

**DIVISION OF ELEMENTARY AND SECONDARY EDUCATION
RULES GOVERNING GRADING AND COURSE CREDIT
Effective May 2, 2022**

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**DIVISION OF ELEMENTARY AND SECONDARY EDUCATION
RULES GOVERNING GRADING AND COURSE CREDIT**

**CHAPTER 1:
REGULATORY AUTHORITY AND DEFINITIONS**

1-1.00 REGULATORY AUTHORITY

1-1.01 These ~~Rules~~rules are enacted pursuant to the State Board of Education’s authority under ~~Ark. Code Ann.~~Arkansas Code §§ 6-15-216, 6-15-902, ~~6-15-2905~~, 6-16-152, 6-16-801 et seq., 6-16-1201 et seq., 6-18-223, 6-18-232, and 6-85-401 et seq.

1-2.00 DEFINITIONS

~~1-2.01 “Additional Training Plan” (ATP) requires Advanced Placement (AP) and Pre-AP teachers to attend appropriate College Board training. Teachers in the plan have up to three (3) years to complete this requirement.~~

~~1-2.02 “Advanced Placement (AP)” courses are those courses taught following guidelines as provided for Advanced Placement courses by The College Board. Advanced Placement courses provide the opportunity for students to take a national examination through which they may qualify for college/university level credit.~~

~~1-2.03~~1-2.01 “Advanced Placement ~~Course~~course” means a high school level preparatory course for a College Board Advanced Placement ~~Exam~~exam that:

1-2.01.1 Incorporates ~~incorporates~~ all topics specified by ~~The~~ College Board and ~~the~~ Educational Testing Service on the syllabus for a given subject area; ~~and~~

1-2.01.2 Is approved by ~~through The~~by College Board and Educational Testing Service.;

1-2.01.3 Is taught following guidelines as provided for Advanced Placement courses by College Board;

1-2.01.4 May qualify for college or university level credit; and

1-2.01.5 Is approved for credit as a high school course by the State Board of Education.

1-2.02 “Advanced Placement exam” means a standardized examination administered by College Board and Educational Testing Service that is designed to measure how well a student has mastered the content and skills of a specific Advanced Placement course.

~~1-2.04 “Approved institution of higher education” means an institution of higher education that meets the requirements of the definition under Ark. Code Ann. § 6-85-402.~~

1-2.03 “Cambridge Advanced International Certificate of Education” means a program offered through a University of Cambridge-approved school and administered by the International Education division of the Cambridge University Press and Assessment department of the University of Cambridge that:

1-2.03.1 Consists of Cambridge International AS and A Level courses and standardized examinations;

1-2.03.2 Is designed to prepare high school students for college or university study and employment;

1-2.03.3 Allows students to receive high school credit as well as qualify for college or university level credit; and

1-2.03.4 Can lead to an Advanced International Certificate of Education Diploma.

1-2.04 “CLEP” means College-Level Examination Program.

~~1-2.05~~1-2.05 “College Board” means The College Board, a mission driven not-for-profit organization, that develops and administers standardized tests and curricula used by elementary, secondary, and post-secondary education institutions:

1-2.05.1 To promote college-readiness; and

1-2.05.2 As part of the college admissions process.

~~1-2.06 “College Board Advanced Placement Exam” means a standardized exam designed to measure how well a student has mastered the content and skills of a~~

~~specific AP course. An Advanced Placement Exam is administered by Educational Testing Service on behalf of The College Board.~~

~~1-2.07~~1-2.06 "College ~~Courses~~course" ~~are courses~~means a course that ~~are~~is offered and taught under the direction of an accredited institution of higher education. ~~Students may qualify for concurrent credit for such courses. For a concurrent college course to receive a weighted grade, it must be approved through the process described in these rules.~~

~~1-2.08~~ "Computer science credit" means one (1) unit of credit earned through the completion of a course or courses approved by the State Board and Division of Elementary and Secondary Education that meet the requirements of Chapter 7 of these rules.

~~1-2.09~~ "Computer science teacher" means an individual who holds an Arkansas teaching license or technical permit that includes a computer science certification, endorsement, approval, or technical permit code that meets the Division's requirement for a computer science teacher.

1-2.07 "Concurrent credit" means dual high school and college or university level credit that is:

1-2.07.1 Applicable to graduation requirements for:

1-2.07.1.1 A high school diploma; and

1-2.07.1.2 A college or university degree;

1-2.07.2 Awarded to a public school student in grades nine (9) through twelve (12); and

1-2.07.3 Earned by successfully completing:

1-2.07.3.1 An endorsed concurrent enrollment course; or

1-2.07.3.2 Any other course offered by an institution of higher education that meets the requirements set out in Chapter 5 of these rules.

1-2.08 “Credit by demonstrated mastery” means the process a student completes to earn high school credit by:

1-2.08.1 Demonstrating subject matter competency rather than completing traditional classroom instruction hours; and

1-2.08.2 Complying with the requirements set forth in:

1-2.08.2.1 Chapter 3 of these rules; and

1-2.08.2.2 Arkansas Code § 6-15-216.

~~1-2.10 “Division” means the Division of Elementary and Secondary Education.~~

~~1-2.11~~1-2.09 “Elementary school” is a means any Arkansas public school having any combination of one (1) or more grades from kindergarten through grade six (K-6).

~~1-2.12~~1-2.10 “Endorsed concurrent enrollment course” means a college-level college level course offered by an institution of higher education in this state; that;

1-2.10.1 upon~~upon~~ completion would qualify for academic credit in both:

1-2.10.1.1 the~~The~~ institution of higher education; and

1-2.10.1.2 a~~A~~ public high school; ~~that:~~

~~1-2.12~~1-2.10.2 Is in one (1) of the four (4) core areas of:

1-2.10.2.1 math,~~Math;~~

1-2.10.2.2 English;

1-2.10.2.3 science,~~Science;~~ and

1-2.10.2.4 social~~Social~~ studies; ~~and~~

~~1-2.12~~1-2.10.3 Meets the requirements of:

1-2.10.3.1 Section 5-4.00 of these Rules~~rules;~~ and

1-2.10.3.2 Arkansas Code § 6-16-1204(b); and

~~1-2.12.3~~1-2.10.4 Is listed in the Arkansas Course Transfer System of the Division of Higher Education.

