

INSTRUCTIONAL HOUR TEMPLATE AND CALENDAR USER GUIDE

Instructional Hours Calendar Manual



IDAHO STATE DEPARTMENT OF EDUCATION
PUBLIC SCHOOL FINANCE

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CALENDAR OVERVIEW

Idaho Code 33-512(1) requires schools to annually adopt and implement a school calendar which provides the following minimum number of instructional hours:

Minimum Required Hours	
Grades	Hours
K	450
1 - 3	810
4 - 8	900
9 - 11	990
12	979
Alternative	900

Instructional hours include the time when students are under the guidance and direction of a teacher engaged in the teaching process. School assemblies, testing, and other instructionally related activities directly involving students may be included as instructional hours. Transportation to and from school, lunch periods, breaks, recess, passing time, etc. should not be counted as instructional time.

Calculating the total hours of instruction offered for each grade grouping is a multi-step process. A school district/charter school with multiple buildings will need to work with each building individually to determine the exact hours and minutes of instruction.

HOW TO SUBMIT

Calendars for the upcoming school year are due to School Finance no later than May 31. Submit the forms by emailing Morgan Phillips at mphillips@sde.idaho.gov

The Calendar forms are available on the SDE website <https://www.sde.idaho.gov/finance/> under the header of Calendars, School Calendar Forms. Forms are available for Kindergarten, Grades 1 - 11, Grade 12, and Alternative schools.

If you have any questions during this process, contact:

- Morgan Phillips 208-332-6840 mphillips@sde.idaho.gov
- Aaron McCoy 208-332-6846 amccoy@sde.idaho.gov

STAFF DEVELOPMENT

Staff development is time set aside for the training of teachers to allow for the development of teaching skills. Staff development does not include teacher prep time, workdays, parent-teacher conferences, mentor time, etc. Idaho Code 33-512(1)(c) allows up to 22 hours of Grades 1-12 and up to 11 hours for Kindergarten to count as instructional hours. A school may choose to offer fewer than or more than 22 hours of staff development, but may only include up to 22 hours (11 hours for Kindergarten) as instructional hours. If no staff development hours are planned, leave that section blank.

Idaho Code 33-512(1)(d) states that student and staff activities related to the opening and closing of the school year, grade reporting, program planning, staff meetings, and other classroom and building management activities shall not be counted as staff development or instructional time.

Staff development may take place before the first day of school, during the school year, or after the last day of school. Staff development days can be set by the local school board as deemed appropriate.

The hours reported for a staff development day are not limited to the length of the school day. *For example, if the planned staff development is 8 hours and the school day is 5.5 hours of instruction, report the 8 hours of staff development.*

A school may choose to have students in attendance for a shortened day with staff development planned before or after the planned instruction time of the students.

SHORTENED SESSIONS

A shortened session is any day when the instructional hours are less than the instructional hours of a regular day of school.

FILLING OUT THE CALENDAR FORMS

All action steps will be highlighted this color.

Key note for the calendar form(s): Complete all **tan** colored cells in the form.

Step 1: Entering Header Information

Begin filling out the form by entering the information at the header of the form. This includes:

- District/Charter Name
- District/Charter IFARMS Number
- Building Numbers
 - Combine all buildings with the same schedule to one calendar form
- Indicate if this calendar represents a 4 Day School (mark with an 'x' if applicable)
- List Grades Served for the respective calendar

District/Charter Name	Idaho Example
District/Charter IFARMS Number	100

Building Numbers:

Check this box if this is a 4 Day School Calendar **Grades Served:**

If the exact same hours and minutes of instruction are offered to more than one grade grouping or building, only one calendar should be completed for that grouping. Remember to list appropriate grades served.

Example: If Grades 1-7 have the exact same schedule, enter 1-7 in the appropriate text box (shown below).

It is rare that the hours/minutes of instruction will be exactly the same for all Grades K-12, even if they all share the same start and end times since lower grades have recesses and higher grades have passing times.

Grades Served:

Step 2: Color-Coding the Calendar

Begin by entering the First Day & Last Day of Instruction into the appropriate text box (shown below).





08/22/22	First Day of Instruction (MM/DD/YY)	05/12/23	Last Day of Instruction (MM/DD/YY)
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The next step is to color code the calendar. Be sure to carefully view the Cell Formatting Reference Key which details the proper formatting to use on the calendar below.

