**Mississippi Department of Education**

**Office of Compulsory School Attendance Enforcement**

**Accreditation Standard-22**

**Division of Alternative Education Programs**

**Alternative Education Monitoring Instrument**

**School District: \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MDE Monitor: \_\_ \_\_\_**

| **Indicator** | **Compliance Indicator** | **Yes** | | **No** | **N/A** | **Evidence of Compliance** |
| --- | --- | --- | --- | --- | --- | --- |
| **Systemic Approach** | | | | | | |
| **Indicator 1** | The district has a local school board approved policy that governs the alternative education program. |  | |  |  | **§37-13-92 (1) Rule 7.1 (1), Alt Ed Manual pg. 5**  District provides a copy of the policy and minutes it was approved. It must define the program, policies, and procedures for the alternative education program. |
| **Indicator 2** | Is there an approved Mississippi Department of Education contract in place for two or more school adjacent districts (must provide local school board approved agreement with lead school district identified)? ***Please provide supporting documentation.*** |  | |  |  | **Rule 7.1 (8), Alt Ed Manual pg. 5**  District provides a copy of the contract and minutes when it was approved – identify lead district in the contract. |
| **Indicator 3** | The home school district receives educational results for students enrolled in the alternative education program. |  | |  |  | **§37-13-92 (2)(a), Rule 7.1 (15), Alt Ed Manual pg. 9-11**  Documentation of guidelines where educational records are shared with feeder schools or home schools including the districts that are in a consortium. |
| **Indicator 4** | Is the alternative school program housed on an existing campus? If “NO” please provide the name and license for the administrator. |  | |  |  | **Rule 7.1(7,8), Alt Ed Manual pg. 17**  A copy of the administrator’s license is provided for review. Documentation that shows the administrator listed assigned for the alternative education program. It may be listed in the referral packet where his signature is included with approval for placement at the alternative education program. |
| **Indicator 5** | Counseling is provided for parents and students. ***Please provide supporting documentation.*** |  | |  |  | **Rule 7.1 (18), Alt Ed Manual pg. 9,14**  The Alt Ed student folder includes counseling schedule or a counselor referral form. The monitor should review the support log for signatures. |
| **Philosophy and Mission** | | | | | | |
| **Indicator 6** | The district follows local board-approved procedures which meet the due process requirements for removal of a student from a traditional education setting to an alternative school program for disciplinary reasons (see, e.g. Goss v. Lopez, 419 U.S. 565 (1975)). | |  |  |  | **§37-13-92 (7)(a), Rule 7.1 (2),(7), Alt Ed Manual pg. 7**  The alt ed student folder should include the student’s documentation for the referral to the alternative education program. The referral packet should include the Superintendent/Designee approval signature for enrollment. |
| **Indicator 7** | Students in the alternative education program receive educational opportunities comparable to students in a traditional education setting (i.e. meals, transportation, programmatic requirements and opportunities, and for the number of days and hours as their peers). | |  |  |  | **§37-13-92 (2a) & (5), Rule 7.1(10), Alt Ed Manual pg. 5**  The school district alternative education program policies would include the details on how the district addresses the setting for the program and how the district ensures the students enrolled in the alternative education program are receiving educational services comparable to students in the traditional education setting. The monitor is to collect and review all points of documentation that verify the students are receiving comparable services, such as the policies, enrollment packets for students & parents, bell schedules, etc. Observations for verification should also occur at the time of the site visit. |
| **Indicator 8** | The school district provides clear program guidelines that are provided to students and parents at the time of placement. | |  |  |  | **§37-13-92 (2c), Rule 7.1 (9), Alt Ed Manual pg. 7, 9**  Documentation of the student and parent receiving a copy of the alternative education program guidelines should be included in the alternative education student folder. |
| **Indicator 9** | The school district adheres to state law and policies, including a description of the type of students that will be placed in the alternative education program. | |  |  |  | **§37-13-92 (1), Rule 7.1 (22, 25), Alt Ed Manual pg. 6** |
| **Referral and Entry** | | | | | | |
