

Schedule C.2
of the
Administrative Memorandum

Meeting Date: November 27, 2012 **Board** **Board, in camera**

Topic (as per the Memorandum): **New School Calendar Regulation - 2013/14 School Calendar Review Process**

Narration:

The *School Amendment Act* (Bill 36), enacted in spring 2012, establishes a new legislative framework for school calendars. Beginning in the 2013-14 school year, there will be no standard school calendar and each board will need to establish calendars for schools in its district.

Sections 87.01 and 87.02 of the *School Act* and the new *School Calendar Regulation* set out the requirements for board-established school calendars. The *Regulation* also sets a minimum number of hours of instruction that boards must offer to students during the school year. It is important to note the *Regulation* is not intended to set or effect teacher hours of work.

Boards will be required to submit their calendars to the Ministry for review and may submit calendars for up to three (3) consecutive years at one time. Each school calendar should cover at least 12 consecutive months, and begin on the day following the end of the current school calendar. This means that 2013-14 school calendars will begin on July 1, 2013. Please note that there are different calendar information requirements for bricks-and-mortar and distributed learning schools:

- 1) All Public Schools, except Distributed Learning Schools
 - (a) The number and dates of the days in session;
 - (b) The number and dates of each day of instruction;
 - (c) The vacation periods and dates of statutory holidays;
 - (d) The dates of each non-instructional day; and
 - (e) The number of hours of instruction offered to students in each grade (per year). A minimum number of hours of instruction must be offered:
 - 853 hours of instruction for students in Kindergarten
 - 878 hours of instruction for students in Grades 1 to 7
 - 952 hours of instruction for students in Grades 8 to 12.

Note: The minimum hours requirement is lower for Kindergarten students to allow for the gradual entry process at the beginning of each school year.

- 2) Distributed Learning Schools
 - (a) The number and dates of the days in session;
 - (b) The dates on which the principal, vice principals, directors of instruction and teachers of the school are available for instruction; and
 - (c) The vacation periods and dates of statutory holidays.

Boards are not required to include their summer school schedules in calendars submitted to the ministry (s. 4 (3) of the *Regulation*).

Schedule ...C.2..... (continued)

Narration (continued):

Consultation

Section 87.01 (7) of the School Act requires consultation on school calendars and the *Regulation* sets out the parameters for that consultation. A board must make public a proposed school calendar one month before submitting it to the Ministry. For the 2013-14 calendar submission cycle, proposed calendars must be made public on or before February 28, 2013. During the consultation period, a board must provide parents and board employees the opportunity to comment on the proposed calendar.

The consultation requirement set by the *Regulation* is relatively minimal. Boards are encouraged to engage in broad public consultation in the months before the deadline for submission to the Ministry, particularly if contemplating significant changes from the previous year's calendar.

School Calendar Submission Forms

Boards will use one of two forms to submit their proposed calendars to the Ministry. The *School Calendar Form – General* applies to all public schools except distributed learning schools, and the *School Calendar Form – Distributed Learning* applies to distributed learning schools only.

These forms require specific information and are primarily intended for communicating with the Ministry. The calendar provided to parents and the school community will of course include more detailed information (e.g., school start and finish times) but must be consistent with the calendar submitted to the Ministry using these forms.

Boards are required to submit their 2013-14 school calendars by March 31, 2013.

Once a board submits a calendar, the Ministry will review it for compliance with the regulations. If a calendar is found to be non-compliant, the Ministry has 30 days from the date of receipt to amend the calendar.

School Calendar Amendments

A board has the ability to amend a calendar under s. 87.02 (1) of the *Act* and the *Regulation* sets the parameters for calendar amendments. At least one month before amending a calendar, a board must make the proposed amendments available to the public. The board must, within 30 days after amending the calendar, make the amended calendar public. Boards are required to provide the Ministry with the amended calendar using the applicable *School Calendar Form*.

Mark Jefferson, Assistant Superintendent of Schools, will provide an overview of the North Vancouver School District Calendar Review Process for the 2013/2014 School Year.

ATTACHMENTS:

North Vancouver School District Calendar Review Process for the 2013/2014 School Year

North Vancouver School District School Calendar Review Process for the 2013-2014 School Year

Using the Ministry of Education's specified timelines, the following timetable is provided for the development of the 2013/2014 School Calendar:

1. November 27, 2012 Process for the North Vancouver School Calendar will be presented at the Public Board Meeting.

2. December 11, 2012 Representatives from all partner groups will meet to review the Calendar Review Process. This group will serve as a "School Calendar Steering Group." Discussions will include the partners' perspectives, values, history, *School Act* provisions, *Policy 904: School Calendar Bylaw*, and Collective Agreement language.

3. January, 24, 2013 Representative partner groups will discuss values, perspectives, and considerations for developing a school calendar. This session will be a representative community conversation similar to the recent (November 19, 2013) discussion on graduation requirements. Input will be gathered and brought back to the School Calendar Steering Group to serve as feedback in developing the school calendar.

4. February 18, 2013 The School Calendar Steering Group will review feedback from the January 24th meeting and discuss options for the 2013/14 School District Calendar.

5. February 20 – March 3, 2013 Prior to February 28, 2013, the Board will make public its proposed 2013/14 School Calendar. Beginning February 20 through March 3, options for the 2013/14 School Calendar will be made public. During this broad public consultation period, the Board will gather feedback through an information/survey gathering tool.

6. March 6, 2013 The School Calendar Steering Group will meet to discuss the survey results and work collaboratively to develop a model to recommend to the Board.

7. March 12, 2013 At the Public Board meeting, the Board will consider for approval the proposed 2013/14 School District Calendar.

As per legislation, the Board will submit its proposed 2013/14 School Calendar to the Ministry of Education by March 31, 2013.

8. May 2013 – March 2014 The Board will continue to consult and work with its representative partner groups to develop a school calendar for the 2014/2015 and 2015/2016 school years, respectively.