

NEMO Workforce Investment Board, Inc

Workforce Investment Act
Alternative Secondary School Services
Scope of Work

The Alternative Secondary School Services are educational opportunities in institutions or educational settings that differ from traditional secondary school education that still provide a secondary school diploma or its' equivalent.

I. PURPOSE

A. Program Objectives

1. The Alternative Secondary School Services activity is for youth participants who have not successful in the "traditional" K-12 public education. The Alternative Secondary School Services activity provides basic education skills, general equivalency diploma preparation, remedial reading, writing, mathematics, literacy training in different setting or location, it may use a different delivery system or educational model or it may have a specialized curriculum that leads to a high school diploma or a GED.
2. An alternative program can be only one small element of a youth's secondary education or it might be a complete, comprehensive program providing the participant's entire secondary education.
3. The mission of the program is to lead participants to a high school diploma or GED, provide academically rigorous preparation for work and postsecondary education, assist with the transition to work and postsecondary education, be related to the specific career and educational goals of the individual youth, and address the individuals youth's specific barriers to work and education.

B. Targeted Groups

Youth participants that may be targeted to be served by Alternative Secondary School Services may include:

- Suspended or expelled students, truants, or students with behavior problems who need short-term programs to re-enter high school.
- Students entering adulthood prematurely and who cannot attend school regularly because of pregnancy, parenthood, or adverse home situations.
- Older students who need credits to go on to postsecondary education.
- Low achievers, failing students, students with educational deficiencies or learning difficulties or students over age for their educational level.
- Dropouts or recovered dropouts.
- Students with medical, family, or alcohol/drug abuse problems.
- Gifted and talented students.

- Migrant, homeless, or runaway youth.

C. Program Standards

1. Types of Alternative Secondary School Services elements

a. Different locations

- Vocational schools, charter schools, magnet schools, career academies
- Work-based learning-internships, apprenticeships, work experience, work-study, field-based education
- Special programs in regular school
- Museums, planetarium, nature centers
- Community day schools
- Community colleges
- Neighborhood organizations
- Home schooling
- Outdoor education
- Juvenile justice facilities
- Homeless shelters

b. Different Delivery Systems

- Online education
- Distance education

c. Different Educational Models

- Montessori methods
- Waldorf School
- Coalition of Essential Schools
- Service learning
- Self-directed learning, independent study
- Lifelong education

d. Specialized Curricula

- General Educational Development Test (GED) preparation
- Conflict resolution, anger management
- Tech-Prep, Career-Technical education
- Leadership education
- Therapeutic adventure experiences
- Visual and performing arts

2. Common Characteristics of WIA Alternative Secondary School Services

a. Approaches to Teaching and Learning

1. Experiential education
2. Integrated curriculum, hands-on or contextual learning
3. Individualized programming

4. Active learner engagement, focused on whole student, based on youth development principles
 5. Accommodates different learning styles
 6. Holistic education, integrates family, school and community
 7. Authentic assessment
- b. Educational Environment
1. Voluntary attendance
 2. Safe environment
 3. Flexible with high student expectations
 4. Supportive relationships, opportunity to belong, positive social norms, not punitive
 5. More creative, innovative, autonomous
- c. Participant Support
1. Teachers also act as counselors, advisors, and mentors
 2. Comprehensive guidance and counseling
 3. Support from parents and community
 4. Developmental support

II. PARTICIPANT SERVICES

A. Enrollment

1. The Contracting Agency will only enroll applicants in the Alternative Secondary School Services activity that have been identified as WIA eligible and deficient in basic skills, who need assistance in completing their high school diploma or GED, and/or who need assistance in making the transition from secondary school to post-secondary education.
2. Participants will be provided with the Northeast Missouri Workforce Investment Board's Complaint and Grievance procedures if not provided to them at the Intake level.
3. The Contracting Agency will utilize the Northeast Missouri Workforce Investment Board standardized Individual Service Strategy (ISS) or the on-line form in the Missouri Toolbox Case Management System.
4. The Contracting Agency will be responsible for maintaining and updating the ISS of all participants to reflect enrollment in the Alternative Secondary School Services activity. Participants shall sign and receive copies of their ISS updates.
5. The Contracting Agency will provide orientation to each applicant prior to enrollment which will include:
 - Purpose of the Alternative Secondary School Services activity.

