



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
OFFICE OF QUALITY SCHOOLS – SCHOOL IMPROVEMENT

**MISSOURI OPTION PROGRAM APPLICATION**

LOCAL EDUCATION AGENCY (LEA) NAME	COUNTY-DISTRICT CODE
DISTRICT PROGRAM CONTACT	CONTACT PHONE NUMBER
CONTACT ADDRESS	FORM DUE DATE <b>New Programs: Open throughout the year</b> <b>Renewing Programs: AUGUST 15, 2014</b>

**INSTRUCTIONS**

**NEW PROGRAMS:** LEAs planning to operate a *new* Missouri Option Program during the **2014-2015** school year must submit a complete **Missouri Option Program Application**. *The application period for new programs is open all year.*

**EXISTING PROGRAMS:** LEAs that wish to *renew* their existing Missouri Option program must complete the first page of the application and any subsequent pages requiring updates (program locations, contact persons, etc.). **Renewal applications** are due by **August 15, 2014**.

Refer to page two (2) for program description. The Appendix includes the program Assurance Standards and other requirements. The application components are –

**Section A:** LEA Superintendent must sign agreement to the Assurance Standards in the Appendix,

**Section B:** Provide narrative responses **in the space provided** and in the Appendix, and

**Section C:** Check the appropriate descriptor of the district’s Missouri Option Program type.

**Approval Process:** Applications will be reviewed for completeness, compliance with all program requirements, and signed assurances. Districts will be notified of program approval.

**EMAIL** the completed application to: Missouri Option Program at [desemoooption@dese.mo.gov](mailto:desemoooption@dese.mo.gov), **OR**

**FAX** the completed and signed form to: Missouri Option Program at 573-522-1759.

**QUESTIONS:** Contact the Missouri Option section at 573-751-3190 or 573-751-4426 or [desemoooption@dese.mo.gov](mailto:desemoooption@dese.mo.gov).

**SECTION A – ASSURANCE AGREEMENT**

I confirm that the administrator(s) and teaching staff at all participating LEA sites are knowledgeable of and agree to comply with the Missouri Option Program Assurance Standards included in the Appendix section of this application.

SIGNATURE OF LEA SUPERINTENDENT	DATE
PRINTED NAME OF LEA SUPERINTENDENT	SUPERINTENDENT PHONE NUMBER
PROGRAM LEAD CONTACT PERSON	PROGRAM CONTACT PHONE NUMBER
PROGRAM CONTACT EMAIL ADDRESS	PROGRAM CONTACT FAX NUMBER
LEA SCHOOL BUILDING NAME	
LEA SCHOOL BUILDING MAILING ADDRESS	

**DEPARTMENT USE ONLY**

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="text"/> School Year Comment:	
SECTION APPROVAL SIGNATURE	DATE

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## PROGRAM DESCRIPTION

The Missouri Option Program permits full-time, public school enrolled students who are at least 17 years of age and who are at risk of dropping out or not graduating with their cohort group the opportunity to earn a standard high school diploma. Students enrolled in the Missouri Option Program are required to demonstrate and document the attainment of the major academic skills and knowledge associated with a high school program of study. *Missouri High School Equivalency Score Report* is one of the academic components required for the awarding of a high school diploma by the local Missouri public school district or charter school, and as such, is to be placed in the student's permanent record. Since the purpose of the Missouri Option Program is to qualify the student for a high school diploma, the scores are only valid in that context.

## SECTION B - NARRATIVE

1) Provide a written description of the LEA's need and plan for utilizing the Missouri Option Program.

2) Describe the plan the LEA will utilize to ensure that staff and administrators will not encourage students to participate in the Missouri Option Program solely as a means of diverting students with discipline problems, poor academic performance, and similar circumstances as an alternative to regular school graduation.

**SECTION B – NARRATIVE (continued)**

3) List the established criteria for those participants who are not one year behind their cohort and are enrolled “for other significant reasons” (e.g., teen parents, emancipated minors, students with specific economic hardships, institutionalized students, students in medical treatment programs, etc.).

4) List all LEA locations with their school building code number that will operate a Missouri Option class. Provide complete contact information for each district location in the corresponding table in the Appendix.

