MEMORANDUM TO: Directors of Education
Secretaries / Supervisory Officers of School Authorities

FROM: Gerry Treble
(on behalf of Gerry Townsend, Regional Manager)

DATE: July 26, 2006

SUBJECT: Two Additional Professional Activity Days

I am pleased to provide you with information to assist with the revision of school year calendars in accordance with the changes amending Ontario Regulation 304. As you are aware, two additional professional activity days are available for the 2006-2007 school year.

Board may now designate an additional two professional activity days.

The deadline for submission of revised 2006-2007 school year calendars with the two additional professional activity days to the London Regional Office is November 1, 2006. The submission will be reviewed upon receipt of the required documentation.

Electronic submissions of the revised school calendars must be followed by a letter signed by the director of education or the board secretary indicating the new dates approved by the board, a general outline of the activities conducted on those days, and the consultation that has occurred.

The board must ensure that the two additional professional activity days satisfy the following criteria:

1. The professional activity days are devoted to the professional development of teachers with respect to,
   i. improving student outcomes in literacy and numeracy, and
ii. improving student success in making the transition from elementary to secondary school, graduating from secondary school and obtaining employment or attending college or university after graduation.

2. The professional activities on those days,

i. are designed to improve teachers’ skills and knowledge in a range of instructional and assessment strategies, and

ii. relate to one or more topics set out in Schedule 1 in the Ontario Regulation 304.

☐ No board shall designate their additional two professional activity days before November 16th, 2006.

Boards can access the Ontario School Year Calendar application at http://esweb.edu.gov.on.ca/osyc and are to resubmit their calendars electronically using this application. There are links in this application to the revised Ontario Regulation 304, the Quick Reference Guide and the OSYC Guide that explains how to modify and submit your calendars to the ministry.

Boards have been provided with a User ID and password to gain access to the Ontario School Year Calendar application. If these are no longer available, you can obtain the needed information by contacting the London Regional Office at 519 667-1440 or 1 800 265-4221 and speaking with Rebecca Menzies (ext. 231) or Jerry Sundercock (ext. 220).

If you encounter any difficulty in accessing the application, or if you require further information about the Ontario School Year Calendar application, please contact the London Regional Office as noted above. Thank you.