



Rainy River

DISTRICT SCHOOL BOARD

FILE CODE: L03

September 30, 2015

Dear community member,

The following information is an update on community use of Atikokan High School's fitness room.

A 2015-2016 adult fitness group permit and fee waiver application have been received. In accordance with the Policy, the fitness room group is categorized as Group F, "Youth camps/program and adult groups without charitable organization status, for example, functions organized by individuals/organizations who do not have charitable organization status and may have an admission charge, a participation cost or fee."

The permit holder, Wade Demchuk, is acting as the group lead, accepting responsibilities outlined in *Procedure 6.10, Community Use of School Facilities and Grounds*. The group lead:

- appoints an alternate designate.
- obtains an appropriate insurance certificate on behalf of the group.
 - It is recommended that the permit holder or designate collect a percentage of this cost from individual fitness group members.
- submits a damage deposit of \$100 on behalf of the group to the Community Outreach Officer.

Individual members interested in joining the adult fitness group shall:

- consent to share their contact information, telephone number and/or email address, with the permit holder and/or designate.
- obtain approval from the permit holder to join the adult fitness group. As the permit holder and group lead, Wade Demchuk can be contacted by interested individual community members, phone 597-4269 or email wdemchuk@tbaytel.net.
- pay an annual fee, in the form of cheque, to the Rainy River District School Board for use of the facility equipment.
- sign and submit a *Community Use of Fitness Room 2015-2016 Usage Agreement* to the Rainy River District School Board.

An approved 2015-2016 fee waiver form is completed. As such, the fitness room group is eligible for a partial subsidy for each of its members. The rate will be for the full permit duration, with payment by each individual received by the Rainy

EDUCATION CENTRE

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Fort Frances, ON
P9A 1N4
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www.rrdsb.com

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DIRECTOR

Heather Campbell

River District School Board. The 2015-2016 permit fee has been reviewed and approved at \$270 per person based on use from October 2015 to June 2016. Full, unsubsidized fees for the group in accordance with the Policy and Procedure are \$50 per hour for facility rental plus \$100 per day for equipment use. Community use of the fitness room is not available on Professional Activity days, school holidays, or weekends.

The fees will be used to maintain and upgrade equipment as is deemed necessary.

The *Community Use of Fitness Room 2015-2016 Usage Agreement* provides further requirement details.

For your review, this package includes:

- a copy of *Policy 6.10, Community Use of School Facilities and Grounds*;
- a copy of *Procedure 6.10, Community Use of School Facilities and Grounds*;
- a copy of the 2015-2016 school year calendar.

If you have any further questions please feel free to contact me at 1-807-274-9855 (toll free 1-800-214-1753) ext. 4989 or email darlene.madill@mail.rrdsb.com.

Sincerely,

Darlene Madill,
Rainy River District School Board Community Outreach Officer

<i>Rainy River District School Board</i>	SECTION 6 <i>Facilities</i>
COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS	6.10

POLICY

The Rainy River District School Board will make school facilities and grounds available to the fullest extent possible, providing the use does not interfere with the regular school program or the implementation of programs, and that due regard is paid to the proper use and care of the property.

RATIONALE

The Rainy River District School Board values community partnerships and believes that the use of its school facilities and grounds by community groups will promote the school as being a vital part of the community.

IMPLEMENTATION

As per Procedure 6.10 Community Use of School Facilities and Grounds.

Any long-term dedicated use, by any group, is not covered by this policy and must be negotiated as a lease or facility use or multi-use agreement.

GUIDELINES

- 1.1 Board and school functions take priority over use of the school by community user groups.
- 1.2 Priority for community use of school facilities and grounds may be granted in accordance with Schedule 1 of this policy.
- 1.3 Activities must be confined to the facilities or grounds allotted to the organization.
- 1.4 Groups shall:
 - be responsible for any damage to facilities or equipment;
 - carry appropriate insurance based on the nature of activity of the group/organization, naming the Board as an insured party on applicant’s own Liability Insurance;
 - assume full responsibility for the proper supervision of all activities and persons, the removal of all users’ property, and general clean-up.
- 1.5 Smoking is prohibited on all Board property (inside or outside the building). The sale or consumption of alcohol is not permitted on Board property.

