

Memo

Intradistrict

To: Principals, directors

From: Jonathan Phipps, superintendent

Through:

Subject: Make-up for Wednesday-Thursday, Jan. 17-18, 2018

Date: Jan. 23, 2018

Make-up days for students

- The student make-up day for Jan. 17 will be Feb. 19, listed as a make-up day on the calendar.
- The student make-up day for Jan. 18 will be March 9, listed as a make-up day on the calendar.
- No legislation allowing school boards to waive days missed for inclement weather has passed the legislature, so at this point, we must plan to make up all days missed.

Make-up day for Feb. 19 professional development

Dr. Phipps asks that each principal submit a proposal for how his/her school will make up the professional development day scheduled for Feb. 19.

Make-up day for March 9 workday

The March 9 workday will not need to be made up. It was to be a comp day for parent/teacher conferences, and since teachers were off Jan. 18, that will serve as their comp time for parent/teacher conferences.

Make-up days for nonteaching staff

Principals and directors should work with nonteaching staff to create a plan for making up the days missed Jan. 17-18.

Nonteaching, non-hourly staff members may make up the day by either

- taking personal or vacation days for Jan. 17-18
- using any accumulated comp time **OR**
- working with his/her principal/supervisor to develop a plan to make up the time before work, during lunch, after work or on another non-school/non-work day.

Changes in reporting periods from days missed Jan. 17-18

- **High school**
 - 5th high school reporting period will end Feb. 8, with report cards Feb. 16
 - 6th high school reporting period will end March 13, with report cards March 21
 - 7th high school reporting period will end April 23, with report cards May 1
- **Middle school**
 - 3rd middle school reporting period will end March 13, with report cards March 21
- **Elementary school**
 - 4th elementary reporting period will end Feb. 19, with report cards Feb. 28
 - 5th elementary reporting period will end April 4, with report cards April 18