


Days & Hours

MSBO Spring Conference 2009
George Wytko & Annie Monaweck
Calhoun ISD

Overview

- Definitions
- Overview of Requirements
- FTE Calculations
- Best Practices for Monitoring and Reporting
- Questions and Answers



Required Hours of Instruction

- 1098 hours for a traditional pupil
- 549 for a kindergarten student for 09/10
 - will be changing over the next three years
- 09/10 developmental kindergarten is prorated based on 1098 hours
- 360 hours *and* 144 days for early childhood classroom program minimum to qualify for funding (R340.1754)

Definitions

- **Instructional Time**
 - Scheduled and available to the entire pupil population
 - Classroom time with a certified instructor
 - Class is offered for credit or leads to grade progression
 - 75% of student population is *scheduled* and in attendance
 - Up to 30 minutes of passing time per day (can count one passing time to or from lunch)

Definitions cont.

- **Instructional Time**
 - Recess (if with a certified instructor)
 - can now be connected to lunch
 - up to 30 minutes per day allowable
 - Breakfast (if within an instructional setting)
 - Advisory is allowable only if credit is given and pupil/teacher ratio is not more than 35:1 (this does not include study halls)
 - Study Halls (if with a certified instructor)
 - Can count up to two if scheduled 1188 or more

Forgiven Hours

- The first **30 hours** of scheduled pupil instruction that is canceled for reasons that are beyond the control of the district may be counted toward the minimum required 1098 hours.
 - Examples:
 - Weather – fog delays, ice storms, blizzards, tornados
 - Mechanical – fire, power outage, no water, vandalism
 - Health – in epidemic proportions recognized by the city or county board of health
 - Not Countable:
 - Teacher strikes, tournaments, opening season, funerals, cancelled teacher professional development

Forgiven Hours cont.

- An additional 30 hours of forgiven time are allowed for instances that occurred after April 1st of each year
 - Must be approved by the Superintendent of Public Instruction

Forgiven Hours cont.

- Proration
 - Less than full time programs must prorate the countable forgiven time
 - A 549 hour Kindergarten Program = 15 hours of allowable forgiven time
 - A 360 hour Early Childhood Program = 10.80 allowable hours of forgiven time
 - A 450 hour Early Childhood Program = 13.50 allowable hours of forgiven time

Professional Development

- A district may count up to 38 hours of teacher professional development hours as pupil instructional hours if the following conditions are met:
 - PD time is approved by the board
 - Pupil not scheduled to be receiving instruction
 - Within the fiscal year
 - Minimum of one hour
 - Directed towards a group of teachers
 - For any given group, use lowest hours
 - Can include 5 hours on-line (MVU)

Professional Development cont.

- Allowable Activities:
 - Working toward AYP goals
 - Achieving or improving accreditation
 - Achieving or maintaining HQ status
 - Maintaining teacher certification
- Can't Count
 - Records day, parent/teacher conferences, prep hours, time setting up a room, etc.

What Doesn't Count

- Breakfast (if outside of an instructional setting)
- Lunch
- Passing time at the beginning or ending of the day
- Recess at the beginning or ending of the day
- Less than 75% of scheduled students in attendance

Full Time Equivalency (FTE)

- Full Time Equated
 - is a numeric representation of actual student instruction to required instruction to qualify for full FTE (1.00 = 1098 Instruction Hours)
 - FTE will never be greater than 1.00
 - For any student receiving less than the required instructional hours; FTE will equal less than 1.00
 - Exceptions apply

Exceptions

Developmental / Pre-Kindergarten & Kindergarten

Beginning 2009-10, a full-time pupil in **developmental kindergarten, pre-kindergarten**, or a similar class intended to be the first of 2 school years before the pupil enters grade 1 shall be determined by dividing the number of hours scheduled and provided per year for each Kindergarten pupil by the number used for determining full-time equated memberships for pupils in grades 1-12 (**1098 hours**).

Beginning in 2010-11, full-time equated memberships for pupils enrolled in **kindergarten** is determined by dividing the number of class hours scheduled and provided per year per kindergarten pupil by a number equal to 60% of the number used for determining full-time equated memberships for pupils in grades 1-12 ($1098 \times 60\% = \mathbf{658.8 \text{ hours}}$).

Beginning in 2011-12, full-time equated memberships for pupils enrolled in **kindergarten** is determined by dividing the number of class hours scheduled and provided per year per kindergarten pupil by a number equal to 70% of the number used for determining full-time equated memberships for pupils in grades 1-12 ($1098 \times 70\% = \mathbf{768.6 \text{ hours}}$).

