

# OSDE Alternative Education

## New Directors Training



**OKLAHOMA**  
Education



# OSDE Student Support Personnel

## **Petra Woodard**

- Executive Director of Academic Counseling & Alternative Education

## **Missy Corn and Leslie Frazier**

- Alternative Education Field Specialists

# New to Alternative Education

## What you need to know first: Compliance

# Compliance

- **Districtwide Student Needs Report Due**
  - June 30 (Single Sign-on)
- **Alternative Education End of Year Data Due**
  - June 30
  - (Google/Microsoft form document sent through alt education list serve)
- **Alternative Education Expenditure Reports Due**
  - July 2 - email to Alternative Education Office. (from your financial secretary – Job Code 388)
- **Alternative Education Implementation Report Due**
  - September 1 (Single Sign-on) Budget- Authorization to pay

# Single Sign On Reports

-  Your Account
-  About This Site
-  Links And Docs
-  Sign Out

## Applications

These are your current applications



Accreditation/HQT/School Improvement

SDE Administrator



Allocation Notices System

SDE Administrator



Alternative Education Implementation Plan FY 2020-2021

SDE Administrator



Districtwide Student Needs Assessment FY 2019-2020

SDE Administrator



# Welcome to the Alternative Education Academy Plan Reporting Site

We hope you find this online data entry to be convenient and efficient. To assist you, every screen has detailed help and instructions. Please click on the [Help](#) link in the Application Menu **before** you begin data entry.

If you are a district user, your password is assigned by your District Log-On Administrator. After all data entry has been completed, the DISTRICT SUPERINTENDENT must log on and CERTIFY the information reported.

Please be aware this is a DISTRICT report. Do not enter online or mail individual site reports. All sections of this report must be completed and certified by Monday, September 2nd, 2020.

**Your Allocation Amount: \$44,306.51**

**A. Do you participate in an Alternative Education Cooperative or Interlocal Cooperative for Alternative Education?**

Yes  No

**B. Is your district the Local Educational Agency (LEA) for this Cooperative?**

Yes  No

You must complete the [Budget form](#) and fax it to (405) 522-0496. Please download this form.

**C. Please confirm that the districts listed represent ALL of the members of your Alternative Education Cooperative**

I confirm that ALL members of my Alternative Education Cooperative are listed.

| County Name | District Name | Allocation |
|-------------|---------------|------------|
|-------------|---------------|------------|

- [SDE Home](#)
- [Return to SSO](#)
- [Log Off](#)

### Application Menu

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- [Contact Us](#)



# Budget for stand alone or LEA programs

Print Form

District Name: \_\_\_\_\_

FY\_\_ ESTIMATED BUDGET - STATEWIDE ALTERNATIVE EDUCATION

County Name: \_\_\_\_\_

Please select the choice below that reflects your program

FY\_\_ Allocation (Project 388): \_\_\_\_\_

Structure:

- Single-District Program  
  Cooperative Program  
  Interlocal Cooperative (ILC) Program

(Single-District and ILC Programs should reflect all expenditures in Fund 11. Cooperative Programs should reflect all expenditures in Fund 12.)

**PLEASE NOTE: Alternative Education Academy Program expenditures should be coded to Program Code 430, Project Code 388, and the Local District's Assigned Project Code for Alternative Education expenses that exceed the Allocation Amount.**

