

Administrative Procedures Manual	Administrative Procedure 260
	Appendix C
	Extra-Curricular Programs
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: September 2019, January 2015
LEGAL REFERENCE:	Section 1, 11, 31, 52, 53, 196, 197, 222 Education Act Guide to Education ECS to Grade 12 Safety Guidelines for Physical Activity in Alberta Schools Safety Guidelines for Secondary Inter-School Athletics in Alberta Physical Education Safety Guidelines YouthSafe Outdoor Field Trip Safety for Alberta Schools

Background

The provision of extra-curricular programs for students from E.C.S. to grade 12 is supported.

Definition

Extra-curricular programs refer to organized events or activities sponsored by or through the schools on a non-credit basis. Examples include both competitive events such as team and individual sports and music competitions, and non-competitive activities such as drama productions, school yearbook productions, science clubs, etc.

Procedures

1. School facilities and Division owned equipment (excluding transportation) shall be available, free of charge, to students participating in extra-curricular activities. Students may be required to provide their own equipment.
2. A fee may be charged to students to defray the costs of participation in extra-curricular activities.
 - 2.1 If fees are charged, a statement of accounts shall be kept in accordance with [Administrative Procedure 512 – Administration of School Collected Funds](#) and is subject to periodic review and audit.
 - 2.2 No profit or benefit shall be realized by the school or Division as result of extra- curricular fees being charged.
3. All extra-curricular programs are subject to the approval of the Principal.
4. Extra-Curricular Field Trip Parameters
 - 4.1 Trips are normally to be held on non-school time (weekends, vacation, etc.).
 - 4.2 Any trip must be designed to benefit students' educational and social development.
 - 4.3 Trips that utilize school time or involve extensive travel by students or supervising teachers must be evaluated in terms of the benefits to all students affected by the loss of instructional time.
 - 4.4 Trips must not place an undue burden on students, teachers, schools or parents.

The involvement of teachers and/or principals in the selection of students is discouraged where there is a conflict of interest.

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- 4.5 Trip planning must provide for appropriate and adequate supervision of the students for the duration of the event.

5. Transportation: Parents may be granted permission by the school principal to transport their own children and/or to allow their children to drive themselves for off-site extra-curricular activities. In all such cases, the following conditions shall apply:
 - 5.1 This provision exists only for curricular events occurring within the City of Grande Prairie or within a 5 kilometer radius of the City.
 - 5.2 The parent and student acknowledge that all appropriate licensing and insurance requirements are in place legally permitting the chosen driver to operate their vehicle, and that the vehicle is in safe operating condition.
 - 5.3 In all such cases, neither parents nor students shall transport other students.
 - 5.4 That the parent does not or will not hold the School Board liable for any accident or injury that may occur during the transportation to/from the off-site school sponsored activity.
 - 5.5 That the parent understands that the School Board's Student Accident Insurance does not apply during the transportation portions of the trip, and that the student is only covered from their arrival at the school sponsored offsite activity, until the student leaves the off-site activity.
 - 5.6 In all such situations the parent and student must sign [Form 260-6 Student Transportation Release](#) and return it to the school to acknowledge the risks and release the Grande Prairie Public School Division from any liability involved with parents or students transporting themselves. Permission to use alternate travel methods may be granted at the sole discretion of the school principal.

6. Financial Support
 - 6.1 Financial support shall be shared by the students through their contribution to student fees, student levies and the public through its support of student fund raising projects.