
Purpose/Background

The Division recognizes that it has a responsibility to provide students with a safe, healthy, secure, clean and comfortable learning environment, which:

- Meets statutory requirements relating to health and safety, and maintains the quality of existing space at an adequate educational level; and
- Meets the short-term and long-term accommodation needs of individual schools and student attendance areas within the Division Facilities Plan.

Definitions

School Attendance Boundaries: Geographical boundaries within which all students attend a particular school. School attendance boundaries are unique for each school in the Division.

Area Attendance Boundaries: Geographical boundaries within which all students attend a school in the attendance area. There are six attendance areas in the Division:

1. Cochrane – Westbrook
2. Springbank – Bragg Creek – Redwood Meadows
3. Chestermere – Indus – Langdon
4. Beiseker – Kathryn – Irricana
5. Crossfield
6. Airdrie

Procedures

1. There will be an annual facilities review giving consideration to the following:
 - 1.1 Physical condition of buildings.
 - 1.2 Educational suitability of individual facilities or portions thereof.
 - 1.3 Utilization factor of each facility and its attendance area.
 - 1.4 Utilization of facilities within student attendance area.
 - 1.5 Division Facilities Plan.
2. During the annual review a list of projects will be prepared in accordance with the following:
 - 2.1 Recognizing that existing student spaces must be maintained to meet statutory and program needs and additional pressures placed on schools due to maximum utilization of facilities, the following criteria may be applied:
 - 2.1.1 Renovations, which are required to provide an acceptable standard of health and safety.

2.1.2 Minimum upgrading within existing space to ensure an adequate educational environment.

2.2 When the projected enrolment for a school exceeds the 85% utilization factor for a prolonged period of time and/or program needs are not being met, the attached set of criteria will be considered in the following order.

2.2.1 Where non-resident students at a school (which is identified as being over utilized) impacts the requirement for additional student space significantly, then those students will not be accepted.

2.2.2 Where sustained growth is projected at a school which operates a Division E.C.S. program, the E.C.S. program will be accommodated in the core building until full capacity has been reached at which time freestanding portable(s) may be provided to accommodate the E.C.S. program.

2.2.3 All Special Purpose rooms are to be utilized to their maximum capacity wherever feasible.

2.2.4 Relocate existing free standing portables to meet short term or emergent situations. When existing portables are not available, new portables may be provided.

2.2.5 Reallocate grade levels in a manner consistent with both the educational philosophy of the Division and the overall facility plan for that community.

2.2.6 Alter school attendance boundaries and/or direct selected students to other Division schools in order to maximize the utilization of facilities within school and/or area attendance boundary.

2.2.7 Add relocatable classrooms to core building to accommodate students within the current school attendance boundary and/or to achieve clause 2.2.6 above.

2.2.8 Alter area attendance boundary to maximize the use of existing facilities within the area attendance boundary.

2.2.9 Bus students out of their area attendance boundary.

2.2.10 Add relocatable classrooms to core building to accommodate students from out of area attendance boundary.

2.2.11 Alter attendance times (shifting) to maximize the use of existing high school facilities.

2.2.12 Build portable elementary school.

2.2.13 Bus students out of the Division.

2.2.14 Construct a new school or add to an existing school facility.

2.2.15 Proceed with a major modernization or addition to an existing school building to meet program needs.

Reference:

- School Act Sections 20, 40, 45, 45.1, 60, 61, 96, 113, 116, 117, 152, 195, 196, 197, 198, 199, and 200
- Funding Manual for School Authorities
- Policy and Requirements for School Board Planning and Reporting
- School Authorities Planning and Reporting Reference Guide