

Arizona State Board for Charter Schools

Arizona State Board of Education

1700 W. Washington St., Room 164, Phoenix, AZ 85007

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www.asbcs.az.gov

ARIZONA ONLINE INSTRUCTION PROGRAM OF INSTRUCTION AMENDMENT REQUEST

(Charter Holder Name)

(CTDS)

(Charter Holder Mailing Address)

(City, State)

(Zip)

(Charter Representative's Name)

(Phone Number)

(Fax Number)

Failure to submit all required documentation and meet all eligibility requirements will result in the Amendment Request being returned and the processing fee being forfeited. Original documents must be provided.

- ✚ Changes in delivery method to include the provision of specific online courses or the provision of a comprehensive offering of courses that would constitute an online school under A.R.S. §15-808 for grade levels currently approved in the charter. Full details of the amendment requirements including the process, required fees, submission requirements and evaluation criteria are provided on the subsequent pages.

The following required amendment materials are included with this form:

- Board minutes approving the change (minutes must comply with Open Meeting Law A.R.S. §38-431.01)
- Cover Page
- Introduction
- Description of the depth and breadth of curriculum choices and a list of course offerings.
- Description of the variety of educational methodologies employed by the school and the means of addressing the unique needs and learning styles of targeted pupil populations.
- Description of the availability of an intranet or private network to safeguard pupils against predatory and pornographic elements of the internet.
- Description of the availability of filtered research access to the Internet.
- Description of the availability of private individual electronic mail between pupils, teachers, administrators and parents in order to protect the confidentiality of pupil records and information.
- Description of the selection and training for online teachers.
- Description of the school's current partnerships with universities, community colleges and private businesses.
- Description of the services offered to developmentally disabled populations.
- Description of the policies and procedures to ensure the academic integrity of the AOI School/Program.

The Arizona State Board for Charter Schools and _____ (Charter Holder), herein agree to amend the terms of the charter contract as follows:

FROM: The operation of a school within the confines of an approved facility at a previously disclosed location.

- TO:**
- The addition of a probationary online school under A.R.S. §15-808 providing a comprehensive program of instruction for grade levels _____ (as approved in the charter).**
 - The addition of online courses under A.R.S. §15-808 in the content areas of _____, for grade levels _____ (as approved in the charter), each of which satisfies a minimum competency requirement (elementary school) or a credit toward graduation (high school).**

In witness whereof, Charter Holder has signed this contract amendment as of this ____ day of _____, 201__, and the State Board for Charter Schools has signed this contract amendment as of this ____ day of _____, 201__, to take effect at such time as it is signed by both parties.

Charter Representative Signature

Arizona Online Instruction (AOI) School and Program Amendment

Eligibility:

Any charter holder sponsored by the State Board of Education or the State Board for Charter Schools that is currently in compliance and not under a corrective action plan may submit an AOI Amendment to be an AOI School or Program under A.R.S. §15-808 for grade levels currently approved as part of the charter. Staff utilizes the Board's Policy on Conducting Compliance Checks of Charter Schools for determination of compliance. (<http://asbcs.az.gov/userfiles/Compliance%20Check%20Policy.pdf>).

Charter holders are encouraged to conduct their own compliance review to ensure eligibility prior to submitting an Amendment Request.

Submission Timeframes:

Arizona Administrative Code R7-5-401 requires that all amendments and notifications be processed within sixty business days.

The Board or its designee will work diligently to process the amendments in a timely manner and in the order received.

Fees:

In accordance with A.R.S. § 15-183.XX, a non-refundable processing fee in the amount of \$XXXX in the form of a check or money order must be included with the submission of the AOI School and Program Amendment Request.

Amendment Package:

- Original AOI Amendment Request Form
- Single original paper submission of required amendment materials
- Electronic copy of entire submission.

Evaluation Process:

The Board or its designee will:

Step One: Determine whether the submitted materials are administratively complete and whether the charter holder is eligible to amend its charter. Administratively incomplete submissions and charter holders deemed ineligible will not continue in the evaluation process. Charter holders are encouraged to confirm all required amendment materials identified on the AOI Program of Instruction Amendment Request Form are included with the submission and confirm compliance in all program areas identified in the Board's Policy on Conducting Compliance Checks of Charter Schools prior to the submission of the Amendment Request to avoid the forfeiture of the processing fee.

