

ALTERNATIVE EDUCATION ACCOUNTABILITY TRAINING

Alternative Education (AE) Unit

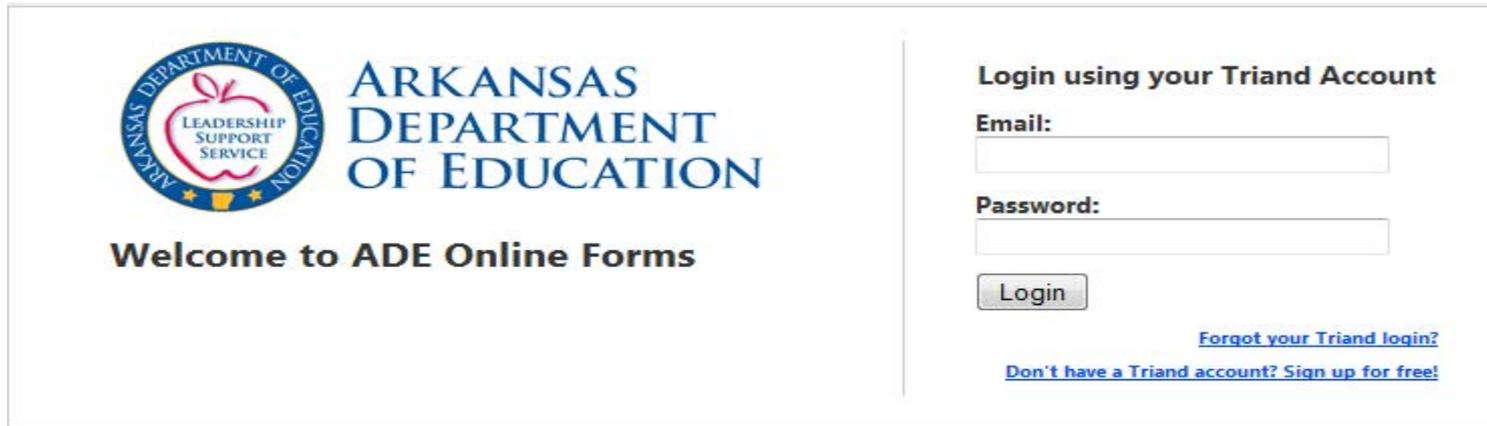


Program Description Report Information

- **Important Strictly Enforced Program Description Dates**
- Program Description will open online by Feb.15th, 2015.
- All Program Descriptions are due by March 31, 2015.*
- The signature page must be postmarked by March 31, 2015.*

ADE Data System Log in Procedures

- To access the form, go to <http://adedata.arkansas.gov/onlineforms>



Arkansas Department of Education
LEADERSHIP SUPPORT SERVICE

Welcome to ADE Online Forms

Login using your Triand Account

Email:

Password:

