

**ALTERNATIVE EDUCATION  
Lane County Public Schools  
Annual Program Site Evaluation  
2011-12**

Program/School Name Lane Community College - GED

**Health & Safety – Facility Condition**

Is the facility clean & orderly                      Yes X      No

Comments: Has undergone a recent remodel (Summer 2011)

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Does facility meet safety code                      Yes X      No

Comments: \_\_\_\_\_

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**Attendance/Discipline Policy** (collect copy of program's Attendance & Discipline Policy)

Are district attendance reporting policies being adhered to?                      Yes X      No

Comments: Attendance is reported to Districts on a weekly basis; students have a daily attendance requirement and contract.

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Is attendance taken daily?                      Yes X      No

Comments: \_\_\_\_\_

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Is there an effective method of presenting & enforcing attendance policies?                      Yes X      No

Comments: \_\_\_\_\_

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Are discipline procedures posted?                      Yes X      No

Comments: Students Rights and Responsibilities handbook distributed.

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Are students alert and engaged?                      Yes X      No

Comments: \_\_\_\_\_

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**Curriculum**

What does a lesson plan look like for an average day?

Schedule reviewed – State Learning Standards

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How are the needs assessed and met for IEP students?

District is responsible for IEP

Is curriculum state approved? Yes  No

Comments:

What criteria are used for awarding grades/credits? (i.e. proficiency, mastery, project, seat-hours)

GED Only

Has the program been consistent in reporting credits/grades to contracting district? Yes  No

Comments: Notified by email and on attendance when student completes their GED.

### Teacher Evaluation

Does instructor show ability to engage students? Yes  No

Comments: Lecture/lab format, integrating standards with warm-up, review, direct instruction, and homework.

What is the instructor's style of presentation? Direct Instruction and lab help

Is instructor accredited by the state of Oregon? Yes  No

Comments: Not required; Masters degree with 2 years teaching is Department requirements.

Has a background investigation been done on all personnel? Yes  No

Comments:

### Site Evaluation Completed by:

Brad New & Hai Nguyen

Name

Eugene 4J and Springfield

School District

Date: March 7, 2012

**Annual Report**  
**Lane County Public Schools**  
**Alternative Education Contract Agencies**  
**2010-2011**

Program/School Name: Lane Community College

Agency Name: LCC

Agency Contact Person: Dawn Newby

**Please attach a copy of the following:**

- Registration with the Oregon Department of Education (ODE) as a private Alternative Education Service Provider.
- Letter of approval as a special education service provider from the ODE (this is separate from registration as an alternative education provider).
- Copies of any accreditation certificates and applications.
- School improvement plan or short summary of how you are addressing the state common curriculum goals and academic content standards to meet state benchmarks and performance standards.
- Complete list of teaching staff, their license endorsement area or educational background and the number of hours per week each are directly involved in instruction with students.
- Attach a list of fees required and explanation.
- Attach annual expenditures statement for previous year and statement of year-to-date expenditures as per ORS 336.635(2).

**Please provide the following information for all students served in your program(s):**

1. Total ADM as per attendance reports.	F/2011 <u>248</u> <sup>4</sup> 7435 <sup>0</sup>
2. Number of students who earned a GED	<u>11</u>
3. Number of students who earned a high school diploma with CIM.	<u>—</u>
4. Number of students who earned a high school diploma without CIM	<u>—</u>
5. Number of students who participated in non-paid work experience	<u>—</u>
6. Number of students who participated in paid work experience.	<u>—</u>
7. Number of students who have continued in your program once they were admitted.	<u>32</u>
8. Number of students who left your program before completion.	<u>10</u>
9. Number of students who were asked to leave your program for disciplinary reasons.	<u>—</u>
10. Number of students who received Job Training services	<u>—</u>
11. Average daily enrollment for all students in your program this year	<u>380</u>
12. Teaching staff-to-student ratio.	<u>1:25</u>
13. Average # of hours per week a typical student receives academic instruction.	<u>16</u>
14. Number of students completing the Oregon Statewide Assessments.	<u>—</u>

