

Calendar Configurations		
Calendar Requirements	Traditional Calendar	Alternative Calendar
School Year Period	July 1 – June 30	July 1 – June 30
Days in Session	180	Flexible #
Instructional Minutes	Minutes per Day	Minutes per Year
Contingent Days	3	3
Professional Development Days as Days in Session	Up to 5	Up to 5
Kindergarten Assessment as Days in Session	Up to 2	Up to 2
Short Days	Up to 5	Flexible #

Instructional Minute Requirements			
Grade Band	Daily Instructional Minutes	Annual Instructional Minutes	Minutes per Credit Hour, Grades 9-12
Kindergarten through 2nd	240 minutes	43,200	
3rd through 6th	300 minutes	54,000	
7th through 12th	330 minutes	59,400	7,200

Requirements by Day Type	
Day Type	Requirements
Short Days / Half Days	<ul style="list-style-type: none"> May be no less than 50% of the instructional minutes of a regular instructional day at the school
Professional Development as Day-in-Session	<ul style="list-style-type: none"> Must include at least as many minutes of professional development as a regular day of instruction May not be scheduled prior to the first day of school May not be scheduled in the last 20 school days of the school year

Types of Day	
Instructional Day	Non-Instructional Day
<ul style="list-style-type: none"> Kindergarten Assessment as Day-in-Session Professional Development as Day-in-Session Activated Contingent Days Regular Days in Session Half-Days in Session 	<ul style="list-style-type: none"> Kindergarten Assessment Professional Development Scheduled Contingent Days ACT Testing Holidays Parent-Teacher Conferences

Instructional Time	
Instructional Time	Non-Instructional Time
<ul style="list-style-type: none"> Passing time from one academic activity to another Recess Instructional/Class Time (Tier 1 minimum) 	<ul style="list-style-type: none"> Arriving and departing from school Passing time to and from lunch Lunch and/or nutrition breaks Open and/or unassigned periods Sport, team, or club activities Study halls that do not provide at least tier-one instruction

First Days of School	
Qualifying First Days of School	Non-Qualifying First Days of School
<ul style="list-style-type: none"> • Regular Day in Session • Half-Day in Session • Kindergarten Assessment as Day-in-Session 	<ul style="list-style-type: none"> • Kindergarten Assessment • Professional Development • Professional Development as Day-in-Session • Scheduled Contingent Days

Closures and Amendments	
Any closure or change in scheduling	<ul style="list-style-type: none"> • NDE must be notified within 10 business days for any change due to uncontrollable and/or unanticipated circumstances • NDE must be notified and issue approval for any changes not subject to uncontrollable and/or unanticipated circumstances at least 10 days prior
Closure of 33% (Small Districts) or 50% (Large Districts) or more Schools/Campuses	<ul style="list-style-type: none"> • A contingent day must be activated • If all three contingent days have been activated, schools under an alternative calendar may burn excess minutes • If all three contingent days have been activated, a request for distance learning may be submitted • If all three contingent days have been activated, a request may be submitted requesting emergency days-in-session
Closure of individual Schools/Campuses	<ul style="list-style-type: none"> • May be requested as an emergency day in session, or as applicable, excess minutes may be used • A school may only request up to three emergency days in session before being required to activate a contingent day
School Delays or Early Releases	<ul style="list-style-type: none"> • An alternative calendar may burn excess minutes • A traditional calendar may request the time as emergency in-session, but may be required to activate contingent time
Governor Declared States of Emergency and/or Snow Days	<ul style="list-style-type: none"> • Must still be made up pursuant to closure regulations.

Bell Schedule Reporting	
<ul style="list-style-type: none"> • Passing time must be explicitly included in the bell schedule for grades 7-12 • Passing time does not contribute to credit hours 	
<ul style="list-style-type: none"> • Recess must be identified in the bell schedule for any grade receiving it • Recess and lunch/nutrition may not be combined as one activity. The time for recess (instructional) and lunch/nutrition (non-instructional) must be clearly defined. 	
<ul style="list-style-type: none"> • All bell schedules need to be in Infinite Campus <ul style="list-style-type: none"> ○ i.e., Full day, half day, minimum day, PD days, etc. 	
<ul style="list-style-type: none"> • IC must match the Community bell schedule 	

