



State of New Jersey  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

KIMBERLEY HARRINGTON  
Commissioner

October 6, 2017

TO: Chief School Administrators  
Charter School and Renaissance School Project Lead Persons

FROM: Kimberley Harrington, Commissioner

SUBJECT: Recovery High School Funding Opportunity

The New Jersey Department of Education (NJDOE) is seeking applications for funding to increase access for students in recovery to rigorous academic instruction and treatment provided by existing, public recovery high schools. For the purposes of this **Recovery High School Access Project**, a recovery high school program means “an alternative education program that serves students diagnosed with substance use disorder or dependency as defined by the most recent Diagnostic and Statistical Manual of Mental Disorders, and that provides a comprehensive four-year high school education in an alternative public school setting and a structured plan of recovery that is aligned with the national framework of evidence-based practices for recovery high schools (N.J.S.A 18A:35-30).” Recovery high schools facilitate a smooth transition from treatment to innovative, safe and supportive academic environments, where the goal is to prevent relapse and prepare students to graduate and achieve success after high school.

Two New Jersey public recovery high schools will receive awards through the **Recovery High School Access Project**. Allowable costs for each program will include tuition and transportation costs for up to 30 students and one full-time transition/re-entry counselor with expertise in addiction treatment. Tuition may be prorated for students who do not attend for the full project period. Students, ages 14-21, who have been diagnosed with a substance abuse or dependency disorder, and who are seeking a sober lifestyle, will be eligible for the program.

The project period will begin immediately upon approval from the NJDOE and run through June 30, 2018. The project period may be extended depending upon availability of funds. Each applicant must provide assurances that recovery high school courses and program components are aligned with the New Jersey Student Learning Standards and prepare students to meet New Jersey’s graduation requirements in accordance with New Jersey Administrative Code, Title 6A, Chapter 8 (N.J.A.C. 6A:8). Applicants must also commit to accepting students from surrounding communities and counties. Each application must demonstrate that the appropriate partnerships are in place with addiction and recovery services in the community where the program is located, as well as the communities where students reside, to support students and their families beyond the school day. Award recipients must engage in collaborative activities with each other to maximize student success and family engagement.

Existing, public recovery high schools interested in applying for the ***Recovery High School Access Project*** must complete the attached application and submit to the following email address by October 20, 2017: [healthyschools@doe.state.nj.us](mailto:healthyschools@doe.state.nj.us). Questions regarding the project application may be forwarded to the email address listed above.

c: Members, State Board of Education  
Senior Staff  
Diane Shoener  
Executive County Superintendents  
Comprehensive Support Network Directors  
Executive County Business Officials  
County Supervisors of Child Study  
Garden State Coalition of Schools  
NJ LEE Group

*New Jersey Department of Education Recovery High School Access Project*

*Application*

To apply for the **Recovery High School Access Project**, please complete the following application and submit to: [healthyschools@doe.state.nj.us](mailto:healthyschools@doe.state.nj.us) by October 20, 2017. Signatures of both the Chief School Administrator and the Recovery High School Program Director are required for submission.

Name of Recovery High School Program:
Address ( City, State, Zip):
Contact Person at Recovery High School Program: Phone (Area Code/No.)
Name of Applicant at Local Education Agency:
Address (State, City, Zip):
LEA Contact (if other than above): Phone: (Area Code/No.)
Current Enrollment #:
Grade Levels to be Served (check all that apply) <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Counties to be Served:

**Section 1: Project Narrative**

**Description of the Program**

Describe the recovery high school academic and treatment program. Include information regarding the courses offered, instructional strategies, career preparation opportunities, how progress is measured and transition and recovery services.

**Partnerships**

Describe partnerships with sending districts, community addiction and recovery service agencies and the nature of services provided through these partnerships.



## **Family Engagement**

Describe opportunities for family involvement, communication with families and connections to community resources.

## **Program Staff**

List the program staff and their roles. Identify the principal of the program and provide a job description for the transition/re-entry counselor.

## **Entrance and Exit Criteria**

List criteria for entry into the program and criteria that will be used to determine that a student is ready to return to his or her home high school. Include eligible grades and sending districts.

## **Section 2: Project Budget**

Please complete a budget plan and submit with application (Budget template attached). The budget should include the cost of tuition, student transportation, and a transition/re-entry counselor only. Mid-year and final reports of expenditures and program activities must be submitted to: [healthyschools@doe.state.nj.us](mailto:healthyschools@doe.state.nj.us) by the following dates, respectively: March 15 and July 15, 2018.

## **Section 3: Assurances**

By signing below, the applicant hereby assures the Commissioner of Education that:

- The recovery high school serves students in recovery, ages 14 through 21, enrolled in a New Jersey high school exclusively;
- The course curricula implemented by the recovery high school are aligned with the New Jersey Student Learning Standards;
- The recovery high school program offers the courses necessary for students to achieve New Jersey's graduation requirements in accordance with the New Jersey Administrative Code Title 6A, Chapter 8 and the graduation requirements of each enrolled student's sending district;
- Program staff will conduct outreach in the county where the recovery high school is located as well as surrounding counties to recruit students in recovery who would benefit from the program;

- The chief school administrator of each student’s sending district and parents are regularly informed of their students’ status, progress and credits achieved;
- For students with Individualized Education Programs (IEPs), program staff will participate in any review of the IEP, communicate with the student’s case manager and implement the IEP as written;
- The location of the program conforms to all New Jersey facility requirements; and
- Enrolled students have the opportunity to participate in state assessments as required.

\_\_\_\_\_  
Signature of Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief School Administrator

\_\_\_\_\_  
Date

New Jersey Department of Education  
***Recovery High School Access Project***  
***Budget Plan***

Project Goal: Increase the number of students enrolled in the Recovery High School by 30 students by the end of the project period.

Budget Category: Tuition		
Number of Students to be Served (FTE)	Tuition Cost Per Pupil	Total Projected Cost
Budget Category: Transportation		
Number of Students to be Served	Transportation Cost Per Pupil	Total Projected Cost
Budget Category: Personnel		
Transition/Re-entry Counselor (FTE)	Salary and Benefits	Total Projected Cost