Step Two: Conduct a substantive review of the submitted materials will be completed.

Step Three: Evaluate the charter holder's ability to implement the described program will be conducted if the materials meet the scoring criteria during the substantive review.

Step Four: Create the summary of the evaluation and demonstration.

Board Consideration:

Submissions that meet the scoring criteria and successfully demonstrate the ability to implement the AOI program or school under A.R.S. §15-808 will be placed on the Consent Agenda of the Board's next regular meeting. Submissions that do not meet the scoring criteria or do not successfully demonstrate the ability to

implement the AOI program or school under A.R.S. §15-808 will be notified. Upon notification, the Charter Holder may request to be placed on the Board's next regular meeting agenda.

Amendment Materials:

Cover Page

Name of proposed AOI School or Program

Proposed grade levels of AOI School or Program (may not be grade levels outside of current authority)

Name of AOI School or Program administrator

Contact information to include mailing address, phone number and email address

Mission of the proposed AOI School or Program.

Section 1 - Introduction (4 page maximum):

The Introduction must be specific, concise, and provide the reader with a sense of the educational intent of the school/program and a rationale for that intent. The following elements must be included in the narrative:

Needs Analysis: Provide an explanation of the need or interest for the proposed school's/program's model for the selected community/population to be served. Include a description of the community, or the target population, and explain how the selected community/target population will benefit from the School/Program.

Educational Philosophy: Identify the principles or concepts fundamental to the proposed school's/program's instructional strategies.

Summary of Instructional Program: Describe the design of courses, delivery methods, and inclusion of course offerings beyond core requirements.

Implementation: Describe how the AOI School/Program will be integrated within the current school system.

Governance and Leadership: Identify the roles, responsibilities and experience of those that oversee the development, implementation, assessment, and accountability of the program.

Accessibility: Describe the accessibility of AOI courses and any limitations in access for your target population. Specify the technology requirements the student will need to access AOI courses including bandwidth requirements.

Enrollment: Describe what measures will be taken to ensure all enrolled students reside in Arizona. Describe how the AOI school/program will monitor students concurrently enrolled in AOI and another school and what the AOI school/program will do to ensure a shared apportionment of no more than 1.0.

Section 2 - Describe the depth and breadth of curriculum choices.

Evaluation Criteria:

The extent to which:

- The AOI High School/Program offers a comprehensive academic program that provides the minimum course of study and competency requirements for graduation from high school, based on their current cohort year requirements.
- The AOI School/Program offers a variety of comprehensive courses to meet the minimum course of study prescribed by the State Board of Education for the identified student population.

- The AOI School/Program offer concurrent, dual, Honors, or AP credit.
- The course offerings/content prepare students for post-secondary success in the world of work, technical school or college.

A list of course offering with descriptions must be included as an appendix.

Section 3 - Describe the variety of educational methodologies employed by the school and the means of addressing the unique needs and learning styles of targeted pupil populations.

Evaluation Criteria:

The extent to which:

- The AOI program’s educational methodology includes computer assisted learning systems, virtual classrooms, virtual laboratories, electronic field trips, electronic mail, virtual tutoring, online help desk, group chat sessions and non-computer based activities performed under the direction of a certificated teacher.
- Various learning styles are addressed in the delivery methods.
- Modifications to content delivery by course or by lesson can be made.
- Methods provide synchronous and asynchronous support to AOI students.
- Learner support systems with methods of communication are included.
- Selected methodologies exhibit knowledge of current online delivery best practices and the ability to implement and evaluate these practices.

Section 4 - Describe the availability of an intranet or private network to safeguard pupils against predatory and pornographic elements of the internet.

Evaluation Criteria:

The extent to which:

- The provision of Learning Management Systems (LMS) and Content Delivery Systems (CDS) that ensure user security through password protected access are described.
- The type and quantity of external links used in the course content are described, if external links are required as part of the content delivery and student learning process and how links are chosen, screened, and updated to ensure adequate protection.
- A means for students to identify and report problems with external links.

Section 5 - Describe the availability of filtered research access to the Internet.