- The condition and standards for program activities to include the following:
 1. Hours of participation
 2. Participants responsibilities
 3. Counselors name and telephone number
 4. Additional standards required by the Contracting Agency and/or training facility
 5. Counseling and supportive services available
 6. Participants competency assessment/attainment process
- All participants will sign an orientation check list indicating they have received orientation and are aware of their rights and responsibilities. A copy will be retained in the participant's file.

B. Counseling and Supportive Services

1. The Contracting Agency agrees to provide employment related counseling to participants throughout their enrollment in the Alternative Secondary School Services activity at a minimum of once every month. The focus of these contacts will be to :
 - a. Assess the participant's progress relative to the ISS and to discuss any concerns with the Alternative Secondary School Services activity instructors.
 - b. Assist the participant in adjusting to the educational site and to identify potential problems.
 - c. Attempt to develop an atmosphere of communication to provide a network for the resolution of problems.
 - d. Assist participants in adjusting to the Alternative Secondary School Services activity.
 - e. Provide appropriate labor market information and monitor development of positive behavior reflecting work maturity skills.
 - f. Job development and referral of participants to potential employment.
 - g. Provide appropriate information and counseling regarding post-secondary education opportunities, enrollment requirements, career opportunities, etc...
2. Services shall be provided which will assist in successful completion and lead to unsubsidized employment or enrollment in a post-secondary educational facility. Planned and actual services shall be documented in the participant's file.
3. The Contracting Agency agrees to review during each counseling visits the participants ISS. The ISS shall reflect changes; identify additional service or training

needs and record program accomplishments. Participants shall sign and receive copies of all changes reflected on their ISS.

4. Counseling contacts/case notes must reflect what services were provided to participants in a concise, organized manner.
5. The Contracting Agency may provide supportive services to Alternative Secondary School Services activity participants in the form of child care and transportation assistance.

C. Transitional Services

1. The Contracting Agency will place participants into the appropriate activity (follow-up and/or case management services) when they leave assigned activities prior to completion and are anticipated to transition back into training activities or potential unsubsidized employment. These services will include, but not be limited to, the following:
 - a. Frequent contact with employers in order to identify job openings and to promote the hiring of participants
 - b. Maintaining linkages with other agencies that may have information about available job in the area; such as local DWD staff;
 - c. Referrals to other available activities based on the consultant's assessment;
 - d. Assistance to the participant to update and/or complete their work registration on Missouri's Great Hires system.

D. Follow-up Services

1. The Contracting Agency agrees to provide follow-up services to all registered participants for a minimum of 12 months after exit from the WIA Title I Youth Program. Follow-up services should be provided at 30 days, 60 days, 90 days, 6 months, 9 months and 12 month after exit from the program. The Contracting Agency agrees to provide regular contact with the participant to ensure a successful transition to employment has been made. All follow-up contact information will be recorded in the Missouri Toolbox Case Management System after each follow-up contact made. Individuals who are found unemployed during follow-up services will be provided additional services to assist them in obtaining employment. Follow up services for youth may include:
 - a. leadership development and supportive services listed in §664.420 and §664.440;
 - b. regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
 - c. assistance in securing better paying jobs, career development and further education

- d. work related peer support groups;
 - e. adult mentoring ; and
 - f. tracking the progress of youth in employment after training
2. The Contracting Agency shall inform participants enrolled in the WIA Title I Youth program that they will be contacted after completion of the program for follow-up information and are required to participant by providing the requested information.

E. Instructors Orientation

1. The Contracting Agency will provide a standardized orientation to instructors providing educational upgrading services to participants. The orientation shall include:
- a. An explanation of the Alternative Secondary School activity.
 - b. The instructors responsibilities relative to the Alternative Secondary School Services activity includes:
 - A detailed description of the time and record keeping requirements;
 - Weekly timesheets for those eligible for supportive services payments;
 - Providing monthly progress reports;
 - The applicable provisions of the WIA and Northeast Missouri Workforce Investment Board regulations;
 - The requirements of the training planned for each participant;
 - Responsibilities of the instructor concerning the youth competencies post-test assessment;
 - The name and phone number of the contracting agencies key contact person for instruction and assistance in resolving any participant/instructor problems.
2. Instructors will sign an orientation check list indicating they have received orientation to the relative rules, standard practices and requirements of the Alternative Secondary School Services activity. The instructor orientation shall be retained in the participant's file.
3. The Contracting Agency will ensure that instructors provide adequate orientation to participants relative to the rules, standard practices and requirements of the training facility and course of instruction.