

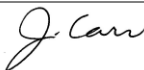


## Administrative Regulation 315

1. Principals should operate school-related educational programs/activities which are not part of the regular educational programs/activities (the "programs") in accordance with the needs and resources of the school.
  - a. The total school programs should show a broad balance of activities - athletic, academic, fine arts, clubs, students' union, socials, etc.
  - b. There should be a reasonable sharing of the workload involved by all staff members.
  - c. Appropriate and reasonable student time commitments should be established for each program.
  - d. The demands for participation in any program should not interfere with the students' responsibilities relative to the curricular program.
2. Students shall participate only in programs sanctioned by the principal as official school activities and in accordance with Field Trip Policy 126.
3. If the student's participation in a program involves the disclosure of personal information to another board or a not for profit organization, the district shall acquire the consent of that student's parent or guardian as to the disclosure of his/her personal information.
4. Graduation ceremonies are encouraged for students completing grade 12. Schools may organize farewells for grade 6 and grade 9 students.
5. No group of students shall use a school name or that of the district while participating in any out-of-school activity unless the activity is directly authorized in writing by that school and School Operations Services and in accordance with district policy.
6. At the beginning of the season parents of students involved in any program that includes off-site activities (for example inter-school teams) must be provided with information regarding:
  - a. Field Trip Policy 126,
  - b. the season's schedule of activities,
  - c. the fee schedule which shows a breakdown of expenses, and
  - d. transportation.

A parental signature must acknowledge that the parent has received the information.

7. All field trip forms, pursuant to Field Trip Policy 126 must be completed and a parental signature obtained for the program.

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| Reference: School Act Section 60(2.h), 62(1)              | Approved:  |
|   | Date Approved: April 3, 2000   |
| Cross-reference: AP 104, 109, 119, 120, 126, 130, 201 404 | Date(s) Revised: June 12, 2002   |