Reduced Schedules

- Students who are requesting to be scheduled less than 1098 hours of instruction
 - Reason for the schedule reduction must be a family, economic, or educational need in the best interest of the student
- Students are eligible for **full** membership if:
 - Students with less than full schedules, but are in school at least 80% of the time (75% for 4-block schedules) – must meet pupil accounting requirements
- Examples:
 - $1098 \times 80\% = 878.40$ hours/year
 - $1098 \times 75\% = 823.50$ hours/year
- Not allowed:
 - A student only needs a few classes to graduate
 - A student with less than a full schedule due to lack of attendance

Dual Enrollment

- Pupils taking college courses
 - Must be enrolled in at least one high school course
 - Pupil's schedule must reflect the number of high school classes in order to be full time
 - No travel time is allowable
 - Courses and materials must be paid by the district
 - Course must be academic in nature or apply toward career prep
 - Course cannot be offered at the high school, or a schedule conflict must exist
 - ❖ Actual hours do not need to be computed

Waivers in Instructional Hours

- Alternative Education
 - Can schedule less than 1098 hours if approved by MDE
 - may still claim 1.00 FTE with waiver
 - Cannot seek a waiver below 80% of the required 1098 hours or 878 hours
 - Must apply annually
 - Must meet the terms of the waiver

Waivers in Instructional Hours cont.

- Travel Time
 - May be counted as instructional time
 - Up to 3 hours per week are allowed; or 36 minutes per day
 - Cannot utilize toward dual-enrollment or split schedule students
- Waiver for Increased Allowable Travel Time
 - Must apply annually to MDE for each program affected
 - Travel time must be the only reason student(s) cannot meet the 1098 requirement
 - Must meet the terms of the waiver

Common Calendars

- Mandated on July 1, 2008 (except if a previous contract is in existence)
- Developed in cooperation with your ISD
- Districts must have present year calendar + proceeding four years identified
- Terms:
 - Beginning date must be identified
 - Common winter break and spring break days
 - Encouraged to identify common PD days
- Must request a waiver to deviate from common calendar

Common Calendars cont.

- Calendars must reflect the same days scheduled
 - Including full days and half days
- Times may vary between programs and buildings
- If one building is closed, but the remaining are open, this will result in the affected building being on a separate calendar
 - Implication for 75%; taken out of denominator

Calendar Monitoring

- Best Practices
 - Monitoring all programs and buildings to ensure that their required hours are met
- [Hours Calculator](#)
- [Pupil Accounting Forms](#)
- [Monitoring Spreadsheets](#)



DS-4168B

- Preliminary clock hours report
- Ensures that you are on track to meet your required hours of instruction for the current year.
 - Can be found at:
<http://www.michigan.gov/mde>
 - Located under State Aid and School Finance forms
- Due to MDE April 15th of every year
 - Also provide a copy to your ISD Auditor

DS – 4168B cont.

- [Example Report & Instructions](#)
- Seeking information on:
 - A. How many days planned, cancelled, rescheduled?
 - B. How many hours planned, cancelled, used as forgiven, rescheduled?
 - C. How many PD hours were utilized?
 - D. Does this total meet the minimum required hours?

DS-4168A

- Final clock hours report
- Ensures that you met your (days) and hour requirement for the school year just completed
 - Can be found at: <http://www.michigan.gov/mde>
 - Located under State Aid and School Finance forms
- Due to your ISD Auditor by July 15th of every year
 - ISD Auditor must submit to MDE by August 1st of every year

DS – 4168A cont.

- [Example Report & Instructions](#)
- Part 1 (A) – Days
 - # of days on original calendar (full & half)
 - # of days cancelled
 - Not counting delays or early releases
 - # of days rescheduled
 - Total number of days actually met

DS-4168A cont.

• Part 1 (A) – Hours

(Report fractional hours as decimals, not minutes)

- # of original hours scheduled
 - Do not include PD hours
- # of hours that were cancelled
 - Full days, half days, delays, and early releases
- # of hours that were rescheduled
- # of forgiven hours that were used (up to 30)
- # of professional development hours used
- Total of all columns

DS – 4168A cont.

• Part 1 (B) – Cancelled Hours

- Date of cancellation, delay, or early release
- Description or reason for cancellation
- Hours cancelled for each program/group
- Date of rescheduling (if applicable)
- Hours made up (if rescheduled)

DS – 4168A cont.

• Part 2 – 75% Attendance

- Report whenever pupil attendance fell below the 75% requirement
- Report
 - Date of occurrence
 - # scheduled
 - # attended
 - % in attendance on that date

Contact Information

- George Wytko
wytkoq@calhounisd.org
(269) 967-3694
- Annie Monaweck
monaweca@calhounisd.org
(269) 789-2432
