

Arizona Online Instruction (AOI) Application Scoring Rubric

School Name:
Contact email:
Contact name/Title:
Reviewers Names:

Part 1 - Cover sheet

Part 1 - Cover sheet Do not score if not included and complete **No Score**

Part 2: Introduction (limit 4 pages) - maximum 7 points

	Criterion	Not Present	Present but vague and unclear	Clear, concise, compelling, logical	Score column	Comments (Must provide comments if less than full points are given.)
Criteria 1	Needs Analysis: Provides 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.	0	0.5	1		
Criteria 2	Educational Philosophy: Identify and describe the principles or concepts fundamental to the proposed school's instructional strategies.	0	0.5	1		
Criteria 3	Summary of Instructional Program: Describes the design of courses, delivery methods, and inclusion of core requirements (based on Arizona K-12 Teaching Standards) and course offerings beyond those that are required. (e.g.: matrix, not a course catalog)	0	0.5	1		
Criteria 4	Implementation: Describes how the AOI School/Program will be integrated within the current school system. (Physically and through course offerings).	0	0.5	1		
Criteria 5	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 program.	0	0.5	1		
Criteria 6	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.	0	0.5	1		

Criteria 7

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 enrollment.)	0	0.5	1		
Subtotal for Part 2				0	

Part 3: Depth and Breadth of Curriculum Choices - maximum 8 points					
	Not present or minimal	Present but vague and unclear	Clear, concise, compelling, logical	Score column	Comments (Must provide comments if less than full points are given.)
Criteria 8 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)	0	1	2		
Criteria 9 The extent to which the AOI School/Program offers a variety of comprehensive courses to meet State Board of Education Academic Standards for the identified student population.	0	1	2		
Criteria 10 The extent to which the AOI School/Program offer concurrent, dual, Honors, or AP credit. (Secondary Schools only)	0	1	2		
Criteria 11 The extent to which the course offerings/content prepare students for post-secondary success in the world of work, technical school or college. (Secondary Schools only)	0	1	2		
Subtotal for Part 3			SUB-TOTAL	0	
Part 4: 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.- maximum 12 points					
Criterion	Not present or minimal	Present but vague and unclear	Clear, concise, compelling, logical	Score column	Comments (Must provide comments if less than full points are given.)
Criteria 12 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 certificated teacher.	0	1	2		
Criteria 13 The extent to which various learning styles are addressed in the delivery methods.	0	1	2		
Criteria 14 The extent to which modifications to content delivery by course or by lesson can be made.	0	1	2		
Criteria 15 The extent to which methods provide synchronous and asynchronous support to AOI students.	0	1	2		
Criteria 16 The extent to which learner support systems with methods of communication are included.	0	1	2		

Criteria 17	The extent to which selected methodologies exhibit knowledge of current online delivery best practices and the ability to implement and evaluate these practices.	0	1	2		
	Subtotal for Part 4:			SUB-TOTAL	0	

Part 5: Describe the availability of an intranet or private network to safeguard pupils against predatory and pornographic elements of the internet.- maximum 6 points					
Criterion	Not present or minimal	Present but vague and unclear	Clear, concise, compelling, logical	Score column	Comments (Must provide comments if less than full points are given.)
Criteria 18 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.	0	1	2		
Criteria 19 The extent to which 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.)	0	1	2		
Criteria 20 The extent to which the system incorporates a means for students to identify and report problems with external links.	0	1	2		
Subtotal for Part 5			SUB-TOTAL	0	
Part 6: Describe the availability of filtered research access to the Internet. - maximum 4 points					
Criterion	Not present or minimal	Present but vague and unclear	Clear, concise, compelling, logical	Score column	Comments (Must provide comments if less than full points are given.)
Criteria 21 The extent to which the AOI school/program identifies safe research practices for the student.	0	1	2		
Criteria 22 The extent to which the AOI school/program makes various avenues available to AOI students to support research requirements included in the course content and course requirements.	0	1	2		
Subtotal for Part 6			SUB-TOTAL	0	

Part 7: 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. - maximum 4 points

	Criterion	Not present or minimal	Present but vague and unclear	Clear, concise, compelling, logical	Score Column	Comments (Must provide comments if less than full points are given.)
Criteria 23	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.	0	1	2		
Criteria 24	The extent to which any communications between staff, student, and parents is logged and secure.	0	1	2		
Subtotal for Part 7					0	

Part 8: Describe the selection and training for online teachers. - maximum 6 points

	Criterion	Not present or minimal	Present but vague and unclear	Clear, concise, compelling, logical	Score Column	Comments (Must provide comments if less than full points are given.)
Criteria 25	The extent to which the AOI School/Program has established, or plans to establish a system of <i>initial</i> and <i>ongoing</i> professional development and monitoring for teachers in an online environment.	0	1	2		
Criteria 26	The extent to which 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.	0	1	2		
Criteria 27	The extent to which instructors will be appropriately certified as defined by Arizona certification rules.	0	1	2		
Subtotal for Part 8					0	

