Alternative School Application

Regular Session – Due June 15

For new schools or existing schools making changes in the instructional practices, schedules or grades served.

# School Information

Alternative School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternative School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School District Name and Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## School Administrator

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## District Superintendent

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Additional School Information:

Grades served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Include all possible grades, as this is used for the setup in ISEE.)

Separate Accountability Rating: \_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_\_\_No

Issues unique diploma: \_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_\_\_No

Date of current accreditation: \_\_\_\_\_\_\_\_\_\_\_ If not accredited, name of sponsoring school: \_\_\_\_\_\_\_\_\_\_\_\_

# Anticipated Enrollment:

Eligible students are those enrolled in grades 6-12 during the regular school Year; 5th grade students cannot be included. All students must meet the at-risk qualifiers defined in Idaho Code §§33-1001(3). Please include all grades might enroll.

| Grades Served | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Enrollment per grade |  |  |  |  |  |  |  |  |

## Current School Year Alternative School Enrollment:

| Grades Served | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Enrollment per grade |  |  |  |  |  |  |  |  |

# Instructional Questions

Give detailed answers to the following statements. Please review them carefully and address all parts of the statement.

1. Describe how the curriculum, instruction, culture, and focus of the school is specifically designed to meet the needs of at-risk. Include how the school is providing alternative opportunities for the enrolled students.
2. Discuss the efforts (school and district wide) being undertaken to improve the graduation rate for the alternative school.
3. Provide specific examples of how the students are provided opportunities and instruction related to career, technical, and post-secondary opportunities.
4. Provide a class schedule. It must include:

* Subjects to be taught
* Certified teachers who will be teaching each subject
* Dates for the quarter, semester, or trimester

## Idaho Alternative School Assurances

Please review the following and check each box indicating your compliance with Idaho Code (IC) and Rule ( IC §§33-1001(3), 33-1201 and IDAPA 08.02.03.110) relating to the district’s Alternative School Program. After completion of the review, please sign this page indicating the district and school’s compliance.

* Alternative Secondary Programs. Alternative secondary programs are those that provide special instructional courses and offer special services to eligible at-risk youth to enable them to earn a high school diploma. Designated differences must be established between the alternative school programs and the regular secondary school programs. Alternative secondary school programs will include course offerings, teacher/pupil ratios and evidence of teaching strategies that are clearly designed to serve at-risk youth as defined in this section.
* Student Qualifications. An at-risk youth is any secondary student grade sixth through twelve who meets any three of the following criteria, Subsections (a) through (f), or any one of criteria in Subsections (g) through (m).

a. Has repeated at least one grade.

b. Has absenteeism that is greater than ten percent during the preceding semester.

c. Has an overall grade point average that is less than 1.5 (4.0 scale) prior to enrolling in an alternative secondary program.

d. Has failed one or more academic subjects in the past year.

e. Is two or more semester credits per year behind the rate required to graduate or for grade promotion.

f. Has attended three (3) or more schools within the previous two (2) years, not including dual enrollment.

g. Has a documented or pattern of substance abuse behavior.

h. Is pregnant or a parent.

i. Is an emancipated or unaccompanied youth.

j. Is a previous dropout.

k. Has serious personal, emotional, or medical issue(s).

l. Has a court or agency referral.

m. Demonstrates behavior that is detrimental to their academic progress.

* Instruction. Special instruction courses for at-risk youth enrolled in an alternative program will include:

1. Core academic content that meets or exceeds minimum state standards;
2. A physical fitness/personal health component;
3. Career and technical education component approved by the state division of career and technical education;
4. A personal finance, parenting, and child care component; and
5. A personal and career counseling component.

* Graduation Credit. Graduation credit may be earned in the following areas: academic subjects, electives, and approved work-based learning experiences. Nonacademic courses, i.e., classroom and office aides do not qualify for credit unless they are approved work-based learning experiences.
* Special Services. Special services, where appropriate for at-risk youth enrolled in alternative secondary programs, include the following where appropriate:

1. A day care center when enrollees are also parents. This center should be staffed by a qualified childcare provider.
2. Direct social services that may include officers of the court, social workers, counselors/ psychologists.
3. All services in accordance with the student’s Individualized Education Program.

* Certification. All teachers and professional personnel must meet the certification requirements of Idaho Code §§33-1201. Additionally, all courses have a teacher of record who is primarily responsible for planning and delivering instruction; assessing students using formative and summative methods; and designating the final grade.

As an authorized representative of your school district, your signature below indicates your district’s compliance with Idaho State Law in regard to the operation of your Alternative Secondary School Program and that the information in the application is true and accurate.

