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](https://www.oregon.gov/ode/learning-options/schooltypes/AltEd/Pages/default.aspx) . 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](mailto:annie.marges@state.or.us) or by phone at 503-934-0787.

DISTRICT:

SCHOOL YEAR:

ALTERNATIVE EDUCATON PROGRAM:

CHECK ONE:

\_\_\_ Public Program

\_\_\_ Private Alternative Program

Each table throughout this document is organized with three columns, as shown below:

| Standard | StatusC = In complianceE = ExemplaryNC = Not-in complianceNA = Not Applicable | Explanation(s)C: List IndicatorsE: List IndicatorsNC: Outline Compliance PlanNA: 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. |  | (OSBA Sample Policy References: 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. |  |  |

| ***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). |  |  |
| Each student’s education plan includes criteria for determining if, when, where, and how the student may transition from the alternative program. |  |  |
| A transportation plan is in place ensuring that the program is accessible to each student approved for placement in the program. |  |  |
| The program complies with each eligible student’s IEP. |  |  |
| The program assists the district in meeting its comprehensive K-12 instructional program. |  |  |
| 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. |  | (OSBA Sample Policy References: IGBHG, IGBHB-AR) |
| The program ensures that each student participates in district and state assessments of student achievement. |  | (OSBA Sample Policy Reference: IGBHA-AR(2)) |
| The results of student performance on state assessments are reported annually to students, parents, and the school district. |  |  |
| 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. |  |  |
| 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. |  |  |
| 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. |  |  |
| 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. |  |  |
| Students receiving online instruction are accounted for consistent with reporting guidelines published in the Oregon Student Personnel Accounting Manual. |  |  |
| 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. |  |  |
| 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. |  |  |
| The program and district include data for each student in reports required by the ODE. |  |  |

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**