Login

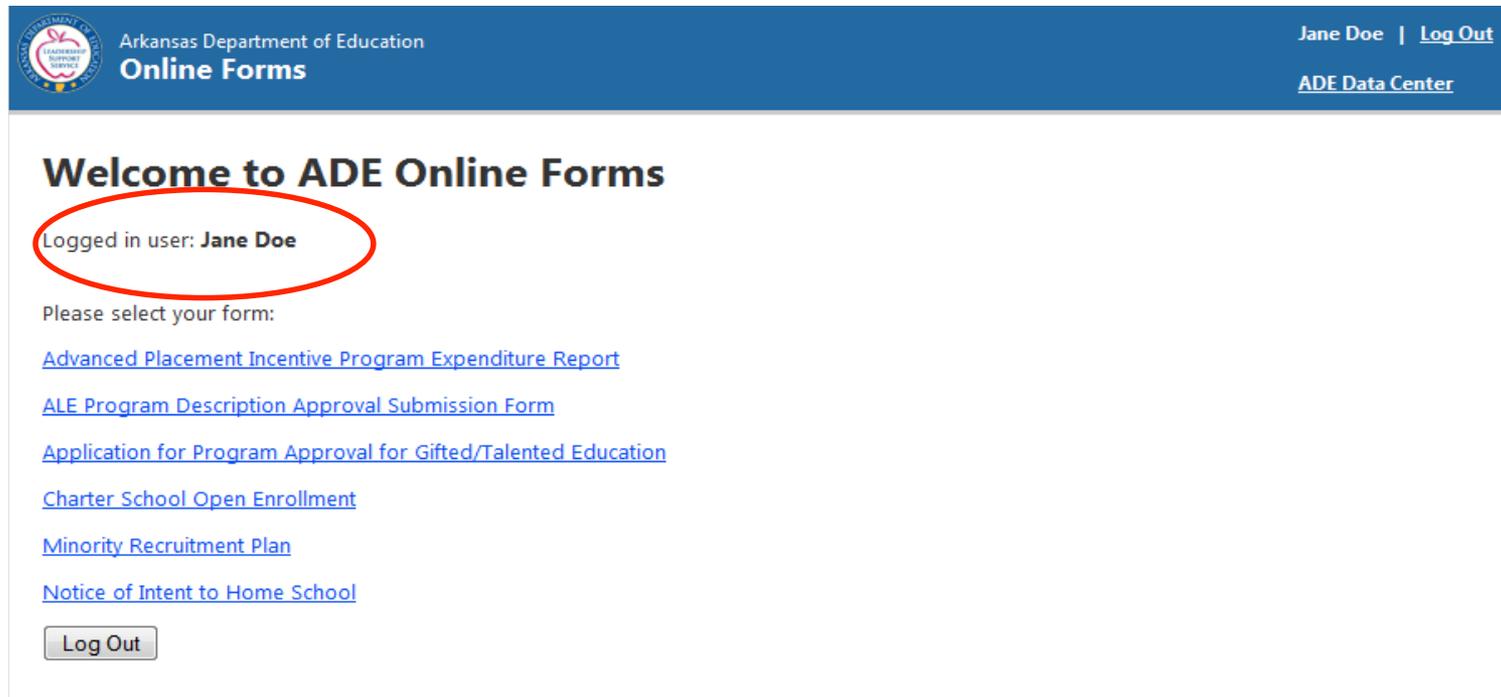
[Forgot your Triand login?](#)

[Don't have a Triand account? Sign up for free!](#)

- You will be prompted to log in using your Triand Account information.
- NOTE: If you do not have a Triand account, click here to view a tutorial on setting up your account. You will need to request district level access from your Triand System Administrator.

Data System Log in Continued

- Once have entered your user name & password, the system will recognize that you are logged in.



Arkansas Department of Education
Online Forms

Jane Doe | [Log Out](#)
[ADE Data Center](#)

Welcome to ADE Online Forms

Logged in user: **Jane Doe**

Please select your form:

- [Advanced Placement Incentive Program Expenditure Report](#)
- [ALE Program Description Approval Submission Form](#)
- [Application for Program Approval for Gifted/Talented Education](#)
- [Charter School Open Enrollment](#)
- [Minority Recruitment Plan](#)
- [Notice of Intent to Home School](#)

[Log Out](#)

Data System Log in Continued

- Click on the link for “ALE Program Description Approval Submission Form”.

Logged in user: **Jane Doe**

Please select your form:

[Advanced Placement Incentive Program Expenditure Report](#)

[ALE Program Description Approval Submission Form](#) ←

[Application for Program Approval for Gifted/Talented Education](#)

[Charter School Open Enrollment](#)

[Minority Recruitment Plan](#)

[Notice of Intent to Home School](#)



Program Description Report Questions

1. **What are** the type of placement, progress, and transitional **documentation used?** (4.02)
(Grades, AYP, and Conferences.)

Three Part Question... Description.... Concrete Report
Placement / Progress / Transitions
Documents in Hand when visits occur...
Bullet or Document Describing the Physical Documentation for each of the 3 areas

2. Describe the ALE Placement Criteria and Placement Procedures. How will the procedures be monitored and all team members included? (4.02)

Specific written criteria according to Rules and Regulations

3. Describe how the ALE is a supportive/non punitive environment. (4.01)

How is this different from a traditional class, Describe the innovative techniques, furniture, resources, classroom climate and culture,

How are the schools using the additional categorical restricted funds to provide an enhanced setting and opportunities for all students... Positive Supportive Settings
Produce Positive Outcomes!

Program Description Questions Cont.

4. Describe the proposed teacher/student ratios and how **ratios will be monitored** on a regular basis. (4.03.3)
5. Describe how individual counseling services will be provided. (4.01.2)
6. Describe how instruction will be supplemented by technology and list technology used. (4.04)
7.
 - A. Define Credit Recovery.
 - B. If Credit Recovery is a component of the ALE program, describe how it is used and list curriculum materials used. (4.04)
8. Describe the general school curriculum and instructional methods used; how is it aligned with Arkansas standards? (4.04)



Program Description Questions Cont.

