

# Living Sky School Division No. 202

## Administrative Procedure (AP) Manual



| Procedure Name: Changerooms |                                                              |                      |              |
|-----------------------------|--------------------------------------------------------------|----------------------|--------------|
| Procedure Type:             | School Operations                                            | Implementation Date: | JUN 25, 2025 |
| Procedure Number:           | 4.53                                                         | Last Revision Date:  | JUN 25, 2025 |
| AP Owner:                   | Deputy Director of Education                                 | Last Review Date:    | JUN 25, 2025 |
| Legal Reference(s):         | <i>Human Rights Code, 2018</i><br><i>Education Act, 1995</i> |                      |              |

### Background

Living Sky School Division is committed to fostering safe, supportive, and inclusive environments where all students and staff feel respected, valued, and protected. Changerooms and washrooms, like all school spaces, must reflect our core values of belonging and integrity. We recognize the importance of creating environments that are free from discrimination, harassment, and discomfort, and we are dedicated to ensuring that every individual feels safe and supported in our spaces.

### Scope

All Living Sky School Division buildings.

### Definitions

**Single Stall:** A private, lockable space intended for use by one person at a time.

### Roles & Responsibilities

#### Facilities

- Ensure all schools have a single stall option for staff and students to access.

#### Principal

- Ensure all school staff and students are aware of single stall washrooms and changerooms and that all staff and students have easy access to these spaces.
- Ensure a plan is created if a single stall washroom and/or changeroom is not easily accessible.

### Procedures

1. All students have a right to safe washroom and changeroom facilities.
2. All schools will provide a single stall washroom and changeroom space in their school and will inform all individuals of this space.
3. In schools where the single stall washroom and/or changeroom is not easily accessible, safe accommodations may be made. These accommodations may include but are not limited to:
  - i. a private area that is fully separated from the common changeroom such as an office; or
  - ii. a separate changing schedule in the common changeroom.