



Date of Issue June 2002

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Subject **CO-CURRICULAR PLAN – SECONDARY SCHOOL**

References *Education Act*
Board Co-Curricular Plan for Secondary Schools, March 27, 2001

Links FORM A7150 - 1
APM 7220 -Volunteers in Simcoe County Schools Handbook

Contact School Services

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1. Background

- 1.1 The intent of this document is to provide Simcoe County District School Board Secondary Schools with guidelines for the development of school based Secondary School Co-curricular Plans.
- 1.2 Individual school plans will focus on those elements of a co-instructional program that are considered as voluntary activities on the part of teachers: e.g. sports, arts, cultural and student leadership activities.

2. Secondary School Co-curricular Plan

- 2.1 The Ministry of Education requires that the board plan shall be a framework within which principals, working cooperatively with school councils, teachers and members of the community, will develop and implement their own school plans. The board plan provides the overall framework; the school plan is more specific, targeted at the students in the school, their parents, teachers and the school community.
- 2.2 The Board recognizes that each secondary school is unique in the skills, interests and resources of its students, staff and community. This uniqueness will result in diverse school co-curricular plans across the county.
- 2.3 Schools should provide co-curricular activities primarily through teacher volunteerism with the assistance of parents and the community. For optimum delivery of a co-curricular program teacher leadership is essential.
- 2.4 School plans must be consistent with the requirements of ministry regulations and board policies and procedures. Legislation requires that principals consult at least once a year with the school council respecting co-curricular programs.
- 2.5 Each secondary school principal is required to submit in October to the superintendent of education a plan for the school year that focuses on the co-curricular component of the co-instructional activities planned for the school. Such school co-curricular plans are to be based on the expectations outlined in the board co-curricular plan.
- 2.6 A copy of the school plan shall be shared with the school council.
- 2.7 The School Co-Curricular Plan shall:
 - 2.7.1 identify the interschool sports, intramural physical/recreation programs, arts/cultural and student leadership activities to be offered during the school year.



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- 2.7.2 include a calendar of co-curricular events.
 - 2.7.3 specify how available resources are to be allocated to co-curricular activities.
 - 2.7.4 identify areas where the school may establish links or develop partnerships with other schools and community organizations for stronger co-curricular programs.
 - 2.7.5 identify methods of developing a pool of community and parent volunteers using the guidelines in the handbook "Volunteers in Simcoe County Schools".
 - 2.8 The principal shall develop the school plan in consultation with students, staff and the community and in the process shall consider:
 - 2.8.1 the interests of the students
 - 2.8.2 the interests and skills of the staff
 - 2.8.3 the interests of community members
 - 2.8.4 the resources available at the school and in the community.

Approved
Revised

June 7, 2002

Issued under the authority of the Director of Education



Guidelines for Completing a Secondary School Co-curricular Plan

The school will develop a secondary school co-curricular plan using the secondary school co-curricular plan template on FORM A7150 - 1. Please note that this template can be expanded if necessary. The following components should be included in the school plan:

1. Preamble: school statement
2. Consultation: how, who, when, etc.
3. Activities Offered
4. Calendar of Co-curricular Events
5. Resource Allocation: to support the activities
6. Current Partnerships: schools, community organizations established
7. Outreach Procedures: community/parent volunteers
8. Celebrations



Secondary School Co-curricular Plan Template

3. Resource Allocation: to support the activities

4. Current Partnerships: school, community organizations established

5. Outreach Procedures: community/parent volunteers

6. Celebrations:

Principal (print name)

Signature

Date

School Council Chair (print name)

**Signature of School Council
Chair**

Date