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This section deals with administrative tasks that occur throughout the school year.

### 2.1 School Year Calendars

The Education Act requires each District Education Authorities/Councils (DEA/DEC) to indicate the school calendar that will be in effect for the next school year. School year calendars are to be published locally for students, parents, and teachers, as well as forwarded to the Minister of Education by March 31<sup>st</sup> as per Section 117(1) via the Education Operations and Development division, Department of Education, Culture, and Employment. The calendar is approved by the DEA and does not require the approval of the Minister.

Superintendents will receive a package of information annually in January to assist DEA/DECs in the preparation of their school calendars.

In accordance with the Regulations (Section 3[1]) to the *Education Act*, the DEA/DEC shall include the following information in the school calendar:

- The opening and closing dates of the school;
- The dates for vacations and observance of holidays;
- The hours of instruction; and
- The dates established for:
  - The development and improvement of the skills of the education staff; and
  - The performance of non-instruction duties for education staff.

It is important to note that instructional days include only those days when instruction actually does take place for students and **does not include** locally declared holidays, professional development days, and in-service days.

***School Year Calendars for all NWT schools are in Appendix A11.***

#### 2.1.1 Hours of Instruction

Hours of instruction are those times when students actually receive instruction in the education program. These do not include recess times, breaks, or other times when instruction is not provided, but does include time spent on student assessment. Section 126 of the **NWT Education Act** (1996) prescribes the hours of instruction for NWT Schools. Schools or jurisdictions wishing to provide additional programming may provide more than the required hours of sessional time, subject to the limits of the



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collective agreement and the maximum number of hours per day as stipulated in the *Academic Year and School Attendance Regulations*. See section 2.1.2

Grade level minimum hours per year	
JK/K	485
1 to 6	997
7 to 12	1045

### Grades 1 to 9

#### Recommended time allotments by subject

Subject area	recommended %	approximate # of hours
Language of instruction	21	210
Another official language of the NWT	9	90
Mathematics	18	180
Science	9	90
Social Studies	9	90
Physical Education	9	90
Health	6	60
Arts Education	6	60
Local Discretion	7	70
Career and Technology Studies	6	60

The 7% “local discretion” instructional time may be distributed by the principal in consultation with the District Education Authority/Council (DEA/DEC) and approval of the Superintendent/Director of the Board.

It is expected that *Dene Kede* and *Inuuqatig* outcomes and activities will be integrated throughout the school day. If separate cultural programs are also provided in a school, such programs would be part of the 7% “Local Discretion” instructional time allocated by the principal in consultation with the DEA/DEC.

Public denominational education authorities (e.g. Yellowknife Catholic Schools) could choose to use this “local Discretion” time for providing religious studies.



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Local discretion time, or a portion of it, can be designated for learning study habits and/or organizational skills if these times are structured and intentional activities are provided for all students to that end.

### Grades 10 to 12

The 945 minimum of hours of instruction at the grade 10 to 12 level are broken down into 900 hours of scheduled instruction and 45 hours of unscheduled instruction. The unscheduled instruction hours are to accommodate such instructional activities that take place outside of the regular school day as:

- Three-way parent/teacher/student conferencing;
- Developing Career and Program Plans;
- Participation in school activities based on curricular expectations including sports, drama, music and clubs;
- Participation in culturally based activities including on-the-land activities.

The timing of these activities can be flexible and used at the discretion of the DEA, and should be accounted for and described in a general way in the school calendar submission.

#### 2.1.2 Length of Instructional Day

Teachers should arrive at school 15 minutes before students are required to be at school, and remain 15 minutes after students are dismissed at the end of the day. This applies to regular school days. There may be days throughout the school year when there are special events planned after the regular school day, at which time principals may require teachers to stay beyond the 15 minutes.

The *Academic Year and School Attendance Regulations* in the *Education Act* stipulate a maximum instructional day as follows:

Grade level	maximum hours per day
JK/K	6
1 to 6	5.5
7 to 12	5.75

#### 2.1.3 Number of Days Teachers Are on Duty

For the 2011-2012 school year, the collective agreement between the NWT TA and the GNWT bargaining unit set the number of days that teachers are required to be on duty for 195 days during the school year. The collective agreements with Yellowknife



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Catholic Schools (YCS) and Yellowknife Education District No. 1 (YK1) set the number of days for teachers at 192.

### **The total number of days includes:**

- sessional days,
- five (5) days for professional development, and
- up to 2.5 days which the Superintendent may designate for Administrative days, In-service training, or Parent-Teacher days.
- 2 days of culturally appropriate orientation for all teachers.

#### **2.1.4 Cultural Orientation**

Education, Culture & Employment (ECE) provides funding to District Education Councils and District Education Authorities (DECs/DEAs) to provide a minimum of two days teacher Cultural Orientation in the 2017 -2018 school year. DECs/DEAs are advised of the requirements for cultural orientation.

*Dene Kede: Trails to Becoming CD* is a teacher resource tool for NWT Teacher Orientation on the *Dene Kede Curriculum* and has been supplied to all DEAs/DECs.

#### **2.1.5 Mandatory Leave Days**

For the 2017/2018 school year, the *Mandatory Leave with Paydays* for members of the GNWT Public Service in non-essential positions are:

Thursday 21 December 2017  
Friday 22 December 2017  
Wednesday 27 December 2017  
Thursday 28 December 2017  
Friday 29 December 2017

#### **2.1.6 Civic Holiday**

If the DEA / DEC declares a half day for a civic holiday, the half day must be accounted for in the school calendar. If the civic holiday is declared without it being accounted for in the school calendar teachers MUST remain on duty.



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### 2.2 Student Enrolment

An electronic student information system (PowerSchool) is the system used by all schools in the NWT for the purpose of maintaining student enrolment, demographics, attendance, marks, and registration for Alberta Achievement Test for grades 6 and 9 and for Diploma Examinations. It is also used for the submission of student course information to the Department of ECE leading to the creation of student validation statements and transcripts.