Please list your Local District's Alternative Education Project Code: \_\_\_\_\_

| OBJECT CODES                       | FUNCTION CODES      |                              |                                |                   |                                   |                                |                              |                  |                 |                                     |       | TOTAL OF ALL DISTRICT EXPENSES FOR ALTERNATIVE EDUCATION |
|------------------------------------|---------------------|------------------------------|--------------------------------|-------------------|-----------------------------------|--------------------------------|------------------------------|------------------|-----------------|-------------------------------------|-------|--|
|                                    | Instruction<br>1000 | Testing/<br>Guidance<br>2120 | Curriculum<br>Training<br>2210 | Secretary<br>2300 | Special Area<br>Administ.<br>2330 | Operation<br>of Maint.<br>2620 | Equipment/<br>Maint.<br>2640 | Security<br>2660 | Transp.<br>2720 | Special Area<br>Adm. Train.<br>2573 | Other |  |
| 100<br>Salaries                    |                     |                              |                                |                   |                                   |                                |                              |                  |                 |                                     |       |  |
| 200<br>Benefits                    |                     |                              |                                |                   |                                   |                                |                              |                  |                 |                                     |       |  |
| 300<br>Contract<br>Prof. Serv.     |                     |                              |                                |                   |                                   |                                |                              |                  |                 |                                     |       |  |
| 400<br>Property<br>Services        |                     |                              |                                |                   |                                   |                                |                              |                  |                 |                                     |       |  |
| 500<br>Travel                      |                     |                              |                                |                   |                                   |                                |                              |                  |                 |                                     |       |  |
| 560-Transp.<br>Student<br>Tuition  |                     |                              |                                |                   |                                   |                                |                              |                  |                 |                                     |       |  |
| 600-Supp.<br>& Mater.<br>< \$2,500 |                     |                              |                                |                   |                                   |                                |                              |                  |                 |                                     |       |  |

Approve Reject

- [SDE Home](#)
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#### Application Menu

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## Welcome to the Alternative Education Academy Plan Reporting Site

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**Your Allocation Amount: \$7,982.98**

**A. Do you participate in an Alternative Education Cooperative or Interlocal Cooperative for Alternative Education?**

Yes  No

**B. Is your district the Local Educational Agency (LEA) for this Cooperative?**

Yes  No

You must complete the [Authorization to Pay form](#) and fax it to (405) 522-0496. Please download this form.



**AUTHORIZATION TO PAY THE FY\_\_ ALLOCATION OF STATEWIDE ALTERNATIVE EDUCATION ACADEMY PROGRAM FUNDS TO THE LOCAL EDUCATION AGENCY (LEA) FOR THE COOPERATIVE**

Please complete the following information and fax to 405.522.0496.

District Name: \_\_\_\_\_ District Number: \_\_\_\_\_

County Name: \_\_\_\_\_ County Number: \_\_\_\_\_

Statewide Alternative Education Academy Grant Allocation: \_\_\_\_\_

**We authorize the Oklahoma State Department of Education (SDE) to pay our district's FY\_\_ Alternative Education Academy Allocation to the LEA listed below to provide Alternative Education Services for students in our district. We understand that this form does not constitute a contractual agreement for Alternative Education Services with the LEA. We understand that the SDE encourages us to develop a contractual agreement with the LEA that describes the details of the rights and responsibilities of each member of the Alternative Education Cooperative, including the amount above the allocation that each member of the cooperative should pay to the LEA for each student served.**

Superintendent's Name: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board President's Name: \_\_\_\_\_

Board President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE DISTRICT LISTED BELOW WILL RECEIVE OUR FY\_\_ ALTERNATIVE EDUCATION ACADEMY ALLOCATION AND WILL SERVE AS THE LEA FOR OUR DISTRICT'S ALTERNATIVE EDUCATION COOPERATIVE PROGRAM.**

LEA District Name: \_\_\_\_\_ LEA District Number: \_\_\_\_\_

LEA County Name: \_\_\_\_\_ LEA County Number: \_\_\_\_\_

# Authorization to Pay for Sending Schools Form



# End of Year Data Form List Serve

End-Of-Year Alt. Ed. Student Data for FY20 Student Data Survey-Please complete - Saved

Preview

Questions Responses **305**

## End-Of-Year Alt. Ed. Student Data for FY20 Student Data Survey-Please complete

Section 1

1. District Name \*

# Districtwide Student Needs Assessment

Districtwide Student Needs Assessment - F Y: 2019 - 2020

Session Timer: 44:48

[Welcome](#)
[Needs Assessment by Grade](#)
[Needs Assessment by Month](#)
[Reports](#)
[Return to SSO](#)
[Logout](#)

[HELP](#)

