




Standard Operating Procedures  
(Student Activities  
Handbook)

APPROVED: August 18, 2020

# Student Activities Handbook

## Policy Cross Reference Sheet

This handbook is an administrative procedure of the District and subject to policies adopted by the Board of Trustees. In case of conflict between administrative procedures and Board policy, policy shall prevail.

Date of Superintendent Approval:  8-18-2020

Version Number: (i.e. "2018.1") 2020.1

The contents of this handbook relate to the following Board policies:

Policy	Title	Page(s)
FM (Legal and Local)	Student Activities	*
AE(Local)	Educational Philosophy	3
FNA (Local)	Student Rights and Responsibilities; Student Expression	7
FNAA (Local)	Student Expression; Distribution of Nonschool Literature	11
FNAB (Local)	Student Expression; Use of School Facilities for Nonschool Purposes	5, 7, 9

\* The above listed policies relate to areas in which Student Activities is necessary. This handbook speaks directly to Student Activities.

# Table of Contents

- Policy Cross Reference Sheet ..... 2
- INTRODUCTION ..... 3
  - Philosophy** ..... 3
- STUDENT ACTIVITIES..... 4
  - Student Organization** ..... 4
  - Student Groups** ..... 5
- RECOGNITIONS ..... 7
  - Privileges Granted** ..... 7
- REVOCATION ..... 8
- USE OF DISTRICT FACILITES ..... 9
- RIGHT TO ASSEMBLE ..... 10
- SOCIAL MEDIA USE ..... 11
- EXTRACURRICULAR ACTIVITY ABSENCES ..... 12

# INTRODUCTION

## **Philosophy**

The Board believes that student activities provide opportunities for students to practice and demonstrate the attributes of the Profile of a Graduate. As such, the District shall encourage participation in student activities, engage students through inclusive and collaborative experiences, and allow students the opportunity to create and participate in student organizations and student groups.

## **COVID-19**

The District is committed to ensuring the health and safety of our students and staff. The COVID-19 pandemic is a public health emergency that may require the District to modify (these) procedures related to students activities and travel. These modifications will likely include restricting the number of students who will be permitted to gather as a group and prohibiting the use of certain District facilities. These changes will be made as we continue to understand the spread of the virus in Fort Bend County.

# Student Activities

Student activities will support the growth and development of students toward the fulfillment of the attributes of the Profile of a Graduate (AE (LOCAL)). Student activities include sponsored organizations, groups, ensembles, and teams that may be co-curricular or extracurricular in nature. Some activities, such as but not limited to athletics and fine arts, are state-endorsed activities governed by the Texas University Interscholastic League (UIL).

## Student Organizations

A student organization will have an established purpose in a school setting that meets the requirements of its state or national affiliation, and shall comply with the organization's adopted bylaws and operate with the sponsorship of a faculty member. (i.e. National Honor Society, National Spanish Honor Society, Business Professionals of America)

In order to become a District-approved student organization, interested organizations must:

- Apply for "Student Organization" status during the two-week application window open at the beginning of each grading term;
  - The principal or designee will publish information on the application window, approval timeline and procedures to notify the student body through the available communication methods (i.e. campus website, announcements, and other campus publications). This notification will occur prior to each application window.
- Receive approval by the campus principal or designee; and
- Receive approval by the Superintendent or designee.

The student organization must:

1. Remain organized at the campus level;
2. Not duplicate an existing District extracurricular activity;
3. Be supervised by a "sponsor," who is a staff member approved by the campus principal. The sponsor is responsible for:
  - a. Guiding the group in the application of its bylaws;
  - b. Supervising the meetings of the group;
  - c. Assisting in the completion of reports to state or national affiliates;
  - d. Establishing the organization's local charter;
  - e. Overseeing the financial activity and resources of the student organization, even if the governance of the organization lies primarily with the students; and
  - f. Ensuring District procedures are met.
4. Be composed completely of current, full-time District student body members at the campus at which the student organization exists;
5. Not have a parallel team/organization at the campus;
6. Hold the majority of its meetings at the school;
7. Have a democratic plan for the election of officers and selection of members;
8. Be formed as a result of a state or national charter or be initiated by the District;
9. Have adopted bylaws that are consistent with the requirements of the state or national charter;
10. Affirmatively represent that the student organization does not discriminate on the basis of race, national origin, gender, age, disability, ethnicity, economic status, religion, or engage in acts of retaliation or hazing; and
11. Comply with all District and campus policies and procedures including the District's extracurricular rules of conduct.

