

IDAHO DEPARTMENT OF EDUCATION

Public School Finance

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Web Site:

- Idaho State Department of Education, School Finance
<http://www.sde.idaho.gov/finance/>
- Idaho State Department of Education
www.sde.idaho.gov/

CALENDARS



- Required by Idaho Code 33-512
- Calendar forms & a Manual are available on the SDE website at: www.sde.idaho.gov/finance/ under Calendars
 - 2016-2017 calendar forms are now available
 - Schools were notified via email February 11
- Include a copy of the patron school calendar with your forms
- Due to School Finance by May 31st for the 2016-2017 school year
 - Notify School Finance of changes as they occur
- Call 332-6840 with any questions

Minimum Instructional Hours as Required by Idaho Code 33-512

- Grades 9-12 - 990 instructional hours
- Grades 4-8 - 900 instructional hours
- Grades 1-3 - 810 instructional hours
- Kindergarten - 450 instructional hours

- Alternative - 900 hours

Instructional Hours May Be Reduced For Staff Development

- Up to **22 hours** for actual qualified staff development activities (11 hours for kindergarten)
 - Staff development is time set aside for the training of teachers to allow for the development of teaching skills
 - Teacher prep days, work days, parent teacher conferences, and mentor time are examples of activities **not** considered to be staff development activities
 - Staff development hours are not limited to the length of the “normal” school day and may occur prior to the first day and after the last day of school for students
 - You can have as many staff development hours as you want, but only 22 hours count as instructional time (11 hours for kindergarten)

Instructional Hours May be Reduced for Emergency Closures

- Up to a total of 11 hours for emergency school closures due to **adverse weather conditions and facility failures**
- For instructional hour purposes only, a closure due to widespread sickness is not a qualified emergency closure
- Submit the Certificate of Closure as your closures occur with a copy of your board minutes approving the emergency closure



Instructional Hours may be reduced for Grade 12 Students

- Up to 11 hours for grade 12 students ONLY
 - Many schools end the school year earlier for grade 12 students
 - If your school elects to reduce the amount of instructional time for grade 12 students, a separate calendar must be completed for grade 12
 - A calendar for grades 9-12 and a calendar specifically for grade 12 students is available on our website



School District/Charter: _____ School Name Goes Here _____ Bldg No.* _____

**2016-2017 SCHOOL CALENDAR
GRADES 1 - 3**

*USE IF CALENDARS
VARY AMONG BUILDINGS

QUESTIONS? Call 332-6840 or see our calendar manual available online with the calendar forms at <http://www.sde.idaho.gov/finance/files/calendar/school/Calendar-Manual.pdf>.

2016 JULY					NOVEMBER					MARCH				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				1		1	2	3	4			1	2	3
4	5	6	7	8	7	8	9	10	11	6	7	8	9	10
11	12	13	14	15	14	15	16	17	18	13	14	15	16	17
18	19	20	21	22	21	22	X	X	X	20	21	22	23	24
25	26	27	28	29	28	29	30			X	X	X	X	X
AUGUST					DECEMBER					APRIL				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2	5	4	5	6	7
8	9	10	11	12	5	6	7	8	9	12	11	12	13	14
15	16	17	18	19	12	13	14	15	16	19	18	19	20	21
29	30	31	25	26	19	20	21	22	23	24	25	26	27	28
					X	X	X	X	X					

 **Holiday/Vacation Day** (Use this symbol to show all days not in session.)

 **Shortened Day**

 **First & Last Days of School**

 **Staff Development**

Decimal Equivalent

- | | | |
|---|----------------|------|
| 1. Number of hours of instruction per regular day:
(Required: <u>5</u> Hours <u>17</u> Minutes) | <u>5.283</u> | Hrs. |
| 2. Number of regular days of instruction planned: | <u>153</u> | |
| 3. Total number of regular hours of instruction:
(Line 1 x Line 2) | <u>808.299</u> | Hrs. |
| 4. Number of hours of instruction for shortened days :
(Total from below) | <u>92</u> | Hrs. |
| 5. Total hours of staff development : (Total from below)
(Up to 22 hours) | <u>22</u> | Hrs. |
| 6. Total hours of instruction planned during 2016-2017:
(Lines 3 + 4 + 5) | <u>922.299</u> | Hrs. |
| 7. State minimum hours required for Grades 1 - 3 : | <u>810</u> | Hrs. |

Shortened Days/Staff Development

Date	Shortened Days Instructed		Staff Development	
	Hours/Minutes	Decimal Equivalent	Hours/Minutes	Decimal Equivalent
23 Late Start Mondays	4	92		
8/22, 8/23, 8/24			5	15
10/6, 10/7			8	16
Total		92		31

(Line 4 Above)

(Line 5 Above)

Name of District Contact for Calendar

Phone Number

When Planning a Shortened Session...

- For Calendar purposes, ANY day shorter than your regular day of instruction is considered a shortened session and should be marked on your calendar with a circle
- All shortened days should be listed in the grid at the bottom of the calendar

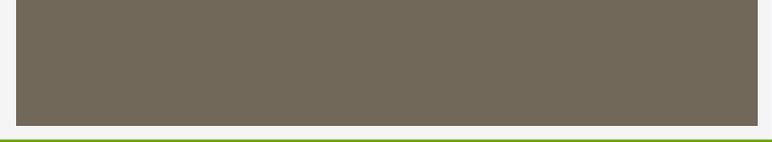


When Planning a Shortened Session... continued

- For Attendance reporting purposes, a full day of attendance (1.0 ADA) is reported for students under instruction at least 4.0 hours (excluding recess, passing time, breaks, lunch, etc)
- For Attendance reporting purposes, a half-day of attendance (.5 ADA) is reported for students under instruction at least 2.5 hours but less than 4.0 hours
- For Attendance reporting purposes, kindergarten cannot have half-sessions of attendance – the students are either under instruction a minimum of 2.5 hours or they are not counted in ADA

When Planning a Shortened Session... continued

- To maximize ADA, a district ***might*** want to keep instructional time for shortened sessions to at least 4.0 hours for grades 1 – 12 students and 2.5 hours for kindergarteners
- Bussing schedules and other issues may preclude this from occurring
- Any day with less than 2.5 hours of instruction will still be counted towards the minimum instructional hours required, but no attendance would be reported for that day



Questions...