

**POLICY NO. 6700**  
**Adopted: 7-10-96**  
**Replaced: 2-8-06**  
**Replaced: 11-9-16**  
**Revised: 1-24-24**

## **ALTERNATIVE LEARNING EXPERIENCE PROGRAMS**

### **POLICY:**

The Lake Stevens School Board of Directors authorizes the creation of Alternative Learning Experience (ALE) programs and courses as defined in the procedure which accompanies this policy. The District will make available to students enrolled in ALE courses educational opportunities designed to meet their individual needs. The District will comply with all program requirements necessary to count an ALE as a course of study and ensure state funding for ALE students.

ALE programs may include, the following types of courses as defined in:

- A. Online courses
- B. Site-based courses and
- C. Remote courses.

The Board will adopt and annually review written policies authorizing ALE courses, including each ALE course and course provider. The policy must designate, by title, one or more school district official(s) responsible for overseeing the District's ALE courses.

The District establishes the following alternative programs and courses(s) provided on-site, remote or online as defined in WAC 392-550-020:

Lake Stevens School District Alternative Learning Experience Programs:

- Homeschool/Parent Partnership – HomeLink,
- Open Doors and
- Secondary Distance Learning

The school district officials responsible for these programs are the administrator for alternative learning experiences and the Chief Academic Officer.

The school district officials responsible for overseeing each ALE course will report at least annually to the Board. This annual report will include at least the following:

- A. Documentation of ALE student headcount and full-time equivalent enrollment claimed for basic education funding;
- B. Identification of the overall ratio of certificated instructional staff to full-time equivalent students enrolled in each ALE course and the number of certificated staff in each ALE course;
- C. A description of how the course supports the District's overall goals and objectives for student academic achievement

### **Monthly Report to the Superintendent of Public Instruction**

The district must report monthly to the Superintendent of Public Instruction:

- A. Accurate monthly headcount and full-time equivalent enrollment for students enrolled in alternative learning experiences; and
- B. Information about the resident and serving districts of such students.

### **Regular Submissions to CEDARS**

The district must report all required information to the office of the Superintendent of Public Instruction's Comprehensive Education Data and Research System under RCW 28A.300.500, including designating alternative learning experience courses as such when reporting course information to the Comprehensive Education Data and Research System.

The District will submit an annual report to the Superintendent of Public Instruction including the following information:

- A. The number of certificated instructional staff full-time equivalent assigned to each alternative learning experience program; and
- B. Enrollment of students (separately identified) where ALE instruction is provided entirely under contract pursuant to RCW 28A.150.305 and WAC 392-121-188.
- C. the costs and purposes of any expenditures made to purchase or contract for instructional or co-curricular experiences and services that are included in an ALE written student learning plan, along with the substantially similar experiences or services made available to students enrolled in the district's regular instructional program.

### **Assessment Requirements:**

All students enrolled in alternative learning experience courses or course work must be assessed at least annually, using, for full-time students, the state assessment for the student's grade level.

Part-time students whose ALE enrollment is claimed as greater than 0.8 FTE in any one month through the January count date must be included by the district in any required state or federal accountability reporting for that school year. However, part-time students who are either receiving home-based instruction under Chapter 28A.200, RCW or who are enrolled in an approved private school under Chapter 28A.195, RCW are not required to participate in the assessments required under Chapter 28A.655, RCW.

Students enrolled in nonresident district alternative learning experience courses or course work who are unable to participate in required annual state assessments at the nonresident district must have the opportunity to participate in such required annual state assessments at the district of physical residence, subject to that district's planned testing schedule. It is the responsibility of the nonresident enrolling district to establish a written agreement with the district of physical residence that facilitates all necessary coordination between the districts and with the student and, where appropriate, the student's parent(s) to fulfill this requirement. Such coordination may include:

1. arranging for appropriate assessment materials;
2. notifying the student of assessment administration schedules;
3. arranging for the forwarding of completed assessment materials to the enrolling district for submission for scoring and reporting; and
4. arranging for any allowable testing accommodations, and other steps as may be necessary.

The agreement may include rates and terms for payment of reasonable fees by the enrolling district to the district of physical residence to cover costs associated with planning for and administering the assessments to students not enrolled in the district of physical residence. Assessment results for students assessed according to these provisions must be included in the enrolling district's accountability measurements, and not in the district of physical residence's accountability measurements.

