

Ministry of Education

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

FROM: Regional Manager

DATE: November 30, 2010

SUBJECT: **Ontario School Year Calendar 2011-2012**

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 2011-2012, there are 196 possible school days between September 1, 2011 and June 30, 2012. The school year shall include a minimum of 194 school days of which two days must be designated as professional activity (PA) days that must be devoted to specific provincial education priorities. Boards may designate up to four additional days as PA 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 is **March 1, 2011**. The deadline for submission of regular school calendars is **May 1, 2011**.
- Electronic submissions of 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.

o the completed school year calendar checklist.

- Each school year calendar must be accompanied by a general outline of the activities to be conducted on PA days. The board must ensure that two days are designated as PA days and are devoted to the provincial education priorities set out in Policy and Program Memoranda (PPM) 151 – *Professional Activity Days Devoted to Provincial Education Priorities*. The criteria and topics for the two PA days will not change for the 2011-12 school year. Boards must continue to follow the current list of criteria and topics in the PPM when planning professional learning on the two PA days.
- If a board designates one or more additional PA 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.

Board users 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.

Individuals that need to obtain a User ID and password to gain access to the Ontario School Year Calendar Application are advised to contact their board Local User Authority (LUA) for assistance.

If you require further information about the revised Ontario School Year Calendar application, please get in touch with your regional office contact person at your local Regional Office.

Sincerely,

Regional Manager

Attachments