Application Status: **SAVED WITHOUT ERRORS**

Current Page Status: **SAVED WITHOUT ERRORS**

|   | Grade 6 |   | Grade 7 |   | Grade 8 |   | Grade 9 |   | Grade 10 |   | Grade 11 |   | Grade 12 |   |
|---|---------|---|---------|---|---------|---|---------|---|----------|---|----------|---|----------|---|
|   | M       | F | M       | F | M       | F | M       | F | M        | F | M        | F | M        | F |
| 1a. Total number of students who were not promoted to the next grade level (Grade 6-8) at the end of the 2019-2020 school year.   | 0       | 0 | 0       | 0 | 0       | 0 | 0       | 0 | 0        | 0 | 0        | 0 | 0        | 0 |
| 1b. Total number of students who did not achieve the next classification level (Grades 9-11) at the end of the 2019-2020 school year.   | 0       | 0 | 0       | 0 | 0       | 0 | 2       | 1 | 0        | 0 | 0        | 0 | 0        | 0 |
| 1c. Total number of students who did not graduate due to credit deficiency (Grades 12) at the end of the 2019-2020 school year.   | 0       | 0 | 0       | 0 | 0       | 0 | 0       | 0 | 0        | 0 | 0        | 0 | 1        | 0 |
| 2. Total number of students who were suspended out of school for any period of time during the 2019-2020 school year. (Example: If one student was suspended three times, only count one student.)          | 1       | 0 | 2       | 0 | 7       | 0 | 8       | 4 | 6        | 0 | 1        | 4 | 1        | 2 |
| 3. Total number of out-of-school suspensions of <u>10 or more</u> consecutive days during the 2019-2020 school year. (If the same student has multiple suspensions, please count each separate suspension.) | 1       | 0 | 2       | 0 | 0       | 0 | 0       | 0 | 1        | 0 | 1        | 2 | 0        | 1 |
| 4. Total number of out-of-school suspensions of <u>9 days or less</u> during the 2019-2020 school year. (If the same student has multiple suspensions, please count each separate suspension.)              | 3       | 0 | 2       | 0 | 10      | 0 | 7       | 5 | 3        | 0 | 1        | 2 | 1        | 1 |
| 5. Total number of <u>in-school</u> suspensions during the 2019-2020 school year. (If the same student has multiple suspensions, please count each separate suspension.)                                    | 11      | 3 | 10      | 4 | 20      | 7 | 6       | 5 | 3        | 1 | 4        | 0 | 0        | 0 |
| 6. Total number of students who missed <u>18 or more</u> school days during the 2019-2020 school year (include both excused and unexcused).   | 1       | 1 | 2       | 0 | 0       | 1 | 2       | 1 | 1        | 4 | 0        | 3 | 1        | 1 |
| 7. Total number of students that earned below a 2.0 GPA during the 2019-2020 school year.   | 0       | 0 | 2       | 0 | 1       | 0 | 11      | 4 | 5        | 0 | 2        | 1 | 0        | 0 |

Save

# Compliance

- **Teaching out of Certification Form**
  - Due at beginning of school year
- **Waivers for Less than 10 Students**
  - Due by October 1
  - Send original copy to accreditation office @ SDE for Board Approval
- **Deregulations for Days/Time**
  - Due October 1
  - Send original copy to accreditation office @ SDE for Board Approval



**Alternative Education Teaching Out of Certification Exemption Request**

“Teachers must be certified teachers but are not restricted to grade-specific or subject-specific areas. Assignment out of regular subject area(s) or grade level(s) certification requires State Department of Education approval.” (OAC Section 210:35-29-6). Areas that are not available for exemption are special education, AP courses, and career tech courses.

**Please Complete Online or Print Legibly**

District Name: \_\_\_\_\_

Superintendent Name: \_\_\_\_\_

District Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternative Education Program Name: \_\_\_\_\_

Program Level (check one) Elementary  Middle School/Jr. High  High School

Teacher Name: \_\_\_\_\_

School Address: \_\_\_\_\_ City \_\_\_\_\_ Zip code \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Teacher Certification Number: \_\_\_\_\_ Certificate Expiration Date: \_\_\_\_\_

Certification Areas: \_\_\_\_\_

Areas to be Taught Outside of Certification: \_\_\_\_\_

Reasoning for Exemption: \_\_\_\_\_

What are the supports that will be provided by the district to ensure success for teachers and students? \_\_\_\_\_

\_\_\_\_\_

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

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

Submit this form to Leslie Frazier at [Leslie.Frazier@sde.ok.gov](mailto:Leslie.Frazier@sde.ok.gov) or Missy Corn at [Missy.Corn@sde.ok.gov](mailto:Missy.Corn@sde.ok.gov).