- 1.6 Failure to follow this policy may result in penalties for the user group, including and up to future loss of use.

<u>CROSS REFERENCE</u>	<u>Date Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Procedure 6.10 Community Use of School Facilities and Grounds	May 6, 2014 <u>Board Motion</u> 450	<i>Education Act</i> , Reg. 262 - 3(8) 169(1),150(22),149(8)
Policy 6.05 Facility Partnership	<u>Review prior to</u> Annually	
Townshend Theatre Joint Use Agreement		

SCHEDULE 1**1.0 User Groups and Rates**

User Group		Rates
Group A	All events held by the school and Board, such as extra-curricular activities, Open Houses, school council meetings, etc.	No Fee
Group B	Not-for-profit youth-related community groups, for example, Boy Scouts, Girl Guides, Church Youth Groups.	Subsidized
Group C	Not-for-profit youth sport and recreation service – recreation committees and sports organizations that are members or affiliates of provincial sports or accredited organizations, intended for participants under the age of 18.	Subsidized
Group D	Not-for-profit or charitable groups, for example, local service clubs, community health associations, senior groups.	Subsidized
Group E	Not-for-profit child care operations, specifically, groups involved with Before and After School childcare programs delivered by eligible operators as per the <i>Day Nurseries Act</i> .	Contact Superintendent of Business
Group F	Youth camps/program and adult groups without charitable organization status, for example, functions organized by individuals/organizations who do not have charitable organization status and may have an admission charge, a participation cost or fee (e.g., karate clubs, dance schools/recitals, sport camps, athletic groups, fundraisers, theater performances).	Full Fees
Group G	For profit, for example, functions organized by industry/businesses for profit-making purposes, (e.g, public concerts, trade shows).	Full Fees

Community Use of School Facilities and Grounds					
Schedule of Fees					
*Subsidized Rates:		<p>Reduced rental fees for recognized not-for-profit groups supported by the Ministry of Education, Community Use of Schools Program. Some subsidy limitations may apply.</p> <p>We are committed to keeping rental rates low; however when fixed funding limits set by the Ministry of Education are reached, the subsidized rate will not apply. Please be advised our subsidized rates for not-for-profit groups are subject to change without notice. Please monitor this Fee Schedule for current rates. Some subsidy limitations may apply.</p>			
Insurance:		<p>All applicants must provide proof of comprehensive general liability insurance in the amount of \$2 million and name the RRDSB as an additional insured on the policy, with respect to the Applicant's use of the premises. If the applicant does not have insurance, it is possible to purchase insurance through the RRDSB. This cost is not subsidized. Visit the Liability Insurance area on our website for rates.</p>			
Group Classifications:		<p>Please Refer to our Community Use Classifications for a description of Group B, C, D, F and G.</p>			
Custodial and Facility Rental Fees (Hourly Rates)	Description	Groups B, C, D		Group F (Full Fees)	Group G (Full Fees)
		Regular	*Subsidized		
Facility Fee	Classroom	25.00	0.00	25.00	25.00
	Gymnasium	50.00	0.00	50.00	50.00
	Library	35.00	0.00	35.00	35.00
	Cafeteria/Kitchen	50.00	0.00	50.00	50.00
Custodial Fee	Weekdays	27.00	0.00	27.00	27.00
	Weekends	27.00	0.00	27.00	27.00
<p>When custodians are regularly on duty, no custodial charge related to the use of the facility shall be levied unless additional help is required for set up, supervision and/or clean up. Custodial fees are charged for every hour a custodian is required to be at the school outside of regular working hours or weekends (minimum 3 hour call back). Note: Custodial fees for opening, clean-up, closing and securing the building will be added to the permit (on average an additional 1.5-3.0 hours).</p>					
Furniture and Equipment Rental Fees (Daily Rates)	\$100 Deposit is required for all equipment				
Classroom Equipment	TVs, Electronic Players, Smartboard	50.00	0.00	50.00	50.00
	Other	100.00	0.00	100.00	100.00
	Gymnasium Equipment	Athletic Equipment, Chairs, and/or Tables	100.00	0.00	100.00
Library Equipment	TVs, Electronic Players, Smartboard	50.00	0.00	50.00	50.00
Cafeteria/Kitchen Equipment	Equipment	100.00	0.00	100.00	100.00
<p>The rental of school equipment is at the discretion of the Principal. The table is not inclusive of all potential items. Arrangements for use must be made at the time the rental permit application is completed.</p>					