Alternative High School Program, home schooled, home boarding, and cross-enrolment students must be identified in PowerSchool. Contact Student Records for further information at [Student\\_Records@gov.nt.ca](mailto:Student_Records@gov.nt.ca).

#### 2.2.1 Funding

Funding is based upon student enrolment for the month of September. An attending student is one who has attended or has excused absence for not less than 60% of the possible days in September. Students attending a Junior Kindergarten or Kindergarten program of less than 750 hours a year will be counted as a 0.5 full-time equivalent (FTE). Students 22 years of age or older will be counted as a 0.5 FTE providing they are registered for 15 credits or more for the entire school year, and will be counted as 0.0 FTE if they are registered for less than 15 credits for the entire school year. Documentation on student absences must be kept on record at the school, and made available if requested by the Department.

#### 2.2.2 Types of Absences

The Department tracks student attendance for excused and unexcused absences and lates.

Schools may choose to enter a specific type of absence such as vacation, sick, or excursion. This decision is made by the school and approved by the Superintendent of District Education Authority/Divisional Education Council respectively.

#### **Considerations for excused absences may include but are not limited to:**

- Students taking Distance Learning education programs,
- Parent excused absences, such as “on the land” experiences or other cultural educational experiences,
- Credits in music obtained through private study,



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- Credits for Special Projects,
- Challenge Examinations,
- Illness,
- Participating in school-based activities,
- Involved in spiritual/religious observances,
- Under suspension,
- Under expulsion,
- Home schooling,
- Alternate learning programs, or
- Outreach programs.

### 2.3 Student Records

Student records are to be maintained in accordance with *Students Records Regulations* of the *NWT Education Act*. These regulations deal primarily with the content and maintenance of student record files.

A Student Record (Cumulative File) must be kept according to the GNWT Student Records Retention Schedule. Please contact the Student Records Officer for further clarification.

**All Student Records Must Contain** – as referenced in section 4.1 of the *Student Records Regulations* (Education Act)

- Registration Forms, most often containing:
  - Full Legal Name from a birth certificate or passport, including middle names – 4(1)(a)
  - Date of Birth – 4(1)(b)
  - Gender – 4(1)(c)
  - Country of citizenship – 4(1)(d)
  - Student ethnicity (Dene, Metis, Inuit, Non-Aboriginal, Southern Aboriginal) – 4(1)(e)
  - Parent/Legal Guardian's name, address, and phone number – 4(1)(f)
  - Student's mailing address and phone number 4(1)(g)
  - Names and addresses of schools previously attended – 4(1)(h)
  - Grade – 4(1)(i)
  - Mother tongue and language spoken most often at home – 4(1)(j)
  - Eligibility for French first language instruction, if applicable – 4(1)(k)
- Annual summary of attendance and participation – 4(1)(l)
- A copy of the individual education plan (IEP) if applicable – 4(1)(m)



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- A semi-annual progress report (report cards) – 4(1)(n)
- A semi-annual summary of recommended learning strategies – 4(1)(o)
- Information related to functional grade levels – 4(1)(p)
- Alberta Provincial Achievement test results – 4(1)(q)
- Information relating to suspensions, expulsions, or involvement of police on school premises – 4(2)(r) and 4(2)(s)
- Copy of the Birth Certificate or legal change of name

In addition, all **grade 10 to 12 High School Student Records** must contain – as referenced in section 4.2 of the *Student Records Regulations* (Education Act)

- A list of courses that the student is currently enrolled in – 4(2)(b)
- A current validation statement – 4(2)(c) and 4(2)(d)

**All Student Records Must Also Contain Where Applicable** – see section 4.1 of the Student Records Regulations (Education Act)

- Request to Change to Student Demographic Information (Appendix B2)

It is recommended that all student records include the student's health care number and any significant information relating to the student's well-being (such as allergies) – See section 4(3)

**The following documents required to support a student's status in meeting graduation requirements should also be kept and may be requested by Student Records:**

- Course Correction Form (Appendix B3)
- High School Evaluation report (Appendix B12) - including transcripts from out of territory)
- Request to Waive Courses Application Form (Appendix B5)
- Work Experience Logs (Appendix B8)
- Community Service Hours logs (Appendix B6)
- NWT Course Challenge Application forms (Appendix B9 and B10)
- NWT Special Project Forms (Appendix B7)
- Any forms related to Diploma Examinations (Appendices D1 to D6)

Student records, which include cumulative files and electronic data files, must remain confidential at all times. This includes using a secure system to access electronic data.



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### 2.3.1 Access to Student Records

Student Records of minor students are accessible to parents and students upon request. For students aged 18 and over, parents may have access only with student approval.

#### Providing Student Records for Students Transferring Out of the School

Students transferring within the Northwest Territories – Original student record needs to be couriered to the community school the student is transferring to.

Students transferring out of the Northwest Territories – Original student record needs to be photocopied and the copy sent to the School requesting it. **The original student record stays with the last school attended in the Northwest Territories.** Send copies of:

- Report cards
  - Elementary and junior high – most recent
  - Senior high school – most recent validation statement
- Individual Education Plan (IEP) or Student Support Plan (SSP) if applicable
- Relevant external test results in accordance with the Student records regulations that are in support of the IEP/SSP

#### Access to Information and Protection of Privacy (ATTIP) Issues

Sections 29 to 32 of the Education Act address the contents of student records and the disclosure of information included in the file. Schools contacted by agencies such as the RCMP or companies that do employment checks should refer them to Student Records in Yellowknife to ensure that the appropriate documentation is completed. Access to personal information is restricted and release of any such information must follow established procedures.

### 2.3.2 Student Demographics

**Student information** must be updated in PowerSchool every fall and during the year as required. Student Records requires all of the following information be up to date as of **October 7<sup>th</sup>** of each year.

