

**SUBJECT: INSTRUCTIONAL TIME WHEN SCHOOL / RELIGIOUS  
EDUCATION CLASS IS CANCELLED - PS, SS, RE**

**NUMBER: 6080**

**SUPERSEDES DATE: 9/1/2011**

**EFFECTIVE DATE: 8/30/2016**

## **I. POLICY**

It is the policy of the Diocese of Green Bay, for the purpose of best instructional practice, to have a consistent standard with regard to instructional time when school/religious education class is cancelled.

## **II. PURPOSE**

It is the purpose of this policy to comply with state statutes and diocesan policy concerning annual school hours and religious education instruction hours when it is necessary to cancel school/religious education classes because of safety concerns, widespread illness, inclement weather or other legitimate reasons.

## **III. RESPONSIBILITY**

It is the responsibility of the system president/school principal/religious educator director or coordinator, in consultation with the pastor/pastoral leader, to determine when it is appropriate to cancel school/classes. It is the responsibility of the local administrator to determine when school/class hours need to be made up.

## **IV. PROCEDURE**

- A. The school principal/system president/religious educator director or coordinator will annually assure that:
  1. Schools hold at least 437 hours of direct pupil instruction in kindergarten, at least 1,050 hours of direct pupil instruction in grades 1 through 6, and at least 1,137 hours of direct pupil instruction in grades 7 through 12 (2013 WI ACT 257).
  2. Religious Education classes have at least 30 hours of instruction (effective Fall 2014)
- B. The school hours are computed as the period from the start to the close of each pupil's daily instructional schedule. Scheduled hours include recess and time for pupils to transfer between classes but do not include the lunch period. No more than 30 minutes of recess per day may be counted in the instructional hours.
- C. Careful consideration is given that sufficient hours are scheduled to afford appropriate time for a quality Catholic day school education and parish religious education. Diocesan recommended instruction time for each subject is consulted in determining a total annual instruction schedule. Additional annual hours should be considered for activities that occur during the year in addition to direct instruction time.