

**ARKANSAS DEPARTMENT OF EDUCATION**  
**RULES AND REGULATIONS GOVERNING STANDARDS FOR ACCREDITATION OF ARKANSAS**  
**PUBLIC SCHOOLS**

**1.0 REGULATORY AUTHORITY**

- 1.01 These rules and regulations shall be known as the Arkansas Department of Education Regulations Governing the Standards for Accreditation for Arkansas Public Schools and School Districts.
- 1.02 These rules and regulations are promulgated pursuant to A.C.A § 6-11-105, A.C.A § 25-15-200 et.seq., and Act 1467 of 2003.
- 1.03 These rules and regulations replace previously adopted Rules and Regulations Governing the Standards for Accreditation of Arkansas Public Schools revised June 10, 2002, and Rules and Regulations Governing the Probationary Status and Accreditation of Public Schools revised November 2000.

**2.0 PURPOSE**

- 2.01 These rules and regulations are to set forth the standards of accreditation of Arkansas public schools and school districts.
- 2.02 The purpose of these rules and regulations is to describe the process how Arkansas public schools or school districts will be cited or placed in probationary status for failure to meet standards of accreditation.
- 2.03 The purpose of these rules and regulations is to set forth the enforcement actions that may be applied to Arkansas public schools or school districts that fail to meet standards of accreditation.

**3.0 DEFINITIONS – For purpose of these Rules and Regulations, the following terms mean:**

- 3.01 “Cited” – Cited-accredited status assigned to school or school district that fails to meet any standard identified as a cited violation in these rules and regulations.
- 3.02 “Department” – The Arkansas Department of Education
- 3.03 “Enforcement action” – intervention by the state to require compliance of a school or a school district that fails to meet Standards for Accreditation of Arkansas Public Schools.
- 3.04 “Probationary” – Probationary -accredited status assigned to school or school district that fails to meet any standard identified as a probationary violation in these rules and regulations or fails to correct by the specified deadline a violation for which it acquired cited status.
- 3.05 “Public School District/Public School” – those school districts and schools (including open-enrollment charter schools) created pursuant to Title 6 of Arkansas Code and subject to the Arkansas Comprehensive Testing, Assessment and Accountability Program except specifically excluding those schools or educational programs created by specifically excluding those schools or educational programs created by or receiving authority to exist pursuant to §6-15-501; §9-28-205, and §12-29-301 through §12-29-310, or other provisions of Arkansas law.
- 3.06 “Standards for Accreditation” - a series of requirements that specify what a school or school district shall meet in order to be fully accredited by the Arkansas Department of Education.

3.07 “State Board of Education” – Arkansas State Board of Education.

#### **4.0 CITED STATUS**

4.01 A school district which is deemed to have failed to meet any standard defined with a cited status in these rules and regulations and is referenced as applicable to a school district shall be assigned cited status.

4.02 A school which is deemed to have failed to meet any standard defined with a cited status in these rules and regulations and is referenced as applicable to a school shall be assigned cited status.

4.03 No school or school district shall maintain a cited status for violation of any particular standard for a time period greater than two (2) consecutive school years from the date of receiving notice of its cited status for violation of that standard, unless provided otherwise in these rules and regulations.

4.04 Any school or school district that fails to remedy itself from cited status for violation of a particular standard after a two (2) year time period shall be assigned probation accredited status.

4.05 For the purpose of these Rules and Regulations D means district, S means school, C means cite, P means probation, and Policy means a policy is required.

#### **5.0 PROBATIONARY STATUS**

5.01 A school district shall be assigned a probationary status which is deemed to have failed to meet any standard defined with a probationary status in these rules and regulations or was in cited status for the same violation the previous two (2) consecutive years and is referenced as applicable to a school district.

5.02 A school shall be assigned a probationary status which is deemed to have failed to meet any standard defined with a probationary status in these rules and regulations or was in cited status for the same violation the previous two (2) consecutive years and is referenced as applicable to a school.

5.03 No school or school district shall maintain a probationary status for violation of any standard for no more than two (2) consecutive school years including the year the probationary status is declared.

5.04 Any school or school district that fails to remedy itself from probationary status after the two (2) year time period will be subject to mandates of Act 1467 of 2003.

### **STANDARDS FOR ACCREDITATION OF ARKANSAS PUBLIC SCHOOLS**

#### **6.0 STANDARD I EQUAL EDUCATIONAL OPPORTUNITIES**

D/P

All school districts' policies and actions shall be nondiscriminatory and shall be in compliance with state and federal laws.

#### **7.0 STANDARD II GOALS AND ADMINISTRATION OF ARKANSAS SCHOOLS**

7.01 STATE AND NATIONAL GOALS

Policy

D (District) S (School) C (Cited) P (Probation) Policy (Policy required)

It is well established by history and law that education is a state responsibility. As a framework for school district planning, a set of statewide and national goals for education and a long-term plan to meet these goals have been developed.

## 7.02 SCHOOL DISTRICT GOALS

D/P

7.02.1 Each school district in Arkansas shall be required to develop, with appropriate staff and community participation, a five-year educational plan. School district goals shall be compatible with state and national educational goals and shall address local needs. The plan shall be filed with and reviewed by the Department of Education annually.

D/C

7.02.2 Each school district shall provide and publish, in a newspaper with general circulation in the district before November 15 of each school year, a report to the public detailing progress toward accomplishing program goals, accreditation standards, and proposals to correct deficiencies.