<i>Rainy River District School Board</i>	SECTION 6 <i>Facilities</i>
COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS	6.10
PROCEDURE	

PURPOSE

This procedure outlines the process involved in supporting community use of Rainy River District School Board facilities and grounds.

RATIONALE

The Rainy River District School Board values community partnerships and believes that the use of its school facilities and grounds by community groups will promote the school as being a vital part of the community.

GUIDELINES

1.0 General Guidelines

- 1.1 Student activities in Board facilities are our priority.
- 1.2 In the event of conflict between an approved school activity and a community use event, the school activity shall have precedence. The community use group/person will be given sufficient notice of cancellation or an alternate facility option. Any fees paid by the community use group/person will be reimbursed if an alternate facility is not feasible.
- 1.3 Priority for community use of school facilities and grounds may be granted as outlined below, User Groups and Rates. The rates for each group are identified in Appendix C.

User Groups and Rates:

User Group		Rates
Group A	All events held by the school and Board, such as extra-curricular activities, Open Houses, school council meetings, etc.	No Fee
Group B	Not-for-profit youth-related community groups, for example, Boy Scouts, Girl Guides, Church Youth Groups.	Subsidized
Group C	Not-for-profit youth sport and recreation service – recreation committees and sports organizations that are members or affiliates of provincial sports or accredited organizations, intended for participants under the age of 18.	Subsidized

Group D	Not-for-profit or charitable groups, for example, local service clubs, community health associations, senior groups.	Subsidized
Group E	Not-for-profit child care operations, specifically, groups involved with Before and After School childcare programs delivered by eligible operators as per the Day Nurseries Act.	Contact Superintendent of Business
Group F	Youth camps/program and adult groups without charitable organization status, for example, functions organized by individuals/organizations who do not have charitable organization status and may have an admission charge, a participation cost or fee (e.g., karate clubs, dance schools/recitals, sport camps, athletic groups, fundraisers, theater performances).	Full Fees
Group G	For profit, for example, functions organized by industry/businesses for profit-making purposes, (e.g., public concerts, trade shows, birthday parties).	Full Fees

- 1.4 Community groups that are Not-For-Profit, and are categorized in Schedule 1 as Group F may submit a fee waiver application form that will be reviewed and considered for approval. In addition, Not-For-Profit groups may be eligible for fully subsidized fees through the Ontario Ministry of Education’s Priority Schools Initiative.
- 1.5 Community partner organizations interested in sharing regular daily or weekly use of School Board facilities are encouraged to contact the Community Outreach Officer for information on multi-use or Facility Partnership Agreements.
- 1.6 Please note the following expectations for all community use groups/persons:
- Activities must be confined to the facilities or grounds allotted to the organization.
 - Keys or access codes shall not be provided to permit holders.
 - Wireless Internet access will not be provided for community use.
 - Alcoholic beverages and smoking are prohibited.
 - Games of chance, lotteries or gambling in any form is prohibited.
 - All exits must be free of obstructions.
 - Use of equipment not stated on permit is forbidden.
 - Reconstruction and/or permanent painting of existing stage or building fixtures is prohibited.
 - Proper footwear is to be used by all persons using a gymnasium.
 - Propane barbeques are not allowed on School Board property.
 - High-risk activities as determined by Rainy River District School Board, will not be permitted on school property, such as and not limited to; discharge or use of weapons, activities involving use of School Board-owned equipment by unqualified individuals, activities involving unauthorized fireworks or other pyrotechnical devices.

