



# Lethbridge School Division High School Extra-Curricular and Co-Curricular Manual

(December 2024)

Lethbridge School Division believes that providing safe, quality, extra-curricular and co-curricular opportunities for students is a key component of student's overall educational experience. The extra-curricular programs available in our schools contribute to our mission statement of "engaging students in quality learning experiences that develop strong foundations, innovative minds and responsible citizens". Similar to our curricular aims, our belief is that co-curricular and extra-curricular programming should support as many students as possible through accessibility and inclusiveness.

This handbook has been created and made available to help provide clarity of expectations, guidelines and recommendations for administrators, teachers, coaches and activity/program leaders regarding extra-curricular programming within the Lethbridge School Division. Goals and objectives of division high school athletic programs will be in line with the constitution, bylaws and policies set forth by the Alberta Schools Athletic Association (ASAA). All formal Lethbridge School Division policies must be followed when considering all expectations put forward in this document.

When differentiating between extra-curricular and co-curricular activities the following definitions will be used:

**Extra-Curricular** - Activities and/or programs that are supported and sponsored by a school which typically take place outside of regular school hours. These programs/activities are not linked to classes or based in curriculum and do not typically offer course credit.

**Co-Curricular** - Activities and/or programs that are directly linked to and part of a class with their foundations based in curriculum. Co-Curricular activities can occur during school time or outside of scheduled class time and are used to enhance and supplement what is already being done in class.

**It is important to note that the information contained in this manual, unless specifically stated is not Lethbridge School Division Policy. The information is being provided to guide best practices through expectations, guidelines and recommendations.**

## ***Important information for Administrators and staff:***

LSAA Guardian Division Athletics Consent Package:

<https://lethsd51.sharepoint.com/:b:/r/Shared%20Documents/Field%20Trips/2024-25%20Field%20Trip%20Forms%20and%20Processes/4A%20LSAA%20Guardian%20Division%20Athletics%20Consent%20Package.pdf?csf=1&web=1>

**Alberta Schools Athletic Association (ASAA) Policy Handbook - [Alberta Schools' Athletic Association](#)**



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## 1. GENERAL INFORMATION

### 1.1 Duties and Responsibilities

#### General Supervision

It is important to note that supervising students can come in a number of different forms and can look very different depending on the activity and situation.

**Constant Visual Supervision** - The teacher/supervisor is physically present where the activity is occurring and is directly observing students who are participating. For example: *Teacher/Supervisor running a drama production rehearsal with the students in the drama room.*

**On-Site Supervision** - The teacher/supervisor is present and at the location where the activity is taking place but may not constantly be directly observing the students who are participating. The teacher/supervisor would be moving around the area and regularly checking in with participants. For example: *Track and field coach is at the track meet with the team but not directly watching all students participate in their given events.*

**Proximity Supervision** - The teacher/supervisor is in the near vicinity but may not be directly observing the students participating. Participants should have the ability to immediately contact and meet with the teacher/supervisor if the need arises. For example: *On a band trip the group stops at a mall for dinner, the students are given time to explore the mall and food court for a specified amount of time while the teacher/supervisor is also in the mall.*

Whenever possible "Constant Visual Supervision" should be the goal of the teacher/supervisor.

If "On-site Supervision" and/or "Proximity Supervision" is necessary, then participants must have an effective way to get in contact with the teacher/supervision if an emergency should arise.

The amount of time given to students where access to isolated spaces may occur should be limited whenever possible. Ex/ Access to a locker room if unsupervised should be limited to a half an hour prior to the beginning of a practice.

When students are given access to areas which may be isolated, it is important that a teacher/supervisor complete regular check-ins and/or exercise proximity so that students are aware that there is a teacher/supervisor nearby.

**Isolated spaces** - Leaders of extra-curricular and co-curricular groups need to have an awareness of their isolated spaces and keeping them locked at all times, unless they are in direct supervision during event.

### Important Lethbridge School Division Policy/Procedures

It is important to review the two policies listed below as they contain important information regarding processes that guide extra-curricular and co-curricular activities.

#### **Policy 607.1 Field Trips, Off-Campus Activities and Student Travel**

This policy included important information about student supervision (section 12), transportation and reporting of incidents. Anyone bringing students off campus (e.g. to a game) should be familiar with this policy.

#### **Policy & Procedure 1003.3 – Volunteers**

The policy and procedure provide important information regarding expectations for volunteers participating in school-based activities, which would include volunteer coaches. Administrators and Athletic Directors as well as supervising staff members should be familiar with the policy and procedure.

#### **Sensitive Spaces (Changerooms, Locker Rooms, Green Rooms Etc...)**

Change spaces (changerooms, locker rooms, green rooms, classrooms being used as a change space, etc...) should only be accessible to members of the program and the supervisors associated with that program. Supervisors are required to open and lock all sensitive spaces before and after events.

