

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

Prior to the end of the school year, the Charter Board shall determine the length of time during which the **charter school** 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 Charter 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 administrator flexibility in preparing a calendar that supports the charter school's educational objectives, including how best to address the needs of all students to enable them to meet or exceed state and charter school standards.

The Charter 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:

- remote learning delivered by either Lake George Charter School personnel or an outside third-party provider
- 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 charter school policy
- assemblies
- passing periods between classes

"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

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 **charter school** calendar for the next year shall be prepared by the **administrator** and presented to the Charter Board for approval in the spring of each year.

The administrator shall consult with other districts in the area when preparing the calendar.

The Charter Board authorizes the administrator to issue a charter school calendar in accordance with this policy.

The administrator is encouraged to examine instruction time and calendar issues in the context of supporting the charter school’s educational objectives.

The calendar shall include the dates for all staff in-service programs scheduled for the coming school year. The administrator shall allow public input from parents and teachers prior to scheduling the dates for staff inservice programs.

A copy of the calendar shall be provided to all parents/guardians of students enrolled in [charter school](#). 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 Charter Board at its next regular meeting shall ratify the administrative action in closing the school.

- 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

*Note: State law establishes the school year as 1080 hours of planned teacher-students instruction for secondary school students (high school, middle school or junior high), 990 hours of such instruction for elementary school students other than kindergarteners, 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 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)]*

	<i>Teacher-Pupil Instruction Minimum Hours/Days</i>		
<i>Half-Day Kindergarten</i>	<i>450 hours</i>	<i>(can be reduced* to 435 hours)</i>	<i>160 days</i>
<i>Full-Day Kindergarten</i>	<i>900 hours</i>	<i>(can be reduced* to 870 hours)</i>	<i>160 days</i>
<i>Elementary (besides Kindergarten)</i>	<i>990 hours</i>	<i>(can be reduced* to 968 hours)</i>	<i>160 days</i>
<i>Secondary</i>	<i>1,080 hours</i>	<i>(can be reduced* to 1,056 hours)</i>	<i>160 days</i>

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

First Reading Date:   N/A  

Adoption Date: 10-21-2020

Lake George Charter School