- Full Legal Name from a birth certificate or passport, including middle names
- Date of Birth
- Gender



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- Mailing address – all student addresses must be up to date. School addresses will be used where no address is supplied. Formatting is to be consistent with the PowerSchool manual enrolment process,
- Parent/Legal Guardian – all contact information must be up to date
- Student ethnicity (Dene, metis, Inuit, Non-Aboriginal, Southern Aboriginal)
- Health care number
- Previous schools attended – including completing the comment box for “Transfer Info” in PowerSchool

If a student is transferring in or out of your school, Student Records needs to be informed by e-mail at [Student\\_Records@gov.nt.ca](mailto:Student_Records@gov.nt.ca).

Any changes to student demographic information must be submitted on the appropriate form:

- Student Registration – Appendix B1 – Request for GNWT Student Identification Number
- Request for Changes to Student Information – Appendix B2

***\* If legal name or date of birth is incorrect, a copy of the Birth Certificate, citizenship, or other proof of legal name change must be provided to Student Records.***

### 2.3.3 Registering New Students

New students require a GNWT Student Identification number and an Alberta Student Number. A *request for GNWT Student Identification Number* form (Appendix B1) must be submitted to Student Records. When the Student Identification Number and Alberta Student Number are received by the school, the school then registers the student through PowerSchool in accordance with the information identified in Section 2.3.2.

It is recommended that the Health Care number be maintained on file at the school.

A Student Record must be established and maintained in accordance with section 2.3.

### 2.3.4 Registering Students Transferring from Another School

For students transferring in to a school, the following is required:



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- Student demographic information (see Section 2.3.2)
- Student Record from the school of origin

For **high school students** schools must obtain documents to support evaluation towards graduation status (see Section 2.3).

### 2.3.5 Student Marks

Student Records collects the non-Diploma Examination course marks for completed courses:

1<sup>st</sup> Semester Marks - Due by Feb. 10<sup>th</sup> each year or next business day

2<sup>nd</sup> Semester Marks – Due by July 5<sup>th</sup> each year or next business day

- Student marks for each semester need to include all courses taken in and out of usual classes. **Do not** put in course corrections for courses that should be submitted at the end of the semester.
- All schools must ensure that marks are entered into PowerSchool by the dates listed above for semester 1 and 2.
- Only one mark per course per reporting period will be accepted and added to a student's record. Duplicate courses will be rejected by our system and deleted.
- School awarded marks for diploma examination courses **must** be submitted to Student Records on the date indicated in the "Significant Dates" (Section 2.6) and "Grade 12 Alberta Diploma Examination program – Significant Dates" Section 5.3.1. School awarded marks **will not be accepted** if they are submitted after this date, except under extenuating circumstances. School-awarded marks in diploma examination courses **will not be changed** after the marks have been submitted or examination marks have been received.

### 2.3.6 Student Marks File Format

All Non-Diploma Examination course marks will be submitted directly through PowerSchool. Diploma Examination course marks are submitted to Student Records (see Section 2.3.7).

If assistance is needed, contact the designated PowerSchool support person in your District Education Council/District Education Authority (DEA/DEC) office.



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### 2.3.7 Diploma Examination Registrations

Emails regarding Diploma Examination Registrations are sent by Student Records at ECE to principals at the end of September and the end of February. Details of the registration process will be included in the email. For August diploma examination writing registrations, contact Student Records (see Section 5.3.17).

- It is essential to have updated mailing addresses of the students who are writing examinations entered into PowerSchool - **school addresses or blank addresses will not be accepted**. Student names with unacceptable addresses will be returned to the schools and mailing address will have to be provided before registration will continue.
- The email will also advise of significant dates:
  - registration submission,
  - the special accommodations deadline, and
  - the diploma school mark submission.

Once the registrations have been entered, a registration list will be e-mailed by Student Records at ECE to principals for final review before submission to Alberta Education.

Once Diploma Examination Registrations are complete, Student Records will supply all principals of writing centres with an updated registration list.

Registrations for November and April writing sessions are open to students for rewrites. Only students who will have completed the course by the examination date are allowed to write the exam.

### 2.3.8 School Marks for Diploma Examinations

School marks for diploma examination courses are submitted during each diploma session (See Section 5.3.1 for specific dates).

**Once school awarded marks are submitted, the course is considered complete and no changes to the course mark will be accepted.**



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### 2.3.9 Diploma Examination Results for Schools

Student Records sends Diploma Examination Results to principals up to 5 times a year.

Examinations	Time
November	Second week of January
January	Last week of February
April	Second week of May
June	First week in August (unless specifically requested)
August	Last week in August

### 2.3.10 Validation Statements

A Validation Statement is an unofficial document that shows the credits required to graduate, the credits the student has earned, what credits are still needed, all courses taken, the marks received, and the transcript mark. For Diploma Examinations the school mark, the examination marks, and the blended transcript marks are shown.

#### **Students and parents can request this document at any time.**

- Validation Statements are sent out twice per year: at the end of August, and the end of February.
- In cases where the principal/guidance counsellor discovers that an error is made in reporting a course, credit or mark, a course correction may be prepared and submitted to Student Records. Marks for diploma examination courses may not be changed. Only the principal of the school in which the courses were completed can authorize changes to a student's record. Course corrections can be scanned and e-mailed to [student\\_records@gov.nt.ca](mailto:student_records@gov.nt.ca) using the appropriate Course Correction Form – Appendix B3.

Students can access their own records (K-12 enrolment, their courses and marks information) online at [www.nwtstudents.ca](http://www.nwtstudents.ca). A password is required for access. Contact the ECE Helpdesk at <http://helpdesk.ece.gov.nt.ca/scripts/texcel/ServiceWise/clogin.dll> for a password.

Teachers may also access validation statements through a link at the bottom of the page at [www.nwtstudents.ca](http://www.nwtstudents.ca).



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Corrections on validation statements completed by other regions in the NWT or jurisdictions in Canada may only be done by the principal of the school where the original course was completed.

