



AP 1-301 – GUIDELINES AND PROCEDURES FOR SETTING UP A STUDENT CLUB OR ACTIVITY

To assist staff and students in instituting clubs or activities to promote respect for human diversity within their school, guidelines and procedures such as the following shall be considered and implemented:

The club or activity must be consistent with and comply with school board and school policies.

All such clubs and activities shall be open to all students who wish to participate in an appropriate manner. To start a school club or activity, the following procedures will be followed:

1. A written proposal from one or more students who wish to establish a student club or to organize a specific activity should be submitted to school administration for review and consideration. The nature and purpose of the club or activity shall be clearly identified, along with other supporting information such as an assessment of the school climate, possible obstacles, and rationale for the club or activity, frequency of meetings, how the meetings will be advertised, a mission statement, and proposed group rules and/or guidelines.
2. The proposal shall be reviewed by school administration, in consultation with other appropriate school staff members, such as school counsellors, social workers, or other resource personnel, to ascertain:
 - a) the purpose and goals of the activity or club
 - b) the requirements for supervision, school space, and other resources
 - c) that the proposal is consistent with school and division principles
3. School administration shall ensure that all approved clubs or activities are adequately supervised and supported. This would include the designation of specific staff person(s) as faculty advisor(s) or faculty supervisor(s), and, in the case of ongoing clubs, the designation of an appropriate and safe meeting place within the school premises.
4. All students involved in a club or activity must agree to respect the personal privacy of student participants.
5. The faculty advisor(s)/supervisor(s) must be present at all club meetings and/or activities.
6. Agendas/activities for each club meeting should be planned in advance so that club members can come to the meetings prepared to participate.
7. If a matter arises that requires the involvement and/or intervention of outside agencies (such as CFS or law enforcement), those services should be sought at the earliest opportunity.