

**ARKANSAS DEPARTMENT OF EDUCATION
RULES GOVERNING THE
COLLEGE PREPARATORY ENRICHMENT PROGRAM
January 19, 2010**

1.00 College Preparatory Enrichment Program

- 1.01 These regulations shall be known as the Arkansas Department of Education Regulations Governing the College Preparatory Enrichment Program.
- 1.02 The State Board of Education enacted these regulations pursuant to its authority under Arkansas Code Annotated § 6-16-604, as amended by Act 1469 of 2009.

2.00 Purpose of Regulations

- 2.01 The purpose of these regulations is to establish guidelines for the appropriate administration of a summer remedial program designed for rising twelfth-grade students and high school graduates who will enter their freshman year of college in the fall immediately following the completion of their senior year and who scored less than the minimum score set by the State Board of Higher Education on the American College Test (ACT).
- 2.02 A further purpose of these regulations is to establish a distribution formula for implementing the College Preparatory Enrichment Program.

3.00 Definitions/Acronyms

- 3.01 Site Advisory Committee: educators including counselors representing local districts within the service area site who are responsible for the selection of participants.
- 3.02 State Board of Higher Education cut off scores: scores below 19 on the ACT.
- 3.03 Service Area Sites: facilities within school districts accredited by the Arkansas Department of Education (ADE), accredited public institutions of higher learning, and Arkansas Educational Service Cooperatives.
- 3.04 ACT: American College Test
- 3.05 ADE: Arkansas Department of Education
- 3.06 CPEP: College Preparatory Enrichment Program
- 3.07 Capital Outlay: tangible personal property having a useful life of more than one year and an acquisition cost of \$300 or more per unit (computers, printers, televisions, VCRs, overhead projectors, other instructional equipment, and furniture).

- 3.08 Diagnosed Reading Problem: disorder/disability in the area of reading identified through observation and examination with instruments that have been proven reliable and valid.
- 3.09 Project ACT: special administration of the ACT for students completing CPEP.
- 3.10 CPEP Index: the ratio of the number students eligible for free or reduced lunch in the school district from the October 1 Enrollment Report of the current fiscal year over the total enrollment of the school district, expressed as a percentage rounded to the nearest hundredth of a percentage.
- 3.11 Student Eligibility for Program: rising twelfth grade students and high school graduates who will enter their freshman year of college in the fall immediately following completion of their senior year, and who scored less than the minimum scores set by the State Board of Higher Education on the American College Test (ACT).
- 3.12 Student Eligibility for Funding: for each school district, the number of students enrolled in grade ten (10), eleven (11), and twelve (12) retrieved from the current fiscal year October 1 Enrollment Report, times the CPEP Index.

4.00 Student Eligibility

- 4.01 Rising twelfth-grade students and high school graduates who will enter their freshman year of college in the fall immediately following completion of their senior year, and who scored less than the minimum scores set by the State Board of Higher Education on the math or English portions of the American College Test (ACT) are eligible for the program.
- 4.02 All students who have taken the ACT and completed their junior year of high school may enroll in the program.
- 4.03 High school graduates also may enroll in the program with permission of the site advisory committee. Documentation of recruitment efforts for rising twelfth graders and high school graduates who will enter their freshman year of college in the fall immediately following completion of their senior year shall be maintained at the school site for audit purposes.
- 4.04 The site advisory committee, composed of educators including counselor(s) representing local school districts within the service area, will be responsible for the selection of the participants using the student eligibility guidelines listed in 4.01- 4.04.

5.00 Site Eligibility

- 5.01 The following educational organizations may serve as a service area site: school districts accredited by the Arkansas Department of Education (ADE), accredited public institutions of higher learning, and Arkansas Education Service Cooperatives.
- 5.02 The service area site shall maintain and keep in a central location for monitoring and auditing purposes a documentation file containing a list of personnel who will be working in the program, disciplinary policies which will govern participants, program descriptions, and student schedules.
- 5.03 Each service area site shall have the discretion to determine the number of students to serve based on the amount of allocation received.
- 5.04 Every effort shall be made to fill all existing CPEP sites to capacity.
- 5.05 Priority for the expansion of existing CPEP sites will be given to those geographical areas where the percentage of students requiring remediation is the highest.
- 5.06 Priority for the creation of new CPEP sites will be given to those districts and counties where programs do not exist and where remediation levels are the highest.

