



Dear «Fname» «Lname»

Date: December 7, 2023

Re: Spring Teaching Calendar

From: KBCC CN Administrative Team

We look forward to having you teach in the College Now Program this spring. You are scheduled to teach the course(s) listed below:

	COURSE	CLASS NUMBER	CREDITS
1.	«Course1»	«Class1»	«Crds1»
2.	«Course2»	«Class2»	«Crds2»
3.	«Course3»	«Class3»	«Crds3»
4.	«Course4»	«Class4»	«Crds4»
5.	«Course5»	«Class5»	«Crds5»
6.	«Course6»	«Class6»	«Crds6»

For each class listed above, you will need to complete a separate a **Google Form** (link below) which will be used as your calendar for the term. If this link doesn't work correctly when clicked, just copy and paste the link into your web browser.

<http://tiny.cc/collegenow>

Refer to the Spring 2024 Calendar of non-teaching dates (on the next page) when planning your schedule of classes. Indicate the days and time that you will be teaching and the days that you will be holding office hours. Only teachers who will be teaching 3 or more credits this term will be required to hold office hours. For those who are teaching 3 separate 1 credit courses, you should add the 15 office hours to 1 of your forms (the other 2 forms do not need to have the office hours added).

- If your class is 1-credit, you must have 750 minutes (12.5 hours) of instruction and 0 office hours (unless your total credits taught this term are 3 or more)
- If your class is 2-credits, you must have 1500 minutes (25 hours) of instruction and 0 office hours (unless your total credits taught this term are 3 or more)
- If your class is 3-credits, you must have 2250 minutes (37.5 hours) of instruction and 15 office hours
- If your class is 4-credits, you must have 3000 minutes (50 hours) of instruction and 15 office hours

SPRING 2024 Calendar

January 30, 2024 - The College Now spring term begins

June 29, 2024 The College Now spring term ends

Non-Teaching Days

Schools will be closed and your classes **=WILL NOT=** meet on these Department of Education holidays.

February 19-25 - Spring recess

March 21,22 - High School Parent Teacher Conferences

March 29 - Easter Weekend

April 10 - Eid al-Fitr

April 22-30 - Spring Recess

May 23 - High School Parent Teacher Conferences

May 27 - Memorial Day

June 4 - Regents Testing Day

June 6 - Anniversary Day (Students do not attend school)

June 14-26 - Regents Exam Week which includes Juneteenth when schools are closed

Other days when classes may not meet are different for each school such as prom, senior trips, etc...

Classes will not meet on SAT Day.

If you have any questions, please feel free to reach out to us.