

Kirsten Baesler  
State Superintendent  
Robert J. Christman  
Deputy Superintendent



NORTH DAKOTA DEPARTMENT OF  
**PUBLIC INSTRUCTION**

600 E Boulevard Ave., Dept. 201  
Bismarck, ND 58505-0440  
Phone (701) 328-2260  
Fax (701) 328-2461  
[www.nd.gov/dpi](http://www.nd.gov/dpi)

**TO:** North Dakota Administrators and Educators  
**FROM:** Gail Schauer, Director  
Office of Teacher & School Effectiveness  
**DATE:** March 1, 2016  
**RE:** 2016 Spring Updates

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**Annual School Administrator's Workshop! Save The Date!**

The Annual School Administrator's Workshop is scheduled for August 3-5, 2016 at the Baymont Inn in Mandan. More information will be shared as it becomes available. If you have questions, please, contact Gwyn Marback at [gkmarback@nd.gov](mailto:gkmarback@nd.gov) or (701) 328-2295.

**School Calendar Waivers**

Updated guidance and information on School Calendar Waivers, including a new Frequently Asked Questions (FAQ) document, can be found at <https://www.nd.gov/dpi/SchoolStaff/TSE/waivers/>. Most districts follow the school calendar as defined in North Dakota Century Code (NDCC) 15.1-06. However, there are situations when a district may request a waiver to reconfigure their instructional days differently than what NDCC outlines. To request a waiver, districts must complete the Reconfiguration of Instructional Days form (SFN) 58170 and submit by March 13. For more information, contact Gwyn Marback at [gkmarback@nd.gov](mailto:gkmarback@nd.gov) or (701) 328-2295.

**Weather Related School Closings**

An updated guidance document providing information on school calendar days and storms days has been posted on the department's website at [www.nd.gov/dpi/SchoolStaff/TSE/weather/](http://www.nd.gov/dpi/SchoolStaff/TSE/weather/) under 'Supporting Documents'. The guidance clarifies how to identify the number of storms days that must be included in the school calendar. The school calendar must designate a minimum of two days for school closure or more depending on the district's five-year average of school closure days. For example, if the school district's number of school closure days was 15 days over the last five years, the average number of school closure days is 3 days per year, which is the number of days the districts must build into their school calendar.

When a school must dismiss before completing a full day of instruction, the district must make every reasonable effort to make up the missed instructional time. This can be done in the following ways:

1. Qualifying districts may use one allowed academic day (grace day). A qualifying district is one whose instruction days are at least 30 minutes longer than required by law.
2. Scheduling instructional days on the designated snow days included in the school calendar.
3. Making up missed instructional time by lengthening the school day by 30 minutes per day and/or scheduling an instructional day on Saturday.

Once every reasonable effort has been made to make up the missed instruction time, the district may petition the State Superintendent to forgive those additional days/hours.

For more information, contact Gail Schauer at [gschauer@nd.gov](mailto:gschauer@nd.gov) or (701) 328-2755.

### **North Dakota Academic and Career and Technical Education Scholarships**

Just a reminder that North Dakota resident students may apply for either the Academic Scholarship or the Career and Technical Education Scholarship. Applications will be accepted from January 4-June 3, 2016. For more information, go to [www.nd.gov/dpi/SchoolStaff/TSE/grantsch/scholarship/](http://www.nd.gov/dpi/SchoolStaff/TSE/grantsch/scholarship/). If you have questions, please, contact Robin Lang at [roclang@nd.gov](mailto:roclang@nd.gov) or (701) 328-2244.