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|  |  | |  | | --- | |  | | alternative school and program assurances form | | **Submit**: Complete the form and email to rkelso@ksde.org | |

# Licensed personnel

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| --- | --- |
|  | Alternative Director meets appropriate licensure/certification requirements. |
|  | Alternative teachers and/or alternative course monitors, working with students, are appropriately licensed in the state of Kansas. |

# Enrollment and attendance

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|  | Students are enrolled and counted in accordance with fiscal auditing’s enrollment handbook. |
|  | Student attendance is tracked and monitored to ensure compulsory attendance laws are being followed and adequate progress is being made in their courses. |

# courses, credits and assessments

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|  | All courses are aligned to local, state and national standards and contain a syllabus and assignment completion timelines. |
|  | Completed credits are entered onto the student’s transcript at the end of each semester. |
|  | District and state assessments are proctored for all grade-level appropriate students. |

# Communication with students and families

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|  | Methods for engaging families are implemented, including at least semester conferences based around the Individual Plan of Study. |
|  | Students and guardians receive an orientation session including information on where to access resources that will aid in their alternative education. |
|  | Alternative staff respond to student and family questions within 24 hours during school days. |
|  | A systematic chain of communication is developed so students and families know who to contact with questions or issues. |

# Student Involvement and support services

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|  | Opportunities must be provided for student to engage in authentic learning experiences and to communicate with other students. |
|  | Alternative schools and/or programs have practices and interventions identified to address student needs in terms of academic, attendance and behavior issues. |
|  | District policy is established for the provision of special education, ESOL, migrant and homeless services for alternative students in adherence with federal law. |

# Professional development

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|  | Staff involved with the alternative school or program receive professional development that is personalized for their individual needs and the needs of the students. |

# school improvement and accreditation

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|  | The alternative school and/or program is integrated into the district’s strategic plan and included in district policies, and adheres to all relevant state statutes, regulations and requirements. |

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| Superintendent’s Signature | | |
| This signature verifies the above information to be accurate | | |
| Program Director Name:Click or tap here to enter text. | | |
| Program Director Signature: | **DATE:** | Click or tap to enter a date. |
| Superintendent’s Name:Click or tap here to enter text. | **USD #** | Click or tap here to enter text. |
| Superintendent’s Signature: | **DATE:** | Click or tap to enter a date. |