Evaluation Criteria:

The extent to which:

- The AOI school/program identifies safe research practices for the student.
- The AOI school/program makes various avenues available to AOI students to support research requirements included in the course content and course requirements.

Section 6 - Describe the availability of private individual electronic mail between pupils, teachers, administrators and parents in order to protect the confidentiality of pupil records and information.

Evaluation Criteria:

The extent to which:

- The AOI school/program has an internal email communication system available within the CDS that is only available to the student and any staff, parent, guardian or other stakeholder that plays an integral part in monitoring and supporting the success of the student.
- Any communications between staff, student, and parents is logged and secure.

Section 7 - Describe the selection and training for online teachers.

Evaluation Criteria:

The extent to which:

- The AOI School/Program has established a system of ongoing professional development and monitoring for teachers in an online environment.
- Teachers are required to exhibit competency in the use of the LMS so that the technology itself does not interfere with the instructional process and create barriers to student academic success.
- Teachers will be minimally highly qualified as defined by No Child Left Behind (NCLB) for charter holders.

Section 8 - Describe the school's current partnerships with universities, community colleges and private businesses.

Evaluation Criteria:

The extent to which:

- Community partnerships encompass the goals of post secondary transition by fostering partnerships with universities, community colleges, private business, career track organizations, community organizations, and vocational/technical schools.
- Community partnerships have been established.
- Partnerships will enhance the school experience for AOI students.

Section 9 - Describe the services offered to developmentally disabled populations.

Evaluation Criteria:

The extent to which:

- The AOI School/Program will identify special education students and meet the requirements of the Individuals with Disabilities Act (IDEA).
- The content and the content delivery system can be modified to meet the accommodation and modification requirements for identified students.
- Identified students will receive onsite support when appropriate.

Section 10 - Describe the policies and procedures to ensure the academic integrity of the AOI School/Program.

Evaluation Criteria:

The extent to which:

- Policies and procedures establish a process for evaluating whether a pupil with declining academic achievement should be allowed to continue to participate in the AOI School/Program.
- The AOI School/Program will ensure/monitor student progress for at least one year's growth annually.
- Courses offered exhibit formative assessment of student competency.
- The AOI School/Program will ensure academic integrity for exit outcomes for each course/grade offering.

Demonstration: An evaluation of the charter holder's ability to implement the described program.

The Board or its designee will establish a time for the charter holder to demonstrate its ability to implement the program described. The demonstration must support the charter holder's readiness to implement an AOI program or school.

The demonstration will support the extent to which:

- The AOI program's educational methodology includes:
 - computer assisted learning systems,
 - virtual classrooms,

- virtual laboratories,
- electronic field trips,
- electronic mail, virtual tutoring, online help desk,
- group chat sessions, and
- non-computer based activities
- The various learning styles are addressed in the delivery methods.
- Modifications to content delivery by course or by lesson can be made.
- Methods provide synchronous and asynchronous support to AOI students.
- Learner support systems with methods of communication are included.
- Selected methodologies exhibit knowledge of current online delivery best practices and the ability to implement and evaluate these practices.

The extent to which:

- The provision of Learning Management Systems (LMS) and Content Delivery Systems (CDS) that ensure user security through password protected access are described.
- The type and quantity of external links used in the course content are described, if external links are required as part of the content delivery and student learning process and how links are chosen, screened, and updated to ensure adequate protection.
- A means for students to identify and report problems with external links.

The extent to which:

- The AOI school/program identifies safe research practices for the student.
- The AOI school/program makes various avenues available to AOI students to support research requirements included in the course content and course requirements.

The extent to which:

- The AOI school/program has an internal email communication system available within the CDS that is only available to the student and any staff, parent, guardian or other stakeholder that plays an integral part in monitoring and supporting the success of the student.
- Any communications between staff, student, and parents is logged and secure.

The extent to which:

- The AOI School/Program has established a system of ongoing professional development and monitoring for teachers in an online environment.
- Teachers are required to exhibit competency in the use of the LMS so that the technology itself does not interfere with the instructional process and create barriers to student academic success.
- Teachers will be minimally highly qualified as defined by NCLB for charter holders and must also be appropriately certified for school districts.