

SCHOOL YEAR CALENDAR

Background

Subject to the provisions of the Education Act, the Director is responsible for developing and recommending the school year calendar to the Board. The Board will establish the calendar(s) prior to February 1 for the subsequent school year.

Procedures

1. The Director or designate will meet with the Board to discuss and set parameters regarding the school year calendar at the regular Board meeting in November.
2. The Senior Administrative team and NWT representatives will meet to discuss these parameters and prepare multiple school year calendar scenarios by December 15.
3. The Director or designate will present the school year calendar scenarios to the Board, for approval, at the regular Board meeting in January.
4. Approved calendar options will be presented to all division employees to vote on.
5. The school year calendar will specify:
 - 4.1 School opening and closing dates
 - 4.2 Number of instructional and non-instructional days
 - 4.3 Dates of professional development days
 - 4.4 Holidays and vacation periods
6. The results will be presented to the Board for final approval and the Director shall publish information for parents and students and notify employees with respect to opening and closing dates of schools in the Division for the subsequent school year.

Reference: Sections 87, 163, Education Act

Approved: January 2, 2025