

SCHOOL YEAR/SCHOOL CALENDAR

The Joint Council shall recommend the school calendar each year to the Colorado Springs School District 11 Board of Education (the Board) for adoption. If possible, the Board shall establish the calendar by January 20 of each year for the following school year.

The school calendar shall designate the opening and closing of the school year and all other dates pertinent to the school operation. In addition to designating non-teaching days, the calendar shall specify the number of teaching days in the first semester and in the second semester. The number of hours and days of planned teacher-student instruction and of teacher-student contact shall meet or exceed the requirements of state law.

State law establishes the school year as 1080 hours of planned teacher-student instruction for secondary school students, 990 hours of such instruction for elementary school students, 900 hours of such instruction for a full-day kindergarten program, and no less than 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 closing 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 student. In no case shall a district/school schedule fewer than 160 days without the specific prior approval of the commissioner of education (C.R.S. 22-32-109(1)(n)).

Teacher-pupil contact and teacher-pupil instruction means that time when a pupil is actively engaged in the educational process of Colorado Springs School District 11 (the District). The Board defines “actively engaged in the educational process” as time when students are working toward achieving objectives under the supervision of a licensed teacher.

In developing the calendar, national holidays shall be considered. Days designated as holidays may vary from year to year.

The minimum hour calendar requirements as established by state law shall be reduced only by parent-teacher conferences, teacher in-service efforts and emergency closings made for the health, safety or welfare of students.

The District calendar shall include the District approved dates for all District in-service programs. The Board shall allow public input from parents and teachers prior to adopting a District calendar.

The Board authorizes the administration in each school building, with approval of the Superintendent or designee to issue a school calendar that is aligned with the District calendar. Establishment of such calendars shall comply with District policies and state law and shall not adversely impact District support in terms of transportation, food services, etc.

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.

If school is closed due to emergencies, so that student-teacher contact time is reduced below the minimum hours/minutes allowed by state law and provided for in the calendar, the additional lost hours/minutes shall be made up. The calendar committee is directed to designate a minimum of two (2) school days at the end of each school year as make-up days due to emergency closure if needed.

The calendar adopted by the Board is subject to the provision that if for any reason the District must close schools so that instruction time is significantly impacted, the adopted calendar may be amended by the Board. The academic effect, impacts on parents/guardians, students, and staff due to schedule changes, as well as the fiscal impact will be carefully considered in making determinations between adding additional minutes, and/or partial or full days to the approved calendar. Flexibility will be maintained in either using the two days planned at the end of the approved school year calendar or using partial and/or full days or adding additional minutes to the school day.

Parents/guardians of students enrolled in District schools shall have access to the District calendar and any aligned school calendars. Any change in the District calendar except for emergency closings or other unforeseen circumstances shall be preceded by adequate and timely notice of no less than 30 days.

For the purposes of this policy, adding minutes to the start and end of the school day to make up instruction time lost due to an emergency will not be considered a calendar change subject to the 30-day notice rule. However, schools and the District will provide parents/guardians, and staff a MINIMUM of two weeks' notice after Board approval to adjust to changes in start or end times. Establishment of such a change shall comply with District policies and state law and shall not adversely impact District support in terms of transportation, food services, etc.

A copy of the non-instructional employees' calendar shall be available upon request in the District's Human Resources Department.

When readjustments in the calendar are necessary due to weather or other emergencies, appropriate notice shall be given to employees (see Board policy and regulation EBCE and EBCE-R).

Adopted: September, 1972
Revised: September 12, 1973
Revised: May, 1990
Revised: September, 1993
Revised: October, 1993
Revised: June 29, 1994
Revised: June, 1997
Revised: January, 2008
Revised: February 25, 2015
Reviewed: March 14, 2018
Reviewed: October 13, 2021

LEGAL REFS.: C.R.S. 22-1-112
C.R.S. 22-32-109 (1)(n)
C.R.S. 22-33-102 (1)
C.R.S. 22-33-104 (1)
C.R.S. 22-44-115.5
1 CCR 301-39, Rule 2254-R-2.06

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

CONTRACT REFS.: CSEA Master Agreement