

RECOMMENDATIONS

C24.2.1 Monday to Friday 5-Day Cycle Schedule with Appropriate Switching Days (Usually 7 Days) to Maintain Balance of the Schedule Days for Elementary Schools

Date: February 16, 2024

To: Toronto District School Board (TDSB), TDSB Director of Education, and Ontario Government's Ministry of Education

From: Consultants Working Group

SUMMARY

Simplify the elementary school schedule to a fixed Monday to Friday 5-day cycle where schedule day is fixed to the day of the week as already implemented in the Halton District School Board. Monday would always be Day 1; Tuesday would always be Day 2 and so forth.

To balance the total number of schedule days to ensure there is 37 or 38 days each of the Day 1 to Day 5 in the school year due to Mondays and Fridays being lost to holidays and PA days there will be "Switching Days" (usually 7 days) highlighted in yellow in Table 1 providing which weekday schedule would occur that are exceptions from the fixed schedule. Example on Thursday October 10, 2024, the Thursday prior to the likely PA Day would be a Friday Schedule instead of the regular Thursday Schedule.

Table 1: Short Weeks of 2024-2025 School Calendar with Switching Days

Week of	Mon	Tue	Wed	Thu	Fri	Comments
07-Oct-24				Fri	PD	PD Day #1
14-Oct-24	H	Mon				Thanksgiving
11-Nov-24					PD	PD Day #2
02-Dec-24			Fri		PD	PD Day #3
13-Jan-25					PD	PD Day #4
10-Feb-25				Fri	PD	PD Day #5
17-Feb-25	H					Family Day
14-Apr-25				Fri	H	Good Friday
21-Apr-25	H	Mon				Easter Monday
19-May-25	H					Victoria Day
02-Jun-25					PD	PD Day #6
23-Jun-25			Fri		PD	PD Day #7

Note: 2024-2025 School Calendar not approved yet, so PA Day dates are assumed based on prior years placements.

Simplified elementary school schedule supports parent/caregiver engagement in their children's schools by allowing teachers and parents/caregivers to more easily coordinate weekly volunteering opportunities as school schedule and Monday to Friday schedule that is used outside of school would be the same.

RECOMMENDATIONS

The Co-leads of the Consultations Working Group recommends that PIAC make the following recommendations:

1. TDSB direct the Director of Education implement the Monday to Friday 5-day cycle schedule with appropriate number of switching days (usually 7 days) to maintain balance of the schedule days for elementary schools either system wide or providing it as an option to be allowed at schools where there is support from parents/caregivers, students and educators for the 2024-2025 School Year at the earliest or within a reasonable period of time and with recognition that buy-in from Elementary Teachers of Toronto (ETT) local of the Elementary Teachers' Federation of Ontario (ETFO) is essential.
2. Director of Education implement the Monday to Friday 5-day cycle schedule with appropriate number of switching days (usually 7 days) to maintain balance of the schedule days for elementary schools either system wide or providing it as an option to be allowed at schools where there is support from parents/caregivers, students and educators for the 2024-2025 School Year at the earliest or within a reasonable period of time and with recognition that buy-in from ETT local of the ETFO is essential.
3. Ontario Government's Minister of Education direct Ontario Public School Boards to implement the Monday to Friday 5-day cycle schedule with appropriate number of switching days (usually 7 days) to maintain balance of the schedule days for elementary schools either system wide or encourage it as an option for school boards where there is support from parents/caregivers, students and educators for the 2024-2025 School Year at the earliest or within a reasonable period of time and with recognition that buy-in from ETFO and all appropriate teachers' federations.
4. PIAC Liaison is directed to liaise with Ontario Government's Minister of Education and Parent Involvement Committees across Ontario concerning recommendation 3.
5. Director of Education to report back in writing on their position of recommendation 1 and any progress made at the last PIAC meeting prior to the end of April 2024.

FINANCIAL IMPACT

There is no financial impact resulting from the adoption of the recommendations in this report.

DECISION HISTORY

At its meeting on March 10, 2020, PIAC discussed Monday to Friday 5-day fixed schedule with Switching Days and proposed to staff to review. As of the PIAC meeting held on January 16, 2023, no follow-up from staff has been received.

COMMENTS

Outcomes of a Monday to Friday 5-day Fixed Schedule

- Fixed schedule will make routine simpler for students, parents, teachers and staff and therefore reduce stress and improve health and well-being.
- If a parent, student, teacher or staff member knows the day of the week they have a 96.3% chance of knowing the appropriate schedule without checking the Elementary School Year Calendar to determine the schedule day number.
 - Under the current 5-day floating schedule; parents, students, teachers or staff have a 20% (1/5) chance of knowing the appropriate Day scheduled without checking the Elementary School Year Calendar.

Monday to Friday 5-day Fixed Cycle Schedule vs Current 5-day Floating Schedule

- No significant difference in the distribution of scheduled days throughout the year. See Appendix 1 for detailed analysis.

Monday to Friday 5-day Fixed Cycle Schedule would support the following TDSB Policies

P051 - Caring and Safe Schools

- 2.0 Objective: 2) To enhance and maintain working and learning environments that embed principles of equity, anti-oppression, anti-racism, acceptance and inclusion in procedures, practices and programs that support the safety, dignity, health and well-being of all.

P023 - Parent and Caregiver Engagement

- 6.4 The Board will ensure that parent/guardian/caregiver engagement is a partnership that is equitable and relational in which goals that support student achievement, well-being, and healthy development at home, school, and in the community are co-constructed with parents/guardians/caregivers and allow for active participation in decision-making or an ability to influence decisions related to their child(ren).

Jurisdictional Scan

- School Boards including Halton District School Board have already implemented the Monday to Friday 5-day Schedule with Switching Days.

