

**INSTRUCTION****ALTERNATIVE LEARNING EXPERIENCE PROGRAMS**

## District Implementation Guidelines:

- A. Alternative Learning Experience Program shall be available to all students including students with disabilities.
- B. The District shall make available to students enrolled in Alternative Learning Experience Programs access to curricula, course content, instructional materials and other learning resources required by the written student learning plan. These materials shall be consistent with those adopted by the Kennewick School District.
- C. Work based learning shall comply with Washington Administrative Code (WAC) 180-50-315 and 392-121-124.
- D. Contracting for Alternative Learning Experience Programs 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 Experience 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.

## Accountability for Student Performance:

- A. Students participating in Alternative Learning Experience Programs 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 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 (K-8).
  3. Certificated instructional staff will determine whether the student (K-12) 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.

- B. Students in Alternative Learning Experience 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 school students are not required to participate in the statewide assessments required under RCW 28A.655
- C. Students attending an Alternative Learning Experience 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 Experience 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 Experience Program students; and identify Alternative Learning Experience Program students receiving instruction under contract.

Documentation:

The District will retain the appropriate records for audit purposes. Documents shall include: a Kennewick School District School Board Policy; annual reports to the Kennewick School District School Board and to OSPI; student learning plans; student progress reviews and evaluations; student enrollment detail; and signed parent or guardian enrollment forms.