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GUIDANCE MEMORANDUM 24-01

TO: School District Superintendents
Charter School Sponsors

FROM: Jhone M. Ebert, Superintendent of Public Instruction

DATE: January 24, 2024

SUBJECT: School Calendar Requirements, Applications, Amendments, and Validations

BACKGROUND

LEAs (local education agencies) must submit their school calendar annually for approval by the Superintendent of Public Instruction. Calendars are due to NDE no later than May 1 of each year. The Office of Division Compliance is responsible for receiving and reviewing each unique calendar to ensure it meets the minimum qualifications identified in NAC 387.120-153. Please note that LEA refers to school districts and charter schools. When referencing schools, this memorandum is referring to individual school sites – schools in the case of districts and campuses in the case of charters. The following includes **updated information** on the calendar application process and calendar policies; please review carefully.

CALENDAR CONFIGURATIONS

LEAs may implement a traditional or alternative calendar under NRS 388.080-090 and NAC 387.120-125. An LEA may choose to group schools, based on community, location, or need, under different calendar configurations; there is no limit to how many configurations an LEA elects to apply for and implement. Please note that alternative calendars have additional application and reporting requirements, detailed under *Annual Calendar Submissions*.

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	5	5
Short Days	5	Flexible #

POLICIES APPLICABLE TO ALL CALENDARS

The following policies apply to all calendars and are dictated by NAC 387.120-151. Additional information regarding application and approval of these elements is detailed under *Calendar Management Requirements throughout the School Year*.

Instructional Minutes

Pursuant to NAC 387.131, the minimum daily period under a traditional calendar, the equivalent annual minute requirements under an alternative calendar, and the minutes required for a high school credit hour are as follows:

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 ¹

Early Release Days

Any time that students are released earlier than their minimum daily period (or, if the school is providing minutes in excess of the minimum, any release earlier than their typical daily period) is a short day.² While LEAs may use a combination of terms to represent a short day (including minimum day, early release, etc.), these qualify under NAC 387.105 and require a minimum length of 50% of the scheduled daily period. If an LEA uses a combination of abbreviated days, i.e., a minimum day is 200 minutes, while an early release is 275 minutes, etc., a bell schedule must be provided for each type of day in order to appropriately account for the instructional minutes.

Under a traditional calendar, no more than 5 short days may be scheduled; these days must be pre-approved by NDE. Under an alternative calendar, there is no restriction on the number of short days available, provided they are appropriately documented in the calendar application, approved by NDE, and adhere to all short-day requirements.

School Closures

All school calendars must include three contingent days in the event of school closures.³ These days will be utilized as school days in session if 75% of schools are rendered inaccessible or unusable by inclement weather – including hazardous air conditions, uncontrollable circumstances, an accident, or if the Governor declares a legal holiday that was not anticipated in the original school calendar. If fewer than 75% of schools are rendered inaccessible or unusable, the LEA may request an emergency day in session. Schools under alternative calendars may request the use of excess minutes. If the LEA has exhausted all of its scheduled contingent days but continues to face school closures, they may apply for distance learning as a school day in session.⁴ Further information regarding the application for an emergency day in session or distance learning as a day in session is included under *Calendar Management Requirements throughout the School Year*.

Professional Development

Up to 5 professional development days may be requested as a day in session. These days must be pre-approved by NDE, and the professional development must be the equivalent number of hours to the scheduled school day and received from an approved provider.⁵ A summary of the planned professional development should be included. Additional information on the application for a professional development day is included under *Calendar Management Requirements throughout the School Year*.

¹ NAC 389.040

² NAC 387.105

³ Nevada Revised Statute (NRS) 388.090 and Nevada Administrative Code (NAC) 387.120.

⁴ NAC 387.151(2)

⁵ NAC 387.120

Kindergarten Assessments & Parent-Teacher Conferences

Up to 2 days of kindergarten assessments may be requested as a day in session; these days must be pre-approved by NDE. Please note that Parent-Teacher Conferences do not qualify as instructional time or professional development and must be scheduled accordingly.

ANNUAL CALENDAR SUBMISSIONS

LEAs must submit their school calendar annually for approval by the Superintendent of Public Instruction. Calendars are due to NDE no later than May 1 of each year. The Office of Division Compliance is responsible for receiving and reviewing each unique calendar to ensure it meets the minimum qualifications identified in NAC 387.120-153.

