Original and Amended School Calendars

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KSIS End-of-Year Training April 21, 2016

The End-of-Year training sessions will be recorded and available for reference on the KSIS Training Web page in approximately 7 – 10 days.

Objective

- Ensure school districts use the correct procedures for successful submission of their 2016-17 Original Calendars and 2015-16 Amended School Calendars
- Calendar compliance issues may include:
  - Weather days
  - Emergency hours
  - Make-up days
  - Break days
  - Disaster days
  - Teacher equivalency days
  - Holidays
  - Nontraditional days
  - Etc.

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Calendar Facts

Calendars must be submitted to KDE prior to June 30 in accordance with 702 KAR 7:125. The calendar is verified for compliance with statutes, regulations and legislation established by the KY General Assembly.

- All calendars must be submitted electronically through the KDE Web Application: https://applications.education.ky.gov/login/
- If you need help with accessing this site or with user name/password assistance, please contact your district WAAPOC (Web Application Administrator Point of Contact). Information regarding WAAPOCs can be found at: WAAPOC School District Contacts
- **2016-17 Original Calendars can be submitted to KDE after April 25**
- **2015-16 Amended Calendars can be submitted to KDE after the last day of the school term**

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Amended Calendar Requirements

HB 211 SCS1 – School calendars

- HB 211, as recently enacted by the General Assembly, provides flexibility for school districts to adjust school calendars in order to provide 1,062 hours of instruction
  - In the event this number of hours cannot be met despite the best efforts of the district, the district may request a waiver from the KDE Commissioner to set the last instructional day to occur on June 5, 2016
- If any school district believes they will have instructional days beyond June 5, they need to contact their field staff representative to discuss possible options

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Strategies to reach 1,062 by June 5

- Lengthen the school day
  - Not to exceed 420 instructional minutes per day
- Convert non-instructional days (spring break days, Memorial Day, professional development days) to instructional days
  - Election Day may be used as an instructional day if no school in the district is used as a polling place
- Minimize non-instructional time (recess, passing time) during the existing day

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Requesting a waiver

If a local district has implemented these strategies to reach 1,062 instructional hours and anticipates it cannot reach these hours by June 5, 2016:

- The district shall request assistance by **May 1, 2016**, if it does not wish to continue past June 5
- If, after providing planning assistance, the Commissioner determines the school district has maximized instructional time but cannot complete 1,062 hours by June 5, the district shall receive a waiver for any hours that would occur after June 5

Note: Since the calendar is particular to each individual school, the waiver will be granted based on the need of each individual school in the district

Options for Classified and Certified Staff

Instructional minutes added to a scheduled day

- If a district has added minutes to a regular instructional day in the effort to reach 1,062 instructional hours, added time can count toward a contract day for certified personnel
  - For example, a district may have had a regular day set at 375 minutes, but as of March 15, extended the day to 400 minutes. That extra 25 minutes each day can count toward a regular day. Since a regular day was established at 375 minutes, it would take 15 days of extended time to make a contract day.

Use of banked time previously established in the district

- If a district has established a policy stating the time in excess of 360 instructional minutes will count toward contract days for certified staff – this is a local decision

Work compensatory time

- Classified staff may be assigned to work additional time to count toward contract days as long as the total work time for a week is no more than 40 hours
  - Duties assigned for the compensatory time should be commensurate with the employee's regular job description.

NOTE: Districts are encouraged to consult with local legal counsel, prior to making any significant changes to employee contracts.

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Common errors

- Gaps in school months
  - Check your school month ranges to make sure there are no gaps in the school months
  - Be sure to include all coded days in your 10th month calendar range
- There must be 20 days in each school month excluding the 10th month – it can contain less days
- Days in calendar cannot have more than one Day Event Type
- "Invalid day of the week, not 1-5"
  - This indicates that a Saturday or Sunday is selected as a school day

Note: It is Best Practice to use the edit reports before submitting your calendar

Common errors

- Hours: A calendar must consist of a minimum of 1,062 hours of instruction
- Original calendars must have a minimum of 170 instructional days
- Day Event Types are entered for Mondays through Fridays only
- Each week day (other than a regular day) must have an event type
  - No weekdays should be omitted or 'Xed" out in the Calendar
- Original calendars should include Make-up days equal to the maximum number of weather days in the 12-13 through the 14-15 school years
  - KDE staff checks this information manually during the Original Calendar submission process
- Unused "Make-up" days should be removed and not reported on the Amended Calendar

