

## 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 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 education process" as time when students are working toward achieving education 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
- school-related field trips
- independent study insofar as such study is allowed under district policy
- assemblies
- passing periods between classes
- recess time

*NOTE: Starting the 2023-24 school year, the Colorado Department of Education (CDE) has discontinued all flexibilities for remote learning options to students enrolled in brick-and-mortar schools due to COVID-19. During the COVID-19 pandemic and associated federal and state public emergencies, CDE provided various flexibilities for districts to provide 100% remote learning as well as temporary remote learning options, and Boards may have authorized temporary remote learning options through policy or resolutions. Boards should ensure that if they authorized temporary remote learning options during the 2022-23 school year or previous year, that any resolutions and policies have been reviewed, repealed, or updated.*

"Actively engaged in the educational process" does 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
- recess time
- teacher preparation time
- passing periods between class

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 will ensure that all students who are participating in remote learning will receive equitable instruction and services. Further, the district will ensure that, within the constraints of COVID-19, equitable and appropriate instruction will continue to be offered to those students requiring accommodations.

The district calendar for the next school year must be prepared by the superintendent and presented to the Board for approval in the spring of each year. The superintendent must also consult with other districts in the area when preparing the calendar.

The Board authorizes the administration in each school building to issue a school calendar based on the district calendar and in accordance 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.

Calendars must include the dates for all staff in-service programs scheduled for the upcoming school year. The administration will allow public input from parents and teachers prior to scheduling the dates for staff in-service programs.

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 shall be preceded by adequate and timely notice of no less than 30 days.

- Adopted March 17, 2005
- Revised January 17, 2008
- Revised March 17, 2011
- Revised October 19, 2017
- Revised August 5, 2020
- Revised November 15, 2021
- Revised December 16, 2022
- Revised November 16, 2023

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

*NOTE: State law establishes the school year as outline below. The actual hours of teacher-student instruction may be reduced for parent/teacher conferences, staff in-service programs and closings due student health, safety or welfare concerns to 1056 hours for secondary students 968 hours for elementary students other than kindergartners, 870 hours for full-day kindergarten students, and 435 hours for half-day kindergarten students. In no case may a school schedule fewer than 160 days without specific prior approval of the commissioner of education. [C.R.S. 22-32-109 (1)(n)]*

<i>Teacher-Pupil Instruction Minimum Hours/Days</i>		
<i>Half-day Kindergarten</i>	<i>450 hours (can be reduced* to 435 hours)</i>	<i>160 days</i>
<i>Full-day Kindergarten</i>	<i>900 hours (can be reduced* to 870 hours)</i>	<i>160 days</i>
<i>Elementary (besides kindergarten)</i>	<i>990 hours (can be reduced* to 968 hours)</i>	<i>160 days</i>
<i>Secondary</i>	<i>1,080 hours (can be reduced* to 1,056 hours)</i>	<i>160 days</i>
<i>Not more than 24 hours per school year may be used for parent/teacher conference and staff in-service programs.</i>		