

SCOPE OF WORK
ON-LINE WEB-BASED HIGH SCHOOL CURRICULUM
Solicitation # ADJC12-00001414

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- 1 Purpose.** The Arizona Department of Juvenile Corrections (ADJC), Education Department is seeking a vendor, who is an approved Arizona Online Instruction (AOI) program pursuant to A.R.S. §15-808, to provide Educator Supported On-Line Web-Based High School Curriculum for juveniles adjudicated to the Department. It is the intent of the Department to enter into a two (2) year contract with three (3), twelve (12) month renewal options, or portions thereof.
- 2 Service Description.** Upon contract award, the Contractor shall provide the following:
 - 2.1 For enrolled youth in the secure care facility, the Contractor shall provide supplemental educational services and opportunities that prepare the youth for effective utilization of the on-line web based educational modality. The Department will continue to provide special education to youth in the secure care facility.
 - 2.2 For enrolled youth on parole in the community, the Contractor shall provide the full range of educational programming, including special education services as appropriate, with the goal of the youth attaining a high school diploma (preferred) and/or a GED.
- 3 Background.** The Arizona Department of Juvenile Corrections is responsible for juveniles adjudicated delinquent and committed to its jurisdiction by the county juvenile courts. ADJC is accountable to the citizens of Arizona for the promotion of public safety through the management of the state's secure juvenile facility, the supervision of juveniles under community corrections and the provision of programs intended to change the delinquent thinking and behavior of our youth. The Department is responsible for the development and provision of a continuum of services to juvenile offenders, including rehabilitation, treatment and education.
 - 3.1 The Department offers a comprehensive high school program accredited through North Central Association Commission on Accreditation and School Improvement (NCA/CASI) and offers the standard high school courses.
 - 3.2 Current Career Technical Education (CTE) high school programs include Building Trades, Culinary Arts, Cosmetology, Energy Auditing, Architectural Design/Auto Cad, Automotive and Fire Science.
 - 3.3 The Department offers A+ Curriculum for credit recovery, high school credit and skill development.
- 4 Target Population.** The Department houses approximately 400 culturally diverse male and female juvenile offenders in the secure care facility, between the ages of 12 and 18 years. On average, an additional 400 juveniles are in the Department's care through community corrections (parole).
 - 4.1 The initial number of juveniles to receive supplemental services (additional credit recovery and ancillary course work) upon contract award is at least 30 in secure care and approximately 100 in community corrections.
 - 4.2 It is the department's expectation that every youth in community corrections that cannot be successfully placed in an educational environment (school) approved by the Department will be enrolled by the contractor.
 - 4.3 Once success is established, it is anticipated the majority of secure care juveniles would receive services from the Contractor, with a significant portion of eligible juveniles in community corrections.
 - 4.3.1 The success of the Educator Supported On-Line Web-Based High School Curriculum program is scheduled for evaluation and review each fiscal quarter and annually.
 - 4.3.2 Success is demonstrated through measurable progress in student performance in alignment with State Standards. At the end of four consecutive successful quarters, increased student participation may be considered.
- 5 Program Requirements.** The On-Line Web-Based High School Curriculum Program must:
 - 5.1 Allow students in the secure care facility the opportunity to earn up to one (1) credit per quarter and students on parole in the community the opportunity to enroll as a full time student;
 - 5.2 Be capable of providing on-site support, instructors and assistance at times designated by the Department;
 - 5.2.1 In secure care, the Department may require the Contractor to provide on-site support during standard business days and hours, after hours and week-ends.
 - 5.2.2 Instructors must be certified and familiar with the on-line program.
 - 5.2.3 Instructors must be able to assist students and teachers as needed.
 - 5.3 Provide continuous on-line availability; (24 hour/7 days per week) with educator support and student services;
 - 5.4 Provide the Department with current data that supports the program's success with at risk students. Data may include course completion rates, suspensions, drop-out rates, etc.

