ALTERNATIVE LEARNING EXPERIENCE PROGRAMS

The board establishes an *Alternative Learning Experience Program at both high school campuses (Neah Bay Alternative Program and Clallam Bay Alternative Program)*. The district will make available to students enrolled in an ALE program 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. The ALE program will be provided as defined in WAC 392-121-182. Each building principal will be responsible for the ALE program in their building.

**I.** Every student enrolled in the program shall have a written individual plan developed in collaboration with the student, the student’s parents, and other interested parties. The student’s supervisor, who must be certificated instructional staff or a 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 of 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; and

**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 state and district graduation requirements.

**II.** The board will approve the ratio of certificated instructional staff to full time equivalent students enrolled in alternative learning experience programs and courses. *The student to staff ratio will be no more than 20:1*

**III.** Student performance will be supervised, monitored, assessed, evaluated, and recorded by certificated instructional staff, or by certificated staff of a contractor.

*Students shall participate in appropriate District and/or State assessments*
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 learning plan. Direct personal contact means a face-to-face meeting with the student, and if appropriate, with the parent or guardian. Cape Flattery School District requires the teacher to meet with each student, at the minimum, for one hour per week on the campus. Additional personal contact may be accomplished through the use of telephone, e-mail, instant messaging, interactive video or other means of digital communication.

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 or guardian 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 may be implemented. While educational progress is reviewed monthly, hours spent participating in educational learning activities must be documented on a weekly basis.

VI. Parent Responsibilities:

Parents or guardians are required to participate in the program on behalf of their children in at least the following ways, or their children may be excluded or removed from the program:

A. The parent or guardian must approve their child’s plan;
B. The parent or guardian must provide or implement those portions of their child’s plan for alternative learning experiences that are identified in the plan under the supervision of certificated instructional staff; and
C. The parent or guardian must meet with certificated instructional staff as prescribed in their child’s plan for purposes of evaluating their child’s performance and/or receiving instructions on assisting with their child’s alternative learning experience.

If a student’s parent or guardian 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 parents 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 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. The number of certificated instructional staff in each ALE program.
C. A description of how the alternative learning experience program supports the districts overall goals for academic achievement; and
D. Results of any self-evaluations conducted pursuant to WAC 392-121-182(7).
The district will submit an annual report to the Superintendent of Public Instruction detailing 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.

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.

The superintendent is directed to develop procedures consistent with WAC 392-121-182 to govern the administration of the district’s ALE program.

Cross References: Board Policy 2020 Curriculum Development and Adoption of Instructional Materials
                   Board Policy 2024 Online Learning

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:

Policy & Legal News, February 2013  Corrections
Policy News, October 2011  Alternative Learning Experience
Policy News, October 2012  Alternative Learning Experience

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