



**Application for  
Agricultural School Pilot Program**

**Deadline for Receipt of Submission: November 1, no later than 11:59 p.m.  
Applications will not be accepted after this time.**

**Name of Proposed School:**

Those preparing applications should follow the guidelines carefully. It is recommended that applicants contact the Deputy Director for technical assistance in the development of the application. Each required item must be addressed completely and accurately, after which the document should be forwarded to the address below.

Completed applications must be submitted – postmarked and mailed – no later than November 1, preceding the school year in which the application is to be implemented. Please mail two copies to:

Kathi Turner, Deputy Director for Career and Technical Education  
Arkansas Department of Career Education  
Three Capitol Mall, Room 405  
Little Rock, AR 72201

Phone: (501) 682-1043

OR –

Completed applications can be emailed no later than 11:59 p.m. on November 1 of the school year prior to the school year in which the application is to be implemented. Please email application to:

[ace.special.projects@arkansas.gov](mailto:ace.special.projects@arkansas.gov)

**Arkansas Department of Career Education  
Three Capitol Mall  
Little Rock, AR 72201  
501.682.1043**

**ARKANSAS DEPARTMENT OF CAREER EDUCATION  
2015 APPLICATION  
PILOT AGRICULTURAL SCHOOL**

**A. GENERAL INFORMATION**

Name of Proposed Agricultural School: \_\_\_\_\_

Grade Level(s) for the School: \_\_\_\_\_ Student Enrollment Cap: \_\_\_\_\_

Name of Sponsoring Entity: \_\_\_\_\_

Other Agricultural Schools Sponsored by this Entity (Name and Location):

The applicant is an "eligible entity" under the following category (check one):

- a public institution of higher education;
- a public school district;
- a governmental entity; or
- an organization that is nonsectarian in its programs and operations, and is, or will be, exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. (A copy of the entity's letter from the IRS reflecting tax exempt status or a copy of the entity's application for 501(c)(3) status must be included with the application. Articles of incorporation or a letter acknowledging non-profit status from the Secretary of State will not suffice.) To be eligible, an entity must hold or have applied for 501(c)(3) status at the time this application is filed. The entity must receive formal tax exempt status under §501(c)(3) of the Internal Revenue Code of 1986 prior to the first day of its operation with students.

**Non-profit entities without the required Internal Revenue Service documentation are not eligible to be awarded Pilot Agriculture Schools; therefore, any applications submitted without the proper documentation will not be reviewed. Tax exempt status application or approval must be attached.**

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

ZIP: \_\_\_\_\_ Daytime Phone Number: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Agricultural School Site

Address: \_\_\_\_\_ City: \_\_\_\_\_

ZIP: \_\_\_\_\_ Date of Proposed Opening: \_\_\_\_\_

Chief Operating Officer of Proposed School (if known): \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

ZIP: \_\_\_\_\_ Daytime Phone Number: (\_\_\_\_) \_\_\_\_\_

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The proposed school will be located within the geographic boundaries of \_\_\_\_\_ School District.

Provide a comprehensive list of all individuals, including but not limited to entity board members and Agricultural School board members, involved in the organization and design of the proposed school as well as the proposed application process.

Name: \_\_\_\_\_ Position: \_\_\_\_\_ State of Residence: \_\_\_\_\_

List the current K-12 student enrollment of the district where the proposed public Agricultural School would be located.

\_\_\_\_\_ (Total District Enrollment)

**B. EXECUTIVE SUMMARY**

Provide the mission statement of the proposed Agricultural School.

Applicant Response:

[Empty response box for mission statement]

Briefly describe the key programmatic features that the Agricultural School will implement in order to accomplish the mission.

Applicant Response:

[Empty response box for programmatic features]

**C. NARRATIVE DESCRIPTION OF THE PROPOSED AGRICULTURAL SCHOOL**

The applicant for the proposed Agricultural School, if approved by the authorizer, agrees to operate the educational program described below in accordance with the provisions described within this document, the Arkansas Department of Career Education Policies and Procedures, and the attached assurances.

