

**Verndale School**  
**Snow Day Make-Up Day Options**

Student Day on April 2 - Make up the student day missed on March 5. This may be necessary with the number of student absences that have occurred with special events and activities.

Staff Day on April 2 - This could be used to get a good handle on Level 2 HRS work. The day would be 6 hours (8 am - 3 pm with an hour lunch break).

Staff Day on May 30 - We would use Tuesday, May 29 for staff recognition, review of annual goals, HRS review, and plans for the next school year. May 30 would be a planning and end-of-year checkout day. The day would be 6 hours (8 am to 3 pm with an hour lunch break).

Staff make up day outside of contract time. This would require 6 hours of time in a combination of independent work on HRS activities and time in PLCs.

**March 5th will be made up in the following way:**

The consensus was to make up the day outside of contract time. Teachers will have four hours to work on specific items for HRS and their own classrooms. The remaining two hours will be used in professional learning communities (PLCs) to discuss the work that was completed during the four hours individually.

The support staff will make up the time as follows:

- Custodians reported for duty that day or took vacation time.
- Paraprofessionals will make up four hours during the last 2 two-hour late starts. This time will be used for specific training needs.
- Food service staff will work with Vickie to determine how the time will be made up. Some of the time will be used to clean the kitchen area at the end of the school year.
- Bus drivers will work with Wade to determine the best way to make up the time. Time could be used to clean buses, prepare for the annual inspection, or training. Drivers could also use personal time in place of making up the time.
- Clerical staff will make up the time to finish filing and preparing for the next school year. This time will be made up during the two-hour late starts or at the end of the year. The staff can also use vacation time to make up this day.