



Adopted: 1998-09-01  
Revised: 2004-09-07

## Policy GBCB

### Extracurricular Activities – Recognition

#### 1. Purpose or Intent

The New Frontiers School Board recognizes that extracurricular activities constitute an important adjunct to school life. The Board wishes to honour, within its financial means, those staff members who voluntarily organize and participate in such activities. This policy is intended by the Board as recognition to those who participate in extracurricular activities.

#### 2. Definitions

2.1. Extracurricular Activity (ECA):

An extracurricular activity is defined as an organized, recognized activity (social, cultural, academic, or athletic) for and with a group of students taking place outside of the staff member's working day as agreed to by the staff member and the school or centre administration.

2.2. Significant Contribution:

A significant contribution is defined as a minimum of fifteen (15) hours of time spent engaged in an extracurricular activity outside of the staff member's regular working day. The working day for teachers includes the required presence time. Activities during working hours, on pupil days or pedagogical days, do not count toward ECA hours. Maximum hours counted outside of working hours, on a school day or pedagogical day shall be six (6). Maximum hours counted on weekends or holidays shall be twelve (12).

2.3. Staff "Contributor":

A staff member who has made a significant contribution as defined in section 2.2.

#### 3. Guiding Principles

3.1. Any staff member who makes a significant contribution to student extra-curricular activities should be recognized.

3.2. The contribution will normally be on a repetitive basis, authorized by the school or centre administration in consultation with the school council. However, irregular activities may also be recognized and approved by the school or centre administration.

3.3. Contribution to an extracurricular activity may be recognized in one or more of the four following ways:

3.3.1. A letter or certificate from the Director General will be given to each staff contributor, recognizing his/her contribution to student extracurricular activities for the school year. A copy shall be placed in the staff member's official file.

3.3.2. An invitation to the Extracurricular Activities Banquet, at the end of the school year, to all staff who have made a significant contribution as defined in section 2.2.

3.3.3. A list provided annually by the school/centre administration and presented to the School Board of names and activities of staff members who have made a significant contribution to ECA.

3.3.4. Compensatory time for those who have contributed a minimum of 25 hours of extracurricular activities:

3.3.4.1. Compensatory time must be used during the current school year.

3.3.4.2. The maximum number of days that can be earned in one school year is 8. The maximum amount of pre-determined hours agreed to need not restrict the activity itself, but only the amount of official recognition.

3.3.4.3. Eligible staff contributors will be eligible for compensatory time as follows:

Number of Hours of ECA	Compensatory Days
25 – 39	½
40 – 59	1
60 – 79	1 ½
80 – 99	2
100 – 124	2 ½
125 – 149	3
150 – 179	3 ½
180 – 209	4
210 – 239	4 ½
240 – 269	5
270 – 299	5 ½
300 – 329	6
330 – 359	6 ½
360 – 389	7
390 – 419	7 ½
420 +	8

3.3.4.4. Compensatory time cannot be used to extend Christmas holidays or the Spring Break.

#### 4. Procedures and Description of Roles & Responsibilities:

##### 4.1. School or Centre Administrator:

- 4.1.1. At the beginning of each school year survey (Annex A) the staff to determine what extracurricular activities are being proposed for the upcoming year.
- 4.1.2. Meet with any staff contributor wishing to carry out an extra-curricular activity prior to the activity beginning.
- 4.1.3. Ensure that the terms of reference under which the activity will take place are discussed with the staff member at this meeting, so as to determine the appropriate type and amount of recognition for which the staff contributor will be eligible (Annex B, Section I).
- 4.1.4. Confirm that the extracurricular activities took place (Annex B, Section II), ensuring proper recognition is provided and that the staff contributor has reasonable access to earned compensatory time.
- 4.1.5. Provide a list of staff contributors to the Director General's office. (Annex C)

