



RECONFIGURATION OF INSTRUCTIONAL DAYS – FOUR DAY SCHOOL WEEK

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

SCHOOL APPROVAL & OPPORTUNITY

SFN 58170 (1/2019)

North Dakota Century Code (NDCC) [15.1-06-05](#) – Reconfiguration of Instructional Days – Four Day School Week. A district/school may apply to the superintendent of public instruction for permission to reconfigure the number of instructional days required by section [15.1-06-04](#). North Dakota Administrative Code (NDAC) [67-15-02-02](#) states that upon approval by the superintendent, any school/district may reconfigure the number of school days if the reconfiguration complies with this chapter and NDCC sections [15.1-21-03](#), [15.1-21-04](#), and [15.1-06-03](#).

Due date – Prior to the school year for which the reconfigured school calendar is being sought:

- *Initial applications must be received by March 1*
- *Extended applications must be received by July 1*

Please Check One

- ☐ Initial Application - 1 school year only (Complete all sections except Questions 9a and 9b)
- ☐ Initial Extension - 1 additional year (Complete the demographic information and Questions 9a and 9b)
- ☐ Additional Extension - 5 additional years (Complete the demographic information and Questions 9a and 9b)

Demographic information – found in the [Educational Directory](#), Section D

District/School Name	County Number	LEA Number	School Number
Mailing Address	City	State	ZIP Code
Administrator	Telephone Number	Date	School Year(s)
E-Mail Address			

1. List the goals and objectives of the district/school for this calendar reconfiguration proposal.

The reconfiguration proposal must include: (1) encourages innovation; (2) provides improved educational opportunities or enhanced academic opportunities for students; (3) provides greater flexibility in the use of the school by current students; (4) provides for greater flexibility in the use of the school by individuals or groups other than current students; OR (5) has the potential to result in significant cost savings for the district/school (NDCC 15.1-06-05).

2. Provide documentation of community input into the proposed reconfiguration, including written correspondence on the subject, summaries of oral contacts, and a summary of any discussions at public meetings or hearings.

3. Provide a cost-benefit study, including potential for savings in transportation and energy costs.

4. Include the number of hours of instructional time for the most recent school year completed prior to the application.

5a. Under the proposed reconfiguration, how many hours of instruction would be provided for elementary students? Provide a class schedule for each grade level. [Note: The instructional time for elementary students under the proposed reconfiguration must be not less than nine hundred fifty-one and one-half hours for the school year.]
5b. Under the proposed reconfiguration, how many hours of instruction would be provided for secondary students? Provide a class schedule for each grade level. [Note: The instructional time for secondary students under the proposed reconfiguration must not be less than one thousand thirty-eight hours of instructional time for the school year.]
6. Provide a contingency plan on how the district/school will provide for makeup days and allowances for storms and other school closings.
7. Provide a professional development plan and explain how the district will provide for professional development as a result of this calendar reconfiguration proposal.

Evaluation Plan - Explain specific plans to evaluate topics in Section 8. Attach additional pages if more space is needed

8a. Student Performance
8b. Student Use of Facilities
8c. Community Use of Facilities
8d. Success Rate of Any Innovations

8e. The change in educational/academic opportunities for students.
8f. Any significant cost-savings resulting from the proposed waiver. Compare present costs of the district/school and proposed reductions in the costs. [Note: The difference between present and proposed costs will be considered significant if the present costs are expected to exceed proposed costs by \$40 per student.]

Due date: *A request for extension must be received prior to July 1 of the year after the school year in which the reconfiguration was implemented.*

9a. If you are requesting an extension of a waiver granted previously under NDCC 15.1-06-05, provide evidence that (1) the district/school followed the reconfiguration plan as approved by the State Superintendent, (2) the requisite number of instructional hours for elementary and high school students has been delivered, (3) the instructional hours during the reconfigured school year were at least equal to the instructional hours in the prior year. The reconfiguration, requisite hours for elementary and high school students, and the equal instructional hours are evidenced in the enclosed middle and high school schedules.
9b. In addition, provide evidence that (1) innovation occurred in the school, (2) enhanced academic or educational opportunities were provided to students, (3) there was greater flexibility in the use of school facilities by students, non-students, or organizations, or (4) the school had substantial financial savings as a result of the reconfiguration. [Note: A reconfiguration may also be granted if a school demonstrates that the program has not resulted in a negative outcome in any of the preceding four criteria and that more time is needed to assure a sufficient evaluation period].

Administrator Signature	Date
Board Chairperson Signature	Date

For Department Use Only

Date Reconfiguration Application Received	Date Reconfiguration Approved	Date Reconfiguration Denied
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RETURN TO:
Department of Public Instruction
School Approval & Opportunity
600 East Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440