

**Committee of the Whole (PUBLIC)
Report No. 20-022**

18 February 2020

School Year Calendar: Key Dates

Key Contact: Nadia Towaij, Superintendent- Program and Learning, K-12, (613)
596-8211 ext. 8573

PURPOSE:

1. This report seeks approval of the recommendations regarding the 2020-2021 elementary and secondary school year calendars for the Ottawa-Carleton District School Board.

CONTEXT:

2. Provincial [regulation 304](#) governing the design and composition of school year calendars requires that district school boards submit their proposed calendars to the Ministry of Education for approval by 01 May 2020. If a modified school year calendar is to be submitted, the deadline for submission is March 1, 2020.

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. Key dates for the placement of holiday breaks (March Break/ Winter Holiday break) are initially identified by the Ministry of Education and provide a basis for preliminary consultation in our District surrounding our local priorities and program needs.

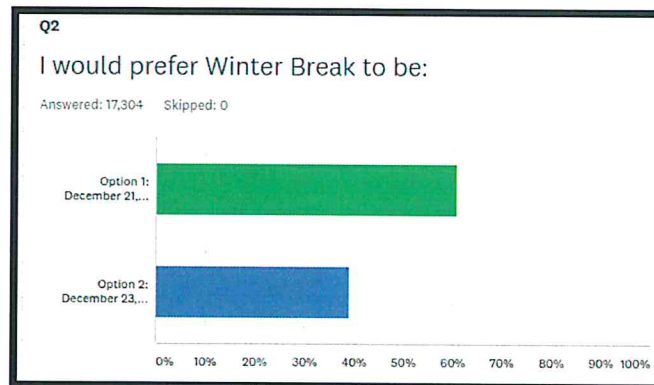
The District's administrative procedure for school year calendars ([PR.526.SCO](#)) provides direction for consultation on the calendar through an ad hoc School Year Calendar [Consultative Committee](#) (Appendix C) composed of representatives from the various employee groups, parent representatives (OCASC / PIC), school principals, students (Student Senate, Council of Co-Presidents), and various central departments from the District. An additional level of consultation takes place between the local area school boards, both English and French boards.

The draft calendar for 2020-2021 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.

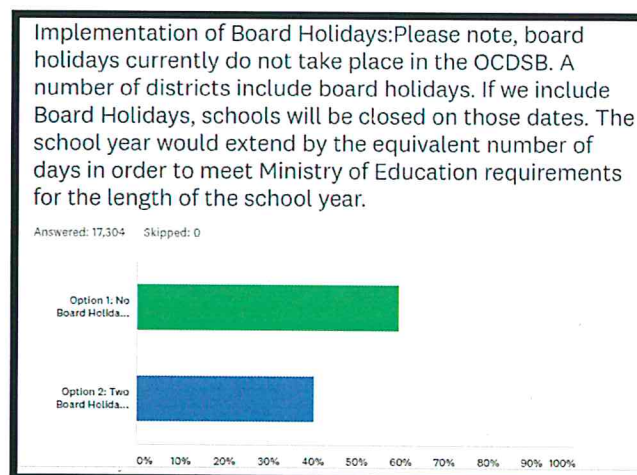
An information memo identifying key dates for the 2020-2021 school year calendar was circulated to trustees 20 December 2019 - [Memo No. 19-156](#) (Appendix D) identifying initial key dates.

Additionally, communication was sent to all stakeholders in December 2020 regarding the 2020-2021 calendar including key dates (start of the school year etc.). A link to a survey to solicit stakeholder input with regard to the placement of the winter break and the possible addition of two board holidays was shared with parents.

Over 17,000 responses were received.



61% of respondents selected the Ministry of Education winter break dates (last day of classes for students taking place on 18 December 2020 and students returning to classes after the break on 4 January 2021).



60% of respondents did not recommend the addition of two Board holidays.

The resulting recommended school year calendars at elementary and secondary for the 2020-2021 school year are identified below:

Elementary School Program Operation	
PA Day - Provincial Priorities	31 August 2020
Start of School Year for students	1 September 2020
PA Day - Provincial Priorities	9 October 2020
PA Day - Parent/Teacher Interviews	13 November 2020
Winter Holiday Break	21 December 2020 to 1 January 2021
PA Day - Report Card Development	22 January 2021
PA Day –Provincial Priorities	12 February 2021
March Break	15 March 2021 to 19 March 2021
PA Day –District Priorities	23 April 2021
PA Day – Report Card Development	4 June 2021
Last Day of School for students	25 June 2021

Secondary School Program Operation	
PA Day - Provincial Priorities	31 August 2020
Start of School Year for students	1 September 2020
PA Day - Provincial Priorities	9 October 2020
PA Day - Provincial Priorities	13 November 2020
Winter Holiday Break	21 December 2020 to 1 January 2021
Semester One Examinations	25-29 January 2021
March Break	15 March 2021 to 19 March 2021
PA Day –District Priorities	23 April 2021
Semester Two Examinations	16-22 June 2021
Last Day of School for students	23 June 2021
PA Day- District Priorities	23,24,25 June 2021

FINANCIAL CONSIDERATIONS:

- There are financial implications arising when the school year calendar is not fully aligned with our co-terminous school board, given that the shared transportation

service is operating when one of the two school boards is not in session. Cost estimates range between \$20,000 and \$30,000 per day.