9. If GED preparation is a component of the ALE program describe how it is used and list materials. (4.04) What are the ages of students that participate in the GED preparation component?
10. Describe how SPED students placed in ALE will receive services and be monitored. §6-48-103 (4.01 & 4.02)
11. Describe the ALE Exit Criteria and how the transitional success will be monitored. (4.02)
12. Describe the behavioral and career centered intervention services being implemented in the ALE program and list programs being used. §6-48-103 (career ed, social skills curriculum, etc.)
13. Describe the immediate needs of the ALE program(s). (training, supplies, staff, etc.)
14. Describe consortium arrangement(s) and attach a copy of the contract, MOU, or written agreement.

Signed Signature Page

By my signature below, I hereby certify that this is the program description for 2015-2016 school year, in compliance with all laws and rules governing alternative learning environments. Districts out of compliance with § 6-48-102 & 104 will be identified and not approved according to Arkansas Department of Education procedures.

School District School District LEA Number: Program Name: Grade Levels:

Printed name of Superintendent

Signature of Superintendent

Date

Printed name of ALE Teacher/Director

Signature of ALE Teacher/Director

Date

Telephone Number

Fax Number

E-Mail

DUE ON OR BEFORE March 31, 2015

Mail Signature Page for Each Program to:

Lori Lamb, Director
Arkansas Department of Education
Alternative Learning Environment
420 North Main
Greenwood, AR 72936



ARKANSAS
DEPARTMENT
OF EDUCATION

Approval/Non-Approval Status

- All Program Descriptions must be approved by July 15, 2015.*--This means that corrections must be in so that the AE Unit have plenty of time to work with districts to get program descriptions approved by July 15, 2015.
- ***Failure to meet any of the above deadlines will likely result in a non-approved program, probationary item for standards monitoring, and a lack of funding.**
- Notifications of Approved or Not Approved status will be sent by email from donotreply@arkansas.gov. Please work with district tech coordinator to be sure the emails will not be blocked by your district's filter.
- If the person responsible for the program approvals is leaving their position, or will not be on contract through July 15, 2015, please notify AE Unit of the person who will be the contact to work with through this process.
- **Approval is for the current year and significant changes must be presented the following school year.**



Cycle Reports

- Cycle Reports 2, 3, 4, 5, 6, & 7
- Cycle 7 Cumulative Data – Due June 15th Annually and Possibly an Additional District Survey
- Data comes from the entry /with drawl screen on Alternative Education Curriculum
- Recommendation: Request current list of students from data entry personnel prior to cycle report being due (report number 441 & 448 minutes and days)
- State Aid Report needs to be reviewed and if corrections are needed district must contact AE unit immediately.
- http://www.arkansased.org/divisions/fiscal-and-administrative-services/publication-and-reports/report_categories/state-aid-notice-for-school-districts



Cycle 7 Questions

<i>Last updated</i>	
General Curriculum	<input type="text"/>
Ale Intervention	<input type="text"/>
Ale GED	<input type="text"/>
Ale Exit Returned Prior Year	<input type="text"/>
Ale Exit Returned Current Year	<input type="text"/>
Ale Paraprofessional	<input type="text"/>
Ale Ratio	<input type="text" value="▼"/>
Ale Program	<input type="text" value="▼"/>
Non-Punitive Program	<input type="text" value="▼"/>
Ale Consortium	<input type="text" value="▼"/>
Technical Support Visit	<input type="text" value="▼"/>
Technical Support Visit Date	<input type="text"/> 
Ale Funds	<input type="text"/>



Coding

- <http://www.apscn.org/sis/hdr/APSCNALECodingeSchoolPlus.pdf>



Scheduling – Alternative Environment

- All students in an ALE program must have courses scheduled.
- All ALE courses must have the Alternative Ed field marked “Y”.
- All ALE courses should indicate the MINUTES PER DAY the course meets per subject.



Scheduling – Course SIS Data

- **Menu Access:** Scheduling Center > Master Schedule > Course SIS Data

Course SIS Data

Save Search List

Building: 16 - Building 16 Course: 109 Section: 1 Course Description: English 1

Not Included in Cycle 2: ↓

HQT: 1 ↓ Passed Content Test

Vocational LEA: ↓

Distance Learning: Na ↓ Not Applicable

Distance Ed Provider:* Na ↓ Not Applicable

Special Ed:

Alternative Environment:

College Credit:

Institution Issuing Credit: ↓

Kindergarten Overage Flag:

Course Minutes: 0

Save Search List



Multiple Categories

- When a student with multiple categories is enrolled in alternative education, the AE flag is the primary flag.