5) List all LEA(s) referring Missouri Option students. Provide complete contact information for Consortium member LEAs in the corresponding table in the Appendix.

**SECTION C – PROGRAM TYPE**

Check all appropriate boxes below that relate to the LEA’s Missouri Option Program.

**New Program** – The LEA will establish a new Missouri Option Program during the current school year.

Comment:

**Ongoing Program** – The LEA will continue an ongoing Missouri Option Program during the current school year.

Comment:

**Discontinuation of a Program** – The LEA will **not** have a Missouri Option Program during the current school year.

Comment:

**Consortium Program** – The LEA will participate as a Consortium Member/Sending LEA under an agreement with the  LEA.

Comment:

The LEA has entered an agreement to serve as the **Lead Administrator** of a Missouri Option Consortium consisting of one or more member LEAs.

Comment:

## APPENDIX

### ASSURANCE STANDARDS – MISSOURI OPTION PROGRAM

The administrator(s) and teaching staff at all participating LEA sites are knowledgeable of and agree to comply with the Missouri Option Program Assurance Standards as identified below.

#### 1.0 Program Eligibility Standards:

- 1.1 Students enrolled in the Missouri Option Program are exempted from the requirement to earn a specific number of credits for graduation purposes.
- 1.2 Each Missouri Option Program candidate is enrolled as a **full-time student** in the LEA in accordance with the criteria prescribed in Assurance Standards 4.2 and 4.3.
- 1.3 Student participation in the Missouri Option Program is voluntary.
- 1.4 Selection criteria for the Missouri Option Program are not ethnic, racial, or gender biased.
- 1.5 Students are 17 years of age or older.
- 1.6 Students are at least one year behind their cohort group in the credits needed to graduate, **OR** for *other significant reasons* identified in the local plan, are unable to complete their diploma with their cohort group (class). Cohort is defined as the year that a student enrolled in Kindergarten.
- 1.7 In accordance with the McKinney-Vento Act, students and a parent/guardian will sign a consent form for participation in the Missouri Option Program.
- 1.8 Students served by the Missouri Option Program are able to demonstrate the ability to read independently in English at a level sufficient to successfully complete instruction and testing.
- 1.9 Students with disabilities show evidence of a current Individual Education Plan (IEP) or Section 504 Plan, which indicates that participation in the Missouri Option Program is appropriate for the student. The IEP or Section 504 Plan documents any special education services and related aids and services necessary for successful completion of the program, including the testing component.
- 1.10 Missouri Option Program participants have access to all educational programs and services available in the LEA. For information on the eligibility to participate in high school activities, please contact the Missouri State High School Activities Association (MSHSA) at [email@mshsaa.org](mailto:email@mshsaa.org) or by calling 573-875-4880.

#### 2.0 Program Instructor Standards:

- 2.1 Missouri Option Program instructor(s) have a valid Missouri teaching certificate, which may be an Adult Education and Literacy (AEL) certification.
- 2.2 New instructors participate in an orientation to the Missouri Option Program. Experienced instructors participate in Missouri Option workshops or other professional development (PD) activities offered through regional consortiums of Missouri Option operators and/or related association conferences or events. Scheduled Missouri Option-related workshop information will be posted on the Missouri Option website: [http://dese.mo.gov/divcareered/Missouri\\_option.htm](http://dese.mo.gov/divcareered/Missouri_option.htm).

#### 3.0 Program Counseling Standards:

- 3.1 Counselor(s) have a valid Missouri Counseling Certificate.
- 3.2 Guidance and counseling services are provided to Missouri Option students consistent with the high school program.
- 3.3 Ongoing postsecondary and career advisement is provided by the Missouri Option Program instructor(s) and counselor(s), with supplemental guidance and counseling provided as needed.

