



ALTERNATIVE SCHOOL AND PROGRAM ASSURANCES FORM

Submit: Complete the form and email to dfernkopf@ksde.org.

1. LICENSED PERSONNEL

- 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.

2. ENROLLMENT AND ATTENDANCE

- 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.

3. COURSES, CREDITS AND ASSESSMENTS

- 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.

4. COMMUNICATION WITH STUDENTS AND FAMILIES

- 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.

5. STUDENT INVOLVEMENT AND SUPPORT SERVICES

- 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.

6. PROFESSIONAL DEVELOPMENT

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

7. SCHOOL IMPROVEMENT AND ACCREDITATION

- 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.

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.