

# administrative regulation

Administrative  
Regulation No.  
1090

Classification:  
General

Effective Date:  
July 2, 2013

## Student Accommodation Planning Process

### 1 | Purpose

The purpose of this Administrative Regulation is to identify a student accommodation planning process that will assist in planning and managing student enrolment and optimal utilization of CBE educational facilities.

### 2 | Scope

This Administrative Regulation applies to all CBE staff involved in the planning and accommodation of students and program within the Calgary Board of Education.

### 3 | Principles

The following principles apply:

- Decisions made around accommodation are to be consistent with Alberta Education values including: opportunity, fairness, citizenship, choice, diversity and excellence and CBE values including: students come first, learning is our central purpose and public education serves the common good.
- Regular communication with Superintendents' Team is necessary.
- Basis for decision making will be consistent throughout the system.

### 4 | Definitions

**CBE:** means The Calgary Board of Education.

**Education Directors:** means those directors connected to and responsible for educational programs.

**Stakeholders:** means those people affected by or involved in the issues and includes both CBE employees and those external to the CBE.

### 5 | Regulation Statement

#### Student Accommodation Planning Process

- 1) The Student Accommodation Planning Process includes the following processes:
  - a) identification of student accommodation needs;
  - b) development of accommodation plans;
  - c) engagement with the stakeholders; and
  - d) consultation with Superintendents' Team.



These processes will occur in the order required based on individual circumstances.

**Guiding principles**

- 2) The following guiding principles will be used when considering student accommodation plans:
  - a) minimize disruptions for students;
  - b) provide program continuity from Kindergarten to Grade 12;
  - c) keep cohort groups of students together;
  - d) allow students to attend school as close to home as possible;
  - e) provide long term sustainability;
  - f) use space and resources effectively; and
  - g) provide equitable access for all students to quality learning environments and choice of programs.

**Identification of Student Accommodation Needs**

- 3) Student accommodation needs are identified by Planning and Transportation Services in consultation with Education Directors, and reported and approved annually in the Three Year System Student Accommodation Plan.

**Development of accommodation plans and community engagement**

- 4) The Education Directors and the Director responsible for planning will:
  - a) consult regarding upcoming accommodation needs;
  - b) jointly develop accommodation plans;
  - c) provide a means of internal and external stakeholder engagement;
  - d) present the Three Year System Student Accommodation Plan; and
  - e) regularly inform Superintendents' Team of plans for which decision making is requested.

**Consideration of recommendation, discussion and implementation**

- 5) On a timely basis, consideration and discussion of administrative recommendations or requests for decision making are advanced to the Superintendents' Team in alignment with the Student Accommodation Planning Process.

**Attendance area decisions and**

- 6) Education Directors and the Director responsible for planning are responsible for consulting with each other to:

**stakeholder engagement**

- a) reach consensus prior to approving changes to school or program attendance areas that affect more than one Area;
- b) approve changes to school or program attendance areas that are within a particular Area;
- c) determine the appropriate plan to communicate with and/or engage stakeholders; and
- d) prepare a notice to stakeholders which advises of attendance area or other change(s), and is signed by the appropriate Area Director(s) and the Director responsible for planning.

**Situations of school over capacity**

- 7) The Director responsible for planning will maintain and communicate a current lottery protocol to be utilized when school has insufficient capacity to accommodate all registrations.

**School Closure**

- 8) The process for closing a school will follow the Closure of Schools Regulation of the *Alberta School Act*.

**6 | History**

Approval	December 19, 2005
Next Review	April 2016
Revision/Review	February 8, 2006 July 1, 2006 December 21, 2006 January 1, 2008 June 1, 2009 June 3, 2013

**7 | Related Information**

- Province of Alberta School Act, 2000
- Alberta Regulation 238/97 School Act: Closure of Schools Regulation
- OE 4: Treatment of employees
- OE 5: Financial Planning
- OE 8: Communication with and support for the Board
- OE9: Communicating with the public
- OE 10: Instructional program
- OE 11: Learning Environment: Treatment of students

- OE12: Facilities
- AR3044 Alternative Program Process
- AR 3050 Grade Configuration
- AR4026 Transfer of Principals and Assistant Principals
- AR6095 Student Transportation
- AR8000 Naming physical spaces and educational programs, decommissioning school names and using school names
- AR8007 Surplus classrooms, schools and buildings

