

EXTRA-CURRICULAR ACTIVITIES

Turtle Mountain School Division recognizes the importance of extra-curricular activities and events. Teacher entitlement to leave for extracurricular activity in support of student enrichment, beyond curriculum- related and other professional duties, will be guided by the Collective Agreement.

Applications to take the day of leave must be submitted to the school Principal. The Principal shall maintain a record of accumulated hours in the prescribed format. The record of accumulated hours for leave purposes will be signed by the school principal and approved after consultation with the Superintendent.

Leave for school principals shall be approved by the Superintendent.

ELIGIBLE EXTRA - CURRICULAR ACTIVITIES

The list of qualifying activities will be posted in all Division schools and offices. Qualifying activities will relate directly to authorized school/Division approved student activities.

1. Sports Activities – including practice, travel and active supervision time.
2. Field Trips – including travel time and fund-raising time and active supervision time directly related to the specific student activity.
3. Concerts/Drama/Choir – including practice time and performances.
4. Student Council – excepting time assigned as part of teaching load.
5. Yearbook – including meetings and active supervision time.
6. School newspaper – including meetings and active supervision time.
7. Student clubs – involving meetings and active supervision, - including debating, travel, photography, band, fashion and others as approved from time to time.
8. Graduation Committee – including meetings and active supervision time.
9. School-sponsored dances – including meetings and active supervision time.
10. Meetings and active supervision time for fund-raising activities for approved school projects/trips.

EXTRA-CURRICULAR SUPERVISION LEAVE

This type of leave will only be approved if it is a school/division sanctioned and approved event that fits into the language from article 19 of the teacher agreement:

"Extra-Curricular Activities" means student-related athletic, social, recreational and cultural activities, occurring outside the normal school day, but does not include activities related to academic or instructional matters or curriculum subjects outside the normal school day, whether such occur alone or with students, parents or administrative staff, such as (without limitation) staff meetings, parent/teacher meetings, committee work, in-service sessions, marking and setting examinations, or marking school assignments.

Extra-Curricular Supervision Leave will not be approved for community based teams and groups that exist outside of the school regardless of whether it deals with our students involved or not.

School Sanctioned examples	Non School/Division Sanctioned examples
High school sports sanctioned by Manitoba High School Athletic Association (MSHAA) during the timeframe of the MHSAA season that is outlined for the specific sport in question. Note- Teams that exist for grades lower than grade 9 will fall within the same guidelines as the grade 9-12 teams	Club teams and/or teams that participate outside of the MHSAA season which is outlined for the specific sport in question
International tours approved by the Board	International tours not approved by the Board and considered a community based trip
Drama, Music, Band, Art related activities, that are school/division approved activities	Drama, Music, Band, Art related activities, that are community based
Student Leadership activities approved by the school/division	Student Leadership activities that are community based
Other school/division approved activities that teachers are supervising TMSD students during the school day for activities that fit the extra-curricular definition from above and land on the school year calendar.	Community based activities that resemble school based activities but are not school/division approved and have teachers as supervisors during a scheduled day on the school year calendar.

Note: Extracurricular Supervision Leave taken by a teacher is done so during the school day and is approved by the school/division. Once the school day is completed it is no longer a leave of absence from regular teaching duties and hours for extracurricular can be accumulated as per the teacher agreement.

EXTRA-CURRICULAR ACTIVITIES REPORT

The Extra-curricular Activities Report is to be completed by teachers requesting time off in compensation for direct and active supervision of students involved in school sponsored extra-curricular activities. The Principal must approve the extra-curricular activity before hours can be eligible for leave purposes.

Note: 50 hours = 1 day of paid leave; max 3 days of paid leave

The following activity was accumulated during the _____ school year.

Activity	Date	Non School Time (Hours)

Total hours _____

The above is an accurate account of the hours spent in direct supervision of students.

Submitted by: _____
(Teacher)

Verified by: _____
(Principal)

Teacher's Signature