6.00 Staffing

- 6.01 Each service area site shall employ a program manager to administer the instructional program.
- 6.02 The program manager's duties include counseling students, scheduling, facilitating staff selection, coordinating the preparation of individualized plans for students entering and leaving the program, completing ADE CPEP reports in an accurate and timely manner, and performing other administrative duties to assure the operation at the site. Because of the duties of the program manager, a certified, secondary counselor is preferred. If such a person is unavailable, the program manager must be a certified secondary principal or administrator. (Individuals holding a twelve-month contract may not be paid from CPEP funds for administering a CPEP program.)
- 6.03 Teachers must hold secondary certification in the field to be taught and must have demonstrated successful and innovative teaching techniques.
- 6.04 Teachers must attend scheduled inservice training administered by the ADE.
- 6.05 The maximum class size will be ten (10) with administrative flexibility to make reasonable adjustments and a minimum class size will be five (5).
- 6.06 The staff who will assist students with diagnosed reading problems must hold the Reading Specialist or Reading Endorsement. Other applicants eligible to receive either endorsement must meet the requirements established by the State Board of Education.

7.00 Distribution of CPEP Funds

- 7.01 For each school district, a CPEP Index shall be calculated equal to the ratio of the number of students eligible for free or reduced lunch in the school district over the total enrollment of the school district, expressed as a percentage rounded to the nearest hundredth of a percentage. Each of the figures in this ratio shall be from the October 1 Enrollment Report for the current fiscal year.
- 7.02 For each school district, the number of students eligible for CPEP funds shall be calculated as the product of the total number of students enrolled in grades ten (10), eleven (11), and twelve (12) times the CPEP Index. The enrollment figures shall be from the October 1 Enrollment Report of the current fiscal year.
- 7.03 The CPEP funding factor shall be equal to the statewide total number of students eligible for CPEP funds divided into the total amount of funds budgeted for CPEP.
- 7.04 For each school district, the CPEP funds to be distributed to that school district shall be equal to the product of the number of students eligible for CPEP funds times the CPEP funding factor.
- 7.05 The Department of Education may expend funds to implement assessment programs to assist in educational and guidance instruction.
- 7.06 Districts are to limit the use of CPEP funding for those costs directly related to the proper administration of the service area site(s) such as, but not limited to, the following: administrative costs, stipends, instructional materials, site operational cost, etc.
- 7.07 School districts cannot expend CPEP funds to purchase capital outlay items.
- 7.08 The Department of Education may expend funds from this appropriation to implement assessment programs such as PLAN and EXPLORE to assist in educational and guidance instruction.
- 7.09 Any balance of CPEP funds on hand in any school district or site at the end of the program shall be returned with End-of-Program Reports to the Arkansas Department of Education.

8.00 Instructional Program

- 8.01 It is the intent of this program to provide instruction in the areas of math and language arts. Each service areas site must provide all students who enroll with individualized plans for the summer enrichment program and their senior year of high school, individualized counseling, and other forms of assistance.
- 8.02 Each service area site must select instructional materials which provide enrichment as well as reinforcement in basic skills.

- 8.03 Each service area site shall have the discretion to schedule the instructional day for no less than three hours with appropriate time for independent study. The length of the summer term shall be five (5) weeks, during which time a school shall provide no less than twenty (20) days and no less than seventy-five (75) hours of instruction.
- 8.04 Each service area site shall maintain, for auditing and monitoring purposes, the project director and participant records, teacher contract, and all details of the planned instructional program (i.e., master schedules, materials, curriculum, methodologies, etc.)

9.00 Administration

- 9.01 A local district, college or university, or regional service cooperative may be eligible to operate a service area site. Each service area site must identify the individual who will serve as project director. The ADE anticipates that the project director will be a local superintendent, college administrator/developmental program director or cooperative director. The project director should be a bonded official of the host agency. The ADE expects that the project director will currently hold a twelve-month contract with a local education agency; therefore, he/she will be ineligible for a salary position with this program.
- 9.02 The ADE will encourage sites to accommodate students who have summer jobs and cannot forfeit the income from summer employment. Sites may hold CPEP sessions in the evening if they meet the requirements set forth in Section 8.03 of these Rules.
- 9.03 Each service area shall mail the Project ACT answer documents to the appropriate vendor no later than the Monday immediately following administration of the test.

10.00 Program Evaluation

- 10.01 Following the summer program the individualized plan and progress report shall be provided to the students' school counselors or other school representative for documentation. The Project ACT scores shall be reported to the ADE on the Student Data Form.
- 10.02 Students who complete the CPEP program successfully and enroll in senior year courses deemed to be appropriate for pre-collegiate preparation may have their senior year Project ACT test cost paid by the state.
- 10.03 Each service area site will provide the ADE a list of students who enrolled in the program, were successful in completing the course study, and took the Project ACT. Each service site area will maintain a list in a central location for monitoring purposes.

- 10.04 The Departments of Education and Higher Education will collect and analyze data on program participants to assess the impact of the program on improved pre-collegiate preparation. This data will include ACT scores for seniors who completed the program, college remedial placement status, and first-year college grades in core subjects.
- 10.05 The project director shall submit to the ADE an end-of-year program evaluation and accounting.