

**2015-2016 ARKANSAS DEPARTMENT OF EDUCATION - PUBLIC SCHOOL DISTRICTS  
TRANSITIONAL ON-CAMPUS STANDARDS REVIEW (OSR) CHECKLIST**

LEA \_\_\_\_\_ District \_\_\_\_\_ Superintendent \_\_\_\_\_  
Grade Levels \_\_\_\_\_ Enrollment \_\_\_\_\_ Date \_\_\_\_\_

Rev. 10/1/2015

STANDARDS FOR ACCREDITATION							
Item	Status	Rule	Standard	Documentation	Compliance		Comments/ Evidence
					Yes	No	
<b>Desk Audit</b>							
1	D/P	24.18	District is in compliance with website requirements. Ark. Code Ann. § 6-11-129; § 6-13-619; § 6-13-620; § 6-17-204; § 6-15-2011; § 6-15-1402; § 6-15-1704	Documentation of compliance on website			
2	D/S/P	24.18	The school shall submit electronic transcripts. Ark. Code Ann. § 6-80-107; RT-07-009, 5/08/07; and § 6-15-1101	Review of <b>K-12 student transcripts</b> electronically generated from Triand.			
3	D/P	III. 8.01 24.18	Parental Involvement Plan in handbook. Ark. Code Ann. § 6-15-1702	Review handbook (on file at ADE)			
4	D/S/C D/S/P	VII. 12.04 24.09	Each district shall schedule two Parent/Teacher Conferences. (PTCs)	Calendar (Website or Submitted)			
5	D/S/P	X. PD Rules 6.01 7.09	Professional development plan complies with law & rules.	Calendar or Plan (Website or Submitted)			
6	D/P	VI. 11.04	Each school district must provide a full-day kindergarten for each child age 5 on or before <b>August 1</b> , of current school year.	Kindergarten schedule in system (APSCN, COGNOS, or eSchool)			
7	D/S/P	VII. 12.01 24.18 ACTAAP 5.01	District shall administer uniform school readiness screening to all kindergarten students. Ark. Code Ann. § 6-15-404(e)(2)	Evidence of administered Qualls Early Learning Inventory (2) Triand Report			

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8	D/S/P	V. 10.01.4 24.06 24.18	The planned instruction time in each school day must average a minimum of 6 hours per day; or 30 hours each week. Ark. Code Ann. § 6-16-102	New_Mastersched (APSCN, COGNOS, or eSchool)			
<b>Option for District to Submit for Desk Audit or Reviewed On-Campus</b>							
9	D/C	II. 7.03.3.1 7.03.3.2 24.03	The school board shall hold a public meeting by Nov. 15 to review & discuss annual report detailing progress toward goals, accreditation status, & proposals to correct deficiencies.	Minutes of school board meeting, agenda including progress toward goals, accreditation status, & proposals to correct deficiencies (Website or Submitted)			
10	D/S/P	24.18	Written notice required to parents of students with a teacher who is teaching out-of-level/area. Ark. Code Ann. § 6-17-309	Written parental notification (Website or Submitted)			
11	D/P S/C	III. 8.01 8.02 24.18	District has established a local task force on closing the achievement gap. Ark. Code Ann. § 6-15-1603	Date(s), sign-in sheet(s), & agenda(s), policy statement (Website or Submitted)			
12	D/P	V. 10.04.1 24.09 24.18	The discipline policies are written according to established guidelines. Ark. Code Ann. § 6-18-502; and § 6-18-503	Discipline policies to include rules with minimum and maximum consequences (Website or Submitted)			
13	D/P	V. 10.07 24.09	There is a written homework policy.	Copy of homework policy (Handbook on file, Website or Submitted)			

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14	D/C	V. 10.07	Parents will be notified of homework policy (item 13) at the beginning of school year.	Documentation of parent notification (Handbook on file, Website or Submitted)			
15	D/P	VI. 11.01 24.09 24.18	Board shall adopt attendance policies. Ark. Code Ann. § 6-18-209; § 6-18-220; § 6-18-222; and § 7-4-116	Attendance policies (Handbook on file, Website or Submitted)			
16	D/P	VI. 11.01 24.09 24.18	The attendance policies are consistent with laws and regulations. Ark. Code Ann. § 6-18-209 et seq.; COM-12-013,9/8/11; and § 7-4-116	Excused and unexcused absences are defined. 504 plan and IEP are included in policy (Handbook on file, Website or Submitted)			
17	D/P	VI. 11.01 24.09	The attendance policies are consistent with laws and regulations. Ark. Code Ann. § 6-18-222; § 6-18-209; and § 6-18-222	Policy indicates # of absences permitted and allows parents to appeal to school or district administration before reaching maximum # of days (Handbook on file, Website or Submitted)			
18	D/P	VI. 11.01 24.09	The attendance policies are consistent with laws and regulations. Ark. Code Ann. § 6-18-201(a)	Compulsory Attendance – <b>Ages 5-17 on/before August 1</b> of current year. Ark. Code Ann. § 6-18-207 (Handbook on file, Website or Submitted)			
19	D/P	VI. 11.01 24.09	The attendance policies are consistent with laws and regulations. Ark. Code Ann. § 6-18-207(a)	Minimum age for enrollment- <b>Age 5 on/before August 1</b> of current year, and date of birth documentation (Handbook on file, Website or Submitted)			
20	D/P	VI. 11.01 24.09	The attendance policies are consistent with laws and regulations. Ark. Code Ann. § 6-18-202	Age for attending public school – between 5 & 21 (Handbook on file, Website or Submitted)			