~~1-2.12.4~~1-2.10.5 This definition does not affect the ability of public school districts to award concurrent credit for those courses ~~which~~that comply with the requirements of ~~Ark. Code Ann.~~Arkansas Code § 6-18-223 and Chapter 5 of these rules.

1-2.10.6 This definition specifically excludes any program that is operated or sponsored by a third party that is not an institution of higher education.

~~1-2.13~~1-2.11 “High school” means any Arkansas public school, ~~including an open-enrollment charter school, which~~that provides instruction to students in grades:

1-2.11.1 ~~nine~~Nine (9);

1-2.11.2 ~~ten~~Ten (10);

1-2.11.3 ~~eleven~~Eleven (11); or

1-2.11.4 ~~twelve~~Twelve (12).

~~1-2.14~~1-2.12 A “Home-schooled student” means a student legally enrolled in an Arkansas home school.

~~1-2.15~~ “International Baccalaureate Diploma Program (IB)” means an international education program offered by the International Baccalaureate Organization (IBO).

1-2.13 “Institution of higher education” means a:

1-2.13.1 Publicly supported:

1-2.13.1.1 Community college;

1-2.13.1.2 Technical college; or

1-2.13.1.3 Four-year college or university; or

1-2.13.2 Private institution of higher education.

1-2.14 “International Baccalaureate Diploma Programme” means an international education program for students aged sixteen (16) to nineteen (19) consisting of curriculum and standardized examinations leading to an International Baccalaureate Diploma awarded by the International Baccalaureate and which may qualify a student for college or university level credit.

~~1-2.161-2.15~~ “International Baccalaureate (IB)-Diploma Program Courses Programme courses” are those means courses taught following guidelines as provided for IB International Baccalaureate Diploma Programme courses by the IB International Baccalaureate Organization. IB courses provide the opportunity for students to take a national examination.

~~1-2.17~~ “National School Lunch Student” means those students from low socioeconomic backgrounds as indicated by eligibility for free or reduced-price meals under the National School Lunch Act, 42 U.S.C. § 1751 et seq. and Ark. Code Ann. § 6-20-2303.

~~1-2.181-2.16~~ “Pre-Advanced Placement” course” means a middle school, junior high school, or high school level College Board Board-developed and trademarked course that specifically prepares students to enroll and participate in an Advanced Placement course; and that also:

1-2.16.1 designed to deliver Features grade-level-appropriate instruction; intended to give all students the opportunity for growth;

1-2.16.2 Focuses on skills that students will need to succeed in Advanced Placement courses, college, and careers; and

1-2.16.3 Offers the following:

1-2.16.3.1 A focused framework;

1-2.16.3.2 Instructional support;

1-2.16.3.3 Model lessons;

1-2.16.3.4 Classroom assessments; and

1-2.16.3.5 An optional final exam.

~~1-2.19~~1-2.17 “Private institution of higher education” is defined as an institution of higher education accredited by the:

1-2.17.1 Western Association of Schools and Colleges;

1-2.17.2 Southern Association of Colleges and Schools;

1-2.17.3 ~~Middle States Association of Colleges and Schools~~,Middle States Commission on Higher Education;

1-2.17.4 New England Association of Schools and Colleges;

1-2.17.5 ~~Northwest Association of Schools and Colleges~~,Northwest Commission on Colleges and Universities; or

1-2.17.6 North Central Association of Colleges and Schools.

1-2.18 “Public school” means:

1-2.18.1 Any school within an Arkansas public school district; or

1-2.18.2 Any Arkansas open-enrollment charter school.

1-2.19 “Public school district” means:

1-2.19.1 A local school district;

1-2.19.2 A geographic area:

1-2.19.2.1 Governed by an elected board of directors that conducts the public schools daily affairs pursuant to its supervisory authority vested by Title 6 of the Arkansas Code; and

1-2.19.2.2 That qualifies as a taxing unit for purposes of ad valorem property taxes under:

1-2.19.2.2.a Arkansas Code §26-1-101, et seq.; and

1-2.19.2.2.b Article 14 § 3 of the Arkansas Constitution;
or

1-2.19.3 An open-enrollment public charter school.

~~1-2.201-2.20~~ 1-2.20 "Secondary school" ~~is~~ means any Arkansas public school containing one (1) or more grades from ~~7 through 12~~ seven through twelve (7-12) or any middle public school having any combination of grades ~~5-8~~ five through eight (5-8) with the exception of a school having only grade five (5), grade six (6), or the combination of grades ~~5-6~~ five through six (5-6).

~~1-2.20.11-2.20.1~~ 1-2.20.1 A student in grades nine through 12 (9-12) is considered "enrolled" in a public secondary school so long as ~~he/she~~ he or she is counted for the average daily membership of the school pursuant to ~~Ark. Code Ann.~~ Arkansas Code § 6-20-2303(3)(C).

~~1-2.211-2.21~~ 1-2.21 "Standards-based grading" is a system of reporting ~~which~~ that focuses on:

1-2.21.1 ~~student~~ Student learning; and

1-2.21.2 ~~the~~ The demonstration of competency or mastery of a set of standards.

~~1-2.221-2.22~~ 1-2.22 "Weighted ~~Credit~~ credit" means additional quality points for:

1-2.22.1 ~~designated~~ Designated AP Advanced Placement and ~~IB~~ International Baccalaureate courses that ~~will be contingent upon meeting~~ meet the requirements set forth in ~~Chapter 6~~ section 6-2.04 of this rule;

1-2.22.2 ~~"Weighted Credit"~~ "Weighted Credit" also means additional quality points for ~~courses~~ Courses approved by the ~~Division~~ Division of Elementary and Secondary Education that ~~meet or exceed the standards of a comparable AP course~~ pursuant to Chapter 4 of this rule; and

1-2.22.3 ~~or for approved career~~ Career and technical education (CTE) courses, ~~as set forth~~ that meet the requirements set forth in Chapter 4 of this rule.

~~1-2.231-2.23~~ 1-2.23 "Weighted Credit and ~~AP~~ Advanced Placement Training Approval Committee" means a review committee composed of ~~Division~~ Division of Elementary and Secondary Education program directors and advisors with ~~AP~~ Advanced Placement and content expertise, including but not limited to personnel in ~~DESE's~~ the Division of Elementary and Secondary Education's curriculum and gifted and talented offices.

