

Administrative Procedures

AP 423 EXTRA-CURRICULAR ACTIVITIES	Date of implementation: Fall 2012 Date of review: December 4, 2024
	Related Administrative Procedures: AP-406 Student Supervision AP-417 Student Fees AP-418 Learning Activities Outside of the School AP-434 Volunteers AP-438 Student, Harassment, Intimidation and Bullying AP-605 Spiritual, Religious and Cultural Aspects of Education AP-807 Transportation in Private Vehicles

Purpose: This procedure is intended to support consistent and effective management of extracurricular activities within the Division, fostering student growth and promoting balanced development as part of the total educational program.

Section 179 of *The Education Act, 1995*, states that “a Board of Education or a Conseil Scolaire may authorize the organization of cultural and athletic activities, youth travel, outdoor education and similar activities as features of the educational program of schools”. Therefore, the Division supports the belief that a total educational program involves curricular activities during regular school hours, and also extra-curricular activities that provide opportunity for participation by all students and staff.

This procedure applies to all schools, principals and vice principals, teachers, students, and volunteers involved in extra-curricular activities.

Definitions:

Extra-curricular Activities: Activities for students organized by the school but not part of the regular academic curriculum. These include sports, arts, clubs, and community service programs which typically take place outside of instructional time.

Advisor/Coach: School staff or approved volunteers overseeing the activity.

Participants: Students officially registered to engage in the activity.

Procedures:

- 1) The principal is aware of and responsible for approving all extra-curricular programming within the school.
- 2) The principal will consider support for extra-curricular programming as it relates to the interest of participants and the capacity of the school to supervise and operate the programming.

- 3) All extra-curricular programming shall be in alignment with Division beliefs and procedures related to programming, access to opportunities, supervision, transportation, instruction, safety, facilities, equipment, and finances.
- 4) The principal must ensure appropriate supervision of extra-curricular programs and ensure that all non-employees acting as advisors or coaches meet necessary safety requirements.
- 5) Employees acting as advisors or coaches of any approved extra-curricular program will record and submit their time commitments in accordance with locally negotiated agreements and processes.
- 6) Extra-curricular activities related to competitive sports will be guided by relevant Division guidelines and handbooks.
- 7) The principal shall review annually a list of extra-curricular program offerings with the school community council.

References:

[The Education Act, 1995](#)

[PSSD Sport and Activity Handbook](#) (internal document)

[PSSD Athletic Director's Handbook](#) (internal document)

[PSSD Coaches' Handbook](#) (internal CVAC document)