Preparing the Calendar in Infinite Campus

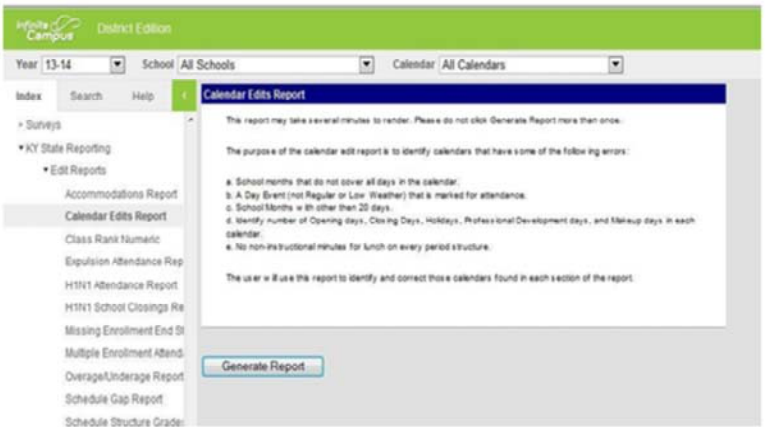
Once calendar edits are complete in Infinite Campus, it will be beneficial to run the following reports prior to creating and submitting the Amended Calendar

Calendar Edits Report
Generate the **Calendar Edits Report**

Path:
Index>KY State Reporting> Edit Reports> Calendar Edits Report

Instructions:

- Select the school year and "All Schools" or a single school at the top of the screen
- Click Generate Report.



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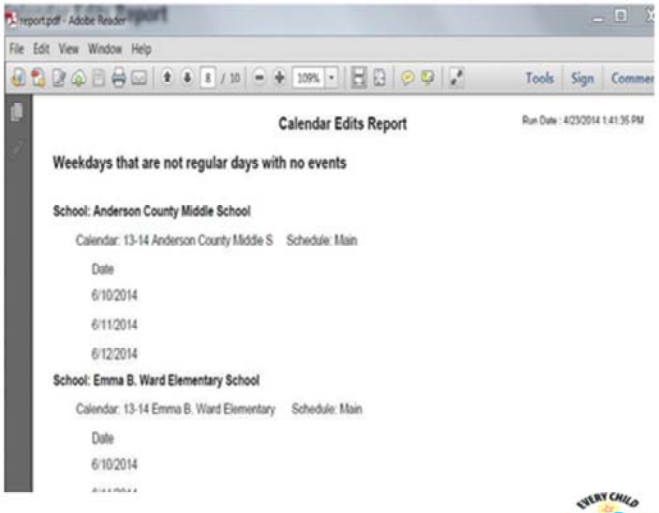
Calendar Edits Report

- Days with more than 1 event
- Days Outside of School Months
- Day Event Attendance
  - Indicates a Day Event incorrectly marked for attendance (Example: PD day/Holiday)
- School months with other than 20 days
  - Lists any month that does not meet the 20 day rule.
- Event Existence
  - The number of Opening, Closing, Makeup, Holidays and Professional Development days.
- Missing Lunch Minutes
  - A schedule that is missing lunch minutes
- Weekdays that are not regular days with no events
  - It will note if a school day is not marked as an event (other than a regular day).



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Calendar Summary Report

Path:

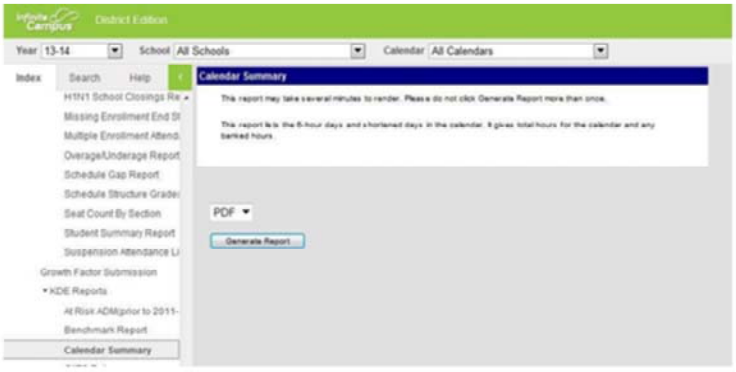
Index>KY State Reporting> KDE Reports> Calendar Summary