**DIVISION OF ELEMENTARY AND SECONDARY EDUCATION
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**CHAPTER 2:
UNIFORM GRADING SCALES SCALE**

~~2-1.00~~ PURPOSE

~~2-1.01~~ The purpose of this Chapter is to establish the uniform grading scales to be used by all public secondary schools in the state for regular courses.

~~2-1.02~~ This Chapter establishes the numeric value given to each letter grade for the purpose of determining grade average in all public secondary schools in the state for regular courses.

~~2-1.03~~ This Chapter provides an optional grading scale for public elementary schools.

~~2-2.00~~ 2-1.00 GRADING SCALE AND NUMERICAL VALUES

~~2-2.01~~ 2-1.01 The following scale is to be the:

2-1.01.1 Uniform Grading Scale and numeric values for secondary schools; and

2-1.01.2 ~~the optional~~ Optional Uniform Grading Scale for elementary schools.

2-1.01.3 Grades earned in courses will be assigned the following numeric values when such courses are used to compute student grade point average.

- A 90 – 100 = 4 points
- B 80 – 89 = 3 points
- C 70 – 79 = 2 points
- D 60 – 69 = 1 point
- F 0 – 59 = 0 points

~~2-2.02~~ 2-1.02 Student grades should reflect the knowledge and skills demonstrated by the student through class assignments, tests, presentations, and projects that reflect the Arkansas ~~Academic Standards~~ academic standards.

2-1.02.1 The purpose of grading is to communicate how well a student has achieved the learning objectives or criteria for a class.

~~2-2.032-1.03~~ A public school district may use the grading scale in this section in the public school district's elementary schools or standards-based grading. Elementary schools may use either of the following grading systems:

2-1.03.1 The Uniform Grading Scale in this section; or

2-1.03.2 Standards-based grading.

~~2-2.042-1.04~~ Methods for recording and reporting competency ~~maybe~~ may be used as long as the public school district has an approved CDM credit by demonstrated mastery application.

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**DIVISION OF ELEMENTARY AND SECONDARY EDUCATION
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**CHAPTER 3:
FLEXIBILITY IN AWARDING HIGH SCHOOL COURSE CREDIT**

3-1.00 AWARDING CREDIT BY DEMONSTRATED MASTERY

~~3-1.01 Credit by Demonstrated Mastery is the process by which a student may earn credit for a high school course by demonstrating a deep understanding of the content without course enrollment or the minimum of 120 clock hours required by the Standards for Accreditation of Arkansas Public Schools and School Districts.~~

~~3-1.023-1.01~~ A public school district may submit a ~~Credit by Demonstrated Mastery (CDM)~~ credit by demonstrated mastery application for approval to the Division of Elementary and Secondary Education 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.

3-1.01.1 The application shall include a method for recording credit received through credit by demonstrated mastery on high school transcripts.

~~3-1.02.13-1.01.2~~ Weighted credit is not available for ~~CDM~~ credit by demonstrated mastery.

3-1.01.3 Upon approval of the credit by demonstrated mastery application, a public school district shall not be in violation of any requirement in the Rules Governing Standards for Accreditation of Arkansas Public Schools and School Districts that units of credit be awarded for a minimum number of clock hours, as long as the public school district awards credit received through credit by demonstrated mastery in compliance with the public school district's approved plan.

~~3-1.033-1.02~~ ~~Students~~ A student shall demonstrate mastery through a ~~multi-phase~~ multiphase assessment, consisting of:

~~3-1.03.13-1.02.1~~ Phase 1: A standard examination assessing course standards; and

~~3-1.03.23-1.02.2~~ Phase 2: At least (1) one artifact ~~which~~ that requires the student to apply knowledge and skills relevant to the content standards.

~~3-1.03.33-1.02.3~~ ~~Students~~ A student who ~~are~~ is unable to meet the established minimum score in Phase I~~1~~ shall not progress to Phase 2.

~~3-1.043-1.03~~ The ~~CDM~~ credit by demonstrated mastery process is designed to:

~~3-1.03.1~~ ~~allow students~~ Allow a student to demonstrate competency of a required graduation credit; and

~~3-1.03.2~~ ~~provide~~ Provide the opportunity for the student to take additional courses.

~~3-1.03.3~~ The ~~CDM~~ credit by demonstrated mastery process is not designed for whole groups of students and shall not replace the general accelerated pathways provided for advanced students.

~~3-1.053-1.04~~ Each public school district shall form a committee to review submissions of work to determine if ~~the~~ a student has demonstrated sufficient competency to meet the standards for credit in the course.

~~3-1.06~~ Upon approval, a public school district shall not be in violation of any requirement in the Standards for Accreditation of Arkansas Public Schools and School Districts that units of credit be awarded for a minimum number of clock hours if the public school district awards units of credit based on a demonstration of subject matter competency instead of, or in combination with, completing hours of classroom instruction if the awarding of credit is in compliance with the public school district's approved plan.

~~3-1.073-1.05~~ The Department of Education and its ~~Divisions~~ divisions shall monitor public schools offering ~~CDM~~ credit by demonstrated mastery to ensure compliance with these rules.

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**CHAPTER 4:
COURSES FOR WEIGHTED CREDIT**

4-1.00 GENERAL PROVISIONS

4-1.01 The following weighted scale is to be used for:

4-1.01.1 ~~Advanced Placement courses;~~

4-1.01.2 ~~courses~~ Courses offered under the International Baccalaureate Diploma Program, Programme; and

4-1.01.3 Division of Elementary and Secondary Education approved weighted courses.

A = 90-100 = 5 points;

B = 80-89 = 4 points;

C = 70-79 = 3 points;

D = 60-69 = 2 points;

F = 0-59 and below = 0 points.

4-1.02 Courses approved by the Division of Elementary and Secondary Education for weighted credit must:

4-1.02.1 ~~meet~~ Meet or exceed the standards of a comparable Advanced Placement class; or

4-1.02.2 ~~exceed~~ Exceed the curriculum standards for a ~~non-weighted~~ nonweighted course.

4-1.03 Weighted credit for designated Advanced Placement and International Baccalaureate courses will be contingent upon:

4-1.03.1 The Advanced Placement teacher obtaining training as outlined in Section 6-1.01 of these rules;

4-1.03.2 The International Baccalaureate teacher obtaining training as outlined in Section 6-1.03 of these rules;

4-1.03.3 The student taking the entire Advanced Placement or International Baccalaureate course offered in a particular subject; and

4-1.03.4 The student completing the applicable test offered by the:

4-1.03.4.1 College Board for Advanced Placement courses at the end of the Advanced Placement course; or

4-1.03.4.2 International Baccalaureate Organization at the time prescribed by the International Baccalaureate Organization.