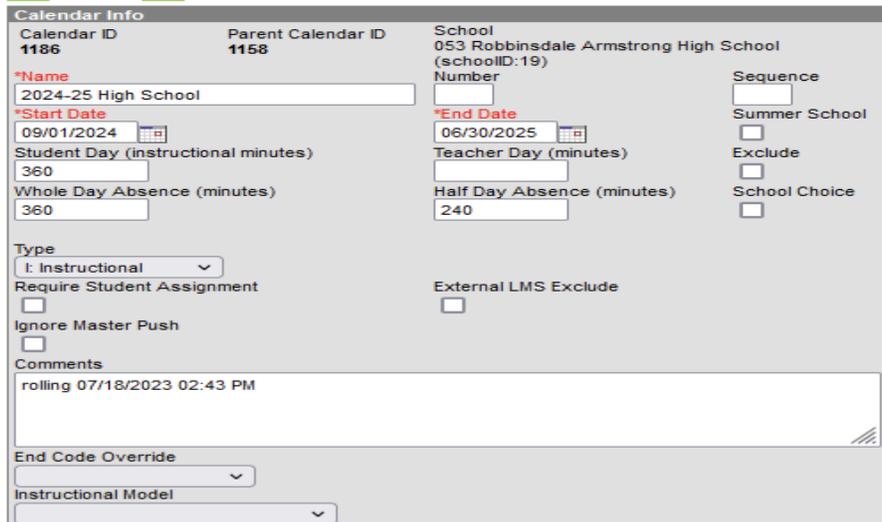
Scheduling Contingent or PD Days	
Professional Development as Days in Session	<ul style="list-style-type: none"> • These may be scheduled as full days • These may be scheduled by minute equivalencies split across multiple days (i.e., 2 hours every other Friday) • In Infinite Campus (IC) the School Day box and the Instruction box should both be checked, and the Attendance box unchecked, to keep the class record books clear on that day.

	<ul style="list-style-type: none"> In IC the Day Event Type should be “PD: Professional Development Day”, and be mapped to “PD” in the Value column of the System Settings > Custom Data and Links > Core Attribute/Dictionary > Day > Type > Dictionary.
<p>Contingent Days</p>	<ul style="list-style-type: none"> Typically used for emergency closures (i.e., snow, flooding, fire, smoke, etc.) NDE must approve and activate a Contingent day or Contingent minutes for it to be eligible These may be scheduled as full day activations, whether throughout the school year or at the end <ul style="list-style-type: none"> If Contingent days are scheduled earlier in the year, but the need for a contingent day arises, additional Contingent days may need to be scheduled These may be scheduled by minute equivalencies split across multiple days. <ul style="list-style-type: none"> If Contingent minutes are scheduled earlier in the year, but not activated, and the need for a Contingent day arises, additional Contingent days and/or minutes may need to be scheduled. In IC the Day Event Type should be “CD: Contingency Day”, as well as being mapped to “CD” in the Value column of the System Settings > Custom Data and Links > Core Attribute/Dictionary > Day > Type > Dictionary For a scheduled contingent day in IC, the Day Detail boxes for School Day, Instruction, and Attendance remain unchecked. For an activated contingent day, the boxes for School Day, Instruction, and Attendance will be checked. For the cancelled school day, the boxes for School Day, Instruction and Attendance will be unchecked.

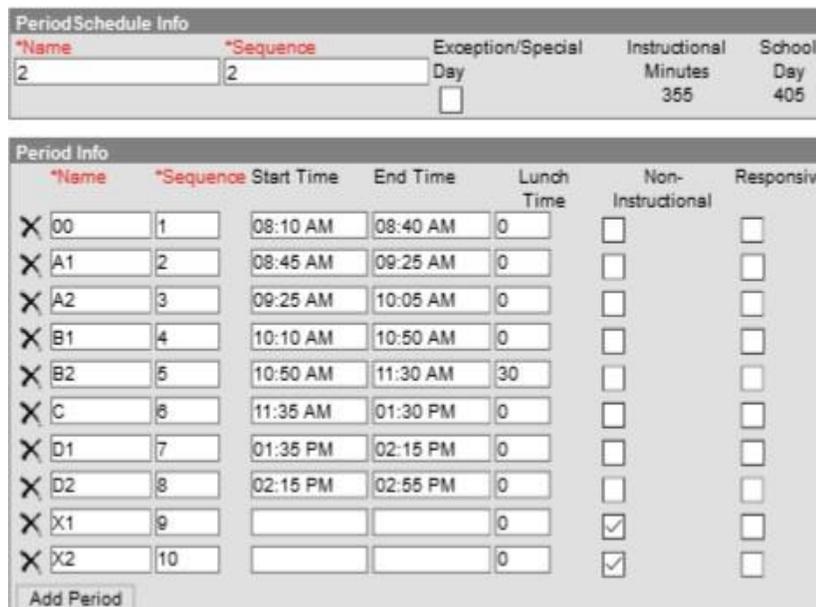
Submission of School Calendar	
<ul style="list-style-type: none"> Calendars are due May 1 	
<ul style="list-style-type: none"> Required Documents Include: <ul style="list-style-type: none"> Excel Application <ul style="list-style-type: none"> Responses that would otherwise by “N/A” may be left blank / with no response. Attestation Signed by Superintendent/Executive Director Community Calendar Infinite Campus Days Calendar For school districts applying for an alternative calendar, approval from the teachers union Please confirm in the Smartsheet form whether a bell schedule or calendar has changed significantly from SY25-26 to the proposed SY26-27 	
<ul style="list-style-type: none"> Infinite Campus Resources: <ul style="list-style-type: none"> https://kb.infinitecampus.com/help/calendar-nevada https://kb.infinitecampus.com/help/calendar-information https://kb.infinitecampus.com/help/period-setup-doc https://kb.infinitecampus.com/help/day-setup https://kb.infinitecampus.com/help/schedule-structure 	

