

PROTOCOL



School Improvement Day Cancellations

What to do if a System cannot attend SI Day

If a system cannot attend its assigned School Improvement Day for weather, emergency or any unforeseen circumstance, **the system must notify your Regional Executive or Cohort Lead as soon as possible** to create a plan or reschedule.

Accreditation and Design Contacts:

West- Amber Miller

Amber.Miller@ksde.gov

(620) 765-7490

Central- Mindy Bruce

Mindy.Bruce@ksde.gov

(316) 304-6493

East- Jean Rush

Jean.Rush@ksde.gov

(785) 691-7038

Suburban & Private- Myron Melton

Myron.Melton@ksde.gov

(785) 760-0298

Urban & Special Purpose- Jay Scott

Jay.Scott@ksde.gov

(785) 230-4575

The Regional Executive will reassign the affected system(s) to another School Improvement Day in their region and communicate to the system(s) and Service Center their alternate School Improvement Day.

As long as there are at least two systems attending a School Improvement Day and the service center can host, the School Improvement Day may take place.

What to do if a system cannot attend SI Day

If the host service center is closed for weather, emergency, or any unforeseen circumstance and cannot host the School Improvement Day, **the service center will email systems, facilitators, and KSDE (all those registered) as soon as possible**. KSDE and the service center will then work together to reschedule the School Improvement Day.

SCHOOL IMPROVEMENT DAY CANCELLATIONS

For more information, contact:

Rue Huereca-Retana
Administrative Assistant
Accreditation and Design
(785) 296-3379
Rue.Huereca-Retana@ksde.gov



Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
www.ksde.gov

The Kansas State Department of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.