

RED DEER CATHOLIC REGIONAL

DIVISION NO. 39

ADMINISTRATIVE PROCEDURES

500 SERIES

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## **ADMINISTRATIVE PROCEDURE NO. 501**

### **AFTER-HOURS USE OF SCHOOL FACILITIES**

#### **Background**

The total community is encouraged to utilize school facilities after school hours. It is believed that such use can enable parents, teachers, students and organization to increase their communications with each other.

The following activities are encouraged in the after-hour use of Divisional school facilities:

1. Traditional student extracurricular use of school facilities – educational, social, recreational, athletic, and sports – under suitable supervision;
2. Catholic organizations, such as Knights of Columbus and Catholic Women's League for meetings, socials, recreation and similar activities;
3. Organizations to sponsor youth activities in school buildings, with the executive of the organization assuming leadership responsibilities for the on-going supervision and promotion of these activities; and
4. Parish councils to utilize school facilities for organizing adult, family and/or youth activities, and assuming leadership responsibilities for the on-going supervision and promotion of these activities.

#### **Procedures:**

1. The following guidelines and procedures will govern the use of school facilities after school hours:
  - a. School activities will have priority in all instances. Consideration needs to be given to community groups who have previously booked when changing facility rentals for school activities.
  - b. Principals are to be advised beforehand by the booking clerk of all proposed uses of their schools at least two weeks prior to use.
  - c. All groups requesting use of school facilities must state the purpose of use, facilities required, the time required on the application forms and provide proof of liability insurance in the amount of \$1,000,000.00.

- d. All groups are expected to supply their own equipment for use in the facility. Any specialized equipment requests must be clearly identified on the application form and must be approved by the school principal.
- e. All requests for use of school facilities must be checked and filed with the Division administration office two weeks in advance of the rental date.
- f. All groups must keep to their exact areas as approved on the rental application form.
- g. Alcohol or tobacco products are not permitted in school facilities.
- h. Because facilities must be left in a clean and secure condition, the Division will provide a host to open and close the facility and to be present during the time of rental. -A member of the Division's staff may act as host without fee, at the discretion of the principal in consultation with the Supervisor of Support Services.
- i. Weekend bookings incur additional cleaning costs calculated into the rental fee. A member of the Division's staff may act as custodian without fee, at the discretion of the principal in consultation with the Supervisor of Support Services.
- j. After an application form has been filled out at the Division office, it will be routed first to the principal of the school for approval then returned to the Division administration office for approval and invoicing. Occasional users will be required to prepay the rental.
- k. Distribution of the completed application form shall be as follows:
  - Original - Division Office
  - 1st Copy - PrincipalThe applicant is then contacted regarding results of application by office.
- l. Any group which violates these policies, may have their rental privileges withdrawn.
- m. User groups are categorized as follows:
  - i. School sponsored or parish sponsored (K of C, CWL)
  - ii. Community Youth Groups
  - iii. Social & Commercial, Non-youth Functions
  - iv. Joint Use Functions

2. For the purpose of applying fees and charges, the following categories of facilities will be used:
  - a. Classroom (Gathering Area, Cafeteria)
  - b. Specialty Area (Gym, Auditorium, CTS)

3. Fees will be charged in accordance with the following.

The rates reflect a commitment to provide facilities for public use at minimal cost but still recover sufficient to partially offset operational costs. The exception is for use by commercial, non-Catholic religious, political groups, which are purposely charged a higher rate because of the low priority such use is given by the Division and also reflecting the view that public facilities should not generally compete with commercial facilities.

In addition to the rates listed, there may be a 15% charge levied on gross revenues received by a user when they charge admission, take a collection, or sell products.

Chairs within the facility are available at no cost if the user places and removes them. Any special set up and take down costs that occur shall be charged to the user. (Floor coverings will be used on hardwood and gym floors at the request of the school or the Division office.)

Specialty room equipment is only available for city or Division programming under qualified supervision.

Groups are organized under three categories which reflect the priorities for use:

- a. Educational/recreational/parish;
- b. social; and
- c. commercial, non-Catholic Religious, other users.

