

Accreditation of Arkansas Public Schools and School District Tiered Monitoring Process and Procedures

The Arkansas Department of Education's (ADE) monitoring process is based on the Arkansas Department of Education Rules Governing Standards for Accreditation of Arkansas Public Schools and School Districts, July 2018. ADE's monitoring process will leverage a collaborative, cross-system approach to provide support to local education agencies (LEA). These supports will be designed to integrate systems data to address areas in need of improvement. The monitoring process is designed to assess the degree to which accreditation requirements are being fulfilled so the ADE can make recommendations when appropriate. In addition, the monitoring process provides an opportunity for ADE to provide technical assistance and guidance to LEAs in order to strengthen their program administration and improve the quality of programs and interventions being implemented. As per Ark. Code Ann. § 6-15-206, ADE is required to conduct compliance reviews to ensure that LEAs meet the Standards for Accreditation. In addition as per Ark. Code Ann. § 6-15-2202, ADE is required to monitor implementation of state code, rules and regulations. The ADE will complete a yearly desk audit (tier one and/or tier two monitoring) to inform the LEA's accreditation status. In addition, a yearly risk analysis for each LEA will determine the level of risk for tier three or tier four monitoring. LEAs will have an opportunity to receive guidance and technical assistance through the tiered monitoring process. From this process, the LEA will be informed of the accreditation status and any areas for improvement.

Tier 1 - Desk Monitoring

Desk monitoring begins an annual Tier 1 review of each LEA's documentation toward meeting the Standards for Accreditation. During the desk monitoring, the ADE team will utilize the Standards Annual Accreditation System (SAAS) and information from the district website. Based on this desk monitoring, LEAs will be notified of their accreditation status monthly (by automated email). ADE may request the LEA provide additional information in order to achieve clarifying information regarding full compliance with the Standards for Accreditation. LEAs may contact the Standards and Systems Support Unit for opportunities to receive guidance and technical assistance. (See Appendix A for Desk Monitoring Tools)

Tier 2 - Request Additional Information

The LEA will be notified by the Standards and Systems Support team of insufficient documentation to meet accreditation. The LEA will be asked to address the standard(s) and submit the necessary additional information. These newly submitted documents will be desk monitored in an effort to ascertain the LEA's accreditation status. It is recognized, and expected, that the LEA may require technical assistance.

Tier 3 - Deeper Dive into Data or Evidence

In the event that a deeper dive becomes necessary (identified risk, request, or sampling), the LEA will be notified in writing of the specific circumstances and the recommended remedies required to achieve accreditation. Tier three monitoring may require the submission of additional documentation from the LEA, more intensive technical assistance, a site visit by ADE staff, or other remedies determined in consultation with the LEA. For purposes of quality control, some items from the accreditation monitoring tool will be sampled yearly. LEAs receiving a score of 100 or more on the yearly risk analysis will receive an on-site visit as well. (See Appendix B for Risk Analysis Tool)

Tier 4 - On-Site Monitoring

LEAs will be evaluated as higher risk or lower risk to determine the need for on-site monitoring. LEAs may be visited based on identified risks, a sampling, a predetermined cycle, difficulty resolving issues during desk monitoring, and/or a request from the Commissioner of Education or State Board of Education. On-site monitoring may be focused on identified standards or may be comprehensive of all standards.

Entrance Conference: An entrance conference is held with the superintendent and other district personnel. The meeting acquaints LEA staff with the ADE team and provides an opportunity to familiarize district staff with the purpose and goals of the visit.

Review: Interviews with appropriate program personnel or staff members and a review of additional documentation gathered is conducted on-site. Interviews may also include non-public school staff, multi-district consortium members, parents and/or other stakeholders. If issues are noted during the site visit that warrant further investigation additional visits may be planned..

Exit Conference: The monitoring team will hold an exit conference with the superintendent and other district personnel. The ADE monitoring team will summarize the monitoring activities, the potential findings and the timeline for developing the monitoring report.

Within ten (10) business days of the exit conference, the monitoring report will be issued to the superintendent. The LEA will have ten (10) business days to complete and submit the necessary documentation listed in the corrective actions. Documentation/evidence received from the LEA during this time will be reviewed. If all documentation is deemed complete, a final monitoring letter will be issued within thirty (30) business days of the exit conference.

At any time, a public school or public school district which does not meet the Standards for Accreditation, as determined by the Department, shall be notified in writing of the deficiency and the timeline for correction. Any deficiency unresolved shall be reported to the State Board of Education for consideration of action.

Arkansas Department of Education (ADE)					
Risk Assessment Form - State					
LEA Name:					
Item #	Criteria	Risks	Value	Risk Score (N/A = 0)	Comments/ Notes
1	LEA has a new superintendent	Low Risk: New to district	5		
		High Risk: New superintendent	10		
2	LEA has a new principal	Low Risk: New to district	5		
		High Risk: New principal	10		
3	LEA has an accreditation probation	Low Risk: First year probation	10		
		High Risk: Second year probation	20		
4	LEA has an accreditation citation	Low Risk: First year citation	10		
		High Risk: Second year citation	15		
5	LEA has not had a Tier 4 on-site monitoring in the last five (5) years		5		
6	LEA has a written complaint that was found to be true		5		
7	LEA has late submission of required budget, report, form, etc.		10		
8	LEA identified as high risk by other program within the agency (federal or state)		15		
9	LEA identified as not meeting state laws or rules (not included in Standards for Accreditation)		10		
10	LEA identified in need of Level 5 - intensive support		15		
11	LEA offers less than 38 courses		15		
12	LEA has waivers	Low Risk: Previous waivers	5		
		High Risk: New waivers	10		
13	LEA has a Stage 3 or Stage 4 testing violation		20		
14	School(s) demonstrating little to no progress on ESSA School Index for all students (three year trend data)	Low Risk: scores are same or loss up to .25 Standard Deviation over three year trend	10		
		High Risk: scores loss is greater than .25 Standard Deviation over three year trend	20		
15	School(s) demonstrating little to no progress on ESSA School Index for all subgroups (three year trend data)	Low Risk: scores are same or loss up to .25 Standard Deviation over three year trend	10		
		High Risk: scores loss is greater than .25 Standard Deviation over three year trend	20		
16	LEA received federal programs Tier 4 on-site monitoring		5		
17	LEA identified for inaccurate or late reporting to ADE		20		
				0	
Total Risk Score	65 points and below = Low Risk		250 Total Possible	Total Risk Points	
	70 points and above = High Risk				
Risk Assessment performed by: (ADE staff member(s) name and title)			Date: (date here)		

Standard 1: Academics

The academic system of a public school district ensures all students have access to a guaranteed viable curriculum for all academic areas aligned to Arkansas Academic Standards.