Email address of person to send approved/denied request to: \_\_\_\_\_

\_\_\_\_\_

Oklahoma State Department of Education  Approved  Denied

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

Missy Corn, Alternative Education Specialist \_\_\_\_\_ Date \_\_\_\_\_

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

Leslie Frazier, Alternative Education Specialist \_\_\_\_\_ Date \_\_\_\_\_

Form revised 07-21-2020

# Teaching out of Certification Form



# Waiver/ Dereg Form



## STATUTORY WAIVER/DEREGULATION APPLICATION INSTRUCTIONS

(Oklahoma Deregulation Act, 70 O.S. § 3-124, et seq.)

### Accreditation Standards Division

2500 North Lincoln Boulevard, Suite 210 • Oklahoma City, Oklahoma 73105-4599

Statutory Waivers/Deregulations for the next year will be accepted from April 1 through October 15, with the following exceptions:

- Teachers giving up planning periods for school enrollment growth after October 15.
- Adjunct teachers needing to teach more than one hour per day or more than 90 hours in one semester after October 15.
- Resignation of staff causing changes in library media service requirements after October 15.

Other waivers/deregulations such as parent/teacher conferences causing 2 days instruction in one 24 hour period, teachers attending school to obtain library media specialist certificates, early release for professional development, alternative school abbreviated days, and waivers of alternative school coop agreements, should all be decided and applied for by October 15th of the current school year.

*(For submission of a Statutory Waiver/Deregulation after October 15, call Accreditation.)*

If you need technical assistance, please discuss the application with your Regional Accreditation Officer (RAO) or the Accreditation Division staff.

### Preparing the Statutory Waiver/Deregulation

- 1 Submit a cover letter on school letterhead, with the superintendent's signature, with a brief explanation of the request for a statutory waiver/deregulation.
- 2 Complete entire cover page.
  - Original signatures of the Superintendent, Principals, Board President and notary with a stamp/seal are required.
  - Cite the statute/OAC number in Title 70 or the Oklahoma Administrative Code to be waived (See below).
  - **The questionnaire following the cover sheet must be answered in order to process the application.**
  - For **planning period deregulations**, the application packet must also include letters from the teachers affected stating that they are doing this of their own free will.
  - For **Library Media Specialist** (teacher obtaining their LMS degree & certification), the teacher affected must include a letter of their intent to obtain the degree/certificate and proof of their enrollment in classes at a qualified university/college for the area of study.

# Compliance

- Participation (stand alone, LEA/sending schools)
- 5% above base salary
- Food service
- Transportation
- Adequate and appropriate space available
- Appropriate technology for type of program

# District Control

- Local Control
- Flexible to allow districts to develop programs to meet community needs
- Full Day, half day, evening options
- Multiple district and career technology center programs
- Each district defines their at-risk population and designs programs to meet the needs of those at-risk learners.

