

Administrative Procedure 6060

Extra-Curricular Programs

Board Governance Policy Cross Reference: [1, 12, 13](#)

Administrative Procedures Cross Reference:

[Offsite Programs and Activities](#)

[Student Fees and Fundraising](#)

[Volunteers in the School](#)

Form Cross Reference:

Legal/Regulatory Reference:

[Out-of-Class Safety Handbook: A Resource for Grades 9 to 12 Physical Education/Health Education \(Manitoba Education\)](#)

The Interlake School Division (SD) recognizes the importance of providing extracurricular activities to enhance the learning experience of students outside the classroom including activities that promote the development of school communities through various Division events. Activities should be accessible and inclusive to support as many students being engaged as possible. Extracurricular activities may be defined as those cultural and recreational activities which are not a part of other credit courses, however, are recognized as being educationally valuable.

All extracurricular activities must support the Division's inclusion philosophy and be consistent with Division procedures and applicable legislation.

Procedures

1. The Principal is responsible for all extra-curricular programs.
2. Consultation between the Principal and the Superintendent's Department is encouraged, as needed.
3. All extra-curricular activities require a current ISD Teacher (or Principal/Vice-Principal) as either a Coach/Leader or as a Supervisor (in cases where the activity's Coach/Leader is a community member or a non-Teaching ISD employee). In exceptional circumstances where a current ISD Teacher is not available to fulfill the role of Coach/Leader or Supervisor, a current non-Teaching ISD

employee from the school in question may be appointed if approved jointly by the Principal and the Superintendent's Department.

4. The school shall make all reasonable efforts to ensure that no student is excluded from participating in activities based on their ability to pay supplemental school fees. See [Student Fees and Fundraising](#). Students must be able to participate in school activities and access resources regardless of personal financial barriers.
5. Students must understand that participation in extra-curricular activities is a privilege and that these activities are considered an extension of the school program. All school rules and code of conduct policies apply even though the activity takes place outside of the regular school day.
6. The [OUT-of-Class Safety Handbook: A Resource for Grades 9 to 12 Physical Education/Health Education \(Manitoba Education\)](#) shall be used as the guideline for physical education, intramural sports programs and interscholastic athletics.
7. Coaches/supervisors will prepare and distribute a package of information for parents/guardians prior to an extracurricular activity or the start of a season that includes:
 - a) An information/permission letter which must include the names of any outside coaches or supervisors involved with the activity.
 - b) Information regarding travel arrangements when students will be traveling during the activity. See [Offsite Programs and Activities](#).
 - c) A request for pertinent medical information that could impact a student's safety during the activity.
8. Specific to extracurricular activities where participant numbers will be restricted (e.g. maximum roster size or number of spots available for participants), in addition to the requirements listed in item 7 above, information prepared and distributed to parents/guardians prior to the start of the activity should also include, but is not limited to:
 - a) Identification of Coaches/Supervisors.
 - b) Preliminary plan for season/activity including projected participant fees as well as expectations for students, staff, and families.
 - c) Plan for selection of participants including eligibility and selection dates/times/process.
 - d) Plan for communication with participants at the beginning and end of the selection process.
 - e) Process for ongoing communication and feedback, as needed, between participants, Coaches/Supervisors, and families.
9. All offsite activities must adhere to the procedures outlined in [Offsite Programs and Activities](#).
10. Extracurricular activities that are exclusively onsite (e.g. Circle of Friends, Chess Club, Art Club, GSAs) are exempt from the requirements in item 7 above.
11. Any volunteers who participate as a supervisor or coach must adhere to the procedures outlined in [Volunteers in the School](#).
12. All personnel involved in coaching sport-related programs at the high school level must have completed the Respect in Sport program offered online by Sport Manitoba.