

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 2255 P-1

ALTERNATIVE LEARNING EXPERIENCE PROGRAMS

- I. District Implementation Guidelines:
  - A. Alternative Learning Experience shall be available to all students including student 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 base learning shall comply with Washington Administrative Code 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 28A.150.305.
  - E. The district shall provide to parents(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.
  
- II. 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

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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 evaluation, 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 homeschooled 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 assessment at the district of residence. The enrolling district shall coordinate the test taking.

III. Program Evaluation:

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

IV. 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.

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V. 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.

Implemented 02-22-2007