

**HARRISBURG COLLEGE AND  
CAREER PREPARATORY  
SCHOOL**

**CHARTER INTERNAL  
REVIEW COMMITTEE  
REVIEW AND APPLICANT  
RESPONSES**

# Arkansas Department of Education

## District Conversion Charter School 2016 Application

### SCORING RUBRIC

#### PRE-APPLICATION MATERIALS

The Arkansas Department of Education requires that all applicants submit a Letter of Intent, outlining a general description of the proposed charter school.

**Evaluation Criteria:**

- A Letter of Intent was filed with Arkansas Department of Education on time and included all the necessary information

**Fully Responsive**

#### PART B EXECUTIVE SUMMARY

The Arkansas Department of Education requires all applicants to include an executive summary.

**Evaluation Criteria:**

- A mission statement (with content to be evaluated for Prompt #2 of Part C); and
- The key programmatic features of the proposed charter school

**Fully Responsive**

**Concerns and Additional Questions:**

- Provide a written agreement between HCCPS and Arkansas State University-Newport.

**Applicant Response:** We are waiting on a full commitment from Arkansas State University-Newport. We have begun conversations with East Area Community College in Forrest City, AR to either compete and/or add additional services to ASUN.

## **PART C NARRATIVE DESCRIPTION OF THE PROPOSED CHARTER**

### **C1: PUBLIC HEARING RESULTS**

All districts must conduct a public hearing before applying for a district conversion or limited charter school to assess support for the school's establishment. Applicants are asked both to document the logistics of the hearing and to include a narrative of the hearing results.

#### **Evaluation Criteria:**

- A thorough description of the results of the public hearing;
- Evidence of public support exhibited at the hearing;
- Documentation of required notice published to garner public attention to the hearing; and
- Documentation of required notices about the hearing being sent to the community, certified school personnel, and parents of all students enrolled at the public school for which the school district initiated the application

**Fully Responsive**

### **C2: MISSION STATEMENT**

The Mission Statement should be meaningful and indicate what the school intends to do, for whom, and to what degree.

#### **Evaluation Criteria:**

- A mission statement that is clear and succinct

**Fully Responsive**

### **C3: EDUCATIONAL NEED**

The Educational Need section should explain the need for a charter school in the proposed location and the innovative educational option offered by the charter school.

#### **Evaluation Criteria:**

- Valid, reliable, and verifiable data substantiate an educational need for the charter; and
- Innovations that would distinguish the charter from other schools

**Fully Responsive**

## C4: ACADEMIC ACHIEVEMENT GOALS

The Academic Achievement Goals section should define the performance expectations for students and the school as whole and support the charter’s mission.

### Evaluation Criteria:

- Specific goals in reading and mathematics that are clear, measurable, and attainable;
- Valid and reliable assessment tools to be used to measure the goals; and
- Attainment of the goals demonstrate that the charter is meeting the identified educational need for the school and fulfilling its mission

### Fully Responsive

#### Concerns and Additional Questions:

- Confirm that the first test listed in the goals chart is ACT Aspire.
- Given that high school science standards will be fully implemented during the 2018-19 school year, provide a goal tied to science for that year and the following years.

#### Applicant Response:

The first test listed is referring to the ACT state-administered to juniors and any subsequent ACT’s that students take.

HCCPS will meet or exceed state average in reading, writing, language, and science on the ACT Aspire or the national average for the NWEA assessment. Scores will increase 3% annually with 80% of students achieving by 2023.

## C5: SCHEDULE OF COURSES OFFERED

The Schedule of Courses Offered section should describe the schedules for a week at the elementary level and courses offered at each grade at the secondary level.

### Evaluation Criteria:

- Evidence that the charter school meets minimum state requirements of courses offered at appropriate grade levels

### Fully Responsive

#### Concerns and Additional Questions:

- Confirm that the charter, if approved, will work with the ADE and ACE to receive course approval for any unapproved and/or blended courses or replace those courses with approved courses.
- Confirm that oral communications will be a year-long course or that drama will be offered in addition to oral communications.

**Applicant Response:**

HPCCS will work with the ADE and ACE for any course replacements and/or blended courses.

Oral communications is currently a year-long course. Our long term goal is to embed oral communications in an English course. We will use the ADE approval process to embed oral communications.

**Remaining concern:** The applicant should be aware that embedding oral communications into English will likely mean that oral communications will then be awarded a half credit.

## **C6: PROGRAMS AND METHODS TO SUPPORT CORE CLASSES**

The Programs and Methods to Support Core Classes section should describe the curriculum for core classes.

