



## **COMMITTEE OF THE WHOLE (PUBLIC)**

### **Report No. 19-008**

**19 February 2019**

### **School Year Calendar: Key Dates**

**Key Contact: Nadia Towaij, Superintendent of Instruction**  
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### **PURPOSE:**

1. To obtain Board approval of the recommendations regarding the 2019-2020 elementary and secondary school year calendars for the Ottawa-Carleton District School Board.

### **CONTEXT:**

2. Ontario Regulation 304 “School Year Calendar” under the Education Act outlines the requirements for school boards in preparing school year calendars. As per the requirements, the regular school year calendar shall provide for a school year that commences on or after September 1, 2019 and ends on or before June 30, 2020. A total of 194 school days are required, of which seven are designated professional activity days. At the secondary level, a maximum of ten examination days are permitted.

Ontario Regulation 304 governing the design and composition of school year calendars further requires that district school boards submit their proposed calendars to the Ministry of Education for approval by 01 May 2019. If a modified school year calendar is to be submitted, the deadline for submission is March 1, 2019.

### **KEY CONSIDERATIONS:**

3. The Ministry of Education provides a province-wide template to guide and direct local-level discussions about the design of the school year calendar. The District’s administrative procedure for school year calendars (PR. 526. SCO) provides direction for consultation on the calendar through an ad hoc consultation committee composed of parent representatives (OCASC / PIC), school principals (elementary/secondary), student representatives (Student Trustee/ Council of Student Co-Presidents), various employee groups, the District Equity and Diversity lead, and central departments including Curriculum

Services, Human Resources, Communications, BLT (Business and Learning Technologies), and READ (Research Evaluation and Analytics Division). An additional level of consultation takes place between the local area school boards, both English and French boards. See Appendix A, School Year Calendar Consultative Committee membership list.

Some key dates for the start/end of the school year and the placement of holiday breaks (March Break/ Winter Break) are initially identified by the provincial Ministry of Education and provide a basis for preliminary consultation in the District surrounding local priorities and program needs.

An information memo identifying key dates for the 2019-2020 school year calendar was circulated to trustees 18 January 2019 (Memo No. 19-003) (See Appendix B). Additional feedback was collected from stakeholder groups through a subsequent consultation session concerning the placement of secondary school examination days and Professional Activity days.

The draft calendar for 2019-2020 features recommendations for the placement of key dates related to the start/end of the school year, placement of holiday breaks and examination days for secondary school programs, and identification of Professional Activity days. See Appendix C (Elementary), and Appendix D (Secondary).

Elementary School Program Operation Appendix C	
Start of School Year for students	03 September 2019
PA Day - Provincial Priorities	11 October 2019
PA Day - District Priorities- Parent/Teacher Interviews	15 November 2019
Winter Holiday Break	23 December 2019 to 03 January 2020
PA Day - Report Card Development (Contractual)	24 January 2020
PA Day –Provincial Priorities	14 February 2020
March Break	16 March 2020 to 20 March 2020
PA Day –District Priorities	24 April 2020
PA Day – Report Card Development (Contractual)	5 June 2020
Last Day of School for students	25 June 2020
PA Day- Provincial Priorities	26 June 2020

Secondary School Program Operation Appendix D
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Start of the School Year for students	03 September 2019
PA Day - Provincial Priorities	11 October 2019
PA Day- Provincial Priorities	15 November 2019
Winter Holiday Vacation Break	23 December 2019 to 03 January 2020
Final Examinations for Semester One	27 - 31 January 2020
PA Day - Provincial Priorities	6 December 2019
Start of Semester Two	1 February 2020
March Break	16 March 2020 to 20 March 2020
PA Day –District Priorities	24 April 2020
Final Examinations for Semester Two	17-19, 22 & 23 June 2020
Last Day of School for students	23 June 2020
PA Day-District Priorities	24 June 2020 to 26 June 2020

Of the seven PA days, three are Ministry of Education mandated provincial priorities days at both the elementary and secondary levels. At the secondary level, the remaining four PA Days are local priorities. At the elementary level, two of the PA Days are designated as local priorities. The remaining two PA Days at elementary are contractually required with a focus on report card development.

## **RESOURCE IMPLICATIONS:**

- There are financial implications arising when the school year calendars are not aligned with the co-terminus school board, given that the shared transportation service is operating when one of the two school boards are not in session. Cost estimates range between \$20,000 and \$30,000. The attached draft calendars reflect a high level of alignment with the co-terminus board.

## **COMMUNICATION CONSULTATION ISSUES:**

- Members of the ad hoc School Year Calendar Consultative Committee met on 20 December 2018 and 17 January 2019. These meetings focussed on reviewing input from the respective groups and recommending key dates (including the placement of PA Days, secondary examinations etc.) associated with the 2019-2020 calendar document identified in this report. Representatives from neighboring school districts within our community were also involved as part of the consultation process.

## **STRATEGIC LINKS:**

- Work surrounding the establishment of the district's School Year Calendar is the underpinning for district-level activity within the District's Strategic Plan and creates a key framework to support student learning and well-being.

## **RECOMMENDATION:**

THAT the school year calendars (Appendix C and D) be submitted to the Ministry of Education as the official 2019-2020 school year calendar for the Ottawa-Carleton District School Board's elementary and secondary schools.

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Camille Williams-Taylor,  
Director of Education and  
Secretary of the Board