

Commissioner's Memo
1/25/2024

Inclement Weather Make-Up Day Guidance

Memo Information

Memo Number COM-24-066

Memo Date 1/25/2024

Memo Type Informational

Unit Public School Accountability

Regulatory Authority Arkansas Code §6-15-103

Response Required NO

Attention Assistant Principal; Assistant Superintendent; Communications Manager / Director; Curriculum Coordinators; Principals; Superintendents

Primary Contact Information

Name Hope Worsham

Phone Number 501-682-1298

Email Hope.Worsham@ade.arkansas.gov

Secondary Contact/s Information

Name Anwan Middleton

Phone Number 501-683-5300

Email Anwan.T.Middleton@ade.arkansas.gov

Memo Text

Recognizing the significant impact of inclement weather on various districts across the state, resulting in the loss of recent instructional days, and following the communication to superintendents sent Friday, January 19th, this guidance aims to provide clarity and additional information on how schools may make up the time missed and best address the instructional needs of students through in-person instruction.

Each public school district and open-enrollment public charter school that is receiving funding to meet the minimum salary increase, is required to provide in-person instruction a minimum of either:

- (1) One hundred seventy-eight (178) days; or
- (2) One thousand sixty-eight (1,068) hours (Alternate Calendar).

Annually, districts are required to adopt a school calendar that incorporates either five (5) make-up days or, for those utilizing an alternate calendar, a minimum of thirty (30) make-up hours. Districts should adhere to their adopted calendar and may use the scheduled make-up days to meet minimum requirements. Districts may also utilize scheduled PD days as student instructional days to make-up missed days. However, legislation does allow for some flexibility in making up missed days before or after the regular school schedule.

For districts on a traditional 178-day calendar, if the superintendent cancels a regularly scheduled school day due to exceptional or emergency circumstances, such as a contagious disease outbreak, inclement weather, or other acts of nature, the superintendent can

make up the missed school days by adding a minimum of sixty (60) minutes to the beginning or ending of a regular school day. This does not require PPC or board approval.

Districts revising their existing calendars, altering student instructional days or hours, must obtain PPC and board approval and notate the change in eSchool. Districts may contact their standards support specialist with questions.

Districts who are on a traditional 178-day calendar may request to change to an alternate calendar, which requires 1,068 hours, the equivalent of 6 hours of instructional time for 178 days. If a district chooses to change from a traditional calendar to an alternate calendar, a waiver of Arkansas Code § 6-10-106, which requires calendar notification to DESE by July 1, will be required. Districts are also required to follow local policy and should work with the PPC to make proposed calendar changes for presentation to the local board. The PPC must vote for immediate implementation after local board approval. The revised calendar should indicate the number of instructional hours each day for the entire school year to show that the 1,068 hour requirement is met. Transitioning to an alternate calendar also requires the district to update their calendar option in the LEA Profile module of ADE SIS.

Requests to transition to an alternate calendar and therefore, a waiver of Arkansas Code § 6-10-106, must be submitted on the attached form, with a copy of the revised calendar, to: legal@ade.arkansas.gov.

Districts should direct all questions regarding calendar revisions to their assigned DESE standards support specialist. Please contact the Standards and Systems Support Unit at 501-683-5300.

Additional setup in the eSchoolPlus software will be required for districts making revisions or transitioning to an alternate calendar. The district's APSCN administrator/trainer should contact their ADE APSCN student field representative for assistance with the setup.

Additional information regarding instructional requirements may be found in the [RULES GOVERNING STANDARDS FOR ACCREDITATION OF ARKANSAS PUBLIC SCHOOLS AND SCHOOL DISTRICTS.](#)

Attachments

- [Inclement_Weather_Alternate_School_Calendar_Waiver_Form_130546.docx](#)



Inclement Weather Calendar Waiver Request


District:	Conway School District
LEA Number:	2301000
Superintendent:	Dr. Jeff Collum
Email:	collumj@conwayschools.info
Contact for Waiver:	Shastady Wagner
Contact Email:	wagners@conwayschools.info
Contact Phone:	501-450-4800
Date Received by DESE:	

By submitting this waiver request, the Superintendent certifies that the following requirements have been met:

1. The local board has approved the waiver request and revised calendar.
2. The personnel policy committee (PPC) has approved the revised calendar.
3. The revised calendar has been posted on the district's website.
4. The calendar reflects 1,068 hours of in-person student instruction that will be provided during the 2023-2024 school year.

Further, the Superintendent certifies that the district will input into eSchool, eFinance, or APSCN, all data that affects the ADM of the public school district; and ensures compliance with the required minimum number of school instructional hours.

Topic:	Alternate School Calendar Submission Deadlines
Standards/Statutes/Rules:	Ark. Code Ann. § 6-10-106(g)(3) regarding calendar submission deadline
Duration Requested:	2023-2024 School Year
Schools, Grades or Classes the Waiver Will Apply To	K-12
PURPOSE OF THE WAIVER (Must check at least one)	<input checked="" type="checkbox"/> Allow the district to transition to an alternate calendar requiring 1,068 hours of student instruction

District:	Conway School District
LEA Number:	2301000
Superintendent:	Dr. Jeff Collum 

I am also requesting that the Division waive Ark. Code Ann. § 6-18-213(b), which requires that the official reporting period for attendance shall be quarterly with the actual number of days counted in each period to be no less than forty (40) nor more than fifty (50).

