

Lake Pend Oreille School District #84



Sandpoint High School: Club Guidelines & Application Packet

Thank you for your desire to start a club at Sandpoint High School. Clubs are great ways to build friendships, get involved, and share your interests with others.

In order to insure the safety of everyone involved, the following guidelines must be followed to get your club approved.

1. Read the attached Applicable Laws and Policy on "School Clubs" sheet
2. Submit a club proposal to Student Council (see Mr. Martz). The proposal must be approved by Student Council and the Principal. The proposal must...
 - a. Be typed
 - b. Include the name that club will use
 - c. Include a paragraph describing the club's purpose
 - d. Describe who (students) will act as the club leadership
 - e. List times and locations of proposed meetings
 - f. Describe/list what activities will be carried out at these meetings
 - g. Describe/list any special meetings or trips the club may be planning
 - h. Describe what basic rules your club will have...
 - i. Who can join
 - ii. How does the leader get elected... when are elections
 - iii. What gets you in trouble or kicked out of the club
 - iv. Etc...
 - i. List who the adult/staff advisor will be
3. Your proposed club advisor must sign the advisor duties sheet and attach it to your proposal.
4. Your club advisor should keep the Applicable Laws and Policy on "School Clubs" sheet.
5. **TURN IN THE CLUB PROPOSAL WITH ADVISOR SHEET ATTACHED to SHS Student Council or SHS Administration.**

Applicable Laws and Policy on “School Clubs”

1. 1984 Federal “Equal Access Act”
 - a. Essentially, the Equal Access Act states that a public school receiving Federal monies, that has a limited open forum, must provide equal access to all student groups who wish to have meetings on the basis of the religion, politics, philosophy, or other content.
(U. S. Dept. of Justice, 2000)
 - b. Schools must uniformly provide that: “the meetings are voluntary and student initiated; there is no sponsorship of the meeting by the school, government, or its employees; that employees of the school/government are present at religious meetings only in a nonparticipatory capacity; the meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and persons not associated with the school may not direct, conduct, control, or regularly attend meetings or activities of these student groups.”
(U. S. Dept. of Justice, 2000)
2. LPOSD Board Policy 507.1BP
 - a. The topics/content of club’s and/or their meetings must not be unlawful or interfere with the orderly conduct of educational activities within the school, and that students wishing to form a club must provide a proposal to the principal, which states the purpose of the meeting(s), the time they wish to meet, and the location of the meeting(s)
3. LPOSD Administrative Procedure 507.10AP (main points)
 - a. When teachers extend instruction in their classrooms by scheduling field/activity trips away from the school setting, parents are to be notified by a written notice sent home with the students.
 - b. School District personnel will take all normal precautions to ensure student safety on all trips.
* Obtain Parent/Guardian's Consent for Field/Activity Trips Form from SHS office
 - c. After the field trip has been approved, transportation will be arranged through the transportation supervisor. Only District approved transportation shall be used on field trips.
 - d. Obtain from each student participating in the trip the LPOSD Field/Activity Trip Consent Form signed by the parents, unless the trip is a regularly scheduled curricular or extra-curricular activity.
 - e. Adult supervision must be adequate to ensure the safety and welfare of the students.
4. LPOSD Board Policy 506.1BP
 - a. District insurance will not cover student caused accidents. Therefore, encourage students to take advantage of the insurance plan available to students at a competitive price to provide medical coverage in case of injury at school. The plan is not compulsory, but it is encouraged.
5. LPOSD Insurance policy
 - a. The current LPOSD insurance policy covering LPOSD events will not cover activities related to water sports or rock-climbing. So, these activities may NOT be part of an SHS club.
6. SHS Fund Raiser Policy
 - a. A “Fund Raising Event Form” must be filled out and approved by SHS Student Council & SHS Administration BEFORE you hold the fundraiser. Form available from the office.
7. Club Extinction
 - a. Clubs will be considered extinct and deleted from SHS lists if there is no club activity for 1 calendar year. This means you lose access to club funds.
 - b. Clubs must hold a minimum of one meeting/event per semester to remain an active club with SHS.
 - c. If clubs are removed due to inactivity, they must resubmit this form to become active again.

Club Advisor Responsibilities Form

As the Club Advisor, you are acting as the responsible party for the group of students in your club. You must insure their physical and emotional safety as well as insuring that the LPOSD policies are followed. Please read the **Applicable Laws and Policy on "School Clubs"** carefully and keep it as a reference as your students meet and plan events.

The highlighted (brief list) policies are:

1. The topics/content of club's and/or their meetings must not be unlawful or interfere with the orderly conduct of educational activities.
2. Students wishing to form a club must provide a proposal to the principal, which states the purpose of the meeting(s), the time they wish to meet, and the location of the meeting(s).
3. Any trips must follow the guidelines of LPOSD field trip rules... Only District approved transportation shall be used on trips and LPOSD Field/Activity Trip Consent Forms must be signed by the parents.
4. District insurance will not cover student caused accidents (*for example: a student running down the hall twists their ankle*)... district insurance is for LPOSD/SHS liability for injuries.
5. District insurance will not allow water-sports or rock climbing activities.
6. Fundraisers must be approved by SHS Student Council and SHS administration prior to the fundraiser.

Club Name _____

Club Leaders _____ contact #'s _____
_____ contact #'s _____
_____ contact #'s _____

Staff Advisor (print) _____ contact #'s _____

As club advisor, I understand my roles and responsibilities. I also understand the applicable laws and policies that I must hold my club to. If club advisors change in the future, the new advisor must fill out a new advisor form.

Club Advisor Signature _____ Date _____

For StuCo & Admin use only:

Student Council Approval:

ASB Prez _____ Student Council Advisor _____ Date _____

Principal Approval:

Signed _____ Date _____