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GUIDANCE MEMORANDUM 22-01

TO: School District Superintendents
Charter School Sponsors

FROM: Jhone M. Ebert, Superintendent of Public Instruction

DATE: January 25, 2022

SUBJECT: School Year 2022-2023 Calendar Guidance

A handwritten signature in black ink, appearing to read "Jhone M. Ebert".

Background

Nevada Administrative Code (NAC) 387.120 requires that school calendars be submitted to the Nevada Department of Education (NDE) for approval by May 1 of each year. This memorandum provides information related to the development and submission requirements of these calendars.

Calendar Types and Senate Bill 215 (2021)

Schools may implement one of two calendar options:

- Traditional Calendar: 180 days in accordance with minimum guidelines
- Alternative Calendar: 180 days in minutes equivalent per minimum guidelines

Senate Bill 215 (2021) amended Nevada Revised Statute (NRS) 388.090 to expand district eligibility to implement an alternative calendar. Specifically, districts whose county populations are greater than 100,000 may now apply for an alternative calendar without restriction. Any district or school may apply for an alternative calendar pursuant to NAC 387.125 by submitting an alternative calendar application and copy of its proposed calendar for the next school year to NDE by May 1st.

If implementing an alternative calendar, a report must be submitted to the Superintendent of Public Instruction by December 31 of each year regarding the previous school year. The report shall include a description of the schedule and an evaluation of the effect of the alternative schedule on the pupils, parents/legal guardians, and community members. Additional information on this report is forthcoming.

Minimum Guidelines

Calendar Days

Pursuant to NRS 388.080, NRS 388.090, NAC 387.120, NAC 387.131, NAC 387.153, the minimum requirements related to qualifying calendars and school days are as follows:

- The public school year commences July 1st and concludes¹ June 30th

¹ Exceptions may be requested and approved by the Superintendent of Public Instruction

- Traditional calendar schools must provide 180 free school days in session, as defined by minimum attendance minutes.
- Alternative calendar schools must provide 180 free school days in session equivalent to the minimum attendance minutes required for each grade band.
- The school calendar must be divided into ten (10) school months and contain no more than 20 potential school days per month.¹
- Minimum attendance minutes include time for recess and time between activities, but not time for lunch. Minimum attendance minutes are provided below:

Grade	Period
Kindergarten	240 minutes
1st and 2nd grade	240 minutes
3rd through 6th grade	300 minutes
7th through 12th grade	330 minutes

Contingency Days

All school calendars must include three (3) contingent days in the anticipation of school closures pursuant to NRS 388.095 and NAC 387.120. These days may be utilized as school days in session if:

- At least 75% of the schools in the district are rendered inaccessible or unusable by inclement weather, uncontrollable circumstances, or an accident; or
- The Governor declares a legal holiday not anticipated in the original school calendar.

All contingency days must be used prior to requesting an Emergency Closure or Digital Learning Day in Session. Use of contingency days must be submitted to NDE for approval no later than two weeks after the closure date and should be submitted prior to closures, as possible.

Professional Learning Days

Districts and charters may schedule up to five (5) professional development days that may be counted as days in session pursuant to NAC 387.120. If all professional development days are not scheduled during the annual calendar review process, requests for approval must be submitted to NDE at least two weeks in advance.

Short Days

All scheduled short days must be included in the calendar application. Short days, as defined in NAC 387.140-5, are days in which pupils are scheduled to receive instruction or testing for two-thirds of a full school day. Up to five (5) short days may be scheduled when circumstances require and with advance application to and approval from NDE.

Emergency Closures

If an individual school closes due to an emergency, a school and/or school district may request to count the day as in session under NAC 387.151 with the approval of the Superintendent of Public Instruction.

Districts and schools with an applicable program of distance education in place may, in accordance with Guidance Memorandum 21-06, apply for eligible school closure days during which distance education was provided to count as instructional days in session. This application may be submitted to the Superintendent of Public Instruction for consideration when an emergency school closure unrelated to COVID-19 affects the majority of facilities within a school district and all contingency days have been exhausted.

Calendar Instructions and Submission

Infinite Campus Reports

To assist in the calendar development process, a downloadable minute tally report is available through Infinite Campus. This eliminates the need for an excel-based bell schedule in most cases; in cases where multiple bell schedules per school exist, the CSV bell schedule will be required. When creating calendar reports, be sure to verify that the dates are within the identified calendar year range.

In addition, when developing a school calendar in Infinite Campus, it is possible to map district or charter school-specific codes to the state-identified event codes. When doing so, the code **must** be in the value section of the attribute dictionary. If the event code is listed only in the code section of the attribute dictionary, the report will not pull the correct fields, and this will result in an inaccurate day or minute calculation.

Attached are instructions on how to download the school calendar report(s); these instructions are also available in Bighorn. If applying for a traditional calendar, only the day report is required. If applying for the alternative calendar, both the day and minutes report will be required. The report(s), along with the PDF monthly school calendar is required. If one calendar does not apply to all schools, the district and/or sponsor must submit as many calendars as necessary for the application of all of its schools.

Required Infinite Campus Reports include:

- Infinite Campus Month Calendar – PDF
- Infinite Campus Day Report – Excel
- Infinite Campus Minutes Report – Excel (*as applicable*)

Traditional and Alternative Calendar Applications

Traditional and alternative calendars should be submitted to NDE, along with their applicable Infinite Campus reports, via Calendar Memo to Amelia Thibault at acthibault@doe.nv.gov. The Traditional Calendar Memo should indicate the first and last day of school, contingency dates, professional development days (as applicable), short days, and the required calendar and report attachments. The Alternative Calendar Memo and Application requests the same details with expanded sections to assure that minute requirements are being met and participating schools are clearly identified.

Office Hours

The NDE Student Investment Division, Office of Division Compliance, will be providing office hours to support districts and charter schools regarding the calendar review process in February of 2022. Additional details are forthcoming. If you have any questions concerning your school calendar application, please contact Amelia Thibault, Division Compliance, at acthibault@doe.nv.gov

Attachment(s): Senate Bill 215 (2021)
 Guidance Memorandum 21-06
 Sample Infinite Campus Month Calendar
 Sample Infinite Campus Day Report
 Sample Infinite Campus Minutes Report
 Sample Traditional Calendar Memo
 Sample Alternative Calendar Memo and Application

cc: Heidi Haartz, Deputy Superintendent for Student Investment
 Amelia Thibault, Management Analyst III, Student Investment Division, Office of Division Compliance