

Administrative Procedure 515

Revised: June 15, 2005

CO-CURRICULAR GRANTS FOR TEACHERS

Background

Co-curricular grants are provided to teachers for the purpose of paying the cost of a substitute teacher when time is taken off from regular teaching duties in recognition of the extra time necessary to participate in co-curricular activities at the school.

Procedures

1. The maximum number of days that may be taken by a teacher in consideration of the responsibilities involved in the provision of co-curricular grants shall be three.
2. The amount of the grant provided to schools is based upon the recommendation of the School-Based Decision-Making Committee to the Superintendent.
3. When the total grant has been determined, it shall be provided on a per pupil basis to each of the schools based upon their September 30th student enrollment of the prior year.
4. The grant will be allocated in the following manner:
 - 4.1 8 percent of the total grant will be allocated for grades 1 –3.
 - 4.2 26 percent of the total grant will be allocated for grades 4 – 6.
 - 4.3 66 percent of the total grant will be allocated for grades 7 – 12.
5. The Principal, in consultation with the staff, shall be responsible for the distribution and administration of the grant.
6. Teachers that are to be allocated funds from the grant may choose to either receive the money allocated or to maintain an account balance that may accumulate from year to year.
7. Monies held on deposit must be used as “time off” or will be paid out to staff upon request throughout the employment period. All curricular funds are administered on a division-wide basis.
8. Monies held on deposit will be paid out upon termination of employment only as a cash benefit, and may not be used as time off.
9. Co-curricular days shall not be used on professional development days, convention days, or parent-teacher interview days.
10. A maximum of three half days per year may be taken as co-curricular days.
11. Balances from closed accounts will be added to the school division’s “Co-curricular Student Scholarship Fund.”