# Regions, Site Visits and Legislative Updates

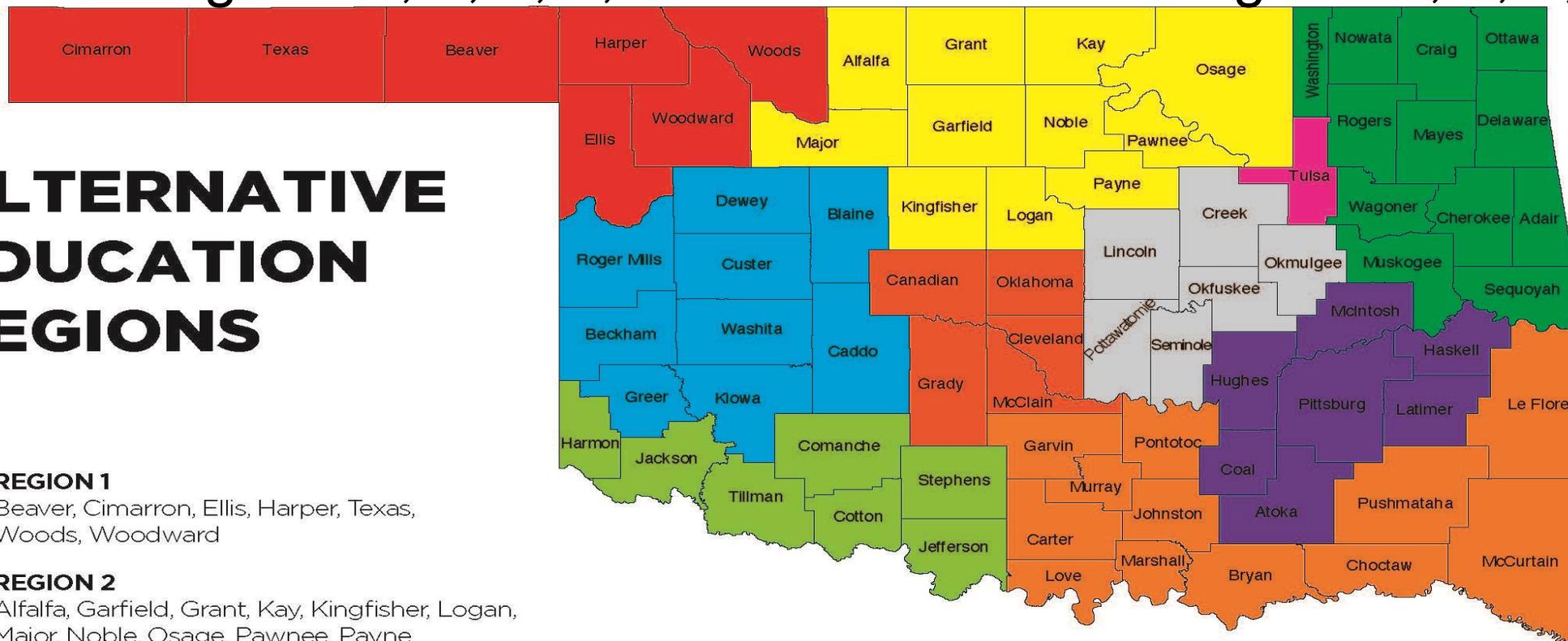
Missy Corn: Regions 1, 2, 3, 6, 9

Leslie Frazier: Regions 4, 5, 7, 8, 10

# ALTERNATIVE EDUCATION REGIONS

- REGION 1**  
Beaver, Cimarron, Ellis, Harper, Texas, Woods, Woodward
- REGION 2**  
Alfalfa, Garfield, Grant, Kay, Kingfisher, Logan, Major, Noble, Osage, Pawnee, Payne
- REGION 3**  
Beckham, Blaine, Caddo, Custer, Dewey, Greer, Kiowa, Roger Mills, Washita
- REGION 4**  
Comanche, Cotton, Harmon, Jackson, Jefferson, Stephens, Tillman
- REGION 5**  
Canadian, Cleveland, Grady, McClain, Oklahoma
- REGION 6**  
Adair, Cherokee, Craig, Delaware, Mayes, Muskogee, Nowata, Ottawa, Rogers, Sequoyah, Wagoner, Washington

- REGION 7**  
Tulsa
- REGION 8**  
Atoka, Coal, Haskell, Hughes, Latimer, McIntosh, Pittsburg
- REGION 9**  
Creek, Lincoln, Okfuskee, Okmulgee, Pottawatomie, Seminole
- REGION 10**  
Bryan, Carter, Choctaw, Garvin, Johnston, LeFlore, Love, Marshall, McCurtain, Murray, Pontotoc, Pushmataha



# Site Visits

- Districts will be visited every other year.
- Even Regions will be visited in an even number year.
  - Ex: this year FY21—All odd regions 1,3,5,7,9

# Evaluation Meetings

- We will email schools to set up a meeting
- If school is open – we may visit face to face or virtually
- If school is closed do the COVID-19 - we will meet virtually as scheduled
- If visit is cancelled for any reason, the meeting will be rescheduled

# Evidence Binder

- Have a 3-ring binder showing documentation listed on alternative evaluation rubric and site-based checklist. (we will review both of these documents later)

# What is the Definition of an Alternative Education Student and why do I need to know?

Alternative Education students are at-risk students whose present or predictable status\* indicates that they might fail to successfully complete their secondary education and acquire basic life skills necessary for higher education and/or employment.