### 2.3.11 Transcripts

A Transcript is an official document of all the courses a student has taken with all the marks that were received, and the credits that were earned. If a course has been taken more than once, only the best mark will appear. Only the highest mark will be sent to post-secondary institutions.

- Transcripts are only issued upon a student's request.
- Transcripts can be requested for immediate mail out, for after 1<sup>st</sup> semester results, and for after 2<sup>nd</sup> semester results.
- All official transcripts are mailed directly to the post-secondary institutions or Scholarship of choice.
- After 2<sup>nd</sup> semester results are entered into Case Management and Administrative System (CMAS), transcripts are couriered to post-secondary institutions. This is the only time that transcripts are sent by courier.
- Students MUST have 2<sup>nd</sup> semester transcript requests in before July 19<sup>th</sup> to ensure their transcripts will be couriered out to meet post-secondary August 1<sup>st</sup> deadlines.
- Transcripts are obtained from Student Records, Department of Education, Culture and Employment, Government of the NWT, Lahm Ridge Tower, 2nd Floor, Box 1320, Yellowknife, NT, X1A 2L9. Phone: 867-767-9353 ext. 71271. Fax: 867-873-0499. Transcripts can be sent to students, post-secondary institutions or employers.
- Students can request transcripts electronically through the department website at [www.ece.gov.nt.ca](http://www.ece.gov.nt.ca), and selecting "Request a Transcript" in the "I Want To" box at the right.
- Transcript Request Forms are in Appendix B4 and can be accessed online at <http://www.ece.gov.nt.ca/webforms/secondary-school-transcript-request>

Students writing diploma examinations must specify whether they want their transcripts to be sent out immediately to post-secondary institutions or to wait until diploma examination marks have been included by selecting the appropriate time code.



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### 2.3.12 Graduation Diplomas

Student Records issues graduation diplomas at the end of each semester (March, August). Students receive a diploma when they meet the NWT graduation requirements. Francophone students who are attending either École Boreale or École Allain St. Cyr and meet graduation requirements will receive a diploma in French.

School leaving certificates are currently issued by the individual schools and are not equivalent to a graduation diploma. Students and their parents or guardians must be made fully aware of this distinction.

### 2.3.13 Diploma Examination Reports

The Diploma Examination Reports come from Alberta and are compiled twice a year after the Diploma Examinations are written in January and June. The January Examination Reports come out around the second week in March. The June Examination Reports come out around the last week in August. No reports are issued for the August examination writing.

The Student Records Officer will e-mail these reports to the Principals or designate and Superintendents as soon as they are processed.

### 2.3.14 Course Corrections

Course Corrections should only be used when you have found a mistake made by your school on a validation statement. (Ex: course was not submitted in previous years, a course mark is incorrect, a course was duplicated and should have been under difference course code.)

Course corrections are to be submitted electronically to Student Records on a *Course Correction* form (Appendix B3).

Course Corrections are **not** to be used to add unscheduled courses (e.g. Community Service, Career and Program Plan) for the current year. These marks are to be entered through PowerSchool in the semester in which they are completed.

Corrections for mistakes made by another school must be submitted by the school that originally submitted the mark.



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Course corrections due to administrative error will be reviewed by the Special Cases Committee if more than 2 years has elapsed since the course was taken.

### 2.4 The Appeal Process

The appeal process allows parents/guardians and students the opportunity to appeal decisions that are made by an educational body, when the decision in question will significantly affect the education, health or safety of a student.

The appeal process recognizes that while it is beneficial for the delivery of an effective educational program to have all parties working together in harmony, significant differences in opinion may occur with parents/guardians/students regarding decisions and actions taken by an education staff member or an educational body. Guiding principles of the appeal process include:

- the right of students and parents to be informed and involved in education decisions;
- the right of students' and parents' concerns to be heard and respected;
- a sincere effort, within the guidelines, made towards resolving appeals in a manner that is respectful of all parties;
- appeals dealt with in accordance with the principles of natural justice.

It is assumed that educational bodies, parents/guardians and students will proceed with an appeal as quickly as possible and with careful attention to the procedures outlined in the Education Act and the Education Appeal Regulations.



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### 5.2 Overview of the Resolution and Appeal Process

The following table is a *brief* overview of the process and is **not** to be interpreted as the complete, resolution and appeal process as articulated in the *Education Act* and *Education Appeal Regulations*. For details such as timelines and other requirements refer directly to the *Education Act* (Sections 38 to 43) and the *Education Appeal Regulations*.

Parent disagrees with <b>decision of a member of education staff</b> . Notifies principal in writing.	Parent disagrees with a <b>decision of the DEC</b> .
Principal tries to resolve disagreement. If unsuccessful, notifies parent in writing.	
Parent notifies DEA of disagreement, in writing.	Parent notifies DEC of disagreement, in writing.
Note: DEA may, by policy or decision require the superintendent to attempt resolution of the issue before it is brought to the DEA.	Note: DEC may, by policy or decision require the superintendent to attempt resolution of the issue before it is brought to the DEC.
DEA tries to resolve disagreement. If unsuccessful, parent is notified, in writing, that s/he may appeal the decision.	DEC tries to resolve disagreement. If unsuccessful, parent is notified, in writing, that s/he may appeal the decision.
DEA follows Education Act and Education Appeal Regulations (which require a committee of individuals not involved in the decision being appealed.)	DEC follows Education Act and Education Appeal Regulations (which require a committee of individuals not involved in the decision being appealed.)
Decision of DEA Appeal Committee is final.	Decision of DEC Appeal Committee is final.
No further recourse unless student has been expelled, in which case the parent/student can request Minister to review the expulsion decision.	No further recourse unless student has been expelled, in which case the parent/student can request Minister to review the expulsion decision.



