

**ALTERNATIVE EDUCATION PROGRAMS  
TOOLKIT for  
REVIEW of the DISTRICT'S POLICIES, PROCEDURES**

“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. When used in this toolkit, “program” may be a school, class, or other grouping.

This toolkit is intended to provide a resource for school districts and school district boards for reviews of their alternative education program policies and procedures. Districts are encouraged to self-assess their compliance with the Oregon Revised Statutes, Oregon Administrative Rules, and Standards for Private Alternative Programs cited in the toolkit. References to sample policies of the Oregon School Boards Association (OSBA) related to alternative education programs are included.

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.

Please direct questions or comments to [Annie Marges](#) .She can also be reached at 503-934-0787.

**SCHOOL DISTRICT 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:

<b>Standard</b>	<b>Status</b> C = In compliance E = Exemplary NC = Not-in compliance NA = Not Applicable	<b>Explanation(s)</b> C: List Indicators E: List Indicators NC: Outline Compliance Plan NA: Explain
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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.	<b>C</b>	(OSBA Sample Policy References: IGBHA, IGBHA-AR(1), IGBHA-AR(2))
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<b><i>Each Private Alternative Program</i></b>		
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.	<b>C</b>	ODE Attached Letter
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.	<b>C</b>	3545
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	<b>C</b>	Statement of ExpendituresC
Before contracting with a private alternative program for special education services, the district confirms that the		

<b>Each Private Alternative Program</b>		
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	ODE Attached Letter
private program is approved by the ODE to provide those services.		
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	Via Fee Agreement
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	Fee Agreement
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	Statement of Assurances

<b>Each Public Alternative Program</b>		
Each public alternative program complies with all state statutes and rules and federal laws that apply to public schools.	C	<i>Statement of Assurances</i>

<b>Each Public or Private Alternative Program</b>		
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	Sample IEP and Education Profile

<b>Each Public or Private Alternative Program</b>		
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 and career plan. Additionally the transitions components of each students IEP.
A transportation plan is in place ensuring that the program is accessible to each student approved for placement in the program.	C	It is the Districts' responsibility to transport via students' IEPs, and CenterPoint appoints a contact person.
The program complies with each eligible student's IEP	C	Progress Report Provided
The program assists the district in meeting its comprehensive K-12 instructional program.	C	Curriculum guide provided and sample syllabus.
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	Oregon Standards listed on each course syllabus.
The program ensures that each student participates in district and state assessments of student achievement.	C	Test Coordinator Security Form.
The results of student performance on state assessments are reported annually to students, parents, and the school district.	C	Template of letter that is sent to families.
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	Copies of attendance sheets that are reported to the business office official for each school district.
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	Quarterly Progress Summary provided to District.
The program provides one or more of the activities listed in OAR 581-023-0008, Accountable Activities, that are approved	C	Individual District must contract with Looking Glass.

<b>Each Public or Private Alternative Program</b>		
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.		
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	Non-Discrimination Policy Provided. Student handbook as well.
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	See attached Staff Roster.
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	Evaluations are sent to Lane ESD annually prior to the deadline.

Example Indicators of Compliance for Use Above:

- Current district policies
- Minutes of school district or education service district board meetings
- Contract(s) with the private alternative program
- Written evaluations of the public and private program
- Reviewed financial statement(s) from the private alternative program
- Curriculum mapping/alignment documents from the public or private alternative program
- 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

<b>PLACEMENTS OF STUDENTS: OAR 581-022-1350 (5)</b>		
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.	C	(OSBA Sample Policy References: IGBHB, IGBHC-AR)
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).	C	Students are placed based off individual student need and CenterPoint Mission.
<p>The program serves students who are in one or more of these subgroups. Students</p> <ul style="list-style-type: none"> <li>● who are suspended, expelled, or considered for suspension or expulsion.</li> <li>● whose attendance is so erratic that they are not benefiting from school.</li> <li>● who have not met or who have exceeded benchmark academic standards.</li> <li>● 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.</li> <li>● who are under 21 prior to the start of the district's school year and who need additional instruction to earn a diploma; or</li> <li>● who are individually approved for placement consistent with the district's board policies regarding the placement.</li> </ul>	E	Students are placed based off individual need and CenterPoint Mission. IEP Placement Teams make the placement decision, in collaboration with CenterPoint's Referral process.
Each placement of a student in a public or private alternative education program is made only if he student is a resident of the	C	Yes, the decision is made through the

