



Early College of Arvada, 4905 West 60th avenue, Arvada, Colorado 80003

Notice to parents and students:

Snow days and other traditional school cancelation days will be home online eLearning days. Teachers will communicate to students the lesson for that day by Zoom, email, Gchat or google hangout.

2020-21 Policy for school calendar, instructional time, attendance and bell schedule.

This policy replaces previous policy and takes precedent in regards to any conflicts.

School Calendar

It is the expectation of the Board that each spring, the Executive Director will annually develop a calendar for final adoption for the upcoming school year. The school calendar should be no less than 160 days as specified in state law unless annually requested by the school and approved by the state. Further, a separate school calendar shall be set for students participating in home-based enrichment programming, which specifies attendance days. For the 2020-21 academic year, the online program or home-based enrichment program will follow the in-person calendar. The school calendar shall include the dates for all professional development programs scheduled for the coming school year. A copy of the calendar shall be available to all parents/guardians of students enrolled in the Early College of Arvada. Any change in the calendar except for emergency closings or other unforeseen circumstances shall be preceded by adequate and timely notice. Each time a calendar is amended, an updated copy shall be submitted to CSI. For the 2020-21 academic year, student contact days may include remote learning days as implemented as a result of public health and safety measures. This is inclusive of the fully online education that follows the same calendar. If the school physically closes for weather or any other reason, the school will automatically go into remote learning without affecting the calendar or instructional time. If school is closed due to emergencies, which results in student-teacher contact time being reduced below the minimum hours/minutes allowed by state law and provided for in the calendar, the Executive Director shall adjust the calendar to make up for the lost time. Notification by email shall be made to Charter School Institute on the dates that the school closed and the planned make up dates. ECA shall meet the 1080 hours of required instructional time or the state-required minimum instructional hours.

Instructional Time

For the 2020-21 academic year, the school will be using a modified block schedule. The Board 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 and library research
- School-related field trips
- Independent study
- Assemblies
- Online school work (one course is equivalent to 90 hours of instruction)
- Work program (100 hours of work is equivalent to 50 hours of instruction)

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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.

For the 2020-21 school year, in response to COVID-19 and the flexibilities made available by the state, the Board expands its definition of “educational process” to include:

- Instruction delivered electronically (one online course is equivalent to 90 hours of instruction)
- Independent, remote work time for students that is directed and monitored by educators

For remote instruction, calculations for contact time may be based off academic content covered, student demonstrations of learning, estimated times for students to complete independent work, and/or other methods identified by the school to compare in-person learning to remote learning.

Additional information about how teacher-pupil instruction will occur during remote learning days as well as a bell schedule equivalency statements shall be further detailed in student handbook; 2020-21 Learning Plan, and 2020-21 Remote Learning Plan.

Attendance

Early College of Arvada is required to track attendance daily. ECA may use one or all of the options with the same student to demonstrate attendance.

- Login to LMS for 5 hours per day or 25 hours per week (5 days)
- Login to Student Information System (SIS) - daily
- Email to teacher of record - daily
- Attendance on video platform - daily
- Specific task, project, or program directed by the teacher. This is inclusive of the student being assigned work to be completed over a period of week, month, or semester. If assigned work is completed then attendance is met. Tasks as directed by the teacher may include, but are not limited to, contacting the teacher by phone or email, participating in a discussion thread, attending a virtual tutoring session or webinar, and/or submitting a specific assignment.
- Any task or interaction that can be documented and contributes to student engagement may be used for tracking attendance.

Online classes, Edmentum (or other remote learning platform) or college course, are the equivalent of 90 hours of instruction per semester. In the event of an incomplete class at the end of the semester, the teacher will determine if the student received 90 hours of instruction. The teacher of record directs remote learning classes and each course is the equivalent of 90 hours of instruction per semester. The executive director, principal or school dean can also fulfill the responsibilities of the teacher.

Explanation of Teacher-Pupil Instruction during Remote Learning:

- Edmentum LMS (or other remote learning platform)
- College online or remote course
- Project by teacher for day, week, month, or semester
- Zoom synchronous instruction
- Asynchronous video or audio instruction
- Paper packets asynchronous learning



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Bell Schedule Equivalency Statements

- Early College of Arvada follows a semester calendar structure. For each semester-long course into which the student is scheduled as of the pupil enrollment count date, the equivalent teacher-pupil instruction and contact time is 60 minutes/day per course or 90 hours per semester whichever is greater. This may include asynchronous work assigned.
- During remote learning, ECA states that remote and/or online learning is equivalent to meet instructional time minimum requirements for teacher-pupil contact and teacher-pupil instruction.

Summary

In Colorado pursuant to §22-33-107(3)(a) C.R.S., a child who is “habitually truant” is between the ages of six and seventeen and has “four unexcused absences from public school in any one month or ten unexcused absences from public school during any school year.” Based on the statutory definition of habitual truancy, it is possible that a student can become “habitually truant” within the period of one week. This should compel an online school to record and calculate participation for its students on a weekly basis, at a minimum. Regardless of the internal methods used to track attendance, metrics for all of the following measures must be calculated and reported.