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### 2.4.1 Appeal Procedure For Parents/Guardians/Students

In accordance with 39.(1) and 40. (2) of the Education Act parents/guardians/students may lodge a disagreement with and appeal any decision of a member of an education staff or educational body that significantly affects the education, health or safety of a student, or in specific reference to:

- i. a decision regarding an individual education plan 9.(5) Education Act;
- ii. a decision by a principal not to make corrections to a student record as requested by a student, parent or guardian 31.(2) Education Act;
- iii. a decision to suspend a student under 35.(1) and 35 (2) Education Act;
- iv. a decision to expel a student 36. (1) (b) (iii) Education Act.

Appeal Procedures are found in sections 38, 39, 40, 41, 42 and 43 of the Education Act and in the Education Appeal Regulations R-167-96.

The Education Act provides that:

- an appeal may only be made to the body that made the decision with which the parents/guardians or student takes issue; for instance, an appeal of a decision made by the District Education Authority may only be made with the District Education Authority; an appeal of a decision made by the Divisional Education Council may only be made to the Divisional Education Council;
- in each instance, there is no higher level of appeal, except for the right to refer the decision to expel a student to the Minister in accordance with 43. (1) of the Education Act;
- the decision of the committee that hears the appeal is final, except for the right to refer the decision to expel a student to the Minister in accordance with 43. (1) of the Education Act.



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### 2.4.2 Procedure for Appeals at the District Level

The parents/guardians and/or student shall be informed of their right to appeal and of the appeal procedures.

The process of resolving disagreements shall involve:

- in the case of a decision by education staff, a review at the school level by the principal, where a disagreement has not been resolved at the school level, the parent or student shall notify the District Education Authority, in writing, of the disagreement;
- the District Education Authority shall attempt to resolve the disagreement; if it is unable to do so, it shall notify the parents and/or student, in writing, that the parents and/or student may request an appeal committee to review the decision.

An appeal committee shall be established in accordance with procedures set out in the Education Act and the Education Appeal Regulations with members chosen by the parents and the District Education Authority. The chairperson of the appeal committee will review the decision and decide whether there are sufficient grounds for the appeal, or if the appeal is frivolous or vexatious, in which case the appeal shall not be heard. A decision of the chairperson not to hear the appeal is final, except for the right to refer the decision to expel a student to the Minister in accordance with 43. (1) of the Education Act. The chairperson shall notify the student, student's parents/guardians and the District Education Authority of the decision and the reasons for the decision in writing.

Where the chairperson agrees to hear the appeal, the appeal committee shall investigate and hear the appeal in accordance with the procedures set out in the Education Act and Regulations. Upon completion, the appeal committee shall report its decisions and the reasons for its decisions, in writing, to the student, student's parents/guardians and the District Education Authority. The decision of the appeal committee is final except for the right to refer the decision to expel a student to the Minister in accordance with 43. (1) of the Education Act.

Particulars about time frames, the selection and composition of the appeals committee, and complete details about roles and responsibilities of committee members for hearing appeals are articulated in the Education Act and the Education Appeals Regulations.



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### 2.4.3 Procedure for Appeals at the Divisional Level

If the parent or student disagrees with a decision of the Divisional Education Council there are similar procedures in place to appeal that decision.

The Divisional Education Council shall attempt to resolve the disagreement; if it is unable to do so, it shall notify the parents/guardians and/or student, in writing, that the parents/guardians and/or student may request an appeal committee to review the decision. The parents/guardians and/or student shall be informed of their right to appeal and of the appeal procedures.

The process of resolving disagreements shall involve the establishment of an appeal committee in accordance with procedures set out in the Education Act and the Education Appeal Regulations with members chosen by the parents/guardians and/or student and the Divisional Education Council. The chairperson of the appeal committee will review the decision and decide whether there are sufficient grounds for the appeal, or if the appeal is frivolous or vexatious, in which case the appeal shall not be heard. A decision of the chairperson not to hear the appeal is final. The chairperson shall notify the student, student's parents/guardians and the Divisional Education Council of the decision and the reasons for the decision in writing.

Where the chairperson agrees to hear the appeal, the appeal committee shall investigate and hear the appeal in accordance with the procedures set out in the Education Act and Regulations. Upon completion, the appeal committee shall report its decisions and the reasons for its decisions, in writing, to the student, student's parents/guardians and the Divisional Education Council. The decision of the appeal committee is final.

Particulars about time frames, the selection and composition of the appeals committee, and complete details about roles and responsibilities of committee members for hearing appeals are articulated in the Education Act and the Education Appeals Regulations.

### 2.4.4 Clarification of the Appeal Procedure:

Contact Education, Operations and Development at the Department of Education, Culture and Employment regarding additional information and clarification of the appeal process. **Phone: 867-767-9354**



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### 2.5 Home Schooling

Students who are home-schooled in the NWT and wish to receive an NWT diploma are required to meet all NWT graduation requirements. Students must be registered at the school. Parents and students must meet with school officials at the beginning of each school year and at agreed upon times throughout the school year. Home schooled students do not need to follow an NWT or Alberta curriculum but must follow a program approved by the school principal.

- Students must be registered with a school in their home community as per *The Home Schooling Directive, 1996*.
- Principals of NWT schools must advise parents of home schooled students of all graduation requirements, including the completion of a Career and Program Plan.
- Under the Education Act Principals/Designates of NWT schools are required to meet with parents of home schooled students at the beginning of each school semester to review curriculum documents supplied by the parents and ensure that the NWT curricular expectations are being met.
- *The Home Schooling Regulations* in the *Education Act* identify the Duties of the Principal, Duties of a Superintendent and Duties of the Education Body in regards to issues around Home Schooling.
- Support parents of home schooled students as identified in *The Home Schooling Directive, 1996*.

#### Relevant document sections include:

- Education Act: Section 20 – Home Schooling Program
- Education Act: Home Schooling Regulations
- Home Schooling Directive 1996
- The principal must advise Student Records of the specific curriculum being used and student marks on an annual basis. This is to enable:
  - Accuracy of the student's record
  - Maintenance of a record of curriculum authorized for use in the NWT
  - Validation for funding.

