



PUBLIC SCHOOLS OF NORTH CAROLINA

STATE BOARD OF EDUCATION :: Howard N. Lee, *Chairman*

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DEPARTMENT OF PUBLIC INSTRUCTION :: Michael E. Ward, *State Superintendent*

February 5, 2004

MEMORANDUM

TO: LEA Superintendents

FROM: Robert H. Bellamy, Associate Superintendent
Accountability and Technology Services

Louis M. Fabrizio, Director
Accountability Services

SUBJECT: 2003-04 ABCs Accountability Procedures for Alternative/Special Schools

In preparation for the end-of-year ABCs reporting, we are requesting your help in updating our school list files for the schools in your district. It is especially important that we have accurate information regarding the special schools (K-2 feeder schools, special education schools, vocational or career centers and hospital schools) and alternative schools in your district. All updates to your school lists, including all data on alternative schools' local options and updates to feeder patterns for K-2 and other special schools must be completed and submitted online by **May 14, 2004**.

Your LEA Testing/Accountability Coordinator should update your school list, alternative schools' and special schools' information on the secure Accountability website at <http://www10.ncschoolcats.com>. Step-by-step instructions for completing this process are attached. Please forward these to the appropriate staff.

You are reminded that for the current accountability year (2003-04), alternative schools are allowed to participate in the ABCs according to either the original SBE Alternative Schools' policy (HSP-C-013) or the amended policy. You may review the memo detailing these policy changes at: <http://www.ncpublicschools.org/Accountability/reporting/2004memo/Altletter03final.pdf>.

When alternative school data are updated for the current accountability year, you must indicate whether the alternative school is following the original or revised policy. Alternative schools' local options and updated information on feeder patterns for K-2 and other special schools must be entered online by the May 14, 2004 deadline.

If your LEA has difficulty with this process, please contact your regional computing consultant or Faye Atkinson at fatinso@dpi.state.nc.us. Questions regarding accountability for alternative schools should be directed to Helmut Feifs at hfeifs@dpi.state.nc.us, and programmatic questions should be directed to Carolyn Foxx at cfoxx@dpi.state.nc.us. Thank you for your continuing support and cooperation.

RHB:LMF:hf/bsb

C: LEA Testing/Accountability Coordinators DHHS Administrators
LEA SIMS/NCWISE Coordinators DJJDP Administrators
Compliance Commission for Accountability Marvin Pittman, Director, School Improvement
Regional Accountability Coordinators Engin Konanc, Chief, Statistical Research
Carolyn Foxx, Consultant, School Improvement

Attachments

::: **DIVISION OF ACCOUNTABILITY SERVICES**
::: 6314 Mail Service Center :: Raleigh, North Carolina 27699-6314 :: 919.807.3769 :: Fax 919.807.3772
::: *An Equal Opportunity/Affirmative Action Employer*

Instructions for Verifying School Information, Feeder Patterns, and Entering Alternative Schools' Local Options Data for the 2003-04 ABCs

The LEA Testing Coordinator should complete this process by **no later than May 14, 2004.**

1. Access the secure Accountability website at <http://www10.ncschoolcats.com>
2. Click on Testing Coordinators Login
3. Click on SchoolList Utility
4. No action is required for the *College University Prep/College Tech Prep data*. These data will be collected at the end-of-year check-in and entered by your Regional Accountability Coordinator.
5. Review the school code, school name, school type, grade span, and K-2 feeder information. *If any changes are required in the school code, school name, school type or grade span, notify your SNA (School Name & Address) file authorized user to update the information. If you do not know the identity of the authorized user, email a request for this information to Engin Konanc at EKonanc@dpi.state.nc.us. When the change has been made, please fax notification to Engin Konanc, Chief, Statistical Research Section at (919) 807-3752, and also please fax a copy of this notification to Helmut Feifs, in the Reporting Section of Accountability Services at (919) 807-3772.*
6. If a school in your district is a K-2 feeder, click the *Edit* button to make changes to the feeder information provided in the box. If the information is correct, please leave it as is.
7. If a school is an Alternative School, Click the *Edit* button to enter local options. Below the *Alternative School Local Options* heading, you will have the choice of choosing the *original* or *revised* model in the drop-down menu box. If a school chooses the *original* model, enter a one word descriptor and detailed description. Repeat this process for Option #2 and Option #3. If a school chooses the *revised* model, you will have a choice of descriptors provided. Please select the appropriate *descriptors* in the drop-down menu and enter detailed descriptions for the three local options. **It is important to remember that when using the revised policy, you MUST choose either *Higher Expectations for Student Achievement* or *Student Progress and Proficiency* as a local option.**
8. If a school is a special education, vocational/career, or hospital school, click the *Edit* button to access the current feeder list. The *Edit Mode* gives you the option to *select/deselect schools within LEA* already listed or to *edit feeder list as a text file*.
Note: The *edit feeder list as a text file* should be used if feeders outside the LEA are to be added or removed.
9. After completing the steps above, click *save*. Then click *verified* to confirm all information. Print and retain copies of the screen(s) for your files.
10. If you should have any questions, please contact your Regional Computing Consultant or Regional Accountability Coordinator.