Please respond to each of the statements below (OAR 581-022-1350(2)):

Yes No

- **The contractor understands that non-compliance with a rule or statute under this rule (ORS581-022-1350) may result in the termination of the contract at any time.** \_\_\_\_\_
- All students receive adequate instruction in state common curriculum goals and academic content standards to meet state benchmarks and performance standards. \_\_\_\_\_
- All required Oregon Statewide Assessments have been administered and results are reported to students, parents and the school district annually. \_\_\_\_\_
- Students are receiving a report of academic progress annually. \_\_\_\_\_
- The program complies with all rules and statutes applicable to public schools including ORS's regarding criminal background checks (fingerprint based, per ORS 181.539), tuition and fees, discrimination, health and safety statues and rules. \_\_\_\_\_
- The program complies with any statute, rule or school district policy that is specified in the contract between the school district board and the private alternative program. \_\_\_\_\_
- The program complies with federal law. \_\_\_\_\_
- The private alternative education program's annual statement of expenditures is reviewed in accordance with ORS 336.635(2) \_\_\_\_\_
- The private alternative education program is in compliance with its contract with the District. \_\_\_\_\_

Check which of the following services your program provides:

- High School Diploma
- GED Preparation
- GED Testing
- Programs for Middle School Students
- Teen Parent & Life Skills
- Free/Reduced Breakfast & Lunch Program
- Counseling Services
- Drug/Alcohol Counseling
- Paid Work Experience
- Non-Paid Work Experience
- Regular Access to Technology (computers, internet, etc)
- Work-Based Activities (i.e. job shadows, etc)
- Skill Building Groups
- Transportation  Program owned vehicles  LTD  Other (please describe)

**District Specific Information**

Please complete the following for *each district* your agency contracts with:

Column 1: Number of District students who participated in your program for the school year.

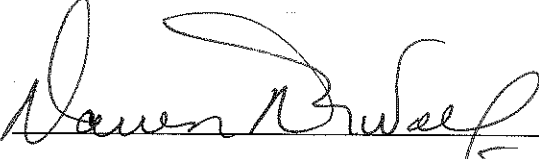
Column 2: Total number of credits earned by District students in your program

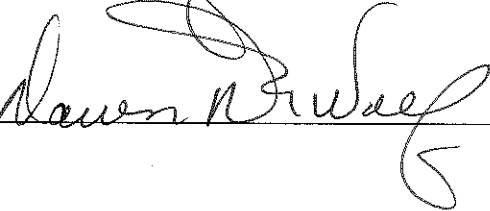
Column 3: Average number of credits earned by a District student in your program this year.

Column 4: Number of District **IEP** students you have served this year

District	Total Students (#1)	Total Credits (#2)	Average Credits (#3)	IEP Students (#4)
Eugene 4 f	38			
Springfield	0			
Junction City	11			
Cottage Grove	11			

Name of person completing this report: Dawn Dewolf

Signature:  Date: 3/7/12, 2011

Signature of Agency Director:  Date: 3/7/12, 2011

## GED Number of Teen Students

GED #'s	2011	2012
Total # of Students	74	66
Progress: Excellent	27%	20%
Satisfactory	37%	48%
Unsatisfactory	20%	11%
Other	16%	21%

- Key:
- Excellent—Student is communicating often with instructor and is making significant gains towards obtaining GED.
  - Satisfactory—Student is attending class fairly regularly but not ready to start testing.
  - Unsatisfactory—Student is not attending class and/or not showing any desire towards completing a GED.
  - Other—Dropped or poor attendance.

