

PRINCETON

INDEPENDENT SCHOOL DISTRICT

Noncurriculum-Related Student Groups

Handbook

Revised 2014-2015

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PISD Noncurriculum-Related Student Groups Handbook

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POSITION STATEMENT

For purposes of the Equal Access Act, the District has established a limited open forum for secondary school students enrolled in the District. Each District secondary school campus (Grades 6 to 12) shall offer an opportunity for noncurriculum-related student groups to meet on school premises during noninstructional time. The District has not established a limited public forum for elementary school students (Grades PK-5) to meet as noncurriculum-related student groups on school premises during noninstructional time. [For student expression and use of school facilities for nonschool purposes, see FNAB (LOCAL) and FNAB (LEGAL)]

DEFINITIONS

If a District secondary school receives federal financial assistance and has a limited open forum, as defined below, it shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. See Equal Access Act *20 U.S.C. 4071(a)*

- A District secondary school has a limited open forum for purposes of the Equal Access Act whenever the school grants an offering to or an opportunity for one or more noncurriculum-related student groups to meet on school premises during noninstructional time. *20 U.S.C. 4071(b)*
- “Secondary school” means a public school that provides secondary education as determined by state law.
- “Meeting” includes those activities of student groups that are permitted under a school’s limited open forum and that are not directly related to the school curriculum.
- “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. *20 U.S.C. 4072(1), (3)–(4)*
- “Noncurriculum-related student group” means any student group that does not directly relate to the body of courses offered by the school.

GUIDELINES

Princeton ISD offers a fair opportunity for students to conduct meetings within its forum if it uniformly provides that:

- All student groups must comply with applicable state and federal laws, PISD Board Policies, and administrative regulations and guidelines.
- No public funds may be used for the operation of the meetings beyond the incidental cost of providing the space for the group to meet.
- Meetings and activities must be voluntary and student-initiated.
- Student groups may have formal and informal induction ceremonies for members, but hazing is prohibited.
- All activities of the student group must be conducted during noninstructional time.
- The meeting must not materially or substantially interfere with the orderly conduct of educational activities within the school.

- All activities of the student group, once formed, must be led by student members of the group.
- The meetings may not be directed, conducted, or controlled by people from outside the school such as pastors, parents, or representatives of other outside groups. Such persons may attend student meetings from time to time, but not on a regular basis. As with all visitors to any PISD school, they must report to the principal's office before attending any meeting or activity.
- The student group may not be sponsored or devised by a teacher or any other employee of the Princeton Independent School District. A district employee assigned to the school and supervised by the principal or his/her designee will, however, be a monitor of the activities of the student group using the following guidelines:
 - The primary purpose of the monitor is to be an observer of student activities and to safeguard the students and property of PISD.
 - The monitor must not promote, lead, participate in any activity, or establish the agenda of the group's activity.
 - The monitor may not participate in any decisions related to the student group, including fund raising activities.
 - The monitor must be a district employee assigned to the location where the meetings are held.
 - The monitor must be present at all meetings and activities.
 - The student group may not be advertised as a school sponsored activity. All announcements and printed material must include a disclaimer of school sponsorship or endorsement.

SPONSORSHIP

Noncurriculum-related student groups shall not be sponsored by the District and shall in no way imply to students or to the public that they are school-sponsored. All letterheads, flyers, posters, or other communications that identify the group shall contain the following disclaimer of such sponsorship:

This non-school activity/publication is not sponsored or endorsed by the Princeton Independent School District.

District personnel shall not promote, lead, or participate in the meetings of noncurriculum-related student groups.

The establishment of a limited open forum shall not authorize a school or the District to:

- Influence the form or content of any prayer or other religious activity.
- Require any person to participate in prayer or other religious activity.
- Compel any school agent or employee to attend a meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee.
- Sanction meetings that are otherwise unlawful.
- Limit the rights of groups of students that are not of a specified numerical size.
- Abridge the constitutional rights of any person. *20 U.S.C. 4071(d)*

PROCEDURES

Requests

To receive permission to meet on school premises during noninstructional time, interested students shall file a written request with the principal using the form provided by the District (*Princeton ISD Annual Facilities-Use Request Form for Non curricular-Related Student Groups*) The students making the request shall indicate that they have read and understand the policies and rules governing nonsponsored, noncurriculum-related student groups and that the group will abide by those rules.

