

**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:

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| 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: **2023-2024**

Component Districts – Policy Reference: Eugene 4J, Fern Ridge SD, Bethel SD

ALTERNATIVE EDUCATION PROGRAM: **Wellspring Friends School**

X 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 <i>General Education student ADM = 80%</i> <i>Special Education student ADM = 120%</i> |
| 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 contracts for services between Junction City SD & Fern Ridge SD for 2023-24 have 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. <i>Wellsprings Friends School is a comprehensive 9-12 instructional program</i> | C In Compliance | Site satisfies 9-12 program of student and home district; Student file of May 2023 reviewed and is up to date. |

| Standard | Status | Explanation |
|---|---------------------------|--|
| 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 |
| 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 PraxiSchool student information system |
| 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; July 2023 WFS board presentation & report was verified. |
| 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 4J Policy AC |
| 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 |

| Standard | Status | Explanation |
|---|---------------------------|--|
| 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 | 2023-2024 annual site review was completed on August 24, 2023 – reviewer was unable to complete report by 6/30/2023 deadline |

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

| Standard | Status | Explanation |
|---|---------------------------|---|
| 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 In Compliance | LESD Policies IK – Academic Achievement , most directly relates IGBAF-AR IGBAJ-AR Wellspring student handbook in application packet specifies legal notes. |
| 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 In Compliance | Wellspring does accept students expelled from K-12 settings – “Who we serve” document outlines their philosophy and guidelines |
| The program serves students who are in one or more of these subgroups. Students <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. | C In Compliance | <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 |
| <p><i>Fern Ridge SD – Policy IGBHA, Policy IGBHA-AR 4J Policy IGBH – Alternative Schools, 4J Policy IGBHA – Alternative Education Programs, 4J Policy IGBHB – Establishment of Alternative Education Programs, 4J Policy IGBHC – Alternative Education Notification</i></p> | | |
| 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 – Fern Ridge & Junction City SDs 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 | Other component districts have similar policies, as well as LESD – <i>Policies noted in IBGx series</i> |
| 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) | | |
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| 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 | Application of local district policy is in the Administrative Rule |
| Fern Ridge SD – Policy IGBHB Policy IGBHB-AR Policy IGBHB-AR 2 4J Policy IGBHB – Establishment of Alternative Education Programs, Administrative Rules – 17200 , 17210 , 17210.01 | | |

| NOTIFICATIONS OF LAW AND AVAILABLE PROGRAMS: OAR 581-022-1350(7) | | |
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| 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 | See Component District policy listing below |
| Fern Ridge SD – Policy IGBHC , Policy IGBHC-AR , Policy JGEA , Policy JGEA-AR Eugene 4J – 4J Policy IGBHC – Alternative Education Notification, Administrative Rule J3300 in student handbook | | |
| 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 | See Component District policy listing below |
| Fern Ridge SD – Policy JG – Student Discipline Eugene 4J – 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 | See Component District policy listing below |
| Fern Ridge SD – Policy JE – Attendance , Policy JEA – Compulsory Attendance , Policy JEA-AR Eugene 4J – Policy JE – Attendance , Policy JEA – Compulsory Attendance | | |
| <ul style="list-style-type: none"> • When the district is considering expulsion as a disciplinary alternative. | C In Compliance | See Component District policy listing below |
| Fern Ridge SD – Policy JGEA – Alternatives following Expulsion Eugene 4J – Policy JGE – Expulsion – educational alternatives are listed as part of policy on expulsion | | |
| <ul style="list-style-type: none"> • When a student is expelled in compliance with ORS 339.250. | C In Compliance | See Component District policy listing below |
| Fern Ridge SD – Policy JGE – Expulsion Eugene 4J – 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 | See Component District policy listing below |
| Fern Ridge SD – Policy JEA-AR Eugene 4J – Policy JEA | | |

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 | See Component District policy listing below |
| Fern Ridge SD – Policy IGBHC , Policy IGBHC-AR , Policy JGEA , Policy JGEA-AR Eugene 4J – 4J Policy IGBHC – Alternative Education Notification, Administrative Rule J3300 in student handbook | | |
| <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 | See Component District policy listing below |
| Fern Ridge SD – Policy IGBHA , Policy IGBHA-AR , Policy IGBHA-AR(1) , Policy IGBHA-AR(2) , Policy IGBHA-AR(3) Eugene 4J Policy IGBH – Alternative Schools, 4J Policy IGBHA – Alternative Education Programs | | |
| <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 | Wellsprings – translation services available on-site for parents when necessary |
| Fern Ridge SD – Policy EEACC-AR , Policy IGBAG-AR Eugene 4J – Policy IGBAG | | |

| Standard | Status | Explanation |
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| 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 | See Component District policy listing below |
| Fern Ridge SD – Policy IGBHA , Policy IGBHA-AR , Policy IGBHA-AR(1) , Policy IGBHA-AR(2) , Policy IGBHA-AR(3) Eugene 4J Policy IGBH – Alternative Schools, 4J Policy IGBHA – Alternative Education Programs | | |
| 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 | See Component District policy listing below |
| Fern Ridge SD – Policy IGBHC , Policy IGBHC-AR , Policy JGEA , Policy JGEA-AR Eugene 4J – 4J Policy IGBHC – Alternative Education Notification, Administrative Rule J3300 in student handbook | | |

| 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 | See Component District policy listing below |
| Fern Ridge SD – Policy IGBHC , Policy IGBHC-AR , Policy JGEA , Policy JGEA-AR Eugene 4J – 4J Policy IGBHC – Alternative Education Notification, Administrative Rule J3300 in student handbook | | |

| PARTICIPATION IN DEVELOPMENT: OAR 581-022-1350(6) | | |
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| 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 | See Component District policy listing below |
| Fern Ridge SD – Policy IGBHA , Policy IGBHA-AR , Policy IGBHA-AR(1) , Policy IGBHA-AR(2) , Policy IGBHA-AR(3) Eugene 4J Policy IGBH – Alternative Schools, 4J Policy IGBHA – Alternative Education Programs | | |

| 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 a component district as part of annual budget; billing agreements with each district using the private school as an alternative placement show the proper itemized billing per student per month of enrollment. Calculated as student attendance by day, per ADM portion of Gen Ed or SPED designation |
| Fern Ridge SD – Policy IGBHA 4J Policy IGBHA – Alternative Education Programs | | |
| 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 accounting practices; funding comes from resident district of the student as per contract |

| Standard | Status | Explanation |
|---|---------------------------|---|
| 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, Fern Ridge SD, contract reviewed at site visit Attendance & Billing records are delivered monthly; format of records is the same for all component districts |
| Students receiving online instruction are accounted for consistent with reporting guidelines published in the Oregon Student Personnel Accounting Manual. | C In Compliance | Instruction is 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 Attendance & Billing files are present back to the 2018-19 school year |
| 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 | Division 22 Compliance Report Springfield SD |
| Annual Assurances, FRSD board agenda 7/19/21 Springfield SD 19 – Division 22 Report for 2021-22 School Year – Compliance of educational records for each student in a public or private alternative education program | | |

| 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:

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 the requesting 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; Eugene 4J, Fern Ridge SD, Bethel SD, Springfield and Creswell, etc.

2023-24 School Year – August 24, 2023 – ASG