- White: Regular Days
- Gray: Closed Days
- Blue: Shortened Days and/or Staff Development Days
- Red: Staff Development Days w/out Instruction

Regular Instruction days are default on the calendar along with Closed Days for required holidays and weekends.

Cell Formatting Reference Key:

 Regular Days (White)	 Closed Days (Gray)	 Shortened Days and/or Staff Development Days (Blue)	 Staff Development Days w/out Instruction (Red)
---	---	--	---

Instructions:
From the Cell Formatting Reference Key above, click on the color you wish to use and then click on the Format Painter from the home clipboard menu.
Click on your calendar cell to format the same color. DO NOT use copy and paste as it will delete the calendar numbers.
Regular days: White, Closed days: Gray, Shortened Days & Staff Development days w/ instruction: Blue, Staff Development days w/out instruction: Red.
Weekends and required holidays are already marked in gray as closed days.

The Cell Formatting Reference Key also includes instructions for how to complete the calendar portion of the forms.

If you have issues using this formatting on your computer, please reach out to mphillips@sde.idaho.gov to offer solutions/assist with the process.

As you proceed through the monthly calendars, make sure you are utilizing the proper formatting from above.

Example: Your calendar could look something like this once you have completed the color-coding process.

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Total Regular Days					

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
	Total Regular Days					8

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
	Total Regular Days					19

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Total Regular Days				10

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
	Total Regular Days					15

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Total Regular Days					11

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
	Total Regular Days					21

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
	Total Regular Days					20

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
	Total Regular Days					17

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30		Total Regular Days				20

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
	Total Regular Days					8

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
	Total Regular Days					0

Once color-coded, count the white dates (Regular days) in each month and total them in the corresponding Total Regular Days box in the bottom right corner of each month.

These totals will auto-populate the Regular Hours of Instruction Table below.

Step 3: Calculating Instructional Time Tables

Below the monthly calendars, there is an additional instructions section to help you complete the following tables.

Instructions continued...

Complete the following 3 tables by filling in the Regular, Shortened, and Staff Development Days.

Be sure to input the number of hours, minutes, and number of days planned per schedule. (Refer to the example tab if you need a visual)

Check your math with the totals of each of the 3 tables with the final totals below.

Using the Minimum Required Hours table reference, input the appropriate minimum hours for your calendar and check that you meet the requirement.

Lastly, fill in your contact information in the table at the bottom to complete the form.

Regular Day Hours of Instruction Table

Determine the number of hours and minutes of instruction for a regular day of instruction.

In the Regular Day Hours of Instruction table, fill in the Hours and Minutes columns. The table will auto-populate the decimal equivalent (calculated from your input), and number of days planned (tallied from the monthly calendars Total Regular Days boxes).

Regular Day Hours of Instruction	Hours	Minutes	Decimal Equivalent	Number of Days Planned	Totals
Per Regular Day	5.000	55.000	5.917	149.000	881.583

Early release days and delayed start days are not regular days of instruction, and those instructional hours should not be included. Instead, those hours should be included in the Shortened Day Hours of Instruction table.

Note: All the calculations are rounded to the 3rd decimal place.

Example: A 5-hour, 55-minute day of instruction would be reported as 5.917 hours (5 hours plus 55 minutes/60 minutes = 5.917). A calendar with 149 days of regular instruction time planned, the Totals column will auto-populate to equal 881.583 (149 days multiplied by 5.917 hours per day = 881.583).

Shortened Day Hours of Instruction Table

Determine the number of hours and minutes of instruction for a shortened day of instruction.

Shortened days could be early release/delayed start days planned into your instruction time.

Schools which regularly schedule shortened days on a particular day of the week, are not considered 4 Day Schools. A school that has 4 regular days of instruction and 1 shortened day each week, is not considered a 4 Day School. A school that is in operation 4 days each week and is closed 1 day each week, is considered a 4 Day School. Be sure you noted the checkbox in the header information on the form accordingly.

Step 4: Calculating Total Hours & Meeting the Minimum Requirement

Below the calendar and hour tables are a summary total of the hour tables and a verification of the minimum hour requirement. This section auto-generates based on the information provided in the tables above.

Total Number of Regular Hours of Instruction	881.583	
Total Number of Shortened Hours of Instruction	29.167	
Total Number of Staff Development Hours (Up to 22 hours for grades 1 - 12)	16.417	
Total Hours Planned for 2022-2023	927.167	*if highlighted yellow, you are below the Minimum Hours Required
Minimum Hours Required (reference key below)	900	

Based on your grades served, enter the Minimum Hours Required in the appropriate text box. Reference the Minimum Required Hours table below this section if needed.

