

**LANE ESD SELF ASSESSMENT
ALTERNATIVE EDUCATION PROGRAM POLICIES AND PROCEDURES**

PROGRAM APPROVAL AND EVALUATION: OAR 581-022-1350 (2)

Each table throughout this document is organized with three columns, as shown below:

Standard	Status C = In compliance E = Exemplary NC = Not-in compliance NA = Not Applicable	Explanation(s) C: List Indicators E: List Indicators NC: Outline Compliance Plan NA: Explain
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Wellspring Friends School – private school serving as a private alternative location for K-12 districts of Lane County through Lane ESD

DISTRICT: Lane ESD for Public K-12 Districts of Lane County
SCHOOL YEAR: 2021-2022

ALTERNATIVE EDUCATION PROGRAM: Wellspring Friends School
 Private Alternative Program

Standard – LESD	Status	Explanation
The district has policies and procedures for the approval and annual evaluation of public and private alternative education programs under ORS 336.615-665 that receive public funds. Policies and procedures for approval and annual evaluation of each alternative program ensure the following.	C In Compliance	Policy IGBAH LESD

Each Private Alternative Program

Standard	Status	Explanation
Prior to contracting with or distributing public funds to a private alternative program, the district confirms that the program is registered with the Oregon Department of Education as required by OAR 581-021-0072.	C In Compliance	Program is registered with ODE
Prior to contracting with or distributing public funds to a private alternative program, the district confirms that the program has an institution identification number assigned by the ODE.	C In Compliance	Institution ID 1545
The district's evaluation and approval of each private alternative program includes a review of the program's annual statement of expenditures consistent with ORS 336.635(2). See the ODE alternative education webpage for model formats	C In Compliance	Wellspring annual budget reviewed – consistent with ORS 336
Before contracting with a private alternative program for special education services, the district confirms that the private program is approved by the ODE to provide those services.	C In Compliance	Certificate to provide Special Education services is current

Standard	Status	Explanation
Each private alternative program enhances the ability of the district and its students to achieve district and state standards. Each contract between the district and a 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 In Compliance	Current contract with a component district has been provided and reviewed – all required stipulations are present.
Each contract between the school district and a 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 In Compliance	Current contract with a component district has been provided and reviewed
Each 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 In Compliance	Current contract with a component district has been provided and reviewed

Each Public Alternative Program

Standard	Status	Explanation
Each public alternative program complies with all state statutes and rules and federal laws that apply to public schools.	<i>Not Applicable</i>	<i>Private School</i>

Each Public or Private Alternative Program

Standard	Status	Explanation
An education plan and education profile that meet the requirements of OAR 581-022-1120(3)(a) and (b) and 581-022-1130(3) are designed and implemented with each student in the program.	C In Compliance	A new PEP is designed as part of the enrollment process – in student/parent handbook
Each student's education plan includes criteria for determining if, when, where, and how the student may transition from the alternative program.	C In Compliance	PEP has notes for continuation or return to home district – in student/parent handbook
A transportation plan is in place ensuring that the program is accessible to each student approved for placement in the program.	C In Compliance	Transportation is duty of home district as per contract arrangement
The program complies with each eligible student's IEP	C In Compliance	IEP eligible student file reviewed is in compliance with current best practices of special education procedures & law
The program assists the district in meeting its comprehensive K-12 instructional program.	C In Compliance	Site satisfies K-12 program of student and home district
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 In Compliance	Standards of site are in compliance with grade level and state benchmark as listed in local curriculum guide provided

Standard	Status	Explanation
The program ensures that each student participates in district and state assessments of student achievement.	C In Compliance	Student records show participation in required Oregon testing
The results of student performance on state assessments are reported annually to students, parents, and the school district.	C In Compliance	Student testing records are provided to all parties by email and USPS
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 In Compliance	Depending upon home district, annual completion reports are filed or alternative site does direct entry into home district SIS
The program's local and state assessment, attendance, behavior, graduation, dropout, and other data required by the district are included in the district's at least annual evaluation of the program.	C In Compliance	All required data is reviewed at each grading period; an annual review is presented to board

Standard	Status	Explanation
The program provides one or more of the activities listed in OAR 581-023-0008, Accountable Activities, that are approved by the school district by contract: tutorial; small group; large group; personal growth and development instruction; counseling and guidance; computer assisted instruction; vocational training; cooperative and/or supervised work experience; supervised community service activities; supervised independent study aligned with the student's educational goals.	C In Compliance	Allowable activities are listed in home district contract and local site manual The on-site instructional model provides for: small group, large group, individual work and a blend of all types.
The district school board does not approve the enrollment of a pupil in a private alternative program unless the private alternative program meets all requirements of OAR 581-021-0045, Discrimination Prohibited.	C In Compliance	LESD Policy AC Nondiscrimination policy is current & publicly posted
Each teacher in a public alternative program holds a valid Oregon teaching license. Any Oregon teaching license is valid in an alternative program operated by a school district or ESD. A registered private alternative program is not required to employ only licensed teachers.	C In Compliance	Registered, Private Alternative Program
The at least annual evaluation is in writing and a copy is provided to the program on or before June 30. A district, for good cause, may apply to the ODE for an extension of this timeline if the program operates year around and there is good cause for an extension.	C In Compliance	2020-21 school year review was delayed by Covid restrictions and operational restrictions 2021-22 school year review was completed with on-site visit on 11/16/21

PLACEMENTS OF STUDENTS: OAR 581-022-1350 (5)

Standard	Status	Explanation
<p>The district has policies and procedures to approve placing a student in district approved public and private alternative education programs/schools. The policies and procedures ensure the following.</p>	<p>C In Compliance</p>	<p>LESD Policies IK – Academic Achievement, most directly relates IGBAF-AR IGBAJ-AR</p> <p>Wellspring student handbook in application packet specifies legal notes.</p>
<p>Students placed in alternative education programs are those whose educational needs and interests are best served by participation in such programs and will include but not be limited to those students identified by ORS 339.250(9) (certain expulsions) and by OAR 581-022-1110(5) (Certificate of Initial Mastery Requirements).</p>	<p>C In Compliance</p>	<p>Wellspring does accept students expelled from K-12 settings – “Who we serve” document outlines their philosophy and guidelines</p>
<p>The program serves students who are in one or more of these subgroups. Students</p> <ul style="list-style-type: none"> • 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. 	<p>C In Compliance</p>	<ul style="list-style-type: none"> • Wellspring does accept students expelled from K-12 settings – “Who we serve” document outlines their philosophy and guidelines • Serves K-12 students with disciplinary issues • Serves K-12 students with history of academic and attendance issues • Serves K-12 students returning to school after seeking a compulsory attendance exemption • Serves K-12 students up to age 21 that seek diploma with need for supplemental instruction • Each student is approved only upon release of resident district – noted in individual district contract

Standard	Status	Explanation
Each placement of a student in a public or private alternative education program is made only if he student is a resident of the district and the district has legal responsibility for the student's education.	C In Compliance	Home district residency is established as part of enrollment process
Prior to placement of a student in a public or private alternative education program, the district consults with the student's parent or guardian and determines that the student is not benefiting, has not benefited, or will not benefit from attendance in other district schools or programs.	C In Compliance	Pre-placement meeting prior to enrollment is with student, parent, and at least two staff
Each placement of a student in a public or private alternative education program is consistent with the student's education plan (see page 3 above).	C In Compliance	PEP is determined as part of the enrollment process
Each placement of a student in a public or private alternative education program is made only if the program has been determined by the district, according to district policy, to best serve the student's educational needs and interests, within district and state academic standards.	C In Compliance	Wellspring "Who We Serve" document establishes placement philosophy Fern Ridge SD – component district Policy IGBHA Policy IGBHA-AR
Each placement of a student in a public or private alternative education program is made only if approved by the student's resident school district and attending school district.	C In Compliance	Reciprocal agreements with Home Districts – specified in individual component district contracts – Bethel SD reviewed as example
Each placement of a student in a public or private alternative education program is made consistent with district board adopted policies and procedures.	C In Compliance	Fern Ridge SD – component district Policy IGBHA Policy IGBHA-AR Other component districts have similar policies, as well as LESD
If a student will receive special education services from the program, prior to the placement, the district determines if the Department of Education has approved the program to provide special education services.	C In Compliance	Wellspring – Yes – accepts IEP students, has approval letter for Alternative Education IEP director present at intake meeting – Resident district IEP is reviewed during enrollment process

REQUESTS FOR PROGRAMS: OAR 541-022-1350(6)		
Standard	Status	Explanation
The district has policies and procedures for students, parents or guardians of students residing in the district to request the establishment of new alternative education programs.	C In Compliance	Fern Ridge SD – component district Policy IGBHB Policy IGBHB-AR Policy IGBHB-AR 2 Application is in the Administrative Rule

NOTIFICATIONS OF LAW AND AVAILABLE PROGRAMS: OAR 581-022-1350(7)		
Standard	Status	Explanation
The district has policies and procedures for notification of students, parents or guardians about the following:		
<ul style="list-style-type: none"> • The law regarding alternative education programs. • Availability of existing alternative education programs. • The procedures to request the establishment of new alternative education programs. 	C In Compliance	Fern Ridge SD – Alternative Education Notification Policy IGBHC Policy IGBHC-AR Policy JGEA Policy JGEA-AR
Standard	Status	Explanation
Consistent with OAR 581-021-0071(2), Specific Notices Required, the district provides notices in the following situations:	C In Compliance	Wellspring – listed in Student enrollment policies handbook
<ul style="list-style-type: none"> • Upon the occurrence of a second or any subsequent occurrence of a severe disciplinary problem within a three-year period. 	C In Compliance	Fern Ridge SD – Policy JG – Student Discipline
<ul style="list-style-type: none"> • When the district finds a student's attendance pattern to be so erratic that the student is not benefiting from the educational program. 	C In Compliance	Fern Ridge SD – Policy JE – Attendance Policy JEA – Compulsory Attendance Policy JEA-AR
<ul style="list-style-type: none"> • When the district is considering expulsion as a disciplinary alternative. 	C In Compliance	Fern Ridge SD – Policy JGEA – Alternatives following Expulsion
<ul style="list-style-type: none"> • When a student is expelled in compliance with ORS 339.250. 	C In Compliance	Fern Ridge SD – Policy JGE – Expulsion
<ul style="list-style-type: none"> • When an emancipated minor, parent, or legal guardian applies for a student's exemption from compulsory attendance on a semiannual basis as provided in ORS 339.030(5). 	C In Compliance	Fern Ridge SD – Policy JEA-AR

NOTIFICATIONS OF LAW AND AVAILABLE PROGRAMS: OAR 581-022-1350(7)

Standard	Status	Explanation
Consistent with OAR 581-021-0071(3), Notice Content, the notifications include at least the following:		
<ul style="list-style-type: none"> The student's action, which is the basis for consideration of alternative education. 	C In Compliance	Fern Ridge SD – Alternative Education Notification Policy IGBHC Policy IGBHC-AR
<ul style="list-style-type: none"> A listing of alternative programs available to the student for which the district would provide financial support. The district is not obligated to provide financial support when the student is semi-annually exempted from compulsory attendance to attend community college or be lawfully employed. The program is recommended for students based on their learning styles and needs. Procedures for enrolling the student in the recommended program. 	C In Compliance	Fern Ridge SD Policy IGBHA – Alternative Education Programs Policy IGBHA-AR Policy IGBHA-AR(1) Policy IGBHA-AR(2) Policy IGBHA-AR(3)
<ul style="list-style-type: none"> When the parent or guardian's language is other than English, the district provides notification in manner that the parent or guardian can understand. 	C In Compliance	Fern Ridge SD – Policy EEACC-AR Policy IGBAG-AR Wellsprings – translation services available on-site for parents when necessary

Standard	Status	Explanation
Consistent with ORS 329.485 (6-7), if a student has not met or has exceeded all of the academic content standards, the school district makes additional services or alternative educational or public school options available to the student. If the student to whom additional services or alternative educational options have been made available does not meet or exceed the academic content standards within one year, the school district, with the consent of the parents, makes an appropriate placement, which may include an alternative education program or the transfer of the student to another public school in the district or to a public school in another district that agrees to accept the student. The district that receives the student shall be entitled to payment. (See ORS 329.485(7) for payment.)	C In Compliance	Fern Ridge SD Policy IGBHA – Alternative Education Programs Policy IGBHA-AR Policy IGBHA-AR(1) Policy IGBHA-AR(2) Policy IGBHA-AR(3)
Consistent with OAR 581-021-0071(4), Methods, the district informs all parents or guardians of the law regarding alternative education and of the educational services available to students by such means as the student/parent handbook, notice in the local newspaper, or individual letter.	C In Compliance	Fern Ridge SD – Alternative Education Notification Policy IGBHC Policy IGBHC-AR

Standard	Status	Explanation
Consistent with OAR 581-021-0076, Notices to Exempted Students, when an exemption from compulsory attendance is granted to the parent or legal guardian of a child 16 or 17 years of age or an emancipated minor for lawful full-time employment, for full-time enrollment in a school, or for a combination of those, the district gives written notice of the alternative education program(s) available.	C In Compliance	Fern Ridge SD – Alternative Education Notification Policy IGBHC Policy IGBHC-AR

PARTICIPATION IN DEVELOPMENT: OAR 581-022-1350(6)		
The district provides opportunities for participation by educators, community members, and parents or guardians in the development of alternative education policies and procedures.	C In Compliance	Fern Ridge SD Policy IGBHA – Alternative Education Programs Policy IGBHA-AR Policy IGBHA-AR(1) Policy IGBHA-AR(2) Policy IGBHA-AR(3)

STATE SCHOOL FUND-CLAIMS AND PAYMENTS		
Standard	Status	Explanation
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, <u>whichever is lesser</u> . 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.	C In Compliance	Billing agreement reviewed from component district as part of annual budget Fern Ridge SD Policy – IGBHA
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 In Compliance	All claims are consistent with proper state
Activities provided by each public or private 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 each private alternative program.	C In Compliance	Component district, Bethel SD, contract reviewed at site visit

Standard	Status	Explanation
Students receiving online instruction are accounted for consistent with reporting guidelines published in the Oregon Student Personnel Accounting Manual.	C In Compliance	Instruction is primarily on-site in some form of group or individual model; no online only option
State school funds for students in full and part-time alternative education programs are claimed consistent with the formulas described in Section 3.0, Student Measures, of the Oregon Student Personnel Accounting Manual.	C In Compliance	ADM claims as part of annual budget are made as a function of student enrollment and any applicable multipliers

EDUCATION RECORDS AND REPORTS

Standard	Status	Explanation
Consistent with OAR 581-023-0006(8), Private Alternative Programs, each contracted private alternative program is required to do the following:		
<ul style="list-style-type: none"> • Maintain records of school attendance, group sizes, and other information required by the contracting district. 	C In Compliance	On-site inspection – in place at review
<ul style="list-style-type: none"> • Report 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 In Compliance	On-site inspection – Annual is complete on finance as per state law
<ul style="list-style-type: none"> • Retain student attendance records for at least two years. 	C In Compliance	On-site inspection – all master files retained in office of the business manager
The district maintains 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.	C In Compliance	Annual Assurances, board agenda 7/19/21

STUDENT LEVEL DATA REPORTING

Standard	Status	Explanation
The district includes data for each student in a public or private alternative program in reports required by the ODE.	C In Compliance	Sample student file examined from component district

Comments/Notes/Next Steps:

None – Wellspring Friendship School is compliant in all manners for a private school to provide alternative education services for Lane County component districts through Lane ESD.

Lane ESD and component districts have required policies and procedures in place for alternative placement with Wellspring Friendship School.

Andrew S. Grzeskowiak, Superintendent Siuslaw SD 97J – Independent Program Review for Lane ESD and Lane County Component Districts

November 22, 2021- AG

