

## **School Year/School Calendar/Instruction Time**

Prior to the end of the school year, the Board must determine the length of time during which district schools must be in session during the next school year. The number of hours/days of planned teacher-student instruction and of teacher-student contact must be consistent with the Board's definition of "actively engaged in the educational process," must meet or exceed the requirements of state law, and must include a sufficient number of days to allow the superintendent flexibility in preparing a calendar that supports the district's educational objectives. The Board defines "actively engaged in the educational process" as time when students are working toward achieving educational objectives under the supervision of a licensed teacher, including:

- classroom instruction time
- individual student work time while at school, including study hall and library research
- instruction delivered electronically and/or the use of other types of independent, remote work time for students provided under the supervision on a certified or licensed teacher
- remote learning
- school-related field trips
- independent study insofar as such study is allowed under district policy
- assemblies
- passing periods

Teacher/pupil instruction and contact time may be tracked and counted for attendance purposes in the following ways:

1. Presence during in-person instruction;
2. Assignments completed at home;
3. Logging into district online curriculum;
4. Student demonstrations of learning;
5. Responding to teacher emails or communication; or
6. Written confirmation for work completed at home

Attendance will be recorded at least once daily for days when instructional hours are provided, meaning a student is "actively engaged in the educational process."

"Actively engaged in the educational process" must not include:

- lunch
- time students spend before school waiting for classes to begin and time after the last class of the day, including waiting for the bus

Supervision by a licensed teacher must not require that the teacher be in the student's physical presence at all times, but that the teacher is exercising direction and control over the nature of the student's activities.

The district academic calendars must be prepared by the superintendent and presented to the Board for approval. In preparing the calendar, the superintendent must consult with the staff and other districts in the area.

The Board authorizes the administration in each school building to issue a school calendar based on the district calendar and in accordance with this policy. Administrators are encouraged to examine instruction time and calendar issues in the context of supporting the district's educational objectives.

All calendars must include the dates for all staff in-service programs scheduled for the coming school year. A copy of the calendar must be provided to all parents/guardians of students enrolled in district schools. Any change in the calendar except for emergency closings or other unforeseen circumstances must be preceded by adequate and timely notice of no less than 30 days.

Adopted: July 25, 1978  
Revised: October 25, 1988  
Revised: July 31, 2007  
Revised: October 26, 2011  
Revised: August 19, 2020  
Revised: September 15, 2021  
Revised: November 16, 2022

LEGAL REFS.: C.R.S. 22-1-112 (*school year and national holidays*)  
C.R.S. 22-32-109 (1)(n) (*duty to determine school year and instruction hours*)  
C.R.S. 22-33-102 (1) (*definition of academic year*)  
C.R.S. 22-33-104 (1) (*compulsory attendance law*)  
C.R.S. 22-44-115.5 (*fiscal emergency*)  
1 CCR 301-39, Rules 2254-R-2.06 (*school year and instruction hours; definition of contact/instruction time*)

CROSS REF.: EBCE, School Closings and Cancellations  
JH, Student Absences and Excuses