

Instructions for Completion of School Closure Waiver Application for Dropout Prevention and Recovery Community Schools

This guidance is provided to Community Schools and Sponsors who are applying for the School Closure Waiver for a Dropout Prevention and Recovery School. Recently enacted HB 79 created closure criteria for community schools that do not meet certain thresholds for academic performance as described in Ohio Revised Code (ORC) Section 3314.35. The companion statute, ORC Section 3314.36, provides a community school that serves a majority of its students through a dropout prevention and recovery program with a process for applying for a waiver from the closure criteria, provided the school meets all criteria necessary to qualify for the waiver.

The first section of the waiver application requests information about the school. Note that the “Grade Levels Enrolled” and “Age Range Enrolled” are for students enrolled in the entire **school**. The “Total Student Enrollment” is the **school’s** enrollment at the time of the application’s submission. The “Total Enrollment in Dropout Recovery Program” is for only those students enrolled in the **program**. All students **enrolled in the program must be no younger than 16 nor older than 21 at the time of their enrollment**. The **majority** of the students enrolled in the **school** must meet the criteria for a dropout prevention and recovery program. In the case of a school-wide dropout prevention and recovery program, these numbers should be identical.

Statements in Roman Numerals I and II will be considered confirmed by the sponsor and school by virtue of each of the designees’ signatures on the application, and may also be verified through ODE data and/or requests for additional information, if needed. The remaining criteria require supporting documentation as indicated in each section of the application. This supporting documentation should accompany the application and should be identified as “Attachment A”, etc.

Note that ORC 3314.36(B) states, “Notwithstanding division (A) of this section, the department shall not grant a waiver to any community school that did not qualify for a waiver under this section when it initially began operations, unless the state board of education approves the waiver.” As such, a community school’s contract which is modified after the school becomes operational, and for which the school then seeks to qualify for the Dropout Prevention and Recovery Closure Waiver will not be approved by the department unless and until the State Board approves the waiver. In the case of a school that has modified its contract to serve a primarily dropout recovery population, additional information will be required to process the waiver request.

Please contact Steve Tate in the Office of Community Schools (OCS) if you have questions regarding completing or submitting the School Closure Waiver Application for Dropout Prevention and Recovery Community Schools. He can be reached by phone at (614) 387-2260 or by email at steve.tate@ode.state.oh.us.

OFFICE OF COMMUNITY SCHOOLS**School Closure Waiver Application for
Dropout Prevention and Recovery Community Schools**

Name of School _____ IRN _____

Address _____
Street City Zip

Grade Levels Enrolled _____ Age Range Enrolled _____

Total Student Enrollment _____ Total Enrollment in Dropout Recovery Program _____

Name of Sponsor _____ Sponsor IRN _____

Community schools seeking a waiver from closure under ORC Section 3314.36 must apply to ODE and qualify for a dropout prevention and recovery school waiver by meeting the criteria described in this application. Note that the school's program must still require its students to pass all state mandated tests required for graduation.

To receive consideration for approval of a waiver, the sponsor and community school must attest to the following and submit required attachments as part of the application to OCS for review. In order to reduce concerns or uncertainty regarding a school's continuing operation, please submit the application by **June 13, 2008 via email to steve.tate@ode.state.oh.us** .

The application and date of each application's receipt will be posted on the OCS website at

To view date on which application was received click [here](#).

The sponsor and community school will be notified of the granting of the waiver within 59 days of receipt of the application. The date the sponsor is notified will also be posted on the OCS website. Waivers will remain in effect until such time OCS receives notice from sponsors that a school no longer qualifies as a dropout prevention and recovery school under criteria established by ORC Section 3314.36 or until OCS determines that existing factors disqualify the school from waiver eligibility.

Sponsor and School Affirmations:**We, representatives of the above named sponsor and community school, verify that:**

- I. A majority of the students are enrolled in a drop-out prevention and recovery program that is operated by the school pursuant to the contract; (No attachment required)
- II. The program serves students no younger than 16 nor older than 21 years of age at the time of enrollment; (No attachment required)
- III. The program enrolls students who, at the time of their initial enrollment, are either, or both, at least one grade level behind their cohort age groups or experience crises that significantly interfere with their academic progress in a traditional school setting.

Attachment A:

1. How does the school determine that students enrolling in the dropout prevention and recovery program are either or both, at least one grade level behind their cohort age group academically or are experiencing crises that significantly interfere with their academic progress such that they are prevented from continuing their traditional programs?
2. What assessment at the time of enrollment is used to determine students' academic achievement levels? Please describe.
3. How is it determined that students are experiencing personal life crises that interfere with their success in traditional educational programs? Please include supporting examples absent personally identifying information.

IV. The program requires students to attain at least the applicable score designated for each of the tests prescribed under division (B) of section 3301.0710 of the Ohio Revised Code.

Attachment B:

1. Provide documentation describing the program requirements for students to attain the score designated by the state for each of the state mandated assessments required for graduation. This documentation may be from statements within the contract, adopted governing authority policy and/or from parent/student handbooks.

V. The program develops an individual career plan for the student that specifies the student's matriculating to a two-year degree program, acquiring a business and industry credential, or entering an apprenticeship.

Attachment C:

1. Describe and provide an example of a student's Individual Career Plan (ICP), absent personally identifying information.
2. Note that the plan must specify the student's matriculating to a two-year degree program, acquiring a business and industry credential or entering an apprenticeship.

VI. The program provides counseling and support services for students during the remainder of the high school experience and related to the individual career plan listed below.

Attachment D:

1. Provide documentation that demonstrates how the school provides ongoing counseling and support services for students during the remainder of the high school experience related to the individual career plan as described in Attachment C.
2. Describe who provides the support and counseling, how often it is provided and how frequently the ICP is updated.

VII. The program has an instructional program that demonstrates how the academic content standards adopted by the state board of education under section 3301.079 of the Revised Code will be taught and assessed.



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Attachment E:

1. Provide a copy of the school's educational plan which demonstrates how the academic standards adopted by the state board of education will be taught and assessed. An example of this should be within each school's contract, but may be supported by additional documentation.

Authorized Sponsor Signature

Title

Date

Authorized School
Representative's Signature

Title

Date

For OCS use only:

Date Received

Date application approved/denied