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# **TCSA** Policies & Procedures

Section 4: Program & Services / Education

Reference: 4.301

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**Policy Title: School Year Calendar**

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**Policy Statement:**

The TCSA recognizes that a perpetual, common school year for all the schools in the region is a benefit to the planning and coordination of educational programs and services.

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**Purpose:**

A perpetual, common school year is a benefit to the planning and coordination of programs and services by removing questions about when school will or will not be in session. Common school calendars benefit families with children in more than one school especially in Behchoko, and staff who plan travel around school sessional days. Common school calendars enable more effective collaboration between schools within the district, between school districts and assist with long term planning between the Agency and the Tlicho Government.

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**Procedures:**

The CEO (superintendent) will annually submit a common school year for the Tlicho schools that adheres to the following criteria:

1. The school year will have no more than 570 hours instructional time in the kindergarten, no less than 997 instructional hours for grades 1-6, and no less than 1045 instructional hours for grades 7-12 with an additional 2.5 administration days and five (5) professional development days for instructional staff. The total number of days will not exceed 195 days;
  2. The school calendar will normally begin on the Thursday of the third week of August;
  3. The school calendar will end on a date in June that includes the writing of grade 12 Departmental examinations in the school with grade 12 students;
  4. Christmas holidays will begin no later than December 19<sup>th</sup> and will usually be no less than 15 calendar days;
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5. Winter break will be 10 school days and normally will be the 3<sup>rd</sup> & 4<sup>th</sup> week of March except in an Arctic Winter Games year when the break will be during those weeks;

6. All other holidays will be as per the statutory holidays including Labour Day, Thanksgiving Day, Remembrance Day, Good Friday, Easter Monday, Victoria Day and National Aboriginal Day;

7. The school calendar for the following school year will be reviewed by the Agency prior to the end of March in the preceding school year. On occasion, slight deviations from a strict interpretation of the policy may be required and this can be discussed and approved at this time.

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**Authorities:**

TCSA Act 13; Education Act, 117.

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**Approval Dates:** 1998; Revised May 20<sup>th</sup>, 2009.

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