

**Alternative Education
Policies and Procedures
Frequently Asked Questions
4.1.2023**

1. Does a K-8 who has never had an Alternative Education program have to complete the Alternative Education Plan in single sign-on?
 - a. Yes. Every school district serving students in grades 7th-12th shall develop and submit to the State Department of Education by **September 1** of each year a proposed plan approved by the district Board of Education, for meeting the needs of the students at risk of not completing a high school education as identified through the needs assessment required in subsection A of this section by establishing, continuing or expanding alternative education programs. The district shall include parents, students, teachers, law enforcement representatives, judicial system representatives, social service representatives, technology center school district representatives, and others deemed appropriate by the board of education in the development of the proposed plan.
2. Does a district who did not receive Alternative Education Funding last year have to complete the statutory waiver to serve less than 10 student and not co-op this year?
 - a. Yes, per legal advice, the waiver is required for districts who do not co-op and service less than 10 students.
3. Is it mandatory for a fifth-year senior to complete the ICAP? We have a student that just needed to complete a few courses to graduate and has 70% of it completed.
 - a. If the student was in 9th grade in the 2019-2020 AY they are required to complete the ICAP components. If not, they are not considered under this graduation requirement, per the Office of College and Career Readiness.
4. Can I get a professional development certificate if I watch the webinars after the original viewing?
 - a. You would have to watch the webinar live for SDE to give you a professional development certification.
5. Can we use data from the previous school year as evidence for the upcoming school year's criteria?
 - a. You will be permitted to use previous year's data for some, but not all, of the criteria.
 - **Current** data should be used for **Criteria 1, 3, 4, 9, 10, 11, & 14**
 - **Current and/or previous year's** data can be used for **criteria 2, 5, 6, 7, 8, 12, 13, 15, & 16.**
6. Will the 16 criteria digital folders be due again on September 1st?
 - a. No, FY24 digital folders will be due on **October 1st** this year, to give districts more time to upload the current years data (1,3,4,9,10,11 &14).
7. End of year data report
 - a. The End of Year Data report will be sent out via a link to the report in May and it will also be linked in the Alternative Education newsletter.

8. Are schools required to have an alternative education program?
 - a. All school districts of this state serving students in grades seven through twelve shall provide alternative education programs that conform to the requirements of statutes and rules applicable to alternative education.
 - b. If your district does not have enough students for a program, you have the option of joining a co-op with other districts or completing the appropriate statutory waiver paperwork for a district serving less than 10 students.
 - c. All districts must complete an alternative education plan and submit it to OSDE by September 1 of each school year.
 - d. Any district that does not have an approved program must have alternative placement services for students and will not receive funding as an alternative program.
9. On the DWSNA (Districtwide Student Needs Assessment) the number of identified at risk students should correlate with your Alt Ed numbers.
 - a. Correlate implies there will not be a large discrepancy between the DWSNA numbers and the students coded as alternative education in your SIS.
 - b. The DWSNA is submitted at the end of the year, so SDE wants to see how you are serving the most at-risk students you have identified in this report throughout the year. Districts should look at the data from the DWSNA annually and see reduced numbers.
10. Is funding tied to the number of alternative students in a given program? If so, how much per student?
 - a. Funding is tied to the Average Daily Membership (ADM) of your program. The per student amount cannot be determined until we have received the funding budget from this legislative session.
11. If we belong to an Alt. Ed. Co-op, who is responsible for the following reports?

Both; the Co-op and LEA will be responsible for certain reports.

 - i. Co-op (sending school) – Authorization to Pay form
 - ii. LEA – Teaching Out of Certification form, MOU with coop schools
 - iii. LEA & Co-op - Districtwide Student Need Assessment, Implementation Plan
12. District Wide Student Needs Assessment - do I turn them all in? Do coop schools turn in their own?
 - a. Co-op schools must fill out their own DWSNA in Single Sign On.
13. Implementation Plan - do we need to print and upload?
 - a. No, we can see your plan on single sign on.
14. MOU - do I turn them all in? Do coop schools turn in their own?
 - a. Each Co-op or sending school should upload a copy of their MOU and Authorization to Pay form in their district's digital file.
 - b. As the LEA for a Coop, your district should upload all approved MOUs and Authorization to Pay forms in your district's digital file.
 - i. Your digital file should have an MOU and an Authorization to Pay form for each of your Co-Oping schools.

16 Criteria Clarification

Criteria 1

- List of students and grades
- List of teachers and subjects they teach

Criteria 2

- **Intervention and motivational strategies** – examples of MTSS or PBIS systems you have in place.
- **Record keeping** - Programs need to provide documentation, for example a spreadsheet, that provides a snapshot of a student's progress in terms of behavior, attendance, and grades (course completion).
- We do **intervention strategies** every Friday during our PLC session - how many agendas from these meetings should we send? **Please upload 25% of your meeting agendas.**

Criteria 3

- What should be included in the **intake packets**?
Signed student contract and at-risk indicators. You do not have to upload all the documents for every student – include a minimum of 25% of your enrollment.
- Who should be on the **intake committee**?
An administrator, counselor, regular education teacher, alternative education teacher, special education teacher (if applicable), parent /guardian and student.
- Our **intake application** is online and populates to a google doc. Do we need to create a hard copy to scan and put into the digital folder?
Yes; download the documents then upload them into your appropriate digital folder.
- **At-risk indicator** – copy for every student enrolled in your program

Criteria 5

- Could I have my teachers watch some of the webinars that are posted on the AltEd site to help with the **PD** part of the checklist?
Yes, please keep appropriate documentation of each webinar they attend.
Also, please consider attending the National Alternative Education Association's national meeting. Information can be found here: <https://www.the-naea.org/conferences.html>

Criteria 6

- What type of **documentation** are you looking for?
Pictures are the easiest way to document; also, sign in sheets, permission slips, etc.

Criteria 8

- Should our **Student Information System (SIS)** show each course the student is enrolled in? It cannot just state "Academy"?
Per accreditation, students' schedules must show that the student is enrolled in a full day of academic classes.
- We have student's that come and go throughout the year, do we upload a document every time we have a new student?
The October 1st upload is representative of students enrolled in your program at that time. We understand that enrollment fluctuates throughout the year.



- We are unsure what was meant by **individualized learning plans**. Is this ICAP or grad plans?

The ICAP is just a piece of this. For this criterion, we are looking for documents tracking course completion and needed courses, community service, career interest surveys, post-secondary planning, etc.

Criteria 10

- Will an LPC candidate be acceptable for a counselor?
A candidate must be working under the supervision of someone who is fully licensed.

Criteria 11

- Are students required to have a **graduation plan**?
No matter which graduation path (core or college prep) the students choose, we need to see a graduation plan for each student.
- Our entire **ICAP** process is on-line. Do we print off all the students ICAP?
Printing is necessary for confirmation – choose 25% of your students to show compliance.

Criteria 12

- Do you have a curriculum for **life skills** that you recommend?
Life skills curriculum ideas can be found on the OSDE resource website:
<https://sde.ok.gov/resources-and-forms-school-districts#lifeskills>

Criteria 13

- Is an **Artist** in Residence Required?
The criteria states that hands-on arts education *may* include artist residency programs.

Criteria 14

- Do we have to submit the **budget** twice?
A copy of the budget you submitted through the Implementation Plan will also need to be uploaded to your digital folder.