

ACADEMIC CALENDAR GUIDELINES 2024-2025

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 minimum hours, schools may use:

- Up to two equivalent days for the purpose of individualized parent-teacher conferences.
- 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.
- Schools shall not have fewer than 1030 instructional hours after subtracting hours due to inclement weather, and school emergencies.
- **HB33 took effect on October 1, 2023**, changing the calamity day policy for schools. Previous blizzard bag policies are no longer in effect.
- Schools may now use an online day plan to make up the equivalent of up to three school days via online delivery under allowable scenarios. These plans are an alternative to making up school hours due to school closure.
- The allowable circumstances that could require a calamity day(s), as specified in law, include:
 - Disease epidemic
 - Hazardous weather conditions
 - Law enforcement emergencies
 - Inoperability of school buses or other equipment necessary to the school's operation
 - Damage to a school building
 - Other temporary circumstances due to utility failure rendering the school building unfit for use
 - Please note that the statute does not include in the list of eligible circumstances: staffing shortages, parent-teacher conferences or professional development days.
- Each plan should be designed to ensure continuity of learning for students during a school closure. Each school is required to adopt an online day plan by Aug. 1 of each school year. **The plan should be kept on file at the school.** The plan must include all of the following:
 - A statement that the school, to the extent possible, will provide for teacher-directed synchronous learning in which the teacher and students are interacting in real time on a virtual learning platform during the closure
 - The school's attendance requirements, including how the school will document participation in learning opportunities and how the school will reach out to students to ensure engagement during the closure.

- A description of how equitable access to quality instruction will be ensured, including how the school will address the needs of students with disabilities, English learners, and other vulnerable student populations.
- The process the school will use to notify staff, students and parents that it will be using online delivery of instruction.
- Information on contacting teachers by telephone, email or a virtual learning platform during the closure.
- A description of how the school will meet the needs of staff and students regarding internet connectivity and technology for online delivery of instruction.

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