

Arizona State Board of Education

Application for Arizona Online Instruction (AOI) Schools and Programs



Application for 2025-2026 School Year

School District¹ Application for
Arizona Online Instruction (AOI) Schools and Programs

¹ Interested charter schools must apply through the Arizona State Board for Charter Schools.

Application Package Deadline:

Close of business on **November 1, 2024.**

Applications should be sent to:

Arizona State Board of Education
1700 W. Washington St.
Executive Tower, Suite 300
Phoenix, Arizona 85007
(602)542-5057
(602)542-3046
inbox@azsbe.az.gov

Who is eligible to apply: Any school district

Application Package:

- Electronic copy of entire submission send to inbox@azsbe.az.gov

Evaluation Process:

The Board will appoint an evaluation team with Rio Salado that will meet and score the application.

Considerations:

After each application has been scored on the established criteria, the Board will be provided with a copy of the application package, the results of the scoring, and the current fiscal and academic compliance of the applicant. It is anticipated that final consideration of each application will occur by the Board’s meeting in February.

If a district is interested in changing the name and/or grades levels of an already approved AOI, please use the “Name and/or Grade Level Change” AOI application.

School districts may also review Instructional Time Model flexibility by visiting ADE School Finance at: <https://www.azed.gov/finance/instructional-time-model-itm-faq-and-template-updated-8202021>

SECTION 1.0

Cover Page

- Name of District applying to add a school or program:
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- LEA CTD (County, Type, District code):
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- Name of proposed AOI school or program:
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- Proposed grade levels of AOI school or program (may not be grade levels outside of current authority):
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- Name of District Contact, including mailing address, phone number and email address:
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- Name of AOI school or program administrator, including mailing address, phone number and email address:
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- Mission of the District:
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- Mission of the proposed AOI school or program:

SECTION 2.0

Introduction (4 page maximum):

The Introduction must be specific, concise, and provide the reader with a sense of the educational intent of the school/program and a rationale for that intent. The following elements must be included in the narrative:

Needs Analysis: Provide an explanation of the need or interest for the proposed school's model for the selected community/population to be served. Include a description of the community, or the target population, and explain how the selected community/target population will benefit from the school.

Educational Philosophy: Identify the principles or concepts fundamental to the proposed school's instructional strategies.

Summary of Instructional Program: Describe the design of courses, delivery methods, and inclusion of course offerings beyond core requirements (based on Arizona K-12 Teaching Standards) and course offerings beyond those that are required. (e.g.: matrix, not a course catalog).

Implementation: Describes how the AOI School/Program will be integrated within the current school system. (Physically and through course offerings).

Governance and Leadership: Identify specifically, those in a leadership role, within the AOI school/program. Describe their experience in education, and their specific leadership role. Explain how they oversee the development, implementation, assessment, and accountability of the programs.

Accessibility: Describes the accessibility of AOI courses and any limitations in access for your target population. Specify the technology requirements students will need to access the AOI program.

Enrollment: Describes what measures will be taken to ensure all enrolled students reside in Arizona. Explain the current or projected system for ensuring a shared apportionment of no more than 1.0. (Include who is or who will be responsible for monitoring student enrollments.)

SECTION 3.0

Describe the depth and breadth of curriculum choices.

A list of course offering with descriptions must be included as an appendix.

Evaluation Criteria:

The extent to which:

- The AOI High School/Program offers a comprehensive academic program that provides the minimum course of study and competency requirements for graduation from high school, based on their current cohort year requirements. (e.g.: Course Catalog)

- The AOI School/Program offers a variety of comprehensive courses to meet State Board of Education Academic Standards for the identified student population.

- The AOI School/Program offer concurrent, dual, Honors, or AP credit. (Secondary Schools only)

- The course offerings/content prepare students for post-secondary success in the world of work, technical school or college. (Secondary Schools only)

SECTION 4.0

Describe the variety of educational methodologies employed by the school and the means of addressing the unique needs and learning styles of targeted pupil populations.

Evaluation Criteria:

The extent to which:

- The AOI program's educational methodology includes computer assisted learning systems, virtual classrooms, virtual laboratories, electronic field trips, electronic mail, virtual tutoring, online help desk, group chat sessions and non-computer based activities performed under the direction of a teacher that holds a valid Arizona teaching certificates.

- Various learning styles are addressed in the delivery methods.

- Modifications to content delivery by course or by lesson can be made.

- Methods provide synchronous and asynchronous support to AOI students.
- Learner support systems with methods of communication are included.
- Selected methodologies exhibit knowledge of current online delivery best practices and the ability to implement and evaluate these practice

SECTION 5.0

Describe the availability of an intranet or private network to safeguard pupils against predatory and pornographic elements of the internet.

Evaluation Criteria:

The extent to which:

- The provision of Learning Management Systems (LMS) and Content Delivery Systems (CDS) that ensure user security through password protected access are described.

