

USE OF FACILITIES AND GROUNDS FOR K – 12: SCHOOL SPACE USE AND RENOVATIONS

Background

To maximize space utilization to provide for regular Kindergarten to Grade 12 (K to 12) program requirements and space needs for District K to 12 education programs, the District has adopted procedures for the use of classroom and support service space, and procedures for renovations.

Procedures

1. Accommodation of District Programs
 - 1.1. Whenever possible, District classes for special education will be located in or near the home schools of the students. Elementary and secondary schools may be required to provide space for new District classes and District programs, and are to limit cross-boundary enrolments accordingly. District staff responsible for their respective District or special education areas will advise the Director of Facilities no later than April 30 of their space requirements for the upcoming school year. Following consultation with the associate superintendent(s) and principals, elementary and secondary principals will be notified of the space requirements for these District programs as soon as possible.
2. Priorities for School Space Use
 - 2.1. The priorities for school space use for K - 12 are outlined as follows:
 - 2.1.1. Enrolling requirements used for regular K to 12 - enrolling requirements, including mandatory ancillary space, that reflect, where possible, Ministry of Education space standards and according to Board collective agreements;
 - 2.1.2. Enrolling requirements used for special education and/or other District programs;
 - 2.1.3. Enrolling requirements used for District K to 12 support services located in schools (e.g. psychologist, speech language pathologist);
 - 2.1.4. After the space requirements for enrolling purposes are met, available space may be used for other priorities in support of the K - 12 program (e.g. non-enrolling uses, such as art and science); such school space will be reclaimed as needed for enrolling purposes under clauses 2.1, 2.2, and 2.3;
 - 2.1.5. After the above facility needs/uses have been met, the next priority for use may be referred to under Administrative Procedure 552 - Use of Facilities and Grounds for Other District Initiatives - and Administrative Procedure 553 – Community and Commercial Use of Facilities and Grounds.
 - 2.2. Additional portable classroom facilities will not be provided to elementary schools if classrooms may be recovered which are used for any of the following purposes; additional portable elementary classrooms will not be provided where existing facilities are being used for: child care programs, art, science, music rooms, parent rooms, adult

programs offered by Community Education Services, inner city project rooms, and others (e.g. but not limited to, computer rooms and itinerant staff usage).

3. Renovations

- 3.1. While planning for the provision and general use of school facilities is the responsibility of the District, funding is derived from two principal sources: the Ministry of Education and the Board operating budget. The Ministry of Education provides capital funding, according to strict rules and regulations that must be adhered to. In the allocation and use of school facilities, consideration is to be given Ministry standards to avoid unnecessary Board expenditures.
- 3.2. As Ministry area standards provide the foundation for major capital expenditures, the standards are also to be considered in all renovation projects. Collective agreements may require the provision of additional classrooms spaces, but other space requests cannot necessarily be provided.

Reference: Sections 22, 23, 65, 85 School Act
Collective Agreements

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