

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
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SECTION 500 – Personnel and Employee Relations

**ADMINISTRATIVE PROCEDURE: RECOGNITION FOR MAJOR
SECONDARY EXTRA-CURRICULAR ACTIVITIES**

<i>PROCEDURE CODE:</i>	516 AP 001
Policy Reference: 516 - Recognition for Major Secondary Extra-Curricular Activities	

DEFINITION

Extra-curricular activities are those services related to the school program and provided to students beyond the 200 minutes per week to enhance and extend knowledge, skills and attitudes through out-of-school events.

PROCEDURE

1. Contributions to the leadership functions in major extra-curricular activities will be recognized according to the following model starting in September 2025.
 - 1.1. Per Grade Allocation – for schools with greater than 300 students in grades 7-12
 - 1.1.1. Grades 7-9 \$1,975 per grade
 - 1.1.2. Grades 10-12 \$1,875 per grade
 - 1.2. Per Student Allocation – based on September 30th count
 - 1.2.1. Grades 7-9 \$22.25 per student
 - 1.2.2. Grades 10-12 \$21.25 per student
 - 1.3. Schools with enrollment in grades 7-12 lower than 300 students will receive the lower of:
 - 1.3.1. The amount earned in 1.1 or 1.2
 - 1.3.2. \$2,000
2. Major extra-curricular activities are:
 - 2.1. activities that require a significant amount of time, outside of the regular school day
 - 2.2. related to school programs (i.e. Alberta School Athletic Association, Junior High School Athletic Association, Fine Arts, Student Focused Clubs, etc.)
3. A school's affiliation with a league or association not related to a school program requires the Board's approval (i.e. S.A.D.D., minor baseball).

4. In recognition for a major contribution to the school's extra-curricular program, a staff member, following consultation with and approval from the school principal, may:
 - 4.1. receive financial remuneration (will be considered an employee benefit for income tax purposes),
 - 4.2. designate a portion or all of the allotted funds to the enhancement of an extra-curricular program in which they are involved,
 - 4.3. transfer a portion or all of the allotted funds to the school's professional development fund, or
 - 4.4. finance their own professional development activities.
 - 4.5. use the funds to pay for substitute teacher costs as described under the personal leave article of the Collective Agreement with the ATA.
 - 4.5.1. (Note: If the funds are not allotted for options 4.1 – 4.5 by June 1st of the school year, they will be provided as a financial remuneration on the June pay cheque. No funds will be carried forward to the next school year.)
5. Maximum recognition for any teacher in one year is \$2,600, regardless of the number of activities in which they are involved.
6. Each school will establish a committee representative of the school staff. This committee will recommend to the principal, who is chair of the committee, how the funds allocated to the school should be distributed. Members of the committee cannot have a vested interest in the funds.
7. If a specific major activity cannot be sponsored in a particular year, the principal can request the Superintendent to have the allotted funds for that activity transferred to any alternate approved major activity.
8. By September 30th, each principal will submit a list of the major extra-curricular activities that will be offered at their school that year, the name of the staff member assigned to the activity, and the funds that will be allocated to that activity.
 - 8.1. Teachers who wish to use their funds for their own professional development activity will complete a professional development request prior to June 1st of each year and indicate that the costs for the professional development activity are to be charged to Policy 516 – Recognition for Major Secondary Extra-Curricular Activities
9. Prior to June 1st, each teacher must advise the Secretary Treasurer's office as to how they wish to designate any remaining allotted funds according to one of the options outlined in Item 4 above.
10. The Secretary Treasurer will provide financial remuneration on the June pay cheque for any allotted funds not used under 4.1 – 4.5 above.

Approved: May 17, 2005

Revised: March 24, 2025