4-1.04 All accelerated or advanced course work shall be reflected in a student success plan, including but not limited to:

4-1.04.1 Advanced Placement and International Baccalaureate Diploma Programme courses;

4-1.04.2 Career and technical education courses; and

4-1.04.3 Endorsed concurrent credit courses.

4-2.00 CAREER AND TECHNICAL EDUCATION WEIGHTED COURSES

4-1.034-2.01 The Division of Elementary and Secondary Education in collaboration with the Division of Career and Technical Education may approve a career and technical course within an approved career and technical pathway for weighted credit if the course:

4-1.03.14-2.01.1 Exceeds the curriculum standards for ~~non-weighted~~ a nonweighted course in a pathway; ~~and~~

4-1.03.24-2.01.2 Leads to an approved ~~industry recognized~~ industry-recognized certification; ~~and~~

4-2.01.3 Is within a career and technical pathway that:

4-2.01.3.1 Leads to high-value industry credentials; and

4-2.01.3.2 Aligns to state and local workforce data.

4-2.02 A list of approved career and technical pathways shall be published annually by January 1 by the Division of Career and Technical Education.

4-2.03 A student shall be awarded weighted credit for an approved career and technical education course upon:

4-2.03.1 Completing the relevant career and technical pathway; and

4-2.03.2 Earning the high-value industry credential aligned with the career and technical pathway.

4-2.004-3.00 SCHOOL DISTRICT WEIGHTED CREDIT POLICIES FOR COLLEGE COURSES

4-2.014-3.01 A local public school district board of directors or an open-enrollment charter school may adopt a policy to allow high school students in the public school district to take college courses for weighted credit equal to the numeric grade awarded in:

4-3.01.1 Advanced Placement courses;

4-3.01.2 courses Courses offered under the International Baccalaureate program Diploma Programme; and

4-3.01.3 approved Approved weighted classes.

4-2.024-3.02 If a local public school board or charter school adopts such a policy, the public school district or charter school shall apply to the DESE Division of Elementary and Secondary Education's Weighted Credit and AP Advanced Placement Training Approval Committee for approval of concurrent enrollment dual credit college courses to be designated as a weighted course, under Chapter 5 of these rules courses.

4-2.034-3.03 An application shall be reviewed for approval to assign a numeric grade value, which may include weighted credit, based on the following: Criteria used to approve a dual credit college course for weighted credit shall include but not be limited to the following:

~~4-2.03.14-3.03.1~~ A letter from the superintendent of the public school district ~~or,~~ principal of the public school, or equivalent administrator of a charter school describing how the course exceeds expectations for coursework required under the Rules Governing Standards for Accreditation of Arkansas Public Schools and School Districts;

~~4-2.03.24-3.03.2~~ The grade level or levels of ~~public school~~ the students who will be enrolled in the course; ~~and~~

~~4-2.03.34-3.03.3~~ A statement of learner outcomes, objectives, or learning expectations, or a combination thereof; and ~~Clear evidence that the concurrent credit course is substantially the same as an Advanced Placement Course.~~

4-3.03.4 Evidence that the course:

4-3.03.4.1 Meets or exceeds the standards of a comparable Advanced Placement class; or

4-3.03.4.2 Exceeds the curriculum standards for a nonweighted course.

~~4-2.03.4~~ Statement of learner outcomes, objectives and/or learning expectations based on revised curriculum frameworks where appropriate.

~~4-2.03.5~~ Description of instructional strategies demonstrating problem solving, critical thinking, and higher order learning processes. This description should include at least one exemplary lesson.

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**CHAPTER 5:
CONCURRENT CREDIT**

5-1.00 ~~ENROLLMENT GUIDELINES FOR STUDENTS ENROLLED IN GRADES 9-12~~GUIDELINES FOR HIGH SCHOOL STUDENT ENROLLMENT IN AN INSTITUTION OF HIGHER EDUCATION

5-1.01 Any student who is enrolled in grades nine (9) through twelve (12)~~9-12~~ in an Arkansas public school shall be eligible, in accordance with the rules adopted by the institution of higher education and the requirements of the Higher Education Coordinating Board Concurrent Enrollment Policy, to enroll in a:

5-1.01.1 ~~publicly~~Publicly supported:

5-1.01.1.1 ~~community~~Community college;;

5-1.01.1.2 ~~technical~~Technical college; or

5-1.01.1.3 ~~four-year~~Four-year college or university; or

5-1.01.2 ~~private~~Private institution of higher education ~~in accordance with the rules adopted by the college or university.~~

~~5-1.01.15-1.02~~ 5-1.02 If an Arkansas public college or university or private institution of higher education requires a college course placement score greater than a score of 19 on the ACT, a comparable score on the SAT, or an equivalent measure, the public school~~A~~ student must meet that institution's concurrent admissions and course placement requirements as established by the Division of Higher Education in the Higher Education Coordinating Board Concurrent Enrollment Policy and by the institution of higher education.

5-1.02.1 ~~Districts should consider the ACT benchmark readiness scores in addition to the minimum requirement for proper identification and placement of students in college coursework.~~Districts are encouraged to use a variety of factors and measures beyond a single standardized test score when determining proper placement of a student in college coursework.

~~5-1.01.25-1.03~~ A student in grade 12 who possesses at least an ACT sub-score of 17, or a comparable score on the SAT, in English, reading or mathematics (or an equivalent measure) may enroll in remedial/developmental ~~remedial or developmental~~ education courses in English, reading, and/or mathematics at a:

5-1.03.1 ~~publicly~~Publicly supported:

5-1.03.1.1 ~~community~~Community college;:

5-1.03.1.2 ~~technical~~Technical college; or

5-1.03.1.3 ~~four-year~~Four-year college or university; or

5-1.03.2 ~~private~~Private institution of higher education.

~~5-1.01.35-1.03.3~~ Any institution of higher education offering a remedial/developmental education course(s) must inform the public school student, verbally and in writing, that successful Successful completion of ~~remedial/developmental~~ remedial or developmental education courses in English, reading, and/or mathematics at one (1) college or university does not guarantee college course placement at another Arkansas college or university, unless there is a ~~written/signed~~ written and signed college course placement agreement with the other Arkansas college or university.