| **Indicator 10** | The alternative school placement is for, but not limited to, compulsory school  age students who meet the following criteria:  a. presence in the classroom is a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teacher;  b. suspended for more than ten (10) days or expelled from school, except for any student expelled for possession of a weapon or other felonious acts;    c. referred by the dispositive order of a chancellor or youth court judge, with the consent of the school district’s superintendent, and;  d. referred by the parent, legal guardian or custodian of such child due to disciplinary problems. | |  |  |  | **§37-13-92 (1), Rule 7.1 (22, 25), Alt Ed Manual pg. 5,11** |
| **Indicator 11** | The school district has clear and concise criteria for placement into the alternative school. | |  |  |  | **§37-13-92 (1)(7), Rule 7.1 (22), Alt Ed Manual pg. 11**  This would be included in the district policy for the traditional school policy and the alternative education policy. |
| **Indicator 12** | Alternative school placement is determined individually on a case-by-case basis and applied consistently. | |  |  |  | **§37-13-92 (2), Rule 7.1 (24), Alt Ed Manual pg.**  The documentation will be found in the alternative education student folder. |
| **Indicator 13** | Students are approved by the district superintendent/designee according to state/federal laws and policies. | |  |  |  | **§37-13-92 (2), Alt Ed Manual pg. 11**  The documentation will be found in the alternative education student folder. |
| **Indicator 14** | The alternative school program is designed to have a process for educational review to develop the student’s Individualized Instruction Plan. | |  |  |  | **37-13-92 (2)(a), Rule 7.1 (23) Alt Ed Manual pg. 8**  The monitor will find the IIP in the alternative education student folder. |
| **Indicator 15** | Alternative school placement is determined by a team.  Alternative school placement, for students with ***IDEA*** eligibility, is determined by the student’s Individualized Education Program (IEP) team. | |  |  |  | **37-13-92 (1)(e), Alt Ed Manual pg. 11,16**  The Disciplinary Committee decides if the student is to be referred to the alternative school. The documentation of their decision would be found in the alternative education student folder. The team includes a minimum of three members i.e., principal, teacher, counselor and a special education teacher, when applicable. |
| **Indicator 16** | For student’s with disabilities, manifestation determination was completed. | |  |  |  | **37-13-92 (1)(e), Alt Ed Manual pg. 16** |
| **Flexibility and Options** | | | | | | |
| **Indicator 17** | Is the alternative school’s program structure, policies, and practices allow flexibility and options, for staff, to accommodate and address the circumstances and challenges to meet the individual needs of students placed in the alternative school program? | |  |  |  | **37-13-92 (3), Alt Ed Manual pg. 6, 8-10, 13-14** |
|  | **Policies, Rules, and Practices** | |  |  |  |  |
| **Indicator 18** | Do the board approved policies, rules, and practices have a positive impact on the desired outcome of the alternative school program? | |  |  |  | **Observations** |
| **Indicator 19** | Does the program adhere to the district’s attendance reporting policy? | |  |  |  | **§37-13-91** |
| **Indicator 20** | Is attendance taken daily? | |  |  |  | **§37-13-91** |
| **Indicator 21** | Is there an effective process for enforcing the attendance policies? | |  |  |  | **§37-13-91** |
| **Indicator 22** | Are attendance policies posted and/or published? | |  |  |  | **§37-13-91**  District policy is based on the 37-13-91 code and the monitor would be able to observe posted policies and/or published policy. |
| **Indicator 23** | The disciplinary policy describes the appointment of a committee consisting of classroom teachers, and other appropriate professional personnel to ensure a continuation of educational services. | |  |  |  | **§37-13-92 (2)** |
| **Indicator 24** | The disciplinary committee includes the school counselor to ensure appropriateness of alternative placement. | |  |  |  | **§37-13-92 (2)** |
| **Indicator 25** | Is transportation provided for students? | |  |  |  | **§37-13-92 (6)** |
|  | **Instructional Program** | |  |  |  |  |
| **Indicator 26** | Does the program provide the appropriate services to meet the educational needs of ***ALL*** students? | |  |  |  | Monitor is able to observe all students present are receiving educational services. Upon review of student folders, the monitor is able to observe  1. documentation of the services needed for the student  2. written documentation for how the services are to be administered |
| **Indicator 27** | Are teachers certified? ***Please attach a copy of license.*** | |  |  |  | **Rule 7.1 (6), Alt Ed Manual pg. 8,10**  Monitor is able to observe current license for the teacher present during observation and any others that may be listed as teaching at the alternative education program. |