- The type and quantity of external links used in the course content are described, if external links are required as part of the content delivery and student learning process and how links are chosen, screened, and updated to ensure adequate protection. (Include specific criteria for evaluating external links and/or content.)

- A means for students to identify and report problems with external links.

SECTION 7.0

Describe the availability of private individual electronic mail between pupils, teachers, administrators and parents in order to protect the confidentiality of pupil records and information.

Evaluation Criteria:

The extent to which:

- The AOI school/program has an internal email communication system available within the CDS that is only available to the student and any staff, parent, guardian or other stakeholder that plays an integral part in monitoring and supporting the success of the student.

- Any communications between staff, student, and parents is logged and secure.

SECTION 8.0

Describe the selection and training for online teachers.

Evaluation Criteria:

The extent to which:

- The AOI School/Program has established, or plans to establish a system of *initial* and *ongoing* professional development and monitoring for teachers in an online environment.

- Faculty members are, or will be required to exhibit competency in the use of the LMS so that the technology itself does not interfere with the instructional process and create barriers to student academic success.

- The extent to which instructors will be appropriately certified as defined by Arizona certification rules.

SECTION 9.0

Describe the school's current partnerships with universities, community colleges and private businesses.

Evaluation Criteria:

The extent to which:

- Community partnerships that encompass the goals of post-secondary transition (e.g.: partnerships with universities, community colleges, and vocational/technical schools.) (Secondary Schools only).

- Community partnerships that enhance the school experience for AOI students. (e.g.: private business, career track organizations, community organizations, etc.)

- Partnerships do or will enhance the school experience for AOI students.

SECTION 10.0

Describe the services offered to developmentally disabled populations.

Evaluation Criteria:

The extent to which:

- The AOI School/Program will identify students with exceptionalities accordance with the requirements of IDEA - 2004.

- The content and the content delivery system can be adapted to meet the accommodation and modification requirements for students with exceptionalities.

- Students with exceptionalities will receive onsite/in-person support when the need is identified. (e.g.: related services, tutoring, testing accommodations, etc.)

SECTION 11.0

Describe the policies and procedures to ensure the academic integrity of the AOI School/Program.

Evaluation Criteria:

The extent to which:

- A process is in place for evaluating whether a pupil with declining academic achievement should be allowed to continue to participate in the AOI school/program. (Include a step-by-step process, with person(s) responsible for implementing the process.)
- The extent to which the AOI school/program will ensure/monitor student progress for at least one year's growth annually. (Include a step-by-step process, with person(s) responsible for implementing the process.)
- Courses offered exhibit a variety of formative and summative assessments of student competency.
- The AOI School/Program will ensure that course/grade outcomes are monitored for academic integrity. (e.g.: testing issues, plagiarism, etc.)

SECTION 12.0

Describe the goals of the AOI School/Program.

Pursuant to ARS § 15-808 (B), each new school that provides online instruction shall provide online instruction on a probationary basis. After a new school that provides online instruction has clearly demonstrated the academic integrity of its instruction through the actual improvement of the academic performance of its students, the school may apply to be removed from probationary status.

The State Board of Education shall remove authorization of an Arizona online instruction probationary school that fails to clearly demonstrate improvement in academic performance within three years, measured against goals in the approved application and the state's accountability system.

Evaluation Criteria:

The extent to which:

- Goals are set forth by the AOI School/Program to monitor the school/program's success. These goals should be set in accordance with the state's accountability system, the school/program's mission, course outcomes, industry certification requirements and/or graduation requirements.

SECTION 13.0

Arizona Online Instruction Statement of Assurances

District Name:

CTD Number:

ASSURANCES

Consistent with A.R.S. 15-808, the district/charter holder assures, if approved to operate an Arizona Online Instruction School/Program:

1. A pupil is not eligible to participate in the program unless the pupil is a resident of Arizona.
2. Pupils who participate in the program are subject to the testing requirements prescribed in Chapter 7, Article 3 of Title 15.
3. Upon enrollment, the school shall notify the parents or guardians of the pupil of the state testing requirements.
4. If a pupil fails to comply with the testing requirements and the school administers the tests pursuant to section 15-808 to less than 95% of the pupils in the program, the pupil shall not be allowed to participate in the program.
5. Each school shall submit an annual report to the Arizona Department of Education at a time prescribed by the Arizona Department of Education and shall include all of the information as prescribed by the State Board of Education and the State Board for Charter Schools.
6. Each school shall ensure that a daily log is maintained for each pupil who participates in the program. The daily log shall describe the amount of time spent by each pupil participating in the program pursuant to section 15-808 on academic tasks. The daily log shall be used by the school to qualify the pupils who participate in the program in the school's average daily attendance calculations pursuant to section 15-901.
7. That it provides for a comprehensive program of instruction that is aligned to the Arizona State Academic Standards.

Authorized Representative (Print):

Authorized Representative Signature:

Date: