

SCHOOL YEAR/SCHOOL CALENDAR/ INSTRUCTION TIME

Prior to the end of the school year, the Board must determine the length of time during which Centennial BOCES school(s) must be in session during the next school year. The number of hours/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 executive director or designee flexibility in preparing a calendar that supports the Centennial BOCES 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 Centennial BOCES policy
- assemblies

For the 2022-2023 school year, the definition of "actively engaged in the educational process" includes all of the above and temporary remote learning as a result of COVID-19 health concerns for students provided under the supervision of a certificated or licensed teacher. "Supervision of a certificated or licensed teacher" means a certificated or licensed educator, including teachers, counselors, paraprofessionals, or other certificated or licensed staff as assigned.

Synchronous and asynchronous teacher-pupil instruction and contact time may occur during remote learning and may include the use of the Centennial BOCES or member district online school or program, services provided with Colorado Digital Learning Solutions, assigned and prepared work packets, video conferencing, pre-recorded classes, or other method(s) utilized by Centennial BOCES. Teacher-pupil instruction and contact time may be tracked and counted for attendance purposes occur in the following ways:

1. Presence during in-person instruction;
2. Assignments completed at home;
3. Logging into the online learning platform;
4. Signing an online form attesting to work completed at home;
5. Student demonstration of learning
6. Responding to teacher emails or communication

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."

"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 classes

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.

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

The Centennial BOCES calendar for the school building(s) and Centennial BOCES offices for the next school year must be prepared by the executive director or designee and presented to the Board for approval in the spring of each year. The executive director must also consult with school district members when preparing the calendar.

LEGAL REFS.: C.R.S. 22-1-112 (school year and national holidays)
C.R.S. 22-5-108 (1)(c) (board power to operate schools and classes as authorized by its members)
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)
1CCR 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

Revised: January 19, 2023
Revised November 18, 2021
Revised: November 19, 2020
Revised: May 17, 2018
Reviewed: CASB 2005
Centennial BOCES