

JORDAN HIGH SCHOOL

Non-Curriculum Related Club/Organization Information

Procedure for Students Interested in Starting / Renewing a Club/Organization for the 2024-2025 SY:

- This application and these procedures apply to Fall 2024 for non-curricular clubs that wish to start the Fall of 2024. **This application must be submitted by Tuesday, April 30 before the end of school.**
- Gain the consent of a faculty member to monitor the club/organization. The proposed monitor must complete and return an *Employee Acceptance and Acknowledgment to Serve as Monitor Non-curriculum-Related Student Groups/Clubs* (page three of this document).
- Develop a constitution, charter, set of by-laws, and/or the organization's plan of operation (must be submitted with the application for approval to be given).
- All forms (*Application for Use of School Facilities by Non-curriculum-Related Student Groups/Clubs*, *Employee Acceptance and Acknowledgment to Serve as Monitor Non-curriculum-Related Student Groups/Clubs*; and a copy of the constitution, charter, set of by-laws, and/or the organizations plan of operation) must be returned to Derek Johnk in room 3201 by the deadline for final approval.
- If a club is approved, but deemed curricular, rather than non-curricular, that decision will be indicated in the final decision letter.
- **All existing non-curricular clubs must renew by April 30 to be active clubs for the 2024-2025 SY**

Non-curriculum clubs may not begin meeting until notification of approval has been given.

Requirements (In accordance with Katy ISD Board Policy FNAB and FNAB Regulation):

- The club/organization must be student-initiated and student-led.
- Each club/organization must have a monitor (faculty member), who must be present at all meetings and activities. Monitors are to serve in a non-participatory capacity, to maintain order and monitor student behavior.
- Non-school persons shall not direct, conduct, control, or regularly attend activities of student groups.
- Guests and/or outside speakers are not permitted at meetings of non-curriculum related groups or clubs.
- The faculty monitor, campus and District shall not be responsible for managing any fees, dues, or other funds. Non-curricular clubs cannot have a campus activity fund account. The faculty monitor will supervise students tasked with managing group funds if any.
- Meetings must be conducted during non-instructional time before or after school, approximately one-half hour before the start of the school day or one-half hour following the end of the school day.
- Attendance at meetings is voluntary, and all meetings/activities must be student-initiated and student-led. An attendance sheet shall be maintained for all meetings and kept on file with the monitor.
- Meetings must not interfere with the orderly conduct of educational activities within the school, and notice of meeting/activity dates and times should be scheduled in advance.
- Membership must be open to all students and must not discriminate in any manner, yet is restricted to students currently enrolled at and attending school at JHS.
- While on campus, students are expected to conduct themselves according to the standards established in the Katy ISD *Discipline Management Plan* and *Student Code of Conduct*.
- All publications and materials associated with the organization **must be approved prior to distribution** in accordance with District policy and Campus procedures. A disclaimer must be included in all letterheads, fliers, posters, or other communications that identify the group. Distribution of such materials must follow all policies, regulations, and procedures. See Derek Johnk in Room 3201 for details and before posting any promotional materials.
- The PA system may not be used during the instructional day to make announcements pertaining to non-curriculum club/organizations.
- Non-curriculum clubs/organizations must submit an application for renewal each school year.

Katy Independent School District
**Application for Use of School Facilities by
 Noncurriculum-Related Student Groups/
 Clubs School Year: 2020- 2021**

Name of Noncurriculum-Related Student Group/Club	Date of Application
Name of Initiating Student Applicant	
Name of Additional Initiating Student Applicant (if applicable)	
Name of Additional Initiating Student Applicant (if applicable)	
Purpose and Goals of Group/Club*	
Proposed Campus Professional Staff Member Monitor(s)**	Anticipated Number of Student Members:
Proposed Dates/Times	Proposed Location of Meetings

***Please attach a copy of the constitution / by-laws for the noncurriculum-related student group/ club. The club will not receive initial approval without those documents.** The club will not have full approval until the JHS club packet is submitted. (Separate document available after initial approval.)

A campus professional staff member cannot be forced to serve. If no campus professional staff member is willing to serve, the group cannot meet.

Student Acknowledgement

I (we) understand that the activities of the group/club described above will be governed by the District guidelines specified in the administrative regulation at FNAB and any additional campus guidelines imposed. I (we) understand that off-campus activities arranged by the noncurriculum-related student group do not fall under the jurisdiction of the school, and the monitor is not provided for off-campus activities. Furthermore, the school has no liability in relation to on- or off-campus activities. I (we) have read the guidelines and agree to abide by them at all times.

Student Applicant Signature	Date
Additional Student Applicant Signature (if applicable)	Date
Additional Student Applicant Signature (if applicable)	Date

FOR OFFICE USE ONLY	
Application Status: <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Approved Dates/Times <hr/> Approved Location
Approved Monitor(s)	
Campus Principal/Principal's Designee Signature	Date

Katy Independent School District

Employee Acceptance and Acknowledgment to Serve as Monitor Noncurriculum-Related Student Groups/Clubs

School Year – 20__ - 20__

Name of Noncurriculum-Related Student Group/Club
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Administrative Regulation FNAB provides that students may initiate a group or club under the limited open forum status to meet on campus. The group must be student-initiated, student-led. Establishment of a group under the limited open forum requires that a campus professional staff member serve as a monitor in order for the group to meet on campus.

As a campus professional staff member on the campus where the student-initiated group designated above plans to meet, it is my intention to serve as the monitor for the group. I have read the Administrative Regulation at FNAB and understand that as the monitor I must agree to the following:

- I must be present at all meetings and activities held on the campus by the group.
- I will ensure that an appropriate number of monitors based on the size of the group will be present for all meetings and activities held on the campus by the group.
- I will be responsible for maintaining order and student behavior at all meetings and activities held on the campus.
- I will be responsible for maintaining attendance sheets for each meeting.
- I will supervise the student(s) designated to control the group/club funds if any and ensure appropriate use.

As the monitor I understand that I may not help plan, advertise, or facilitate the group's meetings or activities held on the campus. I am aware that I am not to participate in any discussion and will abide by these restrictions. I also understand that my role as a monitor is limited to on-campus activities. (If I am an employee serving as a monitor for a group and also happen to be a parent of one of the members of the group, I understand that I must be careful to adhere to the responsibilities as a monitor while on campus and to separate my role as a monitor/employee if attending a function held off campus as a parent. I understand that there can be no perception that the group's off-campus activity is school-sponsored.)

My signature on this form is to verify my acceptance to serve as the monitor of the group named above and to acknowledge the responsibilities of the position of monitor. I understand that failure to fulfill the duties delegated to the monitor or by actively participating with the students in the group that I will forfeit the role and that the group may have to disband if another campus professional staff member cannot be found to monitor the group.

Employee Name	(Last)	(First)	(Middle)
Employee's Signature			Date

ORIGINAL: Principal
COPY: Teacher
Student Representative of Group

FNAB (R)(E) – B – Revised: 09-04-2007