

## Administrative Procedure #402 Thrive Time, Field Trips and Extra-Curricular Activity

---

### Background

The Board endeavours, through its charter and direction provided in Policy 402, to provide a well-rounded educational program within and outside of the traditional school day. The following definitions and guidelines provide direction to the school to meet the requirements established by the board.

### Definitions

Field Trips are a supervised, off-site educational activity organized by the school for its students. These trips typically involve visiting a location outside of the school grounds, such as a museum, historical site, or nature center, to provide students with hands-on learning experiences that complement the curriculum.

Extra-curricular activities are activities, performed by students, that falls outside the realm of the mandated curriculum of the school. Sport teams and fine arts activities are two examples of extra-curricular activities. These may be during the school day or after school.

Thrive Time is a school-initiated program and is the after school extra-curricular program. It runs from 3:00 PM to 5:45 PM on school operational days and provides experiential learning in athletics, sports, fine arts, performing arts and STEM. This program is optional for families but serves all students who attend the school if the parents are interested.

### Guidelines

#### A. Approval of Thrive Time and Extra-Curricular Activities

- a. Activity proposals shall be submitted in writing to the Principal or the individual responsible for approving programs.
- b. For extra-curricular programs, the principal, shall approve these programs.
- c. For athletic programs, not associated to Thrive Time, the Athletics Program Manager in consultation with the Principal, shall oversee these activities.
- d. Activity proposals should include a clearly defined purpose that aligns with the Thrive Charter School Society charter and the school's educational and student

engagement objectives. The proposal should also note how the activity is age appropriate for the students involved.

e. As part of the approval process, financial costs must be provided prior to any approval. Approval of programs must meet budget allocations.

## **B. Participation and Engagement**

a. In addition to the purpose of the program, the activities should encourage broad participation and ensure equitable access to activities, regardless of background.

b. Even though participation is vitally important, it is recognized that student participation in the program is dependent upon factors such as their ability to behave in accordance with the Student Code of Conduct and their ability to be good

ambassadors of the school. If a student is excluded from the activity, parents will be informed as to the reason.

c. If a student is not attending Thrive Time must be picked up by parents no later than 4 pm. Otherwise the student will be sent home on the bus at 5:45 pm.

## **C. Staff Responsibilities**

a. Submit an activity proposal. For Thrive Time, this is only if the activity is outside of regular programming (in school). If the regular Thrive Time activity is off-campus, the Field Trip Administrative Procedure will apply.

b. Included in the proposal will be a list of supervisors, transportation details, length of the activity, communication details to parents and any other information that may be pertinent to the approval of the activity.

c. Once the activity is approved, the staff member will work with appropriate personnel to ensure that the activity booking is completed and transportation and lunch requirements are completed (if required).

d. The responsible staff member shall ensure that the school has all names and parent phone numbers of students participating in the activity (if off-campus). The responsible staff member shall keep this list on their person during the activity and shall also provide a copy to the principal.

e. During the activity, the responsible staff member shall ensure that all students are accounted for at all times.

f. The responsible staff member will provide written reports of incidents (e.g. student injuries or major behavioural concerns) during Thrive Time or extra-curriculars.

g. The Principal will gather regular evaluation and feedback of Thrive Time and extra-curricular activities (e.g. student feedback, participation metrics, effectiveness) from the responsible staff members or manager.

## **D. Parent Commitment**

- a. If a student is not attending Thrive Time must be picked up by parents no later than 4 pm.
- b. If the parent must pick up their child on the odd occasion, they must notify the school 24 hours in advance to arrange for the student pick-up. Otherwise the student will be sent home on the bus at 5:45 pm.
- c. If there are ongoing issues with parent pick-up, the child may be removed from Thrive Time for a period of time.

#### **E. Supervision**

- a. Supervision of the Thrive Time program and extra-curricular activities must always have a minimum of one teacher. Other supervisors, dependent upon the numbers of students, may have other non-certificated staff members and parents supporting the supervision of students. Staff members and parents who supervise activities have responsibility to ensure student safety, conduct, and adherence to the Student Code of Conduct. All supervisors must be knowledgeable of Policy 210 Welcoming, Caring, Respectful, and Safe Learning and Working Environments and the Student Code of Conduct. Emphasis is on the safety and well-being of students and staff, prohibiting harassment, abuse, or ridicule.
- b. By policy, all staff must have completed a criminal and vulnerable sector check. The principal shall determine if parents must provide a vulnerable sector check.
- c. At no time, should a parent or non-staff member providing supervision be left alone with a student.

#### **F. Communication**

- a. Detailed communication shall be provided to all parents whose children are participating in the activity. This includes departure from the school and arrival time back to the school, student behavioural expectations, lunch details and a summary of the activity and its outcomes. This is all detailed in the parent permission forms that will be sent out prior to the activity.
- b. The parent or guardian of the student attending the activity must sign and return the detailed field trip form that is sent home prior to the activity. Students without a signed field trip form will not be able to attend. Verbal consent to attend will not be considered acceptable.