	Written Standard	Arkansas Code	ADE Rules	Monitoring Check	Tools
1-A	Standard 1-A Curriculum and Instruction				
1-A.1	1-A.1 Each public school district board of directors shall annually adopt and implement written curriculum aligned to the Arkansas Academic Standards for the operation of the school district in accordance with the laws of the State of Arkansas and the rules of the Department. Reading, writing, speaking, and personal competencies shall be incorporated into all curriculum areas. (D/C)	A.C.A. §6-15-1505		Review Board Minutes for adoption. Interview district personnel responsible for curriculum and instruction, including principals and teachers about the implementation of the curriculum. Sample lesson plans.	Arkansas Academic Standards
1-A.1.1	1-A.1.1 For Grades K-4 , all students shall receive instruction annually in each of the following content areas (S/P):				
1-A.1.1.1	1-A.1.1.1 <i>English Language Arts;</i>	A.C.A. § 6-16-103 A.C.A. § 6-16-146		Review Cognos Report "teacher totals all year" for ELA course offering at each grade level; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards; check that cursive writing is taught by end of grade three	K-8 Instructional Checklist
1-A.1.1.2	1-A.1.1.2 <i>Mathematics;</i>	A.C.A. § 6-16-103		Review Cognos Report "teacher totals all year" for Math course offering at each grade level; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	K-8 Instructional Checklist
1-A.1.1.3	1-A.1.1.3 <i>Social Studies;</i>	A.C.A. § 6-16-103		Review Cognos Report "teacher totals all year" for Social Studies course offering at each grade level; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	K-8 Instructional Checklist
1-A.1.1.4	1-A.1.1.4 <i>Science;</i>	A.C.A. § 6-16-103		Review Cognos Report "teacher totals all year" for Science course offering at each grade level; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	K-8 Instructional Checklist
1-A.1.1.5	1-A.1.1.5 <i>Fine Arts; and</i>	A.C.A. § 6-16-130	ADE Rules Governing Visual Art And Music Instruction for Students in Grades 1-6 July 11, 2005	Review Cognos Report "teacher totals all year" for Fine Arts course offering at each grade level; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	K-8 Instructional Checklist
1-A.1.1.6	1-A.1.1.6 Health and Safety Education and Physical Education.	A.C.A. § 6-16-132	Arkansas Department Of Education Rules Governing Nutrition And Physical Activity Standards And Body Mass Index For Age Assessment Protocols In Arkansas Public School May 2016	Review Cognos Report "teacher totals all year" for Health and Safety and Physical Education course offerings at each grade level; interview principals and teachers; sample also lesson plans match to Cognos Report and Arkansas Academic Standards.	K-8 Instructional Checklist
1-A.1.2	1-A.1.2 For Grades 5-8 , all students shall receive instruction annually in each of the following content areas (S/P):				
1-A.1.2.1	1-A.1.2.1 <i>English Language Arts;</i>	A.C.A. § 6-16-103		Review Cognos Report "teacher totals all year" for ELA course offering at each grade level; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	K-8 Instructional Checklist
1-A.1.2.2	1-A.1.2.2 <i>Mathematics;</i>	A.C.A. § 6-16-103		Review Cognos Report "teacher totals all year" for Math course offering at each grade level; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	K-8 Instructional Checklist
1-A.1.2.3	1-A.1.2.3 <i>Science;</i>	A.C.A. § 6-16-103		Review Cognos Report "teacher totals all year" for Science course offering at each grade level; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	K-8 Instructional Checklist

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	Written Standard	Arkansas Code	ADE Rules	Monitoring Check	Tools
1-A.1.2.4	1-A.1.2.4 <i>Social Studies;</i>	A.C.A. § 6-16-103		Review Cognos Report "teacher totals all year" for Social Studies course offering at each grade level; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	
1-A.1.2.5	1-A.1.2.5 <i>Physical Education;</i>	A.C.A. § 6-16-132	Arkansas Department Of Education Rules Governing Nutrition And Physical Activity Standards And Body Mass Index For Age Assessment Protocols In Arkansas Public School May 2016	Review Cognos Report "teacher totals all year" for Physical Education course offering at each grade level; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	K-8 Instructional Checklist
1-A.1.2.6	1-A.1.2.6 <i>Fine Arts; and</i>	A.C.A. § 6-16-130	ADE Rules Governing Visual Art And Music Instruction for Students in Grades 1-6 July 11, 2005	Review Cognos Report "teacher totals all year" for Fine Arts course offering at each grade level; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	K-8 Instructional Checklist
1-A.1.2.7	1-A.1.2.7 <i>Health and Safety; and</i>	A.C.A. § 6-16-132	Arkansas Department Of Education Rules Governing Nutrition And Physical Activity Standards And Body Mass Index For Age Assessment Protocols In Arkansas Public School May 2016	Review Cognos Report "teacher totals all year" for Health and Safety course offering at each grade level; interview principals and teachers; sample teacher lesson plans match to Cognos Report and Arkansas Academic Standards.	
1-A.1.2.8	1-A.1.2.8 <i>Career and Technical Education.</i>	A.C.A. § 6-16-140		Review Cognos Report "teacher totals all year" for Career and Technical course offering at each grade level; interview principals and teachers; sample lesson plans match to Cognos Report.	K-8 Instructional Checklist
1-A.1.2.9	1-A.1.2.9 A unit of Arkansas history shall be taught as a social studies subject at each elementary grade level in every elementary school in the state with greater emphasis at the fourth (4th) and fifth (5th) grade levels, and at least one (1) full semester of Arkansas history taught to all students at the 7th, 8th, 9th, 10th, 11th, or 12th grade level in every public secondary school in the state. (S/P)	A.C.A. § 6-16-124		Review Cognos Report "teacher totals all year" for Arkansas History course offering at each grade level; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	K-8 Instructional Checklist
1-A.1.2.10	1-A.1.2.10 Upon approval by the Department, courses taught in grades 5-8 may be offered for high school graduation credit. Courses shall have the same rigor as those taught in high school, but content for a single course may be taught over a two-year period. Teachers shall be licensed, or teaching under an approved waiver, in the course taught with students participating in appropriate examinations. (S/P)			ADE Course Approval Letter. Review Cognos Report "teacher totals all year" for the course offering at each grade level; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	
1-A.1.3	1-A.1.3 For Grades 9-12 , the following content areas shall be offered annually for a total of 38 units, except otherwise allowed by law and these rules (S/P):	A.C.A. § 6-15-213 A.C.A. § 6-16-806		Review Cognos Report "teacher totals all year" and course catalog for courses with no students enrolled; interview principals and teachers; interview students as needed	38 Unit Checklist
1-A.1.3.1	1-A.1.3.1 <i>English Language Arts - 6 units;</i>	A.C.A. § 6-16-103		Review Cognos Report "teacher totals all year" for course offerings English Language Arts 6 credits: English 9 (410) 1 credit English 10 (411) 1 credit English 11 (412) 1 credit English 12 (413) 1 credit Oral Communications (414) ½ credit ADE approved (400's) ELA 1 ½ credits; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	38 Unit Checklist