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- 5.5 Meet or exceed Arizona State Standards with modified curriculum for Special Education;
- 5.6 Receive curriculum approval from the Department Superintendent of Education or designee;
- 5.7 Provide on-line teacher contact and support as well as teacher presence in the secure care facility and in the community whenever possible;
- 5.8 Provide an on-line resource library for student research;
- 5.9 Allow the Department to select courses for students based on current credits earned;
- 5.9.1 For students in secure care, the Department will select courses without providing the contractor with transcripts.
- 5.9.2 For juveniles enrolled in the program that have transitioned to community corrections, transcripts will be provided.
- 5.10 The Contractor must provide security to ensure confidential information is maintained;
- 5.10.1 Contractor security must provide on-line communication security to include on-line registration, e-mail correspondence and the on-line resource library.
- 5.10.2 Contractor security must prevent the users' ability to navigate away from secure and approved internet sites.
- 5.10.3 Contractor security must provide secured off-site technical support for the software program.
- 5.11 Align with Arizona Enterprise Architecture (EA) Targets and operate with the existing software;
- 5.12 The On-Line Web-Based High School Curriculum Program must be compatible with:
- 5.12.1 A dual 3.0 GHz processor server with 8GB memory and RAID 5 storage capacity of 500 GB running Windows 2003 Enterprise Server OS;
- 5.12.2 A switched environment of 100MB to the workstation with a 1 GB backplane;
- 5.12.3 Workstations which run Windows XP Professional on a 2.8 GHz processor, 1 GB or memory and 60 GB hard drive.

6 Contractor Requirements.

- 6.1 Upon contract award, the Contractor shall provide:
- 6.1.1 Web-based software training and technical support for the On-Line High School Curriculum Program courses;
- 6.1.2 Instructional software for program course preparation designed to facilitate a student's meeting the Arizona State Standard Standards in all applicable areas. The software and teacher supported program will meet the current agency requirements for high school graduation;
- 6.1.3 Access to the On-Line High School Curriculum program courses for all juveniles referred;
- 6.1.4 Self-paced instruction delivery for students and a management system for tracking student progress;
- 6.1.5 A Core Academic Curriculum program for students to complete their GED or the preferred high school diploma program after release from the Department's secure care facility, if their diploma is not earned during enrollment while in secure care;
- 6.1.6 On-site certified instructors who have received a fingerprint background clearance in compliance with A.R.S. §41-2814;
- 6.1.6.1 Instructors will comply with contraband restrictions.
- 6.1.6.2 Instructors will comply with all applicable Department rules and policies.
- 6.2 The Contractor must have the following qualifications:
- 6.2.1 Recognition by the State of Arizona to offer a high school diploma;
- 6.2.2 Accreditation by North Central Association of Schools and Colleges or an accrediting body for charter schools;
- 6.2.3 Sponsorship by the State Board for Charter Schools or selected by the State Board of Education to be an online course provider or approved as an Arizona Online Instruction (AOI) program pursuant to A.R.S. §15.808;
- 6.2.4 Certified and highly qualified teachers in core academics.

7 The Department Shall.

- 7.1 Provide work stations, computers, connectivity and monitoring for participating juveniles in the secure care facility;
- 7.2 Provide adequate work space and equipment for on-site instructors;
- 7.3 Provide all necessary information for continuation and/or enrollment for juveniles released to community corrections.

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8 Required Reports. The Contractor shall provide to the Department Superintendent of Education or designee:

- 8.1 Monthly progress reports/grades and course completion data on students in the secure care facility.
- 8.2 Quarterly completion reports on students released from the secure care facility into the community and continuing in the on-line high school curriculum program.
- 8.3 Quarterly data collection, including grades of students who have left the Department and are completing course work in the on-line high school.
- 8.4 Quarterly graduation rates for students in community corrections (parole).

9 Desired Outcomes.

- 9.1 To increase and expedite math and reading achievement for all juveniles adjudicated and committed to the Department.
- 9.2 To increase and expedite educational outcomes (i.e. credits earned, transferal credits, high school diplomas).
- 9.3 To optimize credit recovery.
- 9.4 To expand the continuum of educational services from secure care to the community.