5-1.03.3.1 A list of the institutions of higher education with a signed college course placement agreement must be:

5-1.03.3.1.a ~~1) included~~ Included in the signed ~~Memorandum of Agreement~~ memorandum of agreement between the public school district and college/university ~~the college or university~~;

5-1.03.3.1.b ~~2) published~~ Published in the current college/university ~~college or university~~ catalog; and

5-1.03.3.1.c ~~3) posted~~ Posted on the college/university ~~college or university~~ website.

5-2.00 CONCURRENT CREDIT ELIGIBILITY AND GUIDELINES

~~5-1.02~~5-2.01 Any public school student in grades 9-12nine (9) through twelve (12) shall be entitled to receive both high school and college grades and credit towards graduation if the student:

5-2.01.1 ~~who enrolls~~Enrolls in; and

5-2.01.2 ~~successfully~~Successfully completes:

5-2.01.2.1 ~~a course(s)~~A course or courses, including summer courses, offered by a publicly supported community college, technical college, four-year college or university, or private~~an~~institution of higher education shall be entitled to receive both high school and college grades and credit (credit earned by CLEP examination may not be counted as high school credit) toward graduation, as outlined in these rules.

5-2.01.3 Credit earned by CLEP examination may not be counted as high school credit.

5-2.01.4 Award of college credit will be determined by the Division of Higher Education pursuant to the Division of Higher Education Rules Governing Uniform Course Credit for Institutions of Higher Education.

5-2.01.4.1 College credit will be awarded if the student has:

5-2.01.4.1.a Successfully completed the International Baccalaureate Diploma Programme; or

5-2.01.4.1.b Achieved required scores on one (1) or more CLEP examinations.

5-2.01.4.2 College credit will also be awarded as determined by the Division of Higher Education if the student has attained other nationally recognized college-level credentials, including without limitation those attained through:

5-2.01.4.2.a The Cambridge Advanced International Certificate of Education; or

5-2.01.4.2.b Industry-based credentials.

5-2.02 Participation in the concurrent high school and college credit program must be documented by a written agreement between:

~~5-1.02.15-~~5-2.02.1 ~~The public school student, and his or her parent(s)parent or parents or guardian(s)guardian or guardians~~ if the ~~public school~~ student is under the age of eighteen (18);

~~5-1.02.25-~~5-2.02.2 The public school or public school district where the student is enrolled; and

~~5-1.02.35-~~5-2.02.3 ~~The publicly supported community college, technical college, four year College or university, or private~~ institution of higher education.

~~5-1.035-~~5-2.03 Students must comply with applicable enrollment or graduation requirements of the ~~public~~ high school the student attends while the student participates in the concurrent credit program.

~~5-2.04 Public school students~~5-2.04 ~~Public school students~~Students who previously earned high school credit through the concurrent credit program shall maintain the earned credit through graduation, regardless of whether the student subsequently transfers to a public school or public school district that opts not to participate in the concurrent credit program.

~~5-1.045-~~5-2.05 Three (3) semester hours of college credit taken by a student in grades 9-~~12~~nine (9) through twelve (12) at a ~~publicly supported community college, technical college, four year college or university, or private~~an institution of higher education shall be the equivalent of one (1) unit of high school credit in the same subject area.

5-2.06 A three-semester hour ~~remedial/developmental~~remedial or developmental education course shall be the equivalent of one-half (1/2) unit of credit for a high school career focus elective.

5-2.06.1 A ~~remedial/developmental~~remedial or developmental education course cannot be used to meet the core subject ~~area/unit~~area or unit requirements.

~~5-1.05 College credit earned at a publicly supported community college, technical college, four year college or university, or private institution of higher education by an eligible student shall be counted by the high school toward graduation, including credit earned through summer terms.~~

~~5-1.06 Public school students in grade 12 who are enrolled in remedial/developmental education courses will not be counted for public higher education funding purposes.~~

~~5-1.07~~5-2.07 Nothing in these rules shall be construed to require Arkansas public schools, ~~publicly supported community colleges, technical colleges, four year colleges or universities, or private~~ or institutions of higher education to participate in a concurrent credit program.

~~5-1.08~~5-2.08 Any public school district and ~~publicly supported or private~~ or institution of higher education that chooses to participate in a concurrent credit program shall implement and carry out the concurrent credit program in accordance with the:

~~5-2.08.1~~ 5-2.08.1 ~~rules~~ Rules of the Arkansas State Board of Education; and

~~5-2.08.2~~ 5-2.08.2 ~~the policies~~ Policies of the Arkansas Higher Education Coordinating Board.

5-2.00 ELIGIBILITY

~~5-2.01 To be eligible to enroll in an endorsed concurrent enrollment course, the student must:~~

~~5-2.01.1 Be admitted by the institution of higher education as a non-degree or non-certificate seeking student; and~~

~~5-2.01.2 Meet all of the prerequisites for the course in which he or she is enrolled.~~

~~5-2.02 All accelerated or advanced course work shall be reflected in a student success plan, including but not limited to AP and International Baccalaureate courses, CTE courses and endorsed concurrent credit courses.~~

5-3.00 CONCURRENT CREDIT TUITION

~~5-3.01 A state-supported two-year or four-year institution of higher education may offer a reduced tuition rate for endorsed concurrent enrollment courses offered by the institution of higher education to high school students.~~

~~5-3.02 A student who qualifies under the National School Lunch Act (NSLA) shall not be required to pay any of the costs up to a maximum of six credit hours of endorsed concurrent enrollment courses that are taught:~~

~~5-3.02.1 On the grounds of the public school district in which the student is enrolled; and~~

~~5-3.02.2 By a teacher employed by the public school district in which the student is enrolled who meets the requirements of Section 5-4.03.~~

~~5-3.03 The costs for endorsed concurrent enrollment courses for a student who qualifies under NSLA shall be paid:~~

~~5-3.03.1 By the public school district in which the student is enrolled;~~

~~5-3.03.2 By the institution of higher education offering the course; or~~

~~5-3.03.3 Through a cost-sharing agreement between the public school district and the institution of higher education.~~

~~5-3.04~~5-3.01 The student shall be responsible for all costs of higher education courses taken for concurrent college credit, unless the costs for these courses are paid by:

~~5-3.01.1 the~~5-3.01.1 The public school district;

~~5-3.01.2 a college/university~~5-3.01.2 A college or university scholarship;

~~5-3.01.3 a~~5-3.01.3 A grant; or

~~5-3.01.4 a~~5-3.01.4 A private foundation.