Standard 1: Academics

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Written Standard	Arkansas Code	ADE Rules	Monitoring Check	Tools
1-A.1.3.2 1-A.1.3.2 Science - 5 units;	A.C.A. § 6-16-103		Review Cognos Report "teacher totals all year" for course offerings Science 5 credits: Physical Science Integrated (423) 1 credit Biology Integrated (420) 1 credit Chemistry Integrated (421) 1 credit ADE approved (400's) Sciences 2 credits; interview principals and teachers; sample teacher lesson plans match to Cognos Report and Arkansas Academic Standards.	38 Unit Checklist
1-A.1.3.3 1-A.1.3.3 Mathematics - 6 units;	A.C.A. § 6-16-103		Review Cognos Report "teacher totals all year" for course offerings Mathematics 6 credits: Algebra I (430) 1 credit Geometry (431) 1 credit Algebra II (432) 1 credit Pre-Calculus (433) 1 credit ADE approved (400's) math 2 credits. Also review teacher lesson plans to match Cognos Report and Arkansas Academic Standards.	38 Unit Checklist
1-A.1.3.4 1-A.1.3.4 Computer Science - 1 unit;	A.C.A. § 6-16-139		Review Cognos Report "teacher totals all year" for ADE approved Computer Science (465) 1 credit course offering; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	38 Unit Checklist
1-A.1.3.5 1-A.1.3.5 Foreign Languages - 2 units of the same subject;	A.C.A. § 6-16-142		Review Cognos Report "teacher totals all year" for Foreign Language course offering two consecutive years of the same language; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	38 Unit Checklist
1-A.1.3.6 1-A.1.3.6 Fine Arts - 3 ½ units;	A.C.A. § 6-16-130		Review Cognos Report "teacher totals all year" for course offerings Fine Arts 3 ½ credits: Visual Art (450) 1 credit Instrumental Art (451) 1 credit Vocal Music (452) 1 credit English 12 (413) 1 credit ADE approved (400's) Fine Arts ½ credits; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	38 Unit Checklist
1-A.1.3.7 1-A.1.3.7 Social Studies - 4 units;	A.C.A. § 6-16-103		Review Cognos Report "teacher totals all year" for course offerings Social Studies 4 credits: US History (470) 1 credit World history (471) 1 credit Civics (472) ½ credit Economics and Personal Finance (474) ½ credit ADE approved (400's) Social Studies 1 credit; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	38 Unit Checklist
1-A.1.3.8 1-A.1.3.8 Health and Safety Education and Physical Education - 1 ½ units; and	A.C.A. § 6-16-132	Arkansas Department Of Education Rules Governing Nutrition And Physical Activity Standards And Body Mass Index For Age Assessment Protocols In Arkansas Public School May 2016	Review Cognos Report "teacher totals all year" for course offerings Health and Safety Education and Physical Education 1 ½ credits: Physical Education (485) ½ credit Health (480) ½ credit ADE approved (400's) Physical Education ½ credit; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	38 Unit Checklist