Evaluation Criteria:

- A clear description of curriculum, including programs and instructional methods to be used in core classes; and
- An explanation of how the district will pay for all costs associate with the curriculum

**Fully Responsive**

## **C7: EDUCATIONAL PROGRAM**

The Educational Program section should describe the educational foundation of the school and the teaching and learning strategies that will be employed.

Evaluation Criteria:

- A clear description of the proposed educational program, including but not limited to the foundational educational philosophy and curricular and instructional strategies to be employed;
- An educational program with ample resources to ensure that students achieve academic goals and excel;
- A description of the grade levels and maximum enrollment, by year, if the charter plans to grow over time; and
- A clear explanation of how the key program features will be afforded

**Fully Responsive**

## C8: CHARTER MODEL

### Evaluation Criteria:

- Specific reasons why it is critical for the district to have a charter school rather than implementing the plan outlined in the application on an existing traditional campus

**Fully Responsive**

## C9: AUTONOMY

### Evaluation Criteria:

- A clear description of all the ways in which the charter school will have more autonomy than traditional schools in the district, specifically pertaining to personnel, budget, day-to-day operations, and the school calendar

**Fully Responsive**

## C10: SCHOOL IMPROVEMENT PLAN

### Evaluation Criteria:

- Meaningful and realistic ways to involve licensed employees and parents in developing and implementing the school improvement plan, identifying performance criteria, and evaluating the effectiveness of the improvement plan; and
- A plan that addresses how the charter school will improve student learning and meet the state education goals

**Fully Responsive**

### Concerns and Additional Questions:

- Explain how frequently teachers and parents will meet to address ACSIP.

**Applicant Response:** ACSIP committee comprised of teachers, parents and community members that will meet a minimum of twice yearly.

## C11: CURRICULUM ALIGNMENT

The Curriculum Alignment section should define the process by which the charter will ensure that the curriculum aligns with Arkansas Curriculum Frameworks and state standards.

### Evaluation Criteria:

- Evidence that the applicant has a process to ensure all curriculum materials, used in the educational program, align with the Arkansas Department of Education’s curriculum frameworks and the Common Core State Standards

### Fully Responsive

### Concerns and Additional Questions:

- Explain how frequently school employees will meet to specifically address curriculum alignment and how frequently the alignment changes will be executed.

**Applicant Response:** School employees will meet monthly to address curriculum to ensure grade level alignment and to reflect on any new curriculum and processes that have been implemented. To make any vertical alignment decisions that will remain in the alignment plan, all high school and middle school faculty will meet at the end of the school year.

## C12: STUDENT SERVICES

The Student Services section should describe how the school will address specific services for its student body.

### Evaluation Criteria:

A description of the ways in which the following services will be provided to students **even in each area for which a waiver is requested:**

- A guidance program that will serve all students;
- A health services program that will serve all students;
- A plan for a media center for use by all students;
- Sound plans for educating special education students that reflect the full range of programs and services required to provide such students with a high quality education;
- A transportation plan that will serve all **eligible** students;
- An alternative education plan for eligible students, including those determined to be at-risk and to offer access to one or more approved Alternative Learning Environments;
- A plan to serve students who are English language learners; and
- Plans for a gifted and talented program for eligible students

### Fully Responsive

## C13: ANNUAL PROGRESS REPORTS

The Annual Progress Reports section should define how the academic progress of individual students and the school as a whole will be measured, analyzed, and reported.

### Evaluation Criteria:

- A timeline for data compilation and completion of an annual report to parents, the community and the authorizer, **separate from the district’s annual report to the public**, that outlines the school’s progress; and
- A plan for dissemination of the annual report to appropriate stakeholders

### Fully Responsive

### Concerns and Additional Questions:

- Confirm the annual report will be separate from the district report.
- Confirm the report will be presented to the school board in a regular scheduled public board meeting.

**Applicant Response:** The annual report to the public about the conversion charter will be a separate event from the annual district report to the public and it will be presented to the school board at a regular meeting.

## C14: ENROLLMENT CRITERIA AND PROCEDURES

The Enrollment Criteria and Procedures section should describe how the school will attract and enroll its student body, including any criteria for admission and enrollment. Applicants must also provide assurances for a random, anonymous lottery selection process.