Lane Community College - Main Campus  
**ADULT SKILLS DEVELOPMENT/GED CLASSES**  
**2011 Fall Term Schedule**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 - 10:30		Math 1 (Whole #'s/Decimals) Gruitta 208A			Everything You Wanted To Know About College 9am-11am Lamoreaux 255
		Math 2 (Fractions) Jackson 208B			
		Math 3 (Ratio/Proportions/Algebra/Geometry) Monroe 257			
		Reading/Writing Fundamentals (Section 1) Gruitta 208A			
10:30 - 12:00		Core College Reading Walker 257			Main Office 463-5214
	GED Reading Jackson 208B	GED Reading Jackson 208B	GED Writing Jackson 208B	GED Writing Jackson 208B	GED Teen Advisor Rachel Shelly 463-5163
		Math Lab (Math 1 and 2 focus) Monroe 208A/B			Instructional Staff Mary Foust 463-5723
12:00 - 1:00 (see other side for class descriptions)		Writing Lab Walker 257			Christine Gruitta 463-5511
	Brighter Futures Career Planning Law/Molina bldg 19	Teen Advising Shelly 206	Community Forum Advisor Rm: 240		Patti Jackson 463-5056
		Open Computer Lab Rm 254/255			Marla Kirwin 463-5457
		Math 1 (Whole #'s/Decimals) Kirwin 208A			Alise Lamoreaux 463-5969
1:00 - 2:30		Math 2 (Fractions) Jackson 208B			Keren Levine 463-5807
		Math 3 (Ratio/Proportions/Algebra/Geometry) Russell 257			Annie Monroe 463-5029
		Reading/Writing Fundamentals Walker 257			Phyllis Nissila 463-5807
2:30 - 4:00		Core College Reading Levine 256			Cathy Russell 463-5029
	GED Reading Russell 208A/B	GED Reading Russell 208A/B	GED Writing Russell 208A/B	GED Writing Russell 208A/B	Anne Walker 463-5807
6:00 - 8:00pm	GED Prep Schlichtmann 257	GED Prep Schlichtmann 257	GED Prep Schlichtmann 257		

**LANE COMMUNITY COLLEGE**  
**GED Preparation Program**  
**16-18 Year Old Student Contract**

**Expectations**

Lane Community College provides preparation for the General Educational Development (GED) Tests for 16 and 17 year-old students. Attendance is required as part of the GED program. Excessive unexcused absences are cause for dismissal from the program. If you are going to be absent for any reason, be sure to contact your instructor and teen advisor.

When students are accepted into the program, they are expected to:

1. Attend classes regularly.
2. Be on time when reporting to class.
3. Meet regularly with their GED teen advisor.
4. Attend a college campus tour.
5. Abide by the rules outlined in The Student Conduct Policy of Lane Community College. All students are responsible for knowing and following college policies ([www.lanec.edu/cops/conduct.htm](http://www.lanec.edu/cops/conduct.htm)).
6. Refrain from using cell phones in class.
7. Make academic progress towards passing the GED tests by improving their scores on:
  - Official GED practice tests,
  - CASAS tests, and
  - Holistic Writing assessments.

**Disqualification**

Students may be disqualified from the program and referred back to their local high schools under any one of the following circumstances:

- The student does not satisfactorily complete assignments.
- The student does not attend class regularly.
- The student violates the conduct policy of the college.

Students may be given a one or two week time-out from class to reconsider inappropriate behavior. Re-entry is dependent on space available and approval of the instructor. Failure to improve behavior may result in release from the program.

The student's parents or legal guardian and previous high school may be notified in writing of any disqualification.

**Program Completion Requirements**

When students pass all five tests, they have successfully completed the GED program and can participate in graduation exercises at the end of spring term.

- Students must be referred for GED testing by their instructor. Referrals for testing are based upon attendance, GED pre-test scores, and goals of the student.
- Students who are 16 or 17 must have an Authorization or Exemption paperwork before taking the GED tests.
- The Testing Office charges a one-time examination fee of \$85.00 before testing begins.

**Agreement**

I understand that my admission into Lane's GED Preparation Program is limited to the current term and continued enrollment will be determined by my attendance, the maturity of my behavior, and my academic progress. I understand that I may be removed from class immediately if my attendance or behavior does not meet program requirements.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

ABSE signature \_\_\_\_\_ Date \_\_\_\_\_