The Classical Academy	Policies and Procedures
Policy Name:	Calendar Development-Philosophy and Parameters
Policy Number:	ICA-TCA
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Category:	Instruction
Author:	Director of Academic Services
Approval:	Director of Academic Services

In determining the parameters for calendar development, several factors were taken into consideration:
- ❖ effective instructional time for students;
- ❖ family life, including the incorporation of observed holidays into the school breaks;
- ❖ staggered start and end times between elementary and secondary schools to accommodate siblings;
- ❖ teacher planning and preparation time;
- ❖ scheduling logistics;
- ❖ district policy;
- ❖ state mandates;
- ❖ and legal requirements.

After extensive examination of all factors, the following parameters have been approved as the best calendar guidance to prioritize instruction in balance with the other important considerations.

1. The Classical Academy will fulfill minimum state requirement (for the annual school year) of student contact time with at least 40 hours of "buffer" to account for un-programmable circumstances for all full-time grades. Current state minimum requirements are 990 hours of student contact time for elementary, 1080 hours for secondary, and 450 hours for half-day kindergarten, with no less than a total of 160 school days.

2. Calendar development incorporates guidelines to address startup in-service, start/end for students, special events/ testing, breaks, full day in-services, elementary team in-services (half day), and academic semester parameters.

   a. **Startup In-service (staff):** TCA Educational Philosophy and Spalding are fundamental programs at The Classical Academy. It is required that every new elementary teacher (except Specials) attends new teacher training, a minimum of 10-12 days of in-service (based on what grade level is being taught). It is required for every new secondary teacher to attend a minimum of 5 days of in-service. At the beginning of the school year, both new and returning staff will have professional development to accommodate needs for information/ communication from various departments: Deans of Educational Philosophy, Human Resources, Student Support Services, Operations, Finance, etc.

   b. **Start/End for Students:** Philosophy and background: School shall start no earlier than the third week in August to provide for an earlier end date to support summer employment and trips. Additionally, it keeps The Classical Academy's beginning of school as close to Academy School District 20 (ASD20) as possible. School shall end no later than the week of Memorial Day. Traditional full-time High School and College Pathways graduations are always on a Friday.

c. **Special Events/Testing:** Philosophy and background: The administration will determine adequate time for testing. Parent/Teacher conferences are held early in the year to provide opportunities for the teachers to communicate as early as possible to the parents about needs the students exhibit at school while still providing adequate warning such that deficient students can bring up their grade. Secondary core class finals shall be held before Winter Break.

d. **Breaks:** Philosophy and background: All school-observed holidays should include a weekend. Breaks follow ASD20 parameters for the most part, with the exception of Fall Break. Fall Break allows families to travel and provides opportunities to honor family time.

   First semester breaks:
   1. Labor Day
   2. Provide at least a full two-week Winter Break (including the observed New Year's Day).
   3. Provide three weekends (whenever possible) during Winter Break.
   4. Provide a full week of Fall Break for families (the second Monday of October).
   5. Provide a full week of Thanksgiving Break for students.
   6. Provide staff with two in-service days during either the week of Fall Break or the week of Thanksgiving Break.

   Second semester breaks:
   1. Martin Luther King, Jr. Day
   2. President's Day, following full day of staff in-service on preceding Friday.
   3. Provide a Spring Break the last full school week in March with consideration of the ASD20 calendar.

e. **In-services:** Philosophy and background: Full day in-services emerged through The Classical Academy history as days designated for particular activities which might include: teacher training, curriculum development, report card writing, budgeting for a new school year, classroom placement for a new school year, curriculum review, teacher checkout, etc.

   During a normal school week, elementary shall have a half school day every Friday. In the morning, there will be classes and in the afternoon there will be in-service. There will be no kindergarten classes on Fridays.

f. **Academic Semester Parameters:** Philosophy and background: Each academic semester will be designed to divide the school year into two approximately equal sections. The actual end date will be coordinated to take into account holidays or other breaks.

The Classical Academy calendars are prepared by the Compliance Officer, Director of Academic Services and Director of Human Resources, with direct input and coordination from each of the Principals and Deans of Educational Philosophy. The Classical Academy secondary and elementary calendars meet these parameters and are provided annually to the Board for information. In the case that changes are proposed for the parameters, those changes along with the affected calendars will be provided to the board for approval to address the affected calendars. Minor adjustments to the calendars will remain a prerogative of administration. Any major changes to the calendars affecting philosophical parameters described in paragraph one will necessitate amendments to this document at the Board level.

Although the state requirements for student contact time do not apply to the part-time home school Cottage School Program (CSP), CSP shall follow the general guidance of this policy for staff in-service, school holidays and breaks, and start/end for students.

College Pathways (CP) is required to meet the state standard of 1080 hours of student contact time. The CP calendar shall follow the general guidance of this policy for beginning of the year staff in-service, school holidays and breaks, and start/end for students, with consideration for Pikes Peak State College's calendar and its finals schedule.

SNOW DAYS

For traditional elementary and secondary campuses, temporary remote learning will not be utilized for snow days; rather, the school will close, and additional days will be added to the school calendar if the five (5) built-in snow days are exhausted.

The Cottage School Program will have snow days with no utilization of temporary remote learning option.

College Pathways will handle snow days as historically conducted, online asynchronous learning. Because no synchronous learning will be conducted on snow days, College Pathway snow days will not count toward student contact time due to CDE snow day requirements.

INSTRUCTIONAL TIME

TCA defines "actively engaged in the educational process" as time when students are working toward achieving educational objectives under the supervision of a teacher, including:
• Classroom instruction time
• Individual student work time while at school, including study hall, Flex Time, and library research
• School-related field trips
• Independent study
• Assemblies and student orientation
• Academic counseling
• State assessments and other required testing
• Student Support Services
For in-person instruction, calculations for contact time may include passing periods between classes.

Time calculated as "actively engaged in the educational process" shall not include:
• Lunch
• Teacher preparation time
• Passing between lunch and a class

Per the College Pathways assurances filed with the CDE, College Pathways may also count scheduled asynchronous learning time toward instructional time (except on snow days).

Legal References
C.R.S. 22-32-109(1)(n)

Policy Revision History

Date	Revision Details	Revised By
8/28/2013	Reformatted policy into new template.	Executive Assistant for the Director of Operations
5/26/2017	Approval of policy changed from Director of Operations to Director Academic Services. Updated policy.	Director of Academic Services
10/27/2017	Terminology updated.	Director of Academic Services
1/9/2018	College Pathways graduation day updated to coincide with traditional High School.	Director of Academic Services and the Board of Directors

11/15/19	Updated new teacher training requirements	Deans of Educational Philosophy
4/21/22	Updated terminology	Compliance Officer
12/7/22	Updated policy.	Compliance Officer