



ADMINISTRATIVE PROCEDURE	
Approval Date 2015	Replacing All Previous Procedures
Review Date 2020	Page 1 of 4
Contact Person/Department Superintendent of Secondary School Improvement and Student Success	Identification ES – 5026

CO-INSTRUCTIONAL ACTIVITIES

1.0 PURPOSE

Trillium Lakelands District School Board recognizes and supports the enormous value co-curricular activities play in shaping positive learning experiences in the lives of both students and staff in the Board.

2.0 REFERENCES/RELATED DOCUMENTS

2.1 Relevant sections of Education and Employment Statutes and Regulations of Ontario include:

2.1.1 The Education Act: 1.1; S 1(2); S 26.1;

www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e02_e.htm#BK2

2.1.2 OPHEA Safety Guidelines;

<http://prestohost02.inmagic.com/safety/>

2.1.3 OSBIE;

<http://www.osbie.on.ca/>

2.1.4 OFSAA and Regional Athletic Associations, Constitution, Rules, Playing Regulations and By-Laws;

<http://www.ofsaa.on.ca/site/index.cfm?DSP=Chapter&ID=27>

Relevant TLDSB policies and procedures include:

2.1.5 OP-6020 / 6021 Code of Conduct Policy and Procedure;

<http://tldsb.ca/board/policies-and-procedures/#C>

2.1.6 OP-6600 / 6601 Medication Policy and Procedure;

<http://tldsb.ca/board/policies-and-procedures/#M>

2.1.7 HR-4035 / 4036 Staff Attendance on Days when Buses are Cancelled for Students (Inclement Weather) Policy and Procedure;

<http://tldsb.ca/board/policies-and-procedures/#S>

2.1.8 HR-4019 / 4020 Criminal Record Check Policy and Procedure;

<http://tldsb.ca/board/policies-and-procedures/#C>

2.1.9 HR-4028 Health and Safety - Incident, Accident, Injury Reporting Procedure;

<http://tldsb.ca/board/policies-and-procedures/#H>

- 2.1.10 BU-3040 Insurance Policy;
<http://tidsb.ca/board/policies-and-procedures/#I>
- 2.1.11 ES-5015 / 5016 Field Trips Policy and Procedure;
<http://tidsb.ca/board/policies-and-procedures/#F>
- 2.1.12 ES-5005 / 5006 Fundraising Policy and Procedure;
<http://tidsb.ca/board/policies-and-procedures/#F>
- 2.1.13 ES-5000 / 5001 Volunteers in Trillium Lakelands DSB Policy and Procedure;
<http://tidsb.ca/board/policies-and-procedures/#V>
- 2.1.14 HR-4019 / 4020 Criminal Record Check Policy and Procedure;
<http://tidsb.ca/board/policies-and-procedures/#C>
- 2.1.15 BU-3025 / 3026 Transportation Policy and Procedure.
<http://tidsb.ca/board/policies-and-procedures/#T>

3.0 TERMS AND DEFINITIONS

- 3.1 CO-INSTRUCTIONAL - activities other than providing instruction that:
 - a) support the operation of schools;
 - b) enrich pupils' school-related experience, whether within or beyond the instructional program, or;
 - c) advance pupil's education and education related goals, including but not limited to, activities such as school teams, arts, and cultural activities, parent-teacher and pupil-teacher interviews, letters of support for pupils, staff meetings and school functions..." Section 1(1)
- 3.2 CO-CURRICULAR – a subset of co-instructional activities that include activities that enrich students' learning experience (clubs, teams, arts, sports, etc).

4.0 ADMINISTRATIVE PROCEDURE

4.1 BOARD CO-INSTRUCTIONAL CALENDAR

Under the Education Act, the Board is required to develop and implement a calendar for the delivery of co-instructional activities to elementary and secondary students. The Board co-instructional calendar is a framework within which principals, working co-operatively with school councils, staff and members of the community, will develop their own co-instructional calendars. Local school calendars may vary from year to year based on a number of factors such as staff/volunteer expertise, qualifications, certification, student interest and financial resources.

4.2 SCHOOL CO-INSTRUCTIONAL CALENDAR

Annually each school shall consult the Board framework for co-instructional activities to develop its calendar for co-instructional activities.

The school co-instructional calendar of co-instructional activities is a working document and may be amended over the course of the school year at the discretion of the school principal. Student interest, staff availability, staff/volunteer expertise/qualifications/certification, financial resources, or facility availability may impact on the provision of co-instructional activities throughout the school year.

4.3 SCHOOL CO-INSTRUCTIONAL CALENDAR PROCESS

4.3.1 Development of School Co-Instructional Calendar of Co-Instructional Activities

All co-instructional activities operate under the leadership, direction, and supervision of staff and community volunteers with the full knowledge of the principal.

4.3.2 When considering the co-instructional activities of the school, the principal shall take into account:

- a) the unique features of the school;
- b) the interests and diversity of students;
- c) the skills and interests of staff and/or community members;
- d) the resources available at school and Board levels;
- e) the need for communication with the school community which outlines the nature of co-instructional activities;
- f) the need for consultation with the school community in planning for co-instructional activities where appropriate;
- g) the directions of the Ministry and Board policies, administrative memorandums, school expectations and the Code of Conduct.

4.3.3 Student participation in co-instructional activities

Being selected to represent a school is a privilege and carries with it additional responsibility. Each individual must endeavour to live up to the community's highest expectation for behaviour as well as adhere to the school's code of behaviour. Failure to do so may result in the privilege being withdrawn.

Co-instructional activities are intended to enhance the academic program. Academic achievement shall be a consideration when evaluating appropriateness of a student's participation in co-instructional activities.

4.4 VOLUNTEERS

Trillium Lakelands District School Board recognizes the importance of staff, parents and members of the community in the provision of co-instructional activities. Guidelines for the use of parent and community volunteers in schools may be found in the ES-5000 / 5001 Volunteers in Trillium Lakelands DSB Policy and Procedure.

4.5 BOARD INSURANCE AND STUDENT ACCIDENT INSURANCE

The insurance carrier for Trillium Lakelands District School Board is the Ontario School Boards' Insurance Exchange. This insurance includes liability for the staff and/or approved community volunteers who support co-instructional activities of the Board and are acting within the scope of their duties as defined by Board policy and guidelines.

The Board has no insurance coverage that provides compensation for students without regard to fault. The Board is not authorized, under the Education Act, to purchase such insurance. This is the responsibility of parents/guardians/adult students should they wish to acquire it. Consequently, "Student Accident Insurance" is made available on a voluntary basis to parents/guardians/adult students. Students are strongly encouraged to participate in a "Student Accident Insurance" plan.

4.6 FINANCE

The financial support for the implementation of the Board Calendar for the provision of co-instructional activities is a shared responsibility of the Board, its schools, students, parents and members of the community. The level of the Board's financial commitment is established annually. Fundraising activities, including the control and accounting for school-generated funds undertaken in support of co-instructional activities, must conform to Board policies and administrative procedures (see Fundraising Procedure ES-5006).

4.7 TRANSPORTATION

Transportation of students for co-instructional activities must be in accordance with the Transportation Procedure BU-3026. The following sections may apply:

- a) Section 5.0 - school bus cancellation;
- b) Section 6.0 - transporting articles or equipment;
- c) Section 8.0 - school bus accidents;
- d) Section 9.0 - school bus conduct and discipline.