

**Fern Ridge School District 28J**

Code: **IGBHB-AR(1)**  
Adopted: 6/28/93  
Revised: 7/11/05  
Orig. Code(s): 7447.1, 7447.2,  
7447.3

**Establishment of Alternative Education Programs - Application**  
Contracted Services for Alternative Education Programs

Name of Agency/Program: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this Agency/Program registered with the State of Oregon  
as an Alternative Education Program? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Person completing this report: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature of Agency/Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR DISTRICT USE ONLY:**

Application received by Building Principal Date: \_\_\_\_\_

Reviewed by Principal Date: \_\_\_\_\_

Application received by superintendent Date: \_\_\_\_\_

Reviewed by Superintendent Date: \_\_\_\_\_

Board Consideration Date: \_\_\_\_\_

Notification to Parent/Guardian Date: \_\_\_\_\_

Notes:

**Please attach a copy of the following:**

1. Registration from the State of Oregon Department of Education as a private Alternative Education Service Provider.
2. Registration as a special education service provider for the State of Oregon (this is separate from registration as an Alternative Education Provider.
3. Copies of any other accreditation certificates and applications.
4. School improvement plan (SIP) or short summary of how program addresses the state common curriculum goals and academic content standards to meet state benchmarks and performance standards.
5. Complete list of teaching staff, their licenses(s) endorsement area(s) and the number of hours per week each will be directly involved in instruction with students.
6. List of fees required or expenditures as per ORS 336.635(2).
7. Letter that a copy of course descriptions, syllabi, lesson plans, plan course statements on file with Lane ESD.
8. Copy of certificate of insurance and worker's compensation.
9. Copy of a Commercial General Liability Automobile Liability Insurance policy(ies) with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

**Please respond to each of the statements below (OAR 581-022-1350(2)):**

1. All students will receive adequate instruction in state common curriculum goals and academic content standards to meet state benchmarks and performance standards. Yes \_\_\_\_\_ No \_\_\_\_\_  
\_\_\_\_\_
2. All required Oregon Statewide Assessments will be administered annually and results will be reported to students, parents and the other district. Yes \_\_\_\_\_ No \_\_\_\_\_  
\_\_\_\_\_
3. Students will receive reports of academic progress (attach description and sample of grade reports).  
Yes \_\_\_\_\_ No \_\_\_\_\_
4. The program complies with all rules and statutes applicable to public schools including ORS's regarding criminal background checks, tuition and fees, discrimination, health and safety statutes and rules (attach copies of documents). Yes \_\_\_\_\_ No \_\_\_\_\_

5. The program complies with any statute, rule or school district policy that is specified in the contract between the school district Board and the private alternative program. Yes \_\_\_\_\_ No \_\_\_\_\_
6. The program complies with all applicable federal laws. Yes \_\_\_\_\_ No \_\_\_\_\_
7. The agency understands that non-compliance with any rule or statute under this rule (OAR 581-022-1350) may result in the termination of the contract at any time. Yes \_\_\_\_\_ No \_\_\_\_\_
8. The private alternative education program’s certified annual statement of expenditures is reviewed in accordance with ORS 336.635.(2). Yes \_\_\_\_\_ No \_\_\_\_\_

**Please check which of the following services your program provides:**

- High School Diploma
- GED Preparation
- GED Testing
- Programs for Middle School Students
- Programs for High School Students
- Teen Parent and Life Skills
- Free/Reduced Breakfast and Lunch Program
- Counseling Services
- Drug/Alcohol Counseling
- Paid Work Experience
- Non-Paid Work Experience
- Regular Access to Technology (computer, internet, etc.)
- Skill Building Groups
- Transportation: \_\_\_\_\_ Program owned vehicles, \_\_\_\_\_ LTD, \_\_\_\_\_ Other (please describe)

**Please provide the following information:**

1. Total projected enrollment: \_\_\_\_\_
2. Projected enrollment by grade/project: \_\_\_\_\_
3. High School Completion options (H.S. Diploma, GED): \_\_\_\_\_
4. Projected enrollment by completion option (i.e., H.S. Diploma, GED): \_\_\_\_\_
5. Student participation in non-paid work experience(s): \_\_\_\_\_
6. Students participation in paid work experiences(s): \_\_\_\_\_
7. Number of students who may participate in Job Training (describe): \_\_\_\_\_

8. Your teaching staff-to-student ratio. All students not just FRSD: \_\_\_\_\_
9. Average number of hours per week a typical student receives academic instruction: \_\_\_\_\_  
\_\_\_\_\_

