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# Residential School Application

## District:

## School Name:

## Date of Application:

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# [INSTRUCTIONS](#Instructions)

## Instructions and requirements:

This application is in accordance with Alaska Statute 14.16.200 State funding for districts operating residential schools and regulation 4 AAC 33.090 District-operated statewide or district-wide residential schools.

In compliance with AS 14.16.100 and 4 AAC 33.090(c), the department will establish a period of open applications and solicit proposals from districts to establish additional residential schools on an annual basis. Completed applications are due to the Alaska Department of Education & Early Development, Division of School Finance by the close of business on June 30*.*

The application is based on requirements in statute and regulation and the completed application must address all of the items requested. Upon receipt of the application, the department will review the district’s response and determine if any modifications or additional information is necessary. The district will be notified in writing of the department’s decision.

The application has an overview and eight sections with specific items that must be addressed. Two appendices are included for reference. The district that has the residential facility will need to properly address all the items under each heading.

For assistance or questions on completing the application, please contact Lori Weed at (907) 465-2785.

## Requirements of Application

1. Send the completed application electronically to lori.weed@alaska.gov or by mail to:

 Department of Education & Early Development

 Division of School Finance

 801 W. 10th St., Suite 200

 P.O. Box 110500

 Juneau, Alaska 99811-0500

1. Use 12-point font.
2. Input your responses at the end of each section.
3. Number pages consecutively. A footer with the district name is desirable.
4. Ensure that the table of contents reflects the page number for each section of the application. To update the table of contents, highlight it and select F9; the page numbers will refresh automatically.
5. The application must follow in numerical order the items in the application.
6. All required items must be addressed.
7. The application is due to the department by June 30.

# I District-Operated Statewide or District-wide Residential School Overview

Provide an overview and general background of your district-operated statewide or district-wide residential school that will help the department understand your school as we review the individual components of this application. This discussion may include a background and history to your residential school. *This item should be an overview. Please review individual sections for detail discussions required later in the application.*

Specific elements in the discussion should include, but not be limited to:

Include an overall organization chart for your district-operated statewide or district-wide residential school. See Section VIII for staffing organization chart.

# II Facility Plans

Provide a discussion of the facility that will house the residential school. Include a description of the facility. Discuss the community’s infrastructure and how the community supports the facility component of the residential program.

Specific elements in the discussion should include, but not be limited to:

1. Is the school operating on a variable-length term or 180-day school term?
2. Is the program offered to students statewide or district-wide?
3. When did the residential school first open and begin enrolling students?
4. Explain the characteristics of your facility including location, ownership, partnerships, or other applicable information such as square footage, if it is multiple floors, and describe the housing arrangement for male and female students.
5. Explain any anticipated changes to your facility including ownership, partnerships, or operations. Include any proposal to build or renovate the facility and the revenue sources that will support the construction or renovation.
6. Does the district have a clear and detailed plan for maintaining the residential facility? Explain.
7. Provide details and a discussion on the demand, capacity, and general regional needs for your residential school.
8. Provide the current bed count capacity of your facility and discuss any plans to increase capacity.
9. What is your current occupancy status in the statewide or district-wide residential facility? How many of those students housed were eligible for funding, under
4 AAC 33.090? How many of those students housed were not eligible for funding under 4 AAC 33.090, and for what reasons? (i.e., not housed on count day, in district, etc.) Did you gain any new students, who would have been eligible under 4 AAC 33.090, after the eligibility cut-off date for funding? Does the school have the same students all school year or do they rotate on a quarterly, semester, or other basis? Does the residential facility house any individuals not enrolled in your district?
10. Is the facility licensed under AS 47.32? Please provide documentation to confirm licensure or provide the reason the facility is not required to be licensed.

# III Budget Plan

Provide a detailed discussion of the budget plan for the operation of the residential component of the program. Your discussion should provide the costs associated with operating the residential facility. Your discussion should demonstrate an understanding of effective financial management and reporting requirements.

Specific elements in the discussion should include, but not be limited to:

1. Provide a 5-year budget plan with both dollar amounts and a budget narrative for the residential component. The budget plan must specify the revenue sources and expenditures in compliance with the Alaska Department of Education & Early Development Uniform Chart of Accounts for School Districts. The plan should include any revenues for student tuition.
2. What is the district’s tuition policy? Do you have a tuition waiver policy for families that can demonstrate financial hardship? In your explanation, include your definition of hardship.
3. Discuss any support from partnerships or communities that is not part of the annual financial budget.

# IV Enrollment and Selection Policy

Provide information on the enrollment and selection policy for students applying to attend your residential school. Discuss enrollment policies and admission criteria. Explain any policies in place when applicants exceed capacity and explain any policies in place to accommodate students specifically within your region.

