



1. POLICY STATEMENT

Universal Philippine School (UPS) is committed to providing a safe, inclusive, and enriching Extracurricular Activities (ECA) program that supports the holistic development and wellbeing of all learners. All ECAs are designed and implemented in alignment with ADEK policies, UAE regulations, and school wellbeing standards.

2. PURPOSE

This policy aims to:

- Provide clear guidelines for the planning, implementation, and evaluation of ECAs
- Promote student wellbeing, engagement, leadership, and skill development
- Ensure safe, inclusive, and structured participation in all extracurricular programs
- Standardize procedures for organizing and managing ECAs across the school

3. SCOPE

This policy applies to all extracurricular activities offered by Universal Philippine School, including but not limited to:

- Academic ECAs (e.g., Robotics, Science Club, Math Club, Journalism)
- Cultural and Artistic ECAs (e.g., Dance, Music, Arts, Theater)
- Sports and Physical Activities (e.g., Basketball, Volleyball, Fitness Clubs)
- Leadership and Service ECAs (e.g., Student Council, Community Service)
- Special Interest Clubs (e.g., Entrepreneurship, Language Clubs, TLE Club)

4. UPS COMMITMENT TO INCLUSIVITY

Universal Philippine School ensures that all ECAs:

- Are accessible to all students regardless of age, gender, background, or ability
- Promote equal opportunity and participation
- Support students of determination through appropriate accommodations
- Encourage diversity, cultural respect, and student voice

5. ORGANIZATION AND IMPLEMENTATION OF ECAs

5.1 ECA Proposal and Approval

All ECAs must be formally approved prior to implementation:

1. Submission of an ECA Proposal Form
2. Definition of objectives, activities, schedule, and resources
3. Review by School Administration
4. Official approval and assignment of adviser



5.2 ECA Management Structure

Each ECA shall have:

- A qualified faculty adviser or coach
- A clear schedule and venue
- Defined learning outcomes and objectives

5.3 Student Enrollment

- Students may voluntarily join ECAs based on interest
- Participation records shall be maintained
- Attendance shall be monitored regularly

6. STUDENT INVOLVEMENT

UPS actively promotes student engagement by:

- Encouraging participation in a variety of ECAs
- Supporting student leadership and initiative
- Allowing students to propose and establish new ECAs subject to approval
- Encouraging participation in local, national, and international competitions

6.1 Student-Initiated ECAs

Students may establish ECAs through the following process:

1. Submission of a written proposal
2. Identification of objectives and planned activities
3. Assignment of a faculty adviser
4. Review and approval by School Administration
5. Monitoring and evaluation after implementation

7. SAFETY AND SUPERVISION

UPS ensures that all ECAs are conducted in a safe and supervised environment:

- Adequate staff supervision is required at all times
- Appropriate student-to-teacher ratios must be maintained
- First aid and emergency procedures must be available
- Staff must ensure safe use of facilities and equipment

8. RISK MANAGEMENT

- A risk assessment must be completed for each ECA activity
- Hazards must be identified and control measures implemented
- High-risk activities require additional administrative approval



9. PARENTAL CONSENT AND COMMUNICATION

- Parents must be informed of all ECA offerings
- Written consent is required where applicable
- Communication must be conducted through official school channels
- Medical information must be collected when necessary

10. TRANSPORTATION (IF APPLICABLE)

- Only approved transportation providers shall be used
- Student safety must be monitored during travel
- Parental consent is required for off-campus activities

11. DOCUMENTATION AND RECORD KEEPING

The following records must be maintained for each ECA:

- Approved ECA proposal
- Student registration forms
- Attendance records
- Risk assessment forms
- Parent consent forms
- Photos or evidence of activities (with consent)
- Evaluation reports

12. MONITORING AND EVALUATION

- ECAs shall be regularly monitored by the school administration
- Feedback from students and advisers shall be collected
- End-of-term reports shall be submitted for review
- Continuous improvement measures shall be implemented

13. POLICY ALIGNMENT

This policy is aligned with:

- ADEK Extracurricular Activities Guidelines
- UPS Health and Safety Policy
- UPS Safeguarding and Child Protection Policy
- UPS Inclusion Policy
- UPS Behavior Management Policy

14. REVIEW OF POLICY

This policy shall be reviewed annually or as required by ADEK to ensure continuous improvement and compliance.



APPROVAL

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