

ADMINISTRATIVE PROCEDURE 235 COMMUNITY SCHOOLS

School Board Approval

1. Informal School Board sanction, or approval in principle, is requested from interested groups or individuals prior to proceeding with planning.
2. To obtain community school status, applications must be presented to the School Board prior to April 1st for approval for the following school year.
3. The application must be submitted by a non-profit registered society under the Societies Act of British Columbia.
4. The final submission must contain:
 - a) Proof of non-profit society status.
 - b) A constitution for the community school society.
 - c) Statement of goals and objectives with emphasis on services to children, youth, and families.
 - d) A list of the society board members.
 - e) A proposed budget.
 - f) A needs survey conducted in the community to assist in the planning of programs and activities.
 - g) A list of proposed activities.
 - h) Proof of liability insurance.
 - i) Dispute resolution.
5. The principal (or designate) shall be a member of the society board and acts as a representative of the school district.

Accountability

1. The society will conduct a needs assessment as necessary in the community and share the results of the assessment with the community and with the School Board.
2. The society shall report annually to the School Board not later than June of each year. The report should include:
 - a) The expenditures for the past year and the proposed budget for the following year.
 - b) The programs and activities completed during the year.
 - c) Plans for the coming year.
 - d) Assessment and evaluation of the programs operated by the community school
 - e) Compliance with Society Act requirements.

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3. The School Board will give reasonable notice of any proposed plans/changes that could affect the operation of the community school by the society in the coming year in sufficient time to plan and revise programs.
4. The School Board, with proper justification, has the authority to remove a community school status. Such a removal will be done only under extraordinary circumstances and with full consultation with the society and the community affected.

Use of Facilities and Equipment

Where a joint-use agreement exists both parties will operate within the terms and intent of the agreement. Any joint-use agreement established prior to the formation of the community school takes precedence. The Society will be provided with a copy of the existing joint-use agreement.

1. The Society will consult with the principal to determine the areas and equipment in the school that the Society may wish to use or the Society's equipment that the school may wish to use. All approvals and agreements will be in writing and a copy of such shall be maintained in the principal's office and the community school coordinator's office.
2. The Society may be assessed an annual fee for the community related program by the School Board to assist the School Board in the maintenance and operation of the school. This fee will be established in consultation with the Society. The date and process for payment of the fees will be determined through consultation with the Society. In return, the Society will be granted appropriate access to the building and use of the facilities, subject to the approval of the principal.
3. Depending on the nature of the activity, the Society will use the services of school district custodians. If, in the opinion of the principal, a custodian is required to clean part or all of the school as a result of community school activities, the principal is authorized to bring in a custodian and charge the hours to the community school Society.

Programming

1. Programming shall be based on a demonstrated community need with emphasis on children, youth and family programs.
2. The principal has ultimate authority for the supervision of the building. If, in his/her opinion, a program offered by the community school is in any way detrimental to the facility or school equipment or contravenes School Board policies, the principal has the authority to cancel that activity with reasonable notice. Any such decision by a principal may be appealed directly to the Superintendent of Schools.
3. Community use bookings shall be administered by the community school Society.
4. Existing programs offered prior to the establishment of the community school shall be considered by the principal (or designate) and the Society for continuation.

Related Legislation: Nil

Related Contract Article: Nil

Adopted: January 9, 2001

Amended: November 27, 2006

Under Review: June 16, 2026

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Community School Coordinator

1. Each Society shall, in consultation with the principal (or designate), develop a community school coordinator's role description.
2. The coordinator shall be appointed and employed by the Society.
3. The coordinator shall work in consultation with the principal. The responsibilities of the coordinator shall be determined by the Society in consultation with the principal (or designate).