



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2013	<i>Replacing</i> All previous policies
<i>Review Date</i> 2018	<i>Page</i> 1 of 2
<i>Contact Person/Department</i> Superintendent of Elementary School Improvement and Operations	<i>Identification</i> OP - 6515

PREPARATION OF SCHOOL YEAR CALENDAR(S)

1.0 PURPOSE

Trillium Lakelands District School Board must prepare school year calendars in accordance with the Education Act and Regulation 304 and submit to the Ministry of Education on or before May 1st of each year or by March 1st in the case of modified calendars.

2.0 REFERENCES/RELATED DOCUMENTS

- 2.1 Education Act - Regulation 304
- 2.2 Collective Agreements with local bargaining groups

3.0 TERMS AND DEFINITIONS

3.1 MODIFIED SCHOOL YEAR CALENDAR

A modified school year calendar is a calendar that is different from the requirements in section 2 of the regulation.

3.2 REGULAR SCHOOL YEAR CALENDAR

A regular year calendar meets the requirements in section 2 of the regulation.

4.0 PROCEDURE

- 4.1 The board prepares, adopts and submits school year calendars to the Ministry of Education in accordance with the Education Act and Regulation 304.
- 4.2 Timelines for preparation
 - 4.2.1 November - December
 - i) The Superintendent's office prepares draft calendars in consultation with Senior Administration;

- ii) A Calendar Committee is formed consisting of representatives from Principals, CUPE, ETFO, OSSTF, Middle Management, Trustees, Transportation Dept. and Senior Administration;
- iii) The draft calendars are distributed to the Calendar Committee for consultation;
- iv) Co-terminous boards are contacted to exchange information regarding draft calendars;
- v) The Superintendent meets with the Calendar Committee to receive feedback. Suggestions are discussed and considered.

4.2.2 January

- i) The proposed calendars are shared with stakeholders inviting comments and suggestions (TLDSB website, staff conferences, school newsletters, school councils, community partners, chambers of commerce, co-terminous boards, teacher federations and unions);
- ii) Comments and suggestions are shared with the Calendar Committee and adjustments made if feasible.

4.2.3 February

- i) Proposed calendars are submitted to Board for approval at the February Board meetings; both the Committee of the Whole and regular Board meeting;
- ii) Board approved calendars are submitted to the Ministry of Education for approval:
 - a) by March 1st for Modified calendars;
 - b) by May 1st for Regular calendars.

4.2.4 May

- i) Confirmation from Ministry is received indicating approval or required changes;
- ii) The system is notified by distributing electronic calendars.

4.2.5 June - August

- i) Calendars are printed and distributed to schools, staff, parents and community agencies.