

EXTRA-CURRICULAR RECOGNITION

RATIONALE:

Greater Saskatoon Catholic Schools recognizes the significant value a vibrant and rich extra-curricular program contributes to the fulfillment of our mission in Catholic Education.

The extra-curricular recognition program is intended to recognize the exceptional dedication, care and commitment of staff members who provide these important opportunities for our students.

DEFINITION:

Extra-curricular activities are those approved **student** activities which:

- Involve face to face contact with students and occur outside of school instructional hours (non-paid days, before school, lunch hour and after school) [See Note (I)]
 - Have a direct impact on students
 - Are voluntary
- (I) Teacher hours for extra- curricular activities which have a direct impact on students but do not have face to face interaction with students may be credited with the prior approval of the Superintendent – Human Resource Services. This adjudication is intended to ensure consistency between and among schools.***

The following activities **do not** qualify for extra-curricular recognition:

- Activities considered as normal teaching duties and assignments (e.g. attendance at parent nights, professional meetings, tutoring students, etc.).
- Time devoted to activities involving students in non-school approved programs or commercially sponsored and organized activities.
- Out-of-province extra-curricular activities where teacher travel is funded during school breaks (Easter, February, Christmas and Summer).
- Activities for which the teacher is receiving other remuneration (e.g. noon supervision).

DOCUMENTATION:

- School Summary Form
- Individual Approved Extra Curricular Activity Log

GUIDELINES:

- Principals are to submit to the H.R. Superintendent the School-Approved Extra Curricular Activities Form on or before September 30 each school year.
- In the event that new activities are proposed during the school year, the principal will request approval by the H.R. Superintendent prior to the start of the activity.
- A maximum of eighteen (18) hours will be earned for any non-paid day.
- A maximum of thirteen (13) hours will be earned for any paid day.
- Teachers who accumulate one hundred (100) hours of Board-approved extracurricular activities in one school year with students will be eligible to have a maximum of one (1) day leave with pay. **No carry-over of hours is permitted from one school year to the next.**
- Signed Approved Extra Curricular logs are to be submitted to Administrative Services upon completion of the one hundred hour (100) hour commitment in a school year **a minimum of fifteen (15) days prior to the requested day off.**
- **Annual Meetings may be called to review implementation of this initiative at the call of the Teacher or Board Chair-persons.**



APPROVED TEACHER EXTRA-CURRICULAR LEAVE DOCUMENTATION

Employee # _____ Teacher Name: _____ School: _____

Date Range Worked	Approved Extra-Curricular Activity	No. of Students	Direct Student Contact Hours
Total:			

Principal Signature

Teacher Signature

Date

EXTRA-CURRICULAR GUIDELINES:

- Teachers who accumulate one hundred (100) hours of Board-approved extra-curricular activities in **one (1) school year** with students will be eligible to have a maximum of one (1) day leave with pay with no deduction.
- A maximum of eighteen (18) hours earned will be granted in any non-working day.
- Signed Approved Extra-Curricular logs are to be submitted to Administrative Services upon completion of the one hundred (100) hour commitment in a school year. **Form must be submitted 15 days in advance of leave taken.**
- Absence request is to be entered in AESSOP (Code: Teacher ECR DAY).