#### Signature of District Superintendent

Date

#### Signature of Alternative School Administrator

Date

Return the completed application to:

Michelle Clement Taylor

mtaylor@sde.idaho.gov

Idaho Department of Education

650 W State Street, Boise, ID 83702

208 332 6963| [www.sde.idaho.gov](http://www.sde.idaho.gov/" \o "State Department of Education website)

FAX: 208 334 2228

Alternative School Applications

Regular Session Instructions

For new schools or existing schools making changes in the instructional practices, schedules or grades served.

Before completing the Regular School Application, read the following instructions. As you are preparing the application it is important to provide complete and accurate information. The information for the application is used to configure the school for the ISEE upload. Use this application for new alternative schools or if there are changes with an existing school, such as: adding grades, changing how instruction is provided, or adopting a different grading calendar or schedule.

# At-Risk Student Qualification List

To make sure Regular Session Alternative School students meet the requirements of Idaho Law, and are eligible for reimbursement, review the at-risk student qualifiers. The students attending the alternative school must meet the qualifications below.

An at-risk youth is any secondary student grade sixth through twelve who meets any three of the following criteria Subsections (a) through (f); or any one of criteria in Subsections (g) through (m)

a. Has repeated at least one grade.

b. Has absenteeism that is greater than ten percent during the preceding semester.

c. Has an overall grade point average that is less than 1.5 (4.0 scale) prior to enrolling in an alternative secondary program.

d. Has failed one or more academic subjects in the past year.

e. Is two or more semester credits per year behind the rate required to graduate or for grade promotion.

f. Has attended three (3) or more schools within the previous two (2) years, not including dual enrollment.

g. Has a documented or pattern of substance abuse behavior.

h. Is pregnant or a parent.

i. Is an emancipated or unaccompanied youth.

j. Is a previous dropout.

k. Has serious personal, emotional, or medical issue(s).

l. Has a court or agency referral.

m. Demonstrates behavior that is detrimental to their academic progress

## Explanations for each section of the application:

### School Information:

Include the street address, city, and zip code where the Alternative School will be physically located.

### School Principal / Administrator and School District Superintendent

Enter in the information where noted. Signatures will be required on the Assurances Page.

### Anticipated Enrollment:

Fill in the anticipated enrollment for each grade and the total. This information is used for determining the school’s grades. If it there aren’t students currently enrolled in the grade; but there might be one, put a one (1) in the grade box. This will prevent the ISEE data from being rejected when it is uploaded.

### Current Alternative School Enrollment:

List the enrollment per grade from the Alternative School from the current year. If the district is not operating an alternative school this year, leave it blank.

### Instructional Questions

When answering the questions in this section, please be mindful of the IDAPA 08.02.03.110 rules:

“Alternative secondary programs are those that provide special instructional courses and offer special services to eligible at-risk youth to enable them to earn a high school diploma. Some designated differences must be established between the alternative school programs and the regular secondary school programs. Alternative secondary school programs will include course offerings, teacher/pupil ratios and evidence of teaching strategies that are clearly designated to serve at-risk youth.”

#1: Alternative schools are required to provide instruction that is designed to meet the needs of at-risk students. The funding is provided at a different rate to help accomplish or meet this requirement. The purpose of this question is to help define the differences.

Independent study, self-study packets, and online instruction completed without the oversight and instruction of a certified teacher are not eligible for reimbursement.

#2: Discuss what the school and district has done related to the graduation rate.

* Has the district implemented early identification of at-risk students?
* Provided more emphasis on study skills and time management?
* Instituted a mentoring or advising program designed to help the students catch-up or complete classes early?
* Improved student tracking and graduation appeals?
* Something else entirely???

#3: Discuss the career, technical, and post-secondary opportunities and instruction provided for the at-risk students. What is being done to prepare the students for work, careers, or post-secondary education? There are several requirements in the administrative rule related to this area.

#4 - A printed schedule must be included with the application. It must include information for the sub-categories in this section.

1. Subjects to be taught. List ALL of the classes that the Alternative School will be offering.
2. Teachers: List the teachers associated with each of the classes.
3. Quarter, semester or trimester dates. List the start and end dates of each quarter, semester, or trimester.

### Assurances Page

This page is to indicate the district’s compliance with Idaho Administrative Rules (IDAPA 08.02.03.110) and Idaho Code §§33-1001(3) and 33-1201. Please read each section carefully to determine that all of the Alternative School students meet the qualifications of at-risk youth.

We have designed the form so that you can attach your signature electronically. At the bottom of the Assurances Page, please make sure both the Superintendent and the School Administrator sign and date the form. If you do not have an electronic signature, please email, or fax the signed document.

Email to: mtaylor@sde.idaho.gov / Fax: (208) 334-2228.