Provide a narrative description of the various components of the proposed Agricultural School by responding to the following prompts:

1. Describe the results of public meetings, which were held for the purpose of assessing support for the establishment of this public Agricultural School. Provide copies of supporting evidence.

Applicant Response:

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2. Describe the governing structure of the Agricultural School, including board composition, selection process, and responsibilities. Also describe the role of the administrators, faculty, parents, students, and community members in the leadership and decision-making of the school. As part of your response, answer the following specific questions:
- A. Identify what individual, job position(s), or entity(s) will have final decision-making authority for the school in the areas of (1) finance and purchasing; (2) student discipline; (3) hiring and firing of staff; and (4) hiring and firing of the school director or superintendent.
  - B. Specify how the final decision-maker(s) identified in response to (A)(3) will be selected or elected, including (1) length of term, (2) method of selection or election, and (3) who will have the authority to participate in the selection or election process.
  - C. Explain how and to what extent the school's leadership will be accountable to parents.

Applicant Response:

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3. Describe the educational need for the Agricultural School by explaining the local Industry, the demand for agricultural related jobs, the employability skills required by industry partners, and the industry support for the school.

Applicant Response:

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In the following table, list the locally developed specific measurable goals (7-12, K-6 or K-12) of academic success in reading, reading comprehension, and mathematics, based on the state mandated assessments, and any other assessment tools if used, for improving student academic achievement that the Agricultural School will use agriculture content to achieve.

<b>GOAL</b>	<b>Agriculture Resources or References to be used to Meet Goal</b>	<b>Assessment Instrument for Measuring Performance</b>	<b>When Attainment of the Goal Will Be Assessed</b>

Explain how the attainment of the goals will demonstrate that the school is meeting the identified educational need for the school and fulfilling its mission.

Applicant Response:

4. For secondary schools (7-12), provide required and elective courses for every grade level. For elementary school (K-6), provide a daily schedule for all grade levels indicating the classes that will be provided for a one week time period.  
*(A two year schedule is acceptable if first year is for 7-12 and second year includes K-12)*

Applicant Response:

5. Provide a description of agricultural based curriculum, programs, and instructional methods used to support all classes. **Include all associated costs in the proposed 2 year budget, which includes sources of funding of the school, which must be attached to this application**

Applicant Response:



6. Describe the opportunities for experiential learning and post-secondary experience that will be available to students of the Agricultural School, including but not limited to: internships, educational tours, guest speakers, articulated or concurrent credit.

Applicant Response:



7. Identify all possible industry recognized credentials or certifications that will be available to students of the Agricultural School upon completion of course work or programs of study.

Applicant Response:



8. Describe potential CTE pathways that will be implemented in the Agricultural School, as well as the guidance plan that will be in place for the career planning process.

Applicant Response:



9. Identify all post-secondary partners with the Agricultural School that can provide dual enrollment or concurrent credit possibilities for students. Attach all agreements as an appendix to application.

Applicant Response:



10. Describe the process that will be used to ensure all curriculum materials used in the educational program are aligned with the Arkansas Curriculum Frameworks and the state standards as adopted, and periodically revised, by the State Board of Education, and the Career Education and Workforce Development Board.

Applicant Response:



11. Describe the manner in which the school will make provisions for the following student services

A) Guidance program;

Applicant Response:

[Empty response box for Guidance program]

B) Health services;

Applicant Response:

[Empty response box for Health services]

C) Media center;

Applicant Response:

[Empty response box for Media center]

D) Special education;

Applicant Response:

[Empty response box for Special education]

E) Transportation;

Applicant Response:

[Empty response box for Transportation]

F) Alternative education, including Alternative Learning Environments;

Applicant Response:

[Empty response box for Alternative education]

G) English Language Learner (ELL) instruction;  
Applicant Response:

H) Gifted and Talented Program.  
Applicant Response:

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12. Describe the geographical area to be served by the school. List all school districts within the geographical area likely to be affected by the public Agricultural School. Specify under what legal authority the school intends to draw students from the areas/districts.

