



**Shelton School District**  
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## ***BOARD POLICY***

Policy No. 2255  
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### **INSTRUCTION**

#### **Alternative Learning Experience Programs**

The district establishes the CHOICE High School contract-based and tutor programs and the Home Partnership program as alternative learning experience programs, provided on site or over the internet or by other electronic means, as defined in WAC 392-121-182.

- 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. 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. Student performance will be supervised, monitored, assessed, evaluated and recorded by certificated instructional staff, or by certificated staff of a contractor in the following ways:

- A. Printouts are generated showing progress and/or actual computer time logged on for Success Maker and/or NovaNet.
  - B. Off-line work is graded by certificated staff and by parents with support from certificated professionals.
  - C. Credit will be issued when all components of the course have been completed successfully.
  - D. Students who have been determined to have not met standards may be placed on academic probation for two months and then may be dropped from the program if adequate progress is not made.
- 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. There may be individual student circumstances which require that personal contact may need to be accomplished through the use of telephone, e-mail, instant messaging, interactive video communication, or other means of digital communication. This option shall be the exception and it must be determined by the principal that it will not compromise educational quality, health or safety, or fiscal integrity of the district.
- 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-12 programs. If a student does not make satisfactory progress in the activities identified in his or her plan, a revised plan may be implemented.
- VI. Parent Responsibilities:
- 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.
  - D. For students in grades K-8, their parents or guardians shall submit written statements at least monthly reporting the hours the student engaged in planned learning activities. Students in grades 9-12 shall submit their own written statements at least monthly, reporting the hours they engaged in planned learning activities. Timely submission of such reports is a condition of participation in the program.

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. 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;
- C. A description of how the written student learning plan is developed and student performance supervised and evaluated by certificated staff;
- D. A description of how the alternative learning experience program supports the district's overall goals for academic achievement; and
- 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 overall ratio of certificated instructional staff to full-time equivalent students enrolled in CHOICE High School contract based and tutor programs and the Home Partnership program shall be one teacher to 40 FTE students. An additional teacher will be added when a waiting list is confirmed at 30.
- X. The district identified no expenditures, directly related to the student learning plan, paid for by participants that are reimbursable by the district.

Date Approved: 12/12/95  
Date Revised: 1/20/06

Cross References:

Board Policy 2020      Selection and Adoption of Instructional Materials

Legal References:

WAC 392-121-182      Alternative learning experience requirements  
RCW 28A.320.230      Instructional Materials – Instructional Materials Committee