COMMUNICATION CONSULTATION ISSUES:

5. Members of the ad hoc School Year Calendar Consultative Committee met on 19 November 2019 and 30 January 2020. These meetings reviewed key dates associated with the 2020-2021 calendar document identified in this report. Multiple conversations took place with the coterminous board due to shared transportation. Additionally, representatives from neighbouring school districts within our community and Eastern Ontario were also contacted as part of the consultation process.

STRATEGIC LINKS:

6. 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 A and B) be submitted to the Ministry of Education as the official 2020-2021 school year calendar for the Ottawa-Carleton District School Board's elementary and secondary schools.



Nadia Towaij
Superintendent of Program and Learning K-12
613-696-8211 ext. 8573



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



Ministry of Education

F – First Day Students

E – Scheduled Examination Day

H – Statutory Holiday

L – Last Day Students

P – Professional Activity Day

B – Board Designated Holiday

Half Day

School Year Calendar 2020 - 2021

OCDSB - Elementary

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week															
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F											
August 2020				3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31															
September 2020					1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	P														
October 2020							1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26															
November 2020				2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30															
December 2020					1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28															
January 2021								1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25															
February 2021				1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26																
March 2021				1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26																
April 2021							1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26															
May 2021				3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31															
June 2021					1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28															
July 2021							1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26															
TOTAL																																							
Note:				The 2020-2021 calendar provides for 196 possible school days between September 1, 2020 and June 30, 2021. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days																																			

Note: The 2020-2021 calendar provides for 196 possible school days between September 1, 2020 and June 30, 2021. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days



Ministry of Education

School Year Calendar 2020 - 2021

F – First Day Students

Legend ► **H** - Statutory Holiday Schedule

E - Scheduled Examination Day

P - Professional Activity Day

Board Designated Holiday

☒ Half Day

OCDSB - Secondary

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1st Week			2nd Week			3rd Week			4th Week			5th Week		
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August 2020				3	4	5	6	7	10	11	12	13	14	17	18	19	20	21
September 2020					1	2	3	4	7	8	9	10	11	14	15	16	17	18
October 2020									5	6	7	8	9	12	13	14	15	16
November 2020				2	3	4	5	6	9	10	11	12	13	16	17	18	19	20
December 2020					1	2	3	4	7	8	9	10	11	14	15	16	17	18
January 2021									4	5	6	7	8	11	12	13	14	15
February 2021				1	2	3	4	5	8	9	10	11	12	15	16	17	18	19
March 2021				1	2	3	4	5	8	9	10	11	12	15	16	17	18	19
April 2021									5	6	7	8	9	12	13	14	15	16
May 2021				3	4	5	6	7	10	11	12	13	14	17	18	19	20	21
June 2021					1	2	3	4	7	8	9	10	11	14	15	16	17	18
July 2021									5	6	7	8	9	12	13	14	15	16
TOTAL																		

Note: The 2020-2021 calendar provides for 196 possible school days between September 1, 2020 and June 30, 2021. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days.

School Year Calendar Consultative Committee - 2020-2021

Membership List

In accordance with Board and Ministry requirements, a School Year Calendar Consultative Committee was convened to consider a calendar for the 2020-2021 school year. Two meetings took place along with consultation, feedback and an online survey in between the meetings. The following organizations were invited to send a representative to the committee meetings, chaired by Nadia Towaij, Superintendent of Program and Learning K-12.

Ottawa-Carleton Assembly of School Councils
PIC Parent Involvement Committee
Council of Student Co-Presidents
Ottawa-Carleton DSB Student Senate
Elementary Principal Representative
Secondary Principal Representative
ETFO Ottawa-Carleton Elementary Teachers' Federation
OSSTF Ontario Secondary School Teachers' Federation
OSSTF Plant Support Staff Unit
OSSTF Professional Students Services Personnel
OSSTF Educational Support Professionals (SSP)
Research Evaluation Analytics Department
Diversity/Equity Coordinator
Communications and Information Services
Human Resources
Business & Learning Technologies
Payroll
Program and Learning K-12

MEMORANDUM

Memo No. 19-156

TO: Trustees
Student Trustees

FROM: Camille Williams-Taylor, Director of Education
Nadia Towaij, Superintendent, Program and Learning, K-12

DATE: 20 December 2019

RE: **2020-2021 School Year Calendar (SYC): Key Dates**

This memorandum provides information on key dates for the operation of OCDSB schools for the 2020-2021 school year. Members of the Ad Hoc School Year Calendar Consultative Committee (SYC) met on November 17, 2019 to discuss the topic of key dates associated with the 2020-2021 school year calendar. The SYC committee is comprised of student representatives, parents, staff and union representatives.

