



B O A R D
MEMORANDUM

Date: February 9, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Office of the Superintendent
Subject: Policy 605 – Use of School Buildings

Purpose:

For review and consideration.

Consideration:

That the Board of Trustees review and provide a recommendation regarding Policy 605 – *Use of School Buildings*, for approval at the February 23, 2022, Public Board meeting.

Background:

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

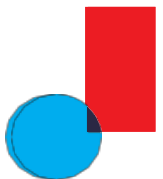
Administration has reviewed and updated Policy 605 – *Use of School Buildings* as part of its review of policies that fall under the Office of the Superintendent. Policy 605 updates are minor format and grammar changes.

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

Attachment





Use of School Buildings

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2025-2026

1.0 POLICY

The Board believes that school facilities are primarily designed to serve student learning but should also be used for the benefit of the communities in which they are located.

2.0 GUIDELINES

2.1 Functions sponsored by the school or by Sturgeon Public Schools shall take preference over those sponsored by any other organization.

2.2 The Board may permit public use of school buildings and property by approved community groups or individuals.

2.3 The Board believes that through the approval of Joint-Use Agreements with local community groups or municipalities, it will make the best use of both school facilities (buildings, grounds, equipment), and, of community or municipal facilities (skating rinks, tennis courts, etc.).

2.3.1 Such agreements should be in a standard format to allow for a uniform approach throughout the Division. Procedures in the specific Joint-Use Agreement are applicable to each school.

2.3.2 Joint-Use Agreements must provide for the establishment of a Joint-Use Committee with equal representation from the Board, and, from the community group or municipality.

2.3.3 Joint-Use Committees shall be delegated the powers to:

2.3.3.1 Oversee the use of the facilities on an equitable basis for all residents within the jurisdiction of either of the parties to the agreement;

2.3.3.2 Develop and enforce rules and regulations and to set and collect user fees for the use of the facilities; obtain financial reports on the operation of the facilities. Joint-Use Agreements and all amendments thereto are subject to the prior approval of both the Board, and, the community group or municipality.

2.4 Staff Use of Facilities

2.4.1 Staff wishing to use School Division facilities and/or equipment shall request approval from the Principal or Vice-Principal, or in the case of Central Office staff, from the Superintendent or designate, prior to the activity.

2.4.2 In those instances where equipment is to be taken home to assist in an activity directly related to the staff member's assignment, the sign out form must be completed and approved by the Principal or Vice-Principal.

References: Education Act: Sections 51, 53
Administrative Procedure AP215 – Community Partnerships



Use of School Buildings

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REVISED:

REVIEW: 2025-2026

2.5 Review of Facility Use

The Board may regularly review facility usage for school programs and school operations to determine efficiency and effective program delivery. Such reviews will be directed to determine the future of such programs or schools when:

- 2.5.1 The Board believes such a review will improve the availability of programs or efficiency of operations;
- 2.5.2 Operating, maintenance, renovation, and/or transportation costs place excessive demands on the Division's budget; or
- 2.5.3 A review is recommended by the Superintendent.

References: Education Act: Sections 51, 53
Administrative Procedure AP215 – Community Partnerships

Use of School Buildings

EFFECTIVE: March 27, 2019

REVISED: ~~January 29, 2020~~

REVIEW: ~~2024-5-20262~~

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