

Section: **INSTRUCTION**

Policy Title: **Alternative Learning Experience Programs**

The district has established several alternative learning experience programs, provided on site, as defined in WAC 392-121-182.

- A. Every student enrolled in the program shall have a written individual plan developed in collaboration with the student, the student's parents, and other interested parties. The student's supervisor, who must be certificated instructional staff or a contractor as defined in WAC 392-121-188, must approve the plan and has primary responsibility and accountability for the plan. The student learning plan must meet the following minimum criteria. The plan must:
1. Include a schedule of the duration of the program, including the beginning and ending dates;
  2. Describe the specific learning goals and performance objectives of the alternative learning experience. This requirement may be met through course syllabi or other detailed descriptions of learning requirements.
  3. Describe the average number of hours per week that the student will engage in learning activities to accomplish the objectives of the plan;
  4. Describe how weekly contact requirements will be fulfilled;
  5. Identify instructional materials essential to successful completion of the learning plan;
  6. Include a timeline and method for evaluating student progress toward the learning goals and performance objectives specified in the learning plan; and
  7. Identify whether the alternative learning experience meets one or more of the state essential academic learning requirements defined by the district. High School alternative learning plans must identify whether the experience meets state and district graduation requirements.
- B. Student performance will be supervised, evaluated and recorded by school district staff in the following ways:
1. In class time documented by the teacher / designee.
  2. For students in grades K-8, their parents or guardians shall submit written statements at least monthly reporting the hours the student engaged in planned learning activities. Students in grades 9-12 shall submit their own written statements at least monthly reporting the hours they engaged in

planned learning activities. Timely submission of such reports is a condition of participation in the program.

3. Grades/ progress completed by the teacher that reflect the student's success in completing learning activities.
4. Comments completed by the teacher that reflect student effort and citizenship.
5. An initial review of student progress will be conducted with the student and parent/ guardian within the first twenty (20) days of school.
6. Continued reviews of student progress will be conducted at least every forty-five (45) days after the initial review.

The results of the reviews shall be shared with the student and with the parent or guardian of the students in K-12 programs. If a student is not substantially successful in the activities identified in his or her plan, a revised plan may be implemented.

If the student's performance does not improve in the ninety days after the first date he or she has been determined to be failing (or sooner at the district's discretion), the program staff will develop a plan to remove the student from the program no later than at the end of the current school year and for not less than one school term. Students have the right to enroll in other district programs.

- C. Each student enrolled in an alternative learning experience program shall have direct personal contact with school staff at least weekly, to discuss and evaluate student progress, until completion of the course objectives or the requirements of the learning plan. Direct personal contact means a face-to-face meeting with the student, and if appropriate, with the parent or guardian. In instances where it is not practical to meet face-to-face, personal contact may be accomplished through the use of telephone, e-mail, instant messaging, interactive video communication or other means of digital communication.
- D. Each student's educational progress will be reviewed at least monthly. The results of the reviews shall be shared with the students and with the parent or guardian of students in K-8 programs. If a student does not make satisfactory progress in the activities identified in his or her plan, a revised plan may be implemented.
- E. Parent Responsibilities

Parents or guardians are required to participate in the program on behalf of their children in at least the following ways, or their children may be excluded or removed from the program:

1. The parent or guardian must approve their child's plan;

2. The parent or guardian must provide or implement those portions of their child's plan for alternative learning experiences that are identified in the plan under the supervision of certificated instructional staff; and
3. The parent or guardian must meet with certificated instructional staff as prescribed in their child's plan for purposes of evaluating their child's performance and/or receiving instructions on assisting with their child's alternative learning experience.

If a student's parent or guardian cannot or will not participate in the program, the supervisor of the program may accept another suitable adult who agrees to meet the policy and program requirements set out for parents on behalf of the student.

F. District Supervision

The district shall designate one or more person(s) responsible for approving specific alternative learning experience programs or courses, monitoring compliance with WAC 392-121-182 and reporting at the end of each school year to the board of directors on the program. The annual report shall contain:

1. The alternative learning experience student headcount and full-time equivalent enrollment claimed for basic education funding;
2. A description of how certificated and classified staff are assigned program management and instructional responsibilities that maximize student learning; including the ratio of certificated instructional staff to full time equivalent students;
3. A description of how the written student learning plan is developed and student performance supervised and evaluated by certificated staff;
4. A description of how the alternative learning experience program supports the districts overall goals for academic achievement; and
5. Results of any self-evaluations conducted pursuant to WAC 392-121-182(7).

G. The district alternative learning program shall satisfy the state board of education requirements for courses of study or equivalencies; and if the program offers credit or a high school diploma, the alternative learning program must meet the minimum high school graduation requirements.

H. The district shall identify expenditures, directly related to the student learning plan, paid for by participants that are reimbursable by the district.

