



ADMINISTRATIVE PROCEDURE – 216-3

Student Groups

Area: Governance
Policy Reference: Equity and Inclusive Education (PO216)

Approved: November 11, 2013
Revised: January 27, 2025

1. Purpose

The purpose of this administrative procedure is to outline the guidelines and processes for the formation, recognition, and operation of elementary and secondary student groups within the Durham Catholic District School Board (the “Board”). It intends to promote student engagement, leadership development, and inclusive communities. This procedure is to provide students with opportunities to organize and participate in diverse extracurricular activities, clubs, and organizations that enhance their academic, social, spiritual, and personal development.

2. Definitions

Nil

3. Procedures

- 3.1 All student groups shall support positive, loving, learning environments consistent with Catholic teachings and free of bullying, harassment and bias, prejudice or hate motivated violence.
- 3.2 All groups shall be open to all students who wish to participate.
- 3.3 One or more students who desire to establish a student group must submit a written proposal in the form attached as Appendix A for the review and consideration of the principal. The nature, purpose, activities and mandate of the student-initiated group shall be clearly articulated.
- 3.4 The proposal should include the names of at least two student leaders who will serve as the primary contacts for the group.
- 3.5 The principal, in consultation with other school staff, as appropriate, shall review the written proposal and consider approval with respect to the following:

- 3.5.1 The purpose and goal(s) of the group;
- 3.5.2 The allocation of student supervision, school space, and other resources needed;
- 3.5.3 Whether or not the proposal is consistent with the principles identified above; and
- 3.5.4 Whether the nature/purpose of the group aligns with relevant legislation(s).
- 3.6 The principal will provide their decision in writing in a timely manner. Students will have an opportunity for a debrief and feedback if the proposal is not approved.
- 3.7 Should the proposal be approved; the student group will be formally recognized by the school.
- 3.8 Information about approved student groups, including their mission, activities, and contact information, will be made available to all students through the school's website, student portals, and community gatherings (e.g., Grade 8 Information Night, club fairs, displays during interview night, etc.).
- 3.9 Approved student groups may have access to school facilities, funding opportunities, and other resources, based on availability and need.
- 3.10 Prior to an initial meeting of the student group, the principal shall:
 - 3.10.1 confirm that the student group has an appropriate staff advisor to supervise and support the group and its activities. Staff advisors should serve as liaisons between the student group and the school, offering mentorship, assisting with event planning, and ensuring compliance with policies and procedures; and
 - 3.10.2 clarify the purpose and objectives of the group with the staff advisor.
- 3.11 The principal will ensure that student groups engage in activities that align with and support the Catholic faith foundation of the school, nurturing a respectful environment.
- 3.12 The staff advisor shall be present for each meeting in its entirety and ensure that student groups maintain accurate records of membership, finances, and activities.
- 3.13 All materials for group use must be reviewed and approved by the staff advisor and all materials for school/community awareness, including announcements and promotional materials, must be reviewed and approved by the staff advisor and administration.
- 3.14 All students involved must uphold the dignity and respect the personal privacy of each participant. To ensure a positive and focused environment, personal electronic devices should be used only at the discretion/permission of the staff advisor during meetings, and personal information must not be shared on social media or disclosed in any other way.

- 3.15 Student groups shall comply with Board policies/procedures and shall engage in positive, constructive activities. Failure to do so may result in suspension or disbandment of the student group.
- 3.16 Decisions regarding the continuation of student groups will be made with careful consideration and due process, always prioritizing the best interests of the school and its community.
- 3.17 Feedback from members, staff, and other stakeholders will be solicited to identify areas for improvement and ensure continued relevance and effectiveness.

4. Sources

- 4.1 [Education Act](#)

5. Appendices

- 5.1 [Student Group Proposal \(Form AF216-3A\)](#)

6. Related Policies and Administrative Procedures

- 6.1 [Anti-Racism Policy \(PO200\)](#)
- 6.2 [Responding to Student Incidents of Racism and Discrimination Administrative Procedure \(AP200-1\)](#)
- 6.3 [Equity and Inclusive Education Policy \(PO216\)](#)
- 6.4 [Code of Conduct Policy \(PO610\)](#)
- 6.5 [Code of Conduct Administrative Procedure \(AP610-1\)](#)
- 6.6 [Personal Mobile Device Use in Schools Administrative Procedure \(A610-3\)](#)
- 6.7 [Student Discipline Policy \(PO611\)](#)
- 6.8 [Student Discipline Administrative Procedure \(AP611-1\)](#)
- 6.9 [Bullying Prevention and Intervention Policy \(PO612\)](#)
- 6.9 [Bullying Prevention and Intervention Administrative Procedure \(AP612-1\)](#)



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

Student Group Proposal

Student Name(s):

Student Grade(s):

Please identify the nature of the group, its purpose and objectives:

Please identify the estimated number of participants:

Please identify the frequency with which the group wishes to meet:

Weekly

Monthly

Bi-weekly

Once each semester

Please identify the nature of the meetings (e.g., sharing of ideas, collaboration, goal setting):

Please provide any other information that would assist the principal to make a decision regarding whether or not to permit the student group:

Has a staff advisor(s) agreed to facilitate the student group?

If yes, please list:

Approved
Denied

Signature of Principal:

Date: