ALTERNATIVE EDUCATION PROGRAM

TOOLKIT for PROGRAM EVALUATION

“As used in ORS 336.615 to 336.665, ‘alternative education program’ means a school or separate class group designed to best serve students’ educational needs and interests and assist students in achieving the academic standards of the school district and the state.” ORS 336.615.

“School districts shall adopt policies and procedures for the approval and annual evaluation of alternative education programs under ORS 336.615-336.665 (Alternative Education Programs) that receive public funds.” OAR 581-022-1350(2). “Each school district operating, participating in or contracting for a public or private alternative education program shall evaluate the program at least annually. The district shall provide the public or private alternative education program with a copy of the written evaluation.” ORS 336.655.

This toolkit is intended to provide a resource for school districts and school district boards for their evaluations of the public and private alternative education programs that they operate or contract with.

This toolkit may be updated periodically in response to changes in Oregon Revised Statutes, Oregon Administrative Rules, or in response to comments from districts or programs.

Links to the ORS and OAR cited in the toolkit are available on the Department of Education’s [Alternative Education webpage](https://www.oregon.gov/ode/learning-options/schooltypes/AltEd/Pages/default.aspx) . The list of registered private alternative education programs and the standards adopted by the State Board of Education for those programs are also available on that page.

Please direct questions or comments to Annie Marges . She can also be reached at 503-934-0787.

DISTRICT: Bethel

SCHOOL YEAR: 2020/21

ALTERNATIVE EDUCATON PROGRAM: Looking Glass CenterPoint

CHECK ONE:

\_\_\_ Public Program

\_\_x Private Alternative Program

***PROGRAM EVALUATION BY DISTRICT: OAR 581-022-1350(2)***

| The school district has policies and procedures for the at least annual evaluation of alternative education programs under ORS 336.615-665 that receive public funds. Evaluation of this program ensures the following. | C | (OSBA Sample Policy References: IGBHA, IGBHA-AR(1), IGBHA-AR(2)) |
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***The Private Alternative Program***

| Prior to contracting with or distributing public funds to a private alternative program, the district confirmed that the program is registered with the Oregon Department of Education as required by OAR 581-021-0072. | C | Updated Nov. 2020, attached. |
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| The private alternative program’s annual statement of expenditures has been reviewed consistent with ORS 336.635(2). See the ODE alternative education webpage for model expenditure statement formats. | C | Attached |
| Before contracting with a private alternative program for special education services, the district confirmed that the private program is approved by the ODE to provide those services. | C | Attached letter from ODE |
| The private alternative program enhances the ability of the district and its students to achieve district and state standards. | C | Course offerings, syllabi, transcripts. Course names aligned with district NCES. |
| Consistent with OAR 581-023-0006(8), Private Alternative Programs, the contracted private alternative program: |  |  |
| * Maintains records of school attendance, group sizes, and other information required by the contracting district.
 | C | Documentation of attendance records provided. Additionally, attendance tracked by cohort for Covid 19 Contact Tracing purposes. |
| * Reports required school finance accounting information to the district at least twice yearly, once each for October 1 through December 31 and for ten days after the end of the school year.
 | C | Documentation provided of monthly roll sheet for all students. |
| * Retains student attendance records for at least two years.
 | C | The file room contains records kept for at least seven years. |
| The contract between the district and the private alternative education program states that suspension or revocation by the ODE of the private program’s registration will suspend or terminate the district’s contract with and distribution of public funds to the program for the term of the suspension or termination of the registration. | C | Fee agreement specifies contract language. Districts must contract with Looking Glass for services. |
| The contract between the school district and the private alternative education program states that non-compliance with a rule or statute implemented by OAR 581-022-1350 may result in the termination of the contract. | C | Fee agreement specifies compliance with rules and statutes. |
| The private alternative program is in compliance with its contract with the district, including each statute, rule, or school district policy that is specified in the contract. | C |  |

