

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

Code: **JECDA-AR(2)**  
 Adopted: 3/12/01  
 Revised: 10/23/01

**Alternate Education Program Approval Application**

School or Program Name  
 School or Program Address  
 Administrator  
 Contact Person, if other than administrator

The Greater Albany Public School District awards credit for work completed in alternative programs and/or schools that meet Oregon’s graduation requirements, the Greater Albany Public School District’s graduation requirements, and is in line with Oregon’s content standards. Please provide documentation that addresses the following elements.

<b>Program Description</b>	Provide documentation in the following areas: Target population, including age, criteria for program admission, length of stay, etc.; Description of program focus.
<b>Program/School Accreditation</b>	Provide documentation of accreditation by: National Association of Schools and Colleges or one of its affiliates; Any Oregon public school district; Other accreditation that recognizes how the academic program aligns itself with Oregon’s content standards and assessment program.
<b>Teacher Training and/or Licensure</b>	Provide information in the following areas: Instructor licensure, training, certification, and/or competence; Instructors have been through a criminal records check.
<b>Instructional Program</b>	Provide information in the following areas: Curriculum is aligned with and reflects student efforts at mastery of Oregon’s benchmark standards; Students receive instruction in the state content standards at appropriate benchmark levels; Students are assessed and appropriately placed for instruction in a timely manner; Instructional delivery models meet the needs of individual students; Curriculum is suitable for the age and abilities of the students served; Instructional time is structured appropriately; Enrollment and instruction programs do not discriminate on the grounds of race, color, sex, religion, national origin or handicap; Students have an opportunity to earn credit; Plans are developed to comply with special education rules and regulations in cooperation with the student’s resident district.
<b>Assessment Program</b>	Provide information in the following areas: Assessments are aligned with Oregon’s content standards;

<b>Student Performance</b>	<p>Student academic progress is measured and reported;  Assessment methods are appropriate to student learning and achievement.</p> <p>Provide information in the following areas:</p> <p>Awarding of hours and/or credits is based on clear criteria, including student performance;</p> <p>Credit information documents student efforts and performance in content areas necessary for graduation from Oregon’s public high schools.</p>
<b>Student records</b>	<p>Provide information in the following areas:</p> <p>Student attendance is monitored and recorded;</p> <p>Student academic progress is measured and reported;</p> <p>Student records are managed correctly to protect confidentiality.</p>
<b>Student Management</b>	<p>Provide information in the following areas:</p> <p>Discipline and/or student management is positive, effective, and appropriate to student and program needs;</p> <p>Student is held responsible for behavior and performance.</p>

The Greater Albany Public School District accepts program descriptions and related information from private programs in an effort to substantiate student work that can be awarded for credit towards graduation from Albany’s district high schools. A district screening committee reviews information and results of the application are communicated to the program director/administrator.