



Dear «Fname» «Lname»

Date: May 16, 2024

Re: Fall Teaching Calendar

From: KBCC CN Administrative Team

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

|    | <b>COURSE</b> | <b>CLASS NUMBER</b> | <b>CREDITS</b> |
|----|---------------|---------------------|----------------|
| 1. | «Course1»     | «Class1»            | «Crds1»        |
| 2. | «Course2»     | «Class2»            | «Crds2»        |
| 3. | «Course3»     | «Class3»            | «Crds3»        |
| 4. | «Course4»     | «Class4»            | «Crds4»        |
| 5. | «Course5»     | «Class5»            | «Crds5»        |

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/fall2024calendar>

Refer to the Fall 2024 Calendar of non-teaching dates (on the next page) when planning your schedule of classes. Indicate the days and times 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

September 9, 2024 - The College Now fall term begins  
January 17, 2025 The College Now fall term ends

### **Non-Teaching Days**

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

September 26 – Evening High School Parent Teacher Conferences

October 3,4 - Rosh Hashanah

October 14 - Italian Heritage/Indigenous Peoples' Day

November 1 - Diwali

November 5 - Election Day

November 11- Veterans Day

November 21- Evening High School Parent Teacher Conferences

November 22 - Afternoon School Parent Teacher Conferences

November 28,29 – Thanksgiving Recess

December 24 through January 1 – Winter Recess

Other days when classes may not meet are different for each school such as senior trips and other special event days.

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