

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 413
SECTION:	RELATIONS		
PROCEDURE:	EXTRA-CURRICULAR RECOGNITION		

BACKGROUND

The Division recognizes that activities and events for students outside the regular classroom instructional program are a valuable part of education and contribute significantly to student development.

The Division appreciates the contributions of its staff and volunteers toward the total development of the students. Therefore, the Division provides an honorarium to those who coach, manage, or supervise school extracurricular activities or programs.

PROCEDURES

1. The Director will determine and incorporate the amount of financial support to be included in the Division's annual budget.
2. The extra-curricular recognition honorariums are considered income and therefore payments will be processed through payroll in June. Commencing in the fall of 2023, the Division will establish an honorarium account of \$20,690.00 annually in recognition of extra-curricular contributions.
3. Each school will have an Extracurricular Recognition Committee and under the direction of the Principal will determine accounting procedures, keep service records and be guided by the terms of this administrative procedure; that being:
 - 3.1 Recognized activities must be approved by the Principal.
 - 3.2 On a monthly basis or upon completion of an extracurricular activity, each coach/advisor will submit to the committee the number of hours of service devoted to that activity.
 - 3.3 Following the completion of the school year's extracurricular activities, the school committee will submit the number of hours of service by individual to the Division Office designate.
 - 3.4 The Division Office designate will tabulate the eligible hours of service submitted and the honorarium amount will be processed.
4. Eligible activities:
 - 4.1 Voluntary time spent with students during non-instructional hours and approved by the Principal.

- 4.2 Time outside of instructional hours for curricular programs that include a performance component [e.g., band concerts, rock band concerts, downhill ski trips, National Skills Canada Competitions].
 - 4.3 On overnight trips staff members that are designated on duty may count all hours with students.
5. Activities not included for remuneration are:
- 5.1 Time devoted to an extracurricular activity during a staff member's regular instructional hours will not be considered for allowance;
 - 5.2 Activities considered as normal teaching duties and assignments (e.g., professional meetings, tutoring students, etc.);
 - 5.3 Planning, preparation, management of an extracurricular activity without direct student involvement; and
 - 5.4 Time devoted to activities involving students in non-school approved programs or commercially sponsored and organized activities.
6. Out-of-Pocket Expenses – as per section 10.6 in the Local Collective Bargaining Agreement

The Director shall establish an annual fund of two hundred and fifty dollars (\$250.00) for each elementary school and Dreambuilders High School, five hundred dollars (\$500.00) for St. Henry's Senior School, and two thousand dollars (\$2,000.00) for Sacred Heart High School to compensate teachers for out-of-pocket expenses incurred while conducting approved extra-curricular activities.

Reference: Sections 85, 87, 108, 109, 175, 231 Education Act

Date Issued: November 21, 2007

Date Revised: June 24, 2008
June 1, 2012
August 28, 2014
August 28, 2023