Operational Details

- The terms Day 1 Schedule, Day 2 Schedule and so forth would be replaced with Monday Schedule, Tuesday Schedule and so forth respectively.
- When exception days occur, notice would be provided. During a full school year only 5 reminders would need to be provided.

- Overall, no impact on teachers' preparation time. Minimal in any given 10-day cycle through the year with variation above and below the 480 minutes which evens out throughout the year. Detailed analysis provided in Appendix 2.

CONTACT

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SIGNATURE

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ATTACHMENTS

[Attachment 1: 2022-2023 Switching Day Schedule: Prep Time](#)

APPENDICES

Appendix 1: 5-day Fixed Schedule vs Current 5-day Floating Schedule Analysis (2019-2020 School Year)

- In a 4-Week Period (roughly a month) as demonstrated in Table 2 from an individual 4-Week Period perspective and Table 3 from a cumulative perspective there is
 - No overall difference between the current and proposed schedules from a total of each of the schedule days
 - Only difference is there are 38 days for Day 2 and Day 3 in the proposed schedule instead of Day 1 and Day 2 in the current schedule.
- Minimal (1 day) difference between current and proposed schedule from a 4-Week Period (roughly a month) perspective.
 - For example, the first 4-Week Period in September has for the current schedule 4 Day 1's, 4 Day 2's, 4 Day 3's, 4 Day 4's and 3 Day 5's; however, in the proposed schedule there would be 3 Day 1's, 4 Day 2's, 4 Day 3's, 4 Day 4's and 4 Day 5's.
 - Note: Using actual months for analysis is not appropriate as the differences in month length (29 days, 30 days and 31 days) and the movement of what day of the week the month starts on does not allow for like-to-like comparison.

Table 2: Number of Schedule Days in 4-Week Periods

Dates of 4-Week Period		Current 5-day Floating Schedule						Proposed 5-day Fixed Schedule						Comparison (Proposed minus Current)					
Start (Monday)	End (Friday)	Day 1	Day 2	Day 3	Day 4	Day 5	Total	Day 1	Day 2	Day 3	Day 4	Day 5	Total	Day 1	Day 2	Day 3	Day 4	Day 5	Total Difference
2-Sep-19	27-Sep-19	4	4	4	4	3	19	3	4	4	4	4	19	-1	0	0	0	1	0
30-Sep-19	25-Oct-19	4	4	3	3	4	18	4	3	4	3	4	18	0	-1	1	0	0	0
28-Oct-19	22-Nov-19	4	3	4	4	4	19	4	4	4	4	3	19	0	1	0	0	-1	0
25-Nov-19	20-Dec-19	3	4	4	4	4	19	4	4	3	4	4	19	1	0	-1	0	0	0
6-Jan-20	31-Jan-20	4	4	4	4	3	19	4	4	4	3	4	19	0	0	0	-1	1	0
3-Feb-20	28-Feb-20	4	4	3	3	4	18	3	4	4	4	3	18	-1	0	1	1	-1	0
2-Mar-20	3-Apr-20	4	4	4	4	4	20	4	4	4	4	4	20	0	0	0	0	0	0
6-Apr-20	1-May-20	3	3	4	4	4	18	4	3	4	3	4	18	1	0	0	-1	0	0
4-May-20	29-May-20	4	4	4	4	3	19	3	4	4	4	4	19	-1	0	0	0	1	0
1-Jun-20	26-Jun-20	4	4	3	3	4	18	4	4	3	4	3	18	0	0	0	1	-1	0
Total		38	38	37	37	37	187	37	38	38	37	37	187	-1	0	1	0	0	0

Table 3: Number of Schedule Days in 4-Week Periods Cumulative

Dates of 4-Week Period		Current 5-day Floating Schedule						Proposed 5-day Fixed Schedule						Comparison (Proposed minus Current)					
Start (Monday)	End (Friday)	Day 1	Day 2	Day 3	Day 4	Day 5	Total	Day 1	Day 2	Day 3	Day 4	Day 5	Total	Day 1	Day 2	Day 3	Day 4	Day 5	Total Difference
2-Sep-19	27-Sep-19	4	4	4	4	3	19	3	4	4	4	4	19	-1	0	0	0	1	0
30-Sep-19	25-Oct-19	8	8	7	7	7	37	7	7	8	7	8	37	-1	-1	1	0	1	0
28-Oct-19	22-Nov-19	12	11	11	11	11	56	11	11	12	11	11	56	-1	0	1	0	0	0
25-Nov-19	20-Dec-19	15	15	15	15	15	75	15	15	15	15	15	75	0	0	0	0	0	0
6-Jan-20	31-Jan-20	19	19	19	19	18	94	19	19	19	18	19	94	0	0	0	-1	1	0
3-Feb-20	28-Feb-20	23	23	22	22	22	112	22	23	23	22	22	112	-1	0	1	0	0	0
2-Mar-20	3-Apr-20	27	27	26	26	26	132	26	27	27	26	26	132	-1	0	1	0	0	0
6-Apr-20	1-May-20	30	30	30	30	30	150	30	30	31	29	30	150	0	0	1	-1	0	0
4-May-20	29-May-20	34	34	34	34	33	169	33	34	35	33	34	169	-1	0	1	-1	1	0
1-Jun-20	26-Jun-20	38	38	37	37	37	187	37	38	38	37	37	187	-1	0	1	0	0	0

Appendix 2: Impact on Teacher's Prep Time

- Overall, no impact to teacher's prep time in the school year.
- Table 1 in Attachment 1 indicates the 10-cycle impacts for the short weeks including the weeks with Switching Days
 - As you can see there is variation above and below the 480 minutes in the 10-day cycles, but it evens out throughout the year.