Smartsheet Submission

NDE has updated its submission process from email correspondence to Smartsheet submission. The dashboard for School Calendars is available [here](#) and will provide a central repository for guidance, submissions, and progress updates on the processing of your request. Using a [School Calendar Annual Application](#) form, LEAs must provide the following information for each calendar application:

- Type of Calendar Requested
- Calendar Name
- All schools under the Calendar, listed by name
- Total number of schools under the Calendar
- Total number of students under the Calendar
- The first and last day of school
- The dates of scheduled contingent days
- The total number of full-length instructional days, and the instructional minutes per day by grade band
- The total number of early release days, differentiated by type as applicable, the instructional minutes per each type by grade band, and the dates for each; under the alternative calendar, a brief description of the use for early release is required
- The total number of professional development days requested as days in session, a summary of the topics to be covered, and the dates for each
- The total number of parent-teacher conferences, a summary of how these are scheduled, and the dates for each
- The total number of kindergarten assessment days as days in session and their dates
- The total number of instructional days
- The total number of non-instructional days
- The total daily and annual minutes by grade
- Infinite Campus Days Calendar(s) for at least one school representing each grade band and/or configuration under the calendar
- Infinite Campus Calendar Days Report
- Infinite Campus Calendar Minutes Report
- Relevant contact information
- Attestation for Calendar Submission

If an alternative calendar is selected, additional information will be requested regarding:

- Whether the Calendar will implement a 4-day schedule
- Why the LEA is applying for an alternative calendar
- What difficulties the LEA hopes to alleviate or support through the use of an alternative calendar
- A letter from the local teachers association agreeing to the alternative schedule (applicable to school districts only)

Infinite Campus reports and attestations must be attached to all submissions. Template attestations are available on the Calendar dashboard and linked on our website. Supporting guidance documentation is available for the development and management of calendar reports in Infinite Campus; see “*Infinite Campus Calendars and Bell Schedule Guidance*”.

CALENDAR, BELL SCHEDULE, AND INSTRUCTIONAL TIME VALIDATIONS

Each LEA is required to submit complete and comprehensive backup for the purposes of calendar, bell schedule, and instructional time validations equivalent to a 20% sample of all schools and/or 5 schools, whichever is greater.

This documentation consists of:

- the Infinite Campus Days Calendar specific to the school
- the community calendar specific to the school
- all applicable Infinite Campus bell schedules specific to the school
- all applicable community bell schedules specific to the school
- the Infinite Campus Calendar Days and Calendar Minutes reports specific to the school
- for all schools, a summary of parent-teacher conferences; how lunch is scheduled; and the identification of any non-instructional periods (i.e., study periods before school, sports after school, etc.)
- for all elementary schools, a summary of how recess is scheduled and the periods/lengths of recess
- for all high schools, a summary of the total number of credits offered in a standard schedule; how homeroom is coded within the school; and the amount of pass time provided each day

The sample of schools selected will be provided to the LEA at the time of their annual calendar approval, and the LEA will have **30 business days** from receipt to submit all requested documentation for the school selected. This information may be submitted via the [Calendar, Bell Schedule, and Instructional Time Validation Form](#).

If NDE identifies an irregularity, a calendar audit will be opened to identify if there are systemic contributors and a corrective action plan developed collaboratively with the LEA to remediate the calendar. If a change to the calendar or minutes are required under this action, the target for remediation will be no later than January of 2025, when school resumes following winter break.

CALENDAR MANAGEMENT REQUIREMENTS THROUGHOUT THE SCHOOL YEAR

Any change to the calendar as approved must be submitted to NDE for approval. In the event of foreseeable changes, such as professional development, early release, or changes in instructional days, requests should be submitted to NDE at least 10 business days prior to the requested change. In the event of unforeseeable changes, such as snow delays and emergency closures, requests should be submitted to NDE no later than 10 business days after the event; this includes the use of excess minutes under an alternative calendar. Please note that all actions impacting the school calendar are subject to NDE approval, and actions taken without appropriate notification may be denied, requiring use of contingent days or the scheduling of additional school days. All calendar amendments should be submitted via the [School Calendar Amendment Form](#) available on the Calendar dashboard and our website. The LEA must provide the following information:

- The type of calendar approved
- Reason for amendment, and a summary / justification for the amendment request
- Infinite Campus Month Calendar
- Relevant contact information
- Attestation for Calendar Submission

CONCLUSION

NDE will be providing extensive technical assistance related to Annual Calendar submissions and the Calendar, Bell Schedule, and Instructional Time Validations, with the first office hours scheduled for Wednesday, February 7, 2024 at 11AM. School Calendar Submissions are due by May 1, 2024, and may be submitted via

the [School Calendar Annual Application Form](#) effective February 1, 2024. If you have any questions, please reach out to Amelia Thibault at sidcompliance@doe.nv.gov or 775-687-2451.

cc: Megan Peterson, Deputy Superintendent for Student Investment
Christy McGill, Deputy Superintendent for Educator Effectiveness and Family Engagement
Ann Marie Dickson, Deputy Superintendent for Student Achievement
Amelia Thibault, Division Compliance