Standard 1: Academics					
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	Written Standard	Arkansas Code	ADE Rules	Monitoring Check	Tools
1-A.1.3.9	1-A.1.3.9 Career and Technical Education - 9 units of sequenced career and technical education courses representing three (3) occupational areas.			Review Cognos Report "teacher totals all year" for course offerings Career Education 9 credits Computer Business Application (492) 3 Programs of Study 9 credits; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	
1-A.1.3.10	1-A.1.3.10 Courses offerings shall include advanced educational courses in accordance with the laws of the State of Arkansas and the rules of the Department. (S/P)	A.C.A. §6-16-1201 et seq. A.C.A. § 6-16-806		Review Cognos Report "teacher totals all year" for an AP, IB, or ADE approved honors course offered in math, science, language arts, and social studies; interview principals and teachers; sample lesson plans match to Cognos Report.	38 Unit Checklist
1-A.1.3.11	1-A.1.3.11 Beginning with the freshman class of 2017-2018, all students must earn credit in a course that has personal finance standards. (S/P) [1]	A.C.A. § 6-16-135		Review Cognos Report "teacher totals all year" for Personal Finance standards/course offering; interview principals and teachers; sample lesson plans match to Cognos Report and Arkansas Academic Standards.	38 Unit Checklist
1-A.1.3.12	1-A.1.2.12 Digital Learning Courses	A.C.A. § 6-16-1406	Arkansas Department of Education Rules Governing Distance and Digital Learning May 2016	Review Cognos Report "teacher totals all year" for Digital Learning course offering; interview principals and teachers; sample plans match to Cognos Report and Arkansas Academic Standards.	38 Unit Checklist
1-A.1.4	1-A.1.4 Following the Course Approval Process, a public school may request to combine or embed the Arkansas Academic Standards from two (2) separate courses into one (1) combined course. The public school must continue to teach the Arkansas Academic Standards for each separate course that is combined. (S/P)	A.C.A. §6-15-202	ADE Rules Governing the Arkansas Educational Support and Accountability Act (AESAA) pending	Documentation of a course approval	
1-A.2	1-A.2 A unit of credit shall be awarded for a course which meets for a minimum of 120 clock hours unless the public school district awards units of credit based on subject matter competency in compliance with the public school district's approved plan under A.C.A. § 6-15-216. (S/P)	A.C.A. § 6-15-216		Calculate minutes using the bell schedule; Review the public school district submitted plan to award units of high school course credit based on a demonstration of subject matter competency instead of, or in combination with, completing hours of classroom instruction; interview principals and teachers	
1-A.3	1-A.3 Each public school district shall ensure that all required courses are taught in accordance with the laws of the State of Arkansas and the rules of the Department. A list of the required courses approved by the State Board of Education is posted annually on the Department website. (D/P)	A.C.A. § 6-15-213		Review Signed Statement of Assurance by Superintendent	http://www.arkansased.gov/divisions/learning-services/curriculum-and-instruction
1-A.4	1-A.4 Each public school district superintendent shall submit a signed statement of assurance to the Department verifying that the public school district has established procedures and monitoring processes to ensure that the content of each course offered by the district is consistent with the Arkansas Academic Standards. (D/C)	A.C.A. § 6-15-1505		Review Signed Statement of Assurance by Superintendent; verify procedures and monitoring process	
1-A.5	1-A.5 Each public school district shall adopt a school calendar and provide planned instruction per day in accordance with the laws of the State of Arkansas and the rules of the Department. (D/C)	A.C.A. §6-10-106(f)		Review LEA Calendar adopted by the school board	
1-A.5.1	1-A.5.1 Each public school shall provide a minimum of 178 days of student-teacher interaction time. (S/P)	A.C.A. §6-10-106(f)		Review LEA Calendar adopted by the school board	
1-A.5.2	1-A.5.2 Each public school shall provide a planned instructional day that averages no less than six (6) hours per day or thirty (30) hours per week. Any day in which fewer than six (6) hours of instructional time is provided to students shall be counted as one-half (1/2) of a school day if at least three (3) hours of instructional time is provided to students. Any day in which fewer than three (3) hours of instructional time is provided to students shall not be counted as part of a school day. (S/P)	A.C.A. § 6-16-102 A.C.A. § 6-10-126; A.C.A. § 6-10-127		Review Bell Schedule; identify days school was closed	
1-A.6	1-A.6 Each public school district shall comply with the laws of the State of Arkansas and the rules of the Department regarding class size and teaching load. (D-S/P)		Class Size Rules pending	Cognos "teacher totals all year" report, and or Demographics report; class schedules; observations; Interview principals and teachers; verify methodology for determining grade level averages	Class Size Checklist
1-A.7	1-A.7 Each public school district shall adopt instructional material consistent with the curriculum and educational goals established by the State Board of Education. (D/P)	A.C.A. § 6-21-401 et seq.	ADE Rules Governing Instructional Materials.	Review District Policy concerning instructional materials; observation; interview principals, teachers and students	
1-A.8	1-A.8 Each public school district superintendent shall submit a signed statement of assurance to the Department verifying that the district is providing all necessary instructional materials to each student without cost to the student. (D/P)			Review Statement of Assurance; interview principals, teachers and students	
1-B	Standard 1-B Academic Policies				

Standard 1: Academics

The academic system of a public school district ensures all students have access to a guaranteed viable curriculum for all academic areas aligned to Arkansas Academic Standards.

	Written Standard	Arkansas Code	ADE Rules	Monitoring Check	Tools
1-B.1	1-B.1 Each public school district shall engage parents, staff, and students in the adoption or review of the written discipline policy that include a code of student behavior in accordance with the laws of the State of Arkansas and the rules of the Department. The public school district shall notify the parent(s) or guardian and students of the rules and procedures by which the school is governed and require a signed acknowledgement from the parent(s) or guardian that they have received the school's discipline policy. (D/C)	A.C.A. §6-18-502	ADE Rules for the Guidelines for the Development, Review and Revisions of School District Student Discipline and School Safety Policies, March 2012	Review student handbook committee members, review board minutes for adoption of discipline policies, and signed parental statements; interview principal	
1-B.2	1-B.2 Annually by August 1, each public school district shall post its written discipline policy on the district website under State – Required Information. (D/C)	A.C.A. § 6-18-501 et seq.	ADE Rules Governing Documents Required to be Posted on District Websites, pending	Review district website - August 1	Website checklist - August 1
1-B.3	1-B.3 Each public school district shall comply with the laws of the State of Arkansas and the rules of the Department regarding nutrition and physical activity standards. (D/C)	A.C.A. § 6-16-132	ADE Rules Governing Nutrition and Physical Activity Standards and Body Mass Index for Age Assessment Protocols, May 2016	Review LEA Master Schedule	
1-B.4	1-B.4 Each public school district shall comply with any requirements of the Arkansas Educational Support and Accountability Act placed on the public school or public school district. (D-S/C-P)	A.C.A. §6-15-2901 et seq	ADE Rules Governing the Arkansas Educational Support and Accountability Act (AESAA) pending	Review activity and communication with the school or district concerning AESAA; Review Student Success Plans; interview principals and teachers	
1-C	Standard 1-C Student Performance				
1-C.1	1-C.1 Each public school district must comply with the laws of the State of Arkansas and the rules of the Department regarding the statewide student assessment system. (D-S/C-P)	A.C.A. §6-15-2907		Review ESSA School Index; notification from School Performance; interview test coordinator	
1-C.1.1	1-C.1.1 Each public school shall assess at least 95% of its students on the annual statewide student assessment. (S/C)	A.C.A. §6-15-2907(e)		Review ESSA School Index; notification from School Performance; interview test coordinator	
1-C.1.2	1-C.1.2 Selected public schools shall participate in any and all components of the National Assessment of Educational Progress (NAEP). (S/C)	A.C.A. §6-15-2907(g)		Review notification from Student Assessment - NAEP	
1-C.2	1-C.2 Each public school district shall adopt graduation requirements in accordance with the laws of the State of Arkansas and the rules of the Department and include the graduation requirements in the student handbook. (D/P)		ADE Rules Governing School District Requirements for Personnel Policies, Salary Schedules, Minimum Salaries, and Documents Posted to District Websites	Review student handbook regarding district policy for graduation requirements; interview counselor	
1-C.2.1	1-C.2.1 Each public school district shall maintain accurate student records including graduation requirements. (D/P)		ADE Rules Governing Student Permanent Records, pending	Review student records; interview principal, registrar/counselor	
1-C.2.2	1-C.2.2 For graduation, students must have acquired twenty-two (22) units of credit as determined by the State Board of Education. (S/P)			Review student TRIAND transcript	Graduation Requirements Checklist
1-C.2.3	1-C.2.3 Beginning with 2018-2019, all students must pass the Arkansas civics exam with at least 60% in order to graduate. This requirement shall not apply to those students exempt by law. (S/P)	A.C.A. §6-16-149		Review student TRIAND transcript	