~~5-3.01.5 If the costs for a higher education course(s)~~5-3.01.5 If the costs for a higher education course or courses are paid by the public school district, a ~~college/university~~college or university scholarship, a grant, or a private foundation, a signed agreement must exist between:

5-3.01.5.1 ~~the~~The public school district, ~~the~~external entity, or foundation; and

5-3.01.5.2 ~~the~~The publicly-supported or private institution of higher education.

~~5-3.05~~ A student who attends a private school or a home school and enrolls in an endorsed concurrent enrollment course shall not be charged unless the public school district also charges public school students for the endorsed concurrent enrollment course. A public school district may provide transportation to a private school or home schooled student to or from the location of the academic course.

5-3.02 A student may also receive the Arkansas Concurrent Challenge Scholarship if the student meets the eligibility requirements set out in the Division of Higher Education Rules Governing the Arkansas Concurrent Challenge Scholarship Program.

5-4.00 ENDORSED CONCURRENT ENROLLMENT COURSE REQUIREMENTS ELIGIBILITY AND GUIDELINES

5-4.01 The course must be a course offered by an institution of higher education in this state that is:

5-4.01.1 Approved through the institution of higher education's normal process; and

5-4.01.2 Listed in the institution of higher education's catalog.

5-4.02 The course content and instruction must meet or exceed the same standards and adopt the same learning outcomes as those developed for a course taught on the campus of the institution of higher education, including without limitation:

5-4.02.1 The administration of any departmental exams applicable to the course; and

5-4.02.2 The use of substantially the same book and syllabus as is used at the college level.

5-4.03 An ~~Instructor~~instructor of an endorsed concurrent enrollment course shall have:

5-4.03.1 No less than a master's degree that includes at least eighteen (18) hours of completed course work in the subject area of the endorsed concurrent enrollment course; and

~~5-4.03.2~~5-4.03.1.1 The instructor's credentials shall be approved by the academic unit or chief academic officer of the institution of higher education offering the endorsed concurrent enrollment course; and.

~~5-4.03.3~~5-4.03.2 The relevant credentials and experience necessary to teach from the syllabus approved by the institution of higher education granting the course credit.

5-4.04 To be eligible to enroll in an endorsed concurrent enrollment course, the student must:

5-4.04.1 Be admitted by the institution of higher education as a nondegree-seeking or noncertificate-seeking student; and

5-4.04.2 Meet all of the prerequisites for the course in which he or she is enrolled.

~~5-4.04 The institution of higher education offering the course must:~~

~~5-4.04.1 Provide to the course instructor staff development, supervision and evaluation; and~~

~~5-4.04.2 Provide the students~~5-4.05 Students enrolled in thean endorsed concurrent enrollment course must be provided by the institution of higher education offering the course with:

~~5-4.04.2.1~~5-4.05.1 Academic guidance counseling; and

~~5-4.04.2.2~~5-4.05.2 The opportunity to utilize the on-campus library or other academic resources of the institution of higher education.

~~5-4.05~~5-4.06 Credit for the endorsed concurrent enrollment course;

5-4.06.1 ~~may~~May only be awarded by the institution of higher education offering the course; and,

5-4.06.2 ~~when~~When subject to an agreement with the college offering the course, must be accepted by the high school ~~which~~that the student attends.

5-4.06.3 Award of college credit will be determined by the Division of Higher Education pursuant to the Division of Higher Education Rules Governing Uniform Course Credit for Institutions of Higher Education.

5-4.06.3.1 College credit will be awarded if the student has:

5-4.06.3.1.a Successfully completed the International Baccalaureate Diploma Programme; or

5-4.06.3.1.b Achieved required scores on one (1) or more CLEP examinations.

5-4.06.3.2 College credit will also be awarded as determined by the Division of Higher Education if the student has attained other nationally recognized college-level credentials, including without limitation those attained through:

5-4.06.3.2.a The Cambridge Advanced International Certificate of Education; or

5-4.06.3.2.b Industry-based credentials.

~~5-4.06~~ Institutions of higher education may collaborate to provide the course and award course credit.

5-5.00 ENDORSED CONCURRENT ENROLLMENT COURSE TUITION

5-5.01 A state-supported two-year or four-year institution of higher education may offer a reduced tuition rate for endorsed concurrent enrollment courses offered by the institution of higher education to high school students.

5-5.01.1 Any reduction in tuition pursuant to Section 5-5.01 or any tuition paid by an institution of higher education under Section 5-5.03 shall not be considered an institutional scholarship.

5-5.02 A student from a low socioeconomic background as indicated by eligibility for free or reduced-price meals under the Richard B. Russell National School Lunch Act, 42 U.S.C. § 1751 et seq., Arkansas Code § 6-20-2303 shall not be required to pay any of the costs up to a maximum of six (6) credit hours of endorsed concurrent enrollment courses that are taught:

5-5.02.1 On the grounds of the public school district in which the student is enrolled; and

5-5.02.2 By a teacher employed by the public school district in which the student is enrolled who meets the requirements of Section 5-4.03.

5-5.03 The costs for endorsed concurrent enrollment courses for a student who qualifies under the National School Lunch Act shall be paid:

5-5.03.1 By the public school district in which the student is enrolled;

5-5.03.2 By the institution of higher education offering the course; or

5-5.03.3 Through a cost-sharing agreement between the:

5-5.03.3.1 Public school district; and

5-5.03.3.2 Institution of higher education.

5-5.04 A student who attends a private school or a home school and enrolls in an endorsed concurrent enrollment course shall not be charged unless the public school district also charges public school students for the endorsed concurrent enrollment course.

5-5.05 A student may also receive the Arkansas Concurrent Challenge Scholarship if the student meets the eligibility requirements set out in the Division of Higher Education Rules Governing the Arkansas Concurrent Challenge Scholarship Program.

**DIVISION OF ELEMENTARY AND SECONDARY EDUCATION
RULES GOVERNING GRADING AND COURSE CREDIT**

**CHAPTER 6:
ADVANCED PLACEMENT AND THE INTERNATIONAL BACCALAUREATE
DIPLOMA INCENTIVE PROGRAM PROGRAMME**

~~6-1.00~~ PURPOSE

~~6-1.01~~ The purpose of these Rules is to establish, organize, and administer a program designed to improve the course offerings available to middle school, junior high school and high school students throughout the state. The program established under this act will provide advanced educational courses that are easily accessible and will prepare students for admission to and success in a postsecondary educational environment.

