

School Calendar Days to Hours Guidance

The 2019 Legislature voted to change the school calendar instruction time. Per [NDCC 15.1-06-04](#), a school district shall provide for a school calendar that includes:

- At least nine hundred sixty-two and one-half (962.5) hours of instruction for elementary school students (K-6) and one thousand fifty (1050) hours of instruction for middle and high school students (7-12).

These changes will significantly affect how you enter information when completing the STARS Fall/Spring Calendar reports.

The data collected in the calendar will be used to calculate a student's membership hours, which will be used for foundation aid payments next fall.

If a student moves from one district to another, a students' start, and end dates need to be accurately updated in order to calculate the membership hours for accurate payments.

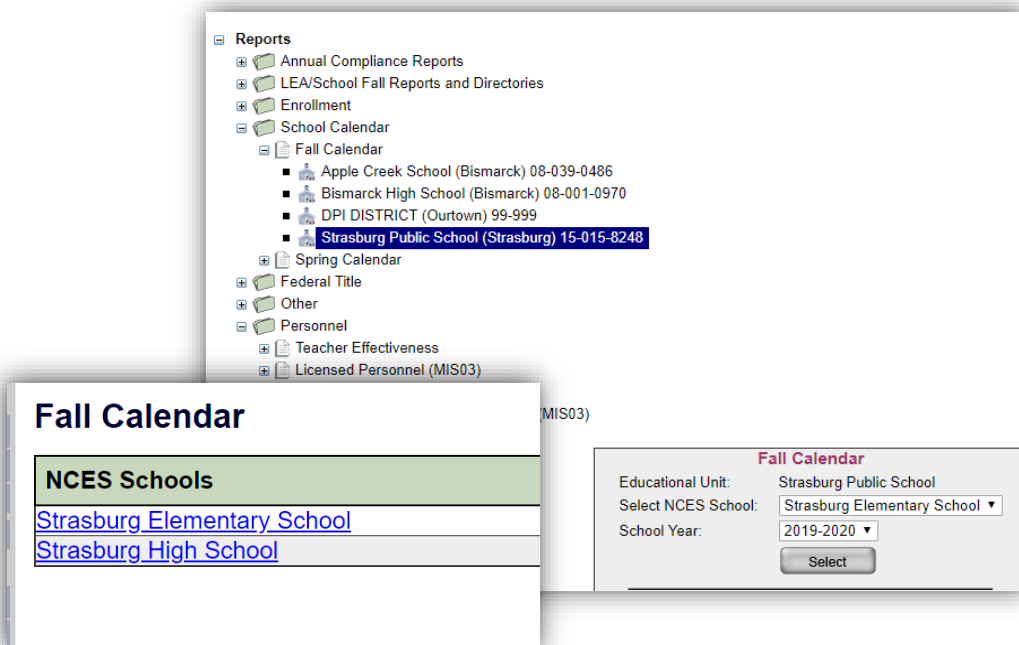
Schools will not be paid for any hours over 962.5 (K-6) or 1050 (7-12).

Multiple Calendars

Due to these new requirements to document hours of instruction versus days, school personnel must create a calendar for each school in their district. (At this time the ability to roll over calendar information is not available; however, data can be imported via CSV files meeting the important criteria.)

Entering Fall Calendar Information into STARS

1. Log into STARS
2. Under "Select Report" click School Calendar
 - a. Select Fall Calendar
 - i. Select your school (For schools that have separate buildings serving specific grade levels, they will not have this selection, only K-12 buildings will have this detail)



The screenshot shows the STARS system interface. On the left, a 'Reports' menu is expanded to 'School Calendar', which is further expanded to 'Fall Calendar'. Under 'Fall Calendar', several schools are listed, with 'Strasburg Public School (Strasburg) 15-015-8248' highlighted. On the right, a 'Fall Calendar' form is displayed. It includes a dropdown menu for 'NCES Schools' with the following options: 'Strasburg Elementary School' and 'Strasburg High School'. Below the dropdown, there are fields for 'Educational Unit: Strasburg Public School', 'Select NCES School: Strasburg Elementary School', and 'School Year: 2019-2020'. A 'Select' button is located at the bottom of the form.

3. Enter minute data into calendar:
 - a. Passing Time
 - b. Advisory Time
 - c. Period Zero or Period Eight Time
 - d. Recess Time
 - e. Classroom time

Fall Calendar

NCES School: Strasburg Elementary School

Start Date:

End Date:

Time Breakout Per Day In Minutes

Passing Time K-6: <input type="text" value="0"/>	Passing Time 7-12: <input type="text" value="18"/>
Advisory Time K-6: <input type="text" value="0"/>	Advisory Time 7-12: <input type="text" value="20"/>
Period Zero or Period Eight Time K-6: <input type="text" value="0"/>	Period Zero or Period Eight Time 7-12: <input type="text" value="30"/>
Recess Time K-6: <input type="text" value="30"/>	Recess Time 7-12: <input type="text" value="0"/>
Classroom Time K-6 : <input type="text" value="310"/>	Classroom Time 7-12: <input type="text" value="350"/>
The total of these boxes must equal K-6 or 7-12 minutes per day. (used for per pupil payment) <input type="text" value="340"/>	<input type="text" value="418"/>

Instructional Minutes Per Day (used for per pupil payment). Minimum number of K-6 instructional hours is 962.5. Minimum number of 7-12 instructional hours is 1050. The minutes per day entered should not include lunch.

