

SCHOOL CALENDAR

Background

"School year", under the *School Act*, means a year commencing on July 1 and ending the following June 30.

The *School Act* sets the conditions under which standard and local school calendars must be adopted. The *School Calendar Regulation* 033/2018 was enacted to enable schools, families, and members of the broader community to plan activities within a framework that sets out the opening and closing dates of school, the holidays and vacation periods, and the number of days and hours of instruction students are to be provided within the school year.

1. Local School Calendar Application Process

- 1.1. The Principal must discuss with their Supervisor, the application proposal for a Local School Calendar. The discussion will include a review of the Agreed Upon Principles and an understanding that the school application is within the consideration of "very exceptional circumstances".
 - 1.1.1. An application for a Local School Calendar is required to adhere to the following principles:
 - 1.1.1.1. Is to have educational value to learners
 - 1.1.1.2. Will consider impact on families and communities
 - 1.1.1.3. Is not to be conducted as a cost savings measure
 - 1.1.1.4. Will only be implemented with agreement from all employee groups
 - 1.1.1.5. Will not result in lost wages/benefits to any continuing part/full time employees
 - 1.1.1.6. Will consider employee wellness and/or staff morale as a potential benefit
 - 1.1.1.7. Will not be adopted to accommodate Staff Professional Development
 - 1.1.1.8. Will consider impact on current programs and facilities
 - 1.1.1.9. Will be adopted for the whole District – except in very exceptional circumstances
 - 1.2. The Principal will prepare a written application for Board approval which must be endorsed at the school and community level as per the procedures below and submitted according to the published timeline.

2. School Application

- 2.1. The Principal will prepare a written application which will include:
 - 2.1.1. Statement of purpose

- 2.1.2. Discussion of any impact of the schedule change to employee groups and students in consultation with District staff based on consideration of the Agreed Upon Principles as in clause 1.1.1.
 - 2.1.3. Rationale for consideration of “very exceptional circumstances”
 - 2.2. The Principal will prepare an outline of the proposed Local School Calendar which will adhere to legislative requirements following the School Act and School Calendar Regulation. The proposed calendar will include a detailed instructional schedule as per Section 4(1) of the School Calendar Regulation.
 - 2.3. The application will be presented at a formal meeting of school staff.
 - 2.4. The application will be presented to parents and endorsed through the following process.
3. Endorsement of Proposal
- 3.1. The proposal must be supported by the school staff, the administration and a majority of the parents of the school who vote*.
 - 3.1.1. A meeting of parents will be held for the purpose of presenting and discussing the Local School Calendar proposal.
 - 3.1.2. At least 30 days notice of the meeting shall be provided to parents through distribution of notices to students enrolled in the school.
 - 3.1.3. Under the direction of the Principal, the school will accommodate a ballot and voting process. This process will be developed and supervised in consultation with PAC Executive. It must include an agreed upon “Electors List” of parents eligible to vote, and a strict monitoring system for distributing and accounting for returned ballots.
 - 3.1.4. Each child enrolled in the school shall generate one ballot to be returned by the child’s parent.
 - 3.1.5. Translation services will be provided; written and verbal translation as required.

**At least 75% of the distributed ballots shall be returned for counting.
At least 67% of the total number of ballots returned by the parents are in favour of the proposed change.*
 - 3.2. The number of ballots cast and the number voting in support of and against the proposal shall be included in the application to the Supervisor.
4. Timeline
- 4.1. September – November
 - Discussions between Principal and Supervisor
 - School Process – school/community consultation and parent voting
 - 4.2. December
 - Applications reviewed by Supervisor
 - Supported applications forwarded to District Management Team (DMT) for recommendation to the Student Learning and Well Being Committee.

4.3. January

- Applications reviewed by Student Learning and Well Being Committee and forwarded to the Board for approval. Thirty days' notice will be given to each school community prior to the public Board Meeting where the local school calendar will be discussed.

4.4. February

- Applications reviewed by the Board. Decision of the Board is final and Local School Calendar is effective for forthcoming school year.

5. Once established, the Local School Calendar is in effect until such time as a request is made to either:

5.1. Return to a the District Calendar; or,

5.2. Develop a new Local School Calendar.

6. Any change or revision to an approved Local School Calendar requires completion of the application and endorsement process as per this Administrative Procedure.

Reference: Sections 8, 22, 23, 65, 85, 87.01, 87.02, 87.03, 168.02, 175 School Act
School Calendar Regulation 033/2018
Ministerial Order M194/08
Collective Agreements

Adopted: May 1989

Revised: September 1994; February 1996; January 1999; November 2005; September 24, 2018