

POLICY	EXTRACURRICULAR ACTIVITIES – RECOGNITION (GBCB)
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Related documents	Organizational Guide GBCB

1. PURPOSE & SCOPE

The New Frontiers School Board recognizes that extracurricular activities constitute an important adjunct to school/centre life and acknowledges those staff members who make a significant contribution by voluntarily organizing and participating in such activities.

2. DEFINITIONS

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.
Significant Contribution	A significant contribution is defined as a minimum of twenty-five (25) hours of time spent engaged in an ECA 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) per day. Maximum hours counted on weekends or holidays shall be twelve (12) per day.
"At cost"	The cost associated with the need for either a substitute teacher or replacement of a support staff or professional staff member.

3. GUIDING PRINCIPLES

- 3.1. Policy GBCB applies to all categories of employment for full-time, part-time, and temporary positions as defined in provincial, local regulations and collective agreements
- 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. Any employee who receives monetary compensation through measures related to extracurricular activities cannot also count these hours towards ECA credits; employees may not claim ECA credits and payment for the same activity.
- 3.4. A staff member may only earn compensatory time for ECAs in the school(s)/centre(s) to which they are assigned unless a prior agreement has been made between the administration of the school/centre where the activity is being animated and the administration of the school/centre where the compensatory time will be taken. Failing such as agreement, the staff member will have to decide whether or not to be involved with the activity in question.
- 3.5. Contribution to an ECA shall be recognized in the following ways:
 - 3.5.1. With a thank-you letter from the Director General, sent to each contributor.
 - 3.5.2. With the organization of an annual celebration.
 - 3.5.3. With compensatory time for those who have contributed a minimum of 25 hours of ECAs which:
 - a) has no monetary value;
 - b) must be used during the current school year;
 - c) cannot be used to extend the winter break or the March Break;
 - d) can be taken as half or full days;
 - e) is calculated as follows:

Number of Hours of ECA	Compensatory Days Earned	
25 - 59	1	<i>The first two days are taken without incurring costs (no replacement); At 3, 4 or 5 days, 1 day may be taken at a cost (with a replacement); At 6, 7 or 8 days, 2 days may be taken at cost (with a replacement)</i>
60 - 99	2	
100 - 149	3	
150 - 209	4	
200 - 269	5	
270 - 359	6	
360 - 419	7	
420 +	8	