*The Public Alternative Program*

| The public alternative program complies with all state statutes and rules and federal laws that apply to public schools. |  |  |
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*Each Public or Private Alternative Program*

| The program implements an education plan and education profile for each student that meet the requirements of OAR 581-022-1120(3)(a) and (b) and 581-022-1130(3). | C | Template of Educational and Career Plan provided. Students complete these in a course. |
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| Each student’s education plan includes criteria for determining if, when, where, and how the student may transition from the alternative program. | C | Educational Profile/Career Plan is completed for all students, in addition to the Transition components of special education. |
| A transportation plan is in place ensuring that the program is accessible to each student approved for placement in the program. | C | Districts transport, Transportation is included on IEPs, CenterPoint provides a point person to support with Transportation. |
| The program complies with each eligible student’s IEP. | C | Progress reports indicate evidence of progress toward IEP goals. |
| The program assists the district in meeting its comprehensive K-12 instructional program. | C | Curriculum Guide provided. |
| The program ensures that students receive adequate instruction in the educational standards adopted by the State Board of Education for the grade level(s) the program serves for students to meet state and local benchmark standards. | C | (OSBA Sample Policy References: IGBHG, IGBHB-AR) |
| The program ensures that each student participates in district and state assessments of student achievement. | C | (OSBA Sample Policy Reference: IGBHA-AR(2)) |
| The results of student performance on state assessments are reported annually to students, parents, and the school district. | C | Template of letter to families was provided. |
| The program collects and reports to the district each student’s local and state assessment, attendance, behavior, graduation, dropout, and other data required by the district and the state. | C | CenterPoint sends this documentation to registrars at each student’s school district. |
| The program serves students who are in one or more of these subgroups. Students* who are suspended, expelled, or considered for suspension or expulsion.
* whose attendance is so erratic that they are not benefiting from school.
* who have not met or who have exceeded benchmark academic standards.
* whose parent or legal guardian applies for a student’s exemption from compulsory school attendance on a semiannual basis consistent with OAR 581-021-0075, Exemption From Compulsory Attendance.
* who are under 21 prior to the start of the district’s school year and who need additional instruction to earn a diploma; or
* who are individually approved for placement consistent with the district’s board policies regarding the placement.
 | E | IEP teams make placement decisions to place students at CenterPoint, as appropriate to CenterPoint’s mission. |
| Activities provided by the alternative education program and claimed for state school funds, and the diploma credits allowed for those activities, are only those approved by the district consistent with OAR 581-023-0008, Accountable Activities for Alternative Education Programs. The allowable activities are listed in the contract with the private alternative program. | C | Individual districts must contract with Looking Glass for services. |
| Students receiving online instruction are accounted for consistent with reporting guidelines published in the Oregon Student Personnel Accounting Manual. | NA |  |
| Each claim of state school funds is made consistent with OAR 581-023-0006, Student Accounting Records and State Reporting, and with the Oregon Student Personnel Accounting Manual. | C | CenterPoint reports attendance to districts, who are required to follow OAR 581-023-0006. |
| Consistent with ORS 336.635 (2) and OAR 581-022-1350(3), the alternative education program in which the student enrolls with the districts’ approval notifies the student’s resident district. It may bill the district for tuition. The billing is annually or at the end of each term or semester of the program. For each full-time equivalent student enrolled in the alternative education program, the school district pays the actual cost of the program or an amount at least equivalent to 80 percent of the district’s estimated current year’s average per student net operating expenditure, whichever is lesser. Each alternative education program is accountable for the expenditures of all State School Fund and other local school support moneys. It provides the school district with an annual statement of such expenditures. See the ODE alternative education webpage for model expenditure statement formats. | C | Districts retain billing records. |
| The program and district maintain education records for each student in a public or private alternative education program consistent with OAR 581-022-1660(3) and with OAR 581-021-0210 through 581-021-0440. See the Student Records Handbook. | C | Documentation of 1120 and 1130 were provided. |
| The program and district include data for each student in reports required by the ODE. | C | Documentation of transcripts, IEPs, Extended Applications, etc. were provided. |

Example Indicators of Compliance for Use Above:

* Current district policies
* Minutes of school district or education service district board
* Contract(s) with the private alternative program/school
* Written evaluations of the public and private program/school
* Reviewed financial statement(s) from the private alternative program/school
* Curriculum mapping/alignment documents from the alternative program/school
* Reports of state and local assessment administration schedules
* Student performance results on state and local assessments
* Student attendance and behavior records
* Interviews and focus groups with students, parents, staff
* Other indicator(s) required by the contract between the district and the private alternative program/school.

DISTRICT: Bethel

SCHOOL YEAR: 2020/21

ALTERNATIVE EDUCATON PROGRAM: CenterPoint

CHECK ONE:

\_\_\_ Public Program

\_\_X Private Alternative Program

Date of approval by District Board:

Date(s) of Evaluation(s): April 27th, 2021

Evaluator(s): Amy Tidwell and Kee Zublin

**EVALUATION: COMMENTS AND REOMMENDATIONS**