

## Administrative Procedure 360

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### EXTRA-CURRICULAR ACTIVITIES

#### Background

Student participation in extra-curricular activities provides opportunities to develop wholesome attitudes, leadership skills, human relations skills and experience that will support students' roles as citizens. The greatest value can be derived from extra-curricular student activities when such activities are developed and encouraged through cooperative participation among the student body, staff and interested community members.

#### Procedures

1. The Principal and staff are responsible for encouraging the development of an extra-curricular program that meets the diverse needs of the student population and addresses a wide variety of interests, including athletics, fine arts, academics, etc.
2. The formation of Students' Unions or Leadership Groups, student clubs and other student groups to promote or pursue specialized athletic, academic, cultural, spiritual, community service or social activities is encouraged.
3. All student clubs/organizations sanctioned by the school must have:
  - 3.1 Adequate staff supervision.
  - 3.2 Established student leaders.
  - 3.3 A brief statement of its major purposes/goals.
  - 3.4 Records of its meeting/activities.
  - 3.5 Acceptable procedures for the management, expenditure and accounting of any funds that are raised. Funds will be deposited and expensed through school-based staff accounts.
  - 3.6 Volunteers are required to undergo an Annual Certified Criminal Record checks. Staff that are currently employed in the District are exempt from this annual Check. The check shall be submitted to the Principal and forwarded to Human Resources at the Catholic Education Center. Any concerns with the results of the check will be reported to the Superintendent of Schools. All information is confidential.
4. Student participation in extra-curricular activities shall be on a voluntary basis.
5. Each school is responsible for establishing specific procedures to govern the operation of their extra-curricular programs.
6. Extra-curricular transportation shall meet with the requirements of Administrative Procedure 260 – Field Trips and Excursions.
7. Activities arranged for students by the School Council must be approved by the Principal.

8. The Principal is responsible for the operation of extra-curricular programs, for setting fees, for accounting for all funds received and expended. The Principal may apply to the Superintendent for transportation assistance for Provincials and Nationals for High School student teams.
9. All extra-curricular activities (athletic, dramatic, musical and the like) shall be undertaken on a self-supporting basis. Schools may charge a fee for transportation to assist with cost recovery. For example, schools may wish to charge a junior high and/or senior high athletic fee to cover such items as transportation, lodging, registrations, referees, and/or uniforms. Schools may also develop "Support a Student" programs to assist students and families who cannot afford the cost of participation.
10. Teacher's/coach's expenses for travel meals, lodging and in connection with competitions leading to Alberta zone and provincial finals, will be met by the school, Students' Unions, Leadership Groups or student fees.
11. Extra-curricular activities must be supervised by a teacher or a community member approved by the Principal. A community member who accepts responsibility for the supervision of an extra-curricular activity must sign a statement indicating his/her understanding of the responsibilities. A teacher, staff member or Board member will be present with students during travel practice, exhibition games, league games, tournaments and school organized bus transportation. Students will be supervised by a district teacher, staff member or Board member during practice times.
12. When tri-district or joint district teams are established, the Principal will ensure that adequate supervision is undertaken by GPCSD's teacher/supervisor or a tri-district supervisor is approved by the Principal.
13. Schools will attempt to schedule extra-curricular activities so as to minimize encroachment on instructional time.
14. Elementary and Junior High school programs will strive to develop extra-curricular programs that encourage wide participation and a competitive and non-competitive philosophy. High school programs will strive to develop extracurricular programs that encourage participation and competitive components.
15. The Principal is responsible for ensuring that a teacher, staff member or a Board member accompanies the students to, during and from all extra-curricular activities if a Board sponsored vehicle is used to transport students.
16. All schools will ensure that students receive and understand the rules and regulations that govern their participation in an event.
17. Students shall not be transported in 15 passenger vans. Instead, schools will endeavor to use district-provided mini-buses. Where events are further than 120 km from the school, the Principal shall endeavor to use school buses or mini-buses to transport all students.

Reference: Section 45, 60, School Act

Cross-Reference: Administrative Procedure 260 – Field Trips and Excursions

