

SCHOOL YEAR/ SCHOOL DISTRICT CALENDAR/ INSTRUCTIONAL TIME

Prior to the end of the school year, the Board shall determine the length of time during which district schools shall be in session during the next school year. The number of hours/days of planned teacher-student instruction and of teacher-student contact shall be consistent with the Board's definition of "actively engaged in the educational process," shall meet or exceed the requirements of state law and shall include a sufficient number of days to allow the Superintendent flexibility in preparing a calendar that supports the district's educational objectives.

Active Engagement in the Educational Process

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 but not limited to:

- classroom in-person instruction time
- instructional time in an environment other than the classroom
- individual student work time while at school, including study hall and library research
- individual student work time while in an environment other than the classroom, including completing course required learning activities and digital research
- school-related field trips
- independent study
- assemblies, performances, exhibitions
- work experience related to the educational objectives
- E-learning. The Board defines engagement in e-learning to include those learning activities that occur both on and off of school grounds, as well as those outside the normal school time schedule.
 - *E-learning means instruction through which a student learns through digital content with some element of student control while off of school grounds. E-learning may be used in lieu of canceling a scheduled student contact instructional time for any reason (such as weather, etc.).*

"Actively engaged in the educational process" shall 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
- teacher preparation time

Definition of "Under the Supervision of a Licensed Teacher"

The Board defines "under the supervision of a licensed teacher" as designing learning activities for and regulating and monitoring those activities of students, by which the teacher has control over and knowledge of the work being done. Supervision by a licensed teacher shall 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.

Recording of Student Attendance

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."

When students attend school in-person, teacher-pupil instruction and contact time may be tracked and counted for attendance based on student presence during in-person instruction.

When students are actively engaged in the educational process through e-learning, teacher-pupil instruction and contact time may be tracked and counted for attendance purposes based on the following:

- Participation in on-line instruction;
- Assignments completed at home;
- Logging into the online learning platform;
- Signing an online form attesting to work completed at home;
- Student demonstration of learning; and
- Responding to teacher emails or communication.

Electronic Equipment and Resources to Support E-Learning

The district shall ensure that all students have the appropriate electronic equipment and resources, including but not limited to hardware and internet access, to participate in e-learning.

School District Calendar

The school district calendar for the subsequent school year shall be prepared by the Superintendent and presented for Board of Education approval not later than November 1 of each year. The number of days of planned teacher-student instruction and of teacher-student contact shall meet or exceed the requirements of state law and shall include a sufficient number of days to allow the Superintendent flexibility in preparing a calendar that supports the district's educational objectives, including how best to address the needs of all students to enable them to meet or exceed state and district content standards.

Insofar as possible, these calendars shall meet the desires of the community and staff.

Adopted by Board: August 18, 2020

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