\*economic, emotional/social, academic, and/or health

# Definition

academic deficiency

physical or mental health issues

behavioral difficulties

pregnancy or parenting

excessive absences

students in state custody

family issues

students in state custody

financial issues

substance abuse

juvenile justice involvement

overage or underserved students

Or other such factors, not including disability status.

# Student Questionnaire

Student Interview Prep Questions - Interview 1 or 2 students about program, these are questions to help prepare them for the interview. **Sample questions:**

1. Did you have input into the kinds of activities offered in this program?
2. Tell me what ideas you provided to improve this program or what you would like provide?
3. What was the transition like from traditional school to this alternative education program?
4. Tell me what topics and activities occurred in counseling that will help you into your adulthood?

# Site Visit Evidence Checklist

- [New Checklist Link](#)
- [New Rubric Link](#)

# Intake and Screening

## High School Criteria for At-Risk Identification

Student Name: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_

| At-Risk Indicator   | Points |
|---|--------|
| Low socio-economic or minority status                     | 1      |
| Teacher, counselor, or principal referred                 | 1      |
| GPA below 2.0 (If so, please write current GPA _____.)    | 1      |
| Retained at any point in educational process              | 2      |
| Credit deficiencies for graduation with entering class    |        |
| a. 2 credits or less                                      | 1      |
| b. 3 – 5 credits  | 2      |
| c. 6 – 7 credits  | 3      |
| d. 8 credits or more                                      | 4      |
| State testing deficiencies                                | 1      |
| Behavioral Intervention                                   |        |
| a. Full day in-school suspension: 2 – 5 times             | 1      |
| b. Full day in-school suspension: more than 5 times       | 2      |
| c. Out-of-school suspension: 1 – 2 times                  | 3      |
| d. Out-of-school suspension: 3 times or more              | 4      |
| Attendance (excluding medical and any kind of suspension) |        |

# Alternative Education Statewide Plan, 1995

"...an educational process incorporating appropriate structure, curriculum, interaction, and reinforcement strategies designed to provide effective instruction for those students whose needs are not best served within the traditional educational setting..."

# Alternative Education Statewide Plan, 1995

“...Recognizes that all students learn in different manners, at different rates, for different reasons and across a variety of environments...a different view or perspective on how we can help facilitate certain students and their motivation for learning...”

“...different from the district’s standard traditional schools...”

# Monthly Webinars

- **Wednesday, October 7, 3:30 to 4:30**  
Distance Learning  
Dr. Aaron Espolt, OSDE
- **Wednesday, November 4, 3:30 to 4:30**  
Implementing the ICAP process in an Alternative Education Program  
Marissa Lightsey, OSDE
- **Wednesday, December 2, 3:30 to 4:30**  
Work-Based Learning and Industry Engagement  
Chelsea Hunt, OSDE

# Monthly Webinars

- **Wednesday, January 6, 3:30 to 4:30**  
Virtual Art Ideas  
Dr. Elizabeth Maughan, OSDE
- **Wednesday, February 3, 3:30 to 4:30**  
Practical Trauma-Informed Classroom Strategies for Students  
Beth Whittle, OSDE
- **Wednesday, March 3, 3:30 to 4:30**  
Supporting Children with Challenging Behaviors  
Kristen Perez-Rickels, OSDE

# OK School Alternative Education Association

- The association is seeking members committed to improving the quality of alternative education in the State of Oklahoma and working in various committees to better support alternative education programming.
- Alt Ed Association Membership Link: <http://bit.ly/OSAEAmemb>

# Questions?

# Contact Us

- Missy Corn - [missy.corn@sde.ok.gov](mailto:missy.corn@sde.ok.gov)  
405-831-1242
- Leslie Frazier – [leslie.frazier@sde.ok.gov](mailto:leslie.frazier@sde.ok.gov)  
405-570-5994
- Petra Woodard - [petra.woodard@sde.ok.gov](mailto:petra.woodard@sde.ok.gov)  
405-522-0031