



Wyoming Department of Education

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MEMORANDUM NO. 2014-089

TO: School District Superintendents

FROM: Dianne Frazer, Education Consultant
Standards and Accountability Division

DATE: July 28, 2014

SUBJECT: Wyoming Application for Approval of Proposed Alternative School

APPLICATION FOR ALTERNATIVE SCHOOLS AVAILABLE

Deadline to submit applications is Aug. 15 at 5 p.m.

The Wyoming Legislature has lifted the moratorium on, and has provided for approval of, the creation of new alternative schools. An application is required to obtain approval from the Wyoming Department of Education (WDE) to include a new alternative school in the district's configuration of schools under the block grant funding model for the 2014-15 school year.

Districts wishing to apply for approval of a new alternative school are asked to complete the application attached to this memo. Instructions for completion are included with the application. The deadline to submit applications is 5:00 pm on August 15, 2014. Proposals should be mailed, emailed in PDF format, or hand delivered to:

Dianne Frazer
Wyoming Department of Education
2300 Capitol Avenue
Second Floor Hathaway Building
Cheyenne, WY 82002
dianne.frazer@wyo.gov

For questions, please contact Dianne Frazer at dianne.frazer@wyo.gov, or 307-777-8676.

Attachment: Application for Approval of Proposed Alternative School



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Application for Approval of Proposed Alternative School

July 28

2014

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 has 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.

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 deadline for the 2014-15 school year is August 15, 2014.

2. 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 (a) through (d) of Section 2 of the application.
- 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 (a) and (b) of Section 4 of the application.
- 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.

3. Proposal Submission and Review

Applicants must submit a signed copy of the full proposal to the WDE. The copy must include signatures of the authorized official on the certification page. Faxes are not acceptable. To be

¹ 2014, Wyo. Sess. Laws Ch. 10, Sec. 1

considered, proposals must be received at the WDE by **5:00 pm on August 15, 2014**. Proposals should be mailed, emailed in PDF format or hand delivered to:

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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 A²" 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.

² 2011 Wyo. Sess. Laws Ch. 185, Sec. 6

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: 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 and include a description of how the district provides a continuum of learning supports and classroom interventions addressing the needs of all at-risk students. The description should include:

- a. Describe the criteria used to identify at-risk students. Include references to research and best-practice evidence for all criteria.

- b. 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.

- c. Describe the research-based quality learning supports and classroom interventions the district uses to meet individual needs. Include strategies in place to address drop out 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, what percentage of students improved in reading and by what measure?

- d. Describe the data-based predictors used to identify students at-risk of dropping out of school.

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:

- a. Is the proposed space in a district owned facility or other space? Provide the location of the facility.

- b. Attach evidence that the space meets statewide adequacy standards and is approved 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

This signature indicates approval of district board of trustees.