- 1.7 All organized outdoor events must be booked through the Community Use of School Facilities and Grounds office for use after school hours, or on weekends when the area is not being used for school purposes. The frequency of activities may be limited in order to protect grassed areas.
- 1.8 School facilities and grounds are not available for community use during school breaks (including but not limited to Christmas Holidays, March Break, Easter Monday, Professional Activity days, summer holidays) and statutory holidays. Exceptions may be granted by special arrangement for summer, provided that custodial support is available and that the use does not interfere with necessary summer preparations for the upcoming school year.
- 1.9 If any event requires school security as deemed by the School Board, the permit holder will be required to engage security personnel approved by Rainy River District School Board. Proof of security purchase must be submitted 15 working days prior to the event.

2.0 Responsibilities of Community Use Groups/Persons

- 2.1 The community use group/person will be responsible for:
 - a) Completing and signing a *Permit for Use of School Facilities and Grounds* form, submitting this completed form to the Community Outreach Officer at least fourteen (14) days prior to use. It is understood by signing or electronically submitting the permit that the community use group/person has read and understands the Procedure and Policy 6.10, and has read and accepts the Terms and Conditions of the permit.
 - b) Notifying the Community Outreach Officer of cancellations at least 48 hours prior to the booking date or full rental fee may be charged.
 - c) Providing proof of appropriate insurance coverage, or purchasing appropriate insurance as facilitated by the Community Outreach Officer.
 - d) Submitting payment for rental, including damage deposit and insurance, if applicable, to the Community Outreach Officer three days prior to the event. Failure to submit payment on time may result in the booking being cancelled.
 - e) Ensuring that repeat user groups notify the Community Outreach Officer to pre-book in June for the next school year.
- 2.2 The community use group/person shall identify an event designate. This person shall be present at the event and be responsible for the following:
 - a) Supervising all persons admitted to the school buildings and/or property (including equipment) and ensuring that all regulations are strictly observed including remaining within designated areas of the facility.

- b) Contacting the proper authorities if an emergency occurs.
- c) Ensuring that all persons admitted to the function have vacated the School Board facility and/or grounds promptly at the time specified on the permit.
- d) Covering all damages and/or losses arising from the use of school property and agreeing to reimburse the School Board for any costs incurred by the School Board as a result of such damages and/or losses.
- e) Providing general clean-up of the designated facility areas or grounds used following the community group's event or activity.
- f) Ensuring that all persons using the facilities respect the expectations outlined in 1.6 of this procedure.

2.3 Failure to accept responsibility of regulations and terms of the agreement outlined above may result in termination of permit for community use of schools.

