



CALGARY BOARD OF EDUCATION

Administrative Regulation 1090 - Student Accommodation Planning Process

Approved:	December 19, 2005
Effective:	December 19, 2005
1 st Amendment:	February 8, 2006
2 nd Amendment:	July 1, 2006
3 rd Amendment:	December 21, 2006
4 th Amendment:	January 1, 2008
5 th Amendment:	June 1, 2009
Review date:	December 2012

STATEMENT

In accordance with its stated values and the requirements under the Alberta School Act, the Calgary Board of Education has developed a Student Accommodation Planning Process to assist it in planning and managing student utilization of its educational facilities.

REGULATION INTERPRETATION AND RESOURCE

- Specific questions about Community Engagement and Operational Planning: System Principal.
- Questions about this Administrative Regulation: Legal Affairs Department.

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Application and planning process

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The Student Accommodation Planning Process, as amended from time to time ("**SAPP**"), applies to and informs administrative recommendations regarding all school and program accommodation issues. The SAPP is available through the Community Engagement and Operational Planning Department and is posted online at www.cbe.ab.ca/Schools/ceop/planning_process.asp.

- 1(2)** The four steps to the SAPP are:
- (a) Step One: Identification of student accommodation needs;
 - (b) Step Two: Development of accommodation plans;
 - (c) Step Three: Engage the community; and
 - (d) Step Four: Consideration of recommendation, discussion and implementation.

Identification of student accommodation needs

- 2** Student accommodation needs are identified by the Director of Community Engagement and Operational Planning, in consultation with Area Directors, in accordance with the SAPP.

Development of accommodation plan(s) and community engagement

- 3(1)** The Area Director and the Director of Community Engagement and Operational Planning shall consult regarding upcoming accommodation needs and one or both of them, as determined by them, are responsible for the development of accommodation plans and for obtaining internal and external stakeholder engagement in accordance with the SAPP.

- 3(2)** The Director of Special Education, the Area Director(s) and the Director of Community Engagement and Operational Planning shall consult regarding upcoming special education accommodation needs and one or more of them, as determined by them, are responsible for the development of accommodation plans and for obtaining internal and external stakeholder engagement in accordance with the SAPP.

Consideration of recommendation, discussion and implementation

- 4** Consideration, discussion and implementation of administrative recommendations regarding student accommodation are advanced in accordance with the SAPP.

Attendance area decisions

- 5(1)** Area Directors and the Department of Community Engagement and Operational Planning are responsible for consulting with one another to reach consensus prior to approving changes to school or program attendance areas that affect more than one Area.

- (2)** Area Directors and the Department of Community Engagement and

Operational Planning are responsible for approving changes to school or program attendance areas that are within a particular Area.

- (3) The Department of Community Engagement and Operational Planning, in consultation with Area Director(s), is responsible for preparing a notice to parents which advises of attendance area change(s), and is signed by the appropriate Area Director(s) and the System Principal of Community Engagement and Operational Planning.

Related References

Legal References:

- School Act, R.S.A. 2000, c. S-3, s.195
- Closure of Schools Regulation, Alberta Regulation 238/97

Governance Policy References:

- EL-3 : Information, Counsel and Support to the Board of Trustees
- EL-4: Treatment of Parents and Citizens
- EL-13: Facilities
- EL-14: Student Accommodation
- EL-14E: Student Accommodation Information Requirements
- GP-5E: Closure of Schools

Administrative Regulation References:

- AR 8000 - Naming Educational Programs, School Rooms and Grounds, Decommissioning School Names and Using School Names
- AR 3050 - Grade Configuration

Calgary Board of Education References:

- Student Accommodation Planning Process
www.cbe.ab.ca/schools/ceop/planning_process.asp
- Three-Year Education Plan:
www.cbe.ab.ca/aboutus/3yrplan.asp
- Ten-Year Facilities Plan:
www.cbe.ab.ca/AboutUs/documents/TenYearFacilitiesPlan.pdf
- Three-Year Capital Plan:
www.cbe.ab.ca/AboutUs/documents/2007-2010%20School%20Capital%20Plan.pdf