Instructions:

- Select the school year and "All Schools" or a single school at the top of the screen
- Click Generate Report

The Calendar Summary Report indicates the following:

- number of six hour days
- any shortened days
- total instructional hours
- the amount of banked time for each calendar



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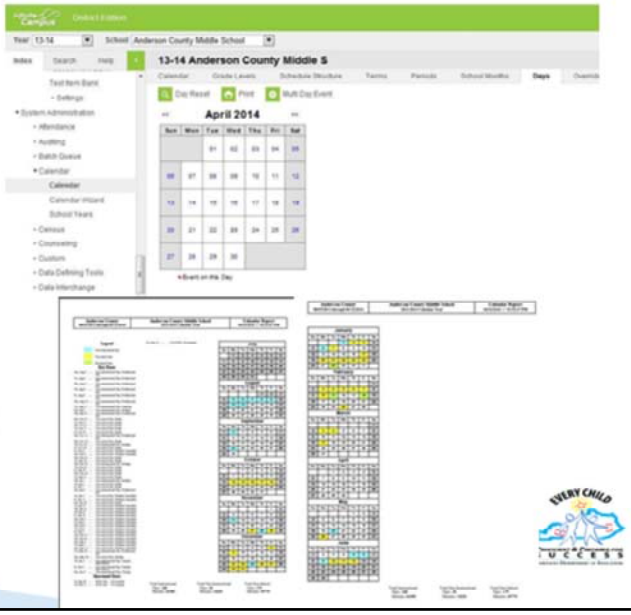
Calendar Report

Path:
Index>System Administration>Calendar

Instructions:
Select Days Tab and then select Print Icon.

About the Calendar Report:

- The Calendar Report will capture the entire school year in one snapshot
- Highlighting the Non-Instructional Days and Non-School Days assigned



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Creating Calendar File

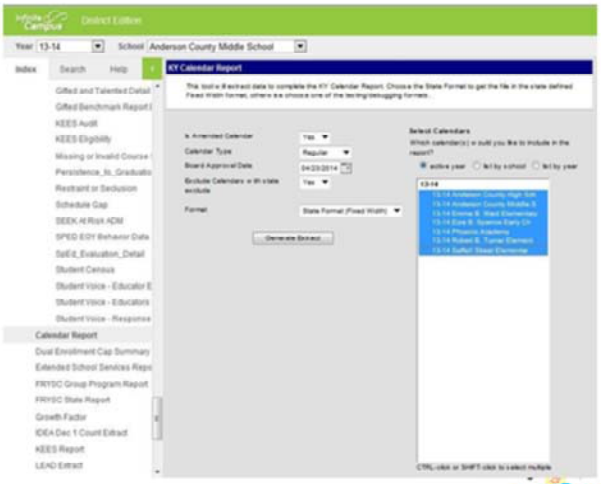
Path:

Index > KY State Reporting> Calendar Report

Instructions

Complete the following drop downs:

- **Is Amended Calendar**: Yes or No
- **Calendar Type**: Regular
- **Board Approval Date**: XX/XX/2016
- **Exclude Calendars with state exclude**: Yes
- **Format**: State Format (Fixed Width)
- **Select Calendars button**: list by year
- **CTRL-click or SHIFT-click to select all required calendars to be submitted for 15-16**
- **Click**: Generate Extract Button



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Saving the Calendar File

- Save As window will pop up and will by default have the File Name and Save as type correct
  - Note the location of where this file will be saved so it can be retrieved for uploading to KDE
  - The file name and type must be CALXXX.16 for amended or CALXXX.17 for original calendars
  - XXX = District number

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Submitting the Calendar File

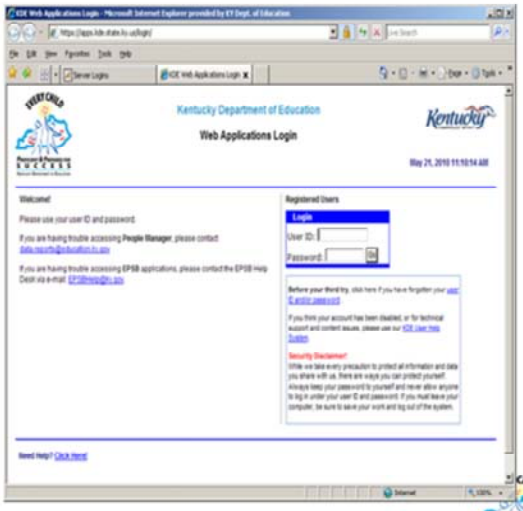
KDE–Web Application
Menu for Calendar File Submission Instructions:

