

**ALTERNATIVE EDUCATION**  
**Lane County Public Schools**  
**Annual Program Site Evaluation**  
**2017-18**

Program/School Name Looking Glass Center Point

**Health & Safety – Facility Condition**

Is the facility clean & orderly            Yes             No

**Comments:** Upon entering the facility, we were greeted and welcomed by the front secretary who politely asked us to sign in. When moving about the school, we found it to be neat and orderly. Classrooms were arranged in an orderly fashion as well as the office areas, kitchen, conference room, break room, and meeting room. Staff and students were friendly and moved through the school in an orderly fashion.

Does facility meet safety code            Yes             No

**Comments:** Mary shared the fire safety and sanitation inspection reports, and verified the school is up to code and meeting the required safety requirements (see attached).

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

Are district attendance reporting policies being adhered to?            Yes             No

**Comments:** Student attendance policies are listed in the school handbook. Also included in the handbook are clear expectations and procedures for parents when they have a child who is home ill and won't be attending. In addition, the school has a system in place for calling students who do not come to school and are unexcused. In some cases, staff will drive to a student's home to pick the student up for school.

Is attendance taken daily?            Yes             No

**Comments:** Staff at Center Point take daily attendance. The average attendance at the end of December showed an overall rate of 95.5%. Currently, six students have 100% attendance. If parents do not call the school letting them know their child is home ill, the school will call the family.

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

**Comments:** Students drop levels if they don't maintain regular attendance and this does come with a loss of privileges. On occasion, the staff will make a home visit to support a child who refuses to come to school. Students who attend on a regular basis are rewarded and provided opportunities to cash in their rewards for prizes and/or privileges. This is referenced in the student notebook with success charts posted in the classroom.

Are discipline procedures posted?            Yes             No

**Comments:** We did see discipline procedures posted in the classroom. These are also found in the school's handbook and communicated with parents and students. School expectations are also included on each student's point card. Every student has a point card that is filled out daily, so students are well aware of whether or not they are meeting the expectations.

Are students alert and engaged?            Yes             No

**Comments:** We were able to see two different classroom settings. The first class observed had students working independently on computers working with design software. The students were engaged and on task. The second classroom we observed had students participating in a cooking class. Again, students were engaged and involved in making chicken cordon blue from scratch. Students watched the modelled instruction, learned about the background of the food being prepared, and

then created their own meal. Some students had clear accommodations in place to access the instruction being provided.

## **Curriculum**

**What does a lesson plan look like for an average day?** Mary provided us with a copy of all the class offerings with a description of the classes across the school over the past few years. Once classes are identified for the grading period, teachers then create a course syllabus, as well as individual classroom lessons. The school does place an emphasis on class projects as a part of the learning.

**How are the needs assessed and met for IEP students?** Upon a student being placed at Center Point, the IEP is reviewed. Students are typically administered the WRAT upon entry in the program and Curriculum Based Measures are also administered. The data is then used to inform class scheduling and instructional decisions. Progress is provided to families quarterly.

**Is curriculum state approved?** Yes  No **X**

**Comments:** The current curriculum used at Center Point is not state approved. Some of the curriculum has an association to the Oregon's State Standards, such as using science magazines aligned to NGSS and trying to find appropriate material on CommonCoreSheets.com. Bethel will be sending Center Point staff a copy of the state approved instructional materials so Mary can contact publishers for samples. This would provide access to state approved materials to use with Center Point students.

**What criteria are used for awarding grades/credits?** (i.e. proficiency, mastery, project, seat-hours) **Comments:** Students need to be working on task and have an 80% accuracy rate to pass the class being offered. Students are allowed to correct their errors; thereby, a form of proficiency is in place. 130 seat hours is the equivalent of one credit.

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

**Comments:** Center Point faxes students' grades to the district's registrar, where credits are then coded at the local high school by adding them to the student's transcript. Center Point also provides case managers and parents with quarterly reports.

## **Teacher Evaluation**

**Does instructor show ability to engage students?** Yes **X**  No

**Comments:** During the visit, we saw the same instructor from our previous visits. The instructor was modelling for students, providing background knowledge on food, had students making chicken cordon blue from scratch and the students were involved in the process.

**What is the instructor's style of presentation?** The instructor had clearly modelled how to make chicken cordon blue using chicken, the mallet, ham, cheese and toothpicks. He conducted a check for understanding before starting students out on getting their ingredients. Students then worked independently to assemble the chicken cordon blue. A lot of background knowledge about the meaning of the chicken cordon blue was also provided.

**Is instructor accredited by the state of Oregon?** Yes  No **X**

**Comments:** Center Point is not required to have highly qualified staff because it is an alternative education school. Some of the staff are licensed in the State of Oregon, while others do not hold a teaching certificate.

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

**Comments:** All staff members are required to have background checks if they are to work at Center Point.

**Site Evaluation Completed by:**

**Names:** Brian Flick & Amy Tidwell

**School District:** Bethel

**Date:** March 22, 2018