Meeting Norms

Stay focused and student centered | Listen actively, respectfully, and without judgment | Communicate with integrity
Honor board time with starting on-time and not being redundant | Limit sidebar conversations
Independent thought and one voice for decisions | Maintain confidentiality

AGENDA - SPECIAL MEETING

Mancos School District Board of Education: The Mancos Public Schools Board of Education provides highly effective governance for our school's strategic student achievement efforts.

September 9, 2026 5:00 PM West Wing Boardroom

I. Call to Order
II. Roll call
III. Pledge of Allegiance
IV. Approval of Agenda
V. Special Meeting Topic - Online Program policy
VI. Adjournment- Board President

Team Driven Shared Leadership
Data Based Problem Solving and Decision Making
Comprehensive Screening and Assessment System
Layered Continuum of Supports (LCS)- Evidence Based Practices, Instruction, and Interventions
Family, School, and Community Partnerships

IC/ICA - School Year/School Calendar/Instruction Time

Prior to the end of the school year, the Board must determine the length of time during which district schools must be in session during the next school year. The number of hours/days of planned teacher-student instruction and of teacher-student contact must be consistent with the Board's definition of "actively engaged in the educational process," must meet or exceed the requirements of state law, and must include a sufficient number of days to allow the superintendent flexibility in preparing a calendar that supports the district's educational objectives.

The Board defines "actively engaged in the educational process" as time when students are working toward achieving educational objectives under the supervision of a licensed teacher, including:

- classroom instruction time
- individual student work time while at school, including study hall and library research
- school-related field trips
- independent study insofar as such study is allowed under district policy
- assemblies
- passing periods between classes
- recess time

~~For the 2021-2022 school year, the definition of "actively engaged in the educational process" includes all of the above and remote learning as a result of COVID-19 health concerns for students provided under the supervision of a certificated or licensed teacher. "Supervision of a certificated or licensed teacher" means a certificated or licensed educator, including teachers, counselors, paraprofessionals, or other certificated or licensed staff as assigned.~~

~~Synchronous and asynchronous teacher-pupil instruction and contact time may occur during remote learning and may include the use of: [existing district online school or program, services provided with Colorado Digital Learning Solutions, assigned and prepared work packets, video conferencing, pre-recorded classes, or other method(s) utilized by the district]. Teacher-pupil instruction and contact time may be tracked and counted for attendance purposes occur in the following ways:~~

-

~~Local boards have the option to differentiate this list based on the grade level of the students. (e.g., the educational process for preschool may be different from that for K-12 or there may be distinctions between elementary and secondary students).~~

~~1. Presence during in-person instruction;~~
~~2. Assignments completed at home;~~
~~3. Logging into the online learning platform;~~
~~4. Signing an online form attesting to work completed at home;~~
~~5. Student demonstration of learning;~~
~~6. Responding to teacher emails or communication; or~~

Mancos School District may also provide an Online Program for part-time and full-time students. Students enrolled in the Online Program proceed through their online courses outside of the school building under the guidance of a Certified Online Mentor Teacher. Attendance in the Online Program is primarily substantiated through participation in asynchronous internet-based educational activities within a learning management system as documented on a corresponding student login report. If applicable, the following secondary forms of documentation are acceptable for purposes of tracking student

attendance in the Online Program:

- Online Mentor Meeting Data Attendance Report for Online Advisory Sessions
- Sign in Sheet (digital or physical) for Student Participation in State or Local Assessments

Students are expected to complete the equivalent amount of learning time as non-online students.

Attendance will be recorded at least once daily for days when instructional hours are provided, meaning a student is "actively engaged in the educational process."

"Actively engaged in the educational process" does not include:

- lunch
- time students spend before school waiting for classes to begin and time after the last class of the day, including waiting for the bus
- recess time
- teacher preparation time
- passing periods between classes

Supervision by a licensed teacher must not require that the teacher be in the student's physical presence at all times, but that the teacher is exercising direction and control over the nature of the student's activities.

~~The district will ensure that all students who are participating in remote learning will receive equitable instruction and services. Further, the district will ensure that, within the constraints of COVID-19, equitable and appropriate instruction will continue to be offered to those students requiring accommodations.~~

The district calendar for the next school year must be prepared by the superintendent and presented to the Board for approval in the spring of each year. The superintendent must consult with other districts in the area when preparing the calendar.