The Division may decline a user group's application if it feels the group is promoting or conducting activities that are opposed or contradict the beliefs, teachings and moral values of the Catholic faith.

4. Classrooms containing possessions of students are not available for use by outside groups unless approved by the Principal. (discretionary)
5. Officers of the Board may establish the rental rates and custodian fees for facility uses that do not fit any of the above outlined areas.

6. The Division may request a user of school facilities to sign an agreement warranting that the user will replace or repair any damage caused by the user, and/or waiver of district liability for injury to members of the user's organization, or damage to the user's property.
7. There may be some variations in this procedure for schools in Sylvan Lake, Rocky Mountain House, Innisfail and Olds.

## SCHEDULE OF FEES AND CHARGES

Effective September 1, 2010

### COMMUNITY YOUTH GROUPS

#### a) Weekdays

- i. Classroom Area (Gathering area, Cafeteria) \$25.00 per hour
- ii. Additional Areas \$10.00 per hour
- iii. Specialty Areas (Gym, Auditorium, CTS) \$48.00 per hour

#### b) Weekends

- i. Classroom Area (Gathering area, Cafeteria) \$30.00 per hour
- ii. Additional Areas \$10.00 per hour
- iii. Specialty Areas (Gym, Auditorium, CTS) \$48.00 per hour

(Hourly rate includes host, School division staff may act as a host for reduction of \$18.00 per hour Principal and division approval required)

### SOCIAL & COMMERCIAL FUNCTIONS (7 days per week)

- i. Classroom Area (Gathering area, Cafeteria) \$80.00 per hour
- ii. Additional Areas \$40.00 per hour
- iii. Specialty Areas (Gym, Auditorium, CTS) \$100.00 per hour

Note: \$500.00 damage deposit required

(Hourly rate includes host, School division staff may act as a host for reduction of \$18.00 per hour, Principal and division approval required)

### SCHOOL SPONSORED AND PARISH SPONSORED PROGRAMS

(Host provided for parish events, School sponsored No Charge  
events are school costs if host is required)

### JOINT USE FUNCTIONS

Programs qualifying under Joint Use Agreement No Charge  
Regular rates apply for any weekend bookings.

School host (When required) \$18.00 per hour

Note: All rates subject to GST.

## **ADMINISTRATIVE PROCEDURE NO. 502**

### **DIVISIONAL BUILDING SECURITY**

#### **Background**

With the extensive use of school buildings by students and members of the community, it is essential to develop procedures that will provide the best protection of all buildings at those times when they are not in use.

#### **Procedures**

1. The following procedures shall apply to the care and distribution of keys to Divisional facilities:
  - a. Only employees of the Division, or Board-designated security personnel, may have a key to a given building, or buildings;
  - b. No employee of the Division is authorized to give their key to a Divisional building to anyone – including students;
  - c. The principal shall requisition from the Facilities Manager the keys needed for distribution to staff who require access to the building;
  - d. The Facilities Manager shall distribute keys to principals/supervisors to distribute to employees requiring access to specific buildings;
  - e. The principal shall keep a record of all keys distributed, with the names of all staff that have received a key in a given year;
  - f. The principal shall collect all school keys from any staff member leaving the staff of the school;
  - g. Any school staff member that has been issued a key is responsible for that key, and, in the event of loss or misplacement of the key, must report the incident immediately to the principal, who shall immediately inform the Facilities Manager; and
2. The principal shall be responsible for the securing of the school at the end of the regular school programs each day which includes:
  - a. Having all school personnel close and lock all windows before leaving their classrooms or workstations at the end of the school day;