Access to change spaces by members of the opposite sex is prohibited at all times when students may be changing.

Students who identify as neither male or female should be given a private space to change if requested.

Teachers/Supervisors, regardless of gender identity or sexual orientation, should not enter a change space without following some form of established protocol, developed in conjunction with school administration. This protocol could be, for example, something such as: knock, wait 5 seconds, open door and shout to ask if everyone is dressed or to check if anyone is in the room, do not enter if a response confirms that there is a possibility that participants are still undressing.

#### **1.2 Rule of Two**

The objective of the "Rule of Two" is to create **open, observable, and justifiable** spaces for participation in co-curricular and extra-curricular activities to occur.

**Open** - Open and public spaces that are not closed or concealed from others. Other people are aware that the interaction is occurring.

**Observable** - Other people are able to see and/or take note of the interaction.

**Justifiable** - An environment that would appear normal for an interaction between a participant and supervisor/coach to be occurring.

The "Rule of Two" is based on the principle that interactions with students should not occur in isolation. It is important to ensure whenever possible that meetings with students take place in the presence of two or more responsible adults, which may include teachers, supervisors, coaches, parents, or screened volunteers. In situations where a responsible adult is alone with a student, it is imperative to conduct the interaction in an open, observable, and justifiable environment to maintain safety and security.

### **Benefits of the "Rule of Two"**

**Supervision:** When students are in activities like sports, field trips, or after-school programs, having two adults helps create a safer environment.

**Reporting and Accountability:** In situations where sensitive topics are discussed (like counselling or disciplinary actions), having two adults can provide additional support and ensure that the process is transparent.

**Preventing Misconduct:** This rule is a protective measure against inappropriate behaviour, ensuring that there are witnesses to any interactions between adults and students.

### **Electronic Communication**

When using electronic communication platforms which are not controlled by Lethbridge School Division (Microsoft TEAMS), communications with individual participants should have another supervisor/coach included. At the very least, communication on "other" platforms such as HUDL, Team Snap, etc... should be done in a group format to include multiple participants and/or supervisors/coaches.

One on one communication using private devices such as cell phones should be avoided.

Communication through Social Media platforms that do not retain a record of communication (For example: Snap Chat) should not be used to communicate with participants.

The purpose of the "Rule of Two" is to:

- Create a safer environment by reducing the risk of harm and maltreatment.
- Increase safety and security of all participants.
- Reduces risk of abuse.
- Protects everyone, including coaches, supervisors, and volunteers.
- Protects against false accusations.
- Reduces an organizations liability.

### **1.3 Travel**

#### **Supervision Ratios**

##### **[LETHBRIDGE SCHOOL DIVISION POLICY 607.1](#)**

The minimum supervision ratios for trips will be as follows:

- 14.1. For day trips within the city, the principal shall decide on minimum supervision levels based on the nature of the trip or activity.
- 14.2. For day trips outside of the city:
  - 14.2.1. ECS, Elementary: one adult per 8 students
  - 14.2.2. Middle school: one adult per 10 students
  - 14.2.3. High school: one adult per 15 students, one adult per 10 students for overnights
- 14.3. Additional supervision may be required when:
  - 14.3.1. the risk level is Amber;
  - 14.3.2. the trip is out of province; or
  - 14.3.3. an overnight stay is required (i.e., High School Overnight trips require one adult per 10 students)

#### **Overnight Supervision**

As outlined in Lethbridge School Division Procedure 1003.3, any volunteers accompanying students on an overnight trip, must have a completed Criminal Record and Vulnerable Sector Check. Expense is the responsibility incurred by the school. [LSD PROCEDURE 1003.3](#)

##### **[LETHBRIDGE SCHOOL DIVISION POLICY 607.1](#)**

- 14.4. Both male and female supervisors are required for situations requiring modesty (For Example: change rooms, hotel rooms), if both male and female students are present.
- 14.5. An adult supervisor must always be available to students (24 hours per day) for the entire duration of the trip or activity.

#### **Rooming Assignments**

Teachers/Supervisors/Coaches shall always have separate rooms from students. Parent supervisors are welcome to have their children stay with them if agreed upon by the supervisor/teacher or coach.

Room assignments will be based on gender with students identifying as female rooming together and students identifying as males rooming together. There is always potential for situations to arise with rooming assignments that are more complicated, and these should be dealt with on an individual basis.



Decisions should be made involving input from the students, parents, teacher/supervisor, school principal and if required, Lethbridge School Division administration.

Students who identify as neither male or female should be consulted and provided a room in which their comfort level is met, this could be with roommates or potentially a room of their own. If the student is to have roommate(s) then those students and parents must also be consulted regarding the situation and must confirm that both are also comfortable with the arrangement.

