

# Coast Mountains School District 82

5000 Governance

5600 **School Calendar Change Bylaw**

Date Adopted: Nov. 1997

## **Preamble**

Where the Board of School Trustees intends to change any aspect of the Standard School Calendar (School Act 78(3)), the School Calendar Regulations require that certain approvals be obtained. The Board can take certain actions respecting variations from the Standard School Calendar. These actions are:

1. to make available a local calendar for one or more of the schools in its district when changes are made from the Standard School Calendar.
2. (effective December 16, 1994) to amend a school calendar (School Calendar Regulation 6.1); and
3. (effective July 1, 1994) to refrain from scheduling one or more non-instructional periods that the Minister of Education, Skills and Training has ordered to be scheduled and used for a specific purpose (School Calendar Regulation 10).

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

THE SCHOOL BOARD, IN PUBLIC MEETING, THEREFORE ENACTS the following procedures for obtaining required approvals of school calendar proposals:

## **1. Definitions**

### **1. In this bylaw,**

- a) **Act** means the *School Act*
  - b) **Regulation** means the *School Calendar Regulation*
  - c) **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*
  - d) **School calendar proposal** means a *proposal of the 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.*
2. Words and expressions used in this bylaw have the same meanings as are assigned to them in the Act and Regulation.

## **2. Legal Requirements**

1. 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**

1. If the Board intends to adopt a school calendar proposal, the Board shall, before seeking the required approvals, provide to the parents of students enrolled in the school, the D.P.A.C., employees of the Board assigned to the school, and to the employees' unions and other representatives at least seven days written notice of the Board's intention to seek that approval.
2. Notice to parents may be given by distribution of notices to students at school and by notice to the parent advisory council, if any.
3. Notice to employees may be given by posting on staff bulletin Boards within the school, and by distribution of notices through internal mail.
4. Failure to provide notice to any employee or parent, unless bad faith is shown, shall not invalidate any action taken on a school calendar proposal.
5. Notice to an employee's union shall be given in accordance with the provisions contained in the relevant collective agreement.
6. Notice to an employee representative shall be given in writing in accordance with the designation of the representative.

## **4. School Staff Approval**

1. Approval of the employees of the Board assigned to a school of a school calendar proposal affecting that school is to be determined and expressed by the employees through their respective certified bargaining agents.
2. The representative of administrative officers and any other employees not represented by a union assigned to the school shall be the Administrators Association, unless an administrative officer or other employee notifies the Superintendent of Schools of a different choice of representative, no later than seven days after notice is given under Section 3, or within such longer time as may be stipulated by the Superintendent of Schools.
3. Approvals or rejections shall be reported within 30 working days following notice of the proposal. If a proposal is not rejected by a union or representative within 30 working days following notice under Section 3, it is deemed to be approved by the employees represented by that union or representative.

4. Approval by employees for purposes of the regulation is constituted by the approval of a majority of employees assigned to the school represented by each union plus a majority of employees assigned to the school who are not represented by a trade union, as determined and expressed by the respective unions and representatives.
5. This section only applies where the Regulation requires employee approval of school calendar proposals.

## **5. Parental Approval**

1. A school calendar proposal must be referred by the Board to the Parent Advisory Council of the school, if one has been established. The D.P.A.C. shall be notified.
2. A quorum at a P.A.C. meeting to vote on a proposal under 5(1) shall be the quorum as defined in the school's P.A.C. Constitution and Bylaws.
3. If there is no parent advisory council in the school the Board shall notify parents of students in the school as required by Section 3 and convene a meeting to which parents are invited and approval will be sought.
  - a) At least 14 days notice of the meeting shall be provided, in the same manner as notice under Section 3.
  - b) A quorum for the meeting shall be the parents in attendance.
  - c) Voting at the meeting shall be by secret ballot.
  - d) Each parent, present at the meeting, of a student enrolled at the school shall be entitled to one vote.
4. Approval by a Parent Advisory Council to which the school calendar has been referred under Section 5(1), or approval by a majority of the votes cast at a meeting convened under 5(3), constitutes approval of parents for purposes of the *Regulation*.

## **6. School Board Approval**

1. A school calendar proposal which has been approved by the school board, the parents, and, if required, the employees, in accordance with the provisions of this bylaw, shall govern school operation in accordance with its terms.

## **7. Distribution**

1. 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 of students in the school on or before May 31, as required by the Act.

2. 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—
  - a) the parents of the students enrolled in the school, the P.A.C., the District P.A.C. and
  - b) the employees of the Board assigned to that school and to their certified bargaining agents or other representatives,
  - c) in accordance with sections 3(2) and 3(6).
3. An amended school calendar or a local school calendar shall be filed with the Minister of Education, Skills and Training within 30 days after all approvals (parental, staff, and Board) have been obtained.
4. An amended school calendar shall not come into effect until at least 28 days after it has been filed with the minister.

## **8. Effective Date**

1. This bylaw shall come into force on approval of the Board of School Trustees.
  - a) The provisions of this bylaw relating to amending school calendars and to refraining from scheduling designated non-instructional days comes into force on approval of the Board of School Trustees.