

**Greater Albany SD 8J**  
**Administrative Regulation**

Code: **IGBHA-AR(1)**  
Adopted: 3/12/01  
Revised: 2/28/05, 8/13/07; 11/22/10

**Evaluation of Non-District Alternative Education Programs - District Summary**

Date \_\_\_\_\_

Dear Alternative Education Program Coordinator:

In accordance with OAR 581-022-1350, the district is required to evaluate alternative education programs annually. Please provide documentation required below and return to the Greater Albany Public School District Office at 718 Seventh Avenue SW Albany, OR 97321 no later than \_\_\_\_\_. Please include the program name, program coordinator and telephone number. A copy of the district's written evaluation shall be provided to the program coordinator.

**Staff Criteria**

1. Instructors are licensed or have demonstrated competence.
2. Instructors have successfully completed criminal records checks.

Provide list of individuals subject to criminal records checks and copy of Form 2283 from the Oregon Department of Education.

**Curriculum and Instruction Criteria**

1. Students are assessed and appropriately placed for instruction in a timely manner.
2. Instruction is designed to meet the needs of individual students.
3. Instructional materials are available to assist learners.
4. Students have an opportunity to earn credit.
5. Students receive instruction in the state academic content standards to earn diploma credits.

Attach supportive documentation including such evidence as program overview, curriculum guide, course syllabi or other material that demonstrates that program curriculum is aligned with state standards.

6. Oregon Statewide Assessments are administered and results are reported to students, parents or guardians<sup>1</sup> and the district.

Attach copy of summary report and sample of information reported to student, parents or guardians and the district.

7. Students receive, at least annually, a report of academic progress.

Attach copy of report used.

### **Nondiscrimination Criteria**

1. Programs follow all legal requirements with regard to training, posting, materials and practices.
2. Enrollment opportunities and instructional programs do not unlawfully discriminate on the basis of age, race, color, national origin, gender, marital status, religion or disability.
3. Plans are developed to comply with special education rules and regulations in cooperation with the student's resident district.

Attach student enrollment/withdrawal summary based on above criteria.

### **Administration Criteria**

1. Student registration procedures and records are complete and handled with confidentiality.
2. Student attendance is monitored, recorded and reported appropriately.
3. A tuition and fees structure, if used, is published and available for review by contracting agencies.
4. The program complies with Oregon Revised Statutes regarding tuition and fees (ORS 337.150, ORS 339.141, ORS 339.147 and ORS 339.155).

Attach list of any fees required and explanation.

5. The contract is reviewed at least annually to verify that student learning needs are being met.

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<sup>1</sup>As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581.015-0005(18).

6. The program is registered with the Oregon Department of Education.
7. The program complies with any statute, rule or school district policy specified in the contract with the alternative education program and contract termination is the stated consequence for noncompliance.
  - a. Attach as applicable.
  - b. Contract on file with district and program, as applicable.

### **Student Management Criteria**

1. Discipline and student management is positive and effective.

Attach a copy of student management plan.

### **Site Evaluation Criteria**

1. Facilities and grounds comply with all health and safety requirements.
2. The program has developed an effective site evacuation plan and regularly practices evacuation procedures.

Attach copy of appropriate documentation, including first aid and emergency procedures plan, such as staff/student handbooks, in-service agenda, fire marshal's report, safety inspection reports, etc.

### **Expenditure Criteria**

1. Does the district comply with Oregon Revised Statutes regarding expenditures (ORS 336.635 (2))?

Attach annual statement of expenditures.

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Alternative Learning Opportunities Coordinator

○ Compliance indicators are intended as examples only. District may modify as appropriate.