Minimum Required Hours	
Grades	Hours
K	450
1 - 3	810
4 - 8	900
9 - 11	990
12	979
Alternative	900

While it is not mandatory, it is encouraged you plan a buffer number of hours to exceed the minimum requirement in order to protect your district in the event of an emergency closure.

Calendars are based on grade groupings, please keep in mind that if you have a varied grade grouping on one calendar, the highest minimum instruction hours in that grouping will be applied.

Example: For a calendar serving grades 1 – 7, your minimum hours required will follow the 7th grade requirement which is 900 hours.

Grade 12 calendars must be submitted separately to receive the reduction in hours for grade 12.

Step 5: Contact Information & Review

Lastly, be sure to fill out the contact information for this form. While some schools have one contact for all things calendars, some may have a separate contact regarding Emergency Closure adjustments and board minutes.

Contact Information		
	Calendar Forms	Emergency Closures
Name:	Jane Doe	Joe Doe
Email:	janedoe@example.com	joedoe@example.com
Phone:	208-123-1234	208-987-9876

*if Emergency Closures contact is the same, leave blank

Please list both contacts, however, if those contacts are one and the same, you may leave the Emergency Closure contact side blank.

Please review the entirety of your form(s) before submitted.

REMINDER: HOW TO SUBMIT

You made it through your instructional hours calendar form!

Calendars for the upcoming school year are due to School Finance no later than May 31. Submit the forms by emailing Morgan Phillips at mphillips@sde.idaho.gov

The Calendar forms are available on the SDE website <https://www.sde.idaho.gov/finance/> under the header of Calendars, School Calendar Forms. Forms are available for Kindergarten, Grades 1 - 11, Grade 12, and Alternative schools.

If you have any questions during this process, contact:

- Morgan Phillips 208-332-6840 mphillips@sde.idaho.gov
- Aaron McCoy 208-332-6846 amccoy@sde.idaho.gov

FREQUENTLY ASKED QUESTIONS

Who do I contact if I have any questions?

Please contact Morgan Phillips (mphillips@sde.idaho.gov) or Aaron McCoy (amccoy@sde.idaho.gov).

Why is it better to have a day of no attendance (vacation day) rather than a day of poor attendance?

Average Daily Attendance (ADA) from the first day of school through the first Friday in November is one of the factors used in determining salary-based apportionment and benefit apportionment.

It is in the best financial interest of a school district to maximize its attendance during this time to maximize its salary-based and benefit apportionments. A low day of attendance will lower the average daily attendance for the week. A vacation day will simply make the week a four-day week rather than a five-day week.

The State Department of Education encourages schools to examine their attendance history from prior years and isolate days that routinely have low attendance. For example, is attendance significantly impacted the Friday before Labor Day weekend? During the local fair? During the opening of hunting season or harvest? Once low attendance days have been identified, a school may want to consider adjusting its calendar to minimize the impact low attendance has on state revenues.

I thought we had to have a minimum of 180 student contact days?

No. Idaho Code 33-512(1) requires a school to provide its students a specific number of instructional hours, not a specific number of days of instruction. Neither Idaho Code nor the SDE require a school to provide a minimum number of instructional days.

We initially set our calendar in May of the prior school year and sent it to the SDE. Since then, we've made several changes. Do I need to send the SDE a new calendar?

It is important the SDE be notified of all changes to the original calendar. If the changes are extensive, a new calendar will need to be submitted to the SDE. Otherwise, an email detailing the changes is sufficient. Using the new information, the original calendars will be updated to reflect the changes.

Why do I have to complete a separate calendar for all of my Kindergarten sessions with different schedules but having the exact same number of hours?

Each unique Kindergarten schedule must independently satisfy the 450 minimum instructional hour requirement. Unforeseen emergency closures due to adverse weather conditions or facility failures could impact one Kindergarten session but not the other.

If all Kindergarten sessions have the exact same schedule, complete one calendar and make copies of the template. Indicate on each copy the schedule for that building as AM, PM, full-day, etc.

Can we offer a four-day school week?

Yes. One of the duties of your school board is to determine your school calendar. On the Public School Finance page of the [State Department of Education website](#), there is a posted List of Idaho School Districts and Charter Schools on a Four-Day Week.