- b. Having all school personnel lock all classrooms, workstations, or storage doors before leaving the school at the end of the school day; and
  - c. Ensuring that all outside doors to the school are locked prior to leaving the school.
3. Security guidelines for buildings used by community groups shall be as follows:
- a. No user group shall be issued a key to a Divisional building;
  - b. The Board shall provide a designated security officer to open a school building for use by an authorized outside group. The security officer shall be responsible for securing the building immediately following the group activity;
  - c. The designated security officer may be an employee of the Board who is a member of the user group, or a volunteer coach of a Divisional school team, as well as paid security officers under contract to the Board;
  - d. The designated security officer shall not allow any member of a user group to “block open” an outside door of the building to accommodate latecomers; and
  - e. The Board may refuse future use of Division buildings to any individual or group refusing to conform with the Board procedures with respect to security.
4. Guidelines for the use of intrusion alarms shall be as follows:
- a. The principal shall arrange with the Facilities Manager the hours when the alarm shall be set automatically for the school;
  - b. The principal shall be responsible for informing all school personnel of the “armed” hours for the school; and
  - c. All staff are supplied with a security code and are expected to use it when entering a building during the armed hours, and re-arm the security when leaving.

## **ADMINISTRATIVE PROCEDURE NO. 503**

### **LEASE OF SCHOOL BUILDINGS OR SPACE WITHIN SCHOOL BUILDINGS**

#### **Background**

All, or part, of a school may be leased if there is a surplus of school space in the Division.

#### **Procedures**

1. Where a school building is leased to any agency, there shall be a lease agreement detailing the terms of the lease and any other terms and conditions the Board considers necessary.
2. All leases shall include a clause or clauses which require:
  - a. A primary lessee to give written notification to the Board of any and all applications for the sub-leasing of space; and
  - b. The written approval of the Board of all such applications for the sub-leasing of space.
3. An application for the sub-lease of space by any agency, or group, whose purposes or objectives are considered to be contrary to those of the Board may be refused.

## **ADMINISTRATIVE PROCEDURE NO. 504**

### **ENERGY CONSERVATION**

#### **Background**

Conservation consciousness and conservation habits among all employees and students are actively promoted in all Divisional schools. The goal of which is to create energy efficient schools in which energy conservation practices are constantly applied, with frequent progress reports being made available to employees and students regarding program success. Any financial savings, which may result from any on-going energy conservation program, will be shared with the individual schools.

#### **Procedures**

The administration of the Division shall:

1. arrange for energy audits of all buildings, as necessary, develop needs assessments with respect to required energy saving equipment and recommend to the Board plans for equipment installation over time;
2. arrange for the installation of monitoring equipment, as annual budgets permit, so that in time energy saving equipment will be in place in all Divisional buildings, will function effectively, and will be monitored continuously;
3. appoint a Divisional coordinator whose responsibility it shall be to work with external consultants when necessary, as well as to organize staff in-services, staff information exchange, and staff orientation with respect to the total district energy conservation program; and
4. keep the Board informed as to the progress of energy conservation program implementation.

## **ADMINISTRATIVE PROCEDURE NO. 505**

### **INDOOR AIR QUALITY**

#### **Background**

Furniture, pets, and carpet brought into the buildings by Division employees tend to be Indoor Air Quality concerns. To provide the highest indoor air quality possible for staff and students in buildings, the following procedures need to be followed.

#### **Procedures**

1. The procedures for maintaining the best quality indoor air shall be that:
  - a) no warm-blooded animals are permitted to be kept as classroom/school pets in buildings;
  - b) cold-blooded pets will be limited to fish and approved reptiles, providing the tank is well maintained and emptied prior to the last school day in June for the summer break;
  - c) classroom sofas and chairs are of non-cloth type material (leather, vinyl) and are well maintained.
  - d) The school-based administration is to contact the Supervisor of Support Services, at 343-1055, to report any IAQ concerns.
  - e) Classroom area rugs are to have bound edges, and must be cleaned on a regular basis.
  - f) Pillows and cushions require regular cleaning/washing with documentation recording cleaning schedule.
  - g) Classroom carpet will be replaced with hard surface material at such time replacement is required.
  - h) Special program allowances should be discussed with the Supervisor of Support Services to allow for documentation submission.

## **ADMINISTRATIVE PROCEDURE NO. 506**

### **THE ROLE OF SCHOOL HOST**

#### **Background**

A School Host may be assigned to schools by the Supervisor of Support Services for the purpose of after hour facility rental and is under the direction of the principal.

