IDOE Reviewer(s): _____

Alternative Education Program Name: _____

School Corporation: _____

Date: _____

Contact Person:_____

Alternative Education On-site Monitoring Rubric
Document Analysis

Alternative Education Programs will be required to share documentation for each component before or during the site visit. Programs will be given an Unsatisfactory or Satisfactory for each component. Programs receiving an 'Unsatisfactory' for any component will be required to submit documentation that the issue has been addressed within 10 business days in order to remain an approved program.

Component	Documentation Needed	Unsatisfactory	Satisfactory	Comments
Corporation Support	**BOTH** of the following: ☐ Board Minutes ☐ Joint Service or Interlocal Agreement (only required if joint program) **ONE** of the following: ☐ School Improvement Plan (SIP) with reference to Alternative program ☐ Administrator or Board Representation on Advisory Group ☐ Written statements of support by administrators (letters/emails/staff meeting minutes)	☐ No minutes ☐ No joint Service or Interlocal Agreement if joint program ☐ No documentation of support by principal, administrators or board	☐ Minutes indicate support ☐ Agreement meets code requirements ☐ Documentation of support by individuals able to allocate school resources	

Component	Documentation Needed	Unsatisfactory	Satisfactory	Comments
Community Support	**Two** of the following: ☐ Letters of support from community leaders or agencies ☐ Program brochure listing partners ☐ Advisory Group membership list, agenda, or minutes ☐ Other documentation of community collaboration (newspaper article, agreement letter, etc)	☐ No letters of support ☐ No documentation of community support or involvement	☐ Positive publicity ☐ Documentation of community support or involvement	
Program Awareness	**One** of the following: ☐ Program brochure or handbook ☐ Newspaper article ☐ Flier, fact sheet, newsletter or PowerPoint presentation ☐ Program website ☐ Parent meeting agenda	☐ No item to indicate parents or the community have been informed of the program	☐ Items document an attempt to inform parents and/or the community about the options available to support student success	
Individual Focus	**Three** of the following: ☐ Completed Individual Service Plans	☐ No ISP or incomplete	☐ ISP's have all required items and are completed appropriately	

Component	Documentation Needed	Unsatisfactory	Satisfactory	Comments
Alternative Education Components	**Two** of the following: ☐ Individual student learning contract, senior project, project-based lesson plans, multidisciplinary course description, computer courseware descriptions, etc. ☐ Mastery learning guidelines or procedures ☐ Assessment instruments ☐ Service learning projects ☐ Life skills curriculum ☐ Behavior plan ☐ Mentoring documents or sign-in sheets ☐ Counselor log, agency referrals or home visit records ☐ List of agencies used for support and referral services	☐ Instructional strategies same as traditional school (no evidence of alternative instructional strategies) ☐ Options and approaches are the same as the traditional school ☐ No or inadequate system for student support services or referral to community services	☐ Evidence of student choice or experiential instructional strategies ☐ Evidence of non-traditional options ☐ Evidence of strategies to increase engagement ☐ Evidence that assess individual skills (NWEA, TABE, etc) ☐ Evidence support and referral services available	
Learning Environment	**One** of the following: ☐ Professional development plan for staff ☐ Staff meetings agenda ☐ SIP for alt ed program ☐ Youth voice documentation (student council or family meeting agendas, student surveys, advisor/advisee topics, etc)	☐ No plan for staff development ☐ No student survey or negative response ☐ No way for staff/students to discuss issues ☐ No opportunity for student input	☐ Professional development plan ☐ Regular staff meetings ☐ SIP for alt ed program ☐ Evidence of opportunity for student input	

Compliance Components

The following information is rated "Compliance" (C) or "Non-Compliance" (NC). Selected documentation must be provided as part of the site visit monitoring. The alternative education contact person listed for each program will be contacted at least 1 week prior to the site visit about documents, policies, or descriptions that will be required for the compliance components. Documentation can be submitted prior to or at the visit. Failure to provide documentation will result in removal from the approved program list.

Compliance Issues	Documentation	Comments
Student Eligibility	☐ Entrance/Exit Criteria and process ☐ DOE-AL Spreadsheet maintained	C NC
Staff Qualifications	☐ License for teachers or HOUSSE documentation	C NC
Health and Safety	☐ Fire Marshall/Dept. of Health documentation (if location is not part of the school corporation)	C NC
Financial	☐ Statement from financial officer that corporation is meeting the required 1/3 match and that alternative education funds are deposited in Fund 190 Receipt Acct. 3211	C NC
Time/Year	☐ Daily Schedule ☐ School Calendar (only if different from the corporation)	C NC

On-Site Monitoring Observation Components

During the site visit, IDOE personnel will visit classrooms to observe lessons being provided. IDOE reviewers will be looking to see that actual instruction and programming matches descriptions provided in the grant application; that students are engaged and spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content and alternative strategies. Each program will receive a score of 1-4 points for each component. Programs receiving a score of 1 (Below Standard) or 2 (Approaching Standard) on any component will be required to address deficiencies prior to a second site visit that will occur within 90 days or the program may be removed from the approved program list.

Teacher Observed: _____

Teacher/Student Ratio at Observation:_____
(Teacher = 1) (Aide = .33)

Component	1 Below Standard	2 Approaching Standard	3 Meeting Standard	4 Exceeding Standard	Reviewer Comments
Programming matches description in grant application					
Instruction is clear and incorporates multiple strategies					
Students appear engaged					
Location supports a positive learning environment					