S/C

7.02.3 Each school shall systematically and, at least annually, explain its policies, programs, and goals to the community in a public meeting that provides opportunities for parents and other members of the community to ask questions and make suggestions concerning the school program.

## 7.03 SCHOOL DISTRICT ADMINISTRATION

D/P

### 7.03.1 OPERATING POLICIES AND PROCEDURES

Each school board shall adopt written policies for the operation of the school district in accordance with guidelines established by the Department of Education.

### 7.03.2 RECORDS AND REPORTS

S/P

7.03.2.1 Each school shall maintain all reports and records necessary for effective planning, operation, and education.

Policy

7.03.2.2 Each school district shall annually submit accurately and timely a report to the Department of Education appraising its students' performance. The report shall be prepared in accordance with guidelines developed by the Department of Education.

### 7.03.3 SCHOOL BOARDS

D/C

7.03.3.1 Each school board, prior to November 15 of each year, shall hold a public meeting, at a time and place convenient for a majority of the school patrons and employees, to review and discuss its annual report detailing progress toward accomplishing its district's program objectives, accreditation standards, and proposals to correct deficiencies.

D/C

7.03.3.2 All accreditation and evaluation studies and reports shall be reported and discussed in a public meeting at a time and place convenient for a majority of the school patrons and employees.

## 7.04 SCHOOL GOALS

S/P

7.04.1 The administrators, teachers, other school staff, and parents of each school shall develop an annual school improvement plan to monitor that school's progress

and to project its continuing needs. The annual school improvement plan shall be filed with and reviewed by the Department of Education.

S/P

7.04.2 Each school shall review in-depth each curriculum area at least every five (5) years.

## **8.0 STANDARDS III ACTIVE COMMUNITY INVOLVEMENT**

D/P

8.01 Each school district shall form a coalition of parents, representatives of agencies and institutions, and of business and industry to develop and implement a plan for effective and efficient community involvement in the delivery of comprehensive youth services and support.

S/C

8.02 Each individual school shall investigate and, where feasible, utilize community resources in the instructional program of the school.

## **9.0 STANDARD IV CURRICULUM**

### **9.01 COURSE CONTENT FRAMEWORKS**

Policy

9.01.1 The Department of Education shall appoint committees to write curriculum frameworks based on the adopted Arkansas Student Learning Expectations. Each committee shall consist of teachers and instructional supervisory personnel from public schools assisted by teachers from institutions of higher education. Committees will meet periodically to review, revise, and update the curriculum frameworks.

S/P

9.01.2 Each accredited school shall use these curriculum frameworks to plan instruction leading to student demonstration of the Arkansas content standards.

Policy

9.01.3 The Department of Education, with advice from public schools and institutions of higher education, shall devise an assessment system that will measure progress toward meeting the content standards expressed in the Arkansas Curriculum Frameworks. These evaluations shall serve as a major factor in determining the accreditation status of public schools.

### **9.02 EARLY CHILDHOOD EDUCATION CURRICULUM**

Policy

The early childhood education curriculum shall be developmentally appropriate for the age span of the children within the groups and implemented with attention to the different needs, interests, and developmental levels of those individual children.

### **9.03 CURRICULUM**

S/P

The core curriculum for grades K-8 shall encompass all types of developmentally appropriate learning experiences and provide for differences in rates of learning among children. It shall emphasize reasoning and problem solving, communicating, connecting (linking knowledge, skills, and other understandings within and across disciplines to real-life situations), and internalizing (acting on the learning to make it meaningful, useful, and worthwhile). Mastery of core concepts and abilities in the following areas is to be emphasized.

S/P

9.03.1 GRADES K-4 This curriculum shall be taught at each grade level.

9.03.1.1 Language Arts

Reading  
Writing  
Listening, Speaking, Viewing

9.03.1.2 Mathematics

Number sense, properties, and operations  
Measurement  
Geometry and spatial sense  
Data analysis and statistics  
Algebra and functions

9.03.1.3 Social Studies

History and culture of Arkansas (a unit at each grade level with emphasis at grade 4), the nation, and the world (including foreign language experiences)  
Geography  
Economics  
Civic education

9.03.1.4 Science

Life science  
Earth and space science  
Physical sciences (physics and chemistry)  
Environmental education

9.03.1.5 Tools for Learning (may be embedded in the core curriculum)

Technical skills: research and information skills, use of computers and calculators  
Data gathering: use of data banks, atlases, dictionaries, almanacs, networks, news sources, and interviews

9.03.1.6 Fine Arts

Visual arts instruction, appreciation, and application  
Performing arts instruction, appreciation, and application