Standard 2: Student Support Services

The student support system of a public school district ensures that all students have equitable access to opportunities and supports to meet college, career and communities readiness.

	Written Standard	Arkansas Code	ADE Rules	Monitoring Check	Tools
	2-A Standard 2-A Equitable Opportunities				
2-A.1	2-A.1 Each public school district board of directors' policies and actions shall be nondiscriminatory and shall be in accordance with state and federal laws and the rules of the Department. (D/P)	A.C.A. § 6-10-114		Review School Board Minutes/Policies and Student Handbook	
2-A.1.1	2-A.1.1 Each public school district shall file an accurate and timely Equity Compliance Report by October 15 of each year. (D/P)	A.C.A. §6-10-111		Verify Equity Compliance Report is submitted to the Equity Assistance Center by October 15 in Cycle 2 report	
2-A.3	2-A.3 Each public school district board of directors, administrators, and employees shall not knowingly authorize the participation of students in events or activities held at a location where some students would be excluded or not given equal treatment because of the student's race, national origin, or ethnic background. (D/P)	A.C.A. § 6-10-114. Unlawful to discriminate- Penalties.		Verify if written complaints have been received by the Equity Assistance Center; non-discriminatory laws and procedures are in place	
	2-B Standard 2-B Attendance and Enrollment				
2-B.1	2-B.1 Each public school district board of directors shall adopt a student attendance policy and include the attendance policy in the student handbook. (D/C)	A.C.A. § 6-18-209. Adoption of student attendance policies		Verify attendance policy is in student handbook/posted on website; Review Board Minutes,	
2-B.2	2-B.2 Each public school shall maintain accurate student attendance records in a format prescribed by the Department. (D/P)	A.C.A. § 6-18-213. Attendance records and reports generally	ADE Rules Governing Student Permanent Records, pending and APSCN Rules, pending	Verify with Office of Informational Technology that cycle submissions are on time and accurate.	
2-B.3	2-B.3 Each public school shall not admit any student who has not been age-appropriately immunized as required by state and federal laws and rules. (S/C)	A.C.A. § 6-18-702. Immunization	ADE Rules Governing Kindergarten through 12th Grade Immunization Requirements in Arkansas Public Schools	Verify with the Office of School Health Services that requirements are met	
	2-C Standard 2-C Student Support Services Plan				
2-C.1	2-C.1 Each public school district shall develop and implement a written plan for providing student services to all students in the public school system in accordance with the laws of the State of Arkansas and the rules of the Department. By August 1, the written plan shall be posted on the district website under State – Required Information. (D/C)	A.C.A. § 6-18-1001 et. seq.	ADE Rules Governing Public School Student Services	Verify student services plan posted on district website by August 1	Website checklist - August 1
2-C.2	2-C.2 Each public school district shall provide a developmentally appropriate guidance program to aid students in educational, personal/social, and career development. (D/C)	A.C.A. § 6-18-1001 et. seq.		Verify guidance program meets expectations of the ADE Guidance and School Counseling Office	
	2-D Standard 2-D Media Center for Student Support				
2-D.1	2-D.1 Each public school district shall provide sufficient resources, budgeted and spent yearly, for purchasing and maintaining an appropriate balance of print, non-print, and electronic media that is adequate in quality and quantity to meet the academic standards for all students. (D/C)	A.C.A. § 6-25-101 et. seq. Public School Library Media and Technology Act		Verify that appropriate learning materials are available to students by interviewing building principal, media specialists, teachers, and interventionists.	
	2-E Standard 2-E Health and Safety Services				
2-E.1	2-E.1 Each public school district shall provide a health services program under the direction of a licensed registered nurse in accordance with the laws of the State of Arkansas and the rules of the Department. (D/C)	A.C.A. § 6-18-701. Health	ADE Rules Governing Public School Student Services, October 2012	Visit the Student Health Office	
2-E.2	2-E.2 Each public school and public school district shall maintain appropriate materials and expertise to ensure the safety of students, employees, and visitors. (D-S/C-P)	A.C.A. § 6-18-708. Health and Safety in public schools	ADE Rules Governing Eye and Vision Screening Report ADE Rules Governing the Program to Inform Students about the ARKids First Program ADE Rules Governing the Administration of Insulin and Glucagon ADE Rules Governing School-Based Automated External Defibrillator Devices and Cardiopulmonary Resuscitation programs 6-18-712 Posting Child Abuse Hotline telephone number	Visit the Student Health Office	
	2-F Standard 2-F Special Education Services				
2-F.1	2-F.1 All public school district personnel, teachers, and administrators must comply with the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 et seq., its implementing regulations at 34 C.F.R. Part 300, A.C.A. § 6-41-101 et seq., the laws of the State of Arkansas, and the rules of the Department. (D/C-P)	A.C.A. § 6-41-201 et. seq.	Special Education Rules	Verify monitoring by Special Education unit.	http://www.arkansased.gov/divisions/learning-services/special-education/monitoring-program-effectiveness
2-F.2	2-F.2 Each public school district shall offer a full continuum of special education services as required by the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 et seq., its implementing at 34 C.F.R. Part 300, A.C.A. § 6-41-101 et seq., the laws of the State of Arkansas, and the rules of the Department. (D/C-P)	A.C.A. § 6-41-101 et. seq.	Special Education Rules	Verify monitoring by Special Education unit.	http://www.arkansased.gov/divisions/learning-services/special-education/monitoring-program-effectiveness
	2-G Standard 2-G Gifted and Talented Services				
2-G.1	2-G.1 Each public school district shall provide gifted and talented services in accordance with the laws of the State of Arkansas and the rules of the Department. (D/C)	A.C.A. § 6-42-101 et. seq. Gifted and Talented Children	Rules (Governing) Gifted and Talented Program Approval Standards	Verify monitoring by Gifted and Talented and Advanced Placement unit.	http://www.arkansased.gov/divisions/learning-services/gifted-and-talented-and-advanced-placement
	2-H Standard 2-H Dyslexia Services				

