of age, citizenship, color, disability, national origin, parental or marital status, race, religion, sex, or sexual orientation<sup>1</sup>. The principal shall deny approval of any group whose purposes, qualifications for membership, or proposed activities are unlawful.
- b. Lawful purpose – Student groups and their members shall not engage in any activity that is contrary to law and shall comply with all policies, regulations, and rules of the district. Student groups and their members shall not engage in any activity that causes or threatens danger to public order, damage to school property, or damage to the health, safety, and welfare of any students, staff, or members of the public.
- c. Freedom of Assembly – Students may meet on school premises to express and espouse views in the exercise of their right of free expression under Board Policy IB-Freedom of Expression.
- d. Equal Access Act – The Equal Access Act, 20 USC 4071, requires that public secondary schools grant equal access to student groups wishing to meet for religious, political, or philosophical purposes if the school allows other types of non-curriculum-related student groups to meet on school premises during non-instructional times. The district shall comply with the Equal Access Act and all laws that impact student groups.
- e. Use of Facilities/Application for Recognition – Any student group seeking to meet on district premises as either a school sponsored or a non-school sponsored student group shall submit a written request to the building principal on a form approved by the principal. Curriculum-related student groups may meet during instructional or non-instructional time if approved by the principal. All other student groups, whether school sponsored or not, may meet on district premises during non-instructional time if approved by the principal. Applications shall include at least the following information:
  - (1) Name of the group;
  - (2) Application as school-sponsored or non-school-sponsored, with the principal designating the classification;
  - (3) Name of the sponsoring adult, club, or person, if any; e.g., Rotary or Kiwanis;
  - (4) The names of the student officers or organizing students and other members;
  - (5) Name of the staff advisor or monitor;
  - (6) A general statement of the purposes of the group;
  - (7) A description of the qualifications for membership, if any;
  - (8) A statement that the organizing students have read, understood, and agreed to comply with this regulation and all other applicable district policies, regulations, and rules;
  - (9) A copy of the group's constitution, if any;
  - (10) A proposed schedule and location of meetings and activities;
  - (11) Applications for curriculum-related student groups must include a statement of the relation of the club to the regular school curriculum.
- f. Review of Application – The building principal or designee shall review the application and such other information as the principal considers appropriate and shall approve or disapprove the group's application for use of school facilities.

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<sup>1</sup>“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated with the individual’s sex at birth.

If the application is not approved, the applicant may appeal the principal's decision to the superintendent or his/her designee within 10 working days from the date of the principal's written decision. The written appeal shall state the reasons for the appeal and shall include copies of the application and the principal's decision. The superintendent or his/her designee shall evaluate the application and provide a written decision within 10 working days after receiving the appeal. The decision of the superintendent is final.

- g. Revocation of Approval – The principal or superintendent may revoke recognition of any student group and the student group's approval to use school facilities at any time for good cause including, but not limited to violation of this regulation or any of the other policies, regulations, or rules of the district and may subject the students involved to appropriate discipline. Such revocation may be appealed as provided above.
- h. Disruption – Meetings and activities of student groups shall not be scheduled or conducted so as to materially and substantially interfere with order or educational activities within the district building. The building principal must be assured that there will be no substantial disruption as a result of this activity.
- i. Use of School Media and Distribution of Materials – All student groups may use school media (e.g., bulletin boards, public address systems, student newspapers) to announce their meetings and activities as determined by the principal. Any materials prepared by or for a student group for distribution on district premises shall comply with the policies and regulations of the district relating to the dissemination of materials. Each school should have written procedures for materials and poster review by the building administration and the district administration office. Posters that are approved should be stamped "approved." Advocacy posters may be displayed in a curriculum forum (e.g., social studies). However, both sides of the issue must be represented as per INB-Controversial Issues. Materials or media announcements related to non-sponsored student groups must include a disclaimer of school sponsorship or endorsement. All promotional material from non-school-sponsored activities must include the disclaimer: "The Corvallis School District does not sponsor this organization or its activities. The district assumes no liability for its contents or events arising out of this distribution."

#### 5. Inclement Weather Closures Related to Contests, Practices, Rehearsals, or Other Events

All contests, practices, rehearsals, and other events will be cancelled when school is cancelled due to transportation hazards caused by inclement weather. The superintendent may permit exceptions in consultation with the district facilities manager, transportation manager, and building principals. These exceptions may be made based on weather conditions, safe travel to and from school, and safe access to district facilities. Exceptions will apply to all, rather than individual schools.

