

OSDE Alternative Education

FY23 New Policies and Procedures



OKLAHOMA
Education



Meet the Team

Alternative Education Team



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Overview

Alternative Education Today

- 2 Co-Directors
- 1 Field Specialist
- 10 Statewide Regions
- Approximately 311 programs
- 2021-2022 Budget = \$12M (an increase of \$2M)

Alternative Education Regions

ALTERNATIVE EDUCATION REGIONS

- REGION 1**
Cimarron, Texas, Beaver, Harper, Woods, Ellis, Woodward
- REGION 2**
Alfalfa, Grant, Major, Kingfisher, Garfield, Kay, Osage, Noble, Payne, Pawnee, Logan
- REGION 3**
Roger Mills, Beckham, Greer, Dewey, Custer, Washita, Kiowa, Caddo, Blaine
- REGION 4**
Harmon, Jackson, Tillman, Cotton, Comanche, Stephens, Jefferson
- REGION 5**
Canadian, Grady, Oklahoma, Cleveland, McClain
- REGION 6**
Adair, Cherokee, Sequoyah, Wagoner, Muskogee, Washington, Nowata, Craig, Ottawa, Rogers, Mayes, Delaware
- REGION 7**
Tulsa
- REGION 8**
McIntosh, Hughes, Coal, Atoka, Pittsburg, Haskell, Latimer
- REGION 9**
Creek, Okmulgee, Lincoln, Okfuskee, Pottawatomie, Seminole
- REGION 10**
Garvin, Murray, Carter, Love, Pontotoc, Johnston, Marshall, Bryan, LeFlore, Pushmataha, Choctaw, McCurtain



Alternative Education Structure

Region Divisions:

- Missy Corn - North/West: Regions 1,2,3
- Leslie Frazier - East/South: Regions 5,6,7
- Michelle Butler - South/Central: Regions 4,8,9,10

Benefits:

- More frequent, direct service to schools
- Streamlined travel for Field Specialists
- Better communication with RAOs, and other departments that serve schools by county

Key Learning Today

1. Implementation of HB 2520
2. Review Processes
3. Evidence for 16 Criteria

Legislation – HB 2520

- Became effective July 1, 2019 ([70 O.S. § 1210.568](#)).
- Outlines the 16 criteria required to receive funding.
- Adjusts the allocations of funds to be calculated on ADM.

Process Review

- All Districts complete the District Wide Student Needs Assessment in SSO.
- All Districts complete the Implementation Plan in SSO.
- Districts wishing to receive funding complete Evidence Review Criteria in provided digital folders.

Prework

- If a district does not currently have an Alternative Education Program, email Missy Corn to begin the application process and be assigned a specialist.
 - (missy.corn@sde.ok.gov) (405) 831-1242
- All charter schools will need to provide written approval on sponsor letterhead confirming the sponsor's authorization for establishing an Alternative Education Program.
 - Letter must be sent to Lori Murphy at Lori.Murphy@sde.ok.gov (405) 533-5260

Timeline

- Districtwide Student Needs Assessment – due June 30
- Estimated Budget – due September 1
- Implementation Plan – due September 1
- Criteria Evidence for Review – due September 1
- Authorization to Pay form – due September 1

District Wide Student Needs Assessment

- DWSNA can be found in Single Sign On
- Due June 30
- Identification of At-Risk Students
- These numbers should correlate to those students coded as Alternative Education
- After the District Wide Needs Assessment is completed, the Implementation Plan will open.

Implementation Plan

- Alternative Education Implementation Plan can be found in Single Sign On.
- Plan **must** be completed by September 1
- If you fail to meet the September 1 deadline, your district will not receive funding for the following school year.

Process and Review

New Documents:

- Oklahoma Alternative Education Approval and Review Process can be found on the Alternative Education website and linked [here](#).
- Alternative Education Criteria Review can be found on the Alternative Education website and linked [here](#).

New Procedure:

- OSDE will use the evidence and documentation provided by school districts showing the 16 Criteria outlined in the Alternative Education Criteria Review to determine program eligibility for funding.

Application and Review

- The school district will use the Alternative Education Criteria Evidence Review to provide documentation of the sixteen (16) Alternative Education program criteria.
- Contact your Alternative Education Specialist to receive access to your criterion specific folders.
- Each school district must upload documentation of the 16 criteria to the criterion specific folder provided by their specialist.
 - Evidence of the 16 criteria must be submitted by Sept. 1 to be considered for funding the following school year.

Application and Review Continued...

- For **new** programs (those programs that have not previously received funding) a review of the provided evidence will be completed within 30 (thirty) days of receipt by OSDE.
- After the review, the specialist will perform an on-site audit of the 16 criteria by November 1st.

Application and Review Continued...

- For those programs currently receiving funding, the review of evidence will occur prior to the annual site visit. On-site evidence audits will occur according to the current review cycle.
- All Alternative Education Program documentation will be reviewed every year to verify continuing implementation of the 16 criteria for continued funding.
- Efficacy of implementation is reviewed every other year for support and improvement purposes through an on-site audit.

Program Criteria and Supporting Evidence

Alternative Education Support Documentation

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

- a) Approved Waiver for less 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 student listed above.

Alternative Education Support Documentation

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

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

Alternative Education Support Documentation

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

- a) Intake Packet (e.g., includes signed contracts, at-risk indicator).
- 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.

Alternative Education Support Documentation

Criteria 4 – Demonstrate that teaching faculty are appropriately certified teachers.

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

Alternative Education Support Documentation

Criteria 5 – Demonstrate that the 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).

Alternative Education Support Documentation

Criteria 6 – Reflect appropriate collaboration 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).

Alternative Education Support Documentation

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.

Alternative Education Support Documentation

Criteria 8 – Offer individualized instruction.

- a) Sample student schedules from your 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).

Alternative Education Support Documentation

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 service components.

- a) Counseling sessions 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 this program).

Alternative Education Support Documentation

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 individual graduation plan for that student.

a) Compliance with 70-1210.508.4 Individualized Career Academic Plan (ICAP).

Criteria 12 - Offer life skills instruction.

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

Alternative Education Support Documentation

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).

Criteria 14 – Provide a proposed annual budget.

a) Copy of annual proposed budget.

Alternative Education Support Documentation

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. 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).
- c) Documentation of graduation rates and course completion of students.

Alternative Education Support Documentation

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.
- c) Number of students engaged in athletics, band, or other activities at the home school or district (include sample rosters and schedules).

Next Steps:

- Study the Approval Process and Review document.
- Study the Evidence Criteria Review document.
- Begin gathering evidence documents.
- Complete the District Wide Needs Assessment.
- Email your specialist when you are ready to upload evidence documents.
- Plan to attend the regional meeting. Dates of meetings and registration information will be shared by email, newsletter, and are posted on the Alternative Education website. <https://sde.ok.gov/alternative-education>

Stay in touch with your Specialist!

Please post
your questions
in the chat

FAQ

- Frequent Asked Questions are posted on the alternative education website. [HERE](#)

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