Students seeking credit for any equivalent grade 12 courses with a diploma examination requirement must write the diploma examination for that course. Students must apply for an exemption from the school-awarded mark submission, and the examination will count for 100% of the course mark.



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### 2.6 Significant Dates

***Alberta Diploma Examinations must be written at designated writing centres and on the published scheduled dates.***

**This section will be updated when dates currently identified as TBA are confirmed.**

Date	Deadline for:
October TBA, 2017	September enrolment process – for funding purposes
October TBA, 2017	Application by teachers to mark January Diploma examinations (Section 5.3.1)
October TBA, 2017	January Diploma examinations registration deadline
November TBA, 2017	Alberta Provincial Achievement Test – January Writing – registration deadline
January TBA, 2018	School-based marks for diploma examinations courses due
February 10, 2018	1 <sup>st</sup> semester marks due
March TBA, 2018	January Diploma Examinations Reports available to Student Records and sent to schools by Student Records
March TBA, 2018	Application by teachers to mark June Diploma examinations (Section 5.3.1)
March TBA, 2018	Submission of School Year Calendar
April TBA, 2018	Alberta Provincial Achievement Test – June Writing – registration deadline
April TBA, 2018	Special Accommodation Requests for June Diploma Examinations deadline
March TBA, 2018	Diploma examinations registration deadline for June
June 20, 2018	School-based marks for diploma examinations courses due
June TBA, 2018	statutory holiday for Aboriginal Day
July 3, 2018	Diploma examinations registration deadline for August
July 5, 2018	2 <sup>nd</sup> semester marks due
August TBA, 2018	School-based marks for diploma examinations courses due
September TBA, 2018	June Diploma Examinations Reports available to Student Records and sent to schools by Student Records.



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### 2.7 Student Assessment

It is essential that all teachers in the Northwest Territories clearly understand the integral role of assessment in the teaching and learning process, and that student progress be consistently evaluated and reported in relation to NWT curricular outcomes.

Currently, the Department of Education, Culture and Employment (ECE) provides two reference documents to guide student assessment, evaluation, and reporting in NWT schools. These two documents are:

[Educating All Our Children: Departmental Directive on Student Assessment, Evaluation and Reporting \(2010\)](#)

[Educating All Our Children: Procedures, Roles and Responsibilities for Student Assessment, Evaluation and Reporting \(2011-2012\)](#)

The Northwest Territories promotes a policy of inclusive schooling for all learners and uses differentiation of instruction based on assessment information to plan for each student's learning progress and goals. This assessment process complements a culturally defined model of inclusive education where the goal of assessment is not diagnosed difference but rather an opportunity to creatively enhance learning through adapted instruction that facilitates individual success. (*Philpot, Nesbit, Cahill & Jeffrey. (2004) Cultural Diversity and Education: Interface Issues. Memorial University, Newfoundland.* p77)

Through Education Renewal, ECE has committed to ensuring that assessment approaches are comprehensive, growth oriented, and individualized. This commitment involves the provision of tools and supports that seek to enhance classroom assessment practice, encouraging and extending existing teacher collaboration, and working to increase consistency throughout the NWT.

#### 2.7.1 Classroom Based Assessment

Assessment activities are based on curricular outcomes and may be used to serve a variety of purposes, including:

##### **Assessment for Learning (Formative):**

- Provides students and their parents/guardians ongoing feedback on a student's progress;
- Provides information to better differentiate future learning experiences which build on the student's strengths.



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- **Assessment of Learning** (Summative):
- Provides information that can be used to evaluate and confirm student achievement in relation to learning outcomes;
- Provides information that can be used to understand the effectiveness of instruction in order to improve student learning.

### Assessment as Learning

- A power assessment process that focuses upon the role of the student in the learning process;
- Occurs when students monitor their own learning and use feedback to make changes in what they understand.

### Diagnostic Assessment

- To diagnose individual student strengths and needs;
- To collaborate with others to improve the student's learning;
- And, if necessary, to develop and implement a plan of intervention for the student.

### 2.7.2 NWT Systemic Assessment Approaches

Systemic assessments serve different purposes from those of classroom assessments. They supply information about the effectiveness of education systems at the level of the school, district, division, and territory. The NWT is involved in three systemic assessments on an annual basis: Functional Grade Levels, Alberta Achievement Tests, and Alberta Diploma Examinations.

**Functional Grade Levels (FGLs)** are the grade level of curricular outcomes a student worked at for the majority of the school year. These are reported by teachers for all Grade 1 to 9 students in Language Arts and Mathematics. FGLs are reported in May each year.

**Alberta Achievement Tests (AATs)** are Alberta developed standardized tests administered to students in Grade 6 and Grade 9. In the NWT AATs are only written in Language Arts and Mathematics.

**Alberta Diploma Exams** are Alberta developed standardized tests that are administered for Diploma level courses in grade 12. The Diploma Exam makes up 30% of a student's final mark in each diploma level course.



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### 2.8 School Emergency Planning

All NWT schools are required to have an Emergency Response Plan. As of the 2016-17 school year, all schools were responsible for developing and implementing their own Emergency Response Plan.

In order to strengthen, standardize and ensure best practices in this area are followed by all schools, in September 2017, ECE will be releasing a common Emergency Response Plan Protocol that all NWT schools will be required to follow.

For additional information on the requirements of the emergency plan, contact:

**Department of Education**  
**Education Operations and Development Division**  
**Phone: 867-767-9353**

### 2.9 Criminal Records Check

Any individual working with students should be cleared through a criminal records check, completed by the RCMP. If this is not possible, as with volunteers and guest speakers, ensure that students are not left unsupervised with that individual.

The required form is available in Appendix C16.

