



Commitment. Excellence. Community

Pleasant Hill School District

36386 Highway 58, Pleasant Hill, OR 97455-9614

Phone (541)746-9646, FAX(541)746-2537

www.pleasanthill.k12.or.us

June 5, 2026

To Whom It May Concern:

The attached report was completed following a site visit to Looking Glass Riverfront School and Career Center, and interview with the Education Supervisor, Marielle Hart. The report and accompanying documents were written, collect, and are being submitted by myself, Pleasant Hill School District Director of Special Programs, Whitney Connolly.

In addition to the attached files in the electronic version, I am in possession of numerous other manuals and support documents that will be included in the hard copy I deliver to the ESD, who maintains these records.

Sincerely,

Whitney Connolly

Director of Special Programs

541-736-0772

wconnolly@pleasanthill.k12.or.us

**ALTERNATIVE EDUCATION PROGRAMS
TOOLKIT for
ANNUAL PROGRAM APPROVAL/DISAPPROVAL
by the DISTRICT'S SCHOOL BOARD**

“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.

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

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

Links to the ORS and OAR cited in the toolkit are available on the Department of Education’s [Alternative Education webpage](#) . The list of registered private alternative education programs and the standards adopted by the State Board of Education for those programs are also available on this page.

Please direct questions or comments to [Annie Marges](#) or by phone at 503-934-0787.

DISTRICT: Pleasant Hill School District

SCHOOL YEAR: 2025-2026

ALTERNATIVE EDUCATION PROGRAM: Looking Glass Riverfront School and Career Center

CHECK ONE:

☐ Public Program

☒ Private Alternative Program

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
----------	---	--

PROGRAM APPROVAL BY DISTRICT SCHOOL BOARD: OAR 581-022-1350 (2)

The school district has policies and procedures for the annual approval of alternative education programs under ORS 336.615-665 that receive public funds. Approval of this program ensures the following.	C	PHSD Board Policies IGBHA, IGBHA-AR(1), IGBHA-AR(2)
--	---	---

The Private Alternative Program

The public alternative program complies with all state statutes and rules and federal laws that apply to public schools.	C	
--	---	--

Each Public or Private Alternative Program

The program implements an education plan and education profile for each student that meet the requirements of OAR 581-022-1120(3)(a) and (b) and 581-022-1130(3).	C	See Looking Glass Riverfront School Transition Plan
Each student's education plan includes criteria for determining if, when, where, and how the student may transition from the alternative program.	C	See Looking Glass Riverfront School Transition Plan
A transportation plan is in place ensuring that the program is accessible to each student approved for placement in the program.	C	

Each Public or Private Alternative Program		
The program complies with each eligible student's IEP.	C	Fulltime Special Education Coordinator is responsible for overseeing and managing the delivery and provision of these services
The program assists the district in meeting its comprehensive K-12 instructional program.	C	
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	PHSD Board Policies IGBHA, IGBHA-AR(1), IGBHA-AR(2)
The program ensures that each student participates in district and state assessments of student achievement.	C	PHSD Board Policies IGBHA, IGBHA-AR(1), IGBHA-AR(2)
The results of student performance on state assessments are reported annually to students, parents, and the school district.	C	See Looking Glass Riverfront School Transition Plan
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	Student records maintained in the program front office
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.	C	

Each Public or Private Alternative Program		
• 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.		
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	
Activities provided by the 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 the private alternative program.	C	Riverfront maintains student credit attainment and can provide that information back to the district for transcription
Students receiving online instruction are accounted for consistent with reporting guidelines published in the Oregon Student Personnel Accounting Manual.	C	
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	C	See Riverfront School and Career Center manual

<i>Each Public or Private Alternative Program</i>		
provides the school district with an annual statement of such expenditures. See the ODE alternative education webpage for model expenditure statement formats.		
The program and district maintain education records for each student in a public or private alternative education program consistent with OAR 581-022-1660(3) and with OAR 581-021-0210 through 581-021-0440. See the Student Records Handbook.	C	Student records maintained in the program front office
The program and district include data for each student in reports required by the ODE.	C	Student records maintained in the program front office

Example Indicators of Compliance for Use Above:

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

Date of Approval or Disapproval by District Board: _____

Attach copy of Board Minutes



Looking Glass
Youth & Family Services

Riverfront School & Career Center

Looking Glass Programs

Counseling Services

Counseling Program
Adolescent Recovery Program
Crisis Response Program

Runaway & Homeless Services

Station 7 Program
New Roads Program
Rural Program

Education & Vocational Services

Riverfront School & Career Center
Center Point School
New Roads School

Residential Services

Pathways Program
Pathways Girls Program
Intensive Treatment Services Program

March 19, 2026

Dear Riverfront Students and Guardians,

What: State testing

Grade: 11th

When: March 30th through April (as needed) at 1:15 pm (Monday-Thursday)

It is time for our annual state testing. All 11th graders are scheduled to take the state tests this year in language arts, math, and science.

9th-11th grade students will be invited to take the SEED Survey as well.

When students return from Spring Break, they will have time to look at the practice tests. This will help students review the format and content of the tests. We will then start our tests and work from approximately 12:15 to 1:15pm. Students will be excused from their regular class for testing.

Snacks will be provided before and after testing. Please let us know if you have any questions or concerns.

Thank you for your continued support of your amazing students!