- **Open Internet Browser and type in the URL address** https://applications.education.ky.gov/login/
- **Enter your KDE web User ID and Password**
- **Click on "Go" button**

After successful login, the web applications menu appears:

- **Click on the link Kentucky School Calendar and this will take you to the file submission window**

Note: If there are issues with logging in or the user name/password, please contact your district WAAPOC



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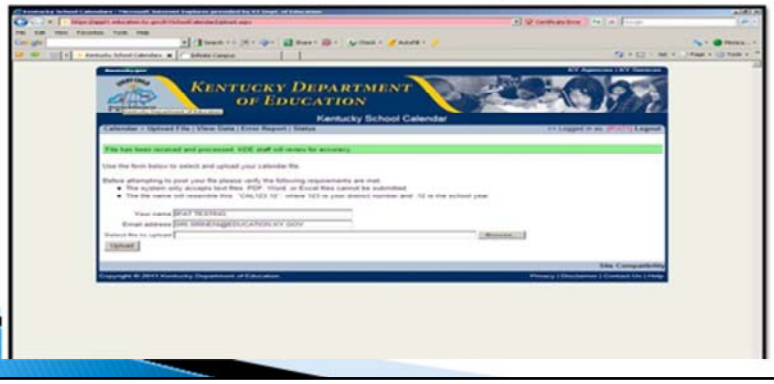
Submitting the Calendar File

Note: The file name should resemble "CALxxx.yy" where xxx stands for the 3-digit district code and yy stands for 2-digit calendar year

- After selecting the file to submit, click on the "Upload" button
- A message will appear on the screen in green, indicating the file was successfully uploaded

The system will notify KDE that the file has been submitted successfully

- If your file submission was successful you can "Logoff" to sign out of the application



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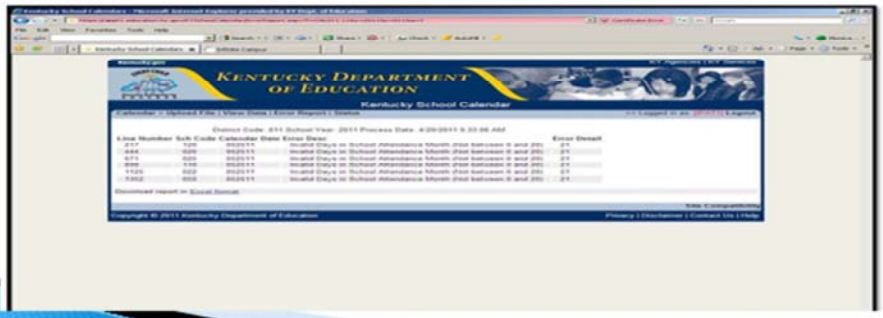
What if the calendar file is rejected?

- An error listing will be generated by the Calendar Application indicating the file errors
- The list of errors will indicate the type of errors and where the error is
- The error(s) must be corrected, your calendar edit reports reran, then resubmitted



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Automated Email

- An automated e-mail message will be forwarded to the submitter stating the file was successfully submitted to KDE
- Auto Error Return will identify errors in the district's calendar submission and will send an automated approval or rejection notice by e-mail
- The Auto Error Return system will not allow multiple calendar submissions to prevent overlap

Calendar Review by KDE

- The calendar is reviewed manually by KDE field staff to verify the mandated requirements
  - If the calendar does not meet the requirements, the submitter will be notified to correct and resubmit
- If the school district has changed the calendar and needs to resubmit the file, a request for re-submittal must be obtained from the assigned KDE field staff consultant
  - To prevent an overlap, the calendar application will not permit a district to submit a calendar more than once unless KDE gives permission

KDE Field Staff Consultants

RUTH WILKES: 859-583-3417
SCOTT ROSE: 606-776-0798
SHEILA HARNED: 270-705-9158

For information on how to request planning assistance, please contact Cheri Meadows by e-mail at cheri.meadws@education.ky.gov or by telephone at (502) 564-5279, ext. 4451.

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