

2021-2022 School Calendar Guidance

Deadlines

September 15

- Fall Submission
 - You must complete a calendar for each school
 - Enter the start and end date at the top of the calendar
 - Enter the time breakout per day in minutes (per the guidance below)
 - Enter exception days (any day that deviates from a regular instruction day)
 - Complete the PK/Kindergarten/Early Childhood Program Report
 - Complete the Notification information
 - Validate and Submit

June 1

- Spring Submission
 - Verify what was entered in the Fall is accurate
 - May need to update or delete exception days such as storm days
 - Complete the Student Performance Strategist Report (public schools only)
 - The Spring Calendar has a direct impact on your ADM calculation and **MUST** be submitted prior to submitting the Enrollment Report. Schools should review the Pupil Membership Summary Detail Report to verify that students who were enrolled for the full year show 1.0 ADM.
 - Validate and Submit (you should see your Fall submission date AND your Spring submission date)

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.

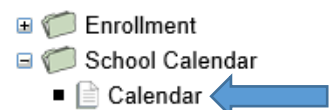
The data collected in the calendar will be used to calculate a student's membership hours, which will be used for foundation aid payments next fall.

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

Calendar Features

Only 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, this is only a snapshot in time. The calendar remains open year-round for information to flow from PowerSchool to STARS if the school has their automated file transfer turned on (in STARS). There is no "reopen" date in the spring as information will continually flow 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: Calendar
Import: [Select all imports]
School Year: 2020-2021
Entity: DPI PLANT
Filter

- 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: 09/01/2020
End Date: 07/01/2021
Frequency: Monday Tuesday Wednesday
 Thursday Friday Saturday
 Sunday

Copy a Calendar:

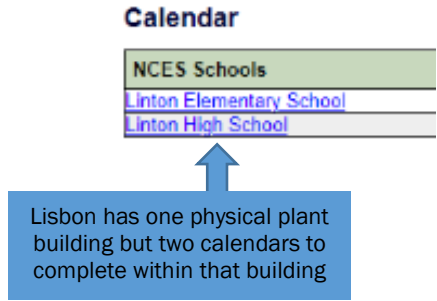
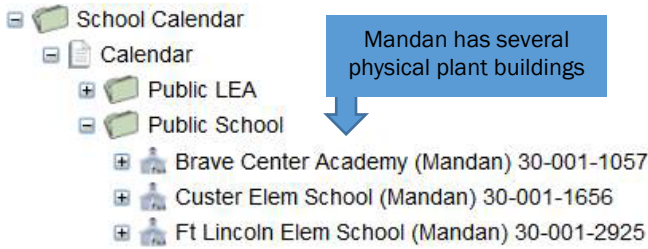
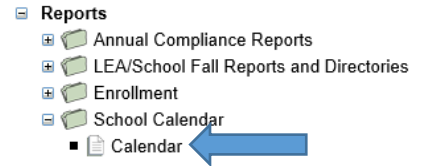
- The copy feature will allow districts with multiple calendars to copy an existing, saved calendar to another school in the district. You must be in the calendar you want to copy to; then, choose the calendar you want to copy from and then click “copy calendar”. You must complete every section of the calendar for 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': No available calendars [Copy Calendar](#)

Entering Calendar Information into STARS

1. Log into STARS
2. Under “Select Report” click School Calendar
 - a. Click “Calendar” (You will no longer see “Fall” or “Spring”)
 - b. Select your school (Each physical plant building within a district will be listed individually. If your school district has separate buildings serving specific grade levels, there will only be one choice, but when you click on the school, you will see more than one calendar to complete).



3. Enter the start and end date of the school year at the top of the page. You MUST save before moving on to the rest of the calendar.

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 must be entered for each of the following reasons below (if applicable):

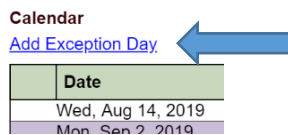
- Parent-Teacher Conferences: Enter hours students are in class and start/end time of conferences.
- Makeup Day: Enter hours students are in class and reason for the makeup day in the comments.
- School Break: Enter the reason for the school break such as “Christmas Break” or “MLK” in the comments.
- Storm Day: Schools may enter storm make-up days in the calendar. It is a local decision to either make up any missed storm days or if your total hours are over the minimum required, you may choose to not make up these days. If you choose to not make up the days, be cognizant of teacher contract days as this may affect the total.
- Other: Enter hours students are in class and enter the reason for choosing “other” in the comments, for example state basketball.
- Graduation Date
- Professional Development Day: Enter hours students are in class and PD hours.
- P/T Compensation Day: In the comments, enter P/T conference date for which they receive the comp day.
- Instructional Hours Missed Due to Inclement Weather: Only use 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). Schools do NOT have to enter every single instruction day into the calendar – only those days that deviate from the standard instruction days. The calendar will determine your instruction days when you enter the start and end dates 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). All minute data will roll up to yearly hours on the left-hand side of the page:

To enter Exception Days:

1. Click Add Exemption days:



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

Exception Day Reason: <input type="text" value="Makeup Day"/> Date: <input type="text" value="03/20/2021"/> Instructional Hours: <input type="text" value="6.5"/> <i>The time students are in class.</i> Comments: <input type="text" value="Make-up for missed storm day on 12-5-2020"/>	Exception Day Reason: <input type="text" value="Instruction Day"/> Date: <input type="text" value="11/08/2019"/> * Instructional Hours: <input type="text" value="4"/> <i>The time students are in class.</i> Comments: <input type="text" value="Early Out"/>
Exception Day Reason: <input type="text" value="School Break"/> Date: <input type="text" value="01/20/2020"/> * Comments: <input type="text" value="MLK Day"/>	

Once you've entered all information and verify you have the minimum number of instructional hours, check in, and validate. If there are any issues, you will need to fix them before submitting. Once validation succeeds, you can 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](#).