

EXTRA-CURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Background

This procedure applies to extra-curricular activities at secondary schools (grades 9-12) within the District.

The District considers student involvement in extracurricular activities to be a valuable part of a school's education program. Student participation in extra-curricular activities is voluntary. Staff participation is also voluntary except for employees who support extra-curricular activities as part of their role. The District provides guidelines to ensure that an approval process is in place for extra-curricular activities; there is consistency in the formation and operation of extra-curricular activities; and consideration is given to the safety and well-being of students involved in extra-curricular activities. Parents/guardians are to be informed regarding extra-curricular opportunities offered at the school.

Definitions

Extra-curricular activities

School-based structured organizations, including sports/clubs or other activities, that occur outside of the classroom instructional program, extend beyond the normal school hours and operate under the supervision of a staff member or other designated adult supervisor approved by the principal in accordance with Administrative Procedure 490 – Volunteers.

Sports and athletic activities

Competitive individual or team activities which are sponsored by the school and governed by the Vancouver Secondary Schools' Athletic Association (VSSAA), the Vancouver Elementary Athletic Association (VEAA), and BC School Sports.

Clubs

Structured groups of students who come together on a regular basis for a specifically defined and approved purpose. Clubs may be promoted and facilitated by the school as part of its established program of teaching and learning activities or may be created in direct response to student interest.

Procedures

- 1.0 All extra-curricular activities will be consistent with the mission and policy statements of both the Ministry of Education and the school district.

- 1.1 Extra-curricular activities will be conducted in a manner that is consistent with the Canadian Charter of Rights and Freedoms, the Human Rights Code of BC, and board policy and regulations.
- 2.0 Clubs will be governed by a charter that includes:
 - 2.1 The name of the club.
 - 2.2 The name of the supervisor.
 - 2.3 A clear and precise statement of purpose.
 - 2.4 Conditions of membership.
 - 2.5 Description of operation, and
 - 2.6 A schedule of meetings.
 - 2.7 Copies of the club charter will be available on request to parents.
- 3.0 Sports and athletic activities will be governed by the relevant district or provincial athletic organizations.
 - 3.1 Intramural events scheduled by the school are subject to school-based practice and are not covered by this policy.
- 4.0 Extra-curricular activities require principal approval on an annual basis
- 5.0 Procedures for the establishment and supervision of extracurricular clubs includes:
 - 5.1 Each club will be identified by a name that is descriptive of the nature of the organization and will be guided by a charter which specifies the purpose, membership and operation of the organization and the name of the supervisor.
 - 5.2 Requests regarding sports and athletic activities will include documentation of the rules and regulations, either local or provincial, by which they are formed and operate.
 - 5.3 Information regarding all extra-curricular activities offered will be posted on the school website and updated on at least an annual basis. Information posted should include names of school clubs, name of club supervisor, contact information for the club supervisor.
 - 5.4 Parents/guardians will contact the school principal or vice principal if they have any questions or concerns about their child's participation in a club offered at the school.
 - 5.5 A current file for all extra-curricular activities will be maintained in the school office and will include copies of:
 - 5.5.1 The charter (clubs), and
 - 5.5.2 Relevant rules and regulations (sports and athletic activities).

- 5.6 The supervisor will maintain a current membership roster of each club.
- 6.0 Rules
- 6.1 Membership in an extra-curricular activity will be non-discriminatory and consistent with applicable legislation and board policy and regulations.
- 6.2 All extra-curricular activities will be conducted in a manner that maintains or enhances the dignity and self-esteem of the individual student.
- 6.3 The operation of the extra-curricular activity will be consistent with the stated purposes in the charter of the organization.
- 6.4 The principal is responsible for approving the purposes and goals of an extra-curricular activity and ensuring that they are appropriate to the age, physical, and intellectual maturity of the students and, also, for ensuring the appropriate involvement of a supervisor.
- 6.5 The supervisor is responsible for ensuring that the extra-curricular activity attends to student safety and functions within the administrative procedure.
- 6.6 Student participants are to be made aware of all procedures and guidelines as outlined.
- 7.0 Operational Expectations
- 7.1 Initiation, recruitment or any other action which results in harassment, abuse or ridicule of students will not be part of any extra-curricular activity.
- 7.2 The name of an extra-curricular activity will not suggest an inappropriate affiliation with a group outside of the school.
- 7.3 The statement of purpose shall not imply criminal or illegal activity; promote bigotry; suggest indoctrination; or otherwise espouse views which are antithetical to the educational values which are intended to be inculcated.
- 7.4 All volunteers must be approved according to AP 490A – Volunteers in Schools
- 7.4.1 Volunteers and should only be approved if their purpose in sponsoring an extra-curricular activity or club is in accordance with this administrative procedure.
- 7.4.2 The appearance of guest speakers or other outside participants requires approval by the principal and prior parent/guardian notification.
- 7.5 Notification of meetings and activities, including those on the P.A. system, posted in the school, or posted to social media sites will have prior approval of the supervisor and will be in keeping with this procedure.

- 7.6.1 Social media accounts under the club/team will be monitored under the supervision and authority of the sponsor.
- 7.6 Generally, clubs are intended to be fiscally self-supporting. All fiscal transactions must have the authority of the sponsor and/or Principal.
- 7.7 The guidelines for clubs, as outlined in this AP, shall be reviewed with staff on an annual basis.

Reference: Sections 5, 17, 20, 22, 65, 85 School Act
School Regulation 265/89

Effective: May 11, 2022