<b>PLACEMENTS OF STUDENTS: OAR 581-022-1350 (5)</b>		
district and the district has legal responsibility for the student's education.		special education placement 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	Yes, the decision is made through the Special Education Placement Process.
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	Yes, the decision is made through the Special Education Placement 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	Yes, the decision is made through the Special Education Placement Process.
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	Yes, the decision is made through the Special Education Placement Process.
Each placement of a student in a public or private alternative education program is made consistent with district board adopted policies and procedures.	C	Yes, the decision is made through the Special Education Placement Process.
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	See attached Letter from ODE.

Indicators of Compliance for Use Above:

- Current district student placement policies
- Student referral form(s)/format(s) with criteria
- Contract(s) with the private alternative program(s)/school(s)





<b>REQUESTS FOR PROGRAMS: OAR 541-022-1350(6)</b>		
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.		(OSBA Sample Policy Reference: IGBHB-AR)

Indicators of Compliance for Use Above:

- Current district policies
- Minutes of school district board, education service district board, or other public meetings
- Publications, announcements to students, parents, guardians
- Forms, formats, procedures for students, parents or guardians to request establishment of programs within the district.

<b>NOTIFICATIONS OF LAW AND AVAILABLE PROGRAMS: OAR 581-022-1350(7)</b>		
The district has policies and procedures for notification of students, parents or guardians about the following:	C	(OSBA Sample Policy References: IGBHC, IGBHC-AR, JGEA)
<ul style="list-style-type: none"> <li>• The law regarding alternative education programs.</li> </ul>	C	(OSBA Sample Policy References: IGBHC, IGBHC-AR, JGEA)
<ul style="list-style-type: none"> <li>• Availability of existing alternative education programs.</li> </ul>	C	(OSBA Sample Policy References: IGBHC, IGBHC-AR, JGEA)
<ul style="list-style-type: none"> <li>• The procedures to request the establishment of new alternative education programs.</li> </ul>	C	(OSBA Sample Policy References: IGBHC, IGBHC-AR, JGEA)
Consistent with OAR 581-021-0071(2), Specific Notices Required, the district provides notices in the following situations:	C	(OSBA Sample Policy References: IGBHC, IGBHC-AR, JGEA)
<ul style="list-style-type: none"> <li>• Upon the occurrence of a second or any subsequent occurrence of a severe disciplinary problem within a three-year period.</li> </ul>	C	(OSBA Sample Policy References: IGBHC, IGBHC-AR, JGEA)
<ul style="list-style-type: none"> <li>• When the district finds a student's attendance pattern to be so erratic that the student is not benefiting from the educational program.</li> </ul>	C	(OSBA Sample Policy References: IGBHC, IGBHC-AR, JGEA)

<b>NOTIFICATIONS OF LAW AND AVAILABLE PROGRAMS: OAR 581-022-1350(7)</b>		
<ul style="list-style-type: none"> <li>When the district is considering expulsion as a disciplinary alternative.</li> </ul>	<b>C</b>	IGBHC, IGBHC-AR, JGEA)
<ul style="list-style-type: none"> <li>When a student is expelled in compliance with ORS 339.250.</li> </ul>	<b>C</b>	IGBHC, IGBHC-AR, JGEA)
<ul style="list-style-type: none"> <li>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).</li> </ul>	<b>C</b>	IGBHC, IGBHC-AR, JGEA)
Consistent with OAR 581-021-0071(3), Notice Content, the notifications include at least the following:	<b>C</b>	(OSBA Sample Policy References: IGBHC-AR)
<ul style="list-style-type: none"> <li>The student's action, which is the basis for consideration of alternative education.</li> </ul>	<b>C</b>	IGBHC, IGBHC-AR, JGEA)
<ul style="list-style-type: none"> <li>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.</li> </ul>	<b>C</b>	IGBHC, IGBHC-AR, JGEA)
<ul style="list-style-type: none"> <li>The program is recommended for students based on their learning styles and needs.</li> </ul>	<b>C</b>	IGBHC, IGBHC-AR, JGEA)
<ul style="list-style-type: none"> <li>Procedures for enrolling the student in the recommended program.</li> </ul>	<b>C</b>	IGBHC, IGBHC-AR, JGEA)
<ul style="list-style-type: none"> <li>When the parent or guardian's language is other than English, the district provides notification in manner that the parent or guardian can understand.</li> </ul>	<b>C</b>	IGBHC, IGBHC-AR, JGEA)

