

## **Guidelines for Non-Curriculum-Related Student Groups**

1. Administration will review the school calendar and indicate when time and space are available for meetings of student groups so that the meetings will not interfere with the regular educational activities of the school
2. General information about time periods available for student meetings will be made available to students upon request.
3. Students seeking permission to meet on school premises during non-instructional time must complete a form available in the administrative office indicating the name of the student group (if any), the nature of the group, the purpose of the meeting, and the time and place of the meeting.
4. Upon reviewing this information, administration will schedule the meeting if time and space are available. Requests will be denied only in accordance with the Board policy on meetings of non-curricular student groups.
5. Administration will verify that the students requesting permission for a meeting have made arrangements for a faculty monitor and obtain whatever assurances are deemed necessary to see that the meeting is appropriately supervised.
6. Notices of meetings of non-curricular student groups may be posted only on a designated bulletin board used by all non-school-sponsored groups. No announcements will be made over the public address system or in any school sponsored publications.
7. Administration will provide a fair opportunity to any students requesting permission to meet on school premises so long as time and space are available.
8. If a meeting request is denied by Administration, the students will be informed of the reason for the denial. The students will be given an opportunity to request a review of administrative decision by the TPCA Board of Directors in writing within 10 days of the denial of the request.