



Policies & Procedures Manual

Policy Number: GE-18	Issued/Revised: 7/1/13
Policy Section: General	Policy Owner: School Finance
Subject: INSTRUCTIONAL HOURS AND PROGRAMS	

I. PURPOSE:

The purpose of this guideline is to clarify what qualifies for classroom instruction hours pursuant to Arizona Revised Statutes (A.R.S.) § 15-901 and the procedure for instances where school districts and/or charter holders do not meet the statutorily mandated minimum annual instructional hours.

II. DEFINITIONS:

A. According to A.R.S. § 15-101, a **"course"** is defined as organized subject matter in which instruction is offered within a given period of time and for which credit toward promotion, graduation or certification is usually given. A course consists of knowledge selected from a subject for instructional purposes in the schools. A **"subject"** is defined in A.R.S. § 15-101 as a division or field of organized knowledge, such as English or mathematics, or a selection from an organized body of knowledge for a course or teaching unit, such as the English novel or elementary algebra.

B. The State Board of Education prescribes the minimum course of study in required subject areas and competency requirements for specific grades in Ariz. Admin. Code R7-2-301. See the following hyperlink to view the Arizona Administrative Code cited in this Guideline: http://www.azsos.gov/public_services/Title_07/7-02.htm#Article_3 The minimum course of study in required subject areas and competency requirements for graduation from high school are listed in Ariz. Admin. Code R7-2-302 and Ariz. Admin. Code R7-2-302.04.

C. The Arizona Department of Education has defined instructional hours as time during an instructional program when students are engaged in regularly scheduled instruction, learning activities or learning assessments within the curriculum of study. Instructional hours provided by the school are characterized by a teacher, who is teaching to an objective that is taken from the academic standards approved by the Arizona State Board of Education and focused on a specific lesson, using curricular materials adopted by the school board and assessed for student performance. The presence of the following items (or lack thereof) are indicative of the time being considered instructional time:

- A plan of study developed by the teacher;
- Lesson plans developed by the teacher;
- Scope and sequence;
- Curriculum;
- Student objectives for learning;
- A description of how the instructional time links to a students' course of study completion or grade level advancement;
- Proof that credit was earned for successful completion of the course assessed; and

- Actual assessment of individual student performance against the instructional period's objectives.

D. Instructional hours do not include periods of the day in which an instructional program or course of study is not being offered. If the period of the day is not included in the state board of education's approved minimum course of study, then that period of the day is *not* instructional time as required in A.R.S. § 15-901. See Ariz. Admin. Code R7-2-301 and R7-2-302. Additionally, *instructional time does not include:*

- Lunch and recess pursuant to A.R.S. § 15-901.
- Homeroom period, study hall period, daily or weekly assembly, periods of time that are voluntary for students to attend, any period of time not considered an instructional period, early release and late start hours as determined by the Arizona Department of Education.

III. GUIDELINE:

INSTRUCTIONAL HOURS REQUIREMENTS

A. A student must be enrolled in an instructional program that meets for the required annual classroom instructional hours per grade as specified in A.R.S. § 15-901. A less than full time instructional program must be prorated in accordance with A.R.S. § 15-901. The statutorily mandated annual instructional hours for FY2010-2011 and each fiscal year thereafter are as follows:

Grade Level	INSTRUCTIONAL HOURS PER YEAR		
	FY2010 AND PREVIOUS FISCAL YEARS	FY2011 AND FISCAL YEARS THEREAFTER	AOI* FY2011 AND FISCAL YEARS THEREAFTER
Kindergarten	356	356	346
1, 2 and 3	712	712	712
4, 5 and 6	890	890	890
7 and 8	1,068	1,000	1,068
9, 10, 11 and 12	720	720	900

* Required hours listed pursuant to A.R.S. § 15-808. Pursuant to A.R.S. § 15-808, determining the average daily membership (ADM) for AOI students in kindergarten programs and grades 1 through 8 is determined by dividing logged instructional hours by required hours as specified in A.R.S. § 15-901. For kindergarten programs and grades 7 and 8, AOI required hours do not match required hours specified for part-time and full-time students, which are to be used as the divisor, pursuant to A.R.S. § 15-901. For kindergarten programs, logged instructional hours are to be divided by 356. For 7th and 8th grade students, logged instructional hours are to be divided by 1,068. ADM for high school students is determined by dividing logged instructional hours by 900. The ADM of a pupil in AOI shall not exceed 1.0.

A program for a preschool child with a disability must meet at least 360 minutes each week in order for the child to be considered a fractional student. Programs for a preschool child with a disability must be provided for the full instructional year in order for a preschool child with a disability to be reported with a tuition payer code of 1.

B. Through FY2011-2012, a full time instructional program for grades 9 through 12 must meet at least 720 hours for the minimum number of days required and include at least 4 subjects each of which, if taught each school day for the minimum number of days required in a

school year, would meet a minimum of 123 hours per year, or the equivalent, or one or more subjects taught in amounts of time totaling at least 20 hours per week prorated for any week with fewer than five school days. A.R.S. § 15-901. Beginning FY2012-2013 and each fiscal year thereafter, a full-time student in grades 9 through 12 must be enrolled in four (4) or more subjects which count toward graduation as defined by the state board of education. Each subject must meet at least 123 hours for the required number of days (180) during the school year, or the equivalent. All four or more subjects combined must meet at least 720 hours for a 180 day school year. "Or the equivalent" may include:

- 4 or more subjects offered 1 or 2 or more at a time;
- 4 or more subjects offered on alternating days; or
- 4 or more subjects offered through other schedules.

Each subject must meet at least 123 hours and all subjects combined, 4 or more, must meet at least 720 hours. The two statutory exceptions are:

i. Effective through June 30, 2013, school districts operating an approved alternative education program may count pupils as having attended full time in any week for which the pupil was enrolled in and physically attended at least twenty hours of instruction during that week. A.R.S. §§ 15-796, 15-797. School districts operating an approved alternative education program are required to provide the annual number of hours of instruction contained in A.R.S. § 15-901.

ii. Effective through June 30, 2013, charter schools operating on an approved alternative calendar may count pupils as having attended full time in any week for which the pupil was enrolled in and physically attended at least twenty hours of instruction during that week. A.R.S. § 15-797. Charter schools operating on an approved alternative calendar are required to provide the annual number of hours of instruction contained in A.R.S. § 15-901.

IV. PROCEDURE FOR NON-COMPLIANCE

If school districts or charter holders are not in compliance with the requirements for annual classroom instruction hours pursuant to A.R.S. § 15-901, then annual equalization funding shall be prorated accordingly.

Example:

A school with deficient annual instructional hours will have their reported membership decreased based on the actual amount of instructional hours provided compared to the required annual hours contained in statute. For instance, a school that provides 90% of the required minimum hours will have the reported membership days reduced by 10%, thus ADM will be reduced by 10%. Annual equalization will be based on this revised ADM.

RELATED FORM(S)/LINK(S):

A.A.C. R7-2-301: http://www.azsos.gov/public_services/Title_07/7-02.htm#Article_3

CONTACT:

If you have any questions related to this policy, please contact your ADE School Finance Account Analyst (<http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>).

POLICY HISTORY (SUPERCEDES):

GE-18 Rev. 11/08 & Previous