

administrative regulation

Administrative
Regulation No.
1000

Classification:
Organizational

Effective Date:
September 17, 2019

Calgary Board of Education Organizational Changes

1 | Purpose

The purpose of this Administrative Regulation is:

- to provide for a smooth transition of regulation language when the changes are editorial in nature; and
- to provide for efficient changes when there is a need to adapt terminology to the current organizational structure.

2 | Scope

This Administrative Regulation applies to:

- all Calgary Board of Education Administrative Regulations, Protocols, Guidelines, and Frameworks.

3 | Principles

The following principles apply to

- support the development of consistent messaging and coherence in organizational standards;
- support efficient and timely changes within administrative regulations in response to organizational restructuring and legislation; and
- retain the intent of the policies or regulations currently in place if regulations do not need to go through the policy or regulation development process because the changes are editorial in nature.

4 | Definitions.

CBE: means The Calgary Board of Education.

Organizational Structure: means the labels or titles given to positions, service units, governance structure, policies and regulations.

5 | Regulation Statement

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| Name Changes | 1) Names of governance structures, policies, and regulations will be changed through an editorial process as long as the intent of the policies or regulations is not changed. |
| Inform | 2) Changes to Administrative Regulations, Protocols, Frameworks and Guidelines will be documented for submission to the Chief Superintendent through a policy update. |

6 | Procedure



- 1) Administrative Regulations are the responsibility of the Policy Coordinator.
- 2) The need for updates are identified through monitoring of regulations, legislation, and changes in organizational structure.
- 3) Changes to Administrative Regulations that are not editorial in nature are submitted to the Chief Superintendent for approval once they have gone through the AR development process.
- 4) When appropriate, notifications will be sent throughout the system in collaboration with Communications.

7 | History

DATES	
Approval	September 10, 2019
Next Review	June 2024
Revision/Review Dates	

8 | Related Information

- OE 1: Global Operational Expectations