



**Shelton School District**  
INSPIRE | CHALLENGE | EMPOWER

## ***ADMINISTRATIVE PROCEDURES***

No. 2255P  
Page 1 of 2

---

### **PROCEDURES**

### **INSTRUCTION**

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

##### **District Implementation Guidelines:**

- A. Alternative Learning Experiences shall be available to all students including students with disabilities.
- B. The district shall make available to students enrolled in alternative learning programs access to curricula, course content, instructional materials and other learning resources required by the written student learning plan.
- C. Work based learning shall comply with WAC 180-50-315 and 392-121-124;
- D. Contracting for alternative learning experiences shall be subject to WAC 392-121-188 and RCW 28A.150.305;
- E. The district shall provide to parents a description of the differences between home-based instruction and alternative learning programs. The parent or guardian must sign documentation indicating their understanding of the distinction. The district shall retain the statement of understanding with the student record and make it available for audit. (Form 2255F.1.)
- F. The district shall use reliable methods to insure a student is doing his or her own work, which may include proctoring examinations or projects.

##### **Accountability for Student Performance:**

- A. Students participating in alternative learning experiences shall be evaluated as follows:
  - 1. Each student's progress shall be evaluated 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 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 or guardian.

3. Certificated instructional staff will determine whether the student is making satisfactory progress in meeting the written student learning plan.
  4. If the student fails to make satisfactory progress for two consecutive evaluation periods an intervention plan shall be developed and implemented. The intervention plan will be developed by certificated instructional staff in collaboration with the student, and for students in grades K-8 with the student's parent or guardian.
  5. If after three consecutive evaluations, the student is not making progress, a new plan may be designed to meet the student's needs or the student will be dropped from enrollment in the alternative program.
- B. 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 state wide assessments required under 28A.655.
- C. Students attending an alternative learning program outside their district shall 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 program in a manner designed to objectively measure its effectiveness.

### **Annual Reporting:**

The district will report annually to the Office of the Superintendent of Public Instruction on the alternative learning programs and courses offered by the district. The report shall include student headcount; full-