



| <i>The Classical Academy</i> | <i>Policies and Procedures</i> |
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| Policy Name: | Student Organizations (Secondary Schools) Procedures |
| Policy Number: | JJA-R-TCA |
| Original Date: | 01/13/2020 |
| Last Reviewed: | 01/13/2020 |
| Category: | Students |
| Cabinet Level Owner: | Director of Academic Services |

1. Any group seeking to meet on school premises during noninstructional time as a student organization shall submit a written application, using the common TCA application (JJA-E-TCA), to the principal or designee, for their review, evaluation and final determination. All applications must be submitted to the principal, or designee, and be submitted anytime of the current academic school year. All applications must be fully complete prior to being reviewed and evaluated and shall include at least the following information:
 - a. Name of the proposed organization.
 - b. Name(s) of the proposed faculty sponsor(s).
 - c. A general statement of the purposes and activities of the organization.
 - d. A description of the qualifications for membership, if any.
 - e. A statement that the organizing students have read, understood, and agree to comply with Policy JJA-TCA and all applicable school guidelines and rules.
 - f. Application for curriculum-related student organizations shall include a clearly articulated statement that demonstrates how the content and activities of the proposed student organization will extend the regular school curriculum and how the purpose of the student organizations aligns with the Colorado Academic Standards. The application shall include specific reference to classes or other elements of the educational program which the organization is intended to supplement and a description of how the organization will serve as an extension of or adjunct to the curriculum.
 - g. Applications for curriculum-related student organizations shall also include a description of the function of the staff advisor in the promotion, supervision, and leadership of the organization. (However, the principal or designee shall have final authority in determining who the staff advisor will be and what his or her role is.)
2. Certain school activities are considered to be a part of the school program and are not required to request recognition when operating under the direction of the

principal. These include:

- School yearbook
- School newspaper
- Choirs and choruses
- Bands, orchestra, and related ensembles
- Forensics/Speech and Debate
- Plays and musicals
- Pep/Spirit clubs and cheerleaders
- Student council
- National Honor Society
- Athletics
- Formal grade-level class organizations

3. The principal or designee shall review the application and such other information as he or she considers appropriate and shall approve or disapprove of the organization within 15 school days after receipt of the application. The principal's or designee's decision shall specify whether or not the student organization is approved as a curriculum-related student organization, using the submitted TCA application. An organization is directly curriculum related if one or more of the following apply:
 - a. The subject matter of the organization is actually taught, or will soon be taught, and the content and activities of the organization bears a direct relationship to and alignment with Colorado Academic Standards. The function of curriculum-related student organizations is to enhance the participants' educational experience and supplement the course materials within the educational program of the schools, which the application will need to outline.
 - b. If the content of the student organization is a regularly offered course;
 - c. The subject matter of the organization concerns the body of courses as a whole;
 - d. Participation in the organization is required for a particular course; or
 - e. Participation in the organization results in academic credit.

The principal's decision shall be provided in writing, on the submitted TCA application, and shall be given to the applicant. If the application is disapproved, the principal shall state the reasons for disapproval in the decision, on the submitted TCA application.

4. The applicant may appeal the principal's decision to the TCA President or designee by written appeal submitted to the President within ten school days after receipt of the principal's decision. The written appeal shall state the reasons for the appeal and shall enclose copies of the application and the principal's decision. The

President or designee shall review the appeal and such other information as he or she considers appropriate and give a written decision within 15 school days after receipt of the appeal.

5. The applicant may appeal the decision of the President or designee to the TCA Board of Directors by written appeal submitted to the Secretary of the Board within ten school days after receipt of such decision. The written appeal shall state the reasons for the appeal and shall enclose a copy of the application, the appeal to the President, and all prior decisions. The Board shall review the appeal and such other information as it considers appropriate and shall notify the applicant of the date and time at which it will meet to render a decision. At the meeting, the Board shall enter its order affirming or reversing the decision of the President. The decision of the Board shall be final.

6. The principal may revoke approval of any student organization at any time upon his or her own initiative or on complaint by any student or staff member for good cause. Revocation may be appealed to the President or designee and the TCA Board as provided hereinabove.

7. At any time, the President or the TCA Board may review the approval of any student organization and revoke the same for good cause. Any such action by the President may be appealed to the TCA Board as provided hereinabove.

This TCA Policy replaces ASD20 Policy JJA-R Student Organizations Procedures.

Legal References

20 U.S.C. §§ 4071-74 (Equal Access Act)

Cross References

JJA-TCA Student Organizations

JJA-E-TCA Student Organizations Application

Policy Revision History

| Date | Revision Details | Revised By |
|-------------|-------------------------|----------------------|
| 1/13/2020 | Creation of policy | Secondary Principals |