

Purpose/Background

For the purpose of this administrative procedure, student accommodation refers to how we consult with the public in regard to a school’s grade level (i.e., K – Gr. 5 vs K – Gr. 9) and/or determine the attendance area for a school. The term student accommodation in this administrative procedure does not refer to the practice of utilizing various instructional and assessment strategies to meet the learning needs of a student.

Rocky View Schools (RVS) regularly reviews student accommodation requirements. Changes to student accommodation may be deemed necessary by the Board to:

- Integrate new facilities;
- Make educational programs more viable;
- Manage the utilization of school buildings;
- Make more efficient use of school facilities;
- Make transportation of students more efficient; and
- Address a school closure.

When adjustments to student accommodation are being considered, the Board will direct RVS’ administration to conduct a student accommodation consultation. As defined by AP 150 – Community Engagement, RVS will implement one of five levels of engagement, with the lowest level characterized by one-way flow of information, while interaction and two-way information exchange characterize the higher levels.

Procedure

1. RVS’ administration will make a recommendation to the Board on issues of student accommodation that need to be addressed and the level of consultation warranted to address these issues.
2. Once the level of consultation has been approved by the Board, the steps below will typically be taken for each level of public impact:

	Aim	Action Steps
Level 1: Inform	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	<ol style="list-style-type: none"> 1. Deliberate decision at Board Meeting. 2. Disseminate a letter from the Board to community members informing them of student accommodation changes. 3. Post information to the RVS public website and to the school websites of impacted communities.
Level 2: Consult	To obtain public feedback on analysis, alternatives and/or decisions.	<ol style="list-style-type: none"> 1. Disseminate a letter from the Board inviting impacted community members to attend a public consultation meeting. 2. Create and maintain a dedicated presence on a RVS public website that provides details of the consultation process and related informational resources.

		<ol style="list-style-type: none"> 3. Host a minimum of one public consultation meeting. 4. Accept written submissions and/or administer an online survey to gather public input. 5. Invite delegations to Board Meeting. 6. Deliberate decision at separate Board Meeting(s). 7. Disseminate a letter and/or press release to communicate Board decision.
Level 3: Involve	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	<ol style="list-style-type: none"> 1. Disseminate a letter from the Board inviting impacted community members to attend a public consultation meeting. 2. Create and maintain a dedicated presence on a RVS public website that provides details of the consultation process and related informational resources. 3. Strike a Student Accommodation Committee, with membership from impacted community members. 4. In consultation with Student Accommodation Committee, develop options for consideration. 5. Host a minimum of one public consultation meeting. 6. Accept written submissions and/or administer an online survey to gather public input. 7. Invite delegations to Board Meeting. 8. Deliberate decision at separate Board Meeting. 9. Disseminate a letter and/or press release to communicate Board decision.
Level 4: Collaborate	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	<ol style="list-style-type: none"> 1. Disseminate a letter from the Board inviting impacted community members to attend a public consultation meeting. 2. Create and maintain a dedicated presence on a RVS public website that provides details of the consultation process and related informational resources. 3. Strike a Student Accommodation Committee, with membership from impacted community members. 4. Involve committee members in designing community engagement, which may include an online survey, larger community meetings or other communication and consultation options. 5. Invite delegations to Board Meeting. 6. Deliberate decision at separate Board Meeting(s). 7. Disseminate a letter and/or press release to communicate Board decision.
Level 5: Empower	To place the final decision-making in the hands of the public.	<ol style="list-style-type: none"> 1. Define process based on the need.

Reference:

- RVS AP150 – Community Engagement
- RVS AF150 – A Request to Present to the Board of Trustees
- Policy 25 – Community Engagement
- Policy 23 – School Attendance Areas
- Policy 7 – Board Operations