Applicant Response:



13. Describe the plan for the school officials to provide an annual report to parents, the community, and the authorizer that demonstrates the progress made by the Agricultural School during any previous academic year in meeting its academic performance objectives. (See *ADE Rules Governing Standards for Accreditation of Arkansas Public Schools and School Districts* and in addition See *ACE Policies and Procedures Evaluation Criteria*.)

Applicant Response:

14. Describe the enrollment criteria and recruitment processes that will provide an equal opportunity for all parents and students to learn about and apply for admission to the proposed Agricultural School.

Applicant Response:

15. Summarize the job descriptions of the key personnel. Specify the qualifications to be met by professional employees (administrators, teachers, counselors, etc.) of the program. List the types of administrative positions, teaching positions, and support positions for the school.

Applicant Response:



16. What waivers from laws and rules are needed to operate the Agricultural School described? Under what authority (§ 6-13-201 *et seq*, § 6-23-201 *et seq*, § 6-15-2901, or Act 1240 of 2015) will these waivers be sought?

Applicant Response:

17. Explain how the school will conduct its business office. Tell about business office personnel (treasurer, bookkeeper, etc.) and describe the plan for managing procurement activities, and the process by which the school governance will adopt an annual budget.

Applicant Response:

18. Describe the facilities to be used. Give the present use of the facility. If the facility to be used for the school is a facility of a school district, describe the terms established by the local school board of the district stipulating the relationship between the proposed public Agricultural School and the district pertaining to the use of the facility. Attach a copy of the agreement, signed by the president of the local school board, the chair or president of the governing body of the proposed public Agricultural School, and the chief operating officer of the proposed Agricultural School. If the facility is not operated by a school district, attach a copy of the Facilities Utilization Agreement, signed by the entity owning or operating the facility and the chief operating officer of the proposed Agricultural School. A proposed lease may also be submitted but is not required.

Applicant Response:



Identify the owner(s) of the proposed facility and describe their relationship, if any, with:

- (1) Members of the local board of the public school district where the proposed public Agricultural School will be located,
- (2) Employees of the public school district where the proposed public Agricultural School will be located,
- (3) The eligible entity sponsoring the Agricultural School or
- (4) Employees/directors/administrators of the sponsoring entity or proposed public Agricultural School.

Applicant Response:

The facility will be in compliance with all requirements for accessibility in accordance with the Americans with Disabilities Act (ADA) and Individuals with Disabilities Education Act (IDEA) and all other state and federal laws and local zoning ordinances.

- Yes
- No

If the facility does not currently meet these requirements, provide a list of items that will need to be addressed to bring the facility into compliance. Also include a statement of permissible uses for the facility from the local zoning authority, and whether there are any alcohol sales within 1,000 feet of the facility.

Applicant Response:

19. Describe how the parents or guardians of the enrolled students and other members of the community will be involved with the school to positively impact the Agricultural school's educational programs.

Applicant Response:

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20. Explain what the Agricultural School founders and other leaders are doing or will do to ensure the success of the Agricultural School in the pilot period.

Applicant Response:

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**D. STATEMENT OF ASSURANCE FOR AGRICULTURAL SCHOOL**

\_\_\_\_\_ Agricultural School commits to the Arkansas Department of Career Education (ACE) as evidenced by the signature below, the following assurances:

- All ACE guidelines, as outlined in the most recent ACE Program Policies and Procedures Manual will be followed.
- All ADE laws, rules and regulations applicable to a public school are applicable to an Agricultural School and will be followed unless specifically exempted under these rules.
- Projected student enrollment given is true and accurate at the writing of this application.
- The ACE guidelines for student organizations will be followed as outlined in the most recent ACE Program Policies and Procedures Manual.
- The ACE guidelines for an advisory committee/council will be followed as outlined in the most recent ACE Program Policies and Procedures Manual.
- All data presented in this application is true and accurate.

\_\_\_\_\_  
Authorized Signature of Eligible Entity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Signatory