

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 130 – Instructional Year	
Related LCSD AP's	AP 470 Professional Obligation AP 450 LINC Agreement AP 404 Human Resource Practices for Support Staff	
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 163 <i>The Education Regulations, 2019</i> sections 17-23 <i>Saskatchewan Teachers Federation Provincial Collective Bargaining Agreement 2019-2023</i> article 16	
Received by the Board: March, 2025		Update: March, 2025

Background

The Board annually sets a school year schedule which defines the opening and closing dates of the schools. As well, this schedule will indicate all days when schools are operating without students present; however, there will be no more than the equivalence of ten (10) such days shown on the schedule.

Subject to the provisions of the Education Act, the Director is responsible for developing and recommending the school year calendar(s) to the Board. The Board will submit to Ministry the approved calendar prior to April 1.

The intention of this procedure is to communicate the instructional year to the members of our school community, to recognize the fact that there is a need to provide time during the school day for teachers to in-service and carry out administrative tasks and to ensure that students receive the benefit of direct teacher instruction for the maximum number of days possible during the school year.

Definitions

Instructional Day: A day during the school year when students receive instruction.

Instructional Time: The amount of time assigned in an instructional day for student instruction. The instruction time is adjusted for early dismissal, early release and other items that impact beyond a “regular school day.” Student-Led Conferences are instructional time.

Non-instructional Day: A day when school staff have duties assigned, but students do not attend. Exemplary service is an assigned day with a release of duties in recognition of LCSD employees’ exemplary service.

Non-operational Day: A day that students and staff do not attend school, including but not limited to general holidays, November, December, February and Easter breaks.

Operational Day: A day where school staff is assigned work including both instructional and non-instructional days.

School Calendar: The set school year with instructional, non-instructional, and operational days.

Assignable Time: For teaching staff this is defined CBA Section 16; for all other school staff their assigned workday is set by their contracted hours and the duties defined by their job descriptions.

Procedures

1. The Director or designate will prepare a proposed school year calendar(s) for Board approval by the January Regular Board meeting.
2. The school year calendar will specify:
 - 2.1 School opening and closing dates;
 - 2.2 Number of instructional and non-instructional days;
 - 2.3 Day(s) of professional development;
 - 2.4 Early Dismissal Days (as per LINC) and Early Release Times (Dec and June); and
 - 2.5 Holidays and vacation periods.
3. A provincial minimum of 950 instructional hours shall be accounted for in the school year calendar. Other non-instructional days may include:
 - 3.1 The number of administration days for teachers;
 - 3.2 Up to two (2) teacher self directed professional learning days;
 - 3.3 Professional development days for teachers;
 - 3.4 Recognition of Time in Lieu Student Led Conference shall be identified in accordance to LINC; and
 - 3.5 Exemplary Service is an assigned day with release of duties/non instructional for all staff in recognition of LCSD staff exemplary service.
4. All teaching staff not assigned an instructional schedule (such as Supervisor, Instructional Coach, Program Specialist/Coordinator, Special Assignment) will have their work day defined by their direct supervisor (Director, Deputy Director of Education or Superintendent of Learning.) Support staff follow their assigned workday under AP 404 outlined on their contract.
5. Immediately following Board approval, the Director will forward to the Saskatchewan Ministry of Education for approval.
6. Once approved the Director will 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 in a timely manner.