
Board Governance Policy Cross Reference: [1, 12, 14](#)

Administrative Procedures Cross Reference:

[Offsite Programs and Activities](#)

[Reimbursement for Employee Expenses](#)

[Student Fees and Fundraising](#)

Form Cross Reference:

Legal/Regulatory Reference:

The Interlake School Division (ISD) supports a balanced education involving the provision for programs and activities at the school site as well as off-site programs and activities that provide the opportunity for all students to participate.

Schools are provided with a transportation budget to support co-curricular programs and activities. Unspent allocations will not be carried over to subsequent years.

1. Curriculum related budget allocations:

- a) Grades K-8 enrolment schools will receive a curriculum related budget based on enrollment at the K-8 level divided by an average class of 20 students x \$350.00.
- b) Grades 9-12 schools will receive a curriculum related budget of \$7.00 per student.
- c) Colony Schools will be allocated one bus trip per school year to a maximum of \$350.00 per trip for each school. Colony schools that exceed this amount will have the extra costs deducted from their school supply budget.

2. Athletic related budget allocations:

- a) Schools with K-8 enrolment will receive an athletic budget of \$12.50 per grade 7-8 students, plus a distance equalization budget of \$1000.00 for schools outside Stonewall. The equalization budget is for the schools that have the greatest driving distance to attend athletic events.

- b) Senior High Schools will receive an athletic budget based on the number of grades 9-12 teams at their school.
 - i. The amount of budget allocated to high school athletics will be the remaining amount after the allocation of the curricular related budgets, colony schools' monies, the K-8 athletic budgets, Rockwood Festival and Provincial participants' budget. This amount will be the difference of the total allotment approved by the Board of Trustees and the above-mentioned budgets.
 - ii. This formula will be calculated based on the total teams for each high school divided by the total teams for all high schools at the grade 9-12 level. Each Principal will notify the Secretary-Treasurer as to the number of teams in their school for the current school year.

3. Transportation costs to the Annual Rockwood Festival:

The Division will cover the bus transportation to transport classes of students to the Rockwood Festival each year. The monies will be taken from the co-curricular budget allocated by the Board of Trustees annually.

4. Cost of provincial participants:

The Division will cover the costs incurred for activities pertaining to provincial competitions. The monies will be taken from co-curricular budgets allocated by the Board of Trustees annually.

5. Costing of co-curricular activities:

- a) For each bus trip, all budgets will be charged at the rate of \$1.00 per loaded kilometer for a return trip from the school.
- b) Salaries for bus drivers will be charged at the current extra-curricular rate as per the Interlake Bus Drivers contract with a minimum charge of three hours per trip.
- c) Mileage for vehicles and meals will be allocated back to each school based on the actual cost reimbursed by the division to the employee/volunteer.

6. If co-curricular budget is insufficient:

If the school determines that the allotment of co-curricular budgets is insufficient, schools may assess a fee.

7. Reimbursement:

All reimbursement must be on an approved form with original receipts.