



Official Procedure of Ogden Preparatory Academy

7. Students

7.25.PRC Clubs and Groups

Effective/Revision Date: 10/22/2018

Page 1 of 6

Ogden Preparatory Academy (The School) may encourage students to broaden their knowledge and citizenship by permitting the formation of CLUBS and GROUPS organized to promote or pursue specialized activities outside the classroom.

The purpose of this policy is to provide guidance regarding authorization of CLUBS and GROUPS as outlined in state law and Utah State Board of Education Administrative Rules.

A school may authorize the following types of clubs and groups by grade level:

- *Grades K-12: School Curricular (“CLUBS”)*
- *Grades 7-12: Student Non-curricular (“GROUPS”)*

Table of Contents

Definitions:	1
Equal Access for Student GROUPS	2
Meetings, Access and Parent Communication	2
CLUB or GROUP Charter:	3
Parental Permission for Participation:	5
Investigation of Violations and Appeal Process:	5

Definitions:

School Curricular (“CLUBS”): Clubs are directly related to the curriculum. School Curricular CLUBS are sponsored and promoted by the School. The Director or a designee shall appoint an advisor to the CLUB who supports the CLUB and may participate in, as well as direct CLUB programs and activities.

Student Non-curricular (“GROUPS”): Groups are not directly related to the curriculum and are initiated by students enrolled in the school. Student Non-curricular GROUPS are not sponsored or supported by the School but are recognized for purposes of granting a place within the School to meet during non-instructional time. Student Non-curricular GROUPS shall have a minimum of three members. Two school employees shall monitor all meetings held on school premises but do not participate in activities or discussions of the GROUP.

Equal Access for Student GROUPS

An applicant must satisfy the following requirements for the school to approve a non-curriculum student GROUP:

1. Meetings of student GROUPS must be voluntary and student initiated.
2. Employees of the School are present only in a supervisory, non-participatory capacity.
3. Meetings of GROUPS shall not materially or substantially interfere with the orderly conduct of education activities of the school.
4. Non-school persons may not direct, conduct, control, or regularly attend activities of GROUPS without the prior approval of the Director.
5. The GROUP shall comply with application/charter procedure.
6. The School may review applications on a case-by-case basis and refuse to grant access to any GROUP which:
 - a. impairs the ability of the school to maintain order and discipline on School premises.
 - b. threatens the School’s ability to protect the well-being of students or faculty.
 - c. threatens the ability of the School to assure that attendance of students at the GROUP’s meetings is voluntary.

Meetings, Access and Parent Communication

1. Meetings of GROUPS shall take place during non-instructional time.
2. The Director or designee may determine which School facilities may be used and when they are available.
3. Only authorized GROUPS attending the School may request to use rooms or schedule GROUP meetings.
4. A GROUP must provide a copy of any written or other media materials that were presented at a GROUP meeting by a nonschool person to a School administrator no later than 24 hours after the GROUP meeting and, if requested, a student's parent or legal guardian shall have an opportunity to review those materials.

7.25.PRC Clubs and Groups	
Effective/Revision Date: 10/22/2018	Page 2 of 6

5. No GROUPS shall be permitted to engage in or conduct group therapy, counseling or other psychological services of the type provided by licensed professionals.
6. Access to the following OPA resources will follow the table below.

Access	Clubs Access	Groups Access	Comments
Morning/ Afternoon Announcements	Yes	Yes	CLUBS: Advisor or students submit announcements to the front office. GROUPS: Students take announcements to the front office for approval.
Bulletin Boards	Yes	No	Must be arranged and preapproved through Dean or Director (CLUBS only)
Flyers posted around school	Yes	Yes	Must be arranged and preapproved through Dean or Director before posting
School yearbook	Yes	No	
School Website (specific page for the CLUB or GROUP)	Yes	No	
Events placed on School Calendar	Yes	Yes	The advisor - not a student - must initiate all calendar events. CLUB advisors send an email to either support@ogdenprep.org or media@ogdenprep.org . GROUP advisors send event information and descriptions to Admin for approval; then, Admin approves and adds to the School calendar or denies.

CLUB or GROUP Charter:

1. Students or School staff seeking authorization to establish a CLUB or GROUP shall prepare a charter identifying whether the CLUB or GROUP is a School Curricular CLUB or a Student Non-curricular GROUP.
2. The CLUB or GROUP Charter shall include
 - a. The recommended name;
 - b. A statement of the CLUB’S or GROUP’S purpose, goals, and activities;
 - c. A statement of the CLUB’S advisor or the GROUP’S advisors.

