

HWDSB

Standing Committee

March 6, 2023

Trustee Board Room/MS Teams

Hamilton-Wentworth District School Board
20 Education Court, P.O. Box 2558
Hamilton, ON L8N 3L1

AGENDA: Immediately following Board Meeting

1. Call to Order
2. Meeting Roll Call
3. Approval of the Agenda
4. Declarations of Conflict of Interest

Reports from Staff:

5. [School Year Calendar 2023-24](#)
6. Adjournment

Meeting times and locations are subject to change. Please refer to our website for the latest information.

<http://www.hwdsb.on.ca/trustees/meetings/>

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EXECUTIVE REPORT TO STANDING COMMITTEE

TO: BOARD

FROM: Sheryl Robinson Petrazzini, Director of Education

DATE: March 6th, 2023

PREPARED BY: Simon Goodacre, Superintendent of Student Achievement

RE: 2023-2024 Draft School Year Calendars

Action X Monitoring

Recommended Action:

That the Draft 2023-2024 School Year Calendars be approved for public consultation.

Rationale/Benefits:

The 2023-2024 School Year Calendars (Elementary and Secondary) have been prepared in consultation with the School Year Calendar Advisory Committee and endorsed by Executive Council.

The calendars comply with Ontario *Regulation 304, School Year Calendars and Professional Activity Days*. Currently the Ministry of Education has not released detailed guidance regarding the requirements of Professional Activity Days for the 2023-2024. When the HWDSB receives this information, it will be incorporated into the report that brings the School Year Calendar back for final approval before submission to the Ministry.

Public consultation will be undertaken from March 20, 2023, to April 14, 2023, to receive community feedback regarding the draft calendars.

Background:

Ontario Regulation 304, School Year Calendar, Professional Activity Days sets the requirements for preparation and submission of school year calendars to the Ministry of Education. This includes a minimum of 194 school days between September 1 and June 30. For the 2023-2024 calendar, all required days can occur after Labour Day (Monday September 4).

Regulation 304 establishes holidays for the school year that includes a Winter Holiday Break (December 25, 2023, to January 5, 2024) and the March Break (March 12 to March 15, 2024). However, to accommodate local needs, school boards may request a modified school year calendar that is organized differently from the criteria outlined in Regulation 304. This year, the draft calendars for the 2023-24 school year do not propose a modification from the Ministry suggested calendar.

The Ministry of Education requires school boards to arrange up to seven Professional Activity (PA) days in the school year. The HWDSB is awaiting Ministry guidance on requirements related to the content of PA Days.

Development of the Draft 2023-2024 School Year Calendars has been undertaken in consultation with the School Year Calendar Advisory Committee that consists of members representing: Elementary and Secondary Principals (HWPC); Elementary and Secondary Teachers (HWETL, OSSTF, HWOTL); Parents (HW Council of Home & School Associations; HWDSB PIC); Educational Assistants and Child and Youth Care Practitioners (COPE), Early Childhood Educators (HWDECEL), ESL Instructors, Professional Student Services (PSSP) and School Office Assistants (OCTU).

The School Year Calendar Advisory Committee reviewed and provided feedback on the draft elementary and secondary calendars. The committee will meet again in April to review results of the public consultation process and provide further input. The consultation process will also include discussions with the coterminous board to align PA days wherever possible to reduce transportation costs and disruption.

One additional date to note is Friday November 17, 2023, is the date that Hamilton will host the Grey Cup. A PA Day has been proposed for this day, in part, to reduce disruptions to instruction for students as several schools are impacted by the activity zones for this event.

Executive Council supports the Draft School Year Calendars (Appendix – 1 and 2) that include:

Elementary

Start and End Dates for Students	Wednesday September 6 th , 2023
Professional Activity Days	Tuesday September 5 th , 2023 Friday October 20 th , 2023 Friday November 17 th , 2023 January 26 th , 2024 Friday March 1 st , 2024 Friday June 7 th , 2024 Friday June 28 th , 2024

Secondary

	<u>Semester 1</u>	<u>Semester 2</u>
Start and End Dates for Students	Wednesday September 6 th , 2023	Monday February 5 th , 2024
Examination Days (5)	January 26 th – February 1 st , 2024	June 21 st – June 26 th , 2024
Professional Activity Days	Tuesday September 5 th , 2023 Friday October 20 th , 2023 Friday November 17 th , 2023 Friday February 2 nd , 2024	Friday March 1 st , 2024 Thursday June 27 th , 2024 Friday June 28 th , 2024

Professional Activity Days

The HWDSB is still awaiting Ministry guidance regarding the requirements for PA Day content. The specific topics of PA

Days will be brought forward in the report seeking final approval before submission to the Ministry.

