

**Open Doors Reengagement Core Compliance
Title 392-700 WAC
Core Compliance Self Check**

RCW 28A.175.100, together with RCW 28A.175.105 through 28A.175.115, states that the purpose of Open Doors Reengagement is:

- To provide a statutory framework for a statewide dropout reengagement system to provide appropriate educational opportunities and access to services for students age sixteen to twenty-one who have dropped out of high school or are not accumulating sufficient credits to reasonably complete a high school diploma in a public school before the age of twenty-one.

This Core Compliance Self-Check is meant to be used as an internal tool to improve program practices. OSPI will not collect it.

Open Doors Reengagement Program 2019-2020

School District: _____

School (Program): _____

Telephone: _____

School Program Contact: _____

Email: _____

1. WAC 392-700 states that reengagement programs agree to follow general program requirements for reengagement offered by or through school districts, educational service districts, or colleges.

Areas to address:

- A brief statement of how you will fulfill this requirement.
- What specific methods will take place to verify that program operating agreements are current and in place.
- A brief statement of how you will ensure that curricula, course content, instructional materials, learning activities and learning resources are designed to support high school credit, equivalency preparation, skills preparation, and/or college instruction.
- A brief description of how you will conduct assessments of student learning, and verify products as the student’s own work.
- What specific methods of how required documentation will be retained for audit.
- A description of evidence that requirement has been met.

Component	Meeting Expectation? Yes or No		If yes, describe practice and/or evidence?	If no, describe action plan to implement.
<p>1. <u>WAC 392-700 states reengagement programs agree to follow general program requirements for reengagement programs offered by or through school districts, educational service districts, or colleges.</u></p>				
<p>Indicators: -all elements of student eligibility -selection and approval of course curricula, materials. -assessment of student learning using publisher statements of significant gain -document retention -maintaining clear communication with consortium or contracted agencies</p>				

2. WAC 392-700-065 states that dropout reengagement programs agree to provide instruction designed to help students acquire high school credits, at least high school level skills, and be academically prepared for success in college and/or work.

Areas to address:

- A brief statement of how you will fulfill this requirement
- A brief statement of how instruction will be provided.
- A brief statement of how the program will follow the guidelines set out in the OSPI program approval
- A brief description of training of staff in state standards and district procedures.
- A description of evidence that requirement has been met.

Component	Meeting Expectation? Yes or No		If yes, describe practice and/or evidence?	If no, describe action plan to implement.
	Y	N		
<p>2. <u>WAC 392-700-065 states that reengagement programs will:</u></p> <p>a. <i>Design instruction to help students acquire high school credits, at least high school level skills, and be academically prepared for success in college and/or work.</i></p> <p>b. <i>Provide instruction in accordance with the skills level and leaning needs of individual students and not the student’s chronological age or associated grade level.</i></p> <p>c. <i>Administer standardized tests to new students, as defined in WAC 392-700-015(12)(a), and reenrolling student, as defined in WAC 392-700-015(12)(d), within one month of enrollment or secure test results from no more than six months prior to enrollment in order to determine a student’s initial math and reading level upon entering the program.</i></p>				
<p>Indicators:</p> <ul style="list-style-type: none"> -setting of course and measurable curricular goals -assessing students within 30 days of enrollment using standardized testing materials -weekly status checks and monthly face-to-face time 				

-site-based instruction and monitoring progress -instructor oversight for online coursework -determining indicators for academic progress (IAP)				
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3. WAC 392-700-160 states that reengagement programs agree to provide a method for determining full-time equivalent enrollment and a process reporting agencies must use when claiming state funding for reengagement programs.

Areas to address:

- A brief statement of how you will fulfill this requirement.
- A brief statement of how you will follow enrollment reporting procedures pursuant WAC 392-700-160.
- An explanation of how your school board policy and procedures reflect state reporting requirements for reengagement programs in your district.
- A brief statement describing how your district disperses funds for reengagement programs in your district.
- A description of evidence that requirement has been met.

Component	Meeting Expectation? Yes or No		If yes, describe practice and/or evidence?	If no, describe action plan to implement.
3. <u>WAC 392-700-160 states that reengagement programs agree to provide a method for determining full-time equivalent enrollment and a process reporting agencies must use when claiming state funding for reengagement.</u>				
Indicators: -enrollment reporting procedures -reengagement coding for CEDARS -state reporting requirements -filing annual Open Doors Reengagement report -school board policies and procedures -district supports and funding per FTE				

4. WAC 392-700-085 states that ***reengagement programs will provide case management to support students in the areas of academic advising, career guidance, employment assistance or referrals, and referrals to social and health services.***

Areas to address:

- A brief statement of how you will fulfill this requirement
- A brief statement of how the case manager will provide academic advising, career guidance, employment assistance or referrals, and referrals to social and health services.
- A brief statement of how will the case manager will access wraparound services as needed.
- A brief description of training of support staff in state standards and district procedures.
- A description of evidence that requirement has been met.