Any student organization seeking official District-approved status and recognition must submit, at one time, all of the following information to the building principal:

1. A charter or similar organizational document that identifies directors who ultimately are responsible for the administration and management of the organization's activities;
2. Procedures for processing complaints and resolution of disputes;
3. Health and safety procedures;
4. Written official rules of the activity;
5. A specific waiver, release and indemnity agreement releasing the District from any and all liability for injury or damage claims by any participant;
6. A written code of conduct for student members and procedures for discipline;
7. Written policies indicating that the organization is independent of the District and is legally responsible for all its actions, including any damage or injury it may cause or that any of its members may experience; and
8. An agreement to grant all District awards in accordance with District guidelines.

Failure to submit any of the information listed above will result in denial of approval.

Once a student organization has been officially approved, it must provide the District with any changes in the information listed above within ten school days of the change.

## **Student Group**

A student group is an association of students without a state or national affiliation. Student groups will be established with the approval of campus administration and will operate with the sponsorship of a faculty member (i.e. Creative Writing Club, Anime Club, Robotics Club).

In order to become a campus-approved student group/club, the group must:

- Apply for "student group" status during the two-week application window open at the beginning of each grading term; and
  - The principal or designee will publish information on the application window and approval timeline and procedures to notify the student body through the available communication methods (i.e. campus website, announcements, and other campus publications). This notification will occur prior to each application window.
- Receive approval by the campus principal or designee.

Each student group must be supervised by a "sponsor," who is a staff member. The sponsor is responsible for the student group, even if the governance of the organization lies primarily with the students. School personnel will not promote, lead, or participate in the meetings of noncurriculum-related student groups (FNAB (LOCAL)). The sponsor will be familiar with District procedures and ensure that they are met.

The student group must:

1. Be organized at the campus level;
2. Not duplicate an existing student group/club or extracurricular activity or have a parallel team/organization at the campus;
3. Be composed completely of current, full-time District student body members at the campus where the student organization/group exists;
4. Be supervised by an approved (Exempt) school employee (FNAB (LOCAL)); and
5. Submit a written request for campus-approved student group status during the two-week application window open at the beginning of each grading term. The complete application must

contain all of the following information:

- a. A brief statement of the student group's purposes and goals;
- b. A list of the student group's members;
- c. A schedule of the proposed meeting times; and
- d. A signed commitment to supervise the student group from a school employee.

Items b, c, and d (above) will be submitted annually. Student groups seeking campus approval will submit all of the information requested above to the campus principal or designee, or the application will be denied approval. The principal or designee will review student group applications as they are received and respond to all student group applications in writing within one week of the closing of the current application window.

Once a student group has been approved by the principal, the group must provide the principal with any changes in the information listed above within ten school days of the change.

# Recognitions

Students may be recognized for exemplifying the attributes of the Profile of a Graduate and for achievements earned through participation in student organizations and student groups. Recognitions may include, but are not limited to, cords, medals, letter-jackets, and letter-jacket patches.

Students will have the ability to earn cords, medals, and letter-jacket patches for recognition of achievements towards Profile of a Graduate. Schools will establish common criteria for self-nomination or peer-nomination towards the Profile of a Graduate attributes, with approval designated by the administration and counseling team at the campus.

Students participating in District-approved student organizations may earn graduation cords, medals, letter-jackets, and letter-jacket patches. The student organization will designate the standards by which the student may earn their recognition, while maintaining consistency across District campuses. Organizations that are not approved by the principal are not eligible for District recognitions.

## **Privileges Granted to Campus-Approved Student Organizations**

Certain privileges are granted to District-approved student organizations. Student organizations may:

1. Use the school's logo on organization flyers and newsletters;
2. Engage in fund-raising activity in accordance with District policy and procedures as well as campus rules and as approved by the building principal;
3. Hold meetings and events on and off campus at pre-approved times and pre-approved dates;
4. Post events, schedules and announcements in accordance with campus and District rules;
5. Be eligible for District transportation on the evening activity bus; and
6. Establish a booster club in accordance with District guidelines.

