

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	200 – INSTRUCTIONAL PROGRAMS &	CODE:	AP 260
SECTION:	MATERIALS		
PROCEDURE:	EXTRA-CURRICULAR ACTIVITIES		

BACKGROUND

The 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.

PROCEDURES

1. The Director 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 Principal.
2. By the end of May, each Principal shall submit a list of proposed activities to receive approval by the Director.
3. The Division will not financially support extra-curricular activities sponsored by a commercial organization.
4. The Principal shall be responsible for the development, delivery and supervision of programs related to extra-curricular activities in the school.
5. The Principal shall include extra-curricular activities in the program of the school within the limitations resulting from approved budgets, legislation and administrative procedures.
6. The Principal shall implement and manage the extra-curricular program to ensure that student participation is voluntary and that it represents a balanced and well-rounded program of inter-school and intramural activities and athletics, activities such as student council, social activities, classroom-related and special interest clubs, performing arts, publications, educational tours, and the like. The extra-curricular program shall reflect students' needs and the availability of staff and facilities.
7. The Principal shall arrange for persons to be responsible for each of the extra-curricular activities. Volunteers working with students shall be required to submit a Criminal Records Check to the Principal.
8. The Principal shall arrange for an annual independent check of the financial transactions of the student council or other school accounts.

9. On an annual basis, the Principal shall inform the teaching staff and others of their responsibility and authority for the supervision of extra-curricular activities during school hours or at other times, on the school site and beyond.

Reference: Sections 85, 87, 108, 109, 151, 175, 179, 231 Education Act
Physical Education Safety Guidelines

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