

EXTRA-CURRICULAR ACTIVITIES

Background

The Division believes in the benefits of extra-curricular activities as a part of a well-rounded student school experience. Extra-curricular activities include sports, the arts and extensions of academic programs such as debate, oratory, youth business, science fairs, heritage fairs and other such activities. The Division recognizes the positive impact such programs can have for students, the school and community.

Procedures

1. Elementary

- 1.1 The emphasis on extra-curricular activities for grades K-3 is to be primarily at the “in school” level. Mass participation and involvement is to be encouraged. Interschool leagues at this level are not encouraged. For grades 4-6, school-based activities and mass participation are still encouraged, but some interschool competition may be appropriate.

2. Middle Years and High School

- 2.1 Both school-based and interschool activities make up a successful extra-curricular program at these levels. At the grade 7 level more emphasis is to be placed on school-based programs that are developmental and mass participatory in nature, although some interschool activity is appropriate. From grades 8-12 there may be an increased opportunity for interschool activities. Grades 10-12 may choose to travel increased distances to participate in interschool activities.
- 2.2 For supervision of students an approximate ratio of one (1) adult per ten (10) students is recommended. A lower student/adult ratio is recommended for overnight trips. All trips must be supervised by a member of the school staff and/or community coach as outlined in the bylaws of the SHSAA. Teachers may be assisted by adult volunteers. For those trips requiring an overnight stay, attempts shall be made to provide for a minimum of one (1) supervisor of the same sex as the students they are supervising. Supervisors are responsible to ensure the welfare and safety of the students from the initiation to the completion of the trip.
- 2.3 Where Division and SHSAA approved community coaches are utilized, teacher supervision of trips is preferred. Non-staff coaches may travel without a teacher supervisor, but only with Director approval. The criterion for eligibility for community coaches is outlined in the bylaws of the SHSAA. A Form E-14 must be filled out by the community coach and signed by the Principal and Director. Approval must be sought annually.

3. Approval Procedures

- 3.1 Trips for high school teams within Saskatchewan that clearly are of an extra-curricular nature (ie. SHSAA sports, drama, or debating tournament) that are invitational or involve competition according to a pre-determined schedule must be authorized by the Principal. The Director shall be informed by the trip request form, two weeks prior to the event, if a trip is out of the division or expected to require students to be away more than seventy-two (72) hours. Please forward the trip request through the School's Superintendent who will forward to the Director.
- 3.2 Any activities involving junior high school students (grades 7-9) that include an overnight stay or are leaving the division for any reason require approval from the Director or designate. Please forward the trip request through the School's Superintendent who will forward to the Director.
- 3.3 Student participation in out-of-province activities requires authorization from the Director. Application is to be made at least two (2) weeks prior to the event. For purposes of this administrative procedure "out-of-province" does not include Cold Lake or Lloydminster. Please forward the trip request through the School's Superintendent who will forward to the Director.
- 3.4 Travel by school bus is recommended. Transportation outside of town/city limits by 15 passenger van shall be prohibited.
- 3.5 Student drivers are not permitted. Extenuating circumstances must be approved by the principal and parents.

4. Financial Support

The Division provides an annual Division-wide budget for school travel and other costs related to educational activities. This budget is administered by the principals among the schools in the Division. Budget carry-over is allowed and allocation overages are charged to the respective schools. The categories covered by this budget are:

4.1 Division Competitions

- Educational activities administration:
- Sports: mileage, crests, ribbons, trophies, referees, meals, and lodging of coaches.
- Music, music festivals, art, drama, band, elocution, oratory, debate, etc: mileage, crests, ribbons, trophies, hall rental, adjudication, coach meals/lodging.

4.2 Provincial Competitions

- Sports, music, art, drama, band, student business, elocution, oratory: expenses as above.
- The Excellence Fund may help offset these expenses.

4.3 General School Trips

Any school approved trip for any other purpose other than a competition as shown above will cover travel costs only.

Cost of Travel

Vehicle costs shall not be greater than the maximum allowed on the current rate list. Be sure all drivers have the information, know the rate being paid and have a valid license and insurance. Schools that use a mode of travel that costs more than the rate for a school bus, will be charged the extra costs of that other mode of travel. Short bus trips less than sixteen (16) km (i.e. to a rink, etc.) will cost the school the current minimum rate.

4.4 Organizational Meeting

Representatives from each school are asked to attend a meeting each spring, winter and fall to coordinate their seasonal activities.

4.5 Excellence Fund

4.5.1 The Division, to complement the educational activities program, has authorized an annual allocation of funds to increase school and student morale, promote student excellence within the Division while challenging students with special talents. This amount will be set by the Board each year.

4.5.2 The following outlines the corresponding categories:

- Schools hosting Division, district, regional and provincial events.
- Students traveling to school related provincial or national events.
- Schools hosting summer camps.

4.5.3 Written requests for reimbursement are to be sent to the Division office in the following manner:

- Letter from the Principal when the school is hosting events and camps.
- Registration forms to accompany contribution when the registration is sent in by the Division (Encounter's Canada, Forum for Young Canadians, etc).
- Letter with verification of attendance from the student (signed by Principal).
- Education Activities form when activity was considered a school trip. (SHSAA, debating, etc.)

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

Approved: November 26, 2018