## APPENDIX

### ASSURANCE STANDARDS – MISSOURI OPTION PROGRAM (continued)

#### 4.0 Academic Instruction and Assessment Standards:

- 4.1 Instructional content is appropriate for tenth grade or higher and aligns with the *Missouri High School Equivalency Exam* sub-tests: Writing, Social Studies, Science, Language Arts Reading, Language Arts Writing, and Mathematics.
- 4.2 Missouri Option students are engaged in a **minimum** of fifteen (15) hours of academic instruction per week, which may include computer-assisted instruction.
- 4.3 Missouri Option students are also enrolled in other school-supervised instructional activities (Career Education courses, elective classes, volunteer experiences, work experience, etc.), that lead to the student's classification by the LEA as a **full-time student**.
- 4.4 As prescribed in Section 170.011, RSMo, to be eligible for graduation from high school in Missouri, students satisfactorily pass a course in Civics or Government and pass a test(s) on the provisions and principles of the United States and Missouri Constitutions.
- 4.5 Missouri Option students pass a half-unit course in Personal Finance and Health Education as per 5 CSR 20-100.190.
- 4.6 All Missouri Option students participate in appropriate state assessments, including **all required** End of Course (EOCs) assessments.
- 4.7 Students are enrolled in Missouri Connections.org, <http://dese.mo.gov/divcareered/missouriconnections.htm>, participate in postsecondary and occupational exploration activities, and complete a Career Portfolio.

#### 5.0 Graduation Standards:

- 5.1 **All** Missouri Option students take and pass the *Missouri High School Equivalency Exam* as a competency-based assessment for a *Missouri High School Equivalency Score Report* and complete all of the requirements set forth in these standards to be eligible for a high school diploma.
- 5.2 Student certificates will reflect a regular high school diploma as awarded to all students by local boards of education. Student transcripts will include a *Missouri High School Equivalency Score Report*.
- 5.3 Fifth through seventh-year seniors receive a high school diploma and are graduated upon passing the *Missouri High School Equivalency Exam* and fulfilling all Missouri Option and district program requirements.
- 5.4 Fourth-year seniors who are in the program for *other significant reasons* and successfully pass the *Missouri High School Equivalency Exam* before the end of the school year are engaged in a school-supervised course of study or employment/volunteer work equivalent to full-time student status (30 hours a week) until the end of the school year or when released according to LEA policy.
- 5.5 The Missouri Option Program does not circumvent compulsory attendance regulations or facilitate an early exit. For information regarding conditions for early exit, please see the *Graduation Requirements for Students in Missouri Public Schools*, page 13 <http://dese.mo.gov/divimprove/sia/gradndex.htm>.
- 5.6 Graduates of the Missouri Option Program are eligible to participate in a high school graduation ceremony with their peers.

**APPENDIX – Complete as appropriate.**

**MISSOURI OPTION PROGRAM LEA LOCATIONS – CONTACT INFORMATION**

LEA NAME		CO-DIST CODE
SCHOOL BUILDING NAME		SCHOOL BUILDING CODE NUMBER
PROGRAM CONTACT NAME	CONTACT EMAIL	CONTACT PHONE NUMBER

LEA NAME		CO-DIST CODE
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**MISSOURI OPTION PROGRAM CONSORTIUM LEA(s) – CONTACT INFORMATION**

LEAD ADMINISTRATOR LEA NAME		LEAD ADMINISTRATOR CO-DIST CODE
SCHOOL DISTRICT NAME		CO-DIST CODE
SCHOOL BUILDING NAME		SCHOOL BUILDING CODE NUMBER
PROGRAM CONTACT NAME	CONTACT EMAIL	CONTACT PHONE NUMBER

LEAD ADMINISTRATOR LEA NAME		LEAD ADMINISTRATOR CO-DIST CODE
SCHOOL DISTRICT NAME		CO-DIST CODE
SCHOOL BUILDING NAME		SCHOOL BUILDING CODE NUMBER
PROGRAM CONTACT NAME	CONTACT EMAIL	CONTACT PHONE NUMBER

**MISSOURI OPTION PROGRAM CONSORTIUM LEA(s) – CONTACT INFORMATION, continued**

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SCHOOL DISTRICT NAME		CO-DIST CODE
SCHOOL BUILDING NAME		SCHOOL BUILDING CODE NUMBER
PROGRAM CONTACT NAME	CONTACT EMAIL	CONTACT PHONE NUMBER

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