### 2.10 Risk Management and Insurance (RMI) Reporting

**The following section applies only to GNWT schools. Schools in Yellowknife Education District #1 (YK1) and Yellowknife Catholic Schools (YCS) divisions should consult with their boards regarding their policies and procedures.**

Risk Management & Insurance (RMI) is part of the Department of Finance, Government of the Northwest Territories (GNWT) and is responsible for administering the GNWT's insurance, self-insurance and risk management programs. This includes the purchase of insurance policies to cover property and liability risks.

Education bodies are required to report to RMI the loss and/or damage of school property, including vandalism, any vehicle (including snowmachine) or marine accident, as well as any incidents that may result in a claim against the school, District Education Authority (DEA) or District Education Council (DEC), Department of Education, Culture & Employment (ECE) or the GNWT. As well, all student excursions must be reported.



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Information submitted to RMI is protected under the Access to Information and Protection of Privacy (ATIPP).

Property inspections, including playground inspections by a qualified Playground Inspector, and Loss Control services are also provided by RMI. The service is provided to all communities but has to be scheduled to coincide with other travel, which usually occurs twice per year to the communities. In the case where there is a serious concern with playground equipment or other property, RMI could do a preliminary, emergency inspection by photograph. Inspections that occur outside of scheduled travel are at the expense of the educational body making the request.

The Northwest Territories School Emergency Response Guidelines, available from the Education Operations and Development division of ECE provides useful information for school staff responding to a critical incident.

### **2.10.1 General Reporting Guidelines**

School principals or DEA/DEC staff are required to submit incident and information reports to RMI in a timely manner. DEAs/DECs may have additional reporting requirements or protocol for reporting to RMI.

#### **Information Reports**

- Sponsored and Approved Student Excursion
- Content inventory Estimates
- Standard facility use agreement
- Driver's abstract consent form when requested by RMI

#### **Incident reports**

- Threat Incident Report
- Liability Incident Report
- Property Loss or Damage Report
- Vehicle Accident Report
- Student Injury Report
- Staff travel



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### In case of any accident, the following steps are to be followed:

- Ensure the safety of those involved
- Contact the school authority – District Education Authority/District Education Council (DEA/DEC)
- Contact Risk Management and Insurance (RMI)
- Follow-up according to further direction from RMI

Timeliness of information gathering and accurate reporting is essential, once the initial response to a critical incident is complete. Late reporting of any incident that is covered by an insurance policy can compromise coverage and may result in a denial of coverage.

All fields on the reporting forms should be filled out, even if a field is filled in with “N/A”. Most forms also require a narrative description of the incident. A copy of each completed RMI form should be maintained on file at the school. One copy of each form must be provided to RMI. This is to be done by emailing the scanned document(s) to [risk\\_fin@gov.nt.ca](mailto:risk_fin@gov.nt.ca).

Supporting documentation includes, but is not limited to:

- Expense receipts
- Record of labour hours
- Estimates
- Work orders
- Requisitions
- Invoices
- Proof of payment

In the event of a reported property loss or a liability incident, RMI will contact both the DEA/DEC and the principal for additional information. In the case where the Department of Infrastructure has the information, provide the Infrastructure contact information so that RMI can obtain information from them.

Additional details are available in Appendix C1 – Loss or Claim Reporting: General Information.



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### 2.10.2 Insurance Forms

#### Sponsored and Approved Student Excursion

All school sanctioned excursions outside the home community must be reported to Risk Management before commencement of the trip using a School Excursions Form (Appendix C2). Each excursion has to be documented on a separate student excursion form because class attendance, as well as teachers and volunteers, can change from day to day. The student excursion form provides details pertaining to the excursion as well as identifying all participants and supervisors. Information on excursions within a community are held at the school. Only excursions outside of the community land space need to be submitted to RMI.

Where a volunteer is using a personal vehicle, snow machine, ATV or watercraft, the owner must provide the school with a copy of his/her driver's license and insurance. The use of motorcycles is prohibited. If the owner of a snow machine or watercraft does not carry personal liability insurance, contact RMI to arrange to arrange liability coverage on that vehicle under the GNWT liability insurance policy. Only liability for injury to third parties or damage to third party property will be covered. Damage to vehicles is not covered.

All vehicle operators must be properly licensed in accordance with legal requirements for the area of operation.

Contact RMI for details pertaining to travel out of the province and out of the country well in advance of travel dates, in order to be properly advised on reporting and documentation requirements.

#### Watercraft

Risk Management and Insurance will only cover the liability exposure for watercraft under 12 metres in length. The length of the watercraft used must be noted on the excursion form. If a watercraft is larger than 12 metres and the owner does not carry insurance, contact RMI.



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### Private Aircraft

In charter contracts, the plane owner assumes all liability risk. Such contracts also contain insurance clauses for the aircraft owner's protection and the students' protection.

Risk Management and Insurance does not provide any insurance coverage for travel that utilizes a private aircraft. If a private aircraft is used for student excursions, contact RMI regarding documentation and special arrangements that are required.

### Content Inventory

All schools are required to have an inventory of furnishings, equipment, computers and teaching material. This inventory list should be updated yearly to document substantial additions or deletions, and completely reviewed every 5 years. Inventory lists do not need to be filed with Risk Management & Insurance, but will need to be available to them after a loss has occurred. A copy of the school inventory list should be held at the local school and another copy filed offsite with the school authority.

The inventory list may be most effectively completed by classroom. The inventory content must include:

- identification of all items – including furniture, equipment (e.g. science equipment and computers), books and other resources, and an estimate of consumables
- physical location of all items – e.g. classroom number or name
- supplier of each item – if known
- date of purchase of each item - approximate
- original estimated cost of each item – if known for historical items, maintain records for new items
- category of each item (furniture/equipment/consumables/resources)

### Standard Facilities Use Agreement

The Ministerial Directive – Use of Educational Facilities governs the use of educational facilities for non-educational programs. The Standard Facilities Use Agreement (Appendix C3) provides a contractual agreement between the Government of the Northwest Territories and third parties that utilize school facilities.



