

## SCHOOL DISTRICT NO. 92 (NISGA'A)

### BYLAW NO. 4 SCHOOL CALENDAR APPROVAL PROCEDURES

**Date Passed:** 94.05.10

**Date Amended:** April 16, 2013

**Description:**

SCHOOL CALENDAR APPROVAL PROCEDURES BYLAW

**Bylaw No. 4**

87.01 (7)

Before submitting a school calendar or school calendars, as applicable, under subsection (5) or (6), the board must, in accordance with the regulations of the minister, consult with parents of the students enrolled in the school and representatives of employees of the board assigned to the school.

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,

“Act” means the *School Act*.

“Regulation” means the *School Calendar Regulation*.

“Representation” 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 Ministry 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) The school Parent Advisory Committees will be informed of the proposed changes in a meeting, and the parents will receive a letter that will be distributed to the students. The Board will organize a meeting with parents for a broader consultation, if the Parents Advisory Committee makes a request.
- (2) Notice to employees may be given through the President and executive, or by distribution of notices through internal mail.
- (3) 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.
- (4) Notice to an employees' union shall be given in accordance with the provisions contained in the relevant collective agreement.
- (5) Notice to an employee representative shall be given in writing in accordance with the designation of the representative.

## 4. **School Board Approval**

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.

## 5. **Distribution**

- (1) Following approval, a local school calendar, or a school calendar which does not schedule one or more of the non-instruction periods designed 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, and
  - (b) 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).

- (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 school 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.

6. **Effective Date**

This bylaw shall come into force on July 1, 1994.

- (1) The provisions of this bylaw relating to amending school calendars and to refrain from scheduling designated non-instructional days come into force on July 1, 1994.