

---

## LOCAL SCHOOL CALENDAR

### Background

The School Act states that all Boards shall develop their own local calendars and submit them to the Minister of Education by March 31. Proposed local calendars must be made available for public comment at least one month prior to their required submission to the Minister. The School Act also permits school boards to submit local school calendars for up to three consecutive years.

### Definitions

Day of instruction means a day in a local school calendar year in which students receive instruction in an educational setting.

Days in session means the days in a school calendar year on which the Principal, Vice Principals, Directors of Instruction, and Teachers at the school are scheduled to be available for instructional, non-instructional, or administrative activities.

Non-instructional days means the days in session in a school calendar year that is not a day of instruction.

### Procedures

1. Prescribed Information to be Included in the Local School Calendar:
  - 1.1. The Board has retained responsibility to specify the school's opening date, the number and days of school operation, the length of the school day, the number of minutes of school operation in a school day, the number and length of recesses, the number of minutes of classroom instruction, and vacation periods in a school year. (There are no prescribed minimum hours for students enrolled in distributed learning programs.)
  - 1.2. These specific statutory requirements (BC Reg. 020/2022) shall be met, or as stated by local agreement exceeded, and included in the local school calendar:
    - 1.2.1. 848 hours of instruction for students in kindergarten.
    - 1.2.2. 873 hours of instruction for students in grades 1 to 7.
    - 1.2.3. 947 hours of instruction for students in grades 8 to 12.
    - 1.2.4. The number and dates of the days in session.
    - 1.2.5. The number and dates of each day of instruction.

- 1.2.6. The vacation periods and dates of statutory holidays, the dates of non-instructional days and the number of instructional hours offered to students.

### 2. Consultation Process

- 2.1. The District in accordance with the School Calendar Regulation, will make public the school calendar that it proposes to submit to the Minister of Education at least one month prior to the date it must be submitted to the Minister.
- 2.2. Proposals for local school calendars shall comply with the requirements of the School Act, the School Calendar Regulation 020/2022, any Ministerial orders, and provisions of the collective agreements with CUPE 476 and the PRDTA.
- 2.3. Prior to the adoption of a Local School Calendar, the District will consult with parents and employees by adhering to the following:
  - 2.3.1. The Superintendent will ensure a consultation with parents and employee representatives of the District as per section 5 of the School Calendar Regulation.
  - 2.3.2. The Board has retained authority to make all decisions regarding the school calendar and school hours of operation by March 31 for the forthcoming school year.
  - 2.3.3. The Superintendent will give notice of a public Board meeting to discuss the Board's intention to submit a proposed local school calendar to the Minister.
  - 2.3.4. The Superintendent will make the proposed school calendar which the Board plans to submit to the Minister publicly available at least one month before the meeting scheduled to adopt the school calendar.
  - 2.3.5. The Superintendent will provide an opportunity for the parents of enrolled students and representatives of employees to provide comments to the Board.

### 3. Adoption of the Local School Calendar

- 3.1. The Board has retained authority to determine the official local school calendar and the daily schedule for all District schools.
- 3.2. The Board will adopt the local school calendar at a public Board meeting.

### 4. Distribution of the Local School Calendar

- 4.1. The Superintendent in accordance with the provisions of the School Calendar Regulation will provide a school calendar for the following school year to every parent of a student in each of the schools in the District.
- 4.2. The Principal of each District school will ensure that a copy of the calendar is made available for parents.
- 4.3. The calendar will be published on the District website, [www.sd47.bc.ca](http://www.sd47.bc.ca).

- 
- 4.4. Individual school websites are accessible through the District site and will also display a published calendar.
  - 4.5. The District is required to operate each school in accordance with the published school calendar.
5. Amendments to a Local School Calendar
    - 5.1. The Board has retained the authority to amend the Local School Calendar. When the Board intends to amend the existing calendar, the Superintendent will:
      - 5.1.1. Make the proposed amendments publicly available at least one month before adopting the amendments.
      - 5.1.2. As soon as practicable, and in any event, within 30 days of a school calendar amendment, provide the Minister with the amended calendar.
6. Changes to Non-Instructional Days
    - 6.1. Section 5 of this Administrative Procedure does not apply to rescheduling non-instructional days scheduled in a school calendar if the Superintendent gives notice of the change to:
      - 6.1.1. The parents of students enrolled in the school to which the proposed changes are to apply.
      - 6.1.2. The representatives of the employees assigned to the school.
7. Individual Employees Affected by Calendar Change
    - 7.1. Any employee negatively affected by the calendar change can appeal to the Superintendent by April 15 of the previous school year with proof of commitment prior to the changes to the local calendar.
8. Board Adoption
    - 8.1. A school calendar proposal which has been adopted by the Board shall continue for a period of twelve (12) consecutive months in accordance with its terms unless amended pursuant to provision of this Administrative Procedure, Legislation, or Ministerial Order.

Reference: Sections 8, 22,23, 65, 85, 87.01, 87.02, 87.03, 168.02, 175 School Act  
School Regulation 221/2021  
Ministerial Order M194/08  
Local Matters Agreement between SD 47 and PRDTA (article 36)

Adopted: April 19, 2016  
Revised: May 18, 2022