

School Closing and Required Instructional Time

Diocese of Madison, Wisconsin

The school calendar must provide **at least 1,050 hours of instruction per academic year.**

- According to diocesan policy and the requirements of the Wisconsin Religious and Independent Schools Accreditation (WRISA), each elementary school and each school that combines elementary and middle school grades (PK-8 or K-8 etc.) must prepare a calendar that provides a minimum of 1,050 hours of instruction per academic year.
- Any time in which instruction occurs for all pupils is considered “instructional time.”
- Hours are calculated from the beginning of instruction to the end of instruction each day.
 - i.e. The first bell rings at 7:55 am for students to begin moving to their classrooms. A second bell rings at 8:00 when students should be seated and instruction begins. The instructional hours are calculated beginning at 8:00.

What is counted as “instructional time?”

- Class time
- Recess is counted, however it may not exceed more than 30 min./day.
 - i.e. There are 15 minutes of recess in the morning, at lunch and in the afternoon, for a total of 45 minutes of recess. Only 30 min. of the 45 min. counts as instructional time.
- Time to transition between classes, activities or to transfer between classrooms

What is NOT counted as “instructional time?”

- Lunch is NOT counted as instructional time.
- Time for parent-teacher conferences
- Time for professional/staff development
 - You DO count the part of the day during which students are in the classroom, receiving instruction.
 - You DO NOT count the part of the day that the students are not in the classroom, receiving instruction.
- Days on which class is not held.

When must you make-up days canceled for snow or bad weather?

- Only when you fall BELOW the required number of instructional hours.
 - If you have 6 hours of instruction per day and thus need 175 days in order to meet 1,050 instructional hours, and you have less than 175 days of school due to bad weather, then you need to make-up days.
 - If you have 6 ½ hours of instruction per day and thus need 162 days in order to meet 1,050 instructional hours, and you have less than 162 days of school due to bad weather, then you need to make-up the day.
 - If you have 7 hours of instruction per day and thus need 150 days in order to meet 1,050 instructional hours, and you have less than 150 days of school due to bad weather, then you need to make-up the day, etc.