9.03.1.7 Practical Living Skills/Career Exploration

9.03.1.8 Health and Safety Education and Physical Education

S/P

9.03.2 GRADES 5-8 This curriculum shall be taught at each grade level.

9.03.2.1 Language Arts

Reading  
Writing  
Listening, Speaking, Viewing

9.03.2.2 Mathematics

Number sense, properties, and operations  
Measurement

- Geometry and spatial sense  
Data analysis and statistics  
Algebra and functions
- 9.03.2.3 Science
- Life science  
Earth and space science  
Physical sciences (physics and chemistry)  
Environmental education
- 9.03.2.4 Social Studies
- History and culture of Arkansas (a unit at grades 5 and 6, with emphasis at grade 5), the nation, and the world (including foreign language experiences)  
Geography  
Economics  
Civic education
- 9.03.2.5 Physical Education
- 9.03.2.6 Fine Arts
- Visual arts instruction, appreciation, and application  
Performing arts instruction, appreciation, and application
- 9.03.2.7 Health and Safety
- 9.03.2.8 Tools for Learning (may be embedded in the core curriculum).
- Technical skills: research and information skills, use of computers and calculators  
Data gathering: use of data banks, atlases, dictionaries, almanacs, networks, news sources, and interviews
- 9.03.2.9 Career and Technical Education (may be embedded in core curriculum).
- 9.03.2.10 Each school shall be encouraged to offer in the seventh and eighth grades instruction in reading and mathematics skills to assist those students who need such additional instruction to make satisfactory progress in their required courses.
- 9.03.2.11 A unit of Arkansas history shall be taught as a social studies subject at each elementary grade level in every public elementary school in this state with greater emphasis at the fourth (4th) and fifth (5th) grade levels, and at least one (1) full semester of Arkansas history shall be taught to all students at the 7th, 8th, 9th, 10th, 11th, or 12th grade level in every public secondary school in this state.
- 9.03.2.12 It is strongly recommended that schools offer at least one Level I foreign language course and Algebra I. These traditionally ninth-grade courses may be counted as credit toward high school graduation.

S/P9.03.3 GRADES 9-12

The following courses shall be offered to students in grades 9-12. The courses marked with an asterisk (\*) may be offered every other year. THE REMAINING COURSES MUST BE TAUGHT EVERY YEAR. Total: 38 units.

9.03.3.1 Language Arts - 6 units

4 units English

1 unit oral communications or ½ unit oral communications and ½ unit drama

\*1 unit journalism

(Other options as approved by the Department of Education)

9.03.3.2 Science - 5 units

1 unit biology

\*1 unit chemistry

\*1 unit physics

(Other options as approved by the Department of Education)

9.03.3.3 Mathematics - 6 units

1 unit Algebra I

1 unit geometry

\*1 unit Algebra II

\*1 unit pre-calculus mathematics to include trigonometry

(Other options as approved by the Department of Education)

9.03.3.4 Foreign Languages - 2 units of the same language9.03.3.5 Fine Arts - 3 ½ units

1 unit art

1 unit instrumental music

1 unit vocal music

\*½ unit survey of fine arts or an advanced art or music course

9.03.3.6 Computer Applications with emphasis on current applications - 1 unit9.03.3.7 Social Studies - 4 units

1 unit American history each year with emphasis on 20th Century America

1 unit world history

½ unit civics/government

½ unit of Arkansas history if not taught in grades 7 or 8

(Other options as approved by the Department of Education)

9.03.3.8 Health and Safety Education and Physical Education - 1½ units

1 unit physical education

½ unit health and safety education

9.03.3.9 Career and Technical Education 9 units of sequenced career and technical education courses (programs of study) representing three (3) occupational areas.

In addition to the currently approved programs, districts may develop and request approval for innovative programs of study based on community and student needs.

Programs of Study  
Agriculture Education  
Business Technology  
Medical Professions  
Education  
Family and Consumer Sciences  
Marketing Technology  
Technical and Professional Education  
Work-Based Learning/Apprenticeship

9.03.3.10 The course offerings should include appropriate Advanced Placement courses.

9.03.3.11 Additional foreign language courses such as the Level III and IV of the same foreign language and other foreign languages should be included.

## **10.0 STANDARD V INSTRUCTION**

### 10.01. REQUIRED TIME FOR INSTRUCTION AND SCHOOL CALENDAR

D/P 10.01.1 Student-teacher interaction time shall be for a minimum of 178 days, except as waived by the Department of Education for professional development.

D/P 10.01.2 All public school teacher/administrator contracts (elementary, secondary, vocational - exception vocational agriculture) shall be a minimum of 185 days.

D/P 10.01.3 At least thirty (30) hours shall be used for professional development and in-service training and at least two (2) days shall be used for parent/teacher conferences.

D/S/P 10.01.4 The planned instructional time in each school day shall not average less than six (6) hours per day or thirty (30) hours per week.

### 10.02 CLASS SIZE AND TEACHING LOAD

Policy 10.02.1 Early childhood education programs shall be no more than ten (10) students to one (1) teacher in a classroom or no more than twenty (20) students to one (1) teacher and a qualified adult aide.

S/P 10.02.2 Kindergarten shall be no more than twenty (20) students to one (1) teacher in a classroom. However, kindergarten class maximum may be no more than twenty-two (22) with a one-half time instructional aide being employed for those classes.

S/P 10.02.3 The average student/teacher ratio for grades one through three in a school district shall be no more than twenty-three (23) students per teacher in a classroom. There shall be no more than twenty-five (25) students per teacher in any classroom.

S/P 10.02.4 The average student/teacher ratio for grades four through six in a school district shall be no more than twenty-five (25) students per teacher in a classroom, and shall be no more than twenty-eight (28) students per teacher in any classroom.

S/P 10.02.5 In grades seven through twelve, a teacher shall not be assigned more than one hundred fifty (150) students; and an individual academic class shall not exceed

thirty (30) students, provided that, in exceptional cases or for courses that lend themselves to large group instruction, these ratios may be increased.

### 10.03 INSTRUCTIONAL MATERIALS

D/C School districts shall adopt instructional materials which provide complete coverage of a subject as described in that subject's curriculum frameworks and which fit the achievement levels of the students assigned to each teacher.