District-approved student organization members are not eligible for physical education or other credit for participation in any such organization, unless a for-credit class is associated with the organization (i.e. drill team).

## **Privileges Granted to Campus Approved Student Groups**

The principal shall permit approved student groups to do the following in accordance with FM (LOCAL), FNAB (LOCAL) and FNA (LOCAL):

1. Use the school's logo on group flyers and newsletters;
2. Engage in fund-raisers after the faculty sponsor has been trained and in accordance with campus procedures as approved by the building principal;
3. Hold meetings and events on and off campus at pre-approved times and on pre-approved dates in accordance with policy FNAB (LOCAL); or
4. Post events, schedules, and announcements in accordance with campus and District rules.



# Revocation

## **Revocation of Campus Approved Student Organization or Group Status**

A student organization or group's District-approved status may be revoked upon determination by the Superintendent or designee that the organization has:

1. Failed to comply with District policies and procedures including campus rules and the District extracurricular rules of conduct;
2. Violated any state or federal law;
3. Conducted official meetings on campus in the absence of an approved adult supervisor;
4. Conducted events/activities that were not approved by the supervisor;
5. Mismanaged monies earned from any of its fund-raising activities; or
6. Violated the Student Code of Conduct.

# Use of District Facilities

Student organizations and student groups may use District facilities as set forth in the administrative procedures and pursuant to policy FNAB (LOCAL) and through proper requests made in Facilitron, the District's facility use system at <https://www.facilitron.com/fbisd77479>

Students wishing to meet on school premises will file a written request with the campus principal. The request will contain:

- Brief statement of the group's purposes and goals,
- List of the group's members,
- Schedule of its proposed meeting times.

Requests shall be approved by the principal and Superintendent subject to 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. Notices of meetings may be posted in a manner determined by the principal.

The principal may assign staff to monitor student meetings, as needed, and may establish reasonable written guidelines for the conduct of meetings to maintain order and discipline, protect the well-being of students and faculty, and ensure that student attendance is voluntary. The student group or organization will be responsible for all facility costs associated with use.

## Right to Assemble

Student organizations and student groups will be given the right to assemble unless the faculty sponsor or the principal determines the intent or actions of the student activity violate the Student Code of Conduct. Conduct that is disruptive or divisive to the student body and/or community will not be tolerated in FBISD facilities.

# Social Media Use

Social media use for members of student organizations and groups must be consistent with the principles of FNAAL (LOCAL). Materials will not be posted on social media by members of student groups and organizations if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students or others.
3. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person or entity.
4. The materials contain defamatory statements about public figures or others.
5. The materials criticize Board members or school officials or advocate violation of school rules.
6. The materials interfere with school activities.
7. The materials interfere with the rights of other students or teachers.
8. The materials cause the District to believe that the expression would engender material and substantial interference.
9. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
10. The materials include hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar publications aimed at creating hostility and violence.

District-approved student organizations and groups are prohibited from using anonymous or private social media outlets to communicate or conduct activities related to the District-approved organization or group. Social media posts are to remain visible and open to the public for view as representing the District at all times.

1. Social media used by District approved student organizations and groups shall include the following notice: "This is a student social media site. Opinions expressed on this site are not necessarily the opinions of Fort Bend ISD and shall not be attributed to Fort Bend ISD."
2. Students shall keep their own personal information and the personal information of others private. For example, address, phone number, driver's license number, social security number or any other personally identifiable or private information.
3. Students may post certain personal information such as their name and organization or group related photographs, provided the parent/guardian has authorized such as indicated in the Parent Consent Checklist.
4. Students shall not download or sign up for any online resource or social media application on behalf of the student group or organization without annual prior approval from their sponsor or other District administrator.

Guidelines for social media use will be presented to all sponsors and student organization/group leaders before the first meeting of the school year by principal/designee. Appropriate documentation of sign-in sheets shall be kept under school records.

# Extracurricular Activity Absences

The District shall make no distinction between absences for UIL activities and absences for other co-curricular and extracurricular activities. A student will be allowed in a school year a maximum of ten extracurricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to state competition, and a maximum of two absences for state competition. Absences that extend past this limit may exclude students from participation in graduation ceremonies.