Public Consultation & Next Steps

The Draft 2023-24 School Year Calendars will be posted on the HWDSB website from March 20, 2023 to April 14, 2023 for public feedback. Results of the consultation will be analysed by HWDSB Research & Analytics Department and provided for review by Executive Council, the School Year Calendar Advisory Committee, and the Board of Trustees prior to final approval of the calendars for submission to the Ministry of Education by May 15, 2023.

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School Year Calendar 2023 - 2024

Legend ↓ **H-** Statutory Holiday **E-** Scheduled Examination Day **P-** Professional Activity Day **B-** Board Designated Holiday Half Day



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 2023					1	2	3	4		7	8	9	10	11		14	15	16	17	18		21	22	23	24	25		28	29	30	31
September 2023	19	1						1	4	5 PA	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28	29
October 2023	20	1		2	3	4	5	6	9	10	11	12	13		16	17	18	19	20 PA		23	24	25	26	27		30	31			
November 2023	21	1			1	2	3	6	7	8	9	10		13	14	15	16	17 PA		20	21	22	23	24		27	28	29	30		
December 2023	16							1	4	5	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28	29
January 2024	17	1		1	2	3	4	5	8	9	10	11	12		15	16	17	18	19		22	23	24	25	26 PA		29	30	31		
February 2024	20						1	2	5	6	7	8	9		12	13	14	15	16		19	20	21	22	23		26	27	28	29	
March 2024	14	1						1 PA	4	5	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28	29
April 2024	21			1	2	3	4	5	8	9	10	11	12		15	16	17	18	19		22	23	24	25	26		29	30			
May 2024	22				1	2	3	6	7	8	9	10		13	14	15	16	17		20	21	22	23	24		27	28	29	30	31	
June 2024	18	2		3	4	5	6	7 PA	10	11	12	13	14		17	18	19	20	21		24	25	26	27	28 PA						
July 2024				1	2	3	4	5	8	9	10	11	12		15	16	17	18	19		22	23	24	25	26		29	30	31		

TOTAL	188	7	
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Note: The 2023-2024 calendar provides for 195 possible school days between September 1, 2023, and June 30, 2024. 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

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School Year Calendar 2023 - 2024

Legend ↓ **H** - Statutory Holiday **E** - Scheduled Examination Day **P** - Professional Activity Day **B** - Board Designated Holiday Half Day

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 2023					1	2	3	4		7	8	9	10	11		14	15	16	17	18		21	22	23	24	25		28	29	30	31
September 2023	19	1						1	4	5 PA	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28	29
October 2023	20	1		2	3	4	5	6	9	10	11	12	13		16	17	18	19	20 PA		23	24	25	26	27		30	31			
November 2023	21	1				1	2	3	6	7	8	9	10		13	14	15	16	17 PA		20	21	22	23	24		27	28	29	30	
December 2023	16							1	4	5	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28	29
January 2024	14		4	1	2	3	4	5	8	9	10	11	12		15	16	17	18	19		22	23	24	25 LD	26 E	29 E	30 E	31 E			
February 2024	18	1	1				1	2 PA	5 FD	6	7	8	9		12	13	14	15	16	19	20	21	22	23	26	27	28	29			
March 2024	14	1						1 PA	4	5	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28	29
April 2024	21			1	2	3	4	5	8	9	10	11	12		15	16	17	18	19		22	23	24	25	26		29	30			
May 2024	22					1	2	3	6	7	8	9	10		13	14	15	16	17		20	21	22	23	24		27	28	29	30	31
June 2024	13	2	5	3	4	5	6	7	10	11	12	13	14		17	18	19 LD	20 E	21 E	24 E	25 E	26 E	27 PA	28 PA							
July 2024				1	2	3	4	5	8	9	10	11	12		15	16	17	18	19		22	23	24	25	26		29	30	31		

TOTAL	178	7	10
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Note: The 2023-2024 calendar provides for 195 possible school days between September 1, 2023 and June 30, 2024. 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

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