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

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:
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.

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.

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

### 6 | History

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### 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