

## **SCHOOL AUTHORIZED STUDENT GROUPS**

### **1. Scope**

These regulations are intended to implement Colorado Springs School District 11 Board of Education (the Board) Policy JJA (Student Organizations) and to assist Principals, students, staff, and the community in the management of school authorized student groups in all Colorado Springs School District 11 (the District) schools. The District interprets Policy JJA as creating at each secondary school in the District a “limited open forum” (within the meaning of the Equal Access Act) that encompasses all school authorized privileges. Therefore, subject to the limitations in Board Policy JJA and these regulations, all student groups at any secondary school in the District shall be given school authorized status and access to school authorized privileges on the same terms and conditions and without regard to any such group’s subject matter.

### **2. Definitions**

*Student group:* A student group is any group or activity in which District students participate and which is not part of a *school program* or a class offered for credit.

*School program:* A school program is any group or activity which is school initiated, school directed and school funded, and which is designed to advance the educational mission of the school, maintain order and discipline in the school or protect the well-being of students. Examples of school programs include CHSAA teams and school-run mentoring and/or academic programs. School programs are not subject to the provisions of Board Policy JJA or these regulations.

*School authorized student group:* A school authorized student group is a student group which has satisfied the following requirements for school authorization:

1. The group has registered with the Principal’s Office;
2. The group has agreed to comply with all applicable policies, regulations and rules established either by the Board or by the school administration, including, but not limited to, rules governing building use, the use of electronic communication and access resources (including electronic mail), student conduct, visitors, and student publications, and with all applicable laws;
3. A school staff or faculty member (or, with the permission of the principal or the principal’s designee, a District staff or faculty member) has agreed to serve as the group’s adviser (all school authorized student group advisers are eligible for stipends);
4. The group consists exclusively of current students of the District.
5. A majority of the group’s meetings are held at school during the regular school day; and

6. The group is not operated for individual financial gain or for advertising any commercial project or product.

*School authorized privileges:* Subject to the conditions set forth below, the following are *school authorized privileges*:

1. Use of school campus facilities for group meetings and activities;
2. Use of school communications facilities designated by the school to publicize group meetings or activities;
3. Use of the computer facilities at the school;
4. The opportunity to engage in fundraising activities;
5. The opportunity to maintain student group accounts with the District to support the group's fundraising and other activities;
6. The opportunity to use the school's name, logo or mascot's likeness in the group's name, and for purposes of advertising and promotion; and

In addition, each year all school authorized student groups registered prior to a date to be set by each school based on its yearbook deadlines shall be given the opportunity to be pictured in the school yearbook along with all other eligible school authorized student groups.

### **3. Registration of School Authorized Student Groups**

- A. To qualify as a school authorized student group, the student group must complete and submit to the Principal's office each year a school authorized student group registration form developed by the District.
- B. The Principal or the Principal's designee will review the application and determine whether to classify the group as a school authorized student group. The Principal or Principal's designee may request a meeting with the student applicants and/or staff adviser prior to reaching a decision.
- C. If a student group disagrees with the decision of the Principal or Principal's designee denying the student group's request for school authorized status, the student group may appeal that decision in writing within ten calendar days to the appropriate Executive Director of School Leadership.

### **4. Conditions Governing Access to School Authorized Privileges**

A student group must qualify as a school authorized student group in order to be given access to any school authorized privilege. All school authorized student groups shall be given access to school authorized privileges on the same terms and conditions, but no such group is guaranteed access to any specific school authorized privilege at any particular time. Because each school has only limited resources to devote to school authorized privileges, each school may establish rules or conditions consistent with Board Policy JJA and these regulations governing the allocation of such privileges among school authorized student groups. The following rules shall apply at all schools.

- A. With regard to use of school campus facilities for group meetings and activities:
- (1) The group's meetings and activities must be held during non-instructional time, but during the school's regular hours of operation, and must be supervised by the group's adviser or another staff member;
  - (2) The group must obtain permission from the group's adviser or the Principal or the Principal's designee and, if classroom space is used, from the staff member responsible for such classroom, prior to conducting the meeting or activity;
  - (3) The District and the school (including school programs and activities) will be given priority over school authorized student groups for purposes of scheduling use of school campus facilities; and
  - (4) The group must obtain approval from the principal or the principal's designee for additional supervisory support for large events pursuant to the school's rules.
- B. With regard to use of school computer facilities:
- (1) Members of school authorized student groups who utilize school computer facilities must sign a District Acceptable Use Agreement for Students; and
  - (2) The District and the school (including school programs and activities) will be given priority over school authorized student groups for purposes of scheduling use of school computer facilities.
- C. With regard to designated school bulletin boards and hallway walls:
- (1) School authorized student groups may post notices on any school bulletin board or hallway wall designated by the school for such use with the prior approval of the Principal or the Principal's designee or the group's adviser:
  - (2) All publications of school authorized student groups, including bulletin board or hallway wall postings, must comply with Board Policy JICE and Regulation JICE-R.
  - (3) The District and the school (including school programs and activities) will be given priority over school authorized student groups with regard to use of school bulletin boards and hallway walls.
- D. With regard to announcements over the public address system, school authorized student groups must comply with applicable procedures established by the school. The District and the school (including school programs and activities) will be given priority over school authorized student groups with regard to use of the public address system.
- E. With regard to fundraising, school authorized student groups must comply with applicable procedures established by the school.

- F. With regard to use of student group accounts, all funds in student group activity accounts must be utilized by the student group on or before June 30 of each year or such funds shall become the unrestricted property of the school or the District. If requested to do so in writing by the student group on or before May 1, the Principal or Principal's designee may, in his/her discretion, extend the June 30 deadline.
- G. Any use of a school's name and logo by a school authorized student group must first be approved by the principal or the principal's designee.

## 5. Limitations

As set forth in the Equal Access Act, nothing in these regulations shall be construed to limit the authority of the District or the school (or its agents or employees) to maintain order and discipline on school premises, to protect the well being of students and faculty, and to assure that attendance of students at meetings is voluntary. In addition, nothing in these regulations shall be construed to limit the authority of the District with respect to any expression characterized as school sponsored speech under applicable law. Finally, no student group shall be entitled to use any school authorized privilege in any manner that materially and substantially interferes with the orderly conduct of educational activities within the school or that is otherwise contrary to any Board policy or regulation, school rule, or law.

Adopted September 1972  
Revised February 8, 1984  
Revised August, 2005  
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Revised February 25, 2015

LEGAL REFS.: 20 U.S.C. §4071 *et. seq.*  
C.R.S. 22-1-117  
C.R.S. 22-1-118

CROSS REFS.: JIE, Distribution of Student Publications  
JJA, Student Organizations  
JJA-E, Request to Start a School Authorized Student Group