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**Board Governance Policy Cross Reference:** [1, 4, 12, 14](#)

**Administrative Procedures Cross Reference:**

[Compensation and Benefits](#)

**Form Cross Reference:**

[Extra-Curricular Activity Form](#)

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**Legal/Regulatory Reference:**

[Provincial Teachers' Collective Agreement](#)

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The Interlake School Division (ISD) acknowledge the importance of extra-curricular activities as an integral part of each student's educational experience.

Upon completion of 50 hours of extra-curricular involvement, ITA members are entitled to a one-day paid leave of absence, as detailed in Article 6.04 of the [Provincial Teachers' Collective Agreement](#). The following procedures will apply:

1. For the purposes of tabulating extra-curricular hours in the supervision of extra-curricular activities, extra-curricular activities will be defined as those activities that are clearly unrelated to curricular, instructional or school programs and are outside of the normal school day. For the purpose of these guidelines, duty-free lunch will be considered to be outside of the normal school day. Guidelines for consideration for qualifying activities are:
  - a) the activity must occur outside the normal school day and beyond a teacher's assignment;
  - b) the activity must have administrative approval;
  - c) the activity must be separate and apart from regular academics, curricular or school requirements; in other words, it cannot be for credit for students in a course;
  - d) the activity must occur outside the school supervision schedule; and
  - e) the activity must involve direct contact with students.

2. Staff members will obtain the [Extra-Curricular Activity Form](#) on-line or from their administrator.
  - Upon completion of 50 hours of extra-curricular involvement, staff members will submit the completed Extra-curricular Activity Form to their administrator for approval, indicating the day they wish to utilize. The administrator and teacher must agree upon this date. When the leave date has been determined the completed form is to be sent to the Finance Department.
  - All Extra-curricular Activity Forms must be submitted to the school administrator in the year they are earned, even if 50 hours has not yet been reached or the day to be taken will be carried over to the next school year. Only when 50 hours has been reached and the day to be utilized has been determined is the form forwarded to the Finance Department.