

2010-2011 DS-4168 Days and Clock Hours of Pupil Instruction

General Instructions for Completion

The DS-4168, Report of Days and Clock Hours of Pupil Instruction, is required under Section 101(3) of the State School Aid Act, and must be completed by all local school districts and public school academies. It must also be completed by intermediate school districts that operate alternative education programs or claimed FTE for Special Education Early Childhood programs. The DS-4168 is to be reviewed by the intermediate school district. The DS-4168 is due to the Department of Education by August 1st. This report must show the instructional time that the district provided each group of pupils that were enrolled and counted for K-12 membership purposes including: *special education, special education early childhood programs(SEEC), general education grades K-12, and alternative education programs (except seat-time waivers)*. A minimum of 1,098 hours of pupil instruction was required in 2010-2011 for grades 1-12, under section 101(3) of the State School Aid Act, and may consist of a combination of: actual pupil instructional hours provided; up to **six days and equivalent** hours of pupil instruction that were canceled due to circumstances beyond the control of school authorities; up to an additional *six days and equivalent* hours of pupil instruction canceled after April 1st with written approval from the Department of Education; and, up to **38 hours** of qualifying teacher professional development time. Each kindergarten session must have met a minimum of 549 hours in 2010-2011. Each special education early childhood (SEEC) session must have met a minimum of 144 days and 360 hours; except, those districts which operated under a Department approved waiver for this program. **Attach a copy of the waiver to the DS-4168.** Full-time SEEC sessions must have provided a minimum of 450 hours in 2010-2011. Canceled hours of pupil instruction and the teacher professional development hours that were counted as pupil instruction toward the minimum hours requirement must have been pro-rated for those programs that operated fewer than 1,098 hours such as half-day kindergarten sessions, SEEC programs, and alternative education programs with a waiver to operate fewer than 1,098 hours. Beginning in 2010-2011, each district shall provide pupil instruction for the greater of 165 days or the number of days of pupil instruction provided by the district in 2009-2010.

A **Part I-A** must be completed for each building or cluster of buildings that operated on a separate calendar in 2010-2011. Districts that operated on the same calendar for the entire district need only complete one Part I-A. Those grade levels in each building, or the district, that operated on the same day and hourly schedule may be reported as a group or cluster.

Part I-B is a worksheet to support Columns A1-A12 on Part I-A. Part I-B must be completed for range of grades with hours varying from the rest. For example, you may have varying hours of instruction for half-day kindergarten, grades 1-4, grades 5-8, grades 9-12, and the alternative education program. Part I-B must account for each full or partial day that pupil instruction was canceled and the corresponding instructional hours that were canceled throughout 2010-2011 (column A-8). Part I-B must also show the number of hours that pupil instruction was rescheduled as make-up time (column A-9).

Part II must be completed for the entire district as a whole for all buildings that were in operation on any given day. Part II is required information and must be completed, signed and dated for each school district.

PART I: 2010-2011 Report of Days and Clock Hours of Pupil Instruction

Part I-A (Page 2) – *Make as many copies of Part I-A as needed.*

In Section A, information is collected on the details of the original calendar and changes experienced throughout the school year. Complete the district information (or building information), on Part I-A, by supplying the following:

- the district name if doing a district wide report; or, district name/building name(s) if completing this for a building(s),
- the district code number,
- the district address - use the district's central office address,
- the telephone number of the district,
- Check "yes" if the district operated on a district wide calendar for 2010-2011. Check "no" if the district operated on separate building calendars or on separate calendars for clusters of buildings in 2010-2011. *The FTE counted for the building(s) in September 2010 must be reported if the building was short on hours in 2010-2011.*

Column A-1: Range of Grades - a range of grades is an indication of those grade levels for which the district/building scheduled the same number of days and the same number of hours of pupil instruction. *Examples* of Range of Grades are: kindergarten, grades 1-5, grades 6-8, grades 9-12, alternative education. Report A.M. kindergarten, P.M. kindergarten, and alternative kindergarten separately. **Do not include half day kindergarten sessions with other grade levels.** (Do not attempt to report hours for seat-time waiver pupils.)

Columns A-2 – A-6 collect information on **DAYS OF PUPIL INSTRUCTION**. Days refer to calendar days and are always reported in whole numbers. Any day on which pupils and teachers are present and instruction has taken place counts as one (1) calendar day regardless of the number of hours of instruction provided on that day. (Do not include Teacher Professional Development days in this information.) Complete column A-2 – A-6 for each grade or range of grades as follows...

Column A-2: enter the number of **days** of pupil instruction was scheduled on the **original calendar**.

Column A-3: enter the number of **days** on which **the entire scheduled day of pupil instruction** was canceled. Do not report those days where the start of pupil instruction was delayed or the days that pupils were released earlier than originally scheduled.