Minutes Validation

- In Infinite Campus, Calendar Information (“Calendar”), it is **very important** that the Student Day (Instructional Minutes), Teacher Day (Minutes), and Whole Day Absence (Minutes) be calculated and entered accurately.
 - NAC requires that a whole day absence be more than 50% of the school day.
 - Regular school day / Student Day (Instructional Minutes) is 380 minutes
 - “Whole Day Absence” would be 191 minutes (>50%)



- In Infinite Campus, Bell Schedules (“Periods”) the total instructional minutes calculated based on class time, passing time, recess, lunch, and elective periods for a “regular” day must match:
 - The Community Bell Schedule
 - The Student Day (Instructional Minutes) in the Calendar
 - The instructional minutes listed in your Calendar Application
- For a short day, minimum day, early release day, etc., the Bell Schedule must match:
 - The Community Bell Schedules
 - The instructional minutes listed in your Calendar Application



*Name	*Sequence	Exception/Special	Instructional Minutes	School Day
2	2	Day	355	405

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X 00	1	08:10 AM	08:40 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X A1	2	08:45 AM	09:25 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X A2	3	09:25 AM	10:05 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X B1	4	10:10 AM	10:50 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X B2	5	10:50 AM	11:30 AM	30	<input type="checkbox"/>	<input type="checkbox"/>
X C	6	11:35 AM	01:30 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X D1	7	01:35 PM	02:15 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X D2	8	02:15 PM	02:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X X1	9			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X X2	10			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- In Infinite Campus, Bell Schedules must be assigned to Days, in the event multiple bell schedules / school schedules are in use (i.e., half days, early release, conference days, etc.)
- Path: Main Menu > Scheduling and Courses > Calendar Setup > Day Setup > Print (button)
- In total, the instructional minutes listed at the bottom of the Printed Days Calendar as “Total Instructional” must equal:
 - The total instructional minutes for a full day * the number of full days, in addition to the total instructional minutes for a half day/early release * the number of half day/early release days as listed in your Calendar Application
 - The total instructional minutes for a full day * the number of full days, in addition to the total instructional minutes for a half day/early release * the number of half day/early release days as listed in your Infinite Campus Bell Schedule

Development	13	14	15	16	17	18	19
We, Nov 6	20	21	22	23	24	25	26
Mo, Nov 11	27	28	29	30	31		
We, Nov 13	November						
We, Nov 20	Su	Mo	Tu	We	Th	Fr	Sa
We, Nov 27						1	2
Th, Nov 28	3	4	5	6	7	8	9
Fr, Nov 29	10	11	12	13	14	15	16
We, Dec 4	17	18	19	20	21	22	23
We, Dec 11	24	25	26	27	28	29	30
Fr, Dec 20	December						
Mo, Dec 23	Su	Mo	Tu	We	Th	Fr	Sa
Tu, Dec 24	1	2	3	4	5	6	7
Th, Dec 26	8	9	10	11	12	13	14
Fr, Dec 27	15	16	17	18	19	20	21
Mo, Dec 30	22	23	24	25	26	27	28
Tu, Dec 31	29	30	31				
We, Jan 1							
Th, Jan 2							
Fr, Jan 3							
We, Jan 8							
We, Jan 15							
Mo, Jan 20							
We, Jan 22							
We, Jan 29							
We, Feb 5							
We, Feb 12							
Mo, Feb 17							
We, Feb 19							

Total Instructional: Days: 180 Minutes: 59880	Total Non-Instructional: Days: 0 Minutes: 2220	Total Non-School: Days: 185 Minutes: 63825
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- To calculate minutes for this report, IC uses the “Student Day (instructional minutes)” field from the Calendar Information tab, unless a figure is entered in “Instructional Minutes” in the Day Events section of the Day Setup tab.