



TCSA POLICY	
TITLE	School Year Calendar
POLICY NUMBER	21-12-V1
PROGRAM NAME	JK-Grade 12
DOMAIN NAME	Education
EFFECTIVE DATE	11-December-2023
NEXT REVIEW DATE	11-December-2026
APPROVAL DATE	11-December-2023
ISSUING AUTHORITY	Tłıchǵo Community Services Agency (TCSA)
ACCREDITATION STANDARD	N/A

POLICY AND GUIDING PRINCIPLE

The TCSA recognizes that a common school year calendar for Tlıcho schools benefits the planning and coordination of educational programs and services.

PURPOSE/RATIONALE

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 within the region, align with territorial calendars, and assist with long-term planning between the Agency and the Tlıcho Government.

DEFINITIONS

Approved Calendar - The school year calendar that is approved and updated by a motion of the board as per the *Education Act* and *GNWT Academic Year and School Attendance Regulations*. The approved calendar sets the dates for the following school year.

Draft Calendar - A calendar approved by TCSA Board motion that sets tentative dates for the 2 years following the approved calendar (for clarity, draft calendars are set up to 3 years in advance). The draft calendars must be approved by board motion to become the approved calendars.

Hours of Instruction refers to the time during which a student receives instruction in the educational program. These do not include recess times, breaks, or other times when instruction is not provided.



Minor Changes are those that do not impact or cause substantive change to the instructional hours in the calendar. The Chairperson may approve these changes including date changes, event type changes, or housekeeping (ex: spelling or calculation errors). Minor changes do not include those that change the dates of major breaks, impact instructional hours, or cause disagreements with collective agreements.

Spring Break is often referred as winter or March break, and is not referring to the Christmas break.

Strengthening Teacher Instructional Practice (STIP) hours must be established by Education Bodies for a) planning for student assessment and reporting, and b) professional planning and learning.

SCOPE/APPLICABILITY

This policy will apply to all students registering at and attending TCSA schools, including alternative programming, and all TCSA Education staff.

PROCEDURE

Developing the School Calendar

The Director of Education will develop a common school year calendar for the Tłı̨chǫ schools that adheres to the following:

1. The calendar must be developed in accordance with the *Academic Year and School Attendance Regulations* and include the following information:
 - a. opening and closing dates of the school;
 - b. dates for vacations and observance of holidays, including locally declared holidays including Treaty Days and civic holidays;
 - c. hours of instruction;
 - d. dates established for Strengthening Teacher Instructional Practice (STIP) collaborative and individual time; and
 - e. dates established for:
 - i. professional development for teachers;
 - ii. in-service or administration days for education staff;
 - iii. cultural orientation program days for all staff; and
 - iv. civic holiday when proclaimed by the community government and approved by the Superintendent in advance.
2. *Section 126(4)* of the *Education Act* requires each student in the Northwest Territories to receive a minimum number of hours of instruction.



3. The *Academic Year and School Attendance Regulations* stipulate a maximum instructional day.
4. The GNWT/NWTTA Collective Agreement sets the number of days that teachers are required to be on duty during the school year and other contractual obligations.
5. Each NWT school is required to allocate STIP time in accordance with the *Academic Year and School Attendance Regulations* and the *Ministerial Directive Strengthening Teacher Instructional Practices*.
6. Spring Break will typically be two weeks between February and April aligning with Arctic Winter Games and/or Canada Winter Games where possible.

Approval of the Calendar

1. The School Year Calendar must be approved by a motion of the TCSA Board.
2. The Chairperson of the TCSA Board may approve minor changes to the calendar at their discretion.
3. *Education Act Section 117(1) [s]* indicates the TCSA Chairperson must advise the Minister of the Department of Education, Culture, and Employment (ECE) of the approved school calendar that has been established and any changes to the approved school calendar.
4. Under the *Education Act*, the TCSA must set the school year calendar and make it available to the public by April 01 of the prior school year.
5. The TCSA may approve draft calendars for up to 3 years in advance.

PERFORMANCE MEASURES

NA

CROSS-REFERENCES

TCSA Emergency School Closures 16-07-V2

ATTACHMENTS

NA

REFERENCES

- NWT Education Act including *Section 117(1)*, *Section 126(4)*
- *GNWT Academic Year and School Attendance Regulations*
- *GNWT/NWTTA Collective Agreement*
- *Ministerial Directive Strengthening Teacher Instructional Practices*



Tłı̨chǫ Community Services Agency
Do, Nāke Lani Nāts'etso – Strong Like Two People

APPROVAL

Reviewed and Approved By:

Kevin Armstrong
Chief Executive Officer
11-Dec-2023

Reviewed and Approved By:

Ted Blondin
TCSA Chairperson
11-Dec-2023