

SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

BYLAW

NO: 26

DATE: 1997-07-08

REVISED: 2003-04-22

SUBJECT: SCHOOL CALENDAR

Preamble

The ***School Calendar Regulation*** requires that notification be provided before the School Board can take certain actions respecting school calendars. These actions are:

- a) to make available a local calendar for a school in its district which varies from the provisions of the standard school calendar (Section 6);
- b) to amend a school calendar (Section 6.1); and
- c) to refrain from scheduling one or more non-instructional periods that the Minister of Education has ordered to be scheduled and used for a specific purpose (Section 10).

The procedures for obtaining approvals are required to be contained in a School Board bylaw.

The Board of School Trustees for School District No. 78 (Fraser-Cascade) therefore enacts the following procedures for obtaining required approval of school calendar proposals:

1. Definitions

- (a) In this bylaw,

"Act" means the *School Act*.

"Regulation" means the *School Calendar Regulation*.

"Representative" means the person or persons chosen by those employees of a school who are not represented by a union to represent them for purposes of this bylaw.

"School calendar proposal" means a proposal of the school board to make available a local school calendar which departs from the standard school calendar established by the *Regulation*, or to amend a school calendar after it has been made available as required by the *Act* and *Regulation*, or to refrain from scheduling one or more non-instructional periods that the Minister of Education has ordered to be scheduled and used for a specific purpose.

- (b) Words and expressions used in this bylaw have the same meanings as are assigned to them in the *Act* and *Regulation*.

2. Legal Requirements

A proposal for a local school calendar for a school, or for an amendment to a school calendar, shall comply with the requirements of the *Act*, *Regulation* and any applicable ministerial orders.

3. Notice

- a) If the Board intends to adopt a local school calendar proposal, the Board shall, provide to the parents or guardians of students enrolled in the school, to employees of the Board assigned to the school, and to the employees' unions and other representatives, at least one month written notice of the public meeting date at which the board will discuss and vote on a motion to adopt a local school calendar proposal. The Board will enable this process by passing all school calendar proposals through three readings of the Board as per its policy development and input procedures.
- b) Notice to parents or guardians shall be given by distribution of notices to students at school and by notice to the Parent Advisory Council, if any.
- c) Notice to employees may be given by a posting on the staff bulletin board within the school, or by distribution of notices through the internal school mail. Notice will also be given in writing to the President of each representative union.
- d) The representative of Principals/Vice-Principals and any other employees not represented by a union assigned to the school shall be the District Principals' & Vice-Principals' Association, unless an administrative officer or other employee notifies the Secretary-Treasurer of a different choice of representative, no later than seven (7) days after distribution of the proposal notice.
- e) Failure to provide notice to any individual employee or parent or guardian, unless bad faith is shown, shall not invalidate any action taken on a school calendar proposal.

4. School Board Approval

- a) A school calendar proposal which has been approved by the School Board in accordance with the provisions of this bylaw, shall govern school operation in accordance with its term.

5. Distribution

- (a) Following approval, a local school calendar, or a school calendar which does not schedule one or more of the non-instructional periods designated by the Minister, shall be made available to parents or guardians of students in the school on or before May 31, as required by the *Act*.
- (b) Following approval of an amendment to a school calendar, the Board shall give written notice of the amendments to the school calendar and the date on which they are to take effect to:
 - i) the parents or guardians of the students enrolled in the school, and
 - ii) the employees of the Board assigned to that school and to their unions and other representatives.