

Regulation ICA

Las Cruces Public Schools

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Responsible Office:

Associate Superintendent for Instruction

SCHOOL CALENDAR

I. PURPOSE

To identify criteria to be followed in establishing an academic calendar for Las Cruces Public Schools' balanced-calendar schools, schools on a traditional calendar, and Arrowhead Park Early College High School, which follows New Mexico State University's academic calendar.

II. BACKGROUND

LCPS is committed to ensuring maximum input from the Board of Education, school district staff, parents and community members in the development of school calendars.

III. PROCESS

The Superintendent of Schools or his/her designee shall be responsible for convening a committee to develop school calendars. The committee membership shall include representation from the LCPS departments of Instruction and Operations, along with school principals, teachers, parents and representatives of the school district's recognized bargaining units. The committee may also include student representation, if appropriate.

- A. The calendar committee will develop one or more draft calendars for the upcoming three school years. The committee will complete its work no later than March 1 of each school year. In unusual circumstances, the committee may draft a calendar for one school year, as directed by the superintendent.
- B. In developing draft calendars, the committee shall carefully consider the coordination of school district requirements for balanced-calendar schools, traditional calendar schools and Arrowhead Park Early College High School.
- C. The draft academic calendars must be in compliance with length of school day and year requirements as defined in Section 22-2-8.1 [NMSA 1978], and must comply with negotiated employee agreements.
- D. The committee will consider a prescribed number of hours within the school year for parent conferences and/or home visits, up to the following maximum hours:
 1. Kindergarten: 33 hours
 2. Grades one through five: 22 hours
 3. Grades seven through 12: 12 hours

- E. The committee will develop calendars to ensure that all LCPS students shall be in school-directed programs, exclusive of lunch and passing periods, for a minimum of the following:
 - 1. Kindergarten, half-day programs: two and one-half hours per day or 450 hours per year; or, full-day programs: five and one-half hours per day or 990 hours per year;
 - 2. Grades one-six, five and one-half hours per day or 990 per year;
 - 3. Grades seven-12, six hours per day or 1,080 hours per year.
- F. The committee shall determine which recognized national and state holidays are to be observed and incorporate these days into draft school calendars.
- G. The committee may incorporate a fall break, winter break and spring break into all school calendars. Spring break should be carefully considered so as to not interfere with student performance on the required New Mexico assessments. If possible, the dates of spring break shall agree with New Mexico State University's academic calendar.
- H. The superintendent shall present the draft calendar(s) to the Board of Education for review and approval at the board's last regularly scheduled March meeting.
- I. Any necessary calendar revisions shall be made in a timely manner by the superintendent.
- J. Calendars shall be posted on the school district website, and shall be made available to the public in the superintendent's office and through each school.



Associate Superintendent for Instruction

October 10, 2012

Date Approved

History: Formerly Procedure 415, revised 08.27.07; revised 04.05.11; revised 07.05.11, 10.09.12
Legal Reference: NMSA 22-2-2.1; NMSA 22-2-8.1; and NMAC 6.30.2.10-H