### Evaluation Criteria:

- A student recruitment plan that will provide equal opportunity for all parents and students to learn about and apply to the school;
- An enrollment and admissions process that is open, fair, and in accordance with applicable law; and
- A process for, and a guarantee of, a random, anonymous lottery process should there be more student applications than can be accommodated under the terms of the charter

### Fully Responsive

## **C15: PRIOR CHARTER INVOLVEMENT**

### **Evaluation Criteria:**

- A complete Prior Charter Involvement Template for each individual connected with the proposed charter; and
- Accurate data in each Prior Charter Involvement Template, including active links to assessment data

**Fully Responsive**

## **C16: STAFFING PLAN**

The Staffing Plan section should describe the job duties of the school administrator(s) and other key personnel. This section should also describe the professional qualifications which will be required of employees.

### **Evaluation Criteria:**

- A job description for the school administrators and other key personnel, including but not limited to counselors and teachers;
- An outline of the professional qualifications required for administrators, teachers, counselors, and others; and
- A staffing plan that clearly outlines both the types and numbers of positions to be filled at the school and salary scales for such positions

**Fully Responsive**

## **C17: ARKANSAS PUBLIC SCHOOL COMPUTER NETWORK ASSURANCES**

The Arkansas Public School Computer Network (APSCN) Assurances section should provide documentation of the applicant's understanding of and participation in the required state finance and educational data reporting system.

### **Evaluation Criteria:**

- Assurance that the charter school will participate in APSCN and will comply with all state statutory requirements regarding the APSCN finance and educational data reporting system

**Fully Responsive**

## **C18: FACILITIES**

The Facilities section should identify and describe the facilities to be used by the school and any changes to be made to the facilities.

### **Evaluation Criteria:**

- An identified facility appropriate to meet the needs of the school over the term of its charter;
- A realistic plan for remodeling or adapting a facility, if necessary, to ensure that it is appropriate and adequate for the school's program, the school's targeted population, and the public;
- Evidence that the school understands the costs of securing and improving a facility and has access to the necessary resources to fund the facility plan; and
- A sound plan for continued operation, maintenance, and repair of the facility

**Fully Responsive**

## **C19: FOOD SERVICES**

This section should describe how the school will address food services for its student body.

### **Evaluation Criteria:**

- A food service plan that will serve all eligible students; and
- A management plan that reflects a clear understanding of federal law and requirements if the charter school plans to participate in the National School Lunch program

**Fully Responsive**

## **C20: PARENTAL INVOLVEMENT**

The Parental Involvement section should describe how parents or guardians of enrolled students, the school employees, and other members of the community will make a positive impact on the school and its educational program.

### **Evaluation Criteria:**

- A plan for involving parents and guardians in the school's education programs; and
- A proposal that involves the parents of students, employees and the broader community in carrying out the terms of the charter

**Fully Responsive**

## C21: SUSTAINABILITY OF THE PROGRAM

The Sustainability section should describe the applicant’s plan to ensure continued success of the charter school over time.

### Evaluation Criteria:

- The plan to ensure the sustainability of the charter in the future

**Fully Responsive**

## C22: DESEGREGATION ASSURANCES

The Desegregation Assurances section should describe the applicant’s understanding of applicable statutory and regulatory obligations to create and maintain a unitary system of desegregated public schools.

### Evaluation Criteria:

- Assurance that the charter school will comply with all applicable federal and state statutory and regulatory requirements regarding the creation and maintenance of desegregated public schools; and
- An outline of the potential impact of the proposed charter school on those desegregation efforts already in place in affected public school districts

**Fully Responsive**

**Partially Responsive**

**Not Responsive**

**Concerns and Additional Questions**

**See Legal Comments.**

## C23: WAIVERS

The Waivers section should discuss all waivers requested from local or state law.

### Evaluation Criteria:

- Each law, rule, and standard by title, number, and description for which a waiver is requested;
- A rationale for each waiver request; and
- An explanation of the way that each waiver would assist in implementing the educational program of the charter and/or fulfilling the charter’s mission

**Fully Responsive**

**Partially Responsive**

**Not Responsive**

**Concerns and Additional Questions**

**See Legal Comments.**

# **LEGAL REVIEW OF WAIVER REQUESTS AND RESPONSES**

Harrisburg College and Career Preparatory School

**Red**=Waivers not previously requested, need additional discussion, or have remaining issues

**Green**=Waivers previously granted, no remaining issues

**Teal**=Note from ADE Legal to Charter Authorizing Panel

*Information provided by Applicant is in italics.*

**Harrisburg College and Career Preparatory School  
Waivers Requested in Original Application  
2016 District Conversion Charter Application**