Schools Requiring Adjustments for the 2003-04 ABCs

	ABCs Adjustment
K-2 Feeder	<p>A K-2 school serves only students in kindergarten, first or second grade. It sends its students to one or more receiving schools that have a third grade. K-2 schools participate in the ABCs receiving their ABCs status, AYP status, and incentive awards (if applicable) based on the performance of the <u>school that receives the largest percentage of students from the K-2 school.</u></p> <p>The K-2 school can make expected growth, high growth, or receive no recognition. The K-2 school cannot receive recognition as a Most Improved School in academic growth, School of Excellence, School of Distinction, School of Progress, Priority School, nor can it be identified as a Low-Performing school.</p>
Special Schools	<p>Special schools that are identified with an assigned school code and appropriate school type include:</p> <ul style="list-style-type: none"> ○ Vocational and career schools where students take special vocational courses as well as academic courses ○ Hospital schools that serve students who are hospitalized for short or long-term stays ○ Special education schools exclusively serving students with disabilities who are following the <i>North Carolina Standard Course of Study</i> (NCSCOS) and take state tests or who follow extensions of the NCSCOS and take only alternate assessments. <p>Special education schools, vocational/career schools, and hospital schools do not receive an ABCs status. However, they are eligible to receive prorated ABCs incentive awards, as appropriate, based on the schools they serve. They also receive an AYP status that is determined by the performance of the schools they serve, making AYP <u>if at least half of the schools they serve make AYP.</u></p> <p>Special education schools' ABCs performance composite is based on state tests and alternate assessments, as applicable. Special education schools do not receive an ABCs status or recognition, nor are they eligible for identification as low-performing schools.</p>

TYPES OF SCHOOLS

A Alternative Education School (Traditional Calendar)

A public school that offers an Alternative Program of instruction within a traditional calendar that:

1. addresses the needs of students which typically cannot be met in a regular school, even with special education programs,
2. provides nontraditional education curriculum and instruction,
3. serves as an adjunct to a regular school or is independently organized, and
4. falls outside of the categories of regular, special education, or vocational education.

Instruction may be provided during regular school hours or on a variety of flexible schedules and/or provide an extended day component.

Note: Alternative schools do not include those schools that have an alternative program within a regular school.

E Extended Day School (Traditional Calendar)

A public school that meets on a traditional calendar and offers an Extended Day Program. An Extended Day Program is a program within a high school offered after the regular school hours. It is designed for students who cannot attend school during the regular school hours; for example, students-at-risk, students with work conflicts, school-age parents, etc.

The basic curriculum strives to meet the unique needs of certain individuals. It includes academic instruction, occupational training with pre-employment preparation, occupational skill training, supervised on-the-job experience, extra-curricular activities, guidance, and social services.

Note: Regular schools with day care, pre-school, comprehensive school improvement management concept, etc., are not extended day schools.

H Hospital School

A public school that offers instructional services to students admitted to a hospital for treatment. Students can be from any location in the state and normally have various lengths of stay.

M Magnet School (Traditional Calendar)

A public school that offers a Magnet Program of instruction within a traditional calendar. A Magnet Program incorporates both the curriculum of a Regular Program and special or thematic programs such as liberal arts, science, music, or health-business or technology oriented programs.

Four standard criteria of magnet schools are that:

1. they offer unique programs,
2. the curricula should appeal to all students,
3. schools must be racially mixed and unsegregated, and
4. the schools must be open to students of all races on a voluntary basis.

N Magnet School (Year-Round Calendar)

R Regular School (Traditional Calendar)

A public school that offers a Regular Program of instruction within a traditional calendar. A Regular Program is a program that offers all of the basic subject areas and does not focus primarily on vocational, special, or alternative education.

Note: Included are schools that offer day care and pre-school, as well as regular schools employing the comprehensive school management concept.

S Special Education School (Traditional Calendar)

A public school that offers a Special Program of instruction within a traditional calendar that:

1. focuses primarily on special education, including instruction for any of the following: hard of hearing, deaf, speech impaired, orthopedically impaired, mentally retarded, seriously emotionally disturbed, multi-handicapped, visually handicapped, deaf and blind, and
2. adapts curriculum, materials, or instruction to meet the needs of students served.

V Vocational Education School

A public school that offers a Vocational Program of instruction within a traditional calendar that:

1. focuses primarily on vocational education, and
2. provides education and training in one or more semi-skilled or technical occupations.

X Regular School (Traditional Calendar + Year-Round Calendar)

Y Regular School (Year-Round Calendar)

A public school that offers a Regular Program of instruction and remains in session for the entire calendar year, that may follow one or more plans, such as:

1. the four-quarter plan which divides students into four groups and requires each to be in school for three assigned (and staggered) quarters each year,
2. the 45-15 plan which schedules 45 days of classes followed by 15 days of vacation, or
3. the quinmester plan, which divides the year into five nine-week sessions and requires students to attend four of the five.

Z Extended Day School (Traditional Calendar) + Regular School (Traditional Calendar)