

SCHOOL CALENDAR

Background

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 *School Act*, Regulation and any applicable Ministerial Orders.

Procedures

1. Notice
 - 1.1 If the Superintendent intends to adopt a school calendar proposal, the Superintendent 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 days' written notice of the Superintendent's intention to seek that approval.
 - 1.2 Notice to parents may be given by distribution of notices to students at school and by notice to the parents' advisory council, if any.
 - 1.3 Notice to employees may be given by posting on staff bulletin boards within the school, and by distribution of notices through internal mail.
 - 1.4 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.
 - 1.5 Notice to an employees' Union shall be given in accordance with the provisions contained in the relevant collective agreement.
 - 1.6 Notice to an employee representative shall be given in writing in accordance with the designation of the representative.
2. School Staff Approval
 - 2.1 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 union or representative, as the case may be, in the manner that the employees and their union or representative, as the case may be, may provide.
 - 2.2 The representative of principals and vice-principals and any other employees not represented by a Union assigned to the school shall be the New Westminster Principals and Vice-Principals Association, unless a principal or vice-principal or other employee notifies the Secretary-Treasurer of a different choice of representative, no later than seven days after notice is given under Procedure 1, or within such longer time as may be stipulated by the Secretary-Treasurer.

- 2.3 Approvals or rejections shall be reported within 30 days following notice of the proposal. If a proposal is not rejected by a Union or representative within 30 days following notice under Procedure 1, it is deemed to be approved by the employees represented by that union or representative.
 - 2.4 Approval by employees 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.
3. Parental Approval
 - 3.1 A school calendar proposal may be referred by the Board to the parents' advisory council of the school, if one has been established.
 - 3.2 If there is no parents' advisory council operating in the school, or if the Board does not refer the school calendar proposal to the parents' advisory council, the Board shall notify parents of students in the school as required by Section 1 and convene a meeting to which parents are invited and approval will be sought.
 - 3.3 At least seven days' notice of the meeting shall be provided, in the same manner as notice under Section 1.
 - 3.4 A quorum for the meeting shall be the quorum identified in the Bylaws of each parents' advisory council.
 - 3.5 Voting at the meeting shall be by secret ballot.
 - 3.6 Each parent, present at the meeting, of a student enrolled at the school shall be entitled to one vote.
 - 3.7 Approval by a parents' advisory council to which the school calendar has been referred under Procedure 3.1, or approval by a majority of the votes cast at a meeting convened under Procedure 3.2, constitutes approval of parents.
 4. Board Approval
 - 4.1 A school calendar proposal which has been approved by the Board, the parents and, if required, the employees, in accordance with the provisions of this Administrative Procedure, shall govern school operation in accordance with its terms.
 - 4.2 Notwithstanding Sections 1, 2 and 3, if the Board intends to amend a school calendar by rescheduling a non-instructional period, the Board may provide written notice at least thirty days in advance of its intention to amend the calendar and advise parents and employees of their right to object to the proposed change. Provided not more than 10% of the parents, nor 10% of the employees register objections to the proposed change within seven days of notice, approval for the proposed change shall be deemed to have been received.

5. Distribution

- 5.1 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.
- 5.2 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:
 - 5.2.1 The parents of the students enrolled in the school, and
 - 5.2.2 The employees of the Board assigned to that school and to their Unions and other representatives in accordance with clauses 1.2 to 1.6.
- 5.3 An amended school calendar or a local school calendar shall be filed with the Minister of Education within 30 days after all approvals (parents, staff, and Board) have been obtained.
- 5.4 An amended school calendar shall not come into effect until at least 28 days after it has been filed with the Minister.

*Reference: Sections 8, 22, 23, 65, 85, 87.01, 87.02, 87.03, 168.02, 175 School Act
School Calendar Regulation 314/12
Collective Agreements*

SD No. 40 (New Westminster)

Adopted: May 30, 2017

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)