Specific elements in the discussion should include, but not be limited to:

1. Does the residential school have admission procedures and criteria? Explain the admission procedures, process, and the criteria. Enclose the school’s enrollment application and enrollment information with this application.
2. What are the eligibility criteria for students enrolling in the school? Where is the eligibility criteria specifically defined?
3. What are the provisions for accommodating additional students when the school has reached capacity? Is there a lottery or other type of provision when applicants exceed the residential facility’s capacity?
4. Has student enrollment at the residential facility been stable? Discuss historical enrollment data and include a chart of historical enrollment data. What is the facility’s current capacity? How many students are currently living at the facility? Of those students, how many are eligible for funding under 4 ACC 33.090 (f).
5. Discuss historical withdrawal and/or expulsion data from the residential facility. Of those instances, how many have also withdrawn and/or been expelled from school?
6. Do you conduct exit interviews or surveys? If so, what have you learned from them?

# V Course Offerings and Curriculum

Discuss how educational services will be provided to students in your district-operated statewide or district-wide residential school. Discuss the degree to which residential students receive the same educational services as in-district students and where educational programs or services are different for residential students. Discuss any partnerships. Provide a discussion of planned course offerings and curriculum policy.

## Specific elements in the discussion should include, but not be limited to:

1. Where will the residential students receive educational services?
2. How is curriculum quality and curriculum implementation achieved and monitored?
3. Provide a list of course offerings, which include the course description, curriculum sources, length of course, credits awarded upon completion and from what institution, and grades served.
4. Discuss course offerings and the process used by residential students to select coursework. Are there specific certificated staff members, administrators, counselors, or other certificated and non-certificated staff assigned to the residential student program?
5. Provide in calendar format the courses listed in #4, and the number of students throughout the year in each course.
6. Discuss any additional services available to the residential students, such as tutoring or community partnerships?
7. Provide the school-wide data of adequate yearly progress for the previous three school years.

# VI Assisting Students in Crisis

Provide a discussion of the educational plan for students in crisis.

## Specific elements in the discussion should include, but not be limited to:

1. Explain your process for intervention with students who are in crisis.
2. Explain how the district addresses the needs of students in crisis. Include an outline of the district’s plan addressing prevention, intervention, and follow-up.

# VII Assisting Students with Disabilities

Provide a discussion of the educational plan for students with disabilities.

## Specific elements in the discussion should include, but not be limited to:

1. Explain how the district addresses the needs of students with disabilities, students with IEPs or students under 504 plans.
2. Are there trained and/or certificated staff available to address the needs of students with disabilities?
3. What curriculum is available to address the needs of students with disabilities?

# VIII Staffing Plan

Provide a discussion of the staffing plan for your facility. Explain staffing needs including staff hours and staff qualifications. Explain the organizational structure of the school’s staff. Discuss governance, leadership, hiring processes, staff evaluations, and staff complaint policies and procedures.

## Specific elements in the discussion should include, but not be limited to:

1. Include an organization chart. Include a schedule with position title, FTE, salary, benefits, and any other costs directly associated with each position.
2. Explain the hiring process for staff working in the residential facility.
3. Discuss district policy for minimum staffing requirements for the residential component.

# IX Signature Page

The Superintendent’s signature on this application serves as the request to establish and operate a statewide or district-wide residential school under AS 14.16.200 State funding for districts operating statewide or district-wide residential schools and 4 AAC 33.090 District-operated statewide or district-wide residential schools.

Further, the district acknowledges and understands the three main reporting requirements associated with the District-Operated Statewide or District-wide Residential Schools as outlined in 4 AAC 33.090.

* The first major reporting requirement is the completion of the application and its approval by the Department of Education & Early Development.
* The second major reporting requirement is the December 1 submittal of the annual residential student count to claim stipend and travel reimbursement for students housed in the district’s residential program on the count day.
* The third major reporting requirement is the submittal of a year-end report.

Further, the information provided in the application is correct.

Further, the district understands the law and regulations under which the school operates.

Further, the district acknowledges that districts with a residential school will receive reimbursement through this program and not through the state’s boarding home stipend program under 4 AAC 09.040.

Superintendent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# X Appendix A - Statute

## ALASKA STATUTE

### Chapter 14.16. SPECIAL SCHOOLS

Article 02. SCHOOL DISTRICTS OPERATING RESIDENTIAL SCHOOLS

Sec. 14.16.100 Application for residential school.

A school district shall apply to the department for approval to establish and operate a statewide or district-wide residential school. The department shall accept applications during an open application period conducted annually. A period of open application in itself does not indicate that the department will approve the establishment of a new residential school. (Sec. 22 ch 15 SLA 2014)

Sec. 14.16.200. State funding for districts operating residential schools.

