

Procedure - Alternative Learning Experience Programs

Definitions:

Alternative Learning Experience (ALE) for ninth through twelfth grades means a course, or for grades kindergarten through eighth, grade-level coursework 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 WAC.

Online courses are courses or grade-level coursework where:

- A. More than half of the course content is delivered electronically using the internet or other computer-based methods;
- B. 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;
- C. 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
- D. Students have access to the teacher synchronously, asynchronously, or both.

Remote course means an alternative learning experience course or coursework 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.

Site-based course means an alternative learning experience course or coursework that is not an online course where the written student learning plan for the course includes a requirement for in-person instructional time.

District Implementation Guidelines:

- A. Alternative Learning Experience (ALE) will be available to all students, including students with disabilities.
- B. All students in grades K-12 are eligible to participate in ALE programs available at their grade level.
- C. The district will make available to students enrolled in ALE access to curricula, course content, instructional materials and other learning resources required by the written student learning plan. Course content, instructional materials, learning activities and other learning resources must be consistent in quality with those available to the district's overall student population.
- D. Work-based learning will comply with WAC 392-410-315 and 392-121-124.

- E. Contracting for ALE courses or course work will be subject to WAC guidelines and must be substantially similar to those made available to students enrolled in the district's regular instructional programs.
- F. The district will use reliable methods to insure a student is doing his or her own work, which may include the proctoring examinations or projects;
- G. District ALE programs using digital or on-line learning will be accredited through one of the state recognized accreditation organizations.
- H. ALE district programs will use district adopted materials when and where applicable. In the case where the district adopted curriculum does not fit the delivery model of the ALE program or meet the needs of an ALE student the district allows each ALE principal/administrator control over the selection of appropriate materials, both primary and supplemental.

Parent Responsibilities: The district will provide to parents a description of the difference between home-based instruction and ALE. The parent or guardian must sign documentation indicating their understanding of the distinction. For online courses parents will be provided and must sign the Online Learning Statement of Understanding. The district will retain the statement of understanding and make it available for audit;

Program Requirements: Students enrolled in an ALE course must:

- A. Have a Written Student Learning Plan developed and approved by a certificated teacher or, in the case of on-line courses by a certificated teacher or a school-based support staff;
- B. Have once a school week contact by direct personal contact. Direct personal contact means a one-to-one meeting between a certificated teacher and the student, or, where appropriate, between the certificated teacher, the student, and the student's parent. Direct personal contact can be accomplished by participation in a classroom setting. Direct personal contact can be accomplished in person or through the use of telephone, email, instant messaging, interactive video communication, or other means of digital communication. Direct personal contact:
 - a. Must be for the purposes of instruction, review of assignments, testing, evaluation of student progress, or other learning activities or requirements identified in the written student learning plan;
 - b. Must be related to an alternative learning experience course or coursework identified in the written student learning plan; and
 - c. Must at minimum include a two-way exchange of information between a certificated teacher and the student. All required direct contact must be documented.
- C. Have documentation of weekly contact:
 - a. For digital instructional contact, documentation must include the date of contact, method of communication, subject of the communication, or
 - b. For in-person and synchronous instructional contact, classroom attendance records can serve as documentation.
- D. Have their educational progress evaluated at least once each calendar month of enrollment based on the learning goals and objectives of the written student learning plan. Students participating in ALE will be evaluated monthly by a certificated instruction

staff, or, for students whose written student learning plans include only online classes, school-based support staff, to track student progress toward completion and to establish whether an intervention plan should be developed.

- E. Demonstrate satisfactory progress. Methods for determining satisfactory progress shall be outlined in the written student learning plan and may include:
 - a. Progress grades;
 - b. Assignment completion rates;
 - c. Non-academic factors such as attendance, attitude, and behavior; and
 - d. Local school expectations.
- F. Be placed on an Intervention Plan if overall progress is determined to be unsatisfactory in any month of evaluation. Intervention plan means a plan designed to improve the progress of students determined to be not making satisfactory progress. An intervention plan must be developed, documented, and implemented by a certificated teacher in conjunction with the student and, for students in grades K-8, the student's parent(s). For students whose written student learning plan includes only online courses, the intervention plan may be developed by the school-based support staff in conjunction with the student and certificated teacher and must be approved by the student's online certificated teacher. At minimum the intervention plan must include at least one of the following interventions:
 - a. Increasing the frequency or duration of contact with a certificated teacher for the purposes of enhancing the ability of the certificated teacher to improve student learning;
 - b. Modifying the manner in which contact with a certificated teacher is accomplished;
 - c. Modifying the student's learning goals or performance objectives;
 - d. Modifying the number of or scope of courses or the content included in the learning plan.

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:

- A. Proctored examinations;
- B. Proctored projects;
- C. In-person presentations; or
- D. Real-time presentations using videoconference technology.

Adoption Date:

Classification:

Revised: 08.05; 10.12; 02.13; 02.14; 06.14; 01.17; 02.20