### 10.04 DISCIPLINE

D/P 10.04.1 Guidelines for the development of student discipline policies shall be established by the Department of Education. Each school district shall adopt written discipline policies consistent with those guidelines that include a code of student behavior.

D/P 10.04.2 Each district's written policies shall be filed with the Department of Education.

D/S/P 10.04.3 Local districts and individual schools shall involve parents, staff, and students in the formulation and review of their student discipline policies, rules, and procedures.

S/P 10.04.4 Schools shall inform students and parents of the rules and procedures by which the school is governed. Schools shall make the students aware of the behavior that will call for disciplinary action, as well as the types of corrective actions that may be imposed.

S/P 10.04.5 Students and parents shall acknowledge that they have received and understand the school's discipline policies by a signed statement. The school shall document procedures and methods used to inform parents and students of the policy.

D/S/P 10.04.6 Teachers and administrators, classified school employees, and volunteers shall be provided with appropriate student discipline training (Act 1475 of 1999).

### D/C 10.05 EXTRACURRICULAR ACTIVITIES

Each school district shall adopt a written policy on extracurricular and non-instructional activities and their appropriate place in the school program. The policy shall limit and control interruptions of instructional time in the classroom and the number of absences for such activities.

### D/C 10.06 REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Each school district shall adopt a written policy specifying the requirements students must meet to be eligible to participate in extracurricular activities.

### D/C 10.07 HOMEWORK AND INDEPENDENT STUDY SKILLS

Each school district shall adopt a written policy for appropriate and meaningful homework. The policy shall promote the development of students' independent study skills and work to be done outside the classroom which will reinforce and strengthen academic skills, broaden the educational experiences of students, and relate those experiences to the real life of the community. Parents shall be notified of the policy at the beginning of each school year.

## 11.0 STANDARD VI ATTENDANCE AND ENROLLMENT

### D/C 11.01 MANDATORY ATTENDANCE

All children who are ages five (5) through seventeen (17) on or by September 15 are required to be in school that school year with the exception of five-year-old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge; students who have received a high school diploma or its equivalent; or students who are enrolled in a postsecondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

S/C

11.02 INITIAL ENROLLMENT

A birth certificate, Social Security Number, or other documentation, as provided by law, shall be required to enroll in school.

Policy

11.03 EARLY CHILDHOOD EDUCATION PROGRAMS

It is recommended that school districts provide the opportunity for each child age three (3) on or before September 15 to enroll in an approved early childhood education program. No parent or guardian shall be required to enroll a child in an early childhood education program at age three (3).

D/P

11.04 KINDERGARTEN

Each school district must provide a full-day kindergarten for each child age five (5) on or before September 15. A parent or guardian shall sign a waiver if they elect not to enroll a child in kindergarten at age five (5). Any six-year-old child who has not completed a state accredited kindergarten program prior to public school enrollment shall be evaluated by the school district to determine whether placement for the child shall be in kindergarten or the first grade.

D/S/P

11.05 IMMUNIZATION REQUIREMENTS

All schools and school districts shall meet immunization requirements established by state and federal laws.

All enrolling kindergarten students shall furnish evidence of a comprehensive and developmental preschool examination.

**12.0 STUDENT PERFORMANCE**

D/S/P

12.01 PERFORMANCE OF ALL STUDENTS

Schools shall be responsible for assessing each student's progress at each grade level in acquiring mastery of the competencies, skills, and other subjects required by law and Arkansas Comprehensive Testing, Assessment, and Accountability Program (ACTAAP) regulations. Assessment data may include performance assessments, competency test scores, standardized test scores, subject matter mastery test scores, and observations of teachers and parent(s) or guardian(s).

S/P

12.02 GRADING

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given.

S/P

12.03 SPECIAL EDUCATION STUDENTS

Students with special needs shall have equal access to programs that meet the criteria for their identified Individualized Education Program and shall receive services in the least restrictive environment that meets their needs.

#### 12.04 SCHOOL REPORTING OF STUDENTS' PERFORMANCE

D/C

12.04.1 Each local district shall adopt a written policy requiring teachers to communicate personally with the parent(s) or guardian(s) of each student during the school year to discuss the student's academic progress and requiring more frequent communication with the parent(s) or guardian(s) of students not performing at the level expected for their grade.

S/C

12.04.2 Elementary school teachers shall meet with the parent(s) or guardian(s) of each student at least once a semester through a parent-teacher conference, telephone conferences, or a home visit.

S/C

12.04.3 All grade level conferences with parent(s) and or guardian(s) shall be scheduled at a time and place to best accommodate those participating in the conference. The school shall document participation or nonparticipation in required conferences. If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated promptly in a personal conference.

#### 12.05 TRANSFER BETWEEN SCHOOLS

D/C

12.05.1 Any student transferring from a school accredited by the Department of Education to another school accredited by the Department of Education shall be placed into the same grade the student would have been in had the student remained at the former school.

D/C

12.05.2 Any student transferring from home school or a school that is not accredited by the Department of Education to a school that is accredited by the Department of Education shall be evaluated by the staff of that accredited school to determine that student's proper placement in the accredited school.

Policy

### 13.0 STANDARD VIII SCHOOL PERFORMANCE

Data from the performance indicators shall be used by the Department of Education and schools in establishing goals and objectives for school improvement.

### 14.0 STANDARD IX GRADUATION REQUIREMENTS

S/P

14.01 At least a total of twenty-one (21) units earned in grades nine through twelve shall be required for high school graduation. Only one (1) of these units may be in physical education.