Column A-4: enter the number of **days**, from column A-4, that were **rescheduled**. Do not include scheduled half days that were extended to full days or days that pupil instruction was extended by a few minutes each day.

Column A-5: enter the number of days from column A-4 that meet the criteria of State School Aid Act Section 101(4), that is, instruction was *"...not provided because of conditions not within the control of school authorities, such as severe storms, fires, epidemics, or health conditions as defined by the city, county, or state health authorities..."*. Not more than six (6) days may be counted in this column; except, those districts with a waiver from the Department of Education for days and hours canceled after April 1, 2010 should report the total countable "forgiven" days stated in the waiver.

Column A-6: enter the total number of **days** on which pupil instruction may be counted as "provided". This number is equal to:
column A-2 minus (–) column A-3 plus (+) column A-4 plus (+) column A-5 equals (=) column A-6.

Example: An elementary building's original calendar was made up of 186 days of pupil instruction (column A-2). Twelve (12) days of pupil instruction were canceled (column A-3). The district rescheduled two (2) days (column A-4). The district is allowed to count the first six (6) days that pupil instruction was canceled under section 101(4) of the State School Aid Act

(column A-5). Pupil instruction for this elementary building may be counted for 182 days
(column A-6). Columns: A-1 A-2 A-3 A-4 A-5 A-6
 Grades 1-5 186 (-) 12 (+) 2 (+) 6 (=) 182

Columns A-7 – A-12 - collects information on **HOURS OF PUPIL INSTRUCTION**. These numbers should be recorded to the second decimal place (X.XX). Hours are actually recorded as hours plus minutes and then converted to hours; for example, six (6) hours and 20 minutes is converted to [(6 hours x 60 = 360 minutes) + 20 minutes] / 60 minutes = **6.3** hours.

Column A-7: enter the number of **hours** of pupil instruction scheduled on the **original calendar**. DO NOT INCLUDE TEACHER PROFESSIONAL DEVELOPMENT HOURS ON THIS LINE.

Column A-8: enter the number of **hours** of pupil instruction that were **canceled**. These include the hours from entire scheduled days that were canceled as well as hours canceled due to late starts or early releases.

Example: Two 6.5-hour days were canceled due to ice storm; in addition, there was a two-hour fog delay on one (1) day, and pupils were dismissed one (1) hour early on another day due to power outage. The hours reported in column 8 would be:
(2 days X 6.5 hours) + 2 hours + 1 hour = 16 hours.

Column A-9: enter the number of **hours** from column A-8 that were **rescheduled**. These could be hours when pupil instruction is rescheduled for a day not on the original calendar, and/or hours that are rescheduled by replacing a half-day of pupil instruction with a full-day of pupil instruction, and/or hours that are rescheduled by extending the school day by a few minutes each day over a period of time.

Column A-10: enter the number of **hours** from column A-8 that meet the criteria of State School Aid Act Section 101(4), that is, instruction was *"...not provided because of conditions not within the control of school authorities, such as severe storms, fires, epidemics, or health conditions as defined by the city, county, or state health authorities..."* Not more than the equivalent hours of six (6) days may be counted on this line for each building and/or range of grades; except, those districts with a waiver from the Department of Education for hours canceled after April 1, 2011 should report the total countable "forgiven" hours stated in the waiver.

Column A-11: enter the number of qualifying teacher professional development hours provided to the teachers in the grade or range of grades specified in column A-1. Beginning in 2006-2007, this number cannot exceed 38 hours for grades 1-12.

NOTE: These are hours in addition to the pupil instructional hours identified in previous columns. If the teacher professional development was not provided to the teachers as a group, the number recorded must be equal to the minimum number of hours provided to the teachers in that group.

Example: Teachers in a high school were provided 14 hours of professional development as an entire group, 10 hours of professional development in curriculum groups, and a range of 6 to 20 hours of professional development individually. Thirty is the number of hours received by all teachers in the group (14 + 10 + 6 = 30 hours).

Column A-12: enter the total number of HOURS of pupil instruction provided or "forgiven" pursuant to Section 101(4). This number is equal to:

Columns: A-7 minus (-) A-8 plus (+) A-9 plus (+) A-10 plus (+) A-11 equals (=) A-12.

