

**SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)
BYLAW NO. 2
LOCAL SCHOOL CALENDAR BYLAW**

WHEREAS the School Act, effective July 1, 1993, allows School Boards to make available local school calendars for one or more of the schools in its District:

THE SCHOOL BOARD ENACTS the following procedures for approving local school calendars:

1. **DEFINITIONS:**
 - 1.1 In this Bylaw, “Act” means the School Act; and “Regulation” means the School Calendar Regulation, BC. Reg. 189/93.
 - 1.2 Words and expressions used in the Bylaw have the same meanings as are assigned to them in the Act and Regulation.
2. A proposal for a local school calendar may be initiated by either the Board, the parents or the employees of the school. In order for a proposal for a local school calendar to be finally approved, it must be individually approved by each of:
 - 2.1 the Board;
 - 2.2 the Parents of the children in the School; and
 - 2.3 the Employees of the Board assigned to that School.
3. **PRELIMINARY BOARD APPROVAL:**

The Board must give preliminary approval of proposals for local calendars prior to approval being sought from parents or employees. Following preliminary Board approval, the Board will give at least seven (7) days’ written notice to parents and employee groups of its intention to seek approval for a local school calendar change.
4. **NOTIFICATION OF INFORMATION MEETING:**
 - 4.1 Before making available a local school calendar for a school, the school will send out written information on the proposal, notification of an information meeting for parents and staff of the school, and ballots for parents for voting on the proposed calendar.
 - 4.2 At least ten (10) days notice shall be given for such an information meeting. This meeting will allow for parents and employees to consider the details of the proposed local school calendar.
5. **PARENTAL APPROVAL:**

Each family of a student enrolled at the school shall be entitled to one vote. Following the information meeting, and within five (5) working days, each family may submit their vote to the school principal. The votes will be counted by a

committee of scrutineers which shall include the school Principal or Vice-Principal and two P.A.C. Representatives.

Approval of a simple majority of the votes cast constitutes parental approval for the purposes of subsection 6(1)(a) of the Regulation.

6. SCHOOL STAFF APPROVAL:

6.1 Employee approval is to be determined and expressed by the employees through their respective union or representatives, in the manner that the employees and their respective unions or representatives may provide.

6.2 Administrative Officers and any other employees assigned to the school and are not represented by a union shall be represented by the Kootenay Lake Administrators' Association.

6.3 Unions and representatives representing employees assigned to the school shall report to the Board within five (5) working days following the information meeting the total numbers of approvals and rejections by the employees whom they represent.

6.4 A school calendar proposal is approved by employees when it is approved by a simple majority of the employees assigned to the school. Abstentions are not to be counted as either approvals or rejections.

6.5 If a union or representative fails to report the approval or rejection of an employee or employees within five (5) working days of the information meeting, the employee or employees are deemed to have abstained.

7. FINAL BOARD APPROVAL:

The Board will consider final approval of the local school calendar once all voting has been completed. Following final Board approval, the local calendar shall be made available, in accordance with the requirements of the School Act.

READ A FIRST TIME THE _____ DAY OF _____.

READ A SECOND TIME THE _____ DAY OF _____.

READ A THIRD TIME, PASSED AND ADOPTED, THE _____ DAY

OF _____.

Secretary-Treasurer

Chairperson