3.0 Responsibilities of the Community Outreach Officer

3.1 The Community Outreach Officer will be responsible for the following:

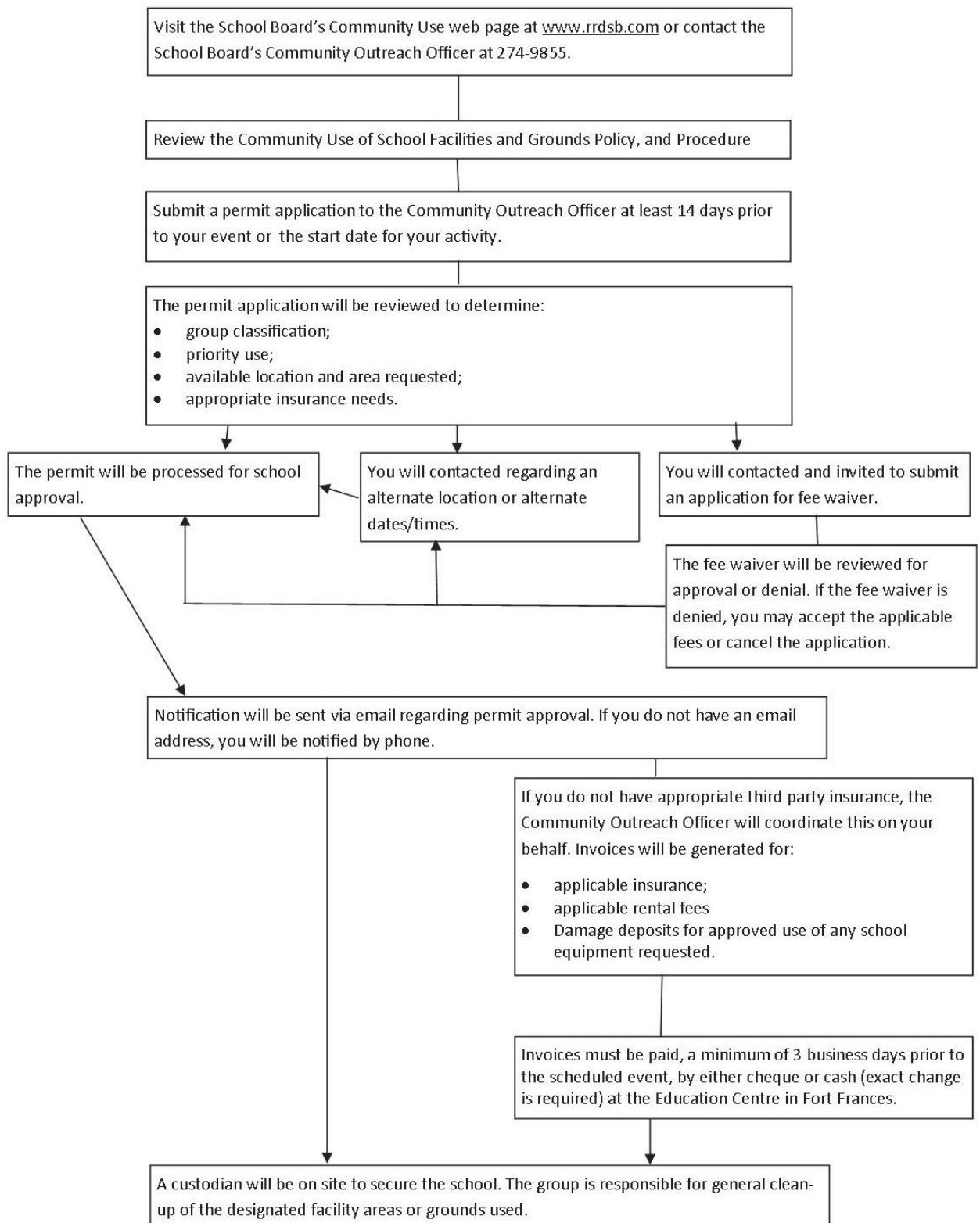
- a) Receiving all completed applications from community members;
- b) Securing the approval of the school principal prior to booking an event;
- c) Providing confirmation to community use group/person after receiving principal approval;
- d) Ensuring that repeat user groups may pre-book in June for the next school year;
- e) Determining the group classification for the purposes of rental fees. Please note that any groups classified in Group F, requiring payment of full fees, may submit an application for waiver of fees;
- f) Reviewing and processing applications for waiver of fees;
- g) Completing schedule and tracking sheet for use of facilities;
- h) Creating invoices for the rental, damage deposits, and insurance and forwards copies to the community member and to Board Business Office at the Education Centre;
- i) Notifying community use group/person of any changes, cancellations, or concerns;
- j) Providing a copy of the school fire safety plan to the community use group/person.

4.0 Responsibility of the School

- 4.1 The Principal or designate is to provide the Community Outreach Officer with the dates and times of school events, such as athletic practices and tournaments, school meetings or functions (e.g., Open House, Parent-Teacher conferences, Early Years registration, school musicals, plays, or concerts). All events are to be communicated to the Community Outreach Officer within 30 days of the event.
- 4.2 The Principal or designate will first offer community use of school events to permanent part time custodian(s) at the regular hourly rate of pay up to 40 hours per week or eight (8) hours per day.
- 4.3 The custodian assigned to the community use event will:
 - a) Ensure a clear understanding of the community use of school event’s permit and the school fire safety plan.
 - b) Open the school facility 15 minutes prior to start time of the event schedule and closes the school facility 15 minutes after the end of the permit schedule for community use.
 - c) Complete the duties of a custodian in the school as assigned during the hours requested for community use of schools.

