2016

Application for Approval of Proposed Alternative School

Wyoming school districts will submit this application when proposing to establish a new alternative school for the purpose of offering educational programs to students with educational needs which the district finds are not appropriately met by other schools in the district.

# Application Instructions for Wyoming School Districts Seeking Approval for an Alternative School

1. **Introduction/Background**

The Sixty-second Wyoming legislature enacted legislation providing for the approval of new alternative schools to be “included in a district’s configuration of schools under the block grant funding model.” This legislation amends Wyoming Statute 21-13-309 and requires an application to be approved by the Wyoming Department of Education (WDE)[[1]](#footnote-1).

For the purposes of this application, Alternative School is defined as a high school established by a school district to offer educational programs to students with educational needs which the district finds are not appropriately being met by other schools in the district system.

The purpose of the Alternative School Application is to:

* Provide the opportunity for school districts wishing to establish an alternative school to apply for and gain approval.

Applications will be accepted for new alternative schools from school districts. The application window for the 2015-16 school year is March 1 through July 15, 2016. Applications received during this application window will be read and evaluated as they are received.

1. **Application Narrative**

Please include in the application narrative:

* Purpose of the proposed alternative school.
* Results of a formal evaluation of the school district’s current at-risk programs describing how the district ensures the needs of at-risk children are addressed using a continuum of learning supports and classroom interventions. Respond to parts 1, a - d and 2, a-c. of this section.
* Explain how your district will evaluate the effectiveness of the district’s continuum of learning supports and classroom interventions at least every 2 years.
* Specify the space to be used for the proposed alternative school. Respond to parts 1. and 2. of this section.
* Describe the planned alternative school program demonstrating how the program will provide for the specific needs of individual students who have been identified as at-risk and how this program will fit into the district’s continuum of learning supports.
1. **Proposal Submission and Review**

Applicants must submit a signed copy of the full proposal to the WDE. The copy must include the signature of the authorized official on the certification page. Faxes are not acceptable. To be considered, proposals must be received at the WDE between March 1, 2016 and 5:00 pm on July 15, 2016. Proposals should be mailed, emailed in PDF format or delivered to:

Dianne Frazer

dianne.frazer@wyo.gov

Wyoming Department of Education

(307) 777-8676

2300 Capitol Avenue

2nd Floor Hathaway Building

Cheyenne, WY 82002

School districts receiving approval will be required to report annually to the WDE regarding progress in meeting educational objectives. The district will use the school improvement plan submitted through the AdvancED ASSIST program for this purpose. In addition, an evaluation of the effectiveness of at-risk programs must be conducted at least every two (2) years with results reported to the WDE.

Approved alternative schools will be funded through the Wyoming funding model starting the funding year following the first year of operation. Pursuant to W.S. 21-13-309(iv)(B), approved alternative schools will be resourced in accordance with “Attachment A[[2]](#footnote-2)” with data provided from the previous school year.

After two (2) evaluations demonstrating academic progress or success of the alternative school's educational program, the WDE will forward relevant documentation to the School Facilities Department for the consideration of including the alternative school in the district's five (5) year plan under W.S. 21-15-116. Further information regarding reporting requirements and forms will be made available by the WDE after a school is approved.

# Application Narrative

**Section 1: Purpose**

Please describe the purpose of your proposed alternative school:

Does the district currently operate an at-risk or alternative program that will be incorporated into the proposed school? If so, provide a brief description of this program.

**Section 2: Description and Evaluation of At-risk Programs**

Report the results of a formal evaluation of the school district’s at-risk programs. This evaluation should be district wide for all grades. It should include a description of how the district provides a continuum of learning supports and classroom interventions addressing the needs of all at-risk students.

1. The description narrative should include the following information:
2. Describe the criteria used to identify at-risk students. Include references to research and best-practice evidence for all criteria.
3. Describe how the district uses individual learning plans for each identified student. Include a copy of the individual learning plan used. If an individual plan is not used, explain why and provide an equivalent school-wide plan that defines interventions, programs and services required to address special needs. Explain how the plans are continuously monitored by the district.
4. Describe the research-based quality learning supports and classroom interventions the district uses to meet individual needs. Include strategies in place to address dropout prevention. Also include references and evidence for each. References can be any published research regarding the supports and interventions being used. Other evidence can be studies conducted using the interventions and may briefly cite key study results. For example, the percentage of students improved in reading by what measure. Charts or graphs that illustrate results can be included.
5. Describe the data-based predictors used to identify students at-risk of dropping out of school.
6. The Evaluation narrative should provide the following information:
	1. Identify the evaluation process employed to determine the effectiveness of the at-risk program. Describe any surveys, assessments, or other tools used in the process.
	2. Summarize the results of the evaluation. Identify interventions/strategies found to be effective and those found ineffective. Support these conclusions. Explain any changes made as a result of the study.
	3. Include charts, graphs, or other graphics to illustrate the data collected and analyzed.

**Section 3: Evaluation Plan**

Should the application be approved, describe how your district will meet the requirement to conduct an evaluation of the effectiveness of the district’s continuum of learning supports and classroom interventions as defined in this application at least every two (2) years. In particular how will your district evaluate the effectiveness of your system in meeting the needs of the students attending the alternative school?

**Section 4: School Facility**

Specify the space to be used for the proposed alternative school. Educational space for the school must be provided through facilities operated and maintained by the district and approved by the school facilities department as meeting statewide adequacy standards. Respond to each of the following

1. Is the proposed space in a district owned facility or other space? Provide the location of the facility.
2. Attach evidence that the space meets statewide adequacy standards verified by the School Facilities Department.

**Section 5: School Program**

Briefly describe the program to be offered by the proposed alternative school. How will the district ensure students in this school have met district standards and expectations?

# Application for Approval of Proposed Alternative School

Application Cover Page

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

Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Information:

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grades to be served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Enrollment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Statement of Assurances**

Should the proposed alternative school be approved, the authorized signatures on the application certify to the Wyoming Department of Education (WDE) that the authorized officials will:

Submit, in accordance with state guidelines and deadlines, all program and evaluation reports required by WDE.

**Certification by Authorized Officials**

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the governing body of this organization duly authorizes the filing of this application, and that the applicant will comply with the attached statement of assurances.

**Typed or Printed Name of Superintendent**

**Signature of Superintendent and Date**

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**This signature indicates approval of district board of trustees.**

1. 2014, Wyo. Sess. Laws Ch. 10, Sec. 1 [↑](#footnote-ref-1)
2. 2011 Wyo. Sess. Laws Ch. 185, Sec. 6 [↑](#footnote-ref-2)