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GUIDANCE MEMORANDUM #19-02

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

FROM: Jonathan P. Moore, Ed.D.
Acting Superintendent of Public Instruction 

DATE: March 01, 2019

SUBJECT: Contingent Day (aka Snow Day) Calendar Clarification for 2018-2019 School Year

Nevada state statute requires public schools to provide 180 instructional days per school year (NRS 388.090(1)). An alternative schedule permits districts to offer an equivalent annual minimum of instructional time as measured in minutes (NRS 388.090(2)). Regardless of calendar type, all school calendars must also designate three contingent days (aka "snow days") which may be scheduled as full days of school, an equivalent number of minutes of instruction added to any scheduled day of instruction, except that the minutes added must not be less than 30 minutes per school day; or any combination thereof. These contingent days 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. The State Superintendent of Public Instruction must also be notified of any closures or delayed starts. Any request to treat a day where a school or schools is closed as a day in session under NAC 387.151 requires approval of the Superintendent.

Only partway through the winter of 2018 - 2019, many Nevadans have already experienced more snow, flooding, and extreme weather than in the last couple of decades leading many schools to possibly have already exhausted their three pre-scheduled contingent days for 2018 - 2019 school year.

In order to ensure adequate student instructional time through the remainder of the 2018 - 2019 school year, all district and charter public schools which have suffered a loss of any instructional day(s) due to inclement weather, whether or not it chooses to seek approval to count those days as days in session under NAC 387.151 for record keeping and enrollment tracking purposes. Districts will need to **submit an updated school calendar to the Department for approval by**

March 18, 2019. 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, 2019 (NAC 387.153)
- The updated calendar shall remain subject to Superintendent approval

Additionally, any time a revision is made to a school calendar, a district or charter school shall notify the Department. This includes implementation of contingent days as well as delayed starts. Below are more specific guidelines for commonly experienced closure scenarios for different types of public schools.

District

Traditional Calendar:

- A single school or multiple school closures, not to exceed 75% of the total district schools, due to inclement weather, hazardous conditions, uncontrollable circumstances, or Governor declared holiday:
 - Pursuant to NAC 387.151(1), the district may request a day to count as in session if approved by the Superintendent of Public Instruction. If not approved, the additional time will be required to be made up through the use of a contingent day.
- Multiple school closures, equal to or exceeding 75% of district total schools, due to inclement weather, uncontrollable circumstances or Governor declared holiday:
 - Pursuant to NAC 387.120(3), the district must implement one of the three identified contingent days.

If more than 3 events have occurred and caused all contingent days to be utilized the school may petition for approval to count additional days as a day in session under NAC 387.151(2) in addition to its submission of a revised calendar to include additional instructional time.

Alternative Calendar:

- A single school or multiple school closures, not to exceed 75% of the total district schools due to inclement weather, hazardous conditions, uncontrollable circumstances, that do not equal or exceed 75% of total district schools:
 - The school/district can provide a revised calendar identifying the day as not in session so long as the annual minimum number of minutes exceeds the 183 (contingent day included) day equivalent minimum. If by excluding a day the school falls below the minimum requirement, a contingent day must be implemented.
- Multiple school closures that is equal to or exceeds 75% of the schools in the district:
 - A contingent day shall be enacted

If more than 3 events have occurred and caused all contingent days to be utilized, the school may petition for approval to count additional days as a day in session under NAC 387.151(2) in addition to its submission of a revised calendar to include additional instructional time.

Single Campus Charter School:

- A school closure due to inclement weather, hazardous conditions, uncontrollable circumstances, Governor declared holiday:

Pursuant to NAC 387.120(3), a contingent day is enacted due to one school closure being greater than 75%:

or

If on an alternative calendar, the school can provide a revised calendar identifying the day as not in session so long as the annual minimum number of minutes exceeds the 180 day equivalent is met. If by excluding a day the school falls below the minimum requirement, a contingent day must be implemented.

If more than 3 events have occurred and caused all contingent days to be utilized the school can petition for approval to count additional days as a day in session under NAC 387.151(2) in addition to its submission of a revised calendar to include additional instructional time.

Multi-Campus Charter School:

- A campus or multiple campus closure, not to exceed 75% of total campuses, due to inclement weather, hazardous conditions, uncontrollable circumstances, Governor declared holiday:

Pursuant to NAC 387.151(1), a school can petition the Superintendent of Public Instruction to count a day as in session if closed as described above. If not

approved, the additional time will be required to be made up through the use of a contingent day.

or

If on an alternative calendar, the school can provide a revised calendar identifying the day as not in session so long as the adjusted annual minimum number of minutes exceeds the 180 day equivalent and the 3 contingent day requirement.

- A multiple campus closure, exceeding 75% of total campuses, due to inclement weather, hazardous conditions, uncontrollable circumstances, Governor declared holiday:

Pursuant to NAC 387.120, a contingent day is enacted due to one school closure being greater than 75%:

If more than 3 events have occurred and caused all contingent days to be utilized the school can petition for approval to count additional days as a day in session under NAC 387.151(2) in addition to its submission of a revised calendar to include additional instructional time.

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

Calendar Change	Day Detail	Day Event
Cancelled Days (Snow Days)	De-select "School Day", "Instruction", & "Attendance"	Select "SI: Inclement Weather"
Contingent Day (Adding newly scheduled instructional days)	Select "School Day", "Instruction", & "Attendance"	N/A