

75 SCHOOL CALENDAR BYLAW

The *School Act*, Section 96, provides for boards to make available to parents, on or before May 31st of each school year, a standard school calendar that is in accordance with that set out by the Lieutenant Governor in Council (96.1). The Board has the authority to change the calendar when requests to do so are received from staff and/or parents. In such cases, the Board is required to obtain specific approvals.

Definitions:

“**Act**” means the *School Act*.

“**Regulation**” means the School Calendar Regulation.

“**Representative**” means the person or persons chosen by employees of a school or parent groups to represent them for purposes of this bylaw.

“**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*.

Other words and expressions used in this bylaw have the same meanings as are assigned in the *Act* and *Regulation*.

Bylaw

If the Board intends to: a) offer a calendar that varies from the provisions of the standard school calendar; b) amend a school calendar; or c) 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; then the Board is required to obtain specific approvals as outlined in this bylaw. (Regulation 189/93)

75.1 Procedures

- (i) If the Board plans to consider a school calendar proposal, the Board shall, before seeking the required approvals, provide to the parents 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 seven (7) days written notice of the Board’s intention to seek that approval.
- (ii) Notice to parents may be given by distribution of notices to students at school and by notice to the Parent Advisory Council, if any.
- (iii) Notice to employees may be given by posting on staff bulletin boards within the school, or by distribution of notices through internal mail.
- (iv) Failure to provide notice to any individual employee or parent, unless bad faith is shown, shall not invalidate any action taken on a school calendar proposal.
- (v) Notice to employee’s unions shall be given in accordance with the provisions contained in the relevant collective agreements.
- (vi) Notice to any other employee representative shall be given in writing in accordance with the designation of the representative.

75.2 School staff approval

- (i) Approval of the employees of the Board assigned to a school of a school calendar proposal affecting the school is to be determined and expressed by the employees

through their respective unions or representatives, in the manner that the employees and their respective unions may provide.

- (ii) The representative of administrative officers and any other employees assigned to the school who are not represented by a union shall be the Sunshine Coast Administrators' Association, unless an administrative officer or other employee notifies the Superintendent of a different choice of representative, no later than seven (7) days after notice is given under section 75.1, or within a longer time by mutual agreement with the Superintendent.
- (iii) Unions and representatives representing employees assigned to the school, following their determination of the wishes of the employees they represent, shall report approval and rejection by the employees whom they represent to the Superintendent within thirty (30) days following notice under section 75.1.
- (iv) If a union or representative fails to report the approval or rejection of employees as required under 75.2(iii) within thirty (30) days following notice under section 75.1, the school calendar proposal is deemed to be approved by those employees represented by the union or representative.

75.3 **Parental approval**

- (i) A school calendar proposal may be referred to parents in one of two ways.
 - (a) It may be referred directly to the Parent Advisory Council under section 75.1. In this case, the representative of the Parent Advisory Council shall determine the wishes of the parents using the guidelines of the Parent Advisory Council constitution and shall inform the Superintendent of the approval or rejection of the parents so represented within thirty (30) days of receiving notice under section 75.1; or
 - (b) The School Board shall notify parents of students in the school as required by section 76 and convene a meeting to which parents will be invited and approval will be sought.
- (ii) Voting at the meeting under 75.3(i)(b) shall be by secret ballot.
- (iii) Each parent of a student enrolled at the school, present at the meeting under 75.3(i)(b), shall be entitled to one vote.
- (iv) Approval by a Parent Advisory Council to which the school calendar proposal has been referred under 75.3(i)(a) constitutes approval of parents for purposes of the *Regulation*.

75.4 **Distribution**

- (i) Following approval, a local school calendar shall be made available to parents of students in the school on or before May 31st, as required by the *Act*.
- (ii) An amended school calendar or a local school calendar shall be filed with the Minister of Education within thirty (30) days of receiving all approvals.
- (iii) An amended school calendar shall not come into effect until at least twenty-eight (28) days after it has been filed with the Minister.