Marielle

Education Supervisor

School Testing Coordinator

Riverfront School and Career Center

541-302-2554



A United Way Agency

Riverfront School & Career Center
1666 West 12th Ave
Eugene, OR 97402
Phone: (541) 302-2554
Fax: (541) 302-3767



Looking Glass
Community Services

**Riverfront School & Career
Center**

Looking Glass Programs

Counseling Services

Counseling Program
Crisis Response Program

Runaway & Homeless Services

Station 7 Program
New Roads Program
Rural Program

Education & Vocational Services

Riverfront School & Career Center
Center Point School
New Roads School

Residential Services

Regional Crisis Center

**Adjudicated Youth
Residential Services**

Pathways Boys Program
Pathways Girls Program
Stepping Stone Program
Probation Diversion Program

May 20, 2024

Dear Parent/Guardian,

Enclosed are the results of your student's Smarter Balanced Assessments from the 2023 - 2024 school-year.

A key component of Oregon's Education Reform Act is to measure student's progress toward achievement standards at various grade levels. These standards define what students are expected to know and be able to do in mathematics, science, reading and writing at different grade levels.

As a condition of our contract with school districts, Riverfront School is required to administer the Smarter Balanced Assessments. Results on the assessments will not affect your student's academic standing in our school. The Essential Skills requirement has been waived until 2027-2028 therefore it is currently not a graduation requirement.

If you have further questions about the Assessments, or your child's results, please give me a call.

Sincerely,

Cheryl E. Zwillinger
Program Director



A United Way Agency

Riverfront School &
Career Center
1666 West 12th Ave.
Eugene, OR 97402
Phone: (541) 302-2554
Fax: (541) 302-3767

Staff Roster Instructions

Use these instructions when completing the **Staff Certification Roster**. Specify the **staff** qualification basis as **Administrative (1)** or **Teaching (2)**; and the area of **experience (A, B, or C)**.

1. Administrator

- A. Holds a current administrative certificate from any state;
- B. Currently enrolled in an accredited educational program leading to an administrative certificate; or,
- C. Documentation of verifiable educational or management experience, according to defined criteria that are consistent with the stated educational goals of the school (**submit criteria* used with application**).

2. Teacher

- A. Holds a current teaching certificate from any state;
- B. Teaches at least half time in the major field of study in which a degree was awarded; or,
- C. Documentation of verifiable experience in the major field of instruction in which the teacher is engaged, according to defined criteria that are consistent with the stated educational goals of the school (**submit criteria* used with application**).

Staff Roster

List all staff as indicated above, add space for staff as necessary.

Staff #1	Enter information in fields below:
Name:	Cheryl E. Zwillinger
Title:	Program Director
*Qualification Basis Criteria:	1C
Current TSPC License # or Registration Date:	NA
TSPC License expiration date:	NA
**Criminal Records Check Sequence Number:	640583

Staff #2	Enter information in fields below:
Name:	Marielle Hart
Title:	Education Supervisor
*Qualification Basis Criteria:	2A
Current TSPC License # or Registration Date:	10488537
TSPC License expiration date:	11/4/2026
**Criminal Records Check Sequence Number:	10488537

Staff #3	Enter information in fields below:
Name:	Laurie Briggs
Title:	Special Education Coordinator
*Qualification Basis Criteria:	2A
Current TSPC License # or Registration Date:	88583
TSPC License expiration date:	6/4/2028
**Criminal Records Check Sequence Number:	88583

Staff #4	Enter information in fields below:
Name:	Brian Thurow
Title:	Teacher
*Qualification Basis Criteria:	2A
Current TSPC License # or Registration Date:	546790
TSPC License expiration date:	12/23/2027
**Criminal Records Check Sequence Number:	546790

In the staff roster list, please include all staff who work or have contact with students (e.g. administrative staff, fiscal staff, development staff, etc.). If additional staff, please upload to Smartsheet as "Staff Roster."

*Criteria includes position descriptions or basic qualifications for each staff person.

An application to register or to renew registration of a private alternative program will not be processed without criminal records check information and TSPC license number for each individual listed on the roster. **NO TSPC Account Numbers. In accordance with OAR 581-021-0073, the ODE may suspend, revoke, or refuse to renew approval of a registration if the ODE finds the program fails to comply with registration requirements, or the program or its agents intentionally or knowingly made false, deceptive, inaccurate, or misleading representations of fact in any oral, written, visual, or electronic presentation in connection with the registration.

Criminal Records Checks Information

ORS 336.631(2) and OAR 581-022-2505(2) require private alternative programs/schools that are registered with the Department of Education to conduct criminal records checks consistent with ORS 181.539, ORS 326.603, ORS 326.607, and ORS 342.232.

Consistent with ORS 181.539 and OAR 581-022-2430, a private alternative program/school must request a criminal records check for each employee of the private alternative program

Staff # 5	Enter information in fields below:
Name:	Luke Cummings
Title:	GED Instructor
*Qualification Basis Criteria:	2C
Current TSPC License # or Registration Date:	NA
TSPC License expiration date:	NA
**Criminal Records Check Sequence Number:	E20225346

Staff # 6	Enter information in fields below:
Name:	William Friedman
Title:	Crew Supervisor
*Qualification Basis Criteria:	2C
Current TSPC License # or Registration Date:	NA
TSPC License expiration date:	NA
**Criminal Records Check Sequence Number:	E12417645

Staff # 6	Enter information in fields below:
Name:	Michael Romano
Title:	Program Manager
*Qualification Basis Criteria:	2C
Current TSPC License # or Registration Date:	NA
TSPC License expiration date:	NA
**Criminal Records Check Sequence Number:	E15410360

Staff #7	Enter information in fields below:
Name:	Lexi Rangel
Title:	Work Experience Case Manager
*Qualification Basis Criteria:	2C
Current TSPC License # or Registration Date:	NA
TSPC License expiration date:	NA
**Criminal Records Check Sequence Number:	E21640380