The Board authorizes the administration in each school building to issue a school calendar based on the district calendar and in accordance with this policy. Administrators are encouraged to examine instruction time and calendar issues in the context of supporting the district's educational objectives.

Calendars must include the dates for all staff in-service programs scheduled for the upcoming school year. The administration will allow public input from parents and teachers prior to scheduling the dates for staff in-service programs.

A copy of the calendar must be provided to all parents/guardians of students enrolled in district schools. Any change in the calendar except for emergency closings or other unforeseen circumstances must be preceded by adequate and timely notice of no less than 30 days.

Adopted: April 18, 2022 (CASB Core Policy Adoption)

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

C.R.S. 22-32-109 (1)(n) *(duty to determine school year and instruction hours)*

C.R.S. 22-33-102 (1) *(definition of academic year)*

C.R.S. 22-33-104 (1) *(compulsory attendance law)*

C.R.S. 22-44-115.5 *(fiscal emergency)*

1 CCR 301-39, Rules 2254-R-2.06 *(school year and instruction hours; definition of contact/instruction time)*

CROSS REFS.: EBCE, School Closings and Cancellations

JH, Student Absences and Excuses

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Prior to the end of the school year, the Board must determine the length of time during which district schools must be in session during the next school year. The number of hours/days of planned teacher-student instruction and of teacher-student contact must be consistent with the Board's definition of "actively engaged in the educational process," must meet or exceed the requirements of state law, and must include a sufficient number of days to allow the superintendent flexibility in preparing a calendar that supports the district's educational objectives.

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Synchronous and asynchronous teacher-pupil instruction and contact time may occur during remote learning and may include the use of: [existing district online school or program, services provided with Colorado Digital Learning Solutions, assigned and prepared work packets, video conferencing, pre-recorded classes, or other method(s) utilized by the district]. Teacher-pupil instruction and contact time may be tracked and counted for attendance purposes occur in the following ways:

Local boards have the option to differentiate this list based on the grade level of the students. (e.g., the educational process for preschool may be different from that for K-12 or there may be distinctions between elementary and secondary students).

1. Presence during in-person instruction;
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5. Student demonstration of learning;
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Attendance will be recorded at least once daily for days when instructional hours are provided, meaning a student is "actively engaged in the educational process."

"Actively engaged in the educational process" does not include:

- lunch
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- recess time
- teacher preparation time
- passing periods between classes

Supervision by a licensed teacher must not require that the teacher be in the student's physical presence at all times, but that the teacher is exercising direction and control over the nature of the student's activities.

The district will ensure that all students who are participating in remote learning will receive equitable instruction and services. Further, the district will ensure that, within the constraints of COVID-19, equitable and appropriate instruction will continue to be offered to those students requiring accommodations.

The district calendar for the next school year must be prepared by the superintendent and presented to the Board for approval in the spring of each year. The superintendent must consult with other districts in the area when preparing the calendar.

The Board authorizes the administration in each school building to issue a school calendar based on the district calendar and in accordance with this policy. Administrators are encouraged to examine instruction time and calendar issues in the context of supporting the district's educational objectives.

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A copy of the calendar must be provided to all parents/guardians of students enrolled in district schools. Any change in the calendar except for emergency closings or other unforeseen circumstances must be preceded by adequate and timely notice of no less than 30 days.

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Book	Board Policies
Section	Section I: Instruction
Title	School Year/School Calendar/Instruction Time
Code	IC/ICA
Status	Active
Adopted	November 15, 1984
Last Reviewed	December 1, 2024
Prior Revised Dates	Revised: November 15, 2001; April 22, 2008; March 16, 2009; August 18, 2016; June 20, 2017; August 24, 2020; September 19, 2022; September 18, 2023

Prior to the end of the school year, the Board must determine the length of time during which district schools shall be in session during the next school year. The number of hours/days of planned teacher-student instruction and of teacher-student contact shall be consistent with the Board's definition of "actively engaged in the educational process," shall meet or exceed the requirements of state law and shall include a sufficient number of days to allow the superintendent flexibility in preparing a calendar that supports the district’s educational objectives.

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- individual student work time while at school, including study hall and library research
- school-related field trips
- independent study insofar as such study is allowed under district policy
- assemblies
- passing periods between classes
- recess time

The definition of "actively engaged in the educational process" includes all of the above and instruction delivered electronically and/or the use of other types of independent study, and distance learning for students provided under the supervision of a certified or licensed teacher.

Lewis-Palmer School District 38 also provides an Online Program for part-time and full-time students. Students enrolled in the Online Program proceed through their online courses outside of the school building under the guidance of a Certified Online Mentor Teacher. Attendance in the Online Program is primarily substantiated through participation in asynchronous internet-based educational activities within the Learning Management System as documented on a corresponding student login report. If applicable, the following secondary forms of documentation are acceptable for purposes of tracking student attendance in the Online Program:

- Online Mentor Meeting Data Attendance Report for Online Advisory Sessions
- Sign in Sheet (digital or physical) for Student Participation in State or Local Assessments

Students are expected to complete the equivalent amount of learning time as non-online students.

Attendance will be recorded at least once daily for days when instructional hours are provided, meaning a student is present, and "actively engaged in the educational process."

"Actively engaged in the educational process" does not include:

- lunch
- time students spend before school waiting for classes to begin and time after the last class of the day, including waiting for the bus
- teacher preparation time

Supervision by a licensed teacher must not require that the teacher be in the student's physical presence at all times, but that the teacher is exercising direction and control over the nature of the student's activities.

The district calendar for the next school year shall be prepared by the superintendent and presented to the Board for approval in the spring of each year. The superintendent must consult with other districts in the area when preparing the calendar.

The Board authorizes the administration in each school building to issue a school calendar based on the district calendar and in accordance with this policy.

Administrators are encouraged to examine instruction time and calendar issues in the context of supporting the district's educational objectives.

Calendars must include the dates for all staff in-service programs scheduled for the upcoming school year. The administration will allow public input from parents and teachers prior to scheduling the dates for staff in-service programs.

A copy of the calendar shall be provided to all parents/guardians of students enrolled in district schools. Any change in the calendar except for emergency closings or other unforeseen circumstances must be preceded by adequate and timely notice of no less than 30 days.

Adopted: November 15, 1984
Revised: November 15, 2001
Revised: April 22, 2008
Revised: March 16, 2009
Revised: August 18, 2016
Revised: June 20, 2017
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Reviewed: December 2024

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CROSS REF.: EBCE, School Closings and Cancellations
JH, Student Absences and Excuses

Online Schools and Programs

Authorizer Assurance Signature Form

Effective May 2022

COLORADO
Department of Education

Pursuant to the Rules of the Administration, Certification and Oversight of Colorado Online Programs (1 CCR 301-71, Rule 8.01.1), Authorizers must adopt policies tracking student enrollment, attendance, and participation (as set forth in Rule 3.02.8). Authorizers may document students' attendance and participation in educational activities in a manner the Authorizer deems appropriate to support student learning. The purpose of this Authorizer Assurance Signature Form is to verify the process and policies by which students' attendance and participation in the online program or online school are tracked and documented.

Students participating in an online program or online school are subject to the compulsory attendance requirements as provided in Article 33 of the Colorado Revised Statutes. Students are deemed to comply with the compulsory attendance requirements through participation in an online program or online school. The Assurances provided below ensure compliance with these statutory requirements, as well as the attendance requirements for funding outlined by the Rules for the Administration of the Public School Finance Act (1 CCR 301-39).

Definitions

The subsections of 1 CCR 301-71, Rule 2.0 define the types of online schools and programs that an Authorizer may offer:

Online Programs

"Online Program" means a full-time education program authorized pursuant to Title 22 of the Colorado Revised Statutes that delivers a sequential program of synchronous or asynchronous instruction directed by a teacher primarily through online digital learning strategies that provide students choice over time, place, and path, and teacher-guided modality of learning. "Online Program" does not include a supplemental program. Accountability for each student in an online program is attributed back to a designated school that houses the online program**. An Online Program with one hundred or more students is an Online School and not an Online Program** (Rule 2.09).

