



# Ontario

**Ministry  
of Education**

**Ministère  
de l'Éducation**

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**MEMORANDUM TO:** Directors of Education  
Secretaries and Supervisory Officers of School Authorities

**FROM:** Monique Châteauvert

**DATE:** January 18, 2007

**SUBJECT:** **Ontario School Year Calendar 2007-2008**

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I am pleased to provide you with information to be used in the development of your school year calendars.

*Regulation 304, School Year Calendar, Professional Activity Days* outlines the requirements for preparation and submission of school year calendars to the ministry. Please note the following:

- For 2007-2008, there are 196 possible school days between September 1, 2007 and June 30, 2008. The school year shall include a minimum of 194 school days of which two days must be designated as professional activity days that must be devoted to professional development activities related to specific provincial education priorities. Boards may designate up to four extra days as professional activity days.
- The remaining school days shall be instructional days. A board may designate up to ten instructional days as examination days.
- The deadline for submission of modified school calendars to the Ottawa Regional Office is March 1, 2007. The deadline for submission of regular school calendars to the Ottawa Regional Office is May 1, 2007.
- Electronic submissions of regular school calendars for approval must be followed by a letter signed by the director of education of a district school board or the secretary of a school authority indicating the date calendars were approved by the board, the consultation that has occurred and the completed school year calendar checklist.

- The regular school calendar shall commence on or after September 1 and end on or before June 30.
- Boards requesting permission of the Minister to use a modified school calendar for a school or schools within their jurisdiction must submit a report that describes the process leading to the decision to use the modified calendar. The report shall include:
  - a copy of the board's resolution or the school authority's resolution;
  - documentation indicating that constituent stakeholders have been consulted and are aware of the proposed modifications. Constituent stakeholders include parents, school councils, local branch affiliates of teachers' federations, unions, ratepayers, other members of the community and coterminous and neighbouring boards.
  - the completed school year calendar checklist
- Each school year calendar must be accompanied by a general outline of the activities to be conducted on the professional activity days. The board shall ensure that two days are designated as professional activity days and that the two days are devoted to professional development activities related to specific provincial education priorities as outlined in the Schedule 1 of the *Regulation 304*. If a board designates one or more additional professional activity days from the remaining four days, it shall ensure that some of the professional activities relate to curriculum development, implementation and review.
- The approval of the Minister is required for any changes to the calendar other than a change in the date of a professional activity day or an examination day.
- Where a board chooses to alter the date of a professional activity day or an examination day on an approved calendar, the board shall notify the parents concerned as well as the Minister as far in advance as possible. This notification to the Minister is to be done by informing the regional manager that a change has been made to the application and that it has been resubmitted.

Boards can access the Ontario School Year Calendar application at <http://esweb.edu.gov.on.ca/osyc> and are expected to submit their calendars electronically using this application. The Ontario School Year Calendar application has links to the *School Year Calendar*, *Professional Activity Days*, *Ontario Regulation 304*, the Quick Reference Guide and the OSYC Guide that explains how to create and submit calendars to the Ministry.

In the previous years, boards received a User ID and password to gain access to the Ontario School Year Calendar application. If these are no longer available, please contact Jill Bennett, in this office, at (613) 225-9210 ext. 115 or 1-800-267-1067, or at [jill.bennett2@ontario.ca](mailto:jill.bennett2@ontario.ca)

Also, if you require further information about the Ontario School Year Calendar application, please don't hesitate to contact Jill at the same number as above.

*Monique Châteauevert*

Monique Châteauevert  
Regional Manager

Attachments (3)