

# COWICHAN VALLEY SCHOOL DISTRICT

Adopted: 1996 06 05

Bylaw No. 4

Revised:

## **SCHOOL CALENDAR BYLAW**

### **1. STATUTORY AUTHORITY**

Section 96 of the *School Act* authorizes a board to establish a school calendar in accordance with the Regulations.

Regulation 189/93 provides that a board may make available a school calendar which is consistent with the standard school calendar or, alternatively, may make available a local school calendar. Regulation 189/93 further provides that a board must pass a bylaw before making a local school calendar or amending a school calendar. The bylaw must address what constitutes approval for the purpose of obtaining parental approval for the local school calendar or amended school calendar and the manner in which the required approval is sought and obtained.

### **2. DEFINITIONS**

In this Bylaw words and expressions will have the same meaning as provided in the *School Act* and Regulations, unless a contrary meaning is expressly provided in this Bylaw.

### **3. PROPOSAL FOR LOCAL SCHOOL CALENDAR OR AMENDED SCHOOL CALENDAR**

The parent advisory council of a school or the employees of a school, through their union or, in the event that they are not unionized, through the persons chosen by the employees as their representatives, may make a proposal for a local school calendar or amended school calendar by advising the board in writing of the proposal for the local school calendar or amended school calendar. Upon receipt of the proposal, the board will provide a copy of the proposal to the principal, the parent advisory council and the employees of the school, through their union or other representatives, unless they have already received the proposal.

The board may also make a proposal for a local school calendar or amended school calendar, in which case it will provide a copy of the proposal to the principal, the employees of the school through their union or other representatives, and the parents, through the parent advisory council.

### **4. PARENTAL CONSULTATION**

Where a proposal for a local school calendar or amended school calendar has been approved in principle by the Board, the principal will schedule a meeting at the school to provide parents with an opportunity to discuss the proposal. This meeting will be conducted at least seven (7) days before seeking parental approval of the local school calendar or amended school calendar. Parents will be notified of the meeting by notices sent home with the students attending the school.

The meeting may be conducted by the parent advisory council or, in the event that the parent advisory council has not been established or is unable or unwilling to conduct the meeting, by the principal of the school. A copy of the proposal and any information submitted in advance of the meeting by the Board, the principal, the parent advisory council, the employees of the school,

through their union or other representatives, students or other interested persons should be made available to the parents attending the meeting.

#### **5. APPROVAL BY PARENTS**

Parents of the school will be given an opportunity to vote on the proposal for a local school calendar or amended school calendar. The proposal and a form of ballot will be sent to parents, through the students attending the school, by the principal. The principal may include documentation concerning the proposal and/or advise parents where such documentation will be available for review. Parents will be advised as to the deadline for the submission of ballots.

The principal will, in consultation with the parent advisory council, take all reasonable measures to ensure that one family is accorded one vote, but the ballot should not identify how any parent voted. The parent advisory council or, if there is no parent advisory council, the principal may appoint scrutineers to be present when the vote is counted.

Parents of the school will be deemed to have approved the proposal if a majority of parents who submit valid ballots vote in favour of the proposal.

#### **6. APPROVAL BY EMPLOYEES**

The principal will schedule a meeting of employees of the school for the purpose of discussing the proposal if requested by the employees, through their union or other representatives.

The employees of the school will be provided with a copy of the proposal upon request. Any other information which has been provided to parents will be made available to employees or their union or other representatives for review.

The vote of the employees assigned to the school will be conducted through their union or other representatives, in the manner the employees and their union or other representatives determine is appropriate.

The employees of the school, through their union or other representatives, will advise the principal as to the result of the vote. In the event that employees, through their union or other representatives, do not advise the principal of the result of the vote or do not conduct a vote after being given seven (7) days written notice of the board's intention to seek their approval, those employees will be deemed to have accepted the proposal for the local school calendar or amended school calendar.

#### **7. NOTIFICATION**

The principal will notify the Board, the parent advisory council, the parents of students attending the school, the employees of the school, through their union or other representatives, and students whether the proposal for the local school calendar or amended school calendar has been approved by the parents of the school and the employees assigned to the school.

After notification that the parents of the school and the employees assigned to the school approve the proposal, the Board will consider the proposal and, upon approval, will make the local school calendar or amended school calendar available to the principal, the parent advisory council, the parents of the students enrolled in the school and the employees and their union or other representatives. The local school calendar or amended school calendar will take effect on a date stipulated by the Board which will not be less than twenty-eight (28) days after the required approval has been obtained.

The Board will notify the Minister of Education of the local school calendar or amended school calendar within thirty (30) days after the approval is obtained.

8. **EFFECTIVE DATE**

This Bylaw will come into effect on September 1, 1996.

Read the first time the 5th day of June, 1996.

Read the second time the 5th day of June, 1996.

Read the third time, reconsidered and finally adopted the 5th day of June, 1996.

Chairperson of the Board

Secretary-Treasurer

I HEREBY CERTIFY this to be a true copy of  
School District No. 79 (Cowichan Valley) School  
Calendar Bylaw 1996/97.

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Secretary-Treasurer

Cross Reference: *School Act* s. 96  
Regulation 189/93