S/P

14.02 A unit of credit shall be defined as the credit given for a course which meets for a minimum of 120 clock hours. A minimum average six-hour day or minimum average thirty (30)-hour week is required.

14.03 Twenty-one (21) units of credit will be required for graduation. These requirements include the following:

D/S/P

14.03.1 COMMON CORE - Fifteen (15) units  
English - four (4) units  
Oral Communications - one-half (½) unit

Social Studies - three (3) units (one (1) unit of world history, one (1) unit of U. S. history, one-half (½) unit of civics or government)

Mathematics - three (3) units

(one (1) unit of algebra or its equivalent\* and one (1) unit of geometry or its equivalent.\* All math units must build on the base of algebra and geometry knowledge and skills.)

Science - three (3) units

(at least one (1) unit of biology or its equivalent and one (1) unit of a physical science)

Physical Education - one-half (½) unit

Health and Safety - one-half (½) unit

Fine Arts - one-half (½) unit

\*A two-year algebra equivalent or a two-year geometry equivalent may be counted as two units of the three-unit requirement.

D/C

#### 14.03.2 CAREER FOCUS – six (6) units

All units in the career focus requirement shall be established through guidance and counseling at the local school district based on the students' contemplated work aspirations. Career focus courses shall conform to local district policy and reflect state frameworks through course sequencing and career course concentrations where appropriate.

Local school districts may require additional units for graduation beyond the fifteen (15) common core and the career focus units. These may be in academic and/or technical areas. All the common core, career focus, and elective units must total at least twenty-one (21) units to graduate.

S/P

#### 14.03 SPECIAL EDUCATION

14.03.1 For a student with disabilities, the Individualized Education Program (IEP) serves as the student's "graduation plan".

14.03.2 Beginning not later than age 14, or earlier if determined appropriate by a student's IEP Team, transition planning must be initiated to prepare a student for exit from a secondary education program to post-secondary life. This includes planning for the student's exit from school due to graduation. For a student with disabilities, fulfillment of the requirements set forth in his IEP constituted the basis of graduation from high school.

### **15.0 STANDARD X PERSONNEL**

D/P

#### 15.01 SCHOOL DISTRICT SUPERINTENDENT

Each school district shall employ a full-time superintendent when enrollment exceeds three hundred (300). A full-time superintendent may, at the discretion of the local school district, teach no more than two (2) classes per day.

S/P

#### 15.02 PRINCIPALS

Each school shall employ at least a half-time principal. A full-time principal shall be employed when a school's enrollment reaches three hundred (300). A school district superintendent may be permitted to serve as a half-time principal (when district enrollment is less than 300) providing the superintendent is appropriately certified and is not already teaching classes. Schools with an enrollment exceeding five hundred (500) shall employ at least one full-time principal and a half-time assistant principal, instructional supervisor, or curriculum specialist.

15.03 LICENSURE AND RENEWAL

- D/S/P 15.03.1 All administrative, teaching, and other personnel shall hold a valid Arkansas teaching license.
- D/S/C 15.03.2 All administrative, teaching, and other personnel shall meet appropriate state licensure and renewal requirements for the position to which they are assigned.
- D/S/C 15.03.3 A person not fully qualified for a position may be used in emergencies only and may not be replaced by a person not fully qualified for the position, unless appropriate documentation is provided to the Department of Education describing efforts to hire a qualified individual.
- Policy 15.03.4 Licensure renewal in a subject area shall require intervening educational experience related to that subject area.
- Policy 15.03.5 Licensure renewal for administrative and other personnel shall require appropriate intervening educational experience related to their responsibilities.
- Policy 15.03.6 Issuance and revocation of a license shall be in accordance with Arkansas statute and State Board of Education regulations promulgated for such action.
- Policy 15.03.7 The state licensure system shall include a process designed to provide qualified individuals applying for a license an alternative to completion of a traditional teacher education program.

15.04 PROFESSIONAL DEVELOPMENT AND IN-SERVICE TRAINING

- D/P 15.04.1 Each school district shall develop and implement a professional development component of the Comprehensive School Improvement Plan. The plan shall provide education and training for school board members, school and district administrators, teachers, and support staff on a continuing and regular basis throughout the school year. The required professional development plan shall be one component in the Comprehensive School Improvement Plan and shall focus on increasing student achievement and academic performance. Teachers shall be involved in the development of the plan for their own in-service education. All programs for professional development and in-service training shall be evaluated by the participants in each program.
- D/P 15.04.2 Each school district shall have flexibility in establishing plans for professional development and in-service training, provided the plans meet standards and rules and regulations for professional development as established by the Department of Education. A minimum of thirty (30) hours of professional development, to include six (6) hours of technology, is required for teachers and administrators annually.
- D/P 15.04.2a Pursuant to Act 603 of 2003, each teacher shall be required to have no less than two (2) hours of professional development designed to enhance understanding of effective parental involvement strategies. These two (2) hours may be included in the thirty (30) hours required for professional development.
- D/P 15.04.2b Pursuant to Act 603 of 2003, each administrator shall be required to have no less than three (3) hours of professional development designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a

climate conducive to parental participation. These three (3) hours are in addition to the required thirty (30) hours of professional development.

15.04.3 For each administrator, the thirty (30) hour professional development requirement shall include training in data disaggregation, instructional leadership and fiscal management as developed by the Department.

