



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2018	<i>Replacing</i> All previous policies
<i>Review Date</i> 2023	<i>Page</i> 1 of 2
<i>Contact Person/Department</i> Superintendent of Learning	<i>Identification</i> OP-6515

PREPARATION OF SCHOOL YEAR CALENDAR(S)

1.0 PURPOSE

Trillium Lakelands District School Board is committed to preparing school year calendars in accordance with the Education Act and Regulation 304 and submitting to the Ministry of Education on or before May 1st of each year or by March 1st in the case of a modified school year calendar.

2.0 REFERENCES/RELATED DOCUMENTS

- 2.1 Education Act and Regulation 304
- 2.2 Policy Program Memorandum 151 (PPM 151)
- 2.3 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 requirement in section 2 of the regulation. Section 2 reads, "The school year shall commence on or after the 1st day of September and end on or before the 30th day of June."

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
 - a) The Superintendent's office prepares draft calendars in consultation with Senior Administration;

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

4.2.2 January

- a) 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).
- b) Comments and suggestions are shared with the Calendar Committee and adjustments made if feasible.

4.2.3 February

- a) Proposed calendars (adjusted to reflect any changes suggested by stakeholders) are submitted to Board for approval at the February Committee of the Whole and brought forward to the February Board meeting;
- b) Board approved calendars are submitted to the Ministry of Education for approval:
 - by March 1st for Modified calendars
 - by May 1st for Regular calendars

4.2.4 May

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

4.2.5 June

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