

**BRIAN SANDOVAL**  
Governor  
**STEVE CANAVERO, Ph.D.**  
Superintendent of Public Instruction

**STATE OF NEVADA**



**SOUTHERN NEVADA OFFICE**  
9890 S. Maryland Parkway, Suite 221  
Las Vegas, Nevada 89183  
(702) 486-6458  
Fax: (702) 486-6450

**DEPARTMENT OF EDUCATION**  
Northern Nevada Office  
700 E. Fifth Street  
Carson City, Nevada 89701-5096  
(775) 687 - 9200  
Fax: (775) 687 - 9101  
[www.doe.nv.gov](http://www.doe.nv.gov)

**GUIDANCE MEMORANDUM # 17-01**

**TO:** School District Superintendents, Charter School Administrators, and the State Public Charter School Authority

**FROM:** Steve Canavero, Ph.D.  
Superintendent of Public Instruction

**DATE:** February 2, 2017

**SUBJECT:** Snow Day Calendar Updates for 2016 - 2017 School Year

---

Traditionally, Nevada public schools are required to provide 180 instructional days per school year (NAC 387.120(2)). An alternative schedule permits rural districts to offer an equivalent annual minimum instructional time as measured in minutes (NAC 387.125 & NAC 387.131). All school calendars must also designate three contingent days (aka "snow days") after the anticipated last day of school, which are required to be used as instructional days in the event that earlier instructional days are lost due to weather or other school facility disruptions (NAC 387.120(3)). All school calendars must be approved by the Superintendent of Public Instruction prior to the start of each school year. All use of contingent days likewise requires advance notification and approval of the Superintendent of Public Instruction.

Only partway through the winter of 2016 - 2017, many Nevadans have already experienced more snow, flooding, and extreme weather than in the last couple decades. Many schools will have already exhausted their three pre-scheduled contingent days for 2016 - 2017 as a result of more than three instructional days lost to the recent severe weather.

In order to ensure adequate student instructional time through the remainder of the 2016 - 2017 school year, all district and charter public schools which have (or are anticipated to have) suffered a loss of three or more instructional days due to weather will need to submit an updated school calendar to the Department for approval by March 1. Any reasonable option for making up this lost time will be considered; however, all calendar updates must meet the following criteria:

- The updated calendars must still comply with statutory requirements, including minimum annual instructional time:
  - Traditional Calendars: 180 days (NAC 387.120(2))
  - Alternative Calendars: 180 day equivalent, as follows (NAC 387.131(1)):
    - Kindergarten: 21,600 minutes

- Grade 1-2: 43,200 minutes
- Grade 3-6: 54,000 minutes
- Grade 7-12: 59,400 minutes
- The school year must still be completed before June 30, 2017 (NAC 387.153)
- The updated calendar shall remain subject to Superintendent approval

Please be sure to adjust Infinite Campus coding for cancelled school days and contingent days as follows:

Calendar Change	Day Detail	Day Event
<b>Cancelled Days (Snow Days)</b>	De-select "School Day", "Instruction", & "Attendance"	Select "SI: Inclement Weather"
<b>Contingent Days (+ any newly scheduled instruction days)</b>	Select "School Day", "Instruction", & "Attendance"	N/A

Please submit all required calendar updates to Rebecca Tims (rtims@doe.nv.gov). Please contact her or Nate Hanson (nhanson@doe.nv.gov) regarding any calendar-related help or questions. The terms of this memo expire June 30, 2017.

Thank you in advance for your timely attention to and cooperation with this matter.

