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EXTRA CURRICULAR RECOGNITION

Administrative Guidelines

1. The extra-curricular recognition program will be administered by the Assistant Superintendent, Human Resources in consultation with the Superintendent and with school administrators.
2. Prior to the commencement of the extra-curricular activity, the staff member and the school administrator will complete an Extracurricular Pre-Approval Form (GBLA-E-1) which describes the extra-curricular activity and provides for recording eligible hours. The responsibility of monitoring the activity belongs to the school administrator.
3. Staff members will be reimbursed for mileage at the Divisional rate in accordance with Board Policy.
4. The Assistant Superintendents, Human Resources or Student Services, in consultation with the Superintendent will make a determination whether the extra-curricular activity is eligible as per the Division's definition as defined by the policy on extra-curricular recognition.

Appeal Procedures

The staff member may appeal the school administrator's decision to the Superintendent or designate and the Superintendent's decision to the Board.

Working Guidelines

1. All recognition compensation in this policy relates to activities that provide direct extra curricular service to students, with students present. Other volunteerism, such as setting up for an event, does not qualify.

Accomplish Anything

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2. Recognition for field trips will be as follows:
 - a. Overnight field trips - staff can log 8 hours per day for an approved overnight field trip.
 - b. Weekend activities (tournaments, band trips, ski trips, etc.) are to be logged on an hourly basis to a maximum of 16 hours per day. This would include the overnight allowance of 8 hours if it is an out of town activity.
 - c. Overseas field trips are to be logged in the same fashion as overnight field trips and weekend activities as in #1 and 2, i.e. 8 hours per weekday, 16 hours on weekends.
 - d. Extended field trips during Christmas and Spring Break are to be logged at 16 hours a day.
 - e. All field trips on which students are billeted are to be logged at half the maximums cited above.
3. Teachers of the academic curriculum that lead to performance and/ or demonstration activities may log time after six (6) hours of supervision of these extra curricular activities. Examples of these areas of academic curriculum include, but are not limited to, performing arts such as drama, dance, music, band, choir, and physical education, as well as subjects such as math and science where math contests and science fairs occur outside regular hours of instruction.
4. Approved supervision of extra curricular activities beyond the school day can be logged. These would occur in instances where an event or activity cannot be run by one person.
5. Notice of recognition days to be claimed must be made to the School Principal five (5) school days prior to taking the time.
6. Recognition days may not be carried over from one year to the next. Half-days may be claimed (27.5 hours).
7. Staff members are strongly encouraged to submit the pre-approval form to Principals by September 30th annually for submission to the Administration Office.

Available Forms:

Extra-Curricular Pre-Approval Form	GBLA-E-1
Sample ECR Log	GBLA-E-2
Teaching Staff Leave of Absence Request	GCC-E
Support Staff Leave of Absence Request	GDC-E

Accomplish Anything

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