

Policy Type: Executive Limitations**School Year Calendar**

The Superintendent shall not fail to prepare and adopt a **district calendar or individual school calendars for the next school year that provide for the number of instruction and contact hour/days determined by the Board and include the dates for all staff in-service programs that best meet the instructional needs of students.**

Accordingly, the Superintendent may not:

1. **Fail to take reasonable steps to allow for public input from parents and teachers prior to scheduling the dates for staff in-service programs**
2. **Fail to take reasonable steps to provide a copy of the calendar to all parents/guardians of students enrolled in district schools**
3. **Fail to give adequate and timely notice to students, parents and teachers of no less than 30 days of any change in the calendar, except for emergency closings or other unforeseen circumstances**
4. **Implement a school calendar that plans for fewer than 990 (minimum) hours of student instruction/contact time for elementary students and 1,080 (minimum) hours of instructional/contact time for secondary students, including provisions under state law for staff development and parent-teacher conferences**
5. **Implement a school year calendar that provides for fewer than 160 (minimum) instruction/contact days**
6. **Fail to consider a reasonable balance between the instructional needs and the extracurricular obligations of students**

Adopted: August 8, 2001

Revised: February 22, 2012

LEGAL REFS.: C.R.S. 22-1-112 (*school year and national holidays*)

C.R.S. 22-1-109 (1)(n) *(Board duty to determine number of instructional/contact hours/days)*

C.R.S. 22-33-101 et seq. *(school attendance law)*

Monitoring Method: *Internal report*

Monitoring Method: *March*