

## **ACADEMIC CALENDAR GUIDELINES 2023-2024**

**Hours eligible to count as “instructional hours” include time when the building is open and all students are:**

- Attending regularly scheduled classes including; homeroom, study halls, daily announcements.
- Participating in supervised activities such as assemblies.
- Participating in approved education options.
- Participating in co-curricular activities during the scheduled school day.
- Time spent in religious instruction or worship including; morning prayer and mass.
- Morning and afternoon recess periods of no more than fifteen minutes each for students in grades kindergarten through grade 6.

**The following activities cannot count as “instructional time”**

- Time spent during lunch and breakfast periods.
- Recess minutes that exceeds the two fifteen minute periods for grades kindergarten through 6.
- Extracurricular activities.

**As part of the 1060 minimum hours for schools in the Archdiocese of Cincinnati, schools may include:**

- Up to two equivalent days for the purpose of individualized parent-teacher conferences.
- These two days are highlighted in green on the calendar template and students should not be in school on these days.

**Professional development days are in addition to the 1060 minimum for schools in the Archdiocese of Cincinnati.**

- Up to two equivalent days for the purpose of professional meetings of teachers.
- In addition, Archdiocesan Schools must also include one equivalent day for the purpose of religious/faith formation development.

**An “equivalent day” is:**

- The number of hours in an “equivalent day” for a school is the average hours the school meets per day. This is calculated by the total number of hours met divided by the total number of days the school was open. For example, a school that is open for 1,090 hours and was open for 175 days would have an equivalent day equal to 6.23 hours (this excludes lunch and breakfast periods and extracurricular activities).

**Early release of high school seniors:**

- The minimum number of hours for which pupils must be in attendance for Grades 7-12 is 1060 hours. Grade 12 students can be excused from attendance for up to the equivalent of three school days. For example, if your school day is seven hours long,

excluding lunch; then a twelfth-grade student could be released a maximum of 21 hours prior to the official last day of school (typically this is for high school graduation purposes); this applies to high school seniors only.

**State of Ohio minimum requirements:**

- 455 hours for students in half-day kindergarten.
- 455 hours for Early Childhood Education entitlement programs .
- 910 hours for students in full-day kindergarten through Grade 6.
- 1,001 hours for students in Grades 7-12.

**Archdiocese of Cincinnati Catholic School Requirements:**

- Minimum number of instructional hours per year 1060.
- Schools shall not have fewer instructional hours per year than the public district in which the school is located, unless permission is obtained by the Superintendent of Schools.
- [ORC Section 3318.482](#) currently provides schools the option to create assignments that students access online or via blizzard bags on days that school is not in session due to illness or weather. This provision can be used to make up the instructional-hour equivalent of **three school days**. Schools may include an online instruction component as a part of their 'blizzard bag' plan.
- The following are the requirements for a 'blizzard bag' plan.
  - The teaching staff will create a sufficient number of lesson plans to make up the missed hours.
  - Teachers will submit their lessons to the principal for approval and posting on-line to the school website and or the school management system.
  - Paper copies will also be available for those students who do not have computer access at home.
  - All lessons will be completed within two weeks of the date assigned.
- Schools shall not have fewer than 1030 instructional hours after subtracting hours due to inclement weather, and school emergencies.

***Updated 1/5/23***

*The update revises the language under "As part of the minimum hours schools may use", this is for clarification only, it does not change the requirements.*