## 16.0 **STANDARD XI** SUPPORT SERVICES

D/S/P

Support services shall be designed to be comprehensive and integral to the process of schooling and the development of all students. Each school district for each school building site shall develop and implement a written plan, as set forth in current laws and regulations. The plans shall be based upon the needs identified by parents, teachers, principals, students, and other agencies with which the school district works.

### 16.01 GUIDANCE AND COUNSELING

S/C

16.01.1 Each school shall provide a developmentally appropriate guidance program to aid students in educational, personal/social, and career development.

S/C

16.01.2 Each school shall provide supportive personnel and appropriate facilities to ensure effective counseling to meet individual needs of students.

D/S/P

16.01.3 Each school shall assign appropriate certified counselor staff with the district being required to maintain an overall ratio of one (1) to four hundred fifty (450).

### 16.02 MEDIA SERVICES

S/C

16.02.1 Sufficient resources shall be budgeted and spent yearly for purchasing and maintaining an appropriate, current collection.

S/C

16.02.2 A process in the plan to provide for input from teachers, parents, and students in the acquisition of instructional materials shall be implemented. These materials shall enhance and support the goals of the school improvement plan.

D/S/P

16.02.3 The changing role of the library media center shall support technology as a tool for learning. Each school with fewer than three hundred (300) students enrolled shall employ at least a half-time certified library media specialist. A school with three hundred (300) or more students enrolled shall employ a full-time certified library media specialist. Schools enrolling fifteen hundred (1,500) or more students shall employ two full-time certified library media specialists. For districts with enrollment less than five hundred (500), a full-time library media specialist may serve the district. The library media specialist(s) shall ensure that access to records and resource data bases shall be available to students. The media specialist(s) shall assist students in the development and use of research skills.

S/C

16.02.4 The school media collection shall consist of a balance of print, nonprint, and electronic media adequate in quality and quantity to meet the needs of the developmentally appropriate curricular program. The minimum book collection, exclusive of textbooks, shall be three thousand (3,000) volumes, or at least eight (8) books per student enrolled, whichever figure is larger. A minimum technology requirement will be one (1) computer per media center with multimedia/networking capacity for administrative purposes only.

### 16.03 HEALTH AND SAFETY SERVICES

- D/C 16.03.1 Each school district shall have a health services program under the direction of a licensed nurse. The program shall include screening, referral, and follow-up procedures for all students.
- S/C 16.03.2 Each school shall provide facilities, equipment, and materials necessary for operation of a school health services program.
- S/C 16.03.3 The school health services program shall provide and maintain current health appraisal records for all students in accordance with guidelines developed by the Department of Education.
- S/P 16.03.4 Each school shall take proper measures to ensure the safety of its students and protect against injuries which may occur in or on the school facilities or site.
- S/P 16.03.5 In accordance with A.C.A. § 6-18-1005, health services shall include but not be limited to: (1) Students with special health care needs, including chronically ill, medically fragile, and technology dependent, and students with other health impairments shall have an Individualized Health Care Plan. (2) Invasive medical procedures required by students and provided at school shall be performed by trained, licensed personnel who are licensed to perform the task, and the regular classroom teacher shall not perform these tasks. (3) Custodial health care services required by students under an Individualized Healthcare Plan shall be provided by trained school employees other than the regular classroom teachers.

D/P **17.0 STANDARD XII SPECIAL EDUCATION**

Special education programs and special schools shall be accredited in accordance with applicable laws and rules and regulations adopted by the State Board of Education.

**18.0 STANDARD XIII GIFTED AND TALENTED EDUCATION**

- D/P 18.01 Each school district shall develop procedures to identify gifted and talented students in accordance with guidelines established by the Department of Education.
- D/P 18.02 Each school district shall provide educational opportunities for students identified as gifted and talented appropriate to their ability.
- S/C 18.03 Each school shall use procedures to evaluate the effectiveness of the provisions of these educational opportunities.

**19.0 STANDARD XIV SUPPLEMENTARY EDUCATIONAL OPPORTUNITIES**

- D/C 19.01 Each school district shall develop and implement programs which take advantage of educational opportunities outside the traditional classroom.
- D/C 19.02 Each school district shall provide opportunities for qualified students to enroll in courses at institutions of higher education.
- D/P 19.03 Each school district shall provide appropriate alternative program(s) for students who are identified as requiring such programs to continue their education.
- Policy 19.04 Each school district should provide opportunities for summer school and adult education programs.

**20.0 STANDARD XV FACILITIES AND EQUIPMENT**

- D/P 20.01 School facilities shall be planned and constructed in accordance with the laws of the

State of Arkansas and the regulations of the Arkansas Department of Health, the office of the State Fire Marshall, and the Department of Education.

D/C 20.02 Each room shall be furnished with equipment and instructional materials necessary to provide the environment and working conditions appropriate for subjects or activities assigned.

Policy 21.0 **STANDARD XVI      AUXILIARY SERVICES**

Auxiliary services, such as transportation and food services, shall be provided in accordance with applicable laws, regulations, and guidelines developed by the Department of Education.

D/P 22.0 **STANDARD XVII      COOPERATION AMONG SCHOOL DISTRICTS**

School districts may comply with these standards through cooperative efforts among themselves. All plans for cooperation among school districts and institutions of higher learning for the purpose of complying with these standards shall be submitted for approval to the Department of Education.

23.0 **STANDARD XVIII      ACCREDITATION OF SCHOOLS**

Policy 23.01 **COMPLIANCE WITH STANDARDS**

A school shall be accredited on the basis of its complying with these standards and state law related to these standards.

