

Extra-Curricular Activities

Background

Extra-curricular programs make a valuable contribution to the development of student skills, knowledge and abilities. The greatest value can be derived from extra-curricular student activities when such activities are developed and encouraged through cooperative participation among the student body, staff and interested community members. Successful participation in extra-curricular activities allows students to enjoy positive interactions with others and be active members of their school community, and increases the likelihood of school bonding and successful high school completion.

What is <u>Extra-Curricular</u>	What is <u>Curricular</u>
• Activities that fall outside of the scheduled work hours for support staff and instructional hours for certificated staff • Coaching and staff representatives when community coaches are involved (including travel) • Athletics - includes zones and provincials • Fine Arts production (only if it is not embedded into the timetable) • Clubs such as leadership, debate, chess, gaming	• Activities held during scheduled work hours for support staff and instructional hours for certificated staff
Note: Refereeing – to be paid from student fees, not from extra-curricular funds	

Specifically:

1. 'Extra-curricular' activities are those, sometimes optional, out-of-the-classroom activities that are not tied to the curriculum.
2. Provision shall be made by the Board for extra-curricular remuneration.
3. Participation in extra-curricular activities is strictly voluntary.

Procedures

1. Remuneration support of student activities shall be subject to annual review and approval as part of the Division budget process.
 - 1.1. Remuneration may be provided to recognize time spent by both staff and community volunteers assisting with the variety of student activities at Division schools.
2. The principal of each school shall be responsible for the allocation of that school's extra-curricular remuneration.
 - 2.1. The school will be notified by October 31 of each school year of its extra-curricular allocation.
 - 2.2. The principal might choose to allocate a portion of the school's allocation for the purchase of extra-curricular gear/sportswear for staff/community volunteers.
 - 2.3. The principal will provide a list to the Payroll Department showing the individuals who are to be distributed a portion of the school's allocation, no later than June 1 of each school year.
 - 2.4. Any support staff allocations will be paid out right away.
 - 2.5. Community members who will be allocated an amount will be processed through Accounts Payable.
 - 2.6. Each teacher's extra-curricular allotment will initially be recorded in a payroll bank.
 - 2.7. Teachers may request that the extra-curricular bank of the employee be paid out at any time, subject to monthly payroll deadlines.
 - 2.8. The balance in the teacher's extra-curricular bank will carry forward from year to year.
 - 2.9. All cash remuneration is subject to statutory deductions of EI, CPP, income tax, and in some cases, union dues.
 - 2.10. Subject to approval by the principal, teachers may use some or all of their allocation to pay for substitute costs. Any leave used in this regard must be in alignment with the Collective Agreement.
 - 2.10.1. Any leave within the Collective Agreement that utilizes extra-curricular allotments are granted at the discretion of the principal, and cannot be granted on Division or school professional learning days.
 - 2.10.2. Employees are required to provide 3 days' notice where possible, using the Leave Management System.

- 2.11. Teachers who do not wish to take all or any of the extra-curricular remuneration assigned to the employee in conjunction with a Collective Agreement leave will be paid out via payroll.
- 2.12. Upon termination or retirement, unused funds in the teacher's extra-curricular bank will be paid out.
- 3. The Superintendent will form an Extra-Curricular Committee and annually review the processes where staff will be recognized for their involvement in extra-curricular activities. The Board delegates to the Superintendent the authority to develop the procedures necessary to implement the Extra-Curricular Activity Policy.

References: *Public Sector Accounting Handbook PS1000*
 Canadian Income Tax Act
 Sections 33, 53, 22 Education Act
 Board Policy 23: Extra-Curricular Activity