

## **ALTERNATIVE LEARNING EXPERIENCE PROGRAMS**

### District Implementation Guidelines:

- A. Alternative learning experience programs shall be available to all students including students with disabilities. Parent partnership alternative learning experience programs, which are designed to support home school families, require evidence of successful home schooling to be eligible for enrollment. This is usually satisfied with evidence collected during at least 90 days of home-based instruction. Approval of the principal is necessary if other evidence is presented to evaluate home school success.
- B. The district shall ensure students enrolled in alternative learning programs have 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 based learning shall comply with Washington Administrative Code (WAC) 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 (RCW) 28A.150.305.
- E. Prior to enrollment, the district shall provide to the parent(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 ensure a student is doing his or her own work, which may include proctoring examinations or projects.
- G. District alternative learning programs, using digital or online learning, will be accredited through the state accreditation program or through the regional accreditation program.
- H. Parent partnership alternative learning experience students are allocated a maximum amount for the purchase of instructional materials and services to support the written student learning plan. Written student learning plan supervisors approve and submit purchase requests for processing by Mount Vernon School District staff.
- I. Normal alternative learning experience program operations do not allow expenditures made by participants to be reimbursed by the district. In certain

circumstances, the principal may approve reimbursements for learning materials, entrance fees for events, or other expenditures that are not easily processed by district purchase orders.

- J. Enrollment and placement decisions of out-of-district students will be based upon pre-enrollment assessment, evaluation by the Learning Support Team, and where appropriate evaluation by the Special Education Department.

Accountability for Student Performance:

- A. Students participating in alternative learning experiences shall be evaluated as follows:
  - 1. Each student's progress shall be evaluated at least 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 or a contractor as defined in WAC 392-121-188, and include direct personal contact (as 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 or a contractor as defined in WAC 392-121-188 will determine whether the student has made satisfactory progress in completing the activities and meeting the goals and objectives of the written student learning plan.
  - 4. If the student fails to make satisfactory progress for two consecutive evaluation periods or fails to follow the written student learning plan, an intervention plan shall be developed and implemented. The intervention plan will be developed by certificated instructional staff or a contractor as defined in WAC 392-121-188 in collaboration with the student and, for students in K-8, the student's parent(s) or guardian.
  - 5. If, after three subsequent evaluations, the student still is not making satisfactory progress, a new plan designed to meet the student's needs shall be developed and implemented in conjunction with the student and, for students in K-8, the student's parent(s) or guardian.
  - 6. Students in alternative learning experience programs shall be assessed at least annually using the state assessment for the student's grade level and using other annual assessments required by the district. Part-time and home-based students are not required to participate in the statewide assessments required under RCW 28A.655.

7. Students attending an alternative learning experience program outside their district shall have the opportunity to participate in any required annual state assessments at the district of residence. The enrolling district shall coordinate the test taking.

Program Evaluation:

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

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 head count, full-time equivalent enrollment claimed for basic education funding, the ratio of certificated instructional staff to full-time equivalent alternative learning students, and separately identify alternative learning experience enrollment of students receiving instruction under contract.

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, written student learning plans, documentation of required weekly contact, student progress reviews, evaluations and assessments, student enrollment detail, and signed parent(s) or guardian enrollment forms.