#### **Procedures**

1. All School Hosts will be assigned by the facility booking clerk on an as needed basis.
2. Salary will be based on an hourly basis with a minimum two-hour pay period as per the Labor Standards Act. The facility booking clerk will, whenever possible, book facility rentals to maximize this time.
3. The School Host Shall:
  - Be at the facility 10 minutes prior to start time to unlock entry door and turn required lights on.
  - Lock Entry door after participants have entered facility (or continuously monitor door).
  - Continuously monitor the user group for behavior and limit group to their booked location within the school.
  - Monitor, clean, and refill washrooms as needed on full day rentals.
  - Ensure user group tidies up at the end of their booking time.
  - Check for damage after user group exits facility.
  - Lock all doors and turn lights out (unless requested otherwise by janitorial staff) at the conclusion of the facility rental.
  - Be present in the facility for the entire facility rental.
4. A principal may request a school host for school sponsored events. Any costs for such events will be the responsibility of the school.

## ADMINISTRATIVE PROCEDURE NO. 510

### AUTHORIZED SPENDING LIMITS AND PURCHASING

#### Background

These procedures are intended to authorize the limits within which employees may purchase goods or services for the Division and enter into contractual agreements for the same.

#### Procedures

1. The following chart is to serve as a guideline for purchasing limits.

<u>Authorized Personnel</u>	<u>Purchasing Method</u>	<u>Types of Goods or Services</u>	<u>Expenditure Limits</u>
Maintenance	Purchase Orders	District maintenance supplies	\$500.00
Principal	School Imprest Fund - cheque	Emergent items/supplies/ Materials to meet unique circumstances	\$500.00
Principal Facilities Mgr. Transportation Supervisor	Purchase Order or Written Agreement	Purchase of equipment/ supplies/services within overall budget allocated to school/department by the Division	\$20,000.00 and no agreement to exceed one year in length
Principal	Written or Verbal Agreements	Extra or co-curricular events, graduation exercises, yearbook, fund raising projects not supported by the Division budget .... Funds raised by school	\$20,000.00 and no agreement to exceed one year in length
Assistant Superintendent Of Finance	Purchase Order Written/Verbal Agreements	All supplies/services for the Division except construction over \$100,000 and real property purchases within overall Division budget	No limit except construction over \$100,000

Superintendent	Written or Verbal Agreements	Consulting services related to personnel/pupil personnel within overall Division budget	\$50,000
Board	Written Contract approved by Board resolution	Construction projects over over \$100,000 and real property purchases	No limit

## 2. Purchasing Procedures

- a. Decision units (Schools/Facilities/Transportation) are authorized to purchase goods of a value of:

Up to \$1,000 - without obtaining quotations;

\$1,000 - \$5,000 - verbal quotations from three suppliers;

\$5,000 + - written quotations from three suppliers and can be solicited by invitation or by advertisement. (Quotations are to be kept on file for two years.)

Decisions units are encouraged to analyze the quotations and product/service quoted prior to making a decision on what quotation to accept.

- b. School construction/renovation projects shall have drawings and specifications prepared by an architect or professional engineer if the scope of work is to exceed \$20,000. Generally, a tender will be prepared with a stipulated closing date for receipt of tenders. In most circumstances, the lowest tender will be accepted for the project unless it is deemed to be in best interest of the district to accept a bid other than then lowest.
- c. Unbudgeted items require approval of the Board prior to purchase. This approval can be in the form of a resolution for the individual item or the approval of a revised budget including all items.

**ADMINISTRATIVE PROCEDURE NO. 511**

**QUARTERLY FISCAL ACCOUNTABILITY REPORT**

**Source Documents:**

Policy 2, section 7 states that one of the responsibilities of the Board is to:

“ensure, through its approved budget, that the resources of the division are appropriately allocated in accordance with the established educational standards, board policies, goals and legal obligations.”

**Monitoring Processes:**

One of the means the Board can utilize to monitor the fiscal management of the jurisdiction is to receive regular monitoring reports. This monitoring report addresses the current status of the original approved budget. This reporting would update the four main operating blocks within the overall budget, namely Instruction, Operation & Maintenance, Board Governance and System Administration, and Transportation.