Component	Meeting Expectation? Yes or No		If yes, describe practice and/or evidence?	If no, describe action plan to implement.
4. <u>WAC 392-700-085 states that</u> <i>reengagement programs will provide case management to support students in the areas of academic advising, career guidance, employment assistance or referrals, and referrals to social and health services.</i>				
Indicators: -case management staff at a ratio not to exceed 1:75 -case management staff have met required educational or experience-based requirements -students have access to academic advising, career guidance, employment assistant or referrals, and referrals to social and health services -wraparound services are arranged as needed				

5. (a) WAC 392-700-065 states that reengagement programs will provide instructional staff pursuant to WAC 392-121-205 for schools districts, charter schools, and tribal school; and for colleges, per required credentials as established by the college; ratio will be maintained pursuant to WAC 392-700-065(2)(d), or (3)(c) for colleges.

Areas to address:

- A brief statement of how you will fulfill this requirement
- A brief statement of how the instructor will set course and individual student curricular goals.
- A brief statement of how will the instructor will provide instruction and monitor progress within the program’s standard instructional day.
- A brief statements of how the instructor will meet the program’s standard instructional day and maintain planning, curriculum development, recordkeeping, and required coordination of services with case management staff.
- For programs that use noninstructional staff as part of the calculated instructional staff to student ratio, a brief statement of how the noninstructional staff will work under the guidance and direct supervision of the instructional staff.

5. (b) WAC 181-87-060 refers to the professional practices that instructors are expected to attend to assessment, treatment, instruction, or supervision of students; evaluate personnel; manage moneys and property.

Areas to address:

- A brief statement of how you will fulfill this requirement.
- An explanation of district supports for the curricular and staffing needs of the district reengagement program.
- A brief statement of how instructors are assigned and endorsed or approved by the school board for high school credit courses.
- A brief description of training, professional development and evaluation of instructors in reengagement programs.
- A brief statement describing how your district disperses funds and provides curricular support for reengagement programs in your district.
- A description of evidence that requirement has been met.

Specifically, WAC 181-87-060 sets forth policies and procedures related to reprimand, suspension, and revocation actions respecting certification of education practitioners in the state of Washington for acts of unprofessional conduct.

Component	Meeting Expectation? Yes or No		If yes, describe practice and/or evidence?	If no, describe action plan to implement.
5. <u>(a) WAC 392-700-085 states that reengagement programs will provide instructional staff pursuant to WAC 392-121-205 for schools districts, charter schools, and tribal school; and for colleges, per</u>				

<p><i>required credentials as established by the college; ratio will be maintained pursuant to WAC 392-700-065(d).</i></p> <p>5. <u>WAC 181-87-060 refers to the professional practices that instructors are expected to attend to assessment, treatment, instruction, or supervision of students; evaluate personnel; manage moneys and property.</u></p>				
<p>Indicators:</p> <ul style="list-style-type: none"> -instructor assignments -instructor availability during the program’s standard instructional day -instructor supervision, monitoring, evaluation, documentation of courses in student plan -instructor curriculum development, recordkeeping and coordination with case management staff -non-instructor availability and supervision by certificated staff -school board policies and procedures -district funding of reengagement programs 				

APPENDIX A

Open Doors Reengagement Core Requirements (WAC 392-700)

√	Compliance Component	Detail
	Student Eligibility	Student age of ≥ 16 and <21 by September 1; credit deficiency and/or referral
	Standardized testing	Reading & math assessments within 30 days of enrollment or results from up to 6 mos prior
	Out of District	Approval date for choice transfer or homeless declaration (i.e., McKinney-Vento) before count date
	Course listings	High school courses for credit; identification of leveled work or educational plan
	Monthly Face-to-Face contact	At least two (2) hours per calendar month
	Weekly status checks	Face-to-face, email, phone, synchronous/asynchronous digital contact, etc. for every week with 3+ school days
	IAPs	Every 4 th count, not including September
	Identification of instructor(s)	Endorsed as needed for high school credits; in-class ratio not to exceed 1:25 for school districts, educational service districts, charter or tribal schools, or 1:35 for colleges
	Case Manager(s)	Meets qualifications; ratio not to exceed 1:75, adjusted for staffing FTE
	Calendar	Minimum 1000 hours/year; min 2 hrs/day; max 6 hrs/day