

## SSSAC/LSSAC CHECKLIST FOR SETTING A SCHOOL CALENDAR

Prior to setting the school calendar for the following school year, the items listed below should be reviewed by the LSSAC:

### ***i) COLLECTIVE AGREEMENT: ARTICLE 6.05***

*Teachers will not be required to submit any marks for the end of a semester or term until 5(five) school days after the end of the semester or term or 5 (five) days after the end of exams for the semester/term. For the June reporting cycle, teachers will not be required to submit final marks until two (2) days after the date of the exam(s) for a given course(s).*

### ***ii) COLLECTIVE AGREEMENT: ARTICLE 6.08***

*On the recommendation of the LSSAC, each school may schedule a professional activity day to be the day following one of the Parent-Teacher Interview nights.*

### ***iii) REPORTING DATES REQUIRED BY OUAC/OCAS***

*The university and college application centres require that marks be reported centrally by certain dates. The Board determines the actual transmission dates to the application centres.*

### ***iv) GROWING SUCCESS: Reporting Student Achievement - Secondary Schools (P.53)***

*Semestered schools will use the Provincial Report Card, Grades 9–12, for formal written reports to parents two (2) times a semester.*

*Non-semestered schools will use the Provincial Report Card, Grades 9–12, for formal written reports to parents three(3) times a year. The first report must be issued during the fall.*

*Schools that offer a combination of semestered and non-semestered courses should develop a combined reporting schedule that provides for two written reports for semestered courses and three written reports for non-semestered courses as shown below:*

*Table 6.1. Combined Semestered/Non-semestered Reporting Schedule*

<b>Report Card Issued in:</b>	<b>Reporting Period</b>		<b>Principal's Signature/Report Card Page</b>
	<b><i>Semestered Courses</i></b>	<b><i>Non-semestered Courses</i></b>	
Oct/Nov	First	First	Principal's signature on page 1
Jan/Feb	Final		"Completion of Requirements for Graduation" is page 3 and bears principal's signature
Mar/Apr	First	Second	Principal's signature on page 1
June	Final	Final	"Completion of Requirements for Graduation" is page 3 and bears principal's signature

The CALENDAR SETTING WORKSHEET attempts to address all of the factors that should be considered when planning out a local school calendar.

The SSSAC sees this plan as an important activity that will help to resolve issues around mark entry dates, mark verification dates, report card printing and distribution, and parent-teacher interview dates.

By following all of the STEPS on the WORKSHEET, the LSSAC will be able to set the local school calendar in a manner which is collaborative and full informed.

## CALENDAR SETTING WORKSHEET

### *STEP 1 – SCHOOL COURSE MODEL*

Our School has courses that are:  Semestered       Non-Semestered       Both

### *STEP 2 - LOCAL PROFESSIONAL ACTIVITY DAYS*

The number of PA days that can be set locally is: \_\_\_\_\_

### *STEP 3 – OUAC/OCAS REPORTING DATES*

SEMESTERED COURSES	DATE	NON-SEMESTERED COURSES	DATE
Semester 1 Term 1		First	
Semester 1 Term 2			
Semester 2 Term 1		Second	
Semester 2 Term 2		Final	

### *STEP 4: DECLARATION OF TERM END DATES*

SEMESTERED COURSES	DATE	NON-SEMESTERED COURSES	DATE
Semester 1 Term 1		First	
Semester 1 Term 2			
Semester 2 Term 1		Second	
Semester 2 Term 2		Final	

**STEP 5: DECLARATION OF EXAM DAYS**

<b>SEMESTERED COURSES</b>	<b>DATE</b>	<b>NON-SEMESTERED COURSES</b>	<b>DATE</b>
Semester 1 Term 1		First	
Semester 1 Term 2			
Semester 2 Term 1		Second	
Semester 2 Term 2		Final	

**STEP 6: DECLARATION OF MARK DUE DATES**

<b>SEMESTERED COURSES</b>	<b>DATE</b>	<b>NON-SEMESTERED COURSES</b>	<b>DATE</b>
Semester 1 Term 1		First	
Semester 1 Term 2			
Semester 2 Term 1		Second	
Semester 2 Term 2		Final	

**STEP 7: DECLARATION OF REPORT CARD DISTRIBUTION DATES**

<b>SEMESTERED COURSES</b>	<b>DATE</b>	<b>NON-SEMESTERED COURSES</b>	<b>DATE</b>
Semester 1 Term 1		First	
Semester 1 Term 2			
Semester 2 Term 1		Second	
Semester 2 Term 2		Final	

**STEP 8: DECLARATION OF PARENT-TEACHER INTERVIEW DATES**

PTI DATE #1: \_\_\_\_\_

PTI DATE #2: \_\_\_\_\_