### **Valid Justification for Missed Contact**

Valid justifications why a student may miss the weekly contact requirements of ALE for the purpose of truancy include those outlined in Excused absences WAC 392-401-020 and in policy 5040.

### **Students who drop out of ALE courses**

A school district offering or contracting to offer an alternative learning experience course to a nonresident student must inform the resident school district if the student un-enrolls from the course or is otherwise no longer enrolled.

The Superintendent is directed to develop procedures consistent with WAC chapter 392-550 to govern the administration of the District's ALE courses.

Cross References:

No. 6710: Online Learning

No. 6008: Instructional Materials Policy and Procedures

Legal References:

RCW 28A.150.305 Alternative educational service providers - Student eligibility.

RCW 28A.232.010 Alternative learning experience courses - Generally - Rules - Reports.

RCW 28A.250.050 Student access to online courses and online learning programs - Policies and procedures - Course credit - Dissemination of information - Development of local or regional online learning programs.

WAC 392-121-107 Definition-Course of study

WAC 392-550 Alternative learning experience requirements

WAC 392-121-188 Instruction provided under contract

WAC 392-550-020 Definitions

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## **ALTERNATIVE LEARNING EXPERIENCE PROGRAM**

### **PROCEDURES:**

#### **General Guidelines**

Alternative learning experience (ALE) means a course or, for grades kindergarten through eight, grade-level course work that is a delivery method of basic education and is:

- A. Provided in whole or in part independently from a regular classroom setting or schedule, but may include components of direct instruction
- B. Supervised, monitored, assessed, evaluated, and documented by a certificated teacher employed or contracted by the school district.
- C. Provided in accordance with a written student learning plan that is implemented pursuant to the district's policy and Chapter 392-550, WAC.
- D. ALE students are provided with instructional materials consistent in quality with those available to the general student population. District adopted and approved curriculum shall be utilized when appropriate.

#### **Definitions of ALE courses**

- A. Online courses are courses or grade-level coursework where:
  1. More than half of the course content is delivered electronically using the internet or other computer-based methods;
  2. More than half of the teaching is conducted from a remote location through an online course learning management system or other online or electronic tools;
  3. A certificated teacher has the primary responsibility for the student's instructional interaction. Instructional interaction between the teacher and the student includes, but is not limited to, direct instruction, review of assignments, assessment, testing, progress monitoring, and educational facilitation; and
  4. Students have access to the teacher synchronously, asynchronously, or both.
- B. Remote course means an alternative learning experience course or course work that is not an online course where the written student-learning plan for the course does not include a requirement for in-person instructional contact time.
- C. Site-based course means an alternative learning experience course or course work that is not an online course where the written student-learning plan for the course includes a requirement for in-person instructional contact time.

## **Student Eligibility and Enrollment**

1. ALE courses will be available to all students, including students with disabilities.
2. All students in grades K-12 are eligible to participate in ALE programs.
3. Students enrolling in an ALE must have a Written Student Learning Plan (WSLP) as defined in WAC 392-550.
4. Families must be notified of the difference between ALE and home-based instruction prior to enrollment.

## **Student Performance**

- A. Students participating in an ALE will be evaluated monthly by a certificated instructional staff member; or for students whose written student learning plans include only online classes, a school-based support staff member will track progress toward completion and to establish whether an intervention plan should be developed in accordance with WAC 392-550.
- B. The methods for determining satisfactory progress shall be outlined in the written student learning plan and may include:
  1. Progress grades;
  2. Assignment completion rates;
  3. Nonacademic factors such as attendance, attitude, and behavior; and
  4. Local school expectation

## **Student Responsibilities**

- Students enrolled in an ALE program must meet the contact requirements defined in WAC 392-550.

## **Parent Responsibilities**

- Upon receipt of the District's description of the difference between home-based instruction and ALE, the parent must sign documentation attesting that he/she understands the difference.
- Parents of students at HomeLink must remain on campus with their students. Any variance must be approved by the ALE administrator.

## **District Verification of Student Work**

The District will use reliable methods to verify a student is doing his or her own work. These include, but are not limited to:

1. Proctored examinations,
2. Proctored projects,
3. In-person presentations,
4. Real-time presentations using videoconference technology.
5. Local school expectation