

Ministry of Education

Ministère de l'Éducation

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

FROM: Kevin Costante
Deputy Minister

DATE: December 21, 2009

SUBJECT: Ontario School Year Calendar 2010-2011

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

In the past, significant concerns were expressed by many stakeholders about the prospect of having students return to class before Labour Day. For next school year, it is possible to meet the provincial regulation requirements and submit a regular school calendar, while permitting students to return to class after Labour Day, by scheduling at least one professional activity day in September before September 6. I urge you to carefully consider the benefits of this approach for your communities.

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 2010-2011, there are 196 possible school days between September 1, 2010 and June 30, 2011. 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 your local regional office is March 1, 2010. The deadline for submission of regular school calendars to your local regional office is May 1, 2010.
- Electronic submissions of regular school calendars for approval must be accompanied by a letter signed by the director of education of a district school board or the supervisory officer 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, parent involvement committee, 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 resubmitting the calendar electronically with the appropriate change.

The Ministry will be seeking to have changes made to topics of the two days dedicated to provincial education priorities. Details regarding any revisions that may be made relating to the professional education priorities would be provided in the near future. As a result, it is suggested that boards delay any final decision regarding the topics of the professional activity days dedicated to provincial education priorities at this point in time.

Boards can access the revised Ontario School Year Calendar application at <https://www.gsa.gov.on.ca> and are expected to submit their calendars with supporting documentation electronically using this application. The revised Ontario School Year Calendar application has a link to the Quick Reference Guide that explains how to create and submit calendars to the Ministry.

If you require further information about the revised Ontario School Year Calendar application, please contact your regional office manager.



Kevin Costante
Deputy Minister

Attachment