

RED BANK REGIONAL BOARD OF EDUCATION

District Procedure

Creating a Student Group or Club at Red Bank Regional High School

The Red Bank Regional Board of Education (“Board”) believes that the goals and objectives of this district are best achieved through a diversity of learning experiences, some of which are more appropriately conducted outside the regular instructional program of the school. Student Groups and Clubs will help develop leadership capabilities and organizational skills, will aid in the socialization of pupils, and will enable pupils to explore a wider range of individual interests than might be available.

The Board may make school facilities, supplies, and equipment available to support a Student Group or Club for pupils in grades nine through twelve. Student attendees of Student Groups or Clubs may assume all or part of the costs associated with the Student Group or Club. However, the Board emphasizes that there is a difference between Student Groups and Clubs.

Approval of Student Clubs will depend on the budgetary constraints of the District.

I. Creating a Student Group

Creating a Student Group is the initial step for creating a Board-approved Club at Red Bank Regional High School. Student Groups are required to have a faculty advisor and adult supervision at all times.

To initiate the creation of a Student Group, the students must submit a written application to the Principal or their designee. The application must include the group name, purpose, and identify a faculty advisor for adult supervision. Advisors to Student Groups are not compensated.

If approved, Student Groups will be allowed to meet and discuss topics relevant to the Student Group. However, the Student Group is not sanctioned by the Board and may not include Red Bank Regional or RBR in the student group name. Student Groups will not be allowed to fundraise and will not have a student activity account.

The approved group will submit the following to the Principal or their designee:

1. Create a mission statement;
2. Seek and admit members to the Student Group;
3. Set goals for the Student Group; and
4. Complete quarterly reports with meeting dates and times, topics discussed attendees/attendance.
5. Submit any material which the Group plans to use to solicit membership or to inform others of the Group’s existence

6. The Administration may request additional information from the faculty advisor, or students, outside of the information contained in the quarterly reports.

Student Groups will operate within procedures, policies, regulations, or guidelines as established by the Red Bank Regional Board of Education. Each Student Group shall:

1. Protect the physical, emotional, psychological, or moral well-being of students and faculty;
2. Maintain order and discipline on school premises or while operating as a group off school premises, and
3. Prevent material and substantial interference with the orderly conduct of the school's educational activity.

The Student Group must:

1. Continue to implement the goals created in Year 1 to determine if the Group is able to meet the Goals going forward and identify methods to make the goals more attainable;
2. Review its membership; and
3. Evaluate the Group's readiness for consideration of conversion to a Club;

After three years of existence (from Group approval) a Student Group may apply to the Board of Education for conversion to a Student Club.

The Board shall deny access to any club whose program and/or activities violate any New Jersey Statutes, Regulations, or any other applicable State or Federal law or regulation, or any District or School Policy or Regulation.

II. Application for Conversion of a Student Group to a Student Club

Implement the mission statement created in Year 1 (the Board acknowledges that the mission statement may be amended or revised over the course of Year 1 to Year 2);

Upon completing its third year as a Student Group, faculty members or students seeking authorization of a Club must submit an Application for Approval to the School Principal or their designee. The Application for Approval must include the following information:

1. Proposed club name;
2. Club charter;
3. A statement of the Club's purpose, goals, and activities;
4. The proposed name of a faculty member to act as advisor;
5. A statement of the Club's categorization, which shall be included in the parental consent, indicating all of the following that may apply:
 - a. athletic;
 - b. business/economic;
 - c. agricultural

- d. art/music/performance;
 - e. science;
 - f. gaming;
 - g. community service/social justice; and
 - h. other.
6. When the Club anticipates holding its regular meetings including times, dates, and places;
 7. Any material which the Club plans to use to solicit membership or to inform others of the Club's existence;
 8. A budget showing the amount and source of any funding provided or to be provided to the Club and its proposed use;
 9. Information as to how the money is anticipated to be spent; and
 10. Language that the Club is **not** pay-to-play (no membership fees.)
 11. The Board may also request additional information from the faculty advisor, or students.

III. Approval

The Board may approve the conversion from Student Group to Club based on a finding that the Student Group has abided by all the requirements set forth in this Procedure. Approval will depend on the budgetary constraints of the District. Approval requires that the Student Group submit an Application for Approval following the third year of the Student Group's existence.

No Club will be authorized by the Board unless the School Principal or the Principal's Designee determines that the Club complies with this Policy and that approval of the Club will not interfere with Red Bank Regional High School's ability to:

1. Protect the physical, emotional, psychological, or moral well-being of students and faculty;
2. maintain order and discipline on school premises, and
3. prevent material and substantial interference with the orderly conduct of the school's educational activity.

In all events, the Board will review applications to determine approval of the Student Group becoming a Club on a case-by-case basis. The Board will deny access to any club whose program and/or activities violate any New Jersey Statutes, Regulations, or any other applicable State or Federal law or regulation, or any District or School Policy or Regulation.

IV. Student Eligibility for Membership of a Group or Club:

Pupils may be informed of the Student Groups and Clubs available to them and of the eligibility standards established for participation in the Student Group or Club. Student Groups and Clubs shall be available to all pupils who voluntarily elect to participate.

To be eligible to participate in a Student Group or Club, the following requirements must be met:

1. The pupil must attend school in the District;
2. The pupil must have been present in school for a minimum of four hours on the day of a scheduled activity and/or meeting, unless given permission by the School Principal. As such, any pupil absent from school on the day of a scheduled activity and/or meeting must receive permission from the School Principal before the activity and/or meeting to participate;
3. The pupil must not be currently suspended on the date of the activity and/or meeting;
4. Because Student Group and Club participants are representatives of Red Bank Regional High School, students and attendees are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of Student Group or Club. Participation in Student Groups and Clubs at Red Bank Regional High School requires that the pupil maintain successful performance in academics and citizenship, and that the pupil remain in good standing.

V. Revoking a Student Group or Club

The Board may revoke the recognition of any Student Group or Club when any of the following occurs:

1. A Student Group, Club, or advisor submits a written request to disband;
2. A constitutional provision deactivates the Student Group or Club as of a specific date;
3. No record of activity exists for the previous academic year;
4. A list of current officers or members of the Student Group or Club is unavailable;
5. If the Student Group or Club has not been represented in meetings;
6. If the Student Group or Club has not turned in the quarterly reports and required information;
7. Due to budgetary constraints, the District can no longer afford to fund the club.
8. Group or Club whose program and/or activities violate any New Jersey Statutes, Regulations, or any other applicable State or Federal law or regulation, or any District or School Policy or Regulation.