<u>CROSS REFERENCE</u>	<u>DATE OF REVIEW</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Policy 6.10 Community Use of School Facilities and Grounds CUPE Collective Agreement Procedure 3.98 Overtime Management	November, 2014	

Appendix A – Rainy River District School Board Requesting Community Use of School Facilities and Grounds



**Appendix B – Rainy River District School Board
Terms and Conditions**

General Conditions

- The Community Outreach Coordinator will receive the signed permits and fee waiver request forms for community use of schools 14 days prior to use. Confirmation of facility booking will be forwarded to each applicant following approval of the criteria and Principal. Notice of Cancellation by applicant must be provided at least 48 hours prior to the booking or full rental fee may be charged. Do not contact the school.
- Student activities in Board facilities are our priority to support student achievement. In the event of conflict between an approved school activity and the function specified on the permit, the school activity shall have precedence; the community partner member will be given sufficient notice of cancellation or an alternate facility option.
- Fees do not apply to Group A, are subsidized for Groups B-D, and may be charged according to Policy 6.10 for Groups E, F and G. Community groups that are Not-For-Profit, and are categorized in Group F, may submit a fee waiver application form that will be reviewed and considered for approval. In addition, Not-For-Profit groups may be eligible for fully subsidized fees through the Ontario Ministry of Education’s Priority Schools Initiative. Priority for community use of school facilities and grounds may be granted in accordance with the table below:

User Group	Description
Group A	All events held by the school and Board, such as extra-curricular activities, Open Houses, school council meetings, etc.
Group B	Not-for-profit youth-related community groups, for example, Boy Scouts, Girl Guides, and Church Youth Groups.
Group C	Not-for-profit youth sport and recreation service – recreation committees and sports organizations that are members or affiliates of provincial sports or accredited organizations, intended for participants under the age of 18.
Group D	Not-for-profit or charitable groups, for example, local service clubs, community health associations, senior groups.
Group E	Not-for-profit child care operations, specifically, groups involved with Before and After School childcare programs delivered by eligible operators as per the Day Nurseries Act.
Group F	Youth camps/program and adult groups without charitable organization status, for example, functions organized by individuals/organizations who do not have charitable organization status and may have an admission charge, a participation cost or fee (e.g., karate clubs, dance schools/recitals, sport camps, athletic groups, fundraisers, theater performances).

Group G	For profit, for example, functions organized by industry/businesses for profit-making purposes, (e.g., public concerts, trade shows, birthday parties).
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- Equipment and custodial charges may apply to Groups E-G, if applicable. Approved use of equipment by Groups B-G will require a damage deposit.
- In all instances any loss of or damage to school property or facilities must be reported immediately to the principal. The organization responsible for such loss or damage will be charged for replacement or repairs.
- Participants must be supervised by a leader in their organization/group at all times and must not enter the building until their leader arrives.
- Activities must be confined to the facilities and equipment previously agreed to by the organization and Board.
- No smoking is allowed on school property (inside or outside the building).
- The sale or consumption of alcohol is not permitted on school property.
- The Board will not be responsible for personal injury, damage, loss or theft of any articles belonging to the applicant or anyone entering upon the premises as a result of the issuance of the permit. The liability insurance of the Board does not extend to the activities of groups renting the school premises.
- The Board requires community users to carry insurance based on the nature of activity of the group/organization, as determined by Community Outreach Officer and/or Principal, naming the Board as an insured party on applicant’s own Liability Insurance.

Please see the full Community Use of School Facilities and Grounds Policy & Procedure on the Board’s website at www.rrdsb.com.

CLOSURES: All schools will be closed for Professional Activity Days and during the following school holidays: Labour Day, Thanksgiving Day, Christmas Break, Family Day, March Break, Easter Break, Victoria Day and summer holidays including Canada Day and the August Civic Holiday.

