

**NON-CURRICULUM-RELATED STUDENT GROUPS**

A group of students who wish to conduct a meeting on school premises during non-instructional time will submit a request to the school principal at least five school-business days prior to the desired meeting date. The principal will grant or deny the request at least two school-business days prior to the scheduled date.

The application shall provide:

- A. The name of each student who is making the request,
- B. The name of the monitor of the proposed group (if any),
- C. A description of the proposed meeting along with its stated purpose,
- D. The name(s) and affiliations of non-students (if any) who will be invited,
- E. Statements that:
  - 1. Students will be voluntarily attending the meeting,
  - 2. Any non-students will not be directing, conducting, controlling or regularly attending future meetings and/or activities,
- F. The time and frequency of meetings for the proposed group.



*PROCEDURE ESTABLISHED February 28, 2011*