~~6-1.02~~ To ensure that each school district provides high school students with the opportunity to enroll in at least one (1) College Board Advanced Placement course in the four (4) core areas of English, math, science, and social studies, and to outline teacher training requirements.

~~6-2.00~~ 6-1.00 TEACHER TRAINING

~~6-2.01~~ 6-1.01 A teacher of an ~~AP~~ Advanced Placement course must meet:

6-1.01.1 ~~Arkansas Teacher Licensure~~ teacher licensure requirements; and

6-1.01.2 ~~meet the requirements of either Section 6-2.01.1 or 6-2.01.2~~ Either of the following training requirements:

~~6-2.01.1~~ 6-1.01.2.1 Attend at least one (1) of the following trainings no less than one (1) time every five (5) years:

~~6-2.01.1~~ 6-1.01.2.1.a College Board Advanced Placement Summer Institute;

~~6-2.01.1~~ 6-1.01.2.1.b College Board-endorsed training; or

~~6-2.01.1~~ 6-1.01.2.1.c Other similarly rigorous training approved by the ~~DESE~~ Division of

Elementary and Secondary Education's
Weighted Credit and AP Advanced Placement
Training Approval Committee; or

~~6-2.01.2~~6-1.01.2.2 Complete an additional training plan~~Additional
Training Plan (ATP)~~ for Advanced Placement within three
(3) years of commencing the ~~ATP~~additional training plan.

~~6-2.01.2.1~~6-1.01.2.2.a The ~~ATP~~additional training plan must
include appropriate College Board
sponsored or endorsed training and be filed
with the ~~D~~Division's Office of Gifted and
Talented and Advanced Placement, ~~in the~~
first year of the teaching assignment, and an
update must be filed in the additional years
the teacher is in need of the plan, for up to
two additional years.

~~6-2.01.2.2~~ — When a teacher completes the requirements of the ~~ATP~~,
~~completion documentation must be submitted to the
Division's Office of Gifted and Talented and Advanced
Placement.~~

~~6-2.01.2.3~~6-1.01.3 Districts with Advanced Placement teachers who do not
meet the requirements of Section 6-1.01~~that do not have a teacher who
completes the ATP within 3 years~~ may be found in violation of the
Standards for Accreditation of Public Schools and School Districts and
may be held responsible for the cost of the associated ~~AP~~Advanced
Placement exams.

~~6-2.02~~6-1.02 A teacher of a Pre-AP~~pre-Advanced Placement~~ course must meet:

6-1.02.1 ~~Arkansas Teacher Licensure~~teacher licensure requirements; and

6-1.02.2 ~~meet the requirements of either Section 6-2.03.1 or 6-2.03.2~~Either of the
following training requirements:

~~6-2.02.1~~6-1.02.2.1 Attend at least one (1) of the following trainingsa
College Board sponsored or endorsed training in the

teacher's content area no less than one (1) time every five (5) years; or

~~6-2.02.1.1~~ ~~College Board endorsed training in the teacher's content area; or~~

~~6-2.02.1.2~~ ~~Other similarly rigorous training approved by the DESE Weighted Credit and AP Training Approval Committee.~~

~~6-2.02.26-1.02.2.2~~ Complete an Additional Training Plan (ATP) additional training plan for pre-Advanced Placement within three (3) years of commencing the ATP additional training plan.

~~6-2.02.2.16-1.02.2.2.a~~ The ATP additional training plan must include appropriate College Board sponsored or endorsed training and be filed with the D ivision's Office of Gifted and Talented and Advanced Placement, in the first year of the teaching assignment, and an update must be filed in the additional years the teacher is in need of the plan, for up to two additional years.

~~6-2.02.2.2~~ ~~When a teacher completes the requirements of the ATP, completion documentation must be submitted to the Division's Office of Gifted and Talented and Advanced Placement.~~

~~6-2.036-1.03~~ A teacher of a course offered under the International Baccalaureate Diploma Program Programme must:

~~6-1.03.1~~ ~~meet~~ Meet Arkansas Teacher Licensure teacher licensure requirements; and

~~6-1.03.2~~ ~~attend~~ Attend the training required by the International Baccalaureate Organization (IBO).

~~6-2.04~~ ~~Weighted Credit for designated AP and IB courses will be contingent upon the AP teacher obtaining training as outlined in Sections 6-2.01 of this Chapter and the IB teacher obtaining training as outlined in Section 6-2.03 of this Chapter; the~~

~~student taking the entire AP or the entire IB course offered in a particular subject; the student completing the applicable test offered by the College Board for AP courses at the end of the AP course or the applicable test offered by the IBO at the time prescribed by the IBO.~~

6-3.006-2.00 TEACHER TRAINING SUBSIDY

~~6-3.01 Teachers of Advanced Placement Courses, Pre-Advanced Placement Courses, or International Baccalaureate Diploma courses, must meet Arkansas Teacher Licensure requirements and participate in training program(s) outlined in 6-2.00 of these Rules.~~

~~6-3.026-2.01 For a A teacher designated by a local public school district as an instructor of an Advanced Placement course, Pre-Advanced Placement Coursepre-Advanced Placement course, or an International Baccalaureate Diploma Programme course may be awarded subsidized teacher training for advanced placement courses at a cost not to exceed six hundred fifty dollars (\$650) per teacher, subject to legislative appropriations or other available funds received through donations or grants., training costs may be covered by a grant administered by the host of the Advanced Placement Summer Institute to cover the cost of tuition, expenses and materials of approved training programs, not to exceed six hundred fifty dollars (\$650) per teacher contingent upon appropriated funding. Priority for training will be given to teachers who have not been previously trained. Training not covered by grant funds will be the responsibility of the district, if training is required as a part of the teacher's job requirements.~~

~~6-3.03 A teacher who is assigned to teach more than one Advanced Placement, Pre-Advanced Placement, or International Baccalaureate course (i.e., such as biology, chemistry, etc.) may apply for more than one teacher training stipend, contingent upon appropriated funding.~~

6-4.006-3.00 EQUIPMENT GRANT

~~6-4.016-3.01 Contingent upon appropriated funding or other available funds received through donations or grants, the Division of Elementary and Secondary Educationdivision may annually set aside funds from which public schools providing Advanced Placement courses or International Baccalaureate Diploma Programme courses may apply for a one-time equipment and materials grant.~~

~~6-4.026-3.02 Equipment and materials grants will be administered by the Division of Elementary and Secondary Educationdivision.~~

~~6-3.03~~ Each year that funds are available for equipment and materials grants, ~~The Division~~the division will:

~~6-3.03.1~~ establish a request for proposal form and disseminate it to each local school district. Establish an application form; and

~~6-3.03.2~~ Disseminate it to all public school districts. ~~each year that funds are available.~~

~~6-4.03~~ A school may apply for a one-time equipment grant for each Advanced Placement course or International Baccalaureate course (Two sections of a course such as Advanced Placement American History are considered one course).