There is always potential for situations to arise with rooming assignments that are more complicated, and these should be dealt with on an individual basis. Decisions should be made involving input from the students, parents, teacher/supervisor, school principal and, if required, Lethbridge School Division Administration.

### **Transportation**

Group travel by way of commercial providers must have constant visual supervision from a Lethbridge School Division employee or authorized supervisor.

#### **Lethbridge School Division Policy and Procedure Regarding Travel**

#### **Policy 607.1 - Field Trips, Off-Campus Activities & Student Travel [LSD POLICY 607.1](#)**

**14.7** Before, during or after field trips and off-campus activities where students might travel alone in a motor vehicle with a supervisor, there must be another adult in attendance.

**20.2** Students must return to the school at the end of an off-campus activity unless parent/guardian consent has been obtained for alternate dismissal procedures.

#### **Procedure 700.4.1 - Use of Private Vehicles and Volunteer Drivers [LSD POLICY 700.4](#)**

Volunteer drivers must have the approval of the principal or designate and must complete the **Volunteer Driver Authorization Form** ([LSD FORM 700.4.1](#)). This authorization must be completed and expires end of each school year.

Students being transported by volunteer drivers in a private vehicle must have parent consent by way of the **Parent Consent Form for Transportation of Students by Volunteer Drivers** ([LSD FORM 700.4.2](#)). This is regardless of the volunteer driver being another parent, supervisor, Division employee, or student.

### **Student Volunteer Drivers**

Student volunteer drivers shall not transport other students outside of city limits.

#### **Policy 700.4.4 - Use of Private Vehicles and Volunteer Drivers [LSD POLICY 700.4](#)**

For students enrolled in the Division to be approved as volunteer drivers the following must be completed:

- Students must fill out the Volunteer Driver Authorization Form ([LSD FORM 700.4.1](#)).

- Written consent shall be secured from the parents/guardians of the student(s) who will be drivers ([LSD FORM 700.4.2](#)).
- Written consent shall be secured from the parents/guardians of the student(s) who will be passengers in the vehicle ([LSD FORM 700.4.2](#)).

## 2. ATHLETICS

### 2.1 Coach Requirements

#### **ASAA Online Coach Education Policy**

1. Every team official (coach, assistant coach, teacher sponsor or team support staff member) must complete the "Making Head Way" concussion course and be registered in the student record system (SRS) by the respective coach registration deadline for that sport.
2. Each registered school team must include at least one team official (coach, assistant coach, teacher sponsor or team support staff member) who completes the ASAA Coach Information Course prior to any interschool sport being played.
3. Safe Sport Training - one team official (head coach, assistant coach, teacher sponsor, or other) on every team must complete the course prior to any interschool sport being played.
4. A member school must include at least one school staff member (i.e. teacher coach or support staff designated as an "Agent of the Board") who completes Coaching School Sport: Redefining Winning.

#### **Lethbridge School Division Requirements**

It is expected that at least one coach from each team completes the **Lethbridge School Division Extra-Curricular & Co-Curricular Participation Module** within the past three years.

- All programs are also encouraged to integrate module content into program culture and continue to support it throughout athlete involvement, for example: Reinforce social media expectations and use language of modules when doing so.

All volunteer coaches/supervisors who are not employed by Lethbridge School Division must complete the Division's Annual Volunteer Registration Form ([LSD FORM 1003.3.1](#)) as indicated in Lethbridge School Division Procedure 1003.3. This form must be completed annually. [LSD PROCEDURE 1003.3.1](#)

All coaches (teacher/school and community) must read this manual and indicate that they have done so through the "Lethbridge School Division website under Extra-Curricular." They must also complete the LSD Coaches Code of Conduct section: <https://www.lethsd.ab.ca/extra-curricular>



### **Criminal Records and Vulnerable Sector Checks**

Section 1003.3 of the Lethbridge School Division Procedures Manual indicates that, volunteer coaches for secondary sports are required to provide a Criminal Records Check and Vulnerable Sector Check. Expense is the responsibility of the individual school. [LSD PROCEDURE 1003.3.1](#)

## **2.2 Athlete/Parent Requirements**

### **Forms**

All Lethbridge School Division permission and waiver forms must be completed prior to participation. It is the responsibility of a team official (Head coach, assistant coach, or manager) or the schools athletic director to make sure that all students have completed the required forms in a timely manner and prior to full participation in an athletic program.

