



# LETHBRIDGE SCHOOL DISTRICT NO. 51

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Approved: June 14, 2001

Amended: May 8, 2007

Amended and renumbered (formerly 503.5.1): March 27, 2012

## **404.6 Co-Curricular Grants and Honoraria**

### **Policy**

Provision shall be made for co-curricular grants and honoraria.

### **Regulations**

1. Grants in support of student activities shall be subject to annual review and approval as part of the District budget process.
  - 1.1. Grants may be provided to schools to assist with student activity program costs.
  - 1.2. Honoraria may be provided to recognize time donated by coaches/directors/sponsors to assist with student activities at District schools.
  
2. The principal of each school, in consultation with the staff, shall be responsible for the allocation of that school's co-curricular honoraria allocation.
  - 2.1. The school will provide a list to the Associate Superintendent, Human Resources showing the individuals who are to be paid a portion of the allocated monies and the amount of each allocation.
  - 2.2. Subject to approval by the principal, a teacher may use some or all of his/her allocation to obtain up to 3 days of co-curricular leave, with the money from his/her allocation being used to pay substitute costs.
    - 2.2.1. The teacher must declare, at the end of the school year in which it is earned, what part of the money will be used to pay for substitutes for co-curricular days of leave in the subsequent school year, and what part is to be received as an honorarium.
    - 2.2.2. All co-curricular days of leave which the teacher has declared and for which the teacher is eligible under these regulations must be used before the end of the subsequent school year or they are forfeited. No payment will be made for days so forfeited.
    - 2.2.3. Co-curricular days of leave may not be granted on District or school professional learning days.
    - 2.2.4. Half days may be granted to a maximum of one in each school year.
    - 2.2.5. Full days granted must be taken as full days.
    - 2.2.6. Whenever possible, at least one week's notice using the Lethbridge Automated Dispatch System (LADS) shall be given to the Associate Superintendent, Human Resources prior to taking the days off.
    - 2.2.7. The Employee Absence Report shall reflect these days as "co-curricular days".



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- 2.3. A teacher who does not wish to take all or any of the co-curricular honorarium as co-curricular leave may choose to have the amount:
- 2.3.1. paid as a cash amount; or
  - 2.3.2. deposited to a school-based account from which the employee may be reimbursed for costs relating to professional learning, instructional supplies or instructional equipment, upon presentation of appropriate receipts.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

#### **References**

School Act:	60
Other Statutes:	Alberta Labour Relations Code, Employment Standards Code
District Policies:	404.3.1 Leaves of Absence, 503.5 Student Activities
Other:	Employee Collective Agreements