



ANNUAL FAMILY CALENDAR POLICY

This policy was approved by the Governing Council on November 30, 2016.

Purpose

Mountain Phoenix conducts a regular day school program with an academic year in accord to state statute. The Governing Council is responsible for approving the Mountain Phoenix annual family calendar.

Development

Mountain Phoenix's annual family calendar (referenced throughout this document as "the calendar") is developed by the Director of Education in collaboration with the Director of Operations, faculty, staff, and parents and is submitted to the GC for approval no later than March for the following year. Each calendar has a set number of teacher/student contact days and hours in accordance with state law

The Director of Education shall ensure the following:

1. The calendar shall include school start and end dates, dates of school breaks, changes to start/end dates or breaks, early release days, student contact days per semester, and teacher work days per semester.
2. The calendar includes 175 teacher-student contact days, exceeding Colorado state law minimum requirements.
3. Student contact hours meet the following state requirements:
 - School will be in session no fewer than 1,080 hours of planned teacher-pupil instruction for secondary school pupils in high school, middle school, or junior high school. Instruction may be reduced to no fewer than 1,056 hours for parent-teacher conferences, staff in-service programs, and closing deemed by the Director of Operations to be necessary for the health, safety, or welfare of students.
 - School will be in session no fewer than 990 hours of instruction and contact for elementary school pupils. Instruction may be reduced to no fewer than 968 hours for parent-teacher conferences, staff in-service programs, and closure necessary for the health, safety, or welfare of students.
 - School will be in session no fewer than 900 hours of such instruction for a full-day kindergarten program. Instruction may be reduced to no fewer than 870 hours for full-day kindergarten pupils and no fewer than 435 hours for half-day kindergarten pupils for the purpose of parent-teacher conferences, staff in-service programs, and closing deemed by the Director of Operations to be necessary for the health, safety, or welfare of students.
 - School will be in session no fewer than 160 days without the specific prior approval of the Commissioner of Education.
4. Conduct a formal survey at least every three years to gather feedback from parents, faculty, and staff regarding the calendar.
5. The calendar shall be available to parents or guardians of all children enrolled in the school by May 1.
6. MPCS follows Jeffco standards regarding school closures due to weather; however, MPCS reserves the right for the Director of Operations to close the school as necessary for the health, safety, and welfare of its students.
7. Ensure that any change in the calendar, except for emergency closings or other unforeseen circumstances, be preceded by adequate and timely notice to students, parents and teachers of no less than 30 days.

National Holidays

MPCS takes into consideration the following national holidays in developing the calendar:

1. Thanksgiving Day
2. Christmas Day
3. New Year's Day
4. Dr. Martin Luther King Jr. Day
5. Washington-Lincoln Day (President's Day)
6. Memorial Day
7. Independence Day
8. Labor Day

9. Veteran's Day

School Closings

Mountain Phoenix follows Jeffco's practice regarding school closings.

POLICY HISTORY

22-32-109(1)(n)(II)(A), C.R.S. Determine teacher-pupil contact hours

22-1-112, C.R.S. School Year-National Holidays

CRS 22-32-109 (n) Student Contact Days

Original: approved by the GC on November 30, 2016.