

# Appendix E—School Day, Week, Year

SENATE FILE NO. 117  
EXHIBIT NO. 4  
DATE 2-9-05  
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## SCHOOL YEAR AND SCHOOL WEEK

1. The school fiscal year must begin on July 1 and end on June 30 (20-1-301).
2. The school district shall schedule a school term of at least 180 days, Monday through Friday, and the minimum aggregate hours, in accordance with state law (20-1-301 and 20-1-303 MCA).
  - a) 90 days and 360 aggregate hours of pupil instruction for kindergarten.
  - b) 180 days and 720 aggregate hours for grades 1 through 3.
  - c) 180 days and 1,080 aggregate hours for grades 4 through 12.
  - d) *Exception:* 175 days and 1,050 aggregate hours for graduating seniors.
3. A Saturday may not count as an instructional day unless it is used as a make-up day when an emergency has closed the school during the regular school week. In such emergencies, approval for holding school on a Saturday must be obtained from the superintendent of public instruction except where an emergency is of one day's duration in which instance the district through its own procedure may approve the make-up day (20-1-303 MCA).

## STANDARD SCHOOL DAY

1. "A school day of pupil instruction must be at least 2 hours for kindergartens, at least 4 hours for grades 1 through 3, and at least 6 hours for grades 4 through 12. The number of hours in any one school day may be reduced at the discretion of the trustees if the total number of pupil instruction hours in the school year is not less than the minimum aggregate hours required in 20-1-301 MCA." (20-1-302 MCA)
  - a) Lunch time may not be counted toward meeting the standard school day nor minimum aggregate hours required.
  - b) "... unstructured recess periods may **not** be counted as part of the mandated hours of pupil instruction. However, recess periods, for which there has been an identifiable effort to provide guidance and structure and which are directly or indirectly under supervision of the certified teacher, may be counted as pupil instruction under 20-1-101(11) and 20-1-302 MCA."
  - c) Although passing time between classes may be counted toward meeting the standard school day and the minimum aggregate hours required, passing time may not be counted as instructional time needed to meet the requirements of a "unit" of time. (Rules 10-55.902, 904-906)

## Hours and Days of Instruction Pupil instruction-Related Days

### 10.65.101 POLICY GOVERNING PUPIL INSTRUCTION-RELATED DAYS APPROVED FOR BASE FUNDING PROGRAM CALCULATIONS

(1) A school which in any fiscal year was in session for at least 180 pupil instruction days and provided the minimum aggregate hours required (20-1-301) may count for the year's foundation program a maximum of seven PIR days with a minimum of three of the days for instructional and professional development meetings or other appropriate inservice training. These seven PIR days in addition to the required 180 pupil instruction days and the minimum aggregate hours may be counted provided that such additional days did not include any time counted for pupil instruction as provided in 20-1-302, MCA and were used for one or more of the following purposes in accordance with the regulations hereby established:

(a) Staff orientation held prior to the beginning of pupil instruction for the purpose of organization of the school year.

(b) Staff professional development programs scheduled during the year for the purpose of improving instruction (ARM 10.55.714) shall include annual instructional and professional development meetings. Staff may attend either the instructional and professional development meetings or attend the equivalent number of hours of other appropriate inservice training as prescribed by the board of trustees. The board of trustees shall not prescribe equivalent hours during time approved for PI funding.

(c) Parent-teacher conferences for the purpose of acquainting parents with the school and the progress of their children. This day may be divided into hourly increments so as to provide six (6) hours over two (2) days and may occur in addition to, but may not duplicate, a pupil instruction (PI) day.

(d) Post-school record and report completion at the end of the pupil instruction year. This day may be divided so as to provide one-half day at the end of each semester or quarter.

(e) A school district may count for the year's foundation program a total of not more than three and one-half days in addition to the required 90 pupil instruction days and the minimum aggregate hours required for kindergarten purposes, the above-named purposes.

10.65.102 REPEALED.

10.65.103 PROGRAM OF APPROVED PUPIL INSTRUCTION-RELATED DAYS (1) A copy of the program planned and executed for each day approved by the board of trustees (except the annual instructional and professional development meetings) must be kept on file in the office of the appropriate school official.

(2) The program(s) for each approved day referred to in ARM 10.65.101 (1) (a) - (d) shall be planned and executed so as to require the participation of each professional staff member for a total of six hours for each approved PIR day. Professional development time may be divided into no less than two hour increments to facilitate delivery of professional development programs.

(3) Saturdays and holidays, while not pupil instruction days, may be approved for pupil instruction-related days noted in ARM 10.65.101 (1) (a) - (d).