1. These reports will be prepared as of the following dates: September 30, December 31, March 31 and June 30, and will form part of the Superintendent’s report to the Board. The reports will highlight the expected revenues and expenditures for each block, and provide explanations of variances of +/- 1% of the original budget revenues and expenditures by block. If a draw from operating reserves is necessary to cover any of the projected variances a detailed report on the status of the reserve will also be included. The report will be in the following format:

Red Deer C.R.D. No. 39 Quarterly Financial Report - date																
	Instruction				Operation & Maintenance				Board & Admin				Transportation			
	Approved	Revised		%	Approved	Revised		%	Approved	Revised		%	Approved	Revised		%
	Budget	Budget	Variance	Variance	Budget	Budget	Variance	Variance	Budget	Budget	Variance	Variance	Budget	Budget	Variance	Variance
Revenue																
Expenditure																
Surplus/Deficit																
Variance Explanation:																

In addition to the above mentioned reporting, during the preparation of the annual audited financial statements, a preliminary financial position will be presented to the Board. This preliminary financial position will also include the current status of both Operating and Capital Reserves. The Superintendent will make recommendations to the Board regarding any non budgeted transfers to and from both Operating and Capital Reserves. The recommendations will be based on the following guidelines for Operating and Capital Reserves:

<b>Operating Reserve Schedule – Quarterly Fiscal Accountability Report</b>	
<b>Area</b>	<b>Maximum Percentage</b>
Instructional*	7% of operational budget
Maintenance**	10% of operational budget
Board and Admin	10% of operational budget
Transportation	10% of operational budget
* The reserve for the Instructional Block includes any surpluses/reserves in the School/Department Budget.	
** The calculation of reserves for Maintenance does not include supported amortization for school buildings or supported debt interest payments as these amounts are fully funded in revenue from Alberta Education.	

### **Capital Reserve Schedule - Quarterly Fiscal Accountability Report**

Instructional – Assets with a value of \$5000 or greater should be replenished with funds from a capital reserve at the end of their expected life. This life is normally 5 – 10 years. In order to accommodate this, the asset’s annual amortization amount will be placed into a capital reserve, and simply at the end of the expected life there will be adequate funds to replace the asset. This would apply to items such as photocopiers, major CTS equipment, and other specialty items. School buildings do not fall into this category as they are fully funded by Alberta Education when in need of replacement or modernization.

Maintenance/Transportation/Administration – All assets including buildings with a value of \$5000 or greater should be replenished with funds from a capital reserve at the end of their expected life. As well, any building components that will fail before the end of building life (boilers, roofs, flooring, etc.) should be replenished with funds from a capital reserve. Similarly to the instructional assets, the asset’s annual amortization amount will be placed into a capital reserve.

In additional to this, any planned new assets or building expansions should have a reserve established in advance of the acquisition date of the asset, so that the asset can be funded in cash. If the asset is needed prior to a reserve being fully funded, the Board would need to consider borrowing for the asset, or leasing the asset. The reserve levels and capital asset purchases should be discussed annually during budget deliberations, to ensure that the appropriate allocations are planned for in the annual budget.

These transfers will be approved by Board Motion and adjustments made to the statement of Operating and Capital Reserves. These adjustments will also be reflected in the Audited Financial Statements.

**Governance Implications:**

1. That the Board, through its budget process, attempts to increase the operating and capital reserve levels to meet its targets.

## **ADMINISTRATIVE PROCEDURE NO. 515**

### **DISPOSAL OF DIVISION FURNITURE, EQUIPMENT OR MATERIALS**

#### **Background**

Changes in school programs or requirements can result in surplus or obsolete furniture, equipment or materials.

The Division supports the development and use of an orderly process to dispose of surplus or obsolete equipment, furniture and materials.