**1. Teacher Planning Time**

**Ark. Code Ann. § 6-17-114**

*HCCPS is requesting a waiver of teachers' daily planning period teachers will have an extended planning period (90 minutes) alternating either Monday and Wednesday or Tuesday and Thursday. Also, for our Fast Track Fridays, teachers will have only a 25-minute planning period. Teachers will be provided over 200 minutes of planning time, it just won't be evenly spaced throughout the week. We need the is waiver to offer the modified block scheduling that allows for longer stretches of time for transporting students to ASUN, project-based learning, stronger differentiation, and time for the life skills lessons on Friday afternoons.*

**Legal Comments:** None

**Remaining Issues:** None

**2. Licensure**

**Ark. Code Ann. § 6-15-1004**

**Ark. Code Ann. § 6-17-302**

**Ark. Code Ann. § 6-17-309**

**Ark. Code Ann. § 6-17-401**

**Ark. Code Ann. § 6-17-919**

**Section 15.03 of the Standards for Accreditation**

**ADE Rules Governing Educator Licensure**

*HCCPS requests a waiver from the above-listed statutes and rules to the extent that it is necessary to give HCCPS the flexibility hire business and industry professionals or individuals employed by higher education (such as those at the ASU-Newport campus) who possess outstanding credentials and work history but who do not hold a valid Arkansas Teaching License. All individuals who utilized in this manner will be required to pass criminal background and Child Maltreatment Registry checks. HCCPS understands that, if students are granted high school credit for these courses for which they will receive dual credit, it will allow time for students to job shadow, complete internships, and take tours of job facilities and colleges. Such a*

## Harrisburg College and Career Preparatory School

**Red**=Waivers not previously requested, need additional discussion, or have remaining issues

**Green**=Waivers previously granted, no remaining issues

**Teal**=Note from ADE Legal to Charter Authorizing Panel  
*Information provided by Applicant is in italics.*

*waiver will also increase the number of students who graduate with a value-added diploma, which is a fundamental goal of the charter.*

**Legal Comments:** Ark. Code Ann. § 6-17-302 only applies to principals and is not necessary unless Applicant intends to waive the requirements for principals. In order to effectuate this waiver, waivers of Ark. Code Ann. § 6-17-902 and the ADE Rules Governing Educator Licensure are also necessary.

**Applicant Response:** *HCCPS does not require a waiver of Ark. Code Ann. § 6-17-302. Our principals will only be those that are licensed administrators.*

**Remaining Issues:** None

### **3. School Year**

#### **Ark. Code Ann. § 6-10-106**

*HCCPS is requesting a waiver of the uniform school calendar. This change will allow us the set the schedule in accordance with the calendar of ASUN and their start and end dates of their semesters. This is not an attempt to shorten a student's school year. Each student will still be required to attend the number of days required by state law. It will allow us to start the school year earlier, if necessary.*

**Legal Comments:** None

**Remaining Issues:** None

### **4. Clock Hours**

#### **Section 14.03 of the Standards for Accreditation**

*HCCPS request a waiver of clock hour requirements for graduation credit in order to meet the goals of its charter. This waiver will be used to create more flexibility in student schedules, which will in turn allow more time for substantial participation in relevant and meaningful career pathway opportunities in accordance with each student's Personalized Learning Plan. HCCPS assures that the granting of this waiver will not create a dilution of the coursework required to meet all necessary standards and frameworks for affected courses.*

**Legal Comments:** None

**Remaining Issues:** None

### **5. Seat Time**

## Harrisburg College and Career Preparatory School

**Red**=Waivers not previously requested, need additional discussion, or have remaining issues

**Green**=Waivers previously granted, no remaining issues

**Teal**=Note from ADE Legal to Charter Authorizing Panel  
*Information provided by Applicant is in italics.*

### Section 10.01.4 of the Standards for Accreditation

*HCCPS requests a waiver of the requirement that the planned instructional time in each school day shall not average less than six (6) hours per day or thirty (30) hours per week in order to increase scheduling flexibility and offer more opportunities during the day for career exploration, ultimately leading to value-added diplomas for our students. By utilizing embedded coursework and our Personalized Learning Plans, students will have more time to serve in internships and apprenticeships, gaining experience, industry certification, and concurrent credit through our partnership with the ASU Newport campus.*

**Legal Comments:** In order to effectuate this waiver, waivers of Ark. Code Ann. § 6-18-211 and the ADE Rules Governing Mandatory Attendance for Students in Grades 9-12 are also needed.

