



## AP 263 – EXTRA-CURRICULAR ACTIVITIES

### BACKGROUND

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Saskatoon Public Schools 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

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**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 Administrative Procedure 480 – 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 Saskatoon Secondary School Athletic Directorate (SSSAD).

**3. Fine & Performing Arts Activities**

Fine & Performing Arts includes activities such as plays, musicals, various band ensembles, dance 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.

### PROCEDURES

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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 the Canadian Charter of Rights and Freedoms, the Saskatchewan Human Rights Code, and 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.
5. Extra-curricular clubs, councils and organizations are required to develop and submit a document for school administration approval before initiating the process. This document must include:
  - 5.1. Name of the club, council or organization:

The name should not imply any inappropriate affiliations.
  - 5.2. A clear and precise statement of purpose:

The statement of purpose shall not imply criminal or illegal activity, promote bigotry, suggest indoctrination, or otherwise express views contrary to the intended educational values of Saskatoon Public Schools.
  - 5.3. Conditions of membership:

Membership in an extra-curricular program will be non-discriminatory and consistent with applicable legislation, board policy and administrative procedures.
  - 5.4. Description of operations.
  - 5.5. A schedule of meetings.
  - 5.6. Name of the staff supervisor:

All extra-curricular clubs, councils or organizations must have a staff supervisor who is responsible for ensuring the extra-curricular club attends to student safety and functions within this administrative procedure. The staff supervisor must be present at all meetings and events run by the club, council or organization.
6. Operational expectations for extra-curricular activities include the following:
  - 6.1. The operation must be consistent with the stated purpose and adhere to this administrative procedure and the policies of any governing bodies.
  - 6.2. 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.
  - 6.3. Guest speakers at extra-curricular activities require the approval of the principal and must align with the statement of purpose.
  - 6.4. Generally, extra-curricular activities are intended to be fiscally self-supporting. All fiscal transactions including fundraising must have the approval of the staff supervisor and/or principal and follow expectations as laid out in the School Business Manual.
  - 6.5. In-school communication (posters, announcements) and activities will be monitored and approved by the staff supervisor and school administration.



- 6.6. Social media accounts using the school name or logo must be approved by school administration and will be monitored by the staff supervisor.
  - 6.6.1. All posts will be approved by the staff supervisor. If there are questions, contact school administration and the area superintendent if needed.
  - 6.6.2. All posts will adhere to the guidelines set out in Administrative Procedure 141 – Social Media and Online Posting.
  - 6.6.3. Posts may promote either school events or community events that are directly related to the purpose of the club and align with school division procedures and policies.

The principal may cancel an extra-curricular activity or dissolve a club, council, or organization if they do not adhere to the procedures and expectations outlined within this administrative procedure.

Reference: Education Act 179; 175(1); 175(2)(i)  
[Saskatoon Public Schools School Business Manual](#)  
Saskatoon Public Schools Administrative Procedure 141: Social Media and Online Posting

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