#### **Procedures**

1. Principals will periodically review the inventory of equipment, furniture and materials in their facility to determine whether items are obsolete or surplus to the school needs.
2. A list of equipment, furniture and materials no longer required by the school/facility will be submitted to the Secretary-Treasurer for review.
3. The Secretary-Treasurer will determine whether any of the surplus items could be used in other schools/facilities and facilitate their transfer to the new locations as appropriate.
4. The Secretary-Treasurer, in consultation with the principals and maintenance personnel, will classify unserviceable or obsolete furniture and equipment items and surplus supplies and materials for disposal.
5. Surplus items shall be disposed of in an efficient and practical manner either by public auction, tender where practical or by offer to purchase so as to provide the best possible return to the Division. Environmentally conscious procedures shall be followed for disposal.
6. Revenue derived from the sale of unserviceable or obsolete equipment or surplus items shall be credited to the appropriate school or Division accounts.

Reference: Section 60, 61, 113, 116, 200, 201, School Act

January 2009

## **ADMINISTRATIVE PROCEDURE NO. 520**

### **USE OF DIVISION EQUIPMENT BY STAFF**

#### **Background**

The use of specified equipment by staff of Division property will be permitted in accordance with these procedures.

#### **Procedures**

1. The principal or Division-level supervisor may authorize the use by an employee of Division equipment at home or elsewhere.
2. The employee shall be entirely responsible for any Division-owned equipment while it is in his/her possession.
3. The employee shall ensure that his/her own insurance policy covers the loss or damage to "third party" property in his/her possession.
4. Authorization for the use of equipment as described above shall be in writing by completing "Equipment Sign-Out" Form 5.

Reference: Section 20, 60, 61, 113, 116, School Act

## ADMINISTRATIVE PROCEDURE NO. 530

### CHARITABLE DONATIONS

#### Background

The Red Deer Catholic Regional Division is a registered charity under the provisions of the *Income Tax Act* and can receive gifts for either the enhancement of educational programs within the Division or for the benefit of students or staff. A gift under the Act is the voluntary transfer of property without consideration.

#### Procedures

1. The Assistant Superintendent of Finance, in consultation with the Superintendent, shall be responsible for the administration of the procedures governing the receipt of charitable donations.
2. An official donation receipt signed by the Assistant Superintendent of Finance will be given for a gift which meets all of the following conditions:
  - a. There is a transfer of property, usually cash, to the Division;
  - b. The property is given voluntarily; and
  - c. The donor receives no benefits in return.
3. All gifts which are eligible for income tax deduction must be for the advancement of education, including:
  - a. The establishment of student or staff scholarships, or other awards;
  - b. The purchasing of capital equipment and furnishings; and
  - c. Enhancement of co-curricular and/or extra-curricular programs.
4. The following cannot be considered as gifts eligible for income tax deduction:
  - a. Tuition fees, or other similar fees and payments;
  - b. Payments used to purchase books and other instructional materials;
  - c. Instructional fees and fees for book rentals, equipment, musical instruments and transportation;
  - d. Those cases where a specific donor cannot be identified;

- e. Where services are provided and the supplier requests a donation receipt for the value of the services rather than payment; and
  - f. Amounts paid for activities such as tickets for card parties, bingo, lotteries, social functions, and graduations.
5. All funds received as donations shall be processed through the Board's regular accounting system, specifically identified and appropriately recorded.
  6. Receipts for income tax purposes shall not be issued for cash gifts of less than \$20.00.
  7. Receipts for income tax purposes for non-cash gifts of less than \$200.00 shall not be issued. The value of a non-cash gift will be determined by an independent qualified appraiser.
  8. Receipts for income tax purposes shall continue to be issued as long as the Division continues to qualify for Canada Customs and Revenue Agency tax status and any change in procedures will be made only after review with Canada Customs and Revenue Agency.
  9. All donations received are to be submitted to the Assistant Superintendent of Finance who will determine if the gift meets the guidelines and qualifies as a valid donation.
  10. All approved donations shall be disbursed as directed by the donor. If the donor has not specified specific instructions, the Board shall decide upon the use of such funds.

## ADMINISTRATIVE PROCEDURE NO. 540

### COPYRIGHT

#### Background

The Canadian Copyright Act is federal legislation design to protect intellectual property. In 1993, Alberta Learning entered into an agreement with the Canadian Reprography Collective which allows teachers of participating school authorities to reproduce certain print materials for classroom use in accordance with the terms of the License.