Approval

The principal shall approve or reject the request within seven school days, subject to the availability of suitable meeting space and without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the group's meetings. Approval to meet as a nonsponsored, noncurriculum-related group shall be granted for one school year at a time, subject to the provisions of this policy. The student group must submit a new request form annually.

Meetings

The principal shall designate noninstructional time for meetings of nonsponsored, noncurriculum-related student groups and shall assign each approved group an appropriate location and time.

Employee Monitor

The principal shall assign a District employee to attend and monitor each student group meeting. Monitors shall be present at meetings and activities in a nonparticipatory capacity to maintain order and protect school property. No employee shall be required to monitor meetings at which the content of the speech would be objectionable to the employee.

ANNOUNCEMENTS AND PUBLICITY

All nonsponsored, noncurriculum-related student groups shall be given access on the same basis for making announcements and publicizing their meetings and activities, in accordance with guidelines developed by the Board. [For distribution of nonschool materials, see FNAA] All announcements and publicity shall contain the following disclaimer:

This non-school activity/publication is not sponsored or endorsed by the Princeton Independent School District.

VIOLATIONS

The establishment of a limited open forum shall not limit the authority of a school, the District, its agents, or its 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. *20 U.S.C. 4071(f)* The District retains authority to:

- ban unlawful groups
- restrict students' access to and expression of obscene or sexually explicit material
- ban or restrict groups that materially and substantially interfere with the orderly conduct of educational activities.

Failure of a student group to comply with applicable rules may result in loss of the right to meet on school premises. In addition, students who violate applicable rules are subject to disciplinary action in accordance with the Student Code of Conduct.

APPEALS

Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG (LOCAL).

ADDITIONAL INFORMATION

For further information on this or any program offered at Princeton ISD, please contact the following personnel:

Campus Principal (469) 952-5400

Dr. Jackie Hendricks, (469) 952-5400
Assistant Superintendent

Princeton ISD Annual Facilities-Use Request Form (Noncurriculum-Related Student Groups)

Pursuant to Board Policy FNAB (LOCAL), students requesting to use school facilities must file this completed form with the campus principal prior to meeting on school property for nonschool purposes. This form is to be completed annually or upon change in the student group's student representative or employee monitor.

Section A: For Office Use Only — *To be completed by office staff upon student filing.*

Date of Filing: _____	School Year: _____
Campus: _____	Principal: _____

Section B: Student Representative — *To be completed by founding student.*

Student Group Name:	_____
Student Representative:	_____
	Are you the founding student representative? <input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Number(s):	() - _____ ; () - _____
Student Officers & Titles: (if any)	_____ _____ _____
Desired Meeting Locations: (please list two preferences)	(1) _____ (2) _____
<i>I have read and agree to abide by the school facilities-use policies and rules for student groups. I understand that a violation of these rules by any member of this student group may result in revocation of individual or whole-group permission to use school facilities during non-instructional times.</i>	
Signature: _____ (Student Representative)	Date: _____

Section C: Employee Monitor — *To be completed by voluntary employee monitor.*

Employee Monitor Name: _____	
<i>I voluntarily agree to monitor this noncurriculum-related student group at its meetings and activities on school grounds. I understand that an employee monitor is to attend student meetings and activities in a non-participatory capacity and my role is to maintain order and protect District property.</i>	
Signature: _____ (Employee Monitor)	Date: _____

Section D: Principal — *To be completed by principal within 7 school days of filing date.*

The above student group meeting request is: <input type="checkbox"/> approved. <input type="checkbox"/> denied for failure to follow group rules, regulations, or procedures.	
Assigned meeting location (subject to availability): _____	
Signature: _____ (Principal)	Date: _____