| **Indicator 28** | Does the program utilize the state’s College and Career Standards? | |  |  |  | **37-13-92 (5), Rule 7.1 (5), (6), Alt Ed Manual pg. 13** |
| **Indicator 29** | Are students provided with 330 minutes of educational services? | |  |  |  | The district provides the bell schedule for the alternative school and is able to provide the bus drop off & pick up times. This would be reflected in the program policy that is shared with the parents. The monitor would be able to cross reference the information and through observation be able to verify the 330 minutes for the students. |
| **Indicator 30** | Students are engaged and alert during class. If “YES”, what are the procedures utilized to ensure student engagement? | |  |  |  | The district is able to provide the staff responsibilities and list of strategies that is utilized to ensure the engagement of the students enrolled in the program. The monitor is able to observe students actively engaged in the classroom. |
| **Indicator 31** | Is character education part of the program? | |  |  |  |  |
| **Indicator 32** | Are students participating in the Mississippi Assessment System in accordance with established guidelines? | |  |  |  | **Rule 7.1 (14), Alt Ed Manual pg. 14**  The district provides the procedures for how students participate in the Mississippi Assessment System and how. A written narrative should be provided for the monitor. Documentation should be provided within the alternative education student folder. There should be documented testing dates/times/scores for students when tested while in the alternative education program. |
| **Indicator 33** | An Individualized Instruction Plan (IIP) has been developed for each student in the program, excluding student with IEPs. | |  |  |  | **§37-13-92 (2a), Rule 7.1 (16), (23), Alt Ed Manual pg. 8**  The IIP plan is maintained in the alternative education student folder. This is where the monitor would be able to view it. |
| **Indicator 34** | Does the IIP ensure that students are making adequate progress toward graduation requirments? | |  |  |  | **§37-13-92 (2a), Alt Ed Manual pg. 19** |
| **Indicator 35** | The IIP emphasizes academic goals, behavior goals, functional skills and career education. | |  |  |  | **§37-13-92 (2a) Alt Ed Manual pg. 8, 36-41** |
| **Indicator 36** | Are IEPs reviewed and revised, if needed, to meet the educational needs of students? | |  |  |  | **Alt Ed Manual pg. 16-17** |
| **Indicator 37** | Is classroom instruction relevant to the educational and career interest of students? | |  |  |  | **Alt Ed Manual pg. 13-14** |
| **Indicator 38** | Are lesson plans developed to meet the needs of the students? | |  |  |  | **Alt Ed Manual pg. 9-10** |
| **Indicator 39** | Is technology utilized to maximize student engagement and instructional effectiveness? | |  |  |  | **Observations** |
| **Indicator 40** | Students’ progress is evaluated at regular intervals and appropriate records maintained. | |  |  |  | **Alt Ed Manual pg. 9-10** |
| **Indicator 41** | The district has a process, aligned to district policy, to award grades/credits? ***Please provide supporting documentation.*** | |  |  |  | **Alt Ed Manual pg. 9-10** |
| **Indicator 42** | The district routinely conducts evaluations to determine progress toward the program’s mission and standards. | |  |  |  | **District provides documentation that shows an agenda/participant list/date** |
|  | **Exit and Completion** | |  |  |  |  |
| **Indicator 43** | Are students, who are likely to succeed in the alternative school program and not the traditional education program, allowed to remain in the program? | |  |  |  | The district provides written procedures for the voluntary placement of students in the alternative education program when the disciplinary action is complete. The district would have guidelines in place. The student who remains or is placed in the alternative education program maintains the documentation in the student folder. The documentation includes the date of voluntary enrollment with any parental signature documentation placed in the student folder also. |
| **Indicator 44** | Does the district have procedures for transitioning students to the home school? | |  |  |  | **Alt Ed Manual pg. 12, 24**  Written procedures should be included with the guidelines for the monitor to review on site. |
| **Facilities** | | | | | | |
| **Indicator 45** | The alternative education program facilities are clean, safe, functional and commensurate with facilities provided to other students by the local school district. | |  |  |  | **Rule 7.1 (10), Alt Ed Manual pg. 19**  Observations made at the time of the walk through of the alternative education campus/classroom. |
| **Indicator 46** | Does the facility meet the safety code guidelines? ***Please provide supporting documentation.*** | |  |  |  | **Rule 7.1 (10), Alt Ed Manual pg. 19**  Observations made at the time of the walk through of the alternative education campus/classroom. |