For any questions or concerns regarding accessibility, please contact:
 Darlene Madill, Community Outreach Officer
 Phone: (807) 274-9855 ext. 4989
 Email: darlene.madill@mail.rrdsb.com

Appendix C – Rainy River District School Board Schedule of Fees

Community Use of School Facilities and Grounds Schedule of Fees					
*Subsidized Rates:	<p>Reduced rental fees for recognized not-for-profit groups supported by the Ministry of Education, Community Use of Schools Program. Some subsidy limitations may apply.</p> <p>We are committed to keeping rental rates low; however when fixed funding limits set by the Ministry of Education are reached, the subsidized rate will not apply. Please be advised our subsidized rates for not-for-profit groups are subject to change without notice. Please monitor this Fee Schedule for current rates. Some subsidy limitations may apply.</p>				
Insurance:	<p>All applicants must provide proof of comprehensive general liability insurance in the amount of \$2 million and name the RRDSB as an additional insured on the policy, with respect to the Applicant's use of the premises. If the applicant does not have insurance, it is possible to purchase insurance through the RRDSB. This cost is not subsidized. Visit the Liability Insurance area on our website for rates.</p>				
Group Classifications:	<p>Please Refer to our Community Use Classifications for a description of Group B, C, D, F and G.</p>				
Custodial and Facility Rental Fees (Hourly Rates)	Description	Groups B, C, D		Group F (Full Fees)	Group G (Full Fees)
		Regular	*Subsidized		
Facility Fee	Classroom	25.00	0.00	25.00	25.00
	Gymnasium	50.00	0.00	50.00	50.00
	Library	35.00	0.00	35.00	35.00
	Cafeteria/Kitchen	50.00	0.00	50.00	50.00
Custodial Fee	Weekdays	27.00	0.00	27.00	27.00
	Weekends	27.00	0.00	27.00	27.00
	<p>When custodians are regularly on duty, no custodial charge related to the use of the facility shall be levied unless additional help is required for set up, supervision and/or clean up. Custodial fees are charged for every hour a custodian is required to be at the school outside of regular working hours or weekends (minimum 3 hour call back). Note: Custodial fees for opening, clean-up, closing and securing the building will be added to the permit (on average an additional 1.5-3.0 hours).</p>				
Furniture and Equipment Rental Fees (Daily Rates)	\$100 Deposit is required for all equipment				
Classroom Equipment	TVs, Electronic Players, Smartboard	50.00	0.00	50.00	50.00
	Other	100.00	0.00	100.00	100.00
Gymnasium Equipment	Athletic Equipment, Chairs, and/or Tables	100.00	0.00	100.00	100.00
Library Equipment	TVs, Electronic Players, Smartboard	50.00	0.00	50.00	50.00
	Cafeteria/Kitchen Equipment	100.00	0.00	100.00	100.00
	<p>The rental of school equipment is at the discretion of the Principal. The table is not inclusive of all potential items. Arrangements for use must be made at the time the rental permit application is completed.</p>				



2015-2016 School Year

SCHOOL HOLIDAY	PD DAY	EXAMS
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September 2015						
Su	M	Tu	W	Th	F	Sa
	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

All students begin school on September 1, 2015 and end on June 24, 2016

School Holidays

September 7, 2015	Labour Day
October 12, 2015	Thanksgiving
Dec 21-Jan 1, 2016	Christmas Holidays
February 15, 2016	Family Day
March 14-18, 2016	March Break
March 25, 2016	Good Friday
March 28, 2016	Easter Monday
May 23, 2016	Victoria Day

Professional Development Days

August 31, 2015	Board PD
October 30, 2015	PD Day
November 30, 2015	PD Day
January 29, 2016	Elem - Report Card Sec - PD Day
April 25, 2016	PD Day
June 10, 2016	Elem - Report Card Sec - School Based PD

Reports

<u>Elementary</u>	
November 9, 2015	Progress Report
February 19, 2016	Elementary Report
June 24, 2016	Elementary Report
<u>Secondary</u>	
<u>Semester 1</u>	
Mid Term Report	November 27, 2015
Exams	Jan 25,26,27,28, 2016
Final Report	February 19, 2016
<u>Semester 2</u>	
Mid Term Report	May 5, 2016
Exams	June 17,20,21,22,23,24, 2016
Final Report	July 10, 2016