- ***Single District Online Program***
  "Single-District Online Program" means an Online Program that serves only students who reside within a single school district (Rule 2.12)

Online Schools

"Online School" means a full-time, education school authorized pursuant to Title22 of the Colorado Revised Statutes that delivers a sequential program of synchronous or asynchronous instruction directed by a teacher primarily through online digital learning strategies that provide students choice over time, place, and path, and teacher- guided modality of learning. An Online School has an assigned school code and operates with its own administrator, a separate budget, and a complete instructional program. An Online School is responsible for fulfilling all reporting requirements and is held to state and federally mandated accountability processes (Rule 2.10).

- ***Multi-District Online School***
  "Multi-District Online School" means an Online School that serves a student population drawn from two or more school districts (Rule 2.07).

Attendance

Each online program and online school must document a student's compliance with compulsory attendance requirements during the official count window (1 CCR 301-71, Rule 8.01).

To meet the attendance requirement for funding purposes, students must participate in the educational process (as defined by the local board of education) on the pupil enrollment count date, or, if they do not participate (for any reason) then, the student must participate prior to the pupil enrollment count date during the current school year and within 30 days following the count date. The activities that constitute attendance and participation in the educational process should be defined in and described by local board policy, in a manner the Authorizer deems appropriate to support student learning.

These activities may include, but are not limited to:

- assessment, orientation, and induction activities;
- in-person educational instruction; and
- synchronous and asynchronous internet-based educational activities.

While the activities that constitute attendance and participation in the educational process should be defined in and described by local board policy, the Authorizer may define the documentation demonstrating that a student has participated in one of these board-approved activities. At the time the Authorizer Assurances are submitted, the district or school must also provide samples of documentation that will be used to demonstrate students have met the attendance requirement to CDE's Office of Blended and Online Learning. At the time of the funding audit, the School Auditing Office will only consider this same documentation when determining whether a student has met the attendance and participation requirement.

Authorizer's Assurances

The following information must be completed separately for each online school or program operated by the Authorizer:

For each online school or program operated by the Authorizer, a copy of this form must be signed and dated by the Chief Financial Officer and Superintendent to certify that the required Authorizer assurances and documentation (including local school board-approved policies and sample attendance documentation) have been provided to CDE's Office of Blended and Online Learning.

Assurances

☐ The Authorizer has reviewed the attendance requirement described above, and has provided to the Office of Blended and Online Learning the local board policy defining and describing the activities that may be considered participation in the educational process for the purpose of establishing attendance in the Authorizer's online school or program.

☐ The Authorizer has attached sample documentation for each activity that may be used to demonstrate a student has met the attendance requirement for funding (as outlined in local board policy).

☐ At the time of audit, the Authorizer will provide documents of the same type as the samples that were provided to demonstrate the attendance requirement has been met for each student enrolled in an online school or program and submitted for funding. No other documentation type will be considered when evaluating the attendance requirement for funding purposes.

Authorizer information

District Code: _____

District Name: _____

CDE School Code (if applicable):
_____

Online School or Program Name:
_____

Please select one option below for the school or program noted above:

☐ Multi-district online school

☐ Single-district online school

☐ Single-district online program

_____

Chief Financial Officer (signature) (printed name)
Date

_____

Superintendent (signature) (printed name)
Date

No later than September 20th, submit electronically through the Smartsheet submission link found at: https://www.cde.state.co.us/onlinelearning/resources

NOTE: Once an Authorizer has provided these assurances and supporting documentation, the Colorado Department of Education will assume the Authorizer plans to continue to use the policies identified in their assurance form. Annual submission is not required. However, resubmission to the Office of Blended and Online Learning no later than September 20 of the applicable school year is required if the Authorizer has changed their local board policy with regard to attendance and/or the documentation used to demonstrate participation in the educational process.

Online, Dual Enrollment, and Advanced Academics Lab Guidelines

Mancos Secondary School offers students expanded opportunities to take online classes through Colorado Digital Learning Solutions (CDLS), dual enrollment courses (FLC, ASU) and advanced /concurrent courses (PCC). These opportunities are available to provide students with coursework that aligns with their grad plans and post-secondary interests. Enrollment in these courses come with responsibilities. Students must make steady academic progress,remain on pace in their classes, and follow attendance protocol.

Where Do Students Complete Their Online Class?

Students in Grades 9 and 10

Students in grades 9 and 10 must complete their online coursework on campus during their scheduled online learning period.

The assigned classroom is:

Period	Assigned Location
1st	HS Hub
2nd	HS Hub
3rd	HS Hub
4th	Mr. Dalley's Room
5th	HS Hub
6th	HS Hub
7th	HS Hub
8th	HS Hub

Students must remain in their assigned location unless they have permission from a staff member to relocate.

Students in Grades 11 and 12

Students in grades 11 and 12 have the option to complete their online coursework in one of the following locations:

- On campus in the assigned classroom
- At home
- At another approved off-campus location

Off-Campus Requirements

To complete courses off campus, students must meet both of the following:

1. Be on track with the course pacing guide, and
2. Have a current course grade of an A or B.

Off-campus privileges are reviewed every Thursday.

Weekly Progress Review

A progress report will be generated each Thursday.

If a Student Has:

- A grade of C or lower, and/or
- Are falling behind the course pacing guide

The student will be required to work on campus during the scheduled online learning period the following week.

The student's progress will be reviewed again the following Thursday. Off-campus privileges are restored for the following week on Thursday if the student is back on pace and has an A or B.

Attendance Expectations

If You Are on Campus

Report to your assigned classroom and place your initials on the attendance tracker. This helps the school know who is on campus and who is off campus in case of an emergency.

Students must remain in their assigned area for the entire scheduled period unless they have permission to leave.

If You Are Approved to Complete the Class Off Campus

You must:

1. Work from the location approved by your family and/or school
2. Log in and complete assigned coursework during the scheduled period
3. Follow the course pacing guide
4. Maintain a grade of A or B
5. Be prepared to return to campus if your off-campus privilege is removed

If You Are Required to Be on Campus

Report to your assigned classroom. If you are not in your assigned area during the scheduled period, you will receive an unexcused absence.

Advanced Academics Lab (11th and 12th Grade)

11th and 12th grade students who are in college-level, Advanced Placement (AP), and/or concurrent courses can be enrolled in the Advanced Academics Lab.

Purpose of the Lab

The Advanced Academics Lab is designed to give students taking rigorous courses an additional layer of support, a built-in space to collaborate with peers who are working at the same level, and a dedicated setting to focus on advanced coursework.

What the Lab Provides

- Academic support from a designated lab facilitator
- A quiet, dedicated workspace for advanced coursework
- Regular opportunities to collaborate with classmates enrolled in similar courses
- Help with pacing, study strategies, and college-level expectations
- A consistent point of contact for questions about AP, dual enrollment, and concurrent coursework

Expectations for Students

Students enrolled in this course follow the same guidelines as above for attendance, and on/off campus expectations.

Why These Expectations Matter

Remaining on campus may be required so that students can receive academic support, stay on pace, and remain safe and accounted for during the school day. Off-campus learning is a privilege based on successful participation and academic progress.

Online Class Location Quick Reference

Students taking online, dual enrollment, or advanced courses

Online learning is a privilege. Meet the expectations below — every Thursday counts.

1. Where Do I Complete My Coursework?

Grades 9–10: On campus in your assigned classroom — every period.

Period	Assigned Location
1, 2, 3, 5, 6, 7, 8	HS Hub
4	Mr. Dalley's Room

Grades 11–12: On campus, at home, or another approved off-campus location.

2. Off-Campus Work (Grades 11–12 Only)

Work off campus only if you meet BOTH:

- On track with the course pacing guide
- Current course grade of A or B
- Reviewed every Thursday. Lose either → on campus the following week.

3. Weekly Progress Review (Every Thursday)

- Grade of C or lower, OR falling behind the pacing guide → required to work on campus next week.
- Back on-pace with an A or B on Thursday → off-campus privileges return.

4. Advanced Academics Lab

- All 11th and 12th graders enrolled in college-level, AP, or concurrent courses can be enrolled. The lab adds academic support, peer collaboration, and a dedicated space for advanced coursework.

5. Attendance Expectations

Your Status	What You Do
On campus	Initial the attendance tracker. Stay in your assigned area the entire period.
Off campus (approved)	Work from your approved location. Log in and complete work during the scheduled period. Follow the pacing guide. Keep an A or B. Be ready to return.
Required to be on campus but absent	Not in your assigned area during the scheduled period → will receive an unexcused absence.