July						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	X	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30	31	

September						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
	3	X	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
						30

October						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			

November						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	X	X	X	X	X	25
26	27	28	29	30		

December						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	X	X	23
24	X	X	X	X	X	30
31						

January						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					4	5
	7	8	9	10	11	12
	14	X	X	X	X	20
	21	X	X	X	X	27
	28	29	30	31		

February						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	X	X	X	X	X	25
25	26	27	28	29		

March						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	X	X	X	X	X	23
24	25	26	27	28	29	30
31						

April						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
	7	X	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30			

May						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	X				

June						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
	30					

Minutes of Board of Education Regular Meeting
Conway Public Schools Administration Building
2220 Prince Street
February 13, 2024

Members Present: Mr. André Acklin, Mr. Jason Sandefer, Mrs. Linda Hargis, Mr. Trip Leach, Dr. David Naylor, Jr., Mr. Trey Geier

Members Absent: Mrs. Sheila Franklin

Others Present: Superintendent Jeff Collum; Deputy Superintendent Jason Black; Assistant Superintendents: Dr. Andy Ashley, Dr. Megan Duncan, Dr. Karen Lasker; Directors: Clint Ashcraft, Ben Darley, Kelli Gordon, Keisha Jefferson, Eric King, Jason Lawrence, Tammy Woosley; Chief Financial Officer Robyn Keene; Chief Legal Officer Shasta Wagner; Coordinator of Media Relations Kaitlyn Ryals; Recording Secretary Donna Story

Board President Acklin called the meeting to order at 6:00 p.m.

Wampus Cat Pride

- CPD Former Police Chief Tapley - Director of Safety and Security Eric King recognized Conway Police Department former Chief William Tapley for his service and dedication to Conway Public Schools.
- CHS 2024 6A Girls Bowling State Champions - Kaitlyn Ryals, Coordinator of Media Relations, invited Athletic Director Clint Ashcraft to introduce the Conway High School 6A Girls Bowling State Champion team and Coach Trent Mallett.
- District Recognition of Black History Month – February is Black History Month. Kaitlyn Ryals, Coordinator of Media Relations, presented the Board with a presentation of pictures from students and staff celebrating Black History Month.

Champion Student Recognition

- Lynley Virden - Kaitlyn Ryals, Coordinator of Media Relations, presented a video featuring Lynley Virden, Champion Student of the Month from Woodrow Cummins Elementary School. She welcomed Principal Dayna Lewis, who introduced Lynley. Superintendent Collum presented her with a certificate. Lynley led the audience in the Pledge of Allegiance.

Approval of Consent Agenda

The consent agenda was unanimously approved at 6:16 p.m. on a motion made by Mr. Geier and seconded by Mr. Sandefer.

Items on the Consent Agenda were:

- Approval of Minutes – January 9, 2024, Regular Board Meeting
- Approval of the List of Bills Paid in January 2024
- Approval of Purchase Orders
- Approval of Petitions for Transfer of Students
- Approval of School Choice Applications

- The Board agreed to uphold the recommendation of the Administrative Review Committee and Administration concerning students' discipline.

Superintendent's Report

- School Election Update – Superintendent Collum reminded everyone that early voting begins February 20th and election day is March 5, 2024.
- AAEA LETRS Training – Superintendent Collum spoke about his AAEA LETRS training as one of twenty-five superintendents engaging in a reading pilot program with the state.

Chief Financial Officer's Report

- Board Financial Report – Robyn Keene presented the financial report for January.

Mr. Leach made the motion to approve the financial report, as presented. The motion was seconded by Mrs. Hargis and passed unanimously at 6:23 p.m.

Information Items

- Student Academic Achievement Report (Act 425) – Assistant Superintendent Duncan invited Bob and Betty Courtway Middle School Principal Robert Yates and Assistant Principal Raven Haynes to present the academic update.
- Spring Testing Update – Assistant Superintendent Duncan presented an update on testing for the spring.

Action Item

- Inclement Weather Calendar Waiver Request – Chief Legal Officer Shasta Wagner presented an update on the Inclement Weather Calendar Waiver Request submitted to the state for school closure days due to weather and a revised 2023-2024 School Calendar.

Mr. Sandefer made the motion to approve the Waiver request pending PPC review. The motion was seconded by Dr. Naylor, Jr. and passed unanimously at 6:43 p.m.

Personnel Approval

Superintendent Collum asked Assistant Superintendent Dr. Karen Lasker to speak about the upcoming Career Fair on March 2, 2024.

Upon a motion made by Mrs. Hargis and seconded by Mr. Geier, the Board unanimously approved the following personnel recommendations of the Superintendent at 6:50 p.m., as presented in the agenda:

- Resignations
- Elections

Executive Session

At 6:52 p.m., the Board went into Executive Session to consider a personnel matter. The Board exited Executive Session at 8:02 p.m.

Adjournment

No further business to come before the Board, the meeting was unanimously adjourned at 8:03 p.m. on a motion made by Mrs. Hargis and seconded by Dr. Naylor, Jr.

Respectfully submitted,

Board President

Board Secretary

APPROVED: _____

UNAPPROVED