



BYLAW NO. IV

SCHOOL CALENDAR APPROVAL PROCEDURES BYLAW

PREAMBLE

The *School Act*, Section 77 requires that on or before May 31 of each school year, a board must, in accordance with the *Regulations* and for each school in its school district, make a school calendar for the following school year available to every parent of a student in the school.

THE SCHOOL BOARD, IN A 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*

(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:

Boards must either adopt a school calendar consistent with the Ministry standard school calendar or must adopt a local calendar.

3. STANDARD SCHOOL CALENDAR

3.1 The standard school calendar may be adopted on or before May 31 of each school year and must be communicated to:

- a. parents of the students enrolled in each school to which the proposed school calendar is applied; and
- b. representatives of employees of the board assigned to the school.

3.2 If

- a. an amendment to a school calendar under this section is necessary at a time other than when a school calendar must be made available under the *Act*; and
- b. the school calendar as amended will comply with the standard calendar, the board may make the amendment and must give notice of the amendment to the employees of the board assigned to the school and the parents of the students enrolled in the school.

3.3 If

- a. an amendment to a school calendar under this section is necessary at a time other than May 31, and
- b. the school calendar amended will comply with the local school calendar, the board may make the amendment.

4. LOCAL SCHOOL CALENDAR

- 4.1 A school calendar that complies with this section must, for a school or group of students to which it applies for the following year,
- set out the number of days in session;
 - set out the dates for the administrative days, if any, the school opening day, the school closing day, the vacation periods and the holidays;
 - set out the number of days of instruction;
 - specify the hours of instruction, which must not be less than the minimum number of hours of instruction specified in the *Regulation*;
 - set out, for each non-instructional period for the school year, its date and, if the non-instructional period is scheduled for a portion of a school day, the time for which it is scheduled;
 - subject to the non-instructional day requirements set out by the Ministry, specify the purpose of each non-instructional period;
 - Specify the following:
 - the length of school days,
 - the number of minutes of school operation to be provided in a school day,
 - the number of hours of instruction to be provided in a school day,
 - the number and length of recesses to be provided in a school day, and
 - Set out such other dates, times, and information as the board considers necessary.
- 4.2 For purposes of complying with the *Act*, in respect of a local school calendar under this section, a board must,
- a. adopt the school calendar at a meeting that is open to the public, and
 - b. at least ~~a month~~ 6 weeks before the meeting, give notice of the meeting, together with a copy of the proposed school calendar that sets out all the information required of a local school calendar, to
 - the parents of the students enrolled in each school to which the proposed school calendar is to apply, and
 - representative employees of the board assigned to the school.
- 4.3 If an amendment to a local school calendar under this section is necessary at a time other than when a school calendar must be made available as per the *Act*, the board must give notice of the amendment to the employees of the board assigned to the school and the parents of the students enrolled in the school.

5. EXAMINATION DAYS

5.1 The board may set a school day as an examination day.

5.2 On an examination day set under subsection 5.1,

- a. students of the school need not be in attendance and under supervision except for the purpose of writing examinations, and
- b. principals, vice-principals, directors of instruction and teachers of the school may mark examinations, prepare student progress reports and undertake related planning and preparatory activities.

6. INSTRUCTIONAL TIME

- 6.1 In this section, 'hours of instruction' does not include recesses, lunch periods and other scheduled breaks between classes.
- 6.2 Subject to subsection 6.3, in a school year, a board must offer not less than the hours of instruction calculated in accordance with paragraph a, b, or c, as applicable, to the students enrolled in the schools in its district:
 - a. For a student in kindergarten: 2.4 hours multiplied by the minimum number of days of instruction set out in the standard school calendar for the school year;
 - b. For a student in grades 1 to 7: 4.75 hours multiplied by the minimum number of days of instruction set out in the standard school calendar for the school year;
 - c. For a student in grades 8 to 12: 5.15 hours multiplied by the minimum number of days of instruction set out in the standard school calendar for the school year.
- 6.3 For the purpose of introducing students referred to in subsection 6.2 a. to school, a board may provide fewer hours of instruction to those students for the first 5 school days after the opening day of school than the hours of instruction required by that subsection.
- 6.4 For the purposes of this bylaw, the board is deemed, in respect of a school or a group of students in the district, to provide the number of hours of instruction in a school day specified in the school calendar applicable to that school or group of students for any one or more of the following days included in the school year:
 - a day set by the board as an examination day under section 5;
 - a. a day on which a school is closed as a result of a strike or lockout in respect of some or all of the employees of the board assigned to the school;
 - b. a day on which the school is closed by the board for health and safety reasons as set out in the *School Act*.
- 6.5 For the purposes of this bylaw, the board is deemed, in respect of a school or group of students in its district, to provide a day of instruction on each of the days referred to in subsection 6.4 a., b., or c., that falls on a day scheduled as a day of instruction in the school calendar applicable to the school or the group of students.
- 6.6 The board may, for the opening day of school in the district in any school year,
 - a. shorten that day for some or all of the students of the school; and
 - b. provide for different dismissal times for different students of the school.
- 6.7 The board may, in any school year, shorten not more than 4 of the school days of a school in the district by a period of time that is not more than one hour, for the purpose of facilitating parent-teacher interviews that,
 - a. are not otherwise scheduled by way of a non-instructional period; and
 - b. relate to student progress reports.
- 6.8 If a school day is shortened under subsection 6.6 or 6.7,
 - a. the school day is deemed, for the purposes of this bylaw, to be a full school day; and

- b. the board is deemed, for the purposes of this bylaw, to have offered instruction to the students of the school for the period of time by which the school day was shortened.

7. NON-INSTRUCTIONAL DAY

- 7.1 The minister may designate, by order, up to one school day of non-instructional periods to be scheduled and used for a specific purpose and non-instructional periods so designated must be scheduled and used for that purpose.
- 7.2 In determining the schedule of non-instructional periods for a school year, the board will consult with representatives of employees and with representatives of parents of students enrolled in the schools or of the group of students, as applicable.
- 7.3 Non-instructional periods may be less than one day in length.
- 7.4 The board may reschedule a non-instructional period previously scheduled in the school calendar applicable to a school or group of students.
- 7.5 If the board reschedules a non-instructional period under subsection 7.4, the board must give notice of the change:
 - a. to the parents of the students enrolled in the school or of the group of students, as applicable; and
 - b. to the representatives of employees of the board assigned to the school.

8. EFFECTIVE DATE

This Bylaw may be cited for all purposes as “School District No. 6 (Rocky Mountain) Bylaw No. IV”; a Bylaw to establish the form and manner to establish a local school calendar and is in all respects in accordance with the provisions of the “*School Act*”.

Read a first time the _____
Read a second time the _____
Read a third time the _____

I hereby certify that this is a true copy of School District No. 6 (Rocky Mountain) Bylaw No. IV, School Calendar Approval Procedures Bylaw, adopted the _____.

Secretary Treasurer

Legal Reference: School Act Section 77
School Calendar Regulation/BC Reg. 114/2002