

ALTERNATIVE EDUCATION PROGRAM TOOLKIT for PROGRAM EVALUATION

“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.

“School districts shall adopt policies and procedures for the approval and annual evaluation of alternative education programs under ORS 336.615-336.665 (Alternative Education Programs) that receive public funds.” OAR 581-022-1350(2). “Each school district operating, participating in or contracting for a public or private alternative education program shall evaluate the program at least annually. The district shall provide the public or private alternative education program with a copy of the written evaluation.” ORS 336.655.

This toolkit is intended to provide a resource for school districts and school district boards for their evaluations of the public and private alternative education programs that they 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 that page.

Please direct questions or comments to [Jeremy Wartz](#). He can also be reached at 503-947-5736.

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

DISTRICT: Springfield SD
 SCHOOL YEAR: 2018/19
 ALTERNATIVE EDUCATION PROGRAM: SAFE Center
 CHECK ONE:
 Public Program
 Private Alternative Program

PROGRAM EVALUATION BY DISTRICT: OAR 581-022-1350(2)

The school district has policies and procedures for the at least annual evaluation of alternative education programs under ORS 336.615-665 that receive public funds. Evaluation of this program ensures the following.	E	Current district policy IGBHA.
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	--------------------------------

The Private Alternative Program

Prior to contracting with or distributing public funds to a private alternative program, the district confirmed that the program is registered with the Oregon Department of Education as required by OAR 581-021-0072.	E	Current district policies.
The private alternative program's annual statement of expenditures has been reviewed consistent with ORS 336.635(2). See the ODE alternative education webpage for model expenditure statement formats.	C	Reviewed financial statement(s) from the private alternative program/school.
Before contracting with a private alternative program for special education services, the district confirmed that the private program is approved by the ODE to provide those services.	C	Approval letters to provide special education services from ODE.
The private alternative program enhances the ability of the district and its students to achieve district and state standards.	C	Reports of state and district assessments The program utilizes easyCBM and state assessments to monitor academic progress.
Consistent with OAR 581-023-0006(8), Private Alternative Programs, the contracted private alternative program:		
<ul style="list-style-type: none"> Maintains records of school attendance, group sizes, and other information required by the contracting district. 	C	Interview with school administrator <ul style="list-style-type: none"> Attendance is taken every day. A report is sent to Springfield Public Schools weekly. A monthly attendance report is also sent with invoicing statements. Attendance records are kept seven years, in accordance to SAFE Center records retention

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

<ul style="list-style-type: none"> Reports 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	<p>policies.</p> <p>Reviewed financial statements from program.</p>
<ul style="list-style-type: none"> Retains student attendance records for at least two years. 	C	Attendance records are kept seven years, in accordance to Jasper Mountain records retention policies.
The contract between the district and the 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	Current district policies.
The contract between the school district and the 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	Memorandum of Agreement from program.
The 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	Reviewed of attendance, financial report, and related documents submitted by program.

The Public Alternative Program

The public alternative program complies with all state statutes and rules and federal laws that apply to public schools.	N/A	This is not a public school.
--------------------------------------------------------------------------------------------------------------------------	-----	------------------------------

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	School's District Liaison facilitates transitions in cooperation with the district, parents and others to develop the 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	Criteria for transitions are part of each student's IEP, individual treatment plan and individual consultation with the district. Teachers, therapists, behavior workers, district representatives all play a role in assessing the student's readiness for transition back to public school.

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

A transportation plan is in place ensuring that the program is accessible to each student approved for placement in the program.	C	All day treatment students are transported by their district buses.
The program complies with each eligible student's IEP.	C	SAFE Center has a case manager handling communication and service coordination for IEPs and support classroom teachers. For behavioral goals, behavioral support/treatment staff is in the classroom as mental health therapists are available for out of classroom individual and group therapy, as the case requires.
The program assists the district in meeting its comprehensive K-12 instructional program.	C	The program is able to serve students within a specific set of needs.
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	Program assurances and program approval from ODE.
The program ensures that each student participates in district and state assessments of student achievement.	C	Reports of state and local assessments.
The results of student performance on state assessments are reported annually to students, parents, and the school district.	C	Reports of state and local assessments. Results of the state assessment testing are provided to parents on report cards.
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	SAFE Center collects and reports attendance data to district, coordinates for state testing, provides behavioral input through IEP goals and tracking, and responds to all other data requests to districts in formats and schedule needed.
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 	C	SAFE Center serves student populations who have significant behavioral and functional difficulties. The program does not have students who are exempt from compulsory attendance.

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

consistent with the district's board policies regarding the placement.		
Activities provided by the 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.	N/A	This is a K-8 program. This program does not provide credits for diploma.
Students receiving online instruction are accounted for consistent with reporting guidelines published in the Oregon Student Personnel Accounting Manual.	N/A	Students do not receive online instruction. SAFE Center uses computer instruction to support curriculum, including iPads for skills practice/strengthening and various online resources to enhance curriculum and help students develop their computer use familiarity and competency. Lesson support and instruction might include software 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	Reviewed financial statement(s) from the private alternative program/school.
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, whichever is lesser. 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. See the ODE alternative education webpage for model expenditure statement formats.	C	Reviewed financial statement(s) from the private alternative program/school.
The program and district maintain education records	C	School acquires cumulative files for each student.

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
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.		Educational records are maintained at SAFE Center including report cards, IEPs, progress data, in accordance with requirements. Files are available for review at each site.
The program and district include data for each student in reports required by the ODE.	C	Current district policies.

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.

DISTRICT: Springfield SD

SCHOOL YEAR: 2018/19

ALTERNATIVE EDUCATION PROGRAM: SAFE Center

CHECK ONE:

Public Program

Private Alternative Program

Date of approval by District Board:

Date(s) of Evaluation(s): March 6, 2019

Evaluator(s):

Hai Nguyen

Ian Baines (Administrative Intern)

EVALUATION: COMMENTS AND RECOMMENDATIONS

The campus is well kept. Classrooms are clean and organized. Most teachers at SAFE Center have been there for a number of years. Students in classrooms observed were actively participating in activities. It is recommended that SAFE Center renew and submit necessary documentations indicated in the ODE approval notice so they can continue to provide support and interventions needed for their students.