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21	D/P	VI. 11.01 24.09	The attendance policies are consistent with laws and regulations. Ark. Code Ann. § 6-18-222(a)(3)	Parents provided copy of attendance policies (items 15 through 20) at first of year, acknowledged receipt (Submitted)			
22	D/S/P	IV. 9.03.1.1	District has written Smart Core curriculum policy.	Smart Core curriculum policy (Handbook on file, Website or Submitted)			
23	D/P	XIV. 19.03 ACTAAP 7.03	AIP remediation requirements with retention consequences or loss of credit for failure to participate information are included in student handbook to notify parents.	AIP Policy (Handbook on file, Website or Submitted)			
24	D/P S/P	VII. 12.04 24.09	Each district shall adopt a policy requiring teachers to communicate with the parent(s) or guardian(s) of students to discuss the student's progress and requiring more frequent communication with the parent(s) or guardian(s) of students not performing at the level expected for their grade.	Copy of policy (Handbook on file, Website or Submitted)			
25	D/P	VII. 12.05.1 24.09	District practices or policy to determine proper placement of transfer students complies with Standards. Ark. Code Ann. § 9-28-205(d)	Addresses practices & procedures for awarding/ granting/assignment of credit for students transferring from accredited school (Handbook on file, Website or Submitted)			
26	D/P	VII. 12.05.2 24.09	District practices or policy to determine proper placement of transfer students complies with Standards.	Addresses evaluation of students transferring from non-accredited schools (Handbook on file, Website or Submitted)			
27	D/P	VII. 12.05.2 24.09	District practices or policy to determine proper placement of transfer students complies with Standards.	Addresses evaluation of students transferring from home school (Handbook on file, Website or Submitted)			

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28	D/S/P	V. 10.01.4 24.18	Students in grades 9-12 schedule and attend a full day of school. Ark. Code Ann. § 6-18-211 & ACC-04-025, 9/26/03	Student schedules & policy for waivers if not in school all day (APSCN, COGNOS, or eSchool)				
29	D/S/P	24.18	Seals on diplomas & transcripts as required by Ark. Code Ann. § 6-15-1101. IA-05-096, 4/13/05 Ark. Code Ann. § 6-18-107	Seals on transcripts with minimum GPA of 2.75 (Triand or Submitted)				
30	D/C	XIV. 19.03	Clear documents available that describe the purpose of alternative education to parents and the community in an Alternative Learning Environment (ALE). Ark. Code Ann. § 6-48-101 through § 6-48-104.	Observation of classroom (Website or Submitted)				
31	D/C	XIV. 19.03	Grade levels enrolled in the Alternative Learning Environment (ALE) program match the program description submitted to the ALE Unit for approval. Ark. Code Ann. § 6-48-101 through § 6-48-104.	Observation of classroom (APSCN or Submitted)				
32	D/C	XIV. 19.03	ALE students participate in school wide activities enrolled in the Alternative Learning Environment (ALE). Ark. Code Ann. § 6-48-101 through § 6-48-104.	Lesson plans and observation of classroom (APSCN or Submitted)				
<b>Reviewed On-Site</b>								
33	D/C	II. 7.02.2	The district shall publish a report to the public by November 15 in a newspaper with general circulation in the district and place on district website. Mail the report only if no newspaper with general circulation is available.	Copy of news article/or letter (report includes progress toward goals, accreditation status, proposals to correct deficiencies, and website information)				

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34	D/P	XVIII. 25.04.1 24.18	District published accredited-probationary status immediately after determination by SBE on district website and in a newspaper for 2 consecutive weeks. Ark. Code Ann. § 6-15-208	Documentation of publication on district website & newspaper			
35	D/P	24.18	Superintendent shall cause public announcements to be made with broadcast media and either print media or the internet about requirements for Choice. Ark. Code Ann. § 6-18-1903	Documentation of broadcast and print media-public announcements			
36	D/P	XIV. 19.03 24.18 ACTAAP 7.02	AIPs shall be developed for students who score below Proficient on ACTAAP exams by parents & school personnel. Ark. Code Ann. §§ 6-15-404(h)(2)(B)(I) & 6-15-419(2)(B)	AIPs maintained by appropriate teachers. Observation in classrooms, Discussion, parents signature on AIPs			
37	D/P	VII. 12.05.1 24.09	District practices or policy to determine proper placement of transfer students complies with Standards. Ark. Code Ann. § 9-28-205(d)	Addresses practices & procedures for awarding/ granting/assignment of credit for students transferring from accredited school			
38	D/P	VII. 12.05.2 24.09	District practices or policy to determine proper placement of transfer students complies with Standards.	Addresses evaluation of students transferring from non-accredited schools			
39	D/P	VII. 12.05.2 24.09	District practices or policy to determine proper placement of transfer students complies with Standards.	Addresses evaluation of students transferring from home school			

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<b>Alternative Learning Environment Monitoring Information</b>												
40	D/C	XIV. 19.03	Appropriate committee members determine student participation in an Alternative Learning Environment (ALE). Ark. Code Ann. § 6-48-101 through § 6-48-104.	List of Committee members and meeting dates. Observation of classroom								
41	D/C	XIV. 19.03	Direct instruction is the primary educational component in the Alternative Learning Environment (ALE). Ark. Code Ann. § 6-48-101 through § 6-48-104.	Lesson plans and observation of classroom								
42	D/C	XIV. 19.03	Evidence of social skills education, career, college, vocational and transitional life skills are occurring in the Alternative Learning Environment (ALE). Ark. Code Ann. § 6-48-101 through § 6-48-104.	Lesson plans and observation of classroom								
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**IMPORTANT NOTE:** Any item not verified during the Desk Audit will be verified during the On-Campus Review. LEA's are responsible for insuring compliance with the Standards for Accreditation Rules and the Statement of Assurance at both District and School levels.