Part 9: Describe the school's current partnerships with universities, community colleges and private businesses. - maximum 6 points

	Criterion	Not present or minimal	Present but vague and unclear	Clear, concise, compelling, logical	Score Column	Comments (Must provide comments if less than full points are given.)
Criteria 28	The extent to which the AOI school/program has or will establish community partnerships that encompass the goals of post-secondary transition (e.g.: partnerships with universities, community colleges, and vocational/technical schools.) (Secondary Schools only)	0	1	2		
Criteria 29	The extent to which the AOI school/program has or will establish community partnerships that enhance the school experience for AOI students. (e.g.: private business, career track organizations, community organizations, etc.)	0	1	2		
Criteria 30	The extent to which the above partnerships do or will enhance the school experience for AOI students.	0	1	2		
Subtotal for Part 9					0	

Part 10: Describe the services offered to students with disabilities as defined by IDEA - maximum 6 points

	Criterion	Not present or minimal	Present but vague and unclear	Clear, concise, compelling, logical	Score Column	Comments (Must provide comments if less than full points are given.)
Criteria 31	The extent to which the AOI school/program will identify students with exceptionalities accordance with the requirements of IDEA - 2004.	0	1	2		
Criteria 32	The extent to which the content and the content delivery system can be adapted to meet the accommodation and modification requirements for students with exceptionalities.	0	1	2		
Criteria 33	The extent to which students with exceptionalities will receive onsite/in-person support when the need is identified. (e.g.: related services, tutoring, testing accommodations, etc.)	0	1	2		
Subtotal for Part 10					0	

Part 11: Describe the policies and procedures to ensure the academic integrity of the AOI School/Program.- maximum 8 points					
Criterion	Not present or minimal	Present but vague and unclear	Clear, concise, compelling, logical	Score Column	Comments (Must provide comments if less than full points are given.)
Criteria 34 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.)	0	1	2		
Criteria 35 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.)	0	1	2		
Criteria 36 The extent to which courses offered exhibit a variety of formative and summative assessments of student competency.	0	1	2		
Criteria 37 The extent to which the AOI school/program will ensure that course/grade outcomes are monitored for academic integrity. (e.g.: testing issues, plagiarism, etc.)	0	1	2		
Subtotal for Part 11				0	
Part 12: Describe the goals of the AOI School/Program					
Criterion	Not present or minimal	Present but vague and unclear	Clear, concise, compelling, logical	Score Column	Comments (Must provide comments if less than full points are given.)
Criteria 38 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.	0	1	2		
Subtotal for Part 12				0	
Part 13 - Statement of Assurances					

Assurances are present				
	Yes		No	No Score

Circle correct response

GRAND TOTAL				0	
Passing Criteria					
		Points Awarded	Points Total		Percent Needed for Passing
K-8 AOI Program					
	Narrative Portion		53		85% or 45/53 points
	Demonstration Portion		8		87.5% or 7/8 points
9-12 AOI Program					
	Narrative Portion		59		85% or 50/59 points
	Demonstration Portion		8		87.5% or 7/8 points

Total Number of Items		Unless an item was purposely skipped, this should be 38
-----------------------	--	---

	% of criteria "Met"	To pass, this must be 85%
--	---------------------	---------------------------

	Sections with more than one score of "Present but vague or unclear"	
	Total number of "Not present or minimal" sections	

After the evaluation of your narrative, you will be scheduled for a in-person demonstration of your AOI program. If your narrative score did not meet the 85% passing threshold, you will have the opportunity to show the evaluators more evidence at the demonstration, in regard to those narrative areas that were below the passing score. Every application will be required to participate in the demonstration and pass both sections in order to be recommended to the State Board of Education for approval.

The following is a table that lists the requirements for your demonstration:

Demonstration 1 - Learning Management System

Criterion	Not present or minimal	Present but vague and unclear	Clear, concise, compelling, logical	Score Column	Comments (Must provide comments if less than full points are given.)
The school demonstrated this selected LMS showing: Secure login process and password protection, secure email system, tutoring (virtual of on-site), and technology help desk process.					
The school is able to demonstrate selected items from the Curriculum Planning Document					
The School demonstrated the types of modifications which can be made within the course management systems to support individual student needs.					
The School demonstrated both synchronous and asynchronous methods available to support AOI students.					
The School demonstrated at least three "best practices" in online instruction and explain how this practice will be implemented.					

Demonstration 2 - Safe Research

Criterion	Not present or minimal	Present but vague and unclear	Clear, concise, compelling, logical	Score Column	Comments (Must provide comments if less than full points are given.)
The School demonstrated and explained the process by which students will be taught Internet Safety					
The School demonstrated and identified the process and resources available to support any research, when students are required to research outside of the course management system.					