

Program Name _____ District (LEA) or Sponsor _____

Date of Review _____ SDE Specialist _____

PROGRAM CRITERIA AND SUPPORTING EVIDENCE

YES NO

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

- a. Approved Waiver for serving fewer than 10 students (if applicable).
- b. Approved Deregulation for Time letter (if applicable).
- c. List of names and grades of all students being served.
- d. List of names and certification numbers of teachers serving the students listed above.

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

- a. Reward systems and motivational strategies such as Positive Behavioral Interventions and supports (PBIS).
- b. Record keeping for attendance, course completion and behavior (curriculum software tracking is not acceptable). Intervention strategies and meeting agendas that reflect discussion of student progress.
- c. Intervention strategies and meeting agendas that reflect discussion of student progress.
- d. Parent contact sheets with contact dates.

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

- a. Intake Packet (includes signed contracts, at-risk indicator, etc.).
- b. Student Contracts with signatures of intake committee (all contracts are subject to audit).
- c. At-Risk Identification form on file for every student coded as an Alternative Education student in the WAVE student record system.

Criteria 4—Demonstrate that teaching faculty are appropriately certified teachers

- a. Instructor Certification (met in Criteria 1) or approved Teaching Out of Certification Form.

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

- a. Clearly defined professional development plan for Alternative Education teachers and support personnel (e.g., trauma-informed, managing aggressive behavior, working with homeless youth).
- b. Evidence of teacher participation in Alternative Education professional development (e.g., sign in sheets, agendas, participation certificates).

PROGRAM CRITERIA AND SUPPORTING EVIDENCE

YES NO

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

- a. List of state and local organizations partnering with the Alternative Education Program.
- b. Evidence of activities with these organizations (e.g., list of meeting agendas, photos, dates and sign-in sheets).

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

- a. Current Oklahoma Academic Standards (OAS) alignment from your identified curriculum.
- b. List of identified gaps in OAS alignment from your identified curriculum.

Criteria 8—Offer individualized instruction

- a. Sample student schedules from Student Information System.
- b. Tutoring schedule, tutoring logs.
- c. Individualized learning plans.
- d. Examples of multiple forms of assessment (i.e., observations, portfolio, projects, paper/computer-based, peer reviews).

Criteria 9—State clear and measurable program goals and objectives

- a. Clearly stated and aligned mission and vision with defined goals are written, published and posted.

Criteria 10—Include counseling and social services components

- a. Counseling session dates and topics.
- b. Copy of counseling provider's Certificate or License (current school counselor's teacher certification and/or LPC, LADC, LCSW, LMFT, of school counselor(s) and any outside provider(s) partnering with the program).

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 exercises at the sending school or district after meeting the requirements of the school district as specified in the individual graduation plan for that student

- a. Compliance with 70 O.S. 1210.508-4 Individualized Career Academic Plan (ICAP).

Criteria 12—Offer life skill instruction

- a. Clearly defined curriculum to help students plan for life after high school (self-sufficiency, employment, etc.).

PROGRAM CRITERIA AND SUPPORTING EVIDENCE

YES NO

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

- a. Documentation of integrated art (activities, field trips, or visiting artists/ performers, etc.).

Criteria 14—Provide a proposed annual budget

- a. Copy of annual proposed budget.

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 identification as a student with disabilities under 70 O.S. 13-101. (Identification as a student with disabilities does not in itself disqualify a student from Alternative Education services, but special education status cannot be the basis for identification as an at-risk student).

- a. Completed End of Year Data Survey from previous school year.
- b. Photos of Alternative Education Program classroom(s), facilities, activity spaces, etc.
- c. Documentation of graduation rates and course completion of students.

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

- a. Roster/schedule of students enrolled in Career Tech Education programs.
- b. Examples of communications made to Alternative Education students regarding activities available to them (Tech site visits, fliers, program materials, etc.).
- c. Number of students engaged in athletics, band, or other activities at the home school or district (include samples of schedules verifying enrollment in activities). _____



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