Standard 2: Student Support Services

The student support system of a public school district ensures that all students have equitable access to opportunities and supports to meet college, career and communities readiness.

	Written Standard	Arkansas Code	ADE Rules	Monitoring Check	Tools
2-H.1	2-H.1 Each public school district shall provide screening and intervention for dyslexia in accordance with the laws of the State of Arkansas and the rules of the Department. (D/P)	A.C.A. § 6-41-601 et seq. Dyslexia	ADE Rules Governing How to Meet the Needs of Students with Dyslexia	Interview of district and school personnel: Does district have a program? Does the district employ a trained interventionist? Does the district screen for Dyslexia? Did teachers notice difficulties?	
2-H.2	2-H.2 Each public school district shall comply with the annual dyslexia reporting as required by A.C.A. § 6-41-606. (D/P)	A.C.A. § 6-41-601 et seq. Dyslexia	ADE Rules Governing Documents Required to be Posted on District Websites, pending	Review district website for number of students who received dyslexia intervention and total number of students identified with dyslexia during the previous year	
2-I	Standard 2-I Alternative Education Services				
2-I.1	2-I.1 Each public school district shall provide appropriate alternative programs for students who are identified as requiring such programs to continue their education. (D/C)	A.C.A. § 6-48-101: Alternative Education	ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditures of Those Funds, May 2016	Verify program approval and monitoring by Alternative Education unit.	
2-J	Standard 2-J English Language Services				
2-J.1	2-J.1 Each school shall conduct a home language usage survey to student upon initial enrollment to identify students that need to be screened for English for Speakers of other Language Services. (S/C)	ESSA: Section 3301		Verify monitoring with ADE English Learner Unit	http://www.arkansased.gov/divisions/learning-services/english-learners
2-J.2	2-J.2 Each public school district shall offer a Language Instruction Educational Program for identified English Learners in accordance with the laws of the State of Arkansas and the rules of the Department. (S/C)	20 U.S.C. §6801 et seq.		Verify monitoring with ADE English Learner Unit	http://www.arkansased.gov/divisions/learning-services/english-learners

