

**Tumwater School District
Board Policy**

ALTERNATIVE LEARNING EXPERIENCE PROGRAMS

The district will provide an appropriate course of study for Alternative Learning Experiences (ALE) consistent with the Washington Administrative Code. 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 ALE must meet the minimum high school graduation requirements.

An alternative learning experience is an individualized course of study for a student who is not defined as a home-based student, private student or adult education student. District Alternative Learning Programs may be provided in person, on-site, using digital, over the internet, or by other electronic means as provided under WAC 392-121. Each program will be accredited through the state accreditation program or through the regional accreditation program.

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 school students are not required to participate in the statewide assessments required under RCW 28A.655. Students attending an ALE program outside of their district shall participate in any required annual state assessments at the district of residence. The enrolling district shall coordinate the test-taking.

- I. Every student enrolled in the program shall have a written individual plan developed in collaboration with the student, the student's parent(s)/guardian(s), and other interested parties. The student's supervisor, who must be certificated instructional staff or 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 in 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 the 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. Accountability for Student Performance: Students participating in Alternative Learning Experience programs shall be evaluated as follows:
 - a. Each student's progress shall be evaluated monthly, based on the learning goals and performance objectives defined in the written student learning plan.
 - b. Certified instructional staff will determine whether the student is making satisfactory progress in meeting the written student learning plan.
 - c. If the student fails to make satisfactory progress for two consecutive evaluation periods an intervention plan shall be developed and implemented. The intervention plan shall be developed by certificated instructional staff in collaboration with the student, and for students in K-8, the student's parent(s)/guardian(s).
 - d. If after three consecutive evaluations the student is not making progress, the student will be removed from the program.
- 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 written student learning plan. Direct personal contact means face-to-face meeting with the student, and if appropriate, with parent(s)/guardian(s). Personal contact may also be accomplished with a student through the use of the telephone, e-mail, instant messaging, interactive video communication, or other means of digital communication, as long as the communication is not found to compromise the educational quality, student health or safety, or the fiscal integrity of the district policy.
- V. Each student's educational progress will be reviewed at least monthly. The results of the reviews shall be shared with the students and with the parent(s)/guardian(s) of students in K-8 programs. If a student does not make satisfactory progress in the activities identified in his or her plan, a revised plan shall be implemented.
- VI. Parent(s)/Guardian(s) Responsibilities (K-8): Parent/guardian(s) are required to participate in the program on behalf of their child(ren) in at least the

following ways, or their child(ren) may be excluded or removed from the program:

- a. The parent(s)/guardian(s) must approve their child's plan.
- b. The parent(s)/guardian(s) must provide or implement those portions of their child(ren)'s plan for alternative learning experiences that are identified in the plan under the supervision of certificated instructional staff.
- c. The parent(s)/guardian(s) must meet with certificated instructional staff as prescribed in their child(ren)'s plan for purposes of evaluating their performance and/or receiving instruction on assisting with their child(ren)'s alternative learning experience.

If a student's parent(s)/guardian(s) cannot or will not participate in the program, the supervisor of the program may accept another suitable adult who agrees to meet the policy and program requirements set out for the parent(s)/guardian(s) on behalf of the student.

- VII. District Supervision: The district shall designate one or more person(s) responsible for approving specific alternative learning experience programs or courses, monitoring compliance with WAC 392-121-182 and reporting at the end of each school year to the school district board of directors on the program. The annual report shall contain:
 - a. The alternative learning experience student headcount and full-time equivalent enrollment claimed for basic education funding.
 - b. A description of how certificated and classified staff are assigned program management and instructional responsibilities that maximize student learning; including the ratio of certificated instructional staff to full-time equivalent students **(as per Section II)**.
 - c. A description of how the written student learning plan is developed and student performance supervised and evaluated by certificated staff **(as per Sections I and III)**.
 - d. A description of how the alternative learning experience program supports the district's overall goals for academic achievement.
 - 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, which are reimbursable by the district.

Legal References:	RCW 28A.150.262	Defining full-time equivalent student — Students receiving instruction through alternative learning experience online programs — Requirements — Rules.
	RCW 28A.150.305	Alternative educational service providers — Student eligibility.
	RCW 28A.150.325	Alternative learning experience programs – Generally – Rules
	RCW 28A.250.050	Student access to online courses and online learning programs — Policies and procedures — Dissemination of information — Development of local or regional online learning programs.
	WAC 392-121-107	Definition-Course of study
	WAC 392-121-182	Alternative Learning Experience
	WAC 392-121-188	Instruction provided under contract

Management Resources:

<i>Policy News</i> , October 2011	Alternative Learning Experience
<i>Policy News</i> , October 2012	Alternative Learning Experience

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