Policy 23.02 **DEPARTMENT OF EDUCATION GUIDELINES**

The Department of Education shall prepare guidelines to be used in the evaluation of schools to determine whether they are in compliance with these standards. The guidelines will provide for the design and format for reports required to be submitted to the Department of Education to indicate the extent to which school districts and schools are in compliance. The guidelines will include criteria for measuring each standard and the documentation required to indicate compliance with the standard. Required reports will be submitted to the Department of Education by October 15 of each year.

Policy 23.03 **ACCREDITATION PROCESS**

The Department of Education shall annually review all reports and investigate any suspected deficiencies in meeting standards. All written complaints charging violations of standards received by the Department of Education shall be investigated. Each year the Department of Education shall make an on-site visit to a selected number of school districts and review the schools for compliance with the standards. The Department of Education shall notify all school districts and schools not meeting the standards for accreditation of deficiencies by May 15 of each year.

23.04 **ACCREDITATION**

S/P 23.04.1 Any school or district, which falls below current standards for accreditation, as determined by the Department of Education, shall be notified in writing as being classified in either cited or probationary status by May 15 of each year.

23.04.2 School districts shall be notified of a school's or school district's probationary status and advised that the school will be classified as probationary for no more than two (2) school years, after which time they shall be classified as not

accredited. Schools classified as not accredited are subject to enforcement actions as described herein pursuant to Act 1467 of 2003.

Policy

23.04.3 The Department of Education shall review by May 15 annually, pertinent information from every school district to ensure that the district and schools are in compliance with current standards for accreditation, and shall make an on-site review of each school's compliance at least every two (2) years or more frequently if deemed necessary by the Department of Education.

Policy

23.04.4 A comprehensive evaluation shall be conducted in accordance with guidelines established by the Department of Education (i.e., with the Department of Education's prescribed procedures and school improvement planning processes). The Department of Education shall use teams of evaluators that may include representatives from the Department of Education, colleges and universities, and teachers and administrators from other districts. The Department of Education shall report the conclusions of the evaluation team to the local school within thirty (30) days. (Conform to Standards Review and the Arkansas Consolidated School Improvement Plan [ACSIP])

Policy

23.04.5 The Department of Education shall provide school improvement teams to local school districts needing assistance in meeting the standards or when it is determined a school has deficiencies. The school improvement team shall recommend action that the school should take to improve its program and eliminate deficiencies.

Policy

23.4.6 Any person who knowingly submits falsified information requested or required by the Department of Education may be subject to licensure action pursuant to Arkansas Code Ann. §6-17-410 and other relevant state and federal law.

## **24.0 SPECIFIC TIME FRAME CITATIONS OR PROBATIONS**

### **CITATIONS:**

- 24.01 A school or school district will be placed in cited status for licensure deficiencies for the second and third year of an individual's Additional Licensure Plan (ALP). This status will continue for the length of time prescribed by the individual's approved Additional Licensure Plan, not to exceed two (2) years. Any school employing a teacher not completing the ALP process after the two (2) year cited process will receive probationary accredited status.
- 24.02 A school or school district will be placed on cited status for improper ratios and class sizes caused by unexpected population shifts. Such status may extend to October 15 of the next school year. At the conclusion of the cited term, if the same violation exists, the school shall be assigned probationary status.
- 24.03 A school district will be placed in cited status for failing to hold the Annual Report Planning School Board meeting prior to November 15. Such status will extend to October 15 of the next school year. At the conclusion of the cited term, if the same violation exists, the school district shall be assigned probationary status.
- 24.04 A school district will be placed on cited status for providing a late Annual Accreditation Report to the Department of Education. Such status will extend to October 15 of the next school year. At the conclusion of the cited term, if the same violation exists, the school district shall be assigned probationary status.

**PROBATIONS:** For the following violations any school district or school that fails to meet the identified date of corrections will be recommended to the State Board for loss of accreditation.

- 24.05 A school will be placed on probationary status for high school classes which meet less than 120 clock hours (to be corrected within thirty days).
- 24.06 A school will be placed in probationary status for an instructional day less than six hours per day or thirty hours each week (to be corrected within thirty days).
- 24.07 A school will be placed in probationary status for any staff member(s) not holding a valid Arkansas license. Such status will not extend beyond January 30 of the current school year.
- 24.08 A school or school district will be placed in probationary status for failing to employ a superintendent, principal, assistant principal (if required), nurse, or counselor. Such status will extend to the first day of the next academic semester.
- 24.09 A school will be placed on probationary status for lack of written policies mandated by the Standards for Accreditation (to be corrected in 60 days).
- 24.10 A school will be placed in probationary status for lack of a guidance program. Such status will extend to the first day of the next academic semester.
- 24.11 A school district will be placed in probationary status for lack of a health services program. Such status will extend to the first day of the next academic semester.
- 24.12 A school district will be placed on probationary status for lack of a gifted and talented program. Such status will extend to the first day of the next academic semester.
- 24.13 A school or school district will be placed on probationary status for lack of a media services program. Such status will extend to the first day of the next academic semester.
- 24.14 A school district will be placed in probationary status for lack of a special education program. Such status will extend to the first day of the next academic semester.
- 24.15 A school will be placed in probationary status for improper ratios/class sizes NOT CAUSED by unexpected population shifts (to be corrected in 30 days).
- 24.16 A school district will be placed in probationary status for failing to file an accurate or complete Equity Compliance Report. Such status will extend to the first day of the next academic semester, but cannot extend beyond October 15 of the next year.
- 24.17 A school or school district shall be placed in probationary status for failing to offer the required course offerings mandated by these Standards for Accreditation. Such status will extend to the first day of the next academic semester, but cannot extend beyond October 15 of the next school year.
- 24.18 A local school or school district shall be placed on probationary status for violations of the law (A.C.A § 6-16-132, A.C.A. § 6-16-130, A.C.A § 6-15-1101, A.C.A. § 6-17-309, A.C.A § 6-18-223, Act 603 of 2003). Such status shall extend to the official review date issued by the Arkansas Department of Education.