 (a) A district that operates a statewide or district-wide residential school for students in grades nine through 12 that has been approved by the department under regulations adopted by the board is eligible to receive reimbursement for the costs incurred by the district in operating that school. To be eligible for reimbursement for costs, the district-operated statewide or district-wide residential school must provide a suitable student dormitory, food service, and daily access to a public school offering the appropriate grade level for a variable-length or 180-day school term as provided under AS 14.03.030 for the full school year.

 (b) Costs that may be claimed by a district for reimbursement under (a) of this section are

(1) one round trip on the least expensive means of transportation between the student's community of residence and the school during the school year if the district expends money for the trip; and

(2) a per-pupil monthly stipend to cover room and board expenses as determined by the department on a regional basis and not to exceed the following amounts:

(A) for the Southeast Region (Region I), $1,230;

(B) for the Southcentral Region (Region II), $1,200;

(C) for the Interior Region (Region III), $1,452;

(D) for the Southwest Region (Region IV), $1,509;

(E) for the Northern Remote Region (Region V), $1,776.

 (c)[Repealed, Sec. 4 ch 48 SLA 2013].

(d) A district may cooperate with an Alaska Native organization, as defined in 20 U.S.C. 7546(2), or a nonprofit organization for the provision of room and board services to students enrolled in a statewide or district-wide residential school operated by a district under terms and conditions required for licensing in the state and as specified by the department in regulation.

(e) In this section, “district” has the meaning given in AS 14.17.990.

# XI Appendix B - Regulation

## ALASKA ADMINISTRATIVE CODE

### 4 AAC 33.090. District-operated statewide and district-wide residential schools

(a) A district must obtain approval from the department before operating a statewide or district-wide residential school. A district may apply to establish and operate a new program only during a period of open applications established by the department under (c) of this section. Applications must include

(1) designation of the facilities that will house the residential school, including any proposal to build or renovate a facility, and the revenue sources that will support the construction or renovation;

(2) a five-year budget for the operation of the residential component of the school; the budget must specify the revenue sources that will support the proposed budget, including a provision for charging student tuition;

(3) a tuition waiver policy for families that can demonstrate financial hardship, including a definition of "hardship";

(4) an enrollment and selection policy for students applying to attend the residential school;

(5) a list of course offerings;

(6) a plan to assist students in crisis; and

(7) a staffing plan for the program.

(b) The department may require that a district supplement its application with additional information. The department may require a district to change its policies or proposed practices before approving an application. A district must operate the residential program in conformance with its approved application. A district that wishes to change any of the requirements of an approved application must submit a revised application. In determining whether to grant or deny an application, the department will consider

(1) whether the community in which the program is located has sufficient infrastructure to support the residential school;

(2) demand, current capacity, and regional needs for residential schools;

(3) the cost to provide a residential school in the applying district;

(4) the district's ability to offer a high-quality academic program to students;

(5) the health and welfare of students housed in the residential school, including the ability of the district to offer a high-quality residential school;

(6) for a revised application, whether the school has complied with the policies and practices that the district identified in its current application; and

(7) the public interest.

(c) The department will open a period of application annually on May 1. The application period will close on June 30. The department may require that applications be targeted to provide a particular program to meet specific needs of students in the state. A period of open application and solicitation does not imply that the department will approve the establishment of any new schools. In determining whether to establish a period of open applications, the department will consider the

(1) demand for residential schools, including the demand and needs in different regions of the state;

(2) capacity of existing schools; and

(3) public interest.

(d) This section does not prevent a governing body from establishing an in-district residential school that is not eligible for state support for the operation of the residential aspects of the school.

(e) A district that operates an approved statewide or district-wide residential school shall submit an annual report to the department. The report must include the

(1) number of applications received by the school;

(2) number of students accepted into the school;

(3) students' communities and districts of residence at the time of application for enrollment;

(4) students' academic achievement results;

(5) date of, reason for, and number of withdrawals from the school during the school year;

(6) number of expulsions from the school during the school year;

(7) number of students receiving a tuition waiver; and

(8) other information requested by the department with respect to the school.

(f) On December 1 of each school year, a district that operates an approved statewide or district-wide residential school shall submit to the department an application, on a form provided by the department, for payment of a stipend under [AS 14.16.200](http://www.legis.state.ak.us/cgi-bin/folioisa.dll/stattx05/query%3D%5BJUMP%3A%27AS1416200%27%5D/doc/%7B%401%7D?firsthit) (b)(2). The district is eligible for payment of the lesser of actual cost to house the student or the amount allowed in [AS 14.16.200](http://www.legis.state.ak.us/cgi-bin/folioisa.dll/stattx05/query%3D%5BJUMP%3A%27AS1416200%27%5D/doc/%7B%401%7D?firsthit) (b)(2) for each residential student who is housed by the district on the last day of the student count period under [AS 14.17.600](http://www.legis.state.ak.us/cgi-bin/folioisa.dll/stattx05/query%3D%5BJUMP%3A%27AS1417600%27%5D/doc/%7B%401%7D?firsthit) , and whose parents or guardians do not reside in the community in which the program is located. If appropriations are insufficient for the residential component of approved statewide or district-wide residential schools, the department will reduce each district's entitlement by a pro rata amount as determined by the department.

