Administrative Procedure 155

ACTIVITIES NOT APPROVED BY THE DIVISION

Belief

The Division does not condone or assume legal responsibility for activities that are not sponsored and approved by the Division.

Guidelines

1. There might be some activities engaged in by students or staff, on their own time outside of their roles and responsibilities under Board policy or other relevant legislation, which are not authorized, supported, or condoned, by the Division or Division officials.

2. The Division will only take responsibility for activities sponsored and authorized by the Division as part of the normal school authority mandate under the relevant policy and legislation.

Procedures

3. The Division has an official approval process for Division sponsored activities as mandated in Administrative Procedure 260 – Student Educational Excursions and Administrative Procedure 261 – Extra-Curricular Activities. Any activities occurring outside the parameters of this procedure mechanism, or the normal school authority mandate under relevant policy and legislation, are not Division sponsored.

4. The Division assumes no responsibility for the involvement and behaviour of its employees, students, or agents in unauthorized activities, when they are on their own time, outside of their roles and responsibilities as defined in legislation, government policy, and Board policy and procedures.

5. The Division assumes no responsibility for the outcomes of unauthorized activities in which its employees, students, and/or agents have been involved on their own time.

6. Employees, students, or volunteers are not authorized to be involved in activities not sponsored by the Division and shall not use Division resources or work time for the planning of such events.

7. Such unauthorized activities include, but are not limited to: “Safe Grad”, student and/or parent organized “ski trips”; student and/or parent organized “bush parties”; student, parent, and/or community organized excursions; and any other similar endeavors.

8. Employees involved in the planning and execution of “non Division sponsored” activities shall confirm to the activity participants/organizers that they are not representing the Division in any way.
9. Principals and other site administrators shall ensure that all employees are made aware of this administrative procedure.

Reference: Section 60, 61, School Act