

## **COMMUNITY AND COMMERCIAL USE OF FACILITIES AND GROUNDS - HERITAGE LANGUAGE PROGRAMS**

### **Background**

The main purpose of heritage language instruction is to preserve and promote heritage languages and to maintain and enhance the cultural awareness of parents and students. Heritage language programs are to promote multiculturalism and inter-culturalism by participating in joint cultural ventures and sharing information with other language schools.

The District supports the accommodation of heritage language programs during non-school hours in schools. All programs are expected to respect and abide by the vision, values and goals of the Board.

### **Procedures**

#### **1. Guiding Principles**

- 1.1. Heritage language programs are to be governed or sponsored by a voluntary organization or a board comprised of elected members from ethnic communities, cultural centres, or parent associations.
  - 1.1.1. Heritage language programs must have a governing board of volunteers that includes a majority representation from the parents of children enrolled in and attending the classes.
  - 1.1.2. Financial matters, such as collecting fees, purchasing texts and materials, hiring and paying teachers are to be handled by the heritage language program operator under the direction of the heritage language program governing board.
  - 1.1.3. Tuition fees may be collected only to cover teacher salary, classroom texts and materials, school supplies, and classroom rental, if applicable.
- 1.2. The District may grant the use of its District facilities and grounds for heritage language programs provided that there are no additional costs to the District. The fees assessed to heritage language programs are reviewed annually and must include short and long-term capital and all operating costs.
- 1.3. All heritage language programs are required to have a rental contract with the District, arranged through the Rentals and Leases Department in consultation with the Principal and other District departments.
- 1.4. Heritage language programs must submit an annual financial statement to the Rentals and Leases Department as part of their annual contract renewal process.
- 1.5. The Principal will decide on the appropriateness of the school for a particular heritage language program, and the heritage language program will have access to the specific amount of space designated by the Principal.

- 1.6. Heritage language program operators must abide by the decision of the Principal in all matters and minimize any demands placed on the school administration or staff.
  - 1.7. Supervision of children enrolled in and attending the heritage language program is at all times the responsibility of the heritage language program operator. The provision of appropriate liability and Workers' Compensation Board (WCB) coverage for all heritage language program staff is the sole responsibility of the heritage language program operator.
  - 1.8. Failure to comply with the terms of the rental contract, Code of Conduct, Board policies or District administrative or school procedures shall result in the cancellation of the use of the school space by the heritage language program.
2. New or Renewed Rental Contracts
    - 2.1. The District rental contract terminates at the end of June each year and must be renewed annually.
    - 2.2. The heritage language program operator must submit the following in order to obtain a new or a renewed rental contract:
      - 2.2.1. An application for use of school space;
      - 2.2.2. A proposed annual budget that is approved by the heritage language program governing board; and,
      - 2.2.3. Authorization from the Principal to use the school space.
    - 2.3. The heritage language program operator must obtain liability insurance, for an amount established by the District, and provide a certificate of insurance to the Rentals and Leases Department annually.
    - 2.4. A copy of the District's Administrative Procedure 553 Appendix A - Community and Commercial Use of Facilities and Grounds – Terms and Conditions will be provided to all operators prior to renewing/obtaining a rental contract. The heritage language program operator and governing board must indicate that they have read and agreed to all relevant Board policies, administrative procedures, and Codes of Conduct before signing the rental contract.
    - 2.5. The name of the heritage language program must be included in the application for a rental contract and must be different than the name of any District facility.
  3. Student and Staff Code of Conduct
    - 3.1. The principle aim of the Code of Conduct is to encourage the growth of every student from monitored discipline to the maturity of self-discipline.
    - 3.2. To facilitate this growth, staff and administration have the responsibility to implement the Code in a fair, firm, and consistent manner.
    - 3.3. Each student is expected to have a positive attitude towards their education, and a sound understanding and adherence to the goals of discipline. Students who do not comply with the Code may be asked to leave the heritage language program.
    - 3.4. The following expectations are the standard code of behaviour and are important goals for each student.
      - 3.4.1. General Conduct: Students are expected to conduct themselves in a responsible manner and be respectful, courteous, and considerate of others

at all times when on school property. Students are also expected to follow instructions given to them by teachers and staff of the District, such as principals, secretaries, staff assistants, and custodians.

- 3.4.2. Respect: All students, teachers, and other employees have the right to be treated with respect and understanding regardless of race, age, colour, creed, gender, and disability.
- 3.4.3. Classroom Behaviour: Students are expected to behave in a manner that contributes to a positive teaching and learning environment. This includes having the necessary materials and equipment for each class. No food or drinks are to be consumed in the classrooms.
- 3.4.4. Classroom Ethics: Classrooms are to be left in a neat and clean state. Heritage language program students and teachers are not to touch any books, equipment, or papers that belong to the day-school teachers and students. Heritage language program students are not to write graffiti on their desks or in any way deface the building or equipment.
- 3.4.5. Classrooms: Heritage language staff must ensure that their classroom is neat and tidy before they leave and that:
  - 3.4.5.1. Chairs, tables, and/or desks are returned to their original positions;
  - 3.4.5.2. Any paper and other garbage is placed in the wastebasket;
  - 3.4.5.3. Chalkboards are erased; and,
  - 3.4.5.4. Before students leave, desks are checked for graffiti (offending students must clean the desk before they leave).
- 3.4.6. Recess: During breaks, students are to be made aware that other classes may be in session and they should keep the noise down to a reasonable level. “Horse-play”, wrestling, yelling, and running are not allowed in the school.
- 3.4.7. Supervision: Under no circumstances are children to be left unsupervised, whether in classrooms or hallways.
  - 3.4.7.1. Either the teacher or a responsible adult is to be with children at all times, especially before and after classes.
  - 3.4.7.2. Teachers are to lock their classroom door whenever they leave, even for a few minutes.
  - 3.4.7.3. Children are not to be left alone in the classroom at any time.
  - 3.4.7.4. Heritage language program operators and staff are responsible for the conduct of all heritage language program students. If there are repeat violations by heritage language program students in terms of conduct, the provision of school space for the heritage language programs may be withdrawn.
- 3.4.8. Chalkboards: If “P.L.O.” is written on chalkboards, this means “Please Leave On” and is not to be removed.

3.4.9. Facilities: Heritage language program teachers and students must have respect for all school facilities. (e.g. the auditorium, cafeteria, school grounds, hallways, portables, classrooms, or parking lots)

Reference: Sections 22, 23, 65, 85 School Act  
Liquor Control and Licensing Act  
Tobacco Control Act  
Trespass to Property Act  
Workers' Compensation Act  
Disposal of Land or Improvements Order M193/08  
School Opening and Closure Order M194/08

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