All minute data will roll up to yearly hours on the left-hand side of the page:

State Automated Reporting System

Welcome Josef Kolosky

Fall Calendar

Calendar

PK Kindergarten

K-6 Instructional Hours
Total: 1105

7-12 Instructional Hours
Total: 1358.5

Functions

Import

Export

[Print Page](#)

Fall Calendar

NCES School: Strasburg Elementary School

Start Date:

End Date:

Time Breakout Per Day In Minutes

Passing Time K-6:

Advisory Time K-6:

Period Zero or Period Eight Time K-6:

Recess Time K-6:

Exception Days

Exception days are entered for one of the following reasons:

- Parent-Teacher Conferences
- Projected Weather-Related Make-Up Day
- Projected School Break
- Projected Graduation Date
- Projected Professional Development Day
- P/T Compensation Day
- Instructional Hours Missed Due to Inclement Weather or Emergency Conditions
- Instruction Days - This is used for those instruction days where time deviates from the standard K-6 or 7-12 minutes per day calculated above. (i.e., schools that extend their Wednesdays and shorten their Fridays would have to enter EVERY Wednesday and Friday of the school year as it deviates from the standard hours of instruction on Monday, Tuesday, and Thursday)

To enter Exception Days:

1. Click Add Exemption days:

Instructional Minutes Per Day (used for per pupil payment).

Minimum number of K-6 instructional hours is 962.5.
Minimum number of 7-12 instructional hours is 1050.

The minutes per day entered should not include lunch.

Calendar
[Add Exception Day](#)

Date	Reason
Wed, Aug 14, 2019	Start School Term
Mon, Sep 2, 2019	Labor Day
Thu, Oct 17, 2019	Administrator's Conf
Fri, Oct 18, 2019	Administrator's Conf
Mon, Nov 11, 2019	Veterans Day
Thu, Nov 28, 2019	Thanksgiving
Wed, Dec 25, 2019	Christmas

Enter information into data fields:

Fall Calendar - Exception Day

The Fall Calendar collects the projected school calendar for the school district. Enter the information for the exception day below.

[Return to Fall Calendar](#)

Exception Day

Reason:

Date:

Comments:

The hours will be included or deducted from the running total of yearly hours entered at the top of the calendar.

Calculation Methodology

The school day minute calculation is multiplied by the number of days the school is in session resulting in total hours. If an Exception Day is entered, minutes will be added or deducted from the running total depending on the exception day reason (as determined by the school's standard calculated hours per day).

Exact instructional hours can be entered for Professional Development Days or Instructional Hours Missed Due to Inclement Weather or Emergency Conditions as those days will not follow the standard hours of instruction.

Fall Calendar - Exception Day

The Fall Calendar collects the projected school calendar for the school district. Enter the information for the exception day below.

[Return to Fall Calendar](#)

Exception Day

Reason:

Date:

Instructional Hours: **The time students are in class.**

Professional Development Hours:

Comments:

If a Parent-Teacher Conference or Graduation Date is chosen, the school has the option of indicating that a full instructional day will occur.

Fall Calendar - Exception Day

The Fall Calendar collects the projected school calendar for the school district. Enter the information for the exception day below.

[Return to Fall Calendar](#)

Exception Day

Reason:

Date:

Check if students will be in class a full instructional day.

Start Time:

End Time:

Comments:

School days which deviate from standard instruction hours (i.e., early dismissal every Friday, or a Saturday make-up day), are entered as an Instruction Day, along with the Instructional Hours. This must be done for EVERY day that deviates from standard instruction hours.

Fall Calendar - Exception Day

The Fall Calendar collects the projected school calendar for the school district. Enter the information for the exception day below.

[Return to Fall Calendar](#)

Exception Day

Reason:

Date:

Instructional Hours: *The time students are in class.*

Comments:

Frequently Asked Questions

- Q.1. What if, because of snow or another issue, schools fail to meet the minimum number of instructional hours?**
A.1. Schools must meet the minimum number of instructional hours. Any make up days/hours must be entered as an Exception Day: Instruction Day, along with the number of instructional hours.
- Q.2. How many calendars does a district need to create?**
A.2. A calendar must be created for each school in the district.
- Q.3. What if the 7th and/or 8th grade is located at the elementary school? Can those students follow the elementary instructional time of 962.5?**
A.3. No. All 7th and 8th graders must have 1050 hours of instruction regardless of the grade configuration in your school.
- Q.4. Can administrators give permissions to other school personnel? (e.g., administrative assistants, school principals, etc.?)**
A.4. Yes. Guidance on how to grant permission can be found [here](#).
- Q.5. Are schools required to enter storm days into the calendar?**
A.5. No. With the new requirement of documenting hours instead of days, it is up to the local School Board whether to build in snow days or not.
- Q.6. Does passing time, zero hour, etc. count as instructional time?**
A.6. Currently yes.
- Q.7. What is the definition of student engagement as written in the NDCC?**
A.7. Currently there is no answer to this question. More details will be coming soon.