<p>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.)</p>	<p>C</p>	<p>(OSBA Sample Policy Reference: IGBHA-AR(1))</p>
<p>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.</p>	<p>C</p>	<p>(OSBA Sample Policy Reference: IGBHC)</p>
<p>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.</p>	<p>C</p>	<p>(OSBA Sample Policy Reference: IGBHC)</p>

Indicators of Compliance for Use Above:

- Current district policies
- Minutes of school district board, education service district board, or other public meetings
- Publications, announcements to students, parents, guardians (e.g. handbooks, letters, newspaper announcements)

- Forms, formats, procedures for students, parents or guardians to request establishment of programs within the district

<b>PARTICIPATION IN DEVELOPMENT: OAR 581-022-1350(6)</b>		
The district provides opportunities for participation by educators, community members, and parents or guardians in the development of alternative education policies and procedures.	NA	

Indicators of Compliance for Use Above:

- Current district policies
- Minutes of school district board, education service district board, or other public meetings
- Publications, announcements to students, parents, guardians
- Forms, formats, procedures documenting opportunities for students, parents or guardians to participate in the development of district alternative education program policies

<b>STATE SCHOOL FUND-CLAIMS AND PAYMENTS</b>		
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	See Attached Contract. Districts maintain billing records.
Each claim of state school funds is made consistent with OAR 581-023-0006,	C	Daily Attendance Reports, Transcripts,

<b>STATE SCHOOL FUND-CLAIMS AND PAYMENTS</b>		
Student Accounting Records and State Reporting, and with the Oregon Student Personnel Accounting Manual.		and IEP progress reports are provided to each District.
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.		Individual Districts must contract with Looking Glass.
Students receiving online instruction are accounted for consistent with reporting guidelines published in the Oregon Student Personnel Accounting Manual.	N/A	
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	CenterPoint Reports to Business Office Official for each District.

Indicators of Compliance for Use Above:

- ADM reports to the district from programs
- ADM reports from the district to the ODE
- Communications with Oregon Department of Education, School Finance

<b>EDUCATION RECORDS AND REPORTS</b>		
Consistent with OAR 581-023-0006(8), Private Alternative Programs, each contracted private alternative program is required to do the following:	C	CenterPoint reports to Business Office Official for each District.
<ul style="list-style-type: none"> <li>• Maintain records of school attendance, group sizes, and other information required by the contracting district.</li> </ul>	C	CenterPoint reports to Business Office Official for each District.

<b>EDUCATION RECORDS AND REPORTS</b>		
<ul style="list-style-type: none"> <li>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.</li> </ul>	C	CenterPoint reports to Business Office Official for each District.
<ul style="list-style-type: none"> <li>Retain student attendance records for at least two years.</li> </ul>		
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	CenterPoint reports to Business Office Official for each District.

Indicators of Compliance for Use Above:

- Reports to the district from the programs
- Records maintained by the programs and the district
- Assurances or on-site inspections for retentions of records

<b><i>STUDENT LEVEL DATA REPORTING</i></b>		
The district includes data for each student in a public or private alternative program in reports required by the ODE.	C	Data is provided to Districts, who are responsible for state reporting.

**Comments/Notes/Next Steps:**