

INSTRUCTION

School-Sponsored Student Clubs, Teams, and Organizations

- I. In accordance with School Board Policy 646 and the Virginia Code, all schools shall submit a list of currently approved and active student clubs, teams, and organizations by August 15 of each school year to their Level Associate Superintendent. All student teams and Virginia High School League (VHSL) sponsored teams, clubs, or organizations new to Prince William County Public Schools shall request approval for sponsorship by submitting the attachment to the appropriate Level Associate Superintendent. Some activities may require review and consideration for approval by the Superintendent's Staff.
- II. To obtain approval, school-sponsored groups shall:
 - A. Be supervised, directed, or otherwise sponsored by school personnel.
 - B. Allow only students enrolled at the school where group meets to regularly attend the group's meetings at the school. (Exception granted with principal's approval, based on the goals and mission of the group.)
 - C. Hold a majority of meetings at school, or on school grounds. Meetings shall occur only before classroom instruction begins or between the final bell and 6 p.m.
 - D. Follow democratic procedures for selection of members and conduct of meetings.
 - E. Maintain goals and conduct activities that are consistent with the goals, objectives, and educational mission of the Prince William County Public Schools.
 - F. May not have, as their primary purpose, or part of their purpose, the advocacy or endorsement of political, philosophical, or religious viewpoints.
 - G. Prohibit the display of insignia or symbols on school grounds or at school activities which are prohibited by or inconsistent with the policies and regulations of the Prince William County School Board or the Prince William County Public Schools "Code of Behavior" and submit all such insignia or symbols to the principal for approval by the appropriate Level Associate Superintendent.
 - H. Prohibit and refrain from engaging in hazing or mistreatment of students on or off school property.

- I. Refrain from activities or conduct which are unlawful or conflict with school-sponsored activities, have a negative impact on the operation of the School Division, or adversely affect the health and safety of students or staff.
 - J. Keep on file with the principal the bylaws/constitution and a current list of members and officers.
 - K. Collect and distribute funds according to the “Financial Guidelines Manual.”
 - L. Present all literature or materials intended for distribution on school property or at school functions to the principal for review and approval prior to such distribution.
- III. School-sponsored student clubs, teams, groups, and organizations shall be categorized in the following groups:
- A. VHSL school-sponsored clubs, teams, groups, and organizations are curriculum-related high school student organizations that support the goals, objectives, and educational mission of Prince William County Public Schools. These clubs, teams, groups, or organizations shall be formally approved as school-sponsored by the Prince William County School Board and shall follow the rules and regulations of the VHSL.
 - 1. Such clubs, teams, groups, or organizations are subject to all policies and regulations of the Prince William County School Board (including Policy 648 and Regulation 648-1), the Prince William County Public Schools “Code of Behavior,” and any rules or practices of the high school principal, activities director, or coach which implement policies or regulations governing the operation of clubs, teams, groups, and organizations or the conduct of its members. Sponsors are generally compensated for their responsibilities in administering and supervising these activities.
 - 2. VHSL school-sponsored clubs, teams, groups, and organizations are recognized through school publications and other media. Those athletic teams that are school-sponsored may wear uniforms bearing the name, emblem, motto, or logo of the team or their school.
 - B. Middle school-sponsored clubs, teams, groups, and organizations are curriculum-related student organizations that support the goals, objectives, and educational mission of the Prince William County Public Schools.

These clubs, teams, groups, or organizations shall be formally approved as school-sponsored by the Prince William County School Board and shall follow the rules and regulations of the Prince William County Middle School Interscholastic Handbook.

1. Such clubs, teams, groups, or organizations are subject to all policies and regulations of the Prince William County School Board (including Policy 648 and Regulation 648-1), the “Code of Behavior,” and any rules or practices of the school principal, activities director, or coach which implement policies or regulations governing the operation of the club, team, group, or organization or the conduct of its members. Sponsors are generally compensated for their responsibilities in administering and supervising these activities.
 2. Middle school clubs, teams, groups, and organizations are recognized through school publications and other media. School-sponsored athletic teams may wear uniforms bearing the name, emblem, motto, or logo of the team or of their school.
- C. School-sponsored, curriculum-related clubs, teams, groups, or organizations are student organizations that support the goals, objectives, and educational mission of Prince William County Public Schools and which provide opportunities for students to augment the learning activities of the classroom. Sponsors shall be compensated for their responsibilities in administering and supervising these activities and shall be approved by the principal.
1. Such clubs, teams, groups, and organizations are subject to all policies and regulations of the Prince William County School Board (including Policy 648 and Regulation 648-1) and the Prince William County Public Schools “Code of Behavior.”
 2. School-sponsored curriculum-related clubs, teams, groups, or organizations are recognized through school publications and other media.
- IV. School-sponsored student clubs, groups, or organizations shall have access on an equal basis with student-sponsored groups to the following resources of a school:
- A. Room space - Based on size of the group and first-come, first served;
 - B. Bulletin boards - With space allocated evenly between school-sponsored and non-school sponsored groups;

- C. Web page - Limited to time and place of meeting and contact person;
- D. Yearbook - For groups that have been active for at least one semester;
- E. School public address system - Limited to one announcement per week of the time and place of meeting. However, the principal may terminate public address usage for all student organizations, both school-sponsored and student-sponsored, if the cumulative effect of these announcements impacts the educational mission of the school; and
- F. Participation in Back-to-School Night and similar events held by the school.

The Associate Superintendent for Student and Professional Learning (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.

Registration of School-Sponsored Clubs, Teams, and Organizations

School: _____ Faculty Representative: _____

Name of Club, Team, or Organization:

1. Provide a brief description of the club, team, organization, or activity.

2. State the purpose of the club, team, or organization.

3. Identify the individuals who initiated the organization or formation of this club, team, or organization.

4. State the projected number of members and the grade level(s).

5. State the number of anticipated meetings per year and the frequency of such meetings.

6. Identify the location in which you would like to have your group meet.

7. Describe the number and type of activities that your club, team, or organization anticipates for the upcoming school year.

8. Attach a copy of the bylaws/constitution and list of officers and members.

Principal's Signature

Date

Level Associate Superintendent's Signature

Date