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GUIDANCE MEMORANDUM #20-02

To: All School District Superintendents
State Public Charter School Authority

From: Jhone M. Ebert, State Superintendent of Public Instruction 

Date: May 7, 2020

Subject: **Guidance Regarding Calendar Revisions for the 2019-20 School Year**

Nevada Revised Statutes (NRS 388.090(1)) requires public schools to provide 180 instructional days per school year. An alternative schedule permits districts or charter schools to offer an equivalent annual minimum of instructional time as measured in minutes (NRS 388.090(2)). Based on previous guidance, districts and charter schools should not have experienced a loss of scheduled instructional time due to COVID-19-related school building closures. In a letter dated March 18, 2020, the State Superintendent of Public Instruction communicated to school district leaders and the State Public Charter School Authority (SPCSA) the expectation that Emergency Programs of Distance Education would commence no later than March 23 (or as soon as possible thereafter for districts or charter schools that were on Spring Break when the school building closures went into effect). Two professional development days were dedicated for staff to prepare for distance learning during the week of March 16.

The Nevada Department of Education (NDE) acknowledges that the shift to Emergency Programs of Distance Education has highlighted challenges, including those surrounding access to technology for students and educators, professional learning for educators, and high-quality instructional materials. In addition, NDE recognizes the significant investment of time and resources that districts, schools, students, and families have expended to engage in distance education.

To support adequate instructional time for students as well as professional learning time for educators and staff, all school districts and charter schools operating under approved Emergency Programs of Distance Education may revise calendars to use up to an additional four (4) scheduled instructional days for professional development directly related to the school district/charter school's response to COVID-19 (beyond the allowance per NAC 387.120¹).

¹ [Declaration of Emergency Directive 005](#) granted the Superintendent of Public Instruction the authority to approve calendars that fail to comply with the provisions of NAC 387.120 or NAC 387.125.

For additional professional development days offered in accordance with this guidance to count toward the required minimum instructional time, the following conditions must be met:

- The professional development must be directly related to the school district/charter school's response to COVID-19. Content of such professional development may include but is not limited to:
 - Delivering distance education;
 - Developing methods to evaluate and/or support students' preparedness for the 2020-21 school year; or
 - Social-emotional support for students and educators;
- The professional development must be mandatory for all licensed educational personnel;
- The professional development must comport with [Nevada's Standards for Professional Development](#); and
- The school district/charter school must document attendance and report the percentage of licensed educational personnel that participated in the professional development.

Additional district and school employees may be included in the professional development at the school district/charter school leader's discretion.

School districts and charter schools that intend to revise their calendars to accommodate additional professional development days in accordance with this guidance must return the attached Request for Calendar Revision to the Department of Education via email to Amelia Thibault (acthibault@doe.nv.gov) no later than May 14th indicating such intent.

Revised calendars must be submitted via email to Rebecca Tims (rtims@doe.nv.gov) no later than the school district/charter school's last scheduled day in session and must be accompanied by documentation that demonstrates:

1. The content of the professional development was directly related to the school district/charter school's response to COVID-19; and
2. The percentage of licensed educational personnel that participated in the professional development.

Nutritional services should be made available to students and families on any days that are converted from instructional days to professional development days.

Revised calendars from school districts/charter schools that do not comply with this guidance or lack sufficient documentation may not be approved by the State Superintendent of Public Instruction.

Purpose: This request for calendar revision is to support school districts and charter schools in providing adequate instructional time for students as well as professional learning time for educators and staff.

Background:

- On Sunday, March 15, Governor Sisolak issued a [Declaration of Emergency Directive](#) stating that all school buildings in Nevada would be closed beginning March 16, 2020 due to the public health emergency created by COVID-19 and, per [Emergency Directive 015](#), school buildings will be closed for the remainder of the 2019-20 school year.
- Each school district and charter school in the State submitted requests for and received the State Superintendent of Public Instruction’s approval for Emergency Programs of Distance Education.
- [Declaration of Emergency Directive 005](#) granted the Superintendent of Public Instruction the authority to approve calendars that fail to comply with the provisions of NAC 387.120 or NAC 387.125.
- To support adequate instructional time for students as well as professional learning time for educators and staff, all school districts and charter schools operating under approved Emergency Programs of Distance Education may submit a calendar revision request to the Nevada Department of Education in accordance with Guidance Memo #20-02.

Certification:

District/Charter School: [Click or tap here to enter text.](#)

District/Charter School Leader Name: [Click or tap here to enter text.](#)

I do hereby certify I have read and understand the circumstances under which calendar revisions for the 2019-20 school year will be approved and, by signing this form, indicate that my calendar revisions are in compliance with the expectations outlined in Nevada Department of Education Guidance Memo #20-02, including that nutritional services will be provided on any days that were converted from instructional days to professional development days.

On behalf of my district/school, I will be submitting a revised calendar no later than the school district/charter school’s last scheduled day in session as follows:

- The revised calendar will convert [enter number](#) instructional days to professional development days.
- In 2-3 sentences, describe the type of professional development you will be offering during the additional professional development days and indicate how the development learning is directly related to your district/school’s ongoing response to COVID-19. [Click or tap here to enter text.](#)

Signature of District Superintendent / Head of School

[Click or tap to enter a date.](#)
Date