Standard 3: District Operations and Fiscal Governance					
The district operations and fiscal governance system of a public school district ensures alignment between resource allocation and meeting the needs of each student's academic success and well-being.					
	Written Standard	Arkansas Code	ADE Rules	Monitoring Check	Tools
3-A	Standard 3-A Operating Policies, Procedures, and Training				
3-A.1	3-A.1 Each public school district board of directors shall adopt and update written policies for the fiscal operation of the school district in accordance with the laws of the State of Arkansas and the rules of the Department. By August 1, the written policies shall be posted on the district website under State – Required Information. (D/C)	§ 6-10-124 §6-11-129 §6-13-620	ADE Rules Governing School District Requirements for Personnel Policies, Salary Schedules, Minimum Salaries, and Documents Posted to District Websites (March 2016)	Review school board minutes and board policies on district website; coordinate with the ADE Finance Office to ensure all requirements are met	Website checklist - August 1
3-A.2	3-A.2 Each public school district shall adopt written personnel policies, including the teacher salary schedule. By August 1, the written policies shall be posted on the district website under State – Required Information. (D/C)	§ 6-17-201 § 6-17-207 § 6-17-2401 et seq.	ADE Rules Governing School District Requirements for Personnel Policies, Salary Schedules, Minimum Salaries, and Documents Posted to District Websites (March 2016)	Review board minutes and personnel policies including salary schedules on the district website	Website checklist - August 1
3-A.3	3-A.3 Each public school district shall submit accurate and timely reports deemed necessary to assure compliance with federal and state law and the rules of the Department, as requested. (D/C)	§ 6-10-129	APSCN Rules, Pending	Coordinate with the ADE Office of Informational Technology (OIT)	
3-A.4	3-A.4 Each public school district shall ensure compliance with the financial accounting and reporting and annual training requirements required by the laws of the State of Arkansas and the rules of the Department. (D/C)	§6-20-2204	APSCN Rules, Pending	Coordinate with ADE Finance Office and review annual training documents	
3-A.5	3-A.5 Each public school district shall employ a general business manager responsible for the fiscal operations of the school district. (D/C)		ADE Rules Governing Minimum Qualifications for General Business Managers of Public School Districts (May 2008)	Review contract and qualification for a general business manager	
3-A.6	3-A.6 Each member of a public school district board of directors shall receive annual training in accordance with the laws of the State of Arkansas and the rules of the Department. A statement of the hours of training and instruction received by each board member for the preceding year shall be included in the annual school performance report required by the laws of the State of Arkansas. (D/C)	§6-13-629	ADE Rules governing Required Training for School Board Members (December 2015)	Review School Board Members Training records and match to data reported on the district report card	
3-A.7	3-A.7 Each public school district superintendent shall file a written statement of assurance annually by October 1 in accordance with the laws of the State of Arkansas and the rules of the Department. (D/C)	§6-15-202		Review Statement of Assurance	
3-A.8	3-A.8 Except where otherwise allowed by law, each public school district shall comply with the Standards for Accreditation without using national school lunch categorical funds. (D/C)	§6-20-2305 (b)(4)(C)(ii) (c)	ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditures of Those Funds (May 2016)	Review district NSL expenditures	
3-A.9	3-A.9 By August 1, each public school district shall post all student handbooks on the district website under State – Required Information. (D/C)		ADE Rules Governing Documents Required to be Posted on District Websites, pending	Review district website	Website checklist - August 1
3-A.10	3-A.10 Each public school district which has not obtained full and complete unitary status and has not been released from court supervised desegregation obligations shall seek to obtain a declaration of full and complete unitary status and release from all court supervision from the federal courts. (D/P)			Coordinate with ADE Legal	
3-A.10.1	3-A.10.1 Beginning September 15 of each year, any public school district identified in Section 3-A.10 shall submit written quarterly reports to the Department detailing the district's outstanding desegregation obligations and the districts efforts towards obtaining full unitary status and release from court supervision. The detailed plan shall include the district's progress towards meeting its obligations and timelines for reaching a determination of full unitary status and release from court supervision.			Coordinate with ADE Legal	
3-A.10.2	3-A.10.2 If the Department is unable to verify the public school district's efforts to comply with the submitted detailed plan required by of these Rules, the Department shall recommend to the State Board of Education whether the public school district should be placed on Accredited – Probation status in accordance with these Rules.			Coordinate with ADE Legal	http://www.arkansased.gov/divisions/educator%20effectiveness/equity-assistance/school-choice
3-B	Standard 3-B School-level Improvement Plans and Reporting				
3-B.1	3-B.1 Each public school in Arkansas shall develop, with appropriate staff and community participation, a school-level improvement plan. School goals shall be compatible with district, state and national educational goals and shall address local needs in accordance with the laws of the State of Arkansas and the rules of the Department. The school-level improvement plans must be approved by the district and school board and posted to the district website under State – Required Information by August 1. (D/C)	A.C.A. § 6-15-2914. School-level improvement plans -- School district support plans.	ADE Rules Governing the Arkansas Educational Support and Accountability Act (AESAA) pending	Review for monitoring of implementation fidelity and evaluation of gpal progress	Website checklist - August 1
3-B.2	3-B.2 By October 15, each public school district board of directors 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 in accordance with the laws of the State of Arkansas and the rules of the Department. The report shall detail the progress of the district and schools toward accomplishing program goals, accreditation standards, and proposals to correct deficiencies. The report shall be made available to the public and the public shall be notified of the meeting. (D/C)	A.C.A. §6-15-2006		Review School Board Meeting Minutes	
3-B.2.1	3-B.2.1 The annual report to the public shall be posted on the district website under State – Required Information no later than 10 days after the public meeting is held. (D/C)	A.C.A. §6-15-2006	ADE Rules Governing Documents Required to be Posted on District Websites, pending	Review annual report	website checklist - October 25
3-C	Standard 3-C Maintenance of Records and Reports				
3-C.1	3-C.1 Each public school and public school district shall develop and implement a records retention policy that retains all reports and records necessary for effective planning, operation, and education in accordance with the laws of the State of Arkansas and the rules of the Department. (D/C)	A.C.A. § 6-20-2206. Miscellaneous provisions.		Records requested during monitoring visit should be easily accessible from the records retention. No additional copying of materials is required.	
3-C.2	3-C.2 Each public school and public school district shall maintain permanent student records in accordance with the laws of the State of Arkansas and the rules of the Department. (D/C)	A.C.A. § 6-18-901. Maintenance of permanent student records.	ADE Rules Governing Student Permanent Records (pending)	Review a sample of records	

Standard 3: District Operations and Fiscal Governance

The district operations and fiscal governance system of a public school district ensures alignment between resource allocation and meeting the needs of each student's academic success and well-being.

	Written Standard	Arkansas Code	ADE Rules	Monitoring Check	Tools
3-D	Standard 3-D Food Service				
3-D.1	3-D.1 Each public school district shall provide food services in accordance with federal and state laws and the rules of the Department. (D/C)	A.C.A. § 6-20-701 et. seq.	http://www.arkansased.gov/divisions/child-nutrition-unit/regulations-and-policy ADE Rules Governing the Certification and Continuing Professional Development of Child Nutrition Directors, Managers, and Workers	Coordinate with ADE Child Nutrition	

Standard 4: Human Capital

The human capital system of a public school district ensures recruitment, retention, and development of highly effective educators and support personnel to meet the needs of the whole child.