~~6-4.04~~ School districts or charter schools with more than one high school providing Advanced Placement courses or International Baccalaureate courses, may apply for the one-time equipment grants for each high school.

~~6-5.006-4.00~~ FEES FOR STUDENTS

~~6-5.016-4.01~~ Contingent upon legislative appropriation and the availability of funding, the ~~state~~division may pay in full or on a ~~pro-rata~~pro-rata basis the cost of the Advanced Placement Exam exam fee or the equivalent test fee under the International Baccalaureate Diploma Programme Programme, or both, for students who have successfully completed an associated Advanced Placement or International Baccalaureate Diploma Programme course that meets the requirements of this Chapter.

~~6-5.026-4.02~~ Each public school requesting fee payment of students taking Advanced Placement Exam exams, or ~~and/or~~International Baccalaureate Diploma Programme Exams exams, or both, must submit to the ~~Division~~division a copy of the invoice as generated and submitted to either the College Board or the International Baccalaureate Organization upon completion of the exams.

~~6-4.03~~ The ~~Division~~division will contract with the College Board and Educational Testing Services for payment of ~~AP~~Advanced Placement exams contingent upon:

~~6-4.03.1~~ legislativeLegislative approval; and

6-4.03.2 ~~the~~The availability of funds.

6-6.006-5.00 SCHOOL AWARD FOR EXAM SCORES

~~6-6.016-5.01~~ 6-5.01 Depending on the availability of funds, public schools may be awarded up to fifty dollars (\$50.00) for each score of a three (3) or better earned by a student on any Advanced Placement ~~test~~exam or the equivalent on any International Baccalaureate Diploma Programme~~Program~~ Exam~~exam~~.

~~6-6.026-5.02~~ 6-5.02 Public Schools~~schools~~ must utilize the funds awarded from students' scores on the Advanced Placement exam for the schools' Advanced Placement program and funds awarded from students' scores on the International Baccalaureate Diploma Programme exams for the schools' International Baccalaureate ~~program~~Diploma Programme.

~~6-6.036-5.03~~ 6-5.03 An annual report ~~with detailed expenditures of funds awarded to schools from students' scores on the Advanced Placement exam(s) and International Baccalaureate exams will be submitted to the Office of Gifted and Talented, Division of Elementary and Secondary Education by July 1 of each school year.~~ of expenditures of funds awarded to public schools pursuant to Section 6-5.01 is pulled from electronic financial reports submitted to the division.

6-7.006-6.00 DISTRICT REQUIREMENTS

~~6-7.016-6.01~~ 6-6.01 Districts~~Public school districts~~ are required to offer a minimum of one (1) AP~~Advanced Placement~~ course per year in each of the four (4) core courses:

6-6.01.1 ~~of~~ English;

6-6.01.2 ~~math~~; Math;

6-6.01.3 ~~science~~; Science; and

6-6.01.4 ~~social~~ Social studies.

6-6.01.5 Public school districts offering the International Baccalaureate Diploma Programme are exempt from the requirements in this Section 6-6.01.

~~6-7.02 All accelerated or advanced course work shall be reflected in a student success plan, including but not limited to AP and International Baccalaureate courses, CTE courses and endorsed concurrent credit courses.~~

6-6.02 In order to prepare students for the rigor inherent in Advanced Placement courses, public school districts:

6-6.02.1 Shall offer pre-Advanced Placement courses, and

6-6.02.2 May offer other additional prep courses.

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**DIVISION OF ELEMENTARY AND SECONDARY EDUCATION
RULES GOVERNING GRADING AND COURSE CREDIT**

**CHAPTER 7:
COMPUTER SCIENCE EDUCATION**

7-1.00 Computer Science Graduation Credit Requirement

7-1.01 Beginning with the entering ~~ninth~~-ninth-grade class of 2022-2023, a high school student shall be required to earn one (1) unit of computer science credit or computer science-related career and technical education course before the student graduates.

7-1.02 A computer science or computer science-related career and technical education course offered by a high school shall:

7-1.02.1 Be of high quality;

7-1.02.2 Meet or exceed the curriculum standards and requirements established by the State Board of Education; ~~and~~

7-1.02.3 Be made available in a traditional classroom setting, a blended learning environment, an online-based or other technology-based format that is tailored to meet the needs of each participating student; and

7-1.02.4 If classified as a computer science-related career and technical education course, meet the minimum criteria set out in the Division of Career and Technical Education Rules Governing Approval of Computer Science-Related Career and Technical Education Courses.

7-1.03 The required computer science or computer science-related career and technical education course may be earned in grades eight through twelve (8-12).

7-1.03.1 Students in grade eight (8) may take a computer science or computer science-related career and technical education course if the course has been:

7-1.03.1.1 Approved by the state board; and

7-1.03.1.2 Designated by the Department of Education for such purpose.

7-1.03.2 If a student in grade eight (8) wishes to take a course not designated, a public school district shall comply with any existing course approval requirements.

7-2.00 Computer Science Teacher Requirement

7-2.01 Beginning with the 2023-2024 school year, a public school district ~~shall~~may employ a computer science teacher at each high school in the district.

7-2.01.1 A computer science teacher shall hold:

7-2.01.1.1 An Arkansas teaching license; or

7-2.02.1.2 A technical permit that includes a computer science certification, endorsement, approval, or technical permit code that meets the Division of Elementary and Secondary Education's requirement for a computer science teacher.

7-2.02 The computer science teacher shall be the teacher of record for at least one (1) course each school year through which a student may earn a computer science credit or computer science-related career and technical education course.

7-2.03 A computer science teacher may be shared among high schools within the same public school district provided the computer science teacher acts as the teacher of record at each high school in accordance with Section 7-2.02.