## **25.0 ENFORCEMENT OF STANDARDS OF ACCREDITATION**

- 25.01 The State Board may on its own motion or upon petition from the Department take any number of the following actions, listed in paragraph 25.03, to address a school or school district which has failed to meet all standards of accreditation any time after a school or school district has received notice of being placed on probationary status pursuant to

paragraph 24.04.1. The Department shall petition the State Board for enforcement action in the time period provided in these rules and regulations when a school or school district has failed to remedy all probationary violations when a specific time period for correction is required regarding a particular standard.

- 25.02 The State Board shall take at least one of the following actions, listed in paragraph 25.03, to address any school or school district which has failed to meet all standards of accreditation for two (2) consecutive school years including the year the probationary status was issued to the school or school district, unless the State Board, at its discretion, issues written findings supported by a majority of the board, that the school district could not meet current standards for the relevant time period due to impossibility caused by external forces beyond the school district's control.
- 25.03 The State Board of Education shall be allowed to take the following actions to address any school or school district on probationary status for failing to meet the standards of accreditation:
- 25.03.1 Require a school district to reorganize, to reassign the administrative, instructional or support staff of a public school;
- 25.03.2 Require a school or school district to institute and fully implement a curriculum that is based on State academic content and achievement standards, including providing appropriate professional development at the cost of the school district;
- 25.03.3 Remove a particular school from the jurisdiction of a school district and establish alternative public governance and supervision of such school or schools;
- 25.03.4 Require a school district to close down or dissolve a particular school or schools within a school district;
- 25.03.5 Annex a school district or districts or parts thereof with another receiving school district or districts pursuant to the authority of § 61-13-1401 through 6-13-1409 and this subchapter;
- 25.03.6 Consolidate a school district or districts or parts thereof with another school district or districts or parts thereof to form a resulting district pursuant to the authority of § 6-13-1401 et seq. and this subchapter;
- 25.03.7 Reconstitute the leadership of a school district by removing permanently or suspending on a temporary basis the superintendent of the school district or any particular board members of a school district. The State Board shall have the authority to appoint an administrator or to call for the election of new school board members to administer the affairs and provide governance of the school district, or both;
- 25.03.8 Take any other appropriate action allowed by law which is determined by the State Board to assist and address a school or school district failing to meet the standards for accreditation.
- 25.03.9 LOSS OF ACCREDITATION

25.04. PUBLICATION AND DISSEMINATION

25.04.01 When any school of a school district or the school district is determined by the State Board of Education to be on probationary status for failure to meet the standards of accreditation that school district, after exhausting its rights to appeal, shall:

25.04.01.1 Publish the probationary status determination and findings of the State Board to the public and the parents or care giver of each student enrolled in the school or school district determined to fail to meet the standards of accreditation;

25.04.01.2 The public notice shall be in an understandable and uniform format; and

25.04.01.3 The public notice shall be published or disseminated, immediately after the State Board's determination, on the web-site of the school district and published at least one (1) time a week for two (2) consecutive weeks in a local newspaper of general circulation in the affected school district.

## **26.0 RIGHT OF APPEAL**

26.1 In the event a district or school believes the Department of Education has improperly determined that any school or school district has failed to meet standards for accreditation, the school district shall have a right to file its written appeal with the office of the Director of the Department of Education.

26.2 Any such appeal shall be held in an open hearing, and the decision of the Board shall be in open session. The appeal must be filed not later than May 30 following the May 15 written notification; and the State Board of Education hearing must be held prior to August 15 of the same calendar year.

26.3 The State Board of Education may confirm the classification of a school or school district accreditation status, as determined by the Department of Education; or it may sustain the appeal of the district.

26.4 Pursuant to the Act 1467 of 2003, an appeal from the ruling of the Board may be made by a school district to the Pulaski County Circuit Court provided such appeal is made pursuant to the Arkansas Administrative Procedures Act, A.C.A. § 25-15-200 et seq.

## **27.0 WAIVER AUTHORITY AND PROCESS**

27.01 The State Board on its own motion or on petition from the Department or from a school district may, upon a showing of just cause in a public hearing of the State Board, grant a waiver of any standard of accreditation for a time period of no longer than one (1) school year, except that no curricula, student performance, school performance, or any standard required by law may be waived for any time period.

27.02 Any petition for waiver of any standard of accreditation by a school district shall be filed in the Office of the Director of the Department thirty (30) calendar days prior to the State Board hearing the waiver petition. The State Board may waive the thirty (30) day time requirement, when in the State Board's determination, circumstances prevent the petition from being filed within the thirty (30) day time frame.

27.03 Any hearing of the State Board concerning a waiver of any standard of accreditation shall be conducted in a public hearing of a properly announced regular or special meeting of the State Board in accord with Arkansas law.