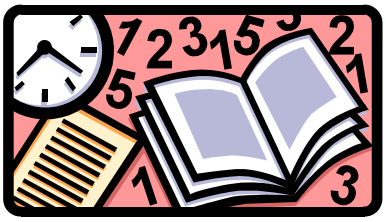
The School Finance team receives many questions concerning the 1,116 hour calendar. We hope this summary will assist in answering these questions. Feel free to contact our office at (785) 296-3872.



- SCHOOL YEAR REQUIREMENT -

FREQUENTLY ASKED QUESTIONS

1. What are the school year requirements?

K.S.A. 72-1106. "The school term shall consist of not less than 186 school days for pupils attending kindergarten or any of the grades one through 11 and not less than 181 school days for pupils attending grade 12.

"(b) Subject to a policy developed and adopted by it, the board of any school district may provide for a school term consisting of school hours." "For pupils attending kindergarten, not less than 465 school hours in each school year; and (2) for pupils attending any of the grades one through 11, not less than 1,116 school hours in each school year; and (3) for pupils attending grade 12, not less than 1,086 school hours in each school year."

2. When and how must the 1,116 hour policy be adopted by the local board of education?

Local boards of education must adopt a policy authorizing the 1,116 hour method. The Kansas State Department of Education (KSDE) must receive this information no later than September 15 of each school year. In August, KSDE will email instructions to all unified school districts how to submit this information electronically, which will constitute written notification. This policy must be adopted each school year if the local board of education elects the 1,116 hour policy. It is not necessary to adopt a policy if the board wants to go with the (186), 6-hour day method.

3. Is there a problem adopting the 1,116 hour policy but maintaining (186), 6-hour day schedule?

Many districts have adopted a 1,116 hour policy but have continued with their regular 186-day schedule. This does allow some flexibility in the yearly schedule if the school is attending more than 6 hours.

4. In determining the number of hours for the school district, should each individual building receive 1,116 hours?

All school districts must be "open for business" for at least 1,116 hours. However, for seniors, each student is entitled to 1,086 hours. *Each building, therefore, must be in session at least a minimum of 1,116 hours.*

5. What common activities can and cannot be counted toward 1,116 hours?

The beginning time is the moment when students and teachers are engaged in educational activities. A tardy bell generally signifies the beginning time of school. The ending time is when students are dismissed from the classroom.

a. Passing periods, after the end of each class, between opening and closing bells can be considered part of the school day.

b. Organized recesses not exceeding 15 minutes in length (one mid-morning and one mid-afternoon for elementary schools only) can be considered part of the school day. *However, recess immediately preceding or following lunch is not considered part of the school day.*

c. Activity periods which all students are required to attend and attendance records are maintained can be counted as a part of the school day.

d. Lunch periods and passing periods following lunch periods are not considered part of the school day.

e. Some schools have a mid-morning and/or mid-afternoon "break," consisting of 10-15 minutes. "Break" periods are not considered part of the school day.

f. Activity periods which students are not required to attend cannot be counted as part of the school day.

6. Should records be maintained at each building or at the district level?

It is highly recommended that records be maintained at each individual school. However, if records can be maintained at the central office and variations by individual schools can be designated on those records, then it would be proper for the records to be maintained at the central office. Care should be exercised that these records are being maintained for each building. The auditor will request to examine the prior year log at each attendance center audited, unless advised that all logs are maintained in the central office.

7. What is the time requirement for kindergarten students and seniors?

As outlined in K.S.A. 72-1106, kindergarten students must have a minimum of 465-hour school term. For pupils regularly enrolled in grade twelve, the school term must consist of at least 1,086 hours. Grades one through eleven must have at least 1,116 hours.

8. Please explain the inclement weather/ snow day provision in the law.

Each school district may designate inclement weather days. These days are reported to KSDE through the **Directory Updates web application** in August. For example, if a school district designates three snow days, then the school district must first make up three snow days on the designated days before any forgiveness is allowed. In this example, the first three days must be made up and the next three days missed because of inclement weather would be forgiven. **Any days missed after six (6) days must be made up.**

The same holds true for districts designating the **1,116 hour policy**. A certain number of hours would be designated and those hours must be made up before any forgiveness is allowed. ***Five days is the maximum amount allowed by law.***

> ***A child must reach age 5 on or before August 31 to enter kindergarten.***
>
> The only exception is if there is proof the child was already enrolled and attending a kindergarten program in another state prior to Kansas.
>
> There is no upper age limit for entering high school.
>
> K.S.A. 72-1107

9. How do you count time when school is dismissed early due to hazardous driving conditions?

In order to count the school day, it must have started prior to calling school off. Count as one of the following:

1) the number of hours scheduled that day if the district is under the 1,116 hour calendar; **or**
2) a full day if the district is under the 186 day, 6-hour calendar, providing a full day was scheduled.

The above-mentioned rule will also apply when you delay the start of the school day by one or two hours due to hazardous driving conditions.

Suggestions for Recording School Hours / Days

We recommend each attendance center maintain a log showing the length of each school day for the entire school year. These logs will be audited to ensure that at least 1,116 hours or (186) 6-hour days were maintained by the district. This should eliminate any problems that could arise at the end of the school year on the amount of time school was in session.

a. No time is included for early starting or late closing times such as early band practice or afternoon football practice or the lunch hour (open or closed).

b. All time reserved for parent-teacher conferences may be counted.

c. One-half of the time scheduled for staff development and inservice training programs may be counted. The training must be time reserved for staff development or inservice training programs for the purpose of improving staff skills, developing competency in new or highly specialized fields, improving instructional techniques, or curriculum planning and study.

Listed below is a suggested format for your consideration:

ABC Elementary

October **2012** — DAILY LOG OF SCHOOL YEAR — **EXAMPLE**

Month Year

Date	Start Time	Lunch Break	Closing Time	Total Hrs/Min. In Session	Comments
10/15/12	8:20 a.m.	11:45 - 12:15 p.m.	3:05 p.m.	6 hrs, 15 min.	
10/16/12	8:20 a.m.	11:45 - 12:15 p.m.	3:05 p.m.	6 hrs, 15 min	
10/17/12	8:20 a.m.	11:45 - 12:15 p.m.	3:05 p.m.	6 hrs, 15 min.	
10/18/12	8:20 a.m.	11:45 - 12:15 p.m.	3:05 p.m	6 hrs, 15 min.	
10/19/12	8:00 a.m.	11:45 - 12:15 p.m.	2:45 p.m.	3 hrs, 7.5 min.	staff development