These procedures are intended to set limits within which employees may copy and distribute copyrighted material. Any employee who willfully and knowingly contravenes the *Copyright Act* or who copies materials without permission of the author or publisher who are excluded from the CanCopy License will be fully responsible.

#### Procedures

1. The principal and school staff must be aware of the Copyright Act and the terms of the CanCopy License.
2. Works covered by copyright may only be reproduced with the oral or written permission from the copyright holder or, if they are covered under the terms of the CanCopy License.
3. Staff members wishing to make multiple photocopies of an item shall:
  - a. Check the back of the title page in books or the table of contents page in magazines to determine what copying privileges the publisher may grant;
  - b. Check the CanCopy List to see what is permitted or what is excluded from photocopying. (There shall be a green and red poster and an Exclusions List over every photocopy machine in the school);
  - c. Determine if the item is included in the exclusions list, or is out of print. If so contact the copyright owner by phone, then follow up with a letter requesting permission to photocopy. Forms are available for this purpose;
  - d. Indicate the grantor, time and date on your copy of the letter of request if verbal permission is given to photocopy copyright material. If verbal permission has been granted, materials may be used immediately or before the form has been returned; and
  - e. Make arrangements with the principal before proceeding to make copies if a fee to reproduce materials is required.

4. The following guidelines shall determine the use of each of the resource formats:

#### Print Resources

- a. An individual may reproduce, for personal study only, a single copy of a print item;
- b. An individual shall obtain copyright permission in order to photocopy a print item for school library use; and
- c. If an individual wishes to make multiple copies of a print item, the individual shall ascertain whether copying privileges have been granted by the author and/or publisher, or whether the item is covered under the CanCopy License, or whether permission is required from the author and/or publisher.

#### Video Resources

- a. An individual may only dub off-air television programs with the permission of the copyright owner. Individuals shall check with the ACCESS NETWORK catalogue for the titles of videos that may be dubbed off-air;
- b. Only video programs and feature film rentals with public performance rights may be shown in schools or at Board functions.

#### Electronic Resources

- a. Electronic resources, such as computer software, CD-ROM's, etc. may only be used according to the conditions specified on the site or jurisdiction license;
- b. The Division will make every effort to purchase multiple copies of electronic resources or to purchase site or jurisdiction licenses for electronic resources.

#### Music Resources

- a. An audiocassette or CD may be played on sound equipment in school, if the public rights were purchased. Sound recordings purchased from Canadian distributors always include public performance rights in the purchase price; and
- b. A musical work may be performed by students and teachers in the course of teaching without obtaining permission from the copyright owner.

## “Public Domain” Resources

Employees may reproduce works that are in the “public domain”. A work becomes part of the “public domain” fifty years after the death of the creator. The exception is when the rights are passed on to others. If the work is reprinted in a new edition, only the original text is in the “public domain”.

5. The Board owns copyright on any works produced by any employee during their employment hours.
  - a. The Superintendent may grant others the right to reproduce work that is copyrighted by the Board under such terms as may be appropriate. The reproduction must include the copyright and give acknowledgement to the authors, and the Board as owners of the copyright;
  - b. The Superintendent may enter into an agreement with others to produce, in part or in whole, a work for the Board. This agreement shall specifically address copyright of the work produced;
  - c. The Board may market Board material at such price as it sets;
  - d. The Board may enter into an agreement with a private publisher to publish Board material for sale and distribution; and
  - e. If Board material is marketed profitably, it may choose to compensate the employees that created it, although it is not obligated to do so.
6. Students own the copyright on anything that they create and parental permission to reproduce their work should be obtained if the student is under 16. Student permission is required if the student is 16 or older. Permission is not required to display student work within the school.
  - a. Each school will request and file permissions from parents to record and/or tape their child for possible performance;
  - b. Permission shall be obtained to display any student work outside the school at such sites such as teachers’ conventions, conferences, public libraries, central office or shopping centers; and
  - c. The copyright in photographs taken by students for school publications with equipment and supplies provided by the school is usually the property of the school.
7. Divisional staff shall not be required by their supervisors to perform any service that is a violation of the copyright procedures.