EXAMPLE: A middle school building had an original calendar of 1,100 pupil instructional hours (column A-7). The building had five (5) full days of pupil instruction that were canceled due to severe weather. Each full day consists of six and a half hours for a total of thirty-two and a half (32.5) hours. This middle school also had four (4) two-hour fog delays for a total of 40.5 hours (column A-8). The district rescheduled six (6) hours by converting two (2) half-day sessions to full-day sessions (column A-9). In addition, all hours in the five (5) canceled days as well as the fog delays meet the criteria of Section 101(4) for “forgiven” hours; however, only thirty-nine (39) hours (6 X 6.5 = 39) may be counted as “forgiven” hours (Line A-10). The teachers in the building were provided 10 hours of professional development outside of the regularly scheduled classroom instruction time (column A-11). The total countable pupil instructional hours are 1,114.5 for this middle school building (column A-12).

$$\begin{array}{r} \text{Columns} \quad \underline{A-1} \quad \quad \underline{A-7} \text{ (-)} \quad \underline{A-8} \text{ (+)} \quad \underline{A-9} \text{ (+)} \quad \underline{A-10} \text{ (+)} \quad \underline{A-11} = \quad \underline{A-12} \\ \text{Grades 7-8} \quad 1,100 \quad - \quad 40.5 \quad + \quad 6 \quad + \quad 39 \quad + \quad 10 \quad = \quad 1,114.5 \text{ hours} \end{array}$$

PART I-B – (Page 3) *Make as many copies of Part I-B as needed.*

In Section B, information is collected on scheduled calendar days and scheduled hours of pupil instruction that were canceled. This information is used to assess compatibility with the Section 101(4) criteria for “forgiven” days (column A-5) and “forgiven” hours (column A-10). Complete a Section B for each building or for a cluster of buildings that shared the same day and hour schedule. Enter one line of data for **each date** on which **scheduled pupil instruction** was canceled, delayed, or released early. (NOTE: canceled teacher professional development hours are not canceled pupil instructional hours.)

Column B1 – enter the date on which there was a cancellation, unscheduled delay, or an unscheduled early release from pupil instruction.

Column B2 – enter “a” when the entire day of scheduled pupil instruction was canceled *and state the reason for this cancellation*. Enter “b” when pupil instruction is delayed for a few hours *and state the reason*, or enter “c” when pupil instruction is canceled at the end of the scheduled day *and state the reason*. Only include those days that were changed due to weather conditions or events that caused a change in the original scheduling. (Do not include those days that were originally scheduled to be released early or originally scheduled to start late as those were not “originally scheduled” hours of pupil instruction.) Reasons for changes in originally scheduled pupil instruction includes snow, ice, fog, power outage, flu epidemic, fire, bomb threat, furnace quit, etc. (Be specific and not general such as “building problems”.)

Column B3 – enter the number of hours (to the nearest hundredth) of pupil instruction that were canceled on that date. Include that information for each range of grade levels such as a.m. kindergarten, p.m. kindergarten, grades 1-4, grades 5-6, grades 7-8, grades 9-12, alternative education program, etc.

Column B4 – enter the date and hours on which pupil instruction was rescheduled as follows: If pupil instruction was rescheduled by extending a half-day to a full day or simply by adding a day to the school calendar, list that date; if the hours lost were rescheduled over a period of days (e.g. extension of the school day by 10 minutes per day for eight weeks to make up the hours lost from one canceled day), enter the range of dates and the total hours; or, if instruction was not rescheduled, leave the column blank.

Matching Part I-A (page 2) to Part I-B (page 3)

- 1.) The total number of days reported as "canceled" on Part I-A, Column A-3 should equal Part I-B, Column B2 "entire day" (a) canceled.
- 2.) The total number of hours reported as "canceled" on Part I-A, Column A-8 should equal the **sum** of Part I-B, Column B3 for the appropriate grouping of grade levels.
- 3.) The total number of days reported as "rescheduled" on Part I-A, Column A-4 should equal the sum of the number of individual days reported on Part I-B, column B4. *DO NOT INCLUDE DAYS THAT WERE EXTENDED.*
- 4.) The total number of hours reported as "rescheduled" on Part I-A, Column A-9 should equal the sum in Part I-B column B4-hours.

CERTIFICATION: The district superintendent or other authorized official must date and sign the form. Provide the name of a contact person and telephone number for that person.

PART II: 2010-2011 District Report of Days Pupil Instruction Fell Below 75% Attendance

PART II (Page 4) – The 75% pupil attendance requirement is measured *for the entire district* as a whole by comparing the actual number of pupils in attendance in all buildings as compared to the actual number of pupils scheduled to be in attendance on any given day. Part II must be completed for each day of pupil instruction that pupil attendance fell below the 75% pupil attendance requirement during the 2010-2011 school year. **Beginning in 2005-2006**, a district that provided pupil instruction for an alternative education program and does not provide instruction for pupils in all of grades K to 12 and received a waiver from the Department that allowed that district to operate 1,098 hours and meet 50% attendance must report those days that pupil attendance fell below the 50% attendance requirement. **(Attach a copy of that waiver to the DS-4168.)** Follow the four-step instructions to complete Part II on the form. Check the "Not Applicable" box if your district did not have any days that pupil attendance fell below the minimum attendance requirement.

CERTIFICATION: The district superintendent or other authorized official must date and sign the form. Provide the name of a contact person and the telephone number for that person.