

**School District #62 (Sooke)**

<b>SCHOOL CALENDAR REGULATION BY-LAW</b>	No.: 1-95
	Effective: Jan. 24/95 Revised:

A By-law of the Board of School Trustees of School District No. 62 (Sooke) to provide for amendments to the school calendar or for the adoption of a local school calendar.

Whereas the *School Act* and the School Calendar Regulation contain provisions governing the procedures Boards must follow in amending the school calendar or adopting a local school calendar;

And Whereas the Board of School Trustees of School District No. 62 (Sooke) has complied with the provisions of the *Act* and the School Calendar Regulation in all respects;

Now Therefore the Board of School Trustees of School District No. 62 (Sooke) enacts as follows:

1. This By-law may be cited as "School District No. 62 (Sooke) SCHOOL CALENDAR BY-LAW."
2. In this By-law:
  - "Act" means the *School Act*.
  - "BCPVPA" means the British Columbia Principals' and Vice-Principals' Association.
  - "Regulation" 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 by-law.
  - "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.

Words and expressions used in this by-law have the same meanings as are assigned to them in the *Act* and Regulation.

3. 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.
4. Notice
  - (1) If the board intends to adopt a local 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.
  - (2) Notice to parents may be given by distribution of notices to students at school and by notice to the parent advisory council.

- (3) Notice to employees may be given by posting on staff bulletin boards.
  - (4) Failure to provide notice to any individual employee or parent shall not invalidate any action taken on a school calendar proposal.
  - (5) Notice to an employees' union shall be given in writing to the union president.
  - (6) Notice to an employee representative shall be given in writing in accordance with the designation of the representative.
5. 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 unions or representatives, in the manner that the employees and their respective unions may provide.
  - (2) The representative of administrative officers assigned to the school shall be the Sooke Chapter of the BCPVPA.
  - (3) Approvals or rejections shall be reported within 30 calendar days following notice of the proposal. If a proposal is not rejected by a union or representative within 30 days following notice under Section 3, it is deemed to be approved by the employees represented by that union or representative.
  - (4) Approval of employees, as determined and expressed by their union and representatives, constitutes employee approval of the school calendar for purposes of the regulation.
  - (5) This section applies only where the regulation requires employee approval of a school calendar proposal.
6. Parent Approval
- (1) A local school calendar proposal or an amendment to the school calendar affecting a school will be referred by the school board to the parent advisory council of that school for parent approval.
  - (2) Approval by a parent advisory council to which the local school calendar or amendment has been referred under subsection (1) constitutes approval of parents for purposes of the Regulation.
7. School Board Approval
- (1) A local school calendar proposal or an amendment to the school calendar which has been approved by the school board, the parents and the employees, in accordance with the provisions of this by-law, shall govern school operation in accordance with its terms.
8. Distribution
- (1) Following approval, a local school calendar shall be made available to parents of students in the school on or before May 31, as required in 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 student 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 4(2) to 4(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.

Read a first, second and third time, finally passed and adopted the 24<sup>th</sup> day of January, 1995.

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Connie Harrigan, Chairperson of the Board

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Dave Lockyer, Secretary-Treasurer