Forms that must be completed prior to participation include the following (These are typically found through the Lethbridge School Division website):

- Schools Co-Curricular Behaviour Expectations/Code of Conduct
- Medical Information
- Transportation Information
- Acknowledgement of Risk and Consent of Parent or Guardian
- Parent/Guardian Waiver Form
- Information and Media Athletics Disclosure
- ASAA Student/Guardian Acknowledgement Form

These forms are optional and only need to be completed if applicable to the program and/or activity:

- Swimming Ability Form (607.1.7)
- Volunteer Driver Authorization Form (700.3.1)
- Volunteer Registration Form (1003.3.1)

### **Participation Module**

All participants must complete the **Lethbridge School Division Extra-Curricular and Co-Curricular Participation Module** prior to beginning the chosen extra- curricular activity. For students who participate in multiple extra-curricular activities throughout the year, the module only needs to be completed once per school year.

It is strongly encouraged that parents also engage in the completion of the module with their child.



## **2.3 Codes of Conduct**

### **Spectators**

All Lethbridge School Division schools should have in place a spectator code of conduct. This code of conduct should be prominently displayed in the school's gymnasium as well as any other place of competition, if possible.

Division high school's spectator code of conduct should be in accordance with the ASAA Spectator Code of Conduct, and each High school should have the ASAA Spectator Code of Conduct Banner hung in their gym.

### **LSAA & ASAA Spectator Code of Conduct**

*Attendance at this event entitles you to enjoy an exhibition of athletic skills in an educational setting. Please be respectful and encouraging to ALL athletes, officials, coaches, and fellow spectators.*

*Be Loud. Be Proud. Be Positive.*

### **Participants**

#### **Student Athletes**

All schools should have in place and be implementing Codes of Conduct for all extra-curricular participants. Examples of these Codes of Conduct:

<https://acrobat.adobe.com/id/urn:aaid:sc:US:3259cdb0-0615-4107-8648-582e017e790d>

All participants must complete and submit their schools locally developed Extra-Curricular Code of Conduct prior to participating in their program/activity.

#### **Parents**

All parents must complete the parent code of conduct form and ensure the supervising staff member has an acknowledged copy.

Examples:

[Parent Expectations for Co curricular and Extra curricular events.pdf](#)

<https://acrobat.adobe.com/id/urn:aaid:sc:US:3259cdb0-0615-4107-8648-582e017e790d>

## **Coaches**

Prior to the start of a program, all program leaders/supervisors must complete and submit the Lethbridge School Division Coaches Code of Conduct through the “Lethbridge School Division website under Extra-Curricular ”. <https://www.lethsd.ab.ca/extracurricular>

All volunteers who are not employed by Lethbridge School Division must complete the Divisions Annual Volunteer Registration Form ([LSD FORM 1003.3.1](#)) as indicated in Lethbridge School Division Procedure 1003.3. This form must be completed annually. [LSD PROCEDURE 1003.3](#)

## Forms

All Lethbridge School Division permission and waiver forms must be completed, prior to participation. It is the responsibility of a team official (Head coach, assistant coach, or manager) or the schools athletic director to make sure that all students and parents have completed the required forms in a timely manner and prior to full participation in an athletic program.

- [Schools Extra-Curricular Behaviour Expectations/Code of Conduct](#)
- [Medical Information](#)
- [Transportation Information](#)
- [Acknowledgement of Risk and Consent of Parent or Guardian](#)
- [Parent/Guardian Waiver Form](#)
- [Information and Media Athletics Disclosure](#)

These forms are optional and only need to be completed if applicable to the program and/or activity:

- Swimming Ability Form (607.1.7)
- Volunteer Driver Authorization Form (700.3.1)
- Volunteer Registration Form (1003.3.1)

### 3. REFERENCES

Lethbridge School Division Policies: 607.1 Field Trips, Off-Campus Activities and Student Travel, 502.1 Code of Conduct, 502.6 Student Conduct on School Authorized Transit, 503.5 Student Activities, 504.1. Managing Health Issues in Schools, 504.4 Supervision of Students, 600.3 Poverty Intervention, 608.6 Parent and Student Handbook, 502.5 Student Transportation, Bussing, 700.3.1 Use of Private Vehicles and Volunteer Drivers, 802.2 Student Fees, Fines and Charges

Safety Guidelines for Physical Activity in Alberta Schools Field Trips, Off Campus Activities and Student Travel Procedures Manual, June 2013

Coaching Association of Canada – [www.coach.ca](http://www.coach.ca)

Alberta Schools Athletic Association (ASAA) Policy Handbook - [Alberta Schools' Athletic Association](http://Alberta Schools' Athletic Association)

[SPHEREs | School Physical Activity Health & Education Resource for Safety – School Physical Activity Health & Education Resource for Safety \(myspheres.ca\)](http://SPHEREs | School Physical Activity Health & Education Resource for Safety – School Physical Activity Health & Education Resource for Safety (myspheres.ca))