

Instructions

2023-2024 Summary Tab

The implementation of STIP days and the reduction of minimum instructional hours has provided opportunities for more flexible and creative school calendars, not easily represented with the previous school calendar template. The 2023-2024 calendar template has been revised to maintain the "at a glance" coloured school year calendar and to provide increased accuracy in the calculation of instructional hours.

How are the total instructional hours calculated?

The 2023-2024 Summary autopopulates from totals in the 2023-2024 Calendar Tab, Non-Instructional Min. Summary and the Outside Instructional hrs tab to calculate the total instructional hours.

Total instructional hours = (Sessional Days x instructional hours/day) + Instructional Hours outside the regular school day - Non-Instructional hours

This Summary tab will autopopulate

2023-2024 Calendar Tab

Colour coding your school calendar:

1. Look at the table located in the cells AV-BE
2. Select the coloured cell/square that reflects your need (ie.if you have a full day of STIP time, but it is divided between collaborative and individual, then you would select the cell that is half blue and half brown.
3. If your school calendar has an early dismissal, and it is not the equivalent of a half day, please use the coloured cell that reflects a quarter.

Note: If you use the "Other" category in the calendar, please include details in the note column of the Non-Instructional Minutes tab

Instructional Minutes/Day

1. Indicate the instructional minutes for the morning (am) and afternoon (pm). Please remember that breaks/recesses are not to be included in the instructional minutes.
2. The breakdown is significant because a school day is generally not divided equally between AM and PM. This is required for an accurate calculation of instructional minutes.
3. If your school spans grades that have different instructional minutes/day but the school calendar pertains to all grades, please use the instructional minutes for Gr. 1-6 to calculate the total instructional hours. In the notes section to the right you may include any variation on the instructional minutes for JK, K or Grades 7 - 12.

Non-Instructional Minutes (Min) Summary

1. Only include minutes that are non-instructional (i.e., STIP, PD, Administration days, Inservice, Cultural Orientation, etc.)
2. 3-way student conferences / home visits can be included under the "other" category. Please specify in the "notes" column. If they are considered contact hours, under the minutes column list "0".
3. Note: Do not include holidays, statutory holidays or breaks in this summary.

Outside Instructional Hours

1. Only include hours that meet the criteria for outside instruction hours (Time/activities must be intended for the whole school and be based on curricular outcomes.)
2. Note: The maximum allowed number of outside instructional hours is 45 h

2023-2024 School Year Summary

DEA: Tlcho Community Services Agency
School: Elizabeth Mackenzie Elementary School

Total School Sessional Days
(Teacher Work Days)

194

Instructional Minutes Per Day

345

Total hours of school sessional days
(total school sessional days x instructional min/day) /60)

1115.5

Instructional Hrs Outside of Regular School Day

6

Total hours of Instructional Time
(sessional + outside regular school day)

1121.5


Non-Instructional hours

TOTAL HOURS (min 945 hours)

(Total hours of Instructional Time - Non-instructional hours)

1121.5

Approved by motion of the DEA:


(Chairperson's signature)

Date: 03/09/2023

SCHOOL YEAR CALENDAR - 2023/24

DEA: Tlicho Community Services Agency School(s): Elizabeth Mackenzie Elementary School

Semester/Term Dates		Report Card Dates		Marks Submission Dates	
S1:	Aug 29-Nov 9 (47 Days)	November 21, 2023		November 10, 2023	
S1:	Nov 6-Jan 30 (44 Days)	February 9, 2024		January 30, 2024	
S2:	Jan 31- April 19 (43 Days)	April 29, 2024		April 19, 2024	
S2:	April 20-Jun 26 (45 Days)	June 27, 2024		June 24, 2024	

	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	Total School Sessional Days (Teacher Work Days)		Actual Instructional Days for Student	
JULY	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31								
AUGUST		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		7			
SEPTEMBER					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	20			
OCTOBER	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				20			
NOVEMBER			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		21			
DECEMBER					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	14			
JANUARY	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			20			
FEBRUARY				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29		21			
MARCH					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	10			
APRIL	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				21			
MAY			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	22			
JUNE	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						18			
																									194.0				

Instructional Minutes/Day		Please note any grade levels with differing instructional minutes/day <i>Eg) JK students attend part-time (195 mins/day)</i> 330 Grades JK-6
Instructional Minutes AM		
Instructional Minutes PM		
Total Instructional Minutes/ Regular School Day	330	

171.6
986.7

Non-Instructional Days Summary

Note*

Please indicate in the note section which of the non-instructional days is reserved for the full-day curriculum renewal training

	Non-Instructional Day Breakdown in Minutes											
Date	STIP Collaborative (min)	Note*	STIP Individual (min)	Note*	PD Days (min)	Note*	Admin/In-Service Days (min)	Note*	Cultural Orientation Days (min)	Note*	Additional Non-Instructional Days (min)	Note*
August 23-28, 2023			345				690	*Half day curriculum renewal training	345			
Every In-Session Thursday	2484	36 early dismissals x 0.2 days x 345 x 60min										
September 15, 2023									345			
October 19-20, 2023					690	Not yet approved						
November 10, 2023			345									
November 20, 2023			172				173	*Half day curriculum renewal training				
January 30, 2024			345									
February 15-16, 2024					690	Not yet approved						
April 19, 2024			345									
June 20, 2024			69									
June 24 and 27, 2024			690									
Total (mins)	2484		2311		1380		863		690		0	
Total (hrs)	41.4		38.51666667		23		14.38333333		11.5		0	
Total non-instructional time										mins	7728	
										hrs	128.8	

2023-2024
INSTRUCTIONAL TIME/ACTIVITIES OUTSIDE OF THE REGULAR SCHOOL DAY HOURS
(Maximum 45 hours)

The Department of Education, Culture and Employment recognizes that whole school instructional time/activities may take place outside of regular school hours. These instructional time/activities may occur during early mornings, evenings or weekends.

- Time/activities must be intended for the whole school and be based on curricular outcomes.
- Use the table below to indicate instructional time/activities that occur outside of the regular school day.

Date	Number of	Description of Activities
30-Oct-23	1	Elizabeth Mackenzie Day
13-Dec-23	3	Christmas Concert (Voluntary)
28-Mar-24	1	Traditional Food Day
20-Jun-24	1	Kindergarten and Grade 6 Graduation (Voluntary)
TOTAL HOURS	6	