If our Kindergarten schedule is less than five days a week, do I need to mark the non-attendance days as vacation days?

Yes. Any day that students are not scheduled to be in session should be indicated as a vacation day by graying it out. For example, if Kindergarten is in session Monday, Wednesday, and every other Friday, mark all Tuesdays, Thursdays, and the "off" Fridays as vacation days.

Do seniors have to meet the 990 instructional hour requirement?

No. Idaho Code 33-512(1)(f) allows the instructional time requirement for Grade 12 students to be reduced by an amount of time not to exceed 11 hours of instructional time. Therefore, Grade 12 students require a minimum of 979 hours of instruction.

Do I have to complete a separate calendar for Grade 12 students if their last day is a week earlier than Grades 9-11?

Yes. Anytime the instructional hours differ among a grade grouping (such as Grades 9-12), a separate calendar must be completed. A Grade 12 calendar is available on the SDE website. If Grade 12 students will have the exact same schedule as Grades 9-11, a separate calendar is not necessary.

Why do I need to send the SDE a copy of the school calendar that we give patrons along with the SDE calendars?

Having a copy of the "patron" calendar is very helpful when reviewing a school's calendar. Oftentimes, we can answer questions that may arise during our review process by reviewing the patron version of the school calendar.

Can we have school on a holiday?

That depends on the holiday. Idaho Code 33-512(9) requires the following days be school holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Thanksgiving Day
- Christmas Day

Other holidays, as listed in Idaho Code 73-108, must be observed with appropriate ceremonies if it falls on a school day. These holidays include:

- Martin Luther King Jr/Human Rights Day (The third Monday in January)
- Washington's Birthday (The third Monday in February)
- Juneteenth (June 19)
- Labor Day (The first Monday in September)
- Columbus Day (The second Monday in October)
- Veteran's Day (November 11)

When scheduling school on a holiday, be sure to consider the impact having school that day may have on attendance, especially if it is during the first reporting period, which ends the first Friday in November.

What is a shortened day? If students were in attendance for at least 4.0 hours, why would this be a shortened day on the calendar, but not for attendance purposes?

For calendar purposes, a shortened day is any day where planned instruction is less than regular hours/minutes of instruction. Don't confuse a shortened session with the half day reporting for attendance reporting purposes.

For ISEE attendance reporting purposes, a full day of attendance (1.0 ADA) is reported when students are under instruction a minimum of 4.0 hours (or 2.5 hours for Kindergarteners). A half day of attendance is reported when students are under instruction for at least 2.5 hours but less than 4.0 hours.

It is possible to have a shortened session for calendar purposes that is considered full-day of attendance when reporting attendance. For example, a regular day of instruction for a school is 6.0 hours. If students were released after only 4.5 hours of instruction, this would be a shortened session on the calendar because it is less than the regular instruction time of 6.0 hours. The day would be counted as a full day of attendance when reporting ADA because students were under instruction a minimum of 4.0 hours.

What should I keep in mind when determining the length of a shortened day?

For calendar purposes, any amount of time the student is under instruction is included as instructional hours. However, for attendance reporting purposes, each Grade 1-12 student under instruction 4.0 hours or more is counted as 1.0 ADA and any student under instruction at least 2.5 hours but less than 4.0 hours would be reported as .5 ADA. While a shortened session of 2.0 hours would be included as instructional hours, no attendance would be reported for that day. ISEE attendance calendars would show that day as a vacation day, staff development day, or non-instructional time and individual student attendance would be reflected to match only their time present.

To maximize ADA, a school should carefully examine the hours of instruction for its shortened sessions. A school having a shortened session of 3 hours and 55 minutes of instruction might consider adding five minutes to its instruction time if a good day of attendance is expected. Conversely, leave the instructional hours at less than 4.0 hours of instruction if a poor day of attendance is expected.

Any shortened day of Kindergarten having less than 2.5 hours of instruction is a vacation day for attendance reporting purposes. However, the hours of the shortened session (even if less than 2.5 hours) would still be included as instructional hours for calendar purposes.

Do I have to list every shortened session in the grid at the bottom of the calendar?

Yes and no. List shortened days that have the exact same instructional hours on one line.

For example, if you have shortened days on a regular basis with the exact same instructional hours offered each shortened day, indicate this in the grid with a total for all days combined. For example, if every Wednesday will be a shortened day, circle all Wednesdays on the calendar and indicate 35 Wednesdays in the first column of the grid, the total number of hours in the second column, and minutes in the third (E.G. 35 Wednesdays @ 2 hours of instruction per day/70 hours/0 minutes).

