

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:

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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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	(OSBA Sample Policy References: IGBHA, IGBHA-AR(1), IGBHA-AR(2))
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<i>Each Private Alternative Program</i>		
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	The program is listed on the ODE website
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	Institutional ID#: Jasper Mountain: 1792 SAFE Center: 1789
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	Districts Finance Department has regular contact with the site.
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	The program is listed on the ODE Website

Each Private Alternative Program		
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	The program is listed on the ODE website
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	Sample of day treatment contract with districts attached. (MOA 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	Sample of Day Treatment Contract with districts is attached (MOA)
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	Sample of Day Treatment Contract with districts is attached (MOA)

Each Public Alternative Program		
Each public alternative program complies with all state statutes and rules and federal laws that apply to public schools.	C	Annual alternative education program approval process

Each Public or Private Alternative Program		
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	The program supports students with significant social, emotional, behavioral, and mental health needs. The program provides mental health support, educational programming, and special education services.
Each student's education plan includes criteria for determining if, when, where, and how the student may transition from the alternative program.	C	The agency meets with parents and school district every 90 days to determine and plan for transitions back to public school. Team meetings and team meeting

Each Public or Private Alternative Program		
		documents outline anticipated timeline and goals necessary to transition back to public school.
A transportation plan is in place ensuring that the program is accessible to each student approved for placement in the program.	C	Transportation is provided by the students' resident school district
The program complies with each eligible student's IEP	C	The contracting district maintains an IEP case manager to ensure that a FAPE is provided
The program assists the district in meeting its comprehensive K-12 instructional program.	C	The mental health and behavioral support for the students are part of the range of services that must be provided to ensure that all students are served by the 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	District Policy IGBHG
The program ensures that each student participates in district and state assessments of student achievement.	C	District Policy IGBHA
The results of student performance on state assessments are reported annually to students, parents, and the school district.	C	Reports submitted annually
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	Reports submitted monthly
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	Annual documentation provided as evidence. Attendance, behavior, and assessment data provided to districts periodically throughout the school year.
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	C	Small group, large group, personal growth and development instruction, and therapeutic services are all provided to students in this setting.

Each Public or Private Alternative Program		
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	Internal referral documents for each district ensure alt ed program is approved by the state
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	Licensing information for each teacher is on file
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	

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

PLACEMENTS OF STUDENTS: OAR 581-022-1350 (5)		
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	
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.	C	Who are individually approved for placement consistent with the district's board policies regarding the placement. - Referral Packet included below
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	Internal referral packet assurance
Prior to placement of a student in a public or private alternative education program,	C	Completed through the students' IEP process

PLACEMENTS OF STUDENTS: OAR 581-022-1350 (5)		
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.		
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	Completed through the students' IEP 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	Completed through the students' IEP 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	Completed through the students' IEP 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	Completed through the students' IEP process
If a student receives 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 ODE Approval

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)

REQUESTS FOR PROGRAMS: OAR 541-022-1350(6)		
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	(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.

NOTIFICATIONS OF LAW AND AVAILABLE PROGRAMS: OAR 581-022-1350(7)		
The district has policies and procedures for notification of students, parents or guardians about the following:		Policy IGBHC, IGBHC-AR
• The law regarding alternative education programs.	C	
• Availability of existing alternative education programs.	C	
• The procedures to request the establishment of new alternative education programs.	C	
Consistent with OAR 581-021-0071(2), Specific Notices Required, the district provides notices in the following situations:		Policy JGEA
• Upon the occurrence of a second or any subsequent occurrence of a severe disciplinary problem within a three-year period.	C	
• When the district finds a student's attendance pattern to be so erratic that the student is not benefiting from the educational program.	C	
• When the district is considering expulsion as a disciplinary alternative.	C	
• When a student is expelled in compliance with ORS 339.250.	C	
• 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	

NOTIFICATIONS OF LAW AND AVAILABLE PROGRAMS: OAR 581-022-1350(7)		
Consistent with OAR 581-021-0071(3), Notice Content, the notifications include at least the following:		IGBHC-AR
The student's action, which is the basis for consideration of alternative education.	C	
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.	C	
The program is recommended for students based on their learning styles and needs.	C	This is determined by the students' IEP team
Procedures for enrolling the student in the recommended program.	C	Procedures are listed on the day treatment referral packet
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	

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	IGBHA-AR
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	IGBHC
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	IGBHC

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

PARTICIPATION IN DEVELOPMENT: OAR 581-022-1350(6)		
The district provides opportunities for participation by educators, community members, and parents or guardians in the	N/A	Will take place if new alternative education sites are established

PARTICIPATION IN DEVELOPMENT: OAR 581-022-1350(6)		
development of alternative education policies and procedures.		

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

STATE SCHOOL FUND-CLAIMS AND PAYMENTS		
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	Billing takes place monthly. The amount is equal to the agreed upon tuition amount. The expenditure report is submitted to the district annually.
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	Staff lists and ADM reporting is completed within state law requirements
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	Diploma requirements do not apply, and allowable activities are listed in the contract with the site.

STATE SCHOOL FUND-CLAIMS AND PAYMENTS		
Students receiving online instruction are accounted for consistent with reporting guidelines published in the Oregon Student Personnel Accounting Manual.	N/A	NA
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	Finance Department Documents

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

EDUCATION RECORDS AND REPORTS		
Consistent with OAR 581-023-0006(8), Private Alternative Programs, each contracted private alternative program is required to do the following:	C	
• Maintain records of school attendance, group sizes, and other information required by the contracting district.	C	Records are maintained for 10 years within the private alternative education program and according to state law.
• 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	Direct contact between district and site finance department
• Retain student attendance records for at least two years.	C	
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	Records are maintained according to state law.

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

STUDENT LEVEL DATA REPORTING

The district includes data for each student in a public or private alternative program in reports required by the ODE.

C

Student data reporting is the responsibility of the district

Comments/Notes/Next Steps: