Technology Services Standard Operating Procedure (SOP)

Title: Infinite Campus Calendar Procedures

Date: August 11, 2016

Overview: This is to provide the basic requirements and procedures to be followed by all schools for the maintenance of Infinite Campus Calendar functions

Steps:

Scheduling Year 2016-2017 (scheduling season of spring 2016):

Givens and Requirements:
- The Campus Calendar Structure (described in this SOP) is to be complete before building administrators leave for the summer.
- The Infinite Campus School Year, Instructional Days, Non-Instructional Days, and Non-School Days are driven by the Board approved District Calendar(s).
  - Infinite Campus School Year: From the first day that teachers arrive to the last day for teachers in the year.
  - Infinite Campus Instructional Days: When teachers and students are both in school.
    - Instructional Days in Infinite Campus are as follows:
      - Elementary: 171 Instructional Days, 14 Non Instructional Days. This is reflected on the District School Calendars which is 173 days with 2 exchange days.
      - Secondary: 173 Instructional Days, 12 Non Instructional Days.
  - Infinite Campus Non-Instructional Days: When teachers are at school and students are not at school (from the first day that teachers report to school/work in the fall to the last day for teachers excluding New Teacher Institute (NTI) days). Parent teacher conferences during the day are non-instructional days.
  - Infinite Campus Non-School Days: Both Teachers and students are not at school.
- Elementary and Secondary levels must have a minimum of **375 Student Day Instructional minutes** per day. Schools may exceed the 375 minutes per day. The Period Schedule information in Campus must accurately support the minimum of 375 instructional minutes per day. School lunch periods and lunch recess before or after lunch periods **cannot** be included as part of instructional minutes. The passing period following lunch is not included as instructional minutes.

- Infinite Campus **Teacher Day Minutes**: The contracted teacher minutes as determined by HR/District Administration.

- Infinite Campus **Full Day Absence Minutes**: The number of minutes which determines a full day absence. When a student is absent for this number of minutes, Campus will compute a full day of absence.

- Infinite Campus **Half Day Absence Minutes**: The number of minutes which determines a half day absence. When a student is absent for this number of minutes, Campus will compute a half day of absence.

**See below for specific Campus instructions**
Detailed Screen Shots and Procedures (school administrators are responsible for the accuracy of data)

1. System Information>Calendar>Calendar>Calendar Tab
   This is where you will enter
   - **Student Day (Instructional Minutes, minimum of 375 minutes is required of all levels by Learning Services, see parameters above in Givens and Responsibilities)**
     - You will need to derive this information from the Periods Tab. It is NOT automatically populated.
   - **Teacher Day (minutes)**
     - This is determined by contract.
     - This number should be 480 minutes per day.
   - **Whole Day Absence** Equal to half (50%) of the Student Instructional Day
   - **Half Day Absence** Equal quarter (25%) of the Student Instructional Day
2. System Information>Calendar>Calendar>Periods Tab

This is the where you determine the total instructional minutes for the school day
3. System Information>Calendar>Calendar>Days Tab

- This is where the District Calendar information is entered
- The School Year parameters are entered and the daily rotation is added during the scheduling process. This process will also fill the calendar with all Instructional Days.

This is an example of what an instructional school day looks like

- All three check boxes are checked (School day, Instruction, Attendance)
- The Day# reflects the cumulative Instructional days to that point
The school administration then needs to fill in the *non-school* and *non-instructional days*.

This is an example of a **Non Instructional day**
- Only the School Day box is checked
- The Day# will then show as "**not an instructional day**" and the calendar box will turn gray
- You should then pick a Day Event to match what the day represents
  - The type of Day event has no bearing on the if it is non-instructional or not
  - Once a day event is chosen a red triangle appears in the calendar
This is an example of a *Non-school day*

- None of the boxes are checked.
- The Day# will then show as "*not an instructional day*" and the calendar box will turn gray.
- It will NOT say *non-school day* but will appear that way in the calendar.
- You should then pick a *Day Event* to match what the day represents
  - The type of Day event has no bearing on if it is non-instructional or not
  - Once a day event is chosen a red triangle appears in the calendar
4. System Information > Calendar > Calendar > Days Tab > Print

- If the **Print** icon is click this report will be produced.
  - The total calendar year is represented (July 1 – June 30)
  - The days outside of the *School Year* (August – May) and weekends are shown in gray
  - Non-Instructional days are **Blue**
  - Non-School Days are **Yellow**
  - Day Events are show under the Key Dates
  - Totals for Instructional, Non-Instructional, and Non-School days are totaled at the bottom and multiplied by the Instructional minutes to show total instructional minutes