

# AVON MAITLAND DISTRICT SCHOOL BOARD

## ADMINISTRATIVE PROCEDURE

### NO. 268

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#### **SUBJECT:        COMPETITIONS BEYOND THE LOCAL LEVEL**

Legal References:    *Ontario Regulation 298 Operation of Schools Section 11 Duties of Principals— Supervise Instruction, Supervision of Any School Activity; Section 20 Duties of Teachers: Ensure All Reasonable Safety Precautions; Ontario Regulation 565 Health Protection and Promotion Act; Ontario Physical Health and Education Association (OPHEA) Ontario Safety Guidelines*

Related References: *Administrative Procedure 265 Co-instructional Activities; AP 266 Field Trips and Excursions; AP 321 Fund-Raising; AP 322 Partnerships and Advertising in Schools; AP 351 Code of Conduct; AP 352 Promoting Positive Student Behaviour; AP 507 Financial Support for Co-curricular Activities; AP 513 Accounts: School Generated Funds (Accounting Procedures); AP 589 Transportation*

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#### **1.    Support for Competitions**

Events sponsored by O.F.S.A.A., W.O.S.S.A., (non-invitational tournaments) and participation in athletics, music, drama and/or other competitions beyond the local district level may be supported by a school-based specially designated fund.

#### **2.    Budget Procedures**

- 2.1    The budget is developed annually by an *ad hoc* committee of administration and secondary principals and is not cumulative. Overages will be charged to the school's allocation.
- 2.2    The principal may disburse money from the fund for expenses related to competitions, which meet the criteria in 1.1 above. The principal shall be assured that the calibre of competition provides an educational experience, which is worthy of support from the fund.
- 2.3    The principal must keep documentation of disbursements on file for inspection by a member of senior staff. Use of Form 268, Competitions Beyond the Local Level: Expense Support, to authorize payments should help principals track the necessary documentation.
- 2.4    Should any principal experience an exceptional draw on the funds in any school year, the only recourse to additional funds is through the secondary principals group.