	Written Standard	Arkansas Code	ADE Rules	Monitoring Check	Tools
4-A	Standard 4-A Background Checks				
4-A.1	4-A.1 Each public school district shall not employ personnel, whether licensed or non-licensed, who have not successfully completed background checks in accordance with the laws of the State of Arkansas and the rules of the Department. (D/C-P)	A.C.A. § 6-17-410 A.C.A. § 6-17-411 A.C.A. § 6-17-414	ADE Rules Governing Background Checks, October 2017 ADE Rules Governing Educator Licensure	Review the educator licensure webpage regarding background checks and list of all employees	http://www.arkansased.gov/divisions/educator%20effectiveness/educator-licensure/background-checks
4-B	Standard 4-B Superintendent				
4-B.1	4-B.1 Each public school district shall employ a full-time superintendent to oversee all operations of the public school district. (D/P)	A.C.A. § 6-13-109		Review superintendent contract	
4-B.2	4-B.2 Each public school district superintendent shall meet the licensure requirements in accordance with the laws of the State of Arkansas and the rules of the Department unless the public school district has an approved waiver in accordance with the laws of the State of Arkansas and the rules of the Department. (D/C)	A.C.A. § 6-17-427	ADE Rules Governing School Superintendent Mentoring Program	Review superintendent job code, licensure or licensure exception	AELS
4-C	Standard 4-C Principals				
4-C.1	4-C.1 Each public school shall employ at least a half-time principal. A full-time principal shall be employed when a public school's enrollment reaches three hundred (300). A public 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. (D/P)			Review employment ratio requirement; review principal contract	
4-C.2	4-C.2 Each public school district shall employ public school principals that meet the licensure requirements in accordance with the laws of the State of Arkansas and the rules of the Department unless the public school district has an approved waiver in accordance with the laws of the State of Arkansas and the rules of the Department. (D/C)	A.C.A. § 6-17-302	ADE Rules Governing Educator Licensure	Review principal job code, licensure or licensure exception	
4-D	Standard 4-D Teachers				
4-D.1	4-D.1 Each public school district shall employ classroom teachers that meet the licensure requirements in accordance with the laws of the State of Arkansas and the rules of the Department or are teaching under an approved waiver in accordance with the laws of the State of Arkansas and the rules of the Department. (D/C)	A.C.A. § 6-15-1004 A.C.A. § 6-17-309	ADE Rules Governing Educator Licensure ADE Rules Governing Arkansas Qualified Teaching Requirements	Review to ensure licensure job and course code descriptions align; if a licensure exception exists in eFinance, check for the AQT indicator on the course code management system, if AQT is required, check that AQT is met Review ALPs on teachers teaching out of certification area	
4-D.2	4-D.2 Each public school district shall not employ an individual, including as a substitute teacher whether directly employed by the school or through a teaching services contract, whose license has been suspended or revoked by the State Board of Education for a disqualifying offenses or those, licensed or unlicensed individuals, who have been sanctioned for an ethical violation in accordance with the laws of the State of Arkansas and the rules of the Department. (D/C)		ADE Rules Governing the Code of Ethics for Arkansas Educators	Review to determine if a license has been revoked or suspended	
4-D.3	4-D.3 Each public school district must comply with the Right to Read Act, codified in A.C.A. § 6-17-429, with regards to the hiring of teachers who demonstrate proficiency in knowledge and practices of scientific reading instruction. (D/P)	A.C.A. § 6-17-429	ADE Rules Governing Educator Licensure, pending	Review professional development records for scientific reading instruction	
4-E	Standard 4-E Guidance Counselors				
4-E.1	4-E.1 Each public school district shall employ guidance counselors that meet the licensure requirements in accordance with the laws of the State of Arkansas and the rules of the Department or are working under an approved waiver in accordance with the laws of the State of Arkansas and the rules of the Department. (D/C)			Review licensure matching the job description or a licensure exception; AELS, Job Code Management System, Course Code Management System, eFinance	
4-E.2	4-E.2 Each public school district shall have a student/guidance counselor ratio of no more than one to 450 students. (D/P)			Review and verify ratio alignment	
4-F	Standard 4-F Library Media Specialists				
4-F.1	4-F.1 Each public school district shall employ library media specialists that meet the licensure requirements in accordance with the laws of the State of Arkansas and the rules of the Department or are working under an approved waiver in accordance with the laws of the State of Arkansas and the rules of the Department. (D/C)	A.C.A. § 6-25-103		Review licensure matching the job description or a licensure exception; AELS, Job Code Management System, Course Code Management System, eFinance	
4-F.2	4-F.2 Public schools with fewer than three hundred (300) students shall employ at least one half-time library media specialist. Public schools with three hundred (300) or more students shall employ at least one full-time library media specialist. Schools enrolling fifteen hundred (1,500) or more students shall employ at least two full-time library media specialists. (S/P)			Review and verify ratio alignment	
4-G	Standard 4-G Professional Development				
4-G.1	4-G.1 Teachers and administrators must comply with the laws of the State of Arkansas and the rules of the Department regarding professional development. (D-S/C)	A.C.A. §§ 6-17-701 to 6-17-710 A.C.A. § 6-15-1703	ADE Rules Governing Professional Development	Review professional development records of licensed employees	
4-G.2	4-G.2 Each public school district shall provide professional development in scientific reading instruction in compliance with the Right to Read Act, codified in A.C.A. § 6-17-429. (D/P)	A.C.A. § 6-17-429		Review professional development records for scientific reading instruction	

Standard 5: Stakeholder Communication / Family and Community Engagement					
The stakeholder communication / family and community engagement system of a public school district ensures stakeholders are engaged in meaningful communication to provide an effective learning experience for each student.					
	Written Standard	Arkansas Code	ADE Rules	Monitoring Check	Tools
5-A	Standard 5-A Comprehensive Plan for Communication and Engagement				
5-A.1	5-A.1 Each public school district shall have a written plan for parent, family, and community engagement, including the scheduling of at least two (2) parent-teacher conferences each year, in accordance with the laws of the State of Arkansas and the rules of the Department. By October 1, the plan shall be posted on the district website under State – Required Information. (D/C)	A.C.A. § 6-15-1701 et seq.	ADE Rules Governing Parental Involvement Plans	Parent/family/community engagement plan posted on district website by October 1	website checklist - October 1

Standard 6: Facilities and Transportation

The facilities and transportation system of a public school district ensures a quality learning environment for Arkansas students.

	Written Standard	Arkansas Code	ADE Rules	Monitoring Check	Tools
6-A	Standard 6-A Facilities and Equipment				
6-A.1	6-A.1 Each public school district shall plan, construct, and maintain school facilities in accordance with federal laws, the laws of the State of Arkansas, and the rules of the Arkansas Division of Public School Academic Facilities and Transportation. (D/C)	A.C.A. § 6-21-112 A.C.A. § 6-21-801 et seq.	Arkansas Division of Public School Academic Facilities and Transportation	Coordinate information with the Division of Public School Academic Facilities and Transportation	
6-A.2	6-A.2 Each public school districts shall adopt and implement school safety policies and procedures in accordance with the laws of the State of Arkansas and the rules of the Department. (D/P)	A.C.A. § 6-15-1303 Safe Schools Initiative Act.		Review school safety policy or plan; annual training and drill records including fire, tornado, active shooter Review electronic student handbooks	
		A.C.A. § 6-10-121		Tornado safety drills required no less than three (3) times per year in the months of September, January, and February	
		A.C.A. § 12-13-109		One (1) fire drill each month and keep all doors and exits unlocked during school hours	

[1] Define if full credit or half-credit