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The principal must complete the form and ensure that the user or a representative of the user group signs the form. This form must be completed for each third party use of school facilities. Although the form does not need to be submitted to Risk Management & Insurance, the form must be retained by the school for at least one year.

If there are questions or concerns about third party use of school property, contact RMI.

### Drivers' Abstract Consent form

A Driver's Abstract Consent Form (Appendix C4) is an authorization for Risk Management & Insurance to access and view a driver's abstract and will be required in the event of an accident.

### 2.10.3 Critical Incident Reporting

Risk Management & Insurance will investigate, negotiate and settle all third party claims. It is against government policy for anyone else to perform this function. Schools staff and DEAs/DECs **must make no representations, promises or payments** to anyone who has a claim against them arising out of a vehicle accident and should refer anyone making a claim to RMI.

### Threat Incident Report

All serious and credible threats received against government premises, staff or activities must be reported to Risk Management & Insurance (RMI) in addition to the RCMP.

The report should include:

- A brief summary of the incident
- The names of those involved
- The names of any witnesses, and
- The names of those who responded to the incident.

Submit the completed Threat Incident Report (Appendix C5) to [risk\\_fin@gov.nt.ca](mailto:risk_fin@gov.nt.ca).

### Liability Incident Report

A Liability Incident Report (Appendix C6) must be completed and submitted to Risk Management and Insurance (RMI) for all incidents occurring in or on government premises or involving any government activity which results in bodily injury or damage



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to property of others. Where the severity of an incident is not apparent, RMI recommends erring on the side of caution, and submitting a report. This documentation may become significant in the case of a lawsuit.

If an incident appears serious, or if a severe injury has occurred, report the incident **immediately** to Risk Management & Insurance.

### Property Loss or Damage Report

Criminal acts need to be reported to the RCMP immediately and a Property Loss or Damage Report (Appendix C7) needs to be submitted to Risk Management & Insurance as soon as possible after the incident. If the estimated amount of the loss or damage exceeds \$100,000 the incident must be reported **immediately** by phone to RMI.

Provide RMI with the:

- RCMP file number
- investigating officer's name
- name and contact information of Public Works and Services staff or school staff overseeing repairs

Following the incident, keep track of all replacement and/or repair costs resulting from the occurrence, as RMI collects documentation repair and/or replacement cost for all incidents of property loss or damage that are reported.

***This form does not apply to motor vehicle accidents.***

### Vehicle Accident Report

An accident with any vehicle, including cabs, that involves a student must be reported. In accidents involving privately owned vehicles, the vehicle owner's insurance coverage will be applied. For government owned vehicles, fully complete the Vehicle Accident Report Form (Appendix C8). In the event of an injury and/or third party damage in excess of \$1000, report the incident immediately to Risk Management & Insurance.

The accident report must include:

- driver's and witness's statements;
- estimates of damage to Government vehicles;
- photographs of damage, wherever possible;



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- where applicable, a copy of the rental/lease agreement and the company's accident report; and
- third Party name, contact information and insurance policy information.

It is important that accurate records be kept of all costs and expenses related to the accident. RMI will require:

- the repair invoice(s);
- purchase order(s) for parts if applicable; and
- work order(s) if repaired in house.

### Student Injury Report

It is a good practice to document all student injuries; however, Risk Management & Insurance only mandates educational bodies to report and submit to them all **student injuries that require medical or dental attention.**

School principals must complete a Student Accident Claim Form (Appendix C9). **Do not use any other form to report a student injury to RMI.**

### Injuries to other individuals

Staff injuries should be reported within Worker Safety and Compensation Commission guidelines. See Workers' Compensation General Regulations (available in in folder Appendices>Appendix C as C11 Report of Injury Form - Employer's). Submit the Employer's Report of Injury (Appendix C11) and the Worker's Report of Injury (Appendix C12) as required.

For injuries involving others at the school, contact Risk Management and Insurance (RMI) at [risk\\_fin@gov.nt.ca](mailto:risk_fin@gov.nt.ca) for further information.

### Staff Travel

The Government of the Northwest Territories (GNWT) provides accidental death and injury insurance coverage for employees on duty travel. Employees are automatically covered if the travel is approved and documented as duty travel in accordance with Human Resources procedure. For details, refer to the Human Resource Manual – 1104 – Employee Travel Accident (available online at <http://www.hr.gov.nt.ca/policy/hrm/1100%20-%20Insurances/1104/default.htm>). A travel authorization must be completed for each GNWT employee prior to duty travel outside



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of the community. Travel authorization documentation should be retained by either the school or the DEC/DEA, but does not need to be submitted to Risk Management & Insurance unless there has been an injury to the traveller or an incident that otherwise activates the policy. Schools must pass this information to the DEA/DEC, who must complete the Education Council Renewal Information for Chartis Insurance Form (Appendix C14), which is provided to each School Council each year.

### 2.10.4 Request for Exemption from Insurance Requirements

All contractors and service providers for the GNWT, including those involved in contribution agreements and contractors hired by DEAs/DECs, are required to have General Liability Insurance. This includes coverage for harm to third parties or their property.

Under a circumstance where it would not be reasonable to expect a contractor to provide general liability insurance, Risk Management & Insurance can waive the requirement. For example, contracting a local harvester to work with a school culture camp may be considered for exemption. For an exemption, complete the Request for Exemption from Insurance Requirements (Appendix C15), and submit it and the contract document to RMI for approval.

### 2.10.5 Risk Management & Insurance Contact Information

#### Risk Management & Insurance

Department of Finance  
Government of the Northwest Territories  
PO Box 1320  
Yellowknife, NT  
X1A 2L9

**Phone:** 1 867 767-9177, 15260 for Program Administration  
1-867-767-9177, 15261 for Loss Control and Property Inspections  
1-867-767-15263 for Claims Administration and Vehicle Insurance  
**Fax:** 1 867 920-6133  
**Email:** [risk\\_fin@gov.nt.ca](mailto:risk_fin@gov.nt.ca)