

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 409 – Extra-Curricular Recognition	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995 sections 85, 87, 175, 231</i>	
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Background

The Division recognizes that extra-curricular activities are those for which teachers and other staff give of their personal time in order to coach or supervise students involved in sports or other school-related activities. These procedures in no way intend to reimburse staff for service rendered. Instead, the purpose is to acknowledge and demonstrate appreciation for extraordinary service.

The Division also wishes to acknowledge the contribution of individuals who serve on committees or who assume special roles (LINC, LTA, PD, Professional Committees, etc.). While the Division values the efforts of individuals assuming professional responsibilities, the service shall not be recognized in the same manner as extra-curricular involvement. However, the time commitment of these individuals shall be given due consideration when staff are asked to share the load, at the school level.

Many staff members work directly with students in extra-curricular activities for an extraordinary number of hours each year. The Division appreciates such actions and wishes to recognize the individuals providing exemplary service in the following manner:

100 hours	=	One EDO
200 hours	=	A Second EDO
300 hours	=	A Third EDO
400 hours	=	A Fourth EDO

Procedures

1. All staff shall be expected to retain a log of extra-curricular hours (Google Form) if they intend to access EDO's for extra-curricular involvement. Staff must be directly involved with students in activities beyond the hours of regular instruction in order to accrue extra-curricular hours with the exception of recognized planning activities (see Section 3).

2. Teachers who are responsible for planning major activities or special events (magazine sales, safety patrol, drama production, travel club, tournaments, etc.) shall be allowed to log a maximum of ten (10) hours per activity beyond direct contact time with students. Staff would be expected to record only that time beyond the hours of regular instruction.
3. While the division appreciates the great efforts and support of teachers attending high school travel club or international travel programs, these hours shall not be logged as there is an assumption that there is an excellent teacher benefit derived already from participation in the program.
4. Teachers may “carry over” up to 75 hours per year, if they are unable to reach the first 100 hours necessary to claim a first EDO. The hours carried over would expire after June 30 of the receiving school year.
5. When two (2) coaches are involved in an extra-curricular activity, where one (1) could fulfill the duties, they shall agree upon an appropriate way to distribute the hours logged (i.e. if only one (1) coach is required, the hours may be shared in a mutually agreed upon manner).
6. Staff may request a “pay out” for one (1) or more of these EDO’s at the regular substitute teacher rate, for EDO’s remaining by May 25.
7. Ongoing involvement of staff in preparation of students to receive the Sacraments shall be recognized in the same manner as other forms of extra-curricular involvement.
8. Activities counted as extra-curricular must not be related, in any way, to a supervision schedule.
9. The Principal of each school is expected to forward a list of the agreed upon extra-curricular activities each staff member, to the Deputy Director of Learning, on or before September 30 each year. A list noting staff involvement in “Professional Activities” shall be provided at the same time.