

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 471 – Extra-Curricular Activities</b>	
Related LCSD AP's	AP 490 – Volunteers AP 409 – Extra Curricular Recognition AP 149 – Social Media and Networking	
Form(s)		
References:	AP 450 - LINC	
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## Background

Lloydminster Catholic School Division believes that a total educational program involves not only curricular activities during regular school hours, but also extra-curricular activities that involve students and staff. Student and staff participation in extra-curricular activities is voluntary.

## DEFINITIONS

### 1. Extra-curricular Activities

School-based structured organizations, including sports/clubs/fine and performing arts or other activities, that occur outside of the classroom instructional program, may 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 AP 490 – Volunteers.

### 2. Sports and Athletic Activities

Competitive individual or team activities which are sponsored by the school and governed by the Saskatchewan High Schools' Athletic Association (SHSAA) and Alberta Schools' Athletic Association (ASAA).

### 3. Fine, Performing, and Practical and Applied Arts (PAA) Activities

Fine, Performing, and Practical and Applied Arts includes activities such as plays, musicals, various band ensembles, PAA skills groups or others that are not associated with a curricular course. These activities may be promoted and supported by the staff to enhance the teaching and learning programs within the school.

### 4. Clubs, Councils and Organizations

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.

## 5. Co-Curricular Activities

Are those activities that fulfill curricular outcomes that take place during the school day and occur outside of the traditional classroom. As these programs are curricular, they are part of instructional time.

### PROCEDURES

1. The Director or designate authorizes the development of a comprehensive extra-curricular program in each school and further authorizes the implementation of such programs by its staff, parents, and volunteers within school hours or at other times, on the school site and beyond. All such programs shall be established in accordance with the guidelines approved by the school's administration.
2. Extra-curricular activities will be conducted in a manner that is consistent with board policy and administrative procedures.
3. The principal is responsible for all educational programming that includes extracurricular activities as per the *Education Act 1995* and will approve extra-curricular activities on an annual basis.
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 staff supervisor. No extra-curricular activity shall proceed without prior approval from the principal. Once an extra-curricular is approved by the principal, only the principal can cancel an activity or event connected with the extra-curricular program.
5. Membership in an extra-curricular program will be non-discriminatory and consistent with applicable legislation, board policy and administrative procedures.
6. All extra-curricular clubs, councils or organizations must have a staff or volunteer supervisor who is responsible for ensuring the extra-curricular club attends to student safety and functions within this administrative procedure. The staff or volunteer supervisor must be present at all meetings and events run by the club, council, or organization.
7. Operational expectations for extra-curricular activities include the following:
  - 7.1. The operation must be consistent with the stated purpose and adhere to this administrative procedure and the policies of any governing bodies.
  - 7.2. Initiation, recruitment, or any other action which results in harassment, abuse, or ridicule of students and/or staff will not be part of any extra-curricular activity.
  - 7.3. Guest speakers/coaches at extra-curricular activities require the approval of the principal and must align with the statement of purpose.

- 7.4 Fiscal transactions including fundraising must have the approval of the staff supervisor and/or principal and follow expectations as laid out in the school division's business procedures.
  - 7.5 In-school communication (posters, announcements) and activities will be monitored and approved by the staff supervisor and school administration.
  - 7.6 LCSD Athletic Directors, elementary and high school, will approve the schedule of activities for LCSD schools and sports teams.
  - 7.7 The principal may remove a volunteer from any program at any time.
8. Social media accounts are controlled by each schools' communication team. Individual teams, clubs and councils will not create their own social media account unless permission is granted by the principal.
    - 8.1 In the event a social media account is created the use of the school's name or logo must be approved by school administration and will be monitored by the staff supervisor.
    - 8.2 Only the staff supervisor or designate will post on the social media account. Students do not have authorization to post on a team, club, or council social media account.
    - 8.3 All posts will adhere to the guidelines set out in AP 149 Social Media and Networking.
    - 8.4 Posts may promote either school events or community events that are directly related to the purpose of the team, club, or council and align with school division procedures and policies.
  9. The principal may cancel an extra-curricular activity or dissolve a club, team, council, or organization if they do not adhere to the procedures and expectations outlined within this administrative procedure.