**Fern Ridge School District holds the following expectation for all Contracted Providers of Alternative Education services:**

1. Carefully interview and screen all staff member (whether paid or volunteer).
2. Criminal history check of all volunteers.
3. Finger printing of all staff members.
4. Provide district a list of all staff members and a memo explaining how each staff or volunteer has successfully completed criminal records check. This list to be updated with each staff change and each fiscal year contract is in force. Provider to retain proof of criminal record check for length of this contract.
5. Students shall be supervised upon arrival at school site, during the school day, and leaving the school site upon completion of school day.
6. Provider shall comply with the Oregon Education Reform Act by implementing all statewide testing and collecting required work samples for eligible students. All testing will be completed within the time frame stated by the district.
7. Provider shall provide a program budget at the beginning of each fiscal year and an overall operating budget at the end of the fiscal year(s) covered by contract.
8. Provide shall provide weekly student attendance reports to the district office each Monday for the previous week.
9. Provider may only enroll students for district ADM purposes in courses/programs that advance the student in Oregon Contents Standards and state assessment performance.
10. Provider may only enroll students who are identified as having an IEP goals and services if the provide is registered as an approved special education program with the Oregon Department of Education.
11. Provider will participate in the annual evaluation of the program by the FRSD and submit all date called for in the lane ESD-Lane County Public School/Alternative Schools Annual Report of Alternative Education Contract Agencies. This includes a site evaluation completed by FRSD staff.

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(continued)

✓	Pp	<p><b>Proposals to become an alternative education services provider to the Fern Ridge School District should include a 1-3 page narrative for each of the following categories. Additional information may be requested by the FRSD as needed.</b></p>
		<p><b>Background:</b></p> <ul style="list-style-type: none"> <li>• Description of process used to identify the need for the school/program and the educational resources for its development</li> <li>• Description of the extent of participation of parents and other community members in the development and ongoing operation of the school.</li> </ul>
		<p><b>Target Population:</b></p> <ul style="list-style-type: none"> <li>• Description of the targeted student population including the: number of students, grade level, special characteristics, diversity and approaches for serving students with special needs (language, disabilities, etc.)</li> </ul>
		<p><b>Curriculum:</b></p> <ul style="list-style-type: none"> <li>• Description of the curriculum to be used in the school. Include an overview of what will be taught, relevant information instructional methods and how performance is to be assessed. Include copies of course description, syllabi, lesson plans, thematic units, plan course statements, etc.</li> </ul>
		<p><b>Application Process and Admission Policies:</b></p> <ul style="list-style-type: none"> <li>• Description of the application and admission practices, including copies of relevant documents.</li> <li>• Description of the decision making process used to select students when applications exceed openings (including information of lottery process).</li> <li>• Description of strategies used to ensure equity for all students enrolled.</li> <li>• Description on how school is promoted (marketed) to ensure that all eligible students are aware of the programs available and the enrollment process.</li> </ul>
		<p><b>Governance Structure:</b></p> <ul style="list-style-type: none"> <li>• Description of the governance structure (Board of directors, etc.).</li> </ul>
		<p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>• Description of the staffing structure, including any special characteristics of staff working in the school.</li> <li>• Description of staff development activities.</li> <li>• Description of management’s qualification and their respective role(s) in the school.</li> <li>• Description of parent participation in the school’s operation.</li> </ul>
		<p><b>Site and Facilities:</b></p> <ul style="list-style-type: none"> <li>• Description of the site and facilities used for the school.</li> <li>• Description of the equipment available to be used by students and staff at the school.</li> <li>• Proof of the fire department and health department inspections.</li> </ul>
		<p><b>Budget:</b></p> <ul style="list-style-type: none"> <li>• Description of school budget for operating costs.</li> <li>• Description of funding sources for the school (including money, supplies, equipment, etc.).</li> <li>• Copy of last certified audit.</li> </ul>
		<p><b>Programs/School Evaluations:</b></p> <ul style="list-style-type: none"> <li>• Description of the methods to be used to measure the school success (including measurable outcomes).</li> </ul>
		<p><b>Student Performance Evaluation/Reporting:</b></p> <ul style="list-style-type: none"> <li>• Description of the methods to be used to measure student performance and progress.</li> <li>• Description of the methods used to report student performance and progress to students, parents and district.</li> <li>• Description of the process to be used to enable students to participate in the Oregon State Assessments.</li> </ul>