##### 4.2. Staff Contributor:

- 4.2.1. Complete the survey indicating the extracurricular activities s/he wishes to engage in during the school year. (Annex A)
- 4.2.2. Arrange a meeting with the school or centre administrator prior to starting an activity to review the terms of reference for the activity and determine the appropriate type and amount of recognition for which the staff contributor will be eligible. (Annex B, Section I)
- 4.2.3. Engage in the extracurricular activity and track the time contributed to the activity.
- 4.2.4. When the activity is completed, complete the record of the activity. (Annex B, Section II).
- 4.2.5. In order to avoid a multiple absence at a given time of year, when using compensatory time, obtain prior authorization from the school or centre administration at least 48 hours in advance.

##### 4.3. Director General's Office:

- 4.3.1. Receive the list of staff contributors from the schools and centres (Annex C), and take the necessary action to ensure appropriate recognition.
- 4.3.2. Extend invitations to the ECA Banquet to the following people on behalf of the Council of Commissioners:
  - The contributors to extracurricular activities
  - The School Board directorate
  - The in-school administrators
  - The Union Presidents.

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**EXTRACURRICULAR ACTIVITIES – SURVEY**

*As per Section 4,1,1 of Policy GBCB, this survey is to be completed at the beginning of each school year to determine what extracurricular activities are being proposed for the upcoming year.*

School: \_\_\_\_\_

School Year: \_\_\_\_\_

Principal: \_\_\_\_\_

Staff Member's Name: \_\_\_\_\_

Briefly describe the extracurricular activity(ies) you are proposing for this school year:

<b>ACTIVITY PROPOSED</b>	<b>ESTIMATED NUMBER OF STUDENTS</b>	<b>ESTIMATED NUMBER OF HOURS FOR THE ACTIVITY</b>	<b>DAYS &amp; TIMES THE ACTIVITY WILL RUN</b>	<b>NOTES/REMARKS</b>
1.				
2.				
3.				
4.				
5.				
6.				

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to the Principal's Office by: \_\_\_\_\_

**EXTRACURRICULAR ACTIVITIES – AGREEMENT IN PRINCIPLE**

As per Sections 4,1,2 and 4,1,3 of Policy GBCB, the Principal or Centre Director must meet with each staff member who has proposed extracurricular activities for this current school year as indicated on Annex A.

School: \_\_\_\_\_ School  
Year: \_\_\_\_\_

Principal: \_\_\_\_\_ Staff  
Member: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Present at the meeting:  Staff Member  
 Principal/Centre Director  
 Other: \_\_\_\_\_

**SECTION I**

At this meeting, the details surrounding the extracurricular activity I plan to undertake during this school year, as indicated on Annex A – attached, have been discussed and agreed to. They can be summarized as follows:

Activities Planned	Estimated Number of Hours	Estimated Number of Students	Estimated Amount of ECA time to be earned	Notes/Remarks
1.				
2.				
3.				
4.				
5.				
6.				

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Signature of Staff Member

**SECTION II - TO BE COMPLETED WHEN THE EXTRACURRICULAR ACTIVITY IS COMPLETED:**

Activities That Took Place	Actual Number of Hours	Actual Number of Students	Actual ECA time earned	Notes/Remarks
1.				
2.				
3.				
4.				
5.				
6.				
TOTALS				

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Signature of Principal

**EXTRACURRICULAR ACTIVITIES – LIST OF CONTRIBUTORS**

*As per Section 4,1,5 of Policy GBCB, a list of staff contributors to extracurricular activities must be forwarded to the Director General's office.*

School: \_\_\_\_\_

School Year: \_\_\_\_\_

***Please insert rows as needed.***

Please indicate if Miss, Mrs, Ms, or Mr.	Staff Member's FIRST Name	Staff Member's FAMILY Name	Extracurricular Activity(ies) for which the staff member is being recognized	Number of ECA days earned this school year	Office Use Only

\_\_\_\_\_  
 Signature of Principal

\_\_\_\_\_  
 Date