Where there is inclement weather during the weekend, holidays, and non-school days, principals, in consultation with the superintendent, shall decide whether the facility shall close. If district transportation is involved, the transportation manager must be included in the principal's final decision. Exceptions occur based on changes in weather conditions and safe travel to and from school. When an exception is made, participation will be optional. The coach or advisor will not give participants sanctions if they are unable to attend these events. Cancellation of these events may be on a school-by-school basis.

## APPLICATION FORM FOR STATUS AS A STUDENT ORGANIZATION

Directions: Students seeking status as a club on campus must complete this form. Answer all questions completely and return to the Club's Advisor. Once complete, the form will be sent to the building principal for final approval.

1. Name of student organization \_\_\_\_\_
2. Name of the staff advisor or monitor \_\_\_\_\_
3. Type of student organization (see back page for definitions).  
School Sponsored                      Non-School Sponsored                      (circle one)
4. All school sponsored student organizations must have a staff advisor (read below).  
**Staff Advisor** – A CSD 509J employee who takes an active role in planning and implementing the activities of a student group. All school sponsored curriculum related student groups must have a staff advisor who fulfills this role. Duties also include but are not limited to attending all meetings, special events, and fund-raisers.  
Name of staff advisor \_\_\_\_\_
5. Non-school sponsored students organizations must have a staff monitor when meeting on district property during school hours (read below).  
**Staff Monitor** – A CSD 509J employee who is present at meetings on school premises for the purpose of observation. Non-school sponsored student groups must have a staff monitor when meeting on district property during school hours. Staff monitors do not participate in, plan, or implement the activities of the group that occur during the school day. Staff monitors participate in group activities at their own risk  
Name of staff monitor \_\_\_\_\_
6. Name of sponsoring adult, club, or person (e.g., Rotary) \_\_\_\_\_
7. Names of student officers or organizing students and other members \_\_\_\_\_  
\_\_\_\_\_
8. A general statement of the purposes of the group \_\_\_\_\_  
\_\_\_\_\_
9. A description of the qualifications for membership, if any: \_\_\_\_\_  
\_\_\_\_\_
10. A proposed schedule of meetings and activities, including locations \_\_\_\_\_  
\_\_\_\_\_
11. Applications for curriculum-related student groups must include a statement of the relation of the club to the regular school activity.
12. Please attach a copy of the group's constitution, if any.

**School Sponsored Student Organizations**

School sponsored student groups shall include either curriculum-related or extracurricular groups. Curriculum-related and extracurricular student groups will be organized and supervised activities conducted under the auspices or sponsorship of the school. The activities will take place on district property or a location approved by the district and will primarily involve students in other than classroom situations.

Student groups desiring status as a school sponsored group must apply for this status and be approved by the building principal. Such groups must have a staff advisor. School sponsored organizations may raise funds under the name of the school and may use student body accounts for group funds. Staff advisors of these groups may participate, direct, and organize the group.

**Curriculum-related** is a student group or activity that is school-based and supported by school sponsored curriculum or subject matter that is actually taught or will soon be taught in a regularly offered class (e.g. German Club, Science Club, Math Club). These groups are an extension of and supplement to the regular school curriculum.

**Extra-curricular** is a group or activity that is school-based but is not directly related to the curriculum. Extracurricular student groups may be identified as service, honorary, and special interest.

**Service groups-Groups** 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, (e.g., Rotary, Kiwanis).

**Honorary groups-Groups** designed to grant membership to students on the basis of special achievement in attaining openly published standards in defined areas of school life (e.g., National Honor Society).

**Special interest groups-Voluntary** student-organized groups that do not have a religious or political purpose that may offer valuable experiences supplementary to educational programs (e.g., Chess Club).

**Non-School Sponsored Student Organizations**

A student group or activity (Example: Young Life) that is voluntary, student-organized, and may meet on school premises during non-instructional time. These groups are not sponsored, supported financially, or endorsed by the district and will not be advised by district staff. School staff will, however, act as a monitor during all activities on school property during school hours. Staff monitors participate in group activities at their own risk.

**Students completing application must sign below.**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

**Contact information for club president(s)**

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone

By signing below, I indicate that I have read and understand my role as a Staff Advisor or Staff Monitor

\_\_\_\_\_  
Signature Date

Approved  Not Approved

\_\_\_\_\_  
Principal Signature Date