**Applicant Response:** *HCCPS requests a waiver of Ark. Code Ann. § 6-18-211 and the ADE Rules Governing Mandatory Attendance for Students in Grades 9-12 in order to increase the flexibility in students' schedules.*

**Remaining Issues:** In order to effectuate these waivers, a waiver of Ark. Code Ann. § 6-16-102 is also needed.

## 6. Career and Technical Education

### Section 9.03.3.9 of the Standards for Accreditation

*HCCPS requests a waiver of the requirement to teach Career and Technical Education (CTE) curricula (Keyboarding, Career Orientation, Family and Consumer Sciences, and Survey of Agriculture) as separate classes. HCCPS will ensure compliance with ADE Standards Rules, Arkansas Frameworks, and all applicable rubrics by embedding this curriculum within other courses or presenting courses such as Family and Consumer Sciences or Survey of Agriculture at Grade 8. Such flexibility is necessary to increase time for students to participate in career pathway opportunities at the high school level.*

**Legal Comments:** The section requested is for grades 5-8, and the Applicant refers to grade 8 in its rationale. Applicant will serve grades 9-12. Applicant should provide clarification on what section it is requesting and rationale. Additionally, waivers are not necessary to embed courses. The applicant should seek course approval for its embedded course(s).

**Applicant Response:** *HCCPS would like to retract this waiver. Because HCCPS is and will remain a grades 9-12 school, we will not have the authority to alter the course offerings for grades 5-8.*

**Remaining Issues:** None

## **7. Class Size and Teaching Load**

### **Section 10.02.5 of the Standards for Accreditation**

*HCCPS requests a waiver of the requirement that a teacher shall not be assigned more than one hundred-fifty (150) students and that an individual class shall not exceed thirty (30) students. HCCPS believes that-in certain circumstances-in order to implement its unique charter curriculum, some elective courses and the teachers of those course may need more than the maximum allowance of students. HCCPS ensures that under no circumstances will any teacher be assigned more than one hundred-eighty (180) students. HCCPS will use this waiver on an as-needed basis only.*

**Legal Comments:** Applicant should acknowledge that special education class sizes cannot be waived. Additionally, if the district will not be compensating an educator for teaching more than 150 students a day, then a waiver of Ark. Code Ann. § 6-17-812 is necessary.

**Applicant Response:** *HCCPS will not increase the class size of special education courses beyond legal limits. HCCPS does not need a waiver of Ark. Code Ann. § 6-17-812. The teachers will be compensated for teaching more than 150 students per day.*

**Remaining Issues:** None

## **7. Professional Development**

**Ark. Code Ann. § 6-17-701 et seq.**

### **Section 15.04 of the Standards for Accreditation**

#### **ADE Emergency Rules Governing Professional Development**

*To the extent that it is necessary, HCCPS requests a waiver of the mentioned statutes and ADE Rules for the sole purpose of not requiring its non-licensed teachers to meet the state's teacher professional development requirements. The waiver will apply to Technical areas only and will apply to no core areas. HCCPS will establish its own training to acclimate new, unlicensed teachers to their teaching roles, responsibilities, and expectations. This waiver will help HCC PS meet its established goal of increasing the number of students participating in a career pathway and obtaining industry certification or concurrent credit before graduation.*

**Legal Comments:** This waiver is not necessary for non-licensed educators as they do not have to follow the professional development requirements, but the waiver would apply for teachers and administrators.

**Applicant Response:** *HCCPS would like to request the waiver of Ark. Code Ann. § 6-17-701 et seq. and Section 15.04 of the Standards for Accreditation for teachers and administrators. We*

## Harrisburg College and Career Preparatory School

**Red**=Waivers not previously requested, need additional discussion, or have remaining issues

**Green**=Waivers previously granted, no remaining issues

**Teal**=Note from ADE Legal to Charter Authorizing Panel

*Information provided by Applicant is in italics.*

*would like the flexibility to offer more in-house professional development that directly relates to our status as a conversion charter and associated needs that may not be allowed per the state's teacher professional development requirements. We are not requesting to waive the number of hours total that teachers earn, but rather wish to have the ability to tailor those hours in a way that is most advantageous in helping us effectively deliver instruction in this new educational setting.*

**Remaining Issues: None**

**NOTE FROM ADE LEGAL: Waivers from Ark. Code Ann. § 6-17-701 et seq. and the ADE Rules Governing Professional Development have not been granted to any other schools.**

**Desegregation Analysis: Fully Responsive**