(g) The department may withdraw its approval for a district to operate a statewide or district-wide residential school if the department determines that continued operation of the school is not in the public interest. In making this determination, the department will consider

(1) the health and safety of the students in the residential school;

(2) whether students at the program have demonstrated sufficient academic achievement; in making this determination, the department will consider all evidence of student academic achievement and improvement, including evidence of

(A) students' scores and improvement of students' scores on statewide student assessments under 4 AAC [06.710;](http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac/query%3D%5BJUMP%3A%274%2Baac%2B06%212E710%27%5D/doc/%7B%401%7D?firsthit) and

(B) the program's record of demonstrating adequate yearly progress under 4 AAC [06.805,](http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac/query%3D%5BJUMP%3A%274%2Baac%2B06%212E805%27%5D/doc/%7B%401%7D?firsthit) and the reasons for its success or failure to demonstrate adequate yearly progress;

(3) the demand for the school;

(4) the cost of operating the school;

(5) whether the school has complied with the policies and practices that the district identified in its application; and

(6) the existence of alternative methods of meeting the needs of students.

(h) A district may apply during a period of open application under (c) of this section for approval to operate a variable-term statewide or district-wide residential school that will house students for the entire school calendar. The minimum term for each student must be at least two weeks. A variable-term school is eligible for reimbursement for a monthly stipend for up to nine months of the school year under (f) of this section for the number of students that it housed on the last day of the student count period under [AS 14.17.600](http://www.legis.state.ak.us/basis/folioproxy.asp?url=http://wwwjnu01.legis.state.ak.us/cgi-bin/folioisa.dll/Unknown_Title/query=%5bJUMP:'AS1417600'%5d/doc/%7b@1%7d?firsthit) if the district will continue to house at least the same number of students throughout the entire school term. Upon the written request of a school district, the commissioner may permit a district to report the number of students it housed on a date other than the last day of the student count period if the date is within the count period set out in AS 14.17.600 and the date more accurately reflects the numbers of students the district will house throughout the school term. A variable-term school is eligible for a one-time air fare reimbursement under [AS 14.16.200](http://www.legis.state.ak.us/basis/folioproxy.asp?url=http://wwwjnu01.legis.state.ak.us/cgi-bin/folioisa.dll/Unknown_Title/query=%5bJUMP:'AS1416200'%5d/doc/%7b@1%7d?firsthit)(b)(1) for the number of students housed by the school on the last day of the student count period, based on the average cost of round-trip air fare for all statewide or district-wide residential schools. A district may not include students housed by a variable-term school in the school's student count submitted to the department for foundation funding under AS 14.17; a student being housed by a variable-term school during the student count period may be included in the count of the student's district of residence. In this subsection, "variable-term statewide or district-wide residential school" means a statewide or district-wide residential school that rotates students in and out of the school during the school year for the entire school term as defined under [AS 14.03.030](http://www.legis.state.ak.us/basis/folioproxy.asp?url=http://wwwjnu01.legis.state.ak.us/cgi-bin/folioisa.dll/Unknown_Title/query=%5bJUMP:'AS1403030'%5d/doc/%7b@1%7d?firsthit).

**History: Eff. 10/22/2006, Register 180; am 6/8/2013, Register 206; am 10/16/2013, Register 208; am 2/21/2014, Register 209; am 3/6/2015, Register 213**

**Authority:** [AS 14.07.020](http://www.legis.state.ak.us/basis/folioproxy.asp?url=http://wwwjnu01.legis.state.ak.us/cgi-bin/folioisa.dll/Unknown_Title/query=%5bJUMP:'AS1407020'%5d/doc/%7b@1%7d?firsthit)

[AS 14.07.060](http://www.legis.state.ak.us/basis/folioproxy.asp?url=http://wwwjnu01.legis.state.ak.us/cgi-bin/folioisa.dll/Unknown_Title/query=%5bJUMP:'AS1407060'%5d/doc/%7b@1%7d?firsthit)

[AS 14.07.165](http://www.legis.state.ak.us/basis/folioproxy.asp?url=http://wwwjnu01.legis.state.ak.us/cgi-bin/folioisa.dll/Unknown_Title/query=%5bJUMP:'AS1407165'%5d/doc/%7b@1%7d?firsthit)

AS 14.16.100

[AS 14.16.200](http://www.legis.state.ak.us/basis/folioproxy.asp?url=http://wwwjnu01.legis.state.ak.us/cgi-bin/folioisa.dll/Unknown_Title/query=%5bJUMP:'AS1416200'%5d/doc/%7b@1%7d?firsthit)