3. The charter will be presented to the Admin Team for discussion.
 - a. Limitation shall include prohibitions against:
 - i. Action or advocacy of imminent action which violates the law or administrative rules; this prohibition shall not apply to appropriate discussions concerning the changing of laws or rules, or actions taken through appropriate channels or procedures to effectuate such changes.
 - ii. Advocacy or approval of sexual activity outside of marriage, or presentations in violations of laws or regulations governing sex education or privacy rights of families or individuals.
 - iii. Action or advocacy of imminent action involving the harassment or the denigration of any person.
 - iv. Action or advocacy of imminent action with the intent to cause a person to fear to freely exercise or enjoy any right secured by the Constitution or laws of the United States or the State of Utah.
 - b. The School may limit or deny a charter to a CLUB or GROUP if necessary to:
 - i. Protect the physical, emotional, or psychological wellbeing of students and faculty.
 - ii. Maintain order and discipline on school premises.
 - iii. Prevent a material and substantial interference with the orderly conduct of a School's educational activities.
 - iv. Uphold any of the limitations as described above.
 - c. The School shall deny access to any student CLUB or GROUP whose program or activities would materially or substantially:
 - i. Encourage criminal or delinquent conduct.
 - ii. Promote bigotry, discrimination, or harassment.
 - iii. Involve human sexuality.
4. The Admin Team may take four possible actions in response to a CLUB or GROUP charter:
 - a. Approve;
 - b. Approve with limitations based on criteria above;
 - c. Suggest edits to the charter and request resubmission;
 - d. Deny based on criteria above.
5. Approval of a CLUB or GROUP name may take place separately from that relating to the approval of the CLUB or GROUP itself. A CLUB or GROUP name shall:
 - a. Reasonably reflect the nature, purposes and activities of the CLUB or GROUP.

7.25.PRC Clubs and Groups

- b. Not result in undue disruption of school operations, subject students to harassment or persecution, imply that the CLUB or GROUP would operate in violation of law or rule, or imply inappropriate association with outside organizations or groups.

Parental Permission for Participation:

- 1. As a candidate for participation in a CLUB or GROUP that meets on School premises, Ogden Preparatory Academy will require every student to obtain written permission from a legal guardian.
- 2. The written permission form shall include the following:
 - a. The name of the CLUB or GROUP;
 - b. Statement of the CLUB’S or GROUP’S purpose, goals, or activities;
 - c. Name of the CLUB’s Advisor or GROUP’s Advisors.
 - d. An activity disclosure statement with the following information:
 - (1) Information in a.-d., above, and
 - (2) Categorization(s) of the CLUB or GROUP, selected from the list in U.C.A. [53G-7-709\(2\)\(c\)](#)
 - (3) Beginning and ending dates for the CLUB/GROUP
 - (4) A tentative schedule for CLUB/GROUP anticipated activities, including dates, times, places.
 - (5) Personal (student) costs associated with the CLUB/GROUP, if any
 - (6) Name of the sponsor or monitor assigned to the CLUB/GROUP
 - (7) Any additional information that the School determines students or parents should know

Investigation of Violations and Appeal Process:

- 1. The Director will investigate any allegation that a CLUB or GROUP is not following the requirements of this policy and in its charter. If the Director finds the CLUB or GROUP to be in violation, the following actions may be taken:
 - a. Allow the original statement of purpose, goals, and activities be modified to include the activity in question.
 - b. Instruct the faculty advisor or the certified employee monitor not to allow similar violations in the future.
 - c. Limit or suspend the CLUB’S or GROUP’S authorization or School building use.
 - d. Terminate the CLUB’S or GROUP’S authorization and dissolve the CLUB or GROUP. The CLUB or GROUP would not be allowed to reapply until the next school year.

7.25.PRC Clubs and Groups	
Effective/Revision Date: 10/22/2018	Page 5 of 6

2. Appeal

- a. The Director will approve, deny, or investigate each completed application or complaint in a reasonable amount of time.
 - i. If the application or complaint is denied, written reasons for the denial or the results of the investigation will be stated.
 - ii. If appropriate, suggested corrections shall be made to remedy the situation.
- b. A student directly affected by the denial of a CLUB or GROUP authorization at the School level may appeal in writing within ten (10) days of the denial to the School governing board.
- c. The School governing board shall issue an opinion in writing either upholding or overturning the denial within a reasonable amount of time after receiving the appeal.
- d. The School governing board's decision shall be the final administrative decision.

Document History

Approved: 10/22/2018

Legal References:

U.C.A. §53G-7-701 through 713