



JAMES IRWIN CHARTER SCHOOLS

Character Development and Academic Excellence

Policy Title: Special Procedures for School Disaster Emergencies Policy Designation: B-1G

Office/Responsible Position: JICS/CEO

Attachments: N/A

Purpose of the Policy: The James Irwin Charter Schools Board of Directors (JICS/BOD) during emergency conditions is required to set forth temporary guidelines and requirements to properly manage the organization and provide the best results for our students.

Policy Details: During emergency conditions such as pandemics, James Irwin Charter Schools, including James Irwin Charter High School, James Irwin Charter Middle School, James Irwin Charter Elementary School, James Irwin Charter Academy, and Power Technical Early Colleges need flexibility of procedures to adapt from normal conditions and methods. These include but are not limited to: school calendars, instructional time, and attendance in the event of disasters/emergencies, such as pandemics or other natural disasters that requires students and staff to work remotely, and from here on in this policy known as “disasters”. Specific areas of emphasis are detailed below.

1. School Calendars: The James Irwin Charter Schools (JICS) Board of Directors (BOD) will annually adopt a calendar that has been prepared for the upcoming school year by each of the school principals and chief executive officer. The school calendar will be no less than 160 days as specified by state law unless annually requested by the school(s) and approved by the state of Colorado. Although each of the school charters of JICS specify more than the state mandated minimum days and hours, the JICS BOD may amend these days and hours to state minimums in the event of disasters.

The school calendar shall include the dates for all professional development programs scheduled for the coming school year. A copy of the school calendar shall be available to all parents/guardians enrolled in a JICS school. Any change in the calendar, except for emergency closings or unforeseen circumstances, shall be preceded by adequate and timely notice. As a calendar is amended, an updated copy shall be submitted to the school’s authorizer.

For the 2021-2022 academic year, student contact days may include remote learning days as implemented as a result of public health and safety measures. 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 school leadership teams shall adjust the calendar to make up for the lost time. Notification by email shall be made to each school authorizer (Harrison D2, Charter School Institute, and El Paso D49) on the dates that the school closed and the planned make-up dates.

2. Instructional Time: The JICS BOD 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; and,
- School assemblies.



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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; and,
- Passing between lunch and a class.

For the 2021-2022 school year, in response to COVID-19 and the flexibilities made available by the state, the JICS BOD expands its definition of “educational process” to include:

- Instruction delivered electronically
- Independent, remote work time for students that is directed and monitored by educators

Instructional Hours

- teacher/pupil instruction and contact time for eLearning and Remote Learning Live/Synchronous and Self-Paced/Asynchronous instruction will be the equivalent to teacher/pupil instruction and contact time as in-class instruction at brick and mortar school.
- eLearning and Remote Learning Live/Synchronous and Self-Paced/Asynchronous instruction will
 - follow the equivalent academic content as in-class instruction at brick and mortar school
 - follow the equivalent student schedules and class periods as in-class instruction at brick and mortar school
 - follow the equivalent bell schedule as in-class instruction at brick and mortar school
 - follow the equivalent instructional calendar as in-class instruction at brick and mortar school

Hybrid Learning

Hybrid learning refers to traditional educational settings (Brick and mortar schools) that are implementing a combination of both in-person and remote learning at the student level because of public health and safety measures associated with the COVID-19 pandemic. This includes, but is not limited to, students scheduled to receive both in-person and remote learning instruction based on an alternating schedule (i.e. A days and B days or A and B weeks, etc.).

3. Attendance Procedures: During remote learning times, students will be marked “present” so long as they are engaged in the educational process. Attendance will be taken daily in the JICS student information system, currently Infinite Campus.

Remote learning offers some flexibility regarding when and where students complete coursework. Nevertheless, they are held fully accountable for meeting all state-mandated attendance requirements. Attendance is expected to be recorded by the parent or legal guardian daily and is verified by teachers to ensure the school is properly calculating and adequately monitoring the students’ time. Students must complete a minimum of 25.4 hours per week or 900 hours per year for full-time kindergarten students, 28 hours per week or 990 hours per year for students in grades 1-5 based on a 177 instructional day school calendar year, and 30 hours per week or 1,080 hours per year for students in grades 6-12 based on an 180 instructional days in a school calendar year. JICS may reduce the number of student contact days to a minimum of 160 as a result of emergency closings or unforeseen circumstances. Instructional hours may be reduced to 1,056 for secondary schools, 968 hours for grades 1-5 and 870 hours for kindergarten if necessary, for the health, safety or welfare of students. These hours are accumulated through a variety of methods including:



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- Completion of lessons assigned through the learning management system as documented with student login and lesson participation
- Completing educational paper packets
- Logging in to an online platform such as Infinite Campus to access digital content
- Completion of assignments provided through external sites with access and login only available through direct links;
- Completion of offline work documented by parent;
- Attendance at a synchronous live session;
- In-person testing such as CMAS, PARCC, CoAlt, or other required state exams;
- Online assessments such as NWEA accessed through students accounts; and/or
- In-person attendance in which attendance is taken by the teacher on-site.
- Watching pre-recorded instructional videos
- Accessing assignments through an online platform including, but not limited to, Infinite Campus or Google Classroom

Secondary school attendance is monitored daily. Reports are used to show school login data, in addition to each unique course log-in and time spent in course. Synchronous class attendance is monitored by each teacher and also logged into reports.

The school calculates attendance in the following way:

- Attending 6+ hours daily in their remote learning course curriculum;
- Course progress in curricular assessments; and/or
- Attending live class sessions for each course as per the schedule.

4. Absences: Excused and unexcused absences will be calculated and tracked the same as each schools' current policies defining "excused" and "unexcused". If a student is a remote learner and unable to participate in class for a period of time, the parent/guardian is still expected to call or email the school receptionist in advance of the absence. For COVID-19 related absences, the school principal will have some latitude in excusing absences if a doctor's excuse is available.

5. Responsibilities: The JICS BOD empowers the CEO upon declaration of a disaster to set forth the methods for complying with requirements of this policy and to make temporary emergency management decisions to respond quickly to changes in governmental requirements without prior BOD approval if it is in the best interest of JICS and its students. The CEO will inform the BOD via email of the announcement of a disaster and any emergency changes at the soonest opportunity. The BOD will consider these changes at the next regular or special meeting following notification of the changes for adoption into this policy.

Relevant Statutes: Title 7, Articles 121-137, C.R.S. "Colorado Revised Nonprofit Corporation Act"; C.R.S. § 22-30.5-101 *et seq.*;

JICS Articles of Incorporation;

JICS Bylaws;

Various governmental directives and mandates;



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Policy History:

August 13, 2020, First Reading, Board work session;

August 25, 2020, Adoption on second reading, Regular Board Meeting;

September 13, 2020, First reading of amended policy, Board work session;

Adoption of amended policy on second reading, Regular Board meeting;

When Approved:

August 30, 2021

August 26, 2021 Amended policy;

When Revised: NA

Next Review: August 2021; August 2022