



# ALTERNATIVE EDUCATION PROGRAM SITE VISIT EVIDENCE CHECKLIST

**70 O.S. 2011 – FORM REV JULY 2020**

## Reminders

- **District-Wide** Student Needs Assessment (Section 1210.566-A)—Due June 30 in Single Sign-On
- Expenditure Report (Section 1210.568-E & J)—Due June 30 via email
- End-of-Year Data—Due June 30 via Electronic Form Survey
- Proposed Budget, Authorization to Pay Form, and Implementation Report (Section 1210.566-B)—Due September 1 in Single Sign-On

## Site Information

\_\_\_\_\_  
District/Site Date of Visit

\_\_\_\_\_  
Date of Visit

\_\_\_\_\_  
Are you an LEA or COOP

\_\_\_\_\_  
Sending Schools

\_\_\_\_\_  
Days Program Meets

\_\_\_\_\_  
Hours Program Meets

## Student Information

\_\_\_\_\_  
Slots Available

\_\_\_\_\_  
Number in Attendance Today

\_\_\_\_\_  
Dropouts to Date

\_\_\_\_\_  
Pregnant/Parenting Students

\_\_\_\_\_  
Number of CTE Students

\_\_\_\_\_  
Number of Concurrent Enrolled Students

\_\_\_\_\_  
Number of IEP Students/District IEP Rate

\_\_\_\_\_  
Number Participating in Service Learning

\_\_\_\_\_  
Number Employed/Work Study

\_\_\_\_\_  
Number in Internships/Job Shadowing

## Signatures

\_\_\_\_\_  
Evaluation Committee Signature

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Evaluation Committee Signature

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Evaluation Committee Signature

\_\_\_\_\_  
Signature Date



# ALTERNATIVE EDUCATION PROGRAM SITE VISIT EVIDENCE CHECKLIST CRITERIA REVIEW

## PROGRAM CRITERIA AND SUPPORTING EVIDENCE

YES

NO

**Criteria 1**—Allow class sizes and student/teacher ratio which are conducive to effective learning for at-risk students

- 1. Approved Waiver for less than 10 students (if applicable).
- 2. Approved Deregulation for Time letter (if applicable).
- 3. List of names and grades of all students currently being served.

**Criteria 2**—Incorporate appropriate structure, curriculum, and interaction and reinforcement strategies designed to provide effective instruction

- 4. Positive Behavioral Interventions (PBIS)— i.e. Reward systems, motivational strategies.
- 5. Record keeping for attendance, course completion and behavior (beyond curriculum software tracking).
- 6. Response to Intervention (RTI)—strategies, PLC meeting agendas.
- 7. Parent Contact Sheets with contact dates.

**Criteria 3**—Include an intake and screening process to determine eligibility of students

- 8. Sample of Student Contracts with signatures of Intake Committee.
- 9. Samples of High School Criteria for At-Risk Identification form.
- 10. Intake Packet.

**Criteria 4**—Demonstrate that teaching faculty are appropriately certified teachers

- 11. Instructor Certification and/or approved Teaching Out of Certification.

**Criteria 5**—Demonstrate that teaching faculty have been selected on the basis of a record of successful work with at-risk students or personal and educational factors that qualify them for work with at-risk students

- 12. Sample resumes containing examples of training and/or certificates related to serving at-risk populations (i.e. trauma-informed, managing aggressive behavior, service in youth programs).

**Criteria 6**—Reflect appropriate collaborative efforts with state agencies and local agencies serving youth

- 13. List of State and Local Organizations that have visited and community activities.
- 14. Additional counseling and Social Services (Home visits, parent training documentation).
- 15. List of Meeting Agendas, Dates and Sign-in Sheets.



# ALTERNATIVE EDUCATION PROGRAM SITE VISIT EVIDENCE CHECKLIST CRITERIA REVIEW

## PROGRAM CRITERIA AND SUPPORTING EVIDENCE

YES

NO

**Criteria 7**—Provide courses that meet the academic curricula standards adopted by the State Board of Education and additional remedial courses

16. Primary Curriculum (please identify: \_\_\_\_\_).

**Criteria 8**—Offer individualized instruction

17. Sample student schedule.

18. Tutorial schedule, tutoring logs.

*See Item 4 above Positive Behavioral Interventions (PBIS) and/or Item 6 above Response to Intervention (RTI).*

**Criteria 9**—State clear and measurable program goals and objectives

19. Program Goals and Objectives (written, posted, published).

**Criteria 10**—Include counseling and social services components

20. Counseling session dates and topics.

21. Copy of Counseling Providers Certificate or License.

**Criteria 11**—Require a plan leading to graduation be developed for each student in the program which will allow the student to participate in graduation exercise at the sending school or district after meeting the requirements of the school district as specified in the individual graduation plan for that student

22. Graduation Plan with transitions beyond high school and dates reviewed. (such as college, career tech, military or internships).

**Criteria 12**—Offer life skills instruction

23. Life Skills (include weekly list of topics, curriculum and student career interest inventories).

**Criteria 13**—Provide opportunities for hands-on arts education to students, including artist residency programs coordinated with the Oklahoma Arts Council

24. Documentation of integrated Art (activities, field trips or visitors).

**Criteria 14**—Provide a proposed annual budget

25. Copy of annual budget.



# ALTERNATIVE EDUCATION PROGRAM SITE VISIT EVIDENCE CHECKLIST CRITERIA REVIEW

## PROGRAM CRITERIA AND SUPPORTING EVIDENCE

YES

NO

**Criteria 15**—Be appropriately designed to serve middle school, junior high school and high school students in grades seven through twelve who are most at risk of not completing a high school education for a reason other than that identified in Section 13-101 of this title

26. Number of students on IEP and/or 504s (include district rate).

*See Item 9: High School Criteria for At-Risk Identification form.*

**Criteria 16**—Allow students in the alternative education program, who otherwise meet all of the participation requirements, to participate in vocational programs and extracurricular activities at the sending school or district, including but not limited to athletics, band, and clubs

27. Sample roster/schedule of students enrolled in CTE programs.

28. Number of students engaged in athletics, band, or other activity at the home school or district (may also include sample rosters and schedules) \_\_\_\_\_.

