Alternative School Application

Summer Session – Due April 15

### School Information

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

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

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

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

#### School Administrator

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

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### District Superintendent

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

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Anticipated Summer 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).

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

## Current Year Alternative School Enrollment:

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

# Instructional Questions

Please give detailed answers to the following statements and questions. Please review them and address the specific question or statement.

1. Does the district operate an alternative school during the school year that serves the same grades as this summer school? \_\_\_\_\_\_\_Yes \_\_\_\_\_\_ No

If yes, what is the name of the school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are all of the students enrolled in the summer program enrolled in an alternative school during the regular school year? \_\_\_\_\_\_\_Yes \_\_\_\_\_\_ No
2. Describe the focus of the summer school instructional program and how instruction is provided to meet the needs of at-risk youth. (Note: Independent study and self-guided packets may not be included in the instructional hours or submitted for attendance purposes.)
3. Please provide a summer program and class schedule. It must include:
* Beginning & ending dates for summer session
* Days of the week instruction will take place
* Instructional time per day & week
* Total instructional hours for the summer (minimum 225 hours)
* Subjects to be taught
* List of certified teachers teaching each subject

## Idaho Alternative Secondary Summer School Assurances

Please check each box indicating your compliance with Idaho Code §§33-1001(3), 33-1201, and IDAPA 08.02.03.110 relating to the district’s Alternative Summer 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.

If the special instruction courses are provided during the regular school year and the summer program is aligned with the regular alternative school program, this section is optional for the summer program.

* 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.

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 Summer 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/%22%20%5Co%20%22State%20Department%20of%20Education%20website)

Alternative School Applications

Summer Session Instructions – Application due April 15

Before completing the Summer School Application, read through 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. When looking at the student population for summer school, only students who meet the at-risk qualifiers may be submitted for reimbursement. Alternative schools cannot require students to pay fees for materials or making up a credit.

# At-Risk Student Qualification List

To make sure Summer Alternative School students meet the requirements of Idaho Law, and are eligible for reimbursement, review the at-risk student qualifiers. The Summer Alternative program is not for credit recovery of the general student population. The students 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).

1. 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 Summer School will be physically located.

### School Principal / Administrator and School District Superintendent

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

### Anticipated Enrollment for summer session:

Fill in the anticipated enrollment for each grade and the total. Students enrolled in 6th grade during the current school year are eligible for summer school. Students enrolled in 5th grade during the current school year are not eligible. This information is used for determining the school’s grades.

If students’ attendance is submitted for reimbursement, those students must meet the at-risk qualifiers.

### Alternative School Enrollment:

### List the enrollment per grade from the Alternative School from the current year. If the district does not operate an alternative school during the school year, leave this 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 - #2: The questions are to help with the accreditation, alignment and reporting for the alternative schools.

 #3: Describe the focus of the summer school program. Also include an explanation of how the instruction is specifically designed to meet the needs of the at-risk students. The purpose of this question is to understand how the summer school operates and provide background for answering questions that might arise from other groups at the Idaho Department of Education.

Discuss if it is designed for credit recovery for qualified at-risk students; academic and/or study skills to help students with the transition between middle and high school; or credit enhancement – an opportunity for alternative school students to take additional classes that aren’t offered during the regular year or something completely different.

#4 - A printed schedule must be included with your application. It must include information for the 6 sub-categories in this section.

1. Start and end dates of each summer session.
2. List which days of the week instruction will take place, i.e., M-W-F or M-F.
3. Instructional Time per day. For each day of instruction, indicate the number of hours the students are under the direct instruction of the teachers. This does not include breaks, lunch, study time, independent study, or hours for the counselor or administrator.
4. Total Hours. To reach a total, add up the instructional hours per day and then multiply the number of school days for the Alternative School. It should total a minimum of 225 hours for the summer session. Individual students are not required to attend the total 225 hours.
5. Subjects to be taught. List ALL of the classes that the Alternative School will be offering.
6. List of Teachers: List all the teachers associated with each of the classes. For the Summer School, we will accept “To Be Determined” as we know you may be confirming teachers.

#### Example of class schedule:

Summer School: 28 school days

| Subjects | Teachers | Days of Week | Instructional Time |
| --- | --- | --- | --- |
| Reading & Language | Mr. Smith | M - F | 8 am – 11:30 am |
| Math | Ms. Jones | M - F | 12 pm – 3:30 pm |
| Government | Mr. Andersen | M - F | 8 am – 11:30 am |
| English | Ms. May | M - F | 12 pm – 3:30 pm |
| Math | Mr. Hernandez | M - F | 12 pm – 3:30 pm |
| Counselor | Ms. Howard | As needed | n/a |

To determine total instructional time:

* Course x daily instructional time (Reading & Language = 3.5 hours a day) Add up the instructional time for each course offered in a day.
* 3.5 hours x 5 courses in a day = 17.5 hours a day.
* 17.5 hours in a day x number of days school is open (17.5 x 28 days = 490 total instructional hours for Summer Alternative School).

### Assurances Page

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

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 the scanned signed document. Email to: mtaylor@sde.idaho.gov .

For Questions Contact

Michelle Clement Taylor, Director – Student Engagement & School Choice

Idaho Department of Education

650 W State Street, Boise, ID 83702

208 332 6963 | [www.sde.idaho.gov](http://www.sde.idaho.gov)

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