Alternative Learning Experience Programs

District Implementation Guidelines:

A. Alternative Learning Experience programs (ALE) will be available to all students including students with disabilities.
B. The district will make available to students enrolled in ALE programs access to curricula, course content, instructional materials and other learning resources required by the written student learning plan. These materials will be consistent in quality with those available to the overall student population. "Written student learning plan" means a written plan for learning that is developed and approved by certificated instructional staff and defines the requirements of an individual student's ALE. The written student learning plan must include at least all of the requirements listed in WAC 392-121-182(3).
C. Work based learning will comply with WAC 180-50-315 and 392-121-124;
D. Contracting for ALE will be subject to WAC 392-121-188 and RCW 28A.150.305;
E. The district will provide to parents a description of the difference between home-based instruction and ALE programs. The parent or guardian must sign documentation indicating their understanding of the distinction. The district will retain the statement of understanding and make it available for audit.
F. The district will use reliable methods to insure a student is doing his or her own work, which may include proctoring examinations or projects.
G. District ALE programs, using digital or on-line learning will be accredited through the state accreditation program or through the regional accreditation program.

Program Requirements:

A. Students enrolled in an ALE must have one of the following methods of contact:
   1. Direct personal contact, as defined in WAC 392-121-11, with a certificated teacher at least once a school week, until the student completes all course objectives or otherwise meets the requirements of the written student learning plan;
   2. In-person instructional contact, as defined in WAC 392-121-11, to include:
      a. fifteen minutes per school week for students whose learning plan includes an estimate of five hours per school week or less;
      b. thirty minutes per school week for students whose learning plan includes an estimate of more than five but less than sixteen hours per school week;
      c. one hour per school week for students whose learning plan includes an estimate of more than fifteen hours per school week; or
   3. Synchronous digital instructional contact (for students whose written student learning plan includes only on-line courses as defined by RCW 28A.250.010), as defined in WAC 392-121-11, to include:
      a. fifteen minutes per school week for students whose learning plan includes an estimate of more than five hours per school week or less;
      b. thirty minutes per school week for students whose learning plan includes an estimate of more than five hours per school week but less than sixteen hours per school week;
      c. one hour for students whose learning plan includes an estimate of more than fifteen hours per week.

The synchronous digital contact must be:

1. For purposes of actual instruction, review of assignments, testing, evaluation of student progress, or other learning activities or requirements identified in the written student learning program.
2. Related to an ALE course identified in the written student learning plan.

Synchronous digital instructional contact may be accomplished in a group setting between the teacher and multiple students.

"School week" means any seven-day calendar period starting with Sunday and continuing through Saturday that includes at least three days when a district's schools are in session.

Accountability for Student Performance:

A. Students participating in ALE will be evaluated as follows:
   1. Each student's progress will 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. Direct personal contact is not required as a part of the evaluation conducted in the final month of the school year if the evaluation takes the form of the delivery of final grades to 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 will be developed and implemented. The intervention plan will be developed by certificated instructional staff in collaboration with the students and for students in K-8, the student's parent or guardian. An intervention plan is not required if the evaluation is delivered within the last five school days of the school year.
   5. If after three consecutive evaluations, the student is not making progress, a new plan designed to meet the student's needs will be developed and implemented.

B. Students in ALE programs will 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 state wide assessments required under 28A.655.

C. Students attending an ALE program outside their district, will participate in any required annual state assessments at the district of residence. The enrolling district will 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 the Superintendent of Public Instruction on the ALE programs and courses offered by the district.

The report will include student headcount; full-time equivalent enrollment claimed for basic education funding; the number of certificated instructional staff in each ALE program; and identify ALE students receiving instruction under contract.

Documentation:
The district will retain the appropriate records for audit purposes. Documents will include a school board policy for ALE, annual reports to the school board, monthly and annual reports to OSPI, ~~a~~ written student learning plans, evidence of weekly contact required (evidence of direct personal contact must include date, method of communication, and documentation to support the subject of the communication; evidence of in-person instructional contact time or synchronous digital instructional contact time may include classroom attendance records), student progress evaluations and intervention plans, results of assessments, student enrollment detail, signed parent enrollment forms~~.~~, and evidence of face-to-face, in-person instructional contact time from a certified teacher or synchronous digital instructional contact time from a certified teacher if a student's written learning plan includes only on-line courses as defined by RCW 28A.250.010.