An additional level of consultation occurred with senior staff, our co-terminous board with whom we share transportation costs and other local school districts.

It is important to highlight to all families and staff that the late placement of Labour day (September 7, 2020) will require a start of the school year the week prior to Labour day. This last took place during the 2009-2010 school year with Labour day on September 7, 2009 and a school start on August 31, 2009.

Given the early start to the school year as well as the placement of certain dates, there will be a survey to seek input from families and staff on the 2020-2021 school year calendar in the following areas:

1) Winter Break:

OPTION 1: Monday, December 21, 2020- Friday, January 1, 2021 (the Ministry of Education recommended dates)

OR

OPTION 2: Wednesday, December 23, 2020 - Tuesday, January 5, 2021.

Reason: The Ministry of Education (MOE) Winter break dates result in a final day of classes for students on December 18th, a relatively early end to the year and thus

an early return to classes in the new year. Therefore a second option is being provided with students continuing in classes until Tuesday, December 22, 2020 with the winter break beginning on Wednesday, December 23rd and students returning to class on Wednesday, January 6, 2021.

2) Board Holidays:

OPTION 1: No Board holidays (status quo).

OR

OPTION 2: Addition of two Board holidays

- Friday, February 12, 2021 (resulting in a four-day Family Day weekend)
- Friday, March 12, 2021 (resulting in extending the March Break by one day)

The addition of Board holidays during which all schools are closed is possible if the school year is extended by the equivalent number of days in order to meet Ministry of Education requirements for the length of the school year. Board holidays do not presently take place in the OCDSB, but a number of districts include Board holidays in the setting of their school year calendars to support family travel, and wellness.

3) End of School Year:

OPTION 1: Friday, June 25, 2021* (this end of the school year would align to no District holidays being included).

OR

OPTION 2: Tuesday, June 29, 2021*(this end to the school year would align to two additional District holidays being included).

Of note, in both options, the placement of examination days and PA days would determine the final day of classes for students.

As a result of this preliminary round of consultation in our District, staff are proposing a school year calendar with the following parameters:

Description	Date
First day of School Year	Monday, August 31, 2020 (note: the first day of classes for students will be August 31, 2020 or September 1, 2020 pending the determination of the placement of PA Days which takes place by 1 March, 2020)
Winter Holiday Break	TBD (see note below regarding survey) Option 1: Monday, December 21, 2020 - Friday, January 1, 2021 OR Option 2: Wednesday, December 23, 2020 - Tuesday, January 5, 2021
March Break	March 15, 2021 - March 19, 2021
End of School Year	(See note below regarding survey)

	Option 1: Friday, June 25, 2021 OR Option 2: Tuesday, June 29, 2021 with two District Holidays *in both options, the placement of PA days and examination days will determine the final day of classes for students
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In consultation with the coterminous board, it was decided to survey staff and families in order to solicit input as per the above areas.

A [survey](#) has been created to determine which options are preferred by the OCDSB community. A SchoolConnects message has been sent to all parents/guardians requesting their feedback. In addition, the survey link will be included in weekly school council newsletters, on the district website, all school websites, staff portal and student portal and in social media. A newsflash will be sent to all staff. A reminder SchoolConnects message will be sent two weeks prior to the close of the survey. Additionally the survey link has been shared with the Student Senate and the Council of Co-presidents. The survey will remain open until January 26, 2020.

The SYC is set to reconvene January 27, 2020 to review the input regarding the survey and to gather further input regarding the placement of professional activity days, and secondary school examinations.

The provincial regulation governing the design and delivery of school year calendars requires that district school boards submit their proposed calendars for approval by 1 May 2020. Calendars proposing an alternative set of dates from the generalized Ministry calendar are required to be submitted by 1 March 2020. Trustees can expect that a final draft of the school year calendar for 2020-2021, including placement of P.A. Days and examinations, will be presented for discussion at the Committee of the Whole in February 2020.

Should you have any questions, please contact Nadia Towaij, Superintendent, Program and Learning at nadia.towaij@ocdsb.ca or at (613) 596-8211 ext. 8573.

cc Director's Executive Council
Manager Board Services
Corporate Records