

ALTERNATIVE LEARNING EXPERIENCE PROGRAMS

The district establishes the need for an alternative learning experience program, providing on-site or over the internet or by other electronic means, as defined in Washington Administrative Code (WAC) 392-121-182.

- I. Every student enrolled in the program shall have a written individual plan developed in collaboration with the student, the student's parent(s) or guardian, 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:
 - A. Include a schedule of the duration of the program, including the beginning and ending dates.
 - B. 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.
 - C. Describe the average number of hours per week that the student will engage in learning activities to accomplish the objectives of the plan.
 - D. Describe how weekly contact requirements will be fulfilled.
 - E. Identify instructional materials essential to successful completion of the learning plan.
 - F. Include a timeline and method for evaluating student progress toward the learning goals and performance objectives specified in the learning plan.
 - G. 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.
- II. Annually, during a public meeting, the board will approve the ratio of certificated instructional staff to full-time equivalent students enrolled in alternative learning experience programs and courses.
- III. Student performance will be supervised, monitored, assessed, evaluated, and recorded by school staff, including the method for grade reporting if different from other district programs.
- IV. 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(s) or guardian. The personal contact may be accomplished through

E. Results of any self-evaluations conducted pursuant to WAC 392-121-182(7).

VIII. 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.

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

Legal Reference: WAC 392-121-182
 RCW 28A.320.230

Alternative learning experience
requirements
Instructional Materials –
Instructional Materials
Committee

Cross References: Board Policy 2020

Curriculum Development and
Adoption of Instructional
Materials

Adoption date: Dec. 8, 2008
White Pass School District
Revised: 08.05

Classification: Essential

Alternative Learning Experience Programs

District Implementation Guidelines:

- A. Alternative Learning Experience shall be available to all students including students with disabilities.
- B. The district shall make available to students enrolled in alternative learning programs access to curricula, course content, instructional materials, and other learning resources required by the written student learning plan. These materials shall be consistent in quality with those available to the overall student population.
- C. Work-based learning shall comply with Washington Administrative Code (WAC) 180-50-315 and 392-121-124.
- D. Contracting for alternative learning experiences shall be subject to WAC 392-121-188 and Revised Code of Washington (RCW) 28A.150.305.
- E. The district shall provide to parent(s) or guardian, a description of the difference between home-based instruction and alternative learning programs. The parent(s) or guardian must sign documentation indicating their understanding of the distinction. The district shall retain the statement of understanding and make it available for audit.
- F. The district shall use reliable methods to insure a student is doing his or her own work, which may include proctoring examinations or projects.
- G. District alternative learning programs, using digital or on-line learning will be accredited through the state accreditation program or through the regional accreditation program.

Accountability for Student Performance:

- A. Students participating in alternative learning experiences shall be evaluated as follows:
 - 1. Each student's progress shall be evaluated monthly, based on the learning goals and performance objectives defined in the written student learning plan.
 - 2. The progress review will be conducted by certificated instructional staff and include direct personal contact (as defined by district policy) with the student. The results of the review will be shared with the student and the student's parent.
 - 3. Certificated instructional staff will determine whether the student is making satisfactory progress in meeting the written student learning plan.
 - 4. If the student fails to make satisfactory progress for two consecutive evaluation periods an intervention plan shall be developed and implemented. The intervention plan will be developed by certificated instructional staff in

collaboration with the student, and for students in K-8, the student's parent(s) or guardian.

5. If after three consecutive evaluations, the student is not making progress, a new plan designed to meet the student's needs shall be developed and implemented.
- B. Students in alternative learning programs shall be assessed using the state assessment for the student's grade level and using other annual assessments required by the district. Part-time and home-based students are not required to participate in the statewide assessments required under RCW 28A.655.
- C. Students attending an alternative learning program outside their district shall participate in any required annual state assessments at the district of residence. The enrolling district shall coordinate the test taking.

Program Evaluation:

The district will periodically evaluate its program in a manner designed to objectively measure its effectiveness.

Annual Reporting:

The district will report annually to the Office of Superintendent of Public Instruction (OSPI) on the alternative learning programs and courses offered by the district. The report shall include student headcount; full-time equivalent enrollment claimed for basic education funding; the ratio of certificated instructional staff to full-time equivalent alternative learning students; and identify alternative learning students receiving instruction under contract.

Documentation:

The district will retain the appropriate records for audit purposes. Documents shall include a school board policy, annual reports to the school board and to OSPI, student learning plans, student progress reviews and evaluations, student enrollment detail, and signed parent(s) or guardian enrollment forms.