

# Alternative Education Policies and Procedures Frequently Asked Questions 8.2024

1. Does a K-8 or K-12 district who has never had an Alternative Education program have to complete the Alternative Education Plan in single sign-on?
  - a) Yes, however the revised Alternative Education Implementation Plan includes a new provision that allows districts without prior programs to bypass the comprehensive data requirements previously necessary. This change aims to streamline the process for these districts.
  - b) **New Question A - for no program**  
**A. Only answer Yes if you do not have an Alternative Education Program. Otherwise answer No.**
  - c) **If answering Yes, I confirm my district will not have an Alternative Education Program this year and will not enter into cooperative agreement with another district because my district has zero alternative education students. I also confirm I have completed a waiver or have an approved waiver to serve less than 10 students for this year.**
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 serve less than 10 students.
3. Is it mandatory for a fifth-year senior to complete the ICAP? We have a student that just needs to complete a few courses to graduate and has 70% of it completed.
  - a) If the student was in 9<sup>th</sup> grade in the 2019-20 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, 11, & 14**
    - **Current and/or previous year's** data may be used for **Criteria 2, 5, 6, 7, 8, 10, 12, 13, 15, & 16.**

6. When are the 16 Criteria digital folders due?
  - a) FY25 digital folders are due on October 1<sup>st</sup>.
7. End of Year data survey
  - a) The End of Year Data survey will be sent out via a link in May, and it will also be linked in the Alternative Education newsletter.
8. Are we still using the evaluation Rubric? The rubric seems to ask more than is stated in the 16 Criteria.
  - a) The rubric is no longer used an evaluation to determine a total score for funding. It will be used as an **audit** to determine areas that need support for your program.
  - b) The documents you upload into the digital folders will be used to evaluate your program for funding.
  - c) The updated FY25 Alternative Education Evidence Criteria Review (referred to as the checklist) has been emailed and it is on our website.
9. 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 (via Single Sign On) by September 1<sup>st</sup> 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.
10. On the Districtwide Student Needs Assessment (DWSNA) 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.
11. District Wide Student Needs Assessment – do I count all students served, even if they are not from my district?
  - a) No, Co-op schools must fill out their own DWSNA in Single Sign On.

12. 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
13. If we belong to an AltEd Co-op, who is responsible for the following reports?
  - a) 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 school(s)
    - iii. LEA & Co-op - Districtwide Student Need Assessment, Implementation Plan
14. Implementation Plan - do we need to print and upload?
  - a) Yes, you should place it in the “required documentation” folder.
15. MOU agreements - do I upload them all in in my digital folders? Do coop schools turn in their own?
  - a) As the LEA (hosting school) for a Coop, your district should upload all approved MOUs in your district's digital file.

## **16 Criteria Clarification**

### **Criteria 1**

- List of students and grades
- Number of students from sending school(s), if applicable
- 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.**
- **Parent contact documentation**

### **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.**
- **Student At-risk indicator** – copy for every student enrolled in your program

### **Criteria 5**

- Can 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 1<sup>st</sup> 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, 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.