

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 130 – Instructional Year	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 163 <i>The Education Regulations, 2019</i> sections 17-23	
Received by the Board: August, 2020		Update: August, 2020

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.

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 Dates of professional development days and Exemplary Service day; and
 - 2.4 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 The two (2) teacher convention days;
 - 3.3 Professional development days for teachers; and
 - 3.4 Student Led Conference shall be identified in accordance to LINC.

4. Immediately following Board approval, the Director will forward to the Saskatchewan Ministry of Education for approval.
5. 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.