

*NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

### **School Year/School Calendar/Instruction 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.

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
- school-related field trips
- independent study insofar as such study is allowed under district policy
- assemblies

"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
- recess time
- teacher preparation time
- passing periods between classes

*NOTE: For everything except lunch, the Board has discretion when determining what it means to be "actively engaged in the educational process." For example, the time between two classes or between a class and lunch period known as "passing time" may be included in the definition when the school calendar is developed. If the Board intends to include passing time, then it should include that bulleted point under the definition of "actively engaged in the educational process" in the first set of bullets above and delete it from those activities that are not included in the definition.*

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.

The district calendar for the next school year shall be prepared by the superintendent and presented to the Board for approval in the spring of each year. The superintendent shall 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 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 shall include the dates for all staff in-service programs scheduled for the upcoming school year. The administration shall allow public input from parents and teachers prior to scheduling the dates for staff in-service programs.

A copy of the calendar shall 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.

If a school day is lost due to an emergency, the Board at its next regular meeting shall ratify the administrative action in closing the school.

(Adoption date)

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 REFS.: [EBCE](#), School Closings and Cancellations

*NOTE 1: State law establishes the school year as 1080 hours of planned teacher-student instruction for secondary school students (high school, middle school or junior high), 990 hours of such instruction for elementary school students other than kindergartners, 900 hours of such instruction for a full-day kindergarten program and 450 hours of such instruction for a half-day kindergarten program. The actual hours of teacher-student instruction may be reduced for parent/teacher conferences, staff in-service programs and closings due to 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 shall a school schedule fewer than 160 days without specific prior approval of the commissioner of education. [C.R.S. 22-32-109 (1)(n)]*

*Teacher-Pupil Instruction Minimum Hours/Days*

*Half-Day Kindergarten 450 hours (can be reduced\* to 435 hours) 160 days*  
*Full-Day Kindergarten 900 hours (can be reduced\* to 870 hours) 160 days*  
*Elementary (besides kindergarten) 990 hours (can be reduced\* to 968 hours) 160 days*  
*Secondary 1,080 hours (can be reduced\* to 1,056 hours) 160 days*

*\*Can be reduced for parent/teacher conferences, staff in-service and closings necessary for student health, safety or welfare.*

*NOTE 2: The school calendar for the current year might be presented as an exhibit coded ICA-E*

**[Revised November 2010]**

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