Is staff development limited to the length of the school day?

No. Idaho Code 33-512(1)(c) allows each school district/charter school to determine when staff development will occur and its duration.

Can we include hours for staff development offered prior to the first day of school or after the last day of school?

Yes. Idaho Code 33-512(1)(c) allows a school district/charter school to determine when and for how long staff development will occur.

How do I compute ADA for staff-development days?

For a full staff development day, no attendance is reported for students; report the day as a staff development day. Report 0.0 instruction time and 1.0 staff development.

If schools have a shortened session for students, with staff development sometime that day, look first to see how many instructional hours the students received:

On your ISEE calendar:

- 4.0 hours of instruction or more
 - ADA is computed as if a full-day of instruction was provided
 - Report 1.0 instruction time and 0.0 staff development
- Less than 4.0 hours but more than 2.5 hours of instruction
 - Student attendance is reported as 0.5 day of attendance
 - Report 0.5 instruction time and 0.5 staff development
- Less than 2.5 hours of instruction
 - No actual attendance for that day would be reported

- Report 0 instruction time and 1.0 staff development

What are State In-Service Days?

There are no state-mandated in-service days. Historically, many schools have set aside the first Thursday and Friday of October for staff development to allow their staff to attend regional and state in-service meetings. Idaho Code does not require that these two days be set aside for staff development. It is up to your school district/charter school whether the first Thursday and Friday are staff development days.

What is an emergency closure?

It is important to distinguish between qualified emergency closures that allow a reduction in instructional hours from emergency closures which impact the reporting of ADA, but do not allow for a reduction in the minimum instructional hours required.

For instructional hour purposes, Idaho Code 33-512(1)(c)(ii) allows a reduction in the minimum required hours of instruction by a total of up to 11 hours of emergency closures due to adverse weather conditions or facility failures.

For attendance reporting purposes, Idaho Code 33-1003A states that “When a school is closed, or if a school remains open but attendance is significantly reduced because of storm, flood, failure of the heating plant, loss or damage to the school building, quarantine or order of any city, county, or state health agency, or for reason believed by the board of trustees to be in the best interests of the health, safety, or welfare of the pupils, the board of trustees, having certified to the SDE the cause and duration of such closure or impacted attendance, shall be considered as being the same as for the days when the school actually was in session or when attendance was not impacted.”

Instructional time lost due to closures for reasons other than adverse weather conditions or facility failure, such as widespread sickness, will not qualify as emergency closure when determining if a school has satisfied the minimum hours of instruction as required per Idaho Code 33-512(1). However, for purposes of reporting attendance, such closures do qualify as emergency closures if they have been approved by a school’s trustees as an emergency closure.

When submitting calendar and attendance records via ISEE, please include your emergency closure days on the calendar record file to indicate the closure days. You will not submit attendance for those days absent due to emergency closure.

Regardless of the reason for the emergency closure, the board of trustees must certify to the SDE the cause and duration of impacted attendance or closure. A copy of the board minutes approving the emergency closure must be included with the Emergency Closure Form (available on the SDE website) submitted to the SDE.

If instructional time is lost due to school closures not due to adverse weather or a facility failure, then a school district/charter school must examine the impact of such closures on their instructional hours. If the closure(s) causes instructional hours to fall below the minimum required hours for a particular grade grouping, sufficient hours must be added to the calendar to ensure the minimum instructional hours as required in Idaho Code 33-512 are provided.

The following is a list of the more common school closures reported to the SDE. We have identified which would qualify as an emergency closure for reducing the minimum number of instructional hours required and/or would qualify as emergency closures when submitting attendance through ISEE. This list is not meant to be a comprehensive listing.

Reason	Reduction in Instructional Hours Allowed	Emergency Closure for Attendance Reporting
Adverse Weather (snow, flood, etc.)	Yes	Yes
Facility Failure (no heat, fire, etc.)	Yes	Yes
Quarantine (wide-spread sickness)	No	Yes
Reason as determined by the trustees to be in the best interests of the health, safety, or welfare of the students	No	Yes
Funeral of a student or staff member	No	Yes
State athletic tournaments	No	No
Insufficient staffing due to anything other than adverse weather	No	No
School building not ready due to construction delays	No	No