

School Calendar Guidance

Deadlines

September 15

- Fall Submission

June 1

- Spring Submission

Days to Hours

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
- At least one thousand fifty (1050) hours of instruction for middle and high school students (7-12).

Due to these new requirements to record hours of instruction versus days, school personnel must create a calendar for each school in their district.

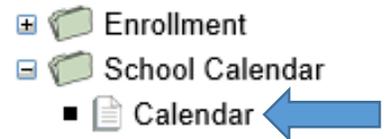
The data collected in the calendar will be used to calculate a student's membership hours, which will be used for foundation aid payments next fall.

- If a student moves from one district to another, a student's start, and end dates need to be 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).

New Features

One Calendar

- Schools will enter and submit the calendar as in the past with a fall submission due by September 15 and a spring submission due by June 1. The most noticeable difference is there is only one calendar listed on the STARS menu instead of two.
- When schools submit their calendar in the fall and spring, they will be able to continue to make changes after the submission. There is not a reopen date as information will continually roll from PowerSchool.



PowerSchool Calendar Transfer:

- Schools can choose to transfer PowerSchool calendar data to STARS. To do so, schools will need to turn on the Calendar Automated File Transfer in STARS for each school. Schools will still need to verify, validate, and submit data in STARS regardless of whether data is entered manually in STARS or if data is fed from PowerSchool.
- In the Automated File Transfer section in STARS, choose "Calendar" in the collection drop down box. The entity drop down box will need to be changed to whichever school you want to transfer. Click the "filter" button.

Automated File Transfer

Collection: 

Import: 

School Year: 

Entity: 



- On the next screen, check the “Process” box, verify the begin and end date, and check the frequency the data should transfer from PowerSchool to STARS, and then click “Save”.

Automated File Transfer

[Return to File Transfers](#)

Automated File Transfer Information

File Transfer Name: Calendar

School Year: 2020-2021

Report Name: Calendar

LEA: DPI PLANT

Process: ←

Full Validate:

Training:

Begin Date: ←

End Date: ←

Frequency: Monday Tuesday Wednesday ←

Thursday Friday Saturday

Sunday

Copy:

- A new “Copy” feature was added to this year’s calendar report. This will allow districts with multiple calendars to copy the existing calendar to another school in your district. You will choose which school you want to copy the calendar and then click “copy calendar”. Be sure to complete the applicable “time breakout per day in minutes” per the grade configuration of each school.

Calendar

If you'd like to copy the existing calendar of another school in your district, please select it here, then click 'Copy Calendar': [Copy Calendar](#)

Entering Calendar Information into STARS

- Log into STARS
- Under “Select Report” click School Calendar
 - Click “Calendar” (You will no longer see “Fall” or “Spring”)



- b. 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)

- [-]  School Calendar
 - [-]  Calendar
 - [+]  Public LEA
 - [-]  Public School
 - [+]  Brave Center Academy (Mandan) 30-001-1057
 - [+]  Custer Elem School (Mandan) 30-001-1656
 - [+]  Ft Lincoln Elem School (Mandan) 30-001-2925
 - [+]  Lewis and Clark Elem School (Mandan) 30-001-5228
 - [+]  Mandan High School (Mandan) 30-001-5453
 - [+]  Mandan Middle School (Mandan) 30-001-5457
 - [+]  Mary Stark Elem School (Mandan) 30-001-8286
 - [+]  Red Trail Elem School (Mandan) 30-001-7361
 - [+]  Roosevelt Elem School (Mandan) 30-001-7569

3. Enter the start and end date of the school year

Start Date:

End Date:

4. Enter minute data into calendar:

- a. Passing Time (time between classes, usually only grades 7-12)
- b. Advisory Time (time set aside for those students needing additional help)
- c. Period Zero or Period Eight Time (additional periods either before or after the standard periods 1-7)
- d. Recess Time (only grades K-6)
- e. Classroom time (actual time spent in the classroom)
- f. Do NOT include lunch

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:

Classroom Time K-6 :

The total of these boxes must equal K-6 or 7-12 minutes per day. (used for per pupil payment)

Passing Time 7-12:

Advisory Time 7-12:

Period Zero or Period Eight Time 7-12:

Recess Time 7-12:

Classroom Time 7-12:

Exception Days

Exception days need to be entered for each of the following reasons below (if applicable):

- Parent-Teacher Conferences: Enter hours students are in class and start/end time of conferences
- Makeup Day: Enter hours students are in class and reason for the makeup day in the comments
- School Break: Enter the reason for the school break such as “Christmas Break” or “MLK” in the comments
- Storm Day: Enter the make-up day date in the comments if applicable
- Other: Enter hours students are in class and reason for choosing other such as state basketball, etc.
- Graduation Date
- Professional Development Day: Enter hours students are in class and PD hours
- P/T Compensation Day: Enter P/T conference date for which they receive the comp day in the comments
- Instructional Hours Missed Due to Inclement Weather: Only used for late starts or early outs
- Instructional Hours Missed Due to Emergency Conditions: Enter hours students are in class and the reason for missed time in comments such as “plumbing issue”
- Instruction Day: This is used for those instruction days where time deviates from the standard K-6 or 7-12 minutes per day (for example, 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)

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

Student Performance Strategies		Time Breakout Per Day In Minutes	
K-6 Instructional Hours Total: 1213.0000	Passing Time K-6: <input type="text" value="0"/>	Passing Time 7-12: <input type="text" value="21"/>	
7-12 Instructional Hours Total: 1301.9333	Advisory Time K-6: <input type="text" value="0"/>	Advisory Time 7-12: <input type="text" value="20"/>	
Functions	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="28"/>	
Import	Recess Time K-6: <input type="text" value="40"/>	Recess Time 7-12: <input type="text" value="0"/>	
Export	Classroom Time K-6 : <input type="text" value="350"/>	Classroom Time 7-12: <input type="text" value="350"/>	
<input type="button" value="Check In"/>	The total of these boxes must equal K-6 or 7-12 minutes per day. (used for per pupil payment)		
<input type="button" value="Save"/>	<input type="text" value="390"/>	<input type="text" value="419"/>	
<input type="button" value="Validate"/>			
<input type="button" value="Submit"/>			

To enter Exception Days:

1. Click Add Exemption days:

Calendar

[Add Exception Day](#)



Date
Wed, Aug 14, 2019
Mon, Sep 2, 2019

Complete all data fields with applicable information. Be sure to click “save” before entering the next exception day.

Exception Day

Reason:

Date:

Instructional Hours: The time students are in class.

Professional Development Hours:

Comments:

Reason:

Date: *

Instructional Hours: The time students are in class.

Comments:

Exception Day

Reason:

Date:

Instructional Hours: The time students are in class.

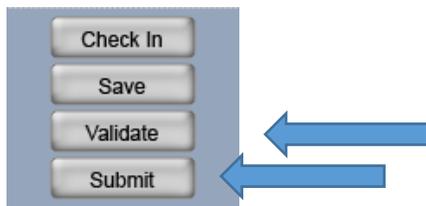
Comments:

Reason:

Date: *

Comments:

When you’ve entered all information and verify you have the minimum number of instructional hours, click “validate”. If there are any issues, you will need to fix them before submitting. If validation succeeded, click “submit”.



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: Makeup Day: Enter the number of instructional hours and reason for the makeup day in the comments.
- 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. You would need to complete both the K-6 and 7-12 columns of the calendar time breakout in minutes
- 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. What is the definition of student engagement as written in the NDCC?**
- A.6.** You can find the definition of student engagement on the NDDPI [website](#).