

## SCHOOL CALENDAR APPROVAL PROCEDURE BYLAW

### Preamble:

The School Calendar Regulation requires that certain approvals be obtained before the Board of Education 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 5);
- b) to amend a school calendar (section 5.2); 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 9.1).

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

The Board, in public meeting, therefore enacts the following procedures for obtaining required approvals of school calendar proposals:

### I. DEFINITIONS

1.1 In this bylaw,  
“Act” means the School Act.

“Regulations” 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 Board of Education 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 Regulations, 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.

- 1.2 Words and expressions used in this bylaw have the same meanings as are assigned to them in the Act and Regulations.

## 2. LEGAL REQUIREMENTS

- 2.1 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

- 3.1 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, 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 Board's intention to seek that approval.
- 3.2 Notice to parents may be given by distribution of notices to students at school and by notice to the parent advisory council, if any.
- 3.3 Notice to employees may be given by posting on staff bulletin boards within the school, or by distribution of notices through internal mail.
- 3.4 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.
- 3.5 Notice to an employees' union shall be given in accordance with the provisions contained in the relevant collective agreement.
- 3.6 Notice to an employee representative shall be given in writing in accordance with the designation of the representative.

## 4. SCHOOL STAFF APPROVAL

- 4.1 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 unions or representatives, in the manner that the employees and their respective unions may provide.
- 4.2 The representative of principals, vice-principals, and any other employees assigned to the school who are not represented by a union shall be the North Island Administrators Association, unless a principal, 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 section 3, or within such longer time as may be stipulated by the Secretary-Treasurer.

- 4.3 Unions and representatives representing employees assigned to the school, following their determination of the wishes of the employees they represent, shall report total numbers of approvals and rejections by the employees whom they represent to the Secretary-Treasurer within 30 days following notice under section 3.
- 4.4 Where an employee neither approves nor rejects a school calendar proposal, the employee shall be deemed to have approved the proposal unless the union or representative determines otherwise.
- 4.5 If a union or representative fails to report the approval or rejections of employees as required under subsection (3) within 30 days following notice under section 3, the school calendar proposal is deemed to be approved by those employees represented by the union or representative.
- 4.6 Approval by a majority of the Board employees assigned to the school, as determined and expressed by their unions and representatives, constitutes employee approval of the school calendar for purposes of the regulation.
- 4.7 This section applies only where the regulation requires employee approval of a school calendar proposal.

## 5. PARENTAL APPROVAL

- 5.1 A school calendar proposal may be referred by the Board to the parent advisory council of the school, if one has been established.
  - 5.1.1 If there is no parent advisory council operating in the school, or if the Board does not refer the school calendar proposal to the parent advisory council, 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.
  - 5.1.2 At least seven days notice of the meeting shall be provided, in the same manner as notice under section 3.
  - 5.1.3 A quorum for the meeting shall be five parents.
  - 5.1.4 Voting at the meeting shall be by secret ballot.
  - 5.1.5 Each parent, present at the meeting, of a student enrolled at the school shall be entitled to one vote.

5.1.6 Approval by a parent advisory council to which the school calendar has been referred under subsection (1), or approval by a majority of the votes cast at a meeting convened under (2), constitutes approval of parents for purposes of the Regulation.

6. BOARD APPROVAL

6.1 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 bylaw, shall govern school operation in accordance with its terms.

7. DISTRIBUTION

7.1 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.

7.2 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:

7.2.1 the parents of the students enrolled in the school, and

7.2.1 the employees of the Board assigned to that school and to their unions and other representatives,

in accordance with sections 3(2) to 3(6).

7.3 An amended school calendar or a local school calendar shall be filed with the Minister of Education within 30 days after all approvals (parental, staff, and Board of Education) have been obtained.

7.4 An amended school calendar shall not come into effect until at least 28 days after it has been filed with the minister.