Minutes

- 4.06.3.1 If an eligible ALE student has less than six (6) hours per day of student/teacher interaction time in an eligible ALE, the student's FTE shall be calculated as the result of the calculation in Section 4.06.3 multiplied by the number of hours that student is taught in an eligible ALE each day divided by 6 hours.



Scheduling – ALE FTE Calculation

(ALE Minutes Per Day ÷ Minutes in School Day)

Multiplied by

(ALE Days ÷ Total Days in Year) = ALE FTE

Example

$$(360 \div 360) \times (45 \div 178) = .26 \text{ ALE FTE}$$

$$1.0 \quad \times \quad .26 = .26$$



Master Schedule

- Elementary Programs
- Use the High School Personnel for Tutorial
- Minutes Per Class Period
- 360 Minutes Daily
- “Zero minutes X 178 days = \$0.00”



Scheduling – Course Minutes

- Course Minutes is required for Elementary Art, Music and PE. These courses must be entered in minutes per week.
- All ALE courses require entries in the Course Minutes field to be included in the calculation. Minutes per day would be used for ALE courses.



Financial Expenditures

- Annual Legislative Report 1275, 2275 and 438
 - Total Cost of Alternative Education Expenditures beyond AE funds received need to be documented to show True Cost of AE Program

61000	62000	63000	64000	65000	66000	67000	68000	Totals
Personal Services - Salaries.	Personal Services - Employee	Purchased Professional and Technical	Purchased Property Services.	Other Purchased Services.	Supplies and Materials.	Property.	Other Objects.	
35,052.66	7,620.25	0.00	0.00	67.58	1,531.28	0.00	0.00	44,271.77
35,052.66	7,620.25	0.00	0.00	67.58	1,531.28	0.00	0.00	44,271.77
99,537.28	25,368.12	1,495.00	0.00	1,338.78	13,230.72	2,047.02	0.00	143,016.92
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
99,537.28	25,368.12	1,495.00	0.00	1,338.78	13,230.72	2,047.02	0.00	143,016.92
0.00	0.00	0.00	0.00	107,646.00	0.00	0.00	0.00	107,646.00
0.00	0.00	0.00	0.00	107,646.00	0.00	0.00	0.00	107,646.00
168,336.54	36,450.44	0.00	0.00	0.00	0.00	0.00	0.00	204,786.98
7,159.60	1,655.69	0.00	0.00	0.00	0.00	0.00	0.00	8,815.29
13,572.00	5,170.30	0.00	0.00	0.00	0.00	0.00	0.00	18,742.30
9,660.00	2,674.03	0.00	0.00	0.00	0.00	0.00	0.00	12,334.03
198,728.14	45,950.46	0.00	0.00	0.00	0.00	0.00	0.00	244,678.60
0.00	0.00	16,704.00	0.00	0.00	0.00	0.00	0.00	16,704.00
0.00	0.00	16,704.00	0.00	0.00	0.00	0.00	0.00	16,704.00



Scheduling – Common Errors in Coding ALE

- Student Curriculum code not changed to AE at the time student enters ALE.
- Master schedule courses not indicated as Alternative Environment on the Course SIS Data screen.
- Master Schedule courses do not have Course Minutes on the Course SIS Data screen.
- Schools other than high school not following ALE process.
- Failure to verify the accuracy of ALE days in SIS Reports.

Information Available on ADE/ALE Web Page under Annual Report

- <http://www.arkansased.org/divisions/learning-services/alternative-learning-environment>
- ALE Program Description Form Rubric
- ALE Program Description Approval Form Tutorial
- 2015-2016 Alternative Education Accountability Training Video



Contact Information

[Lori Lamb](#), Director

Arkansas Department of Education

Division of Learning Services

420 North Main Street

Greenwood, AR 72936

E-mail: lori.lamb@arkansas.gov

Phone: 479-996-4172

Fax: 479-996-4174

Dr. [C.W. Gardenhire](#), Program Advisor

Arkansas Department of Education

Division of Learning Services

ASU - Beebe

England Center, Room 106

P.O. Box 1000

Beebe, AR 72012

E-mail: cw.gardenhire@arkansas.gov

Phone: 501-882-4498

Cell: 501-580-5660

[Deb Bales](#), Program Advisor

Arkansas Department of Education

Division of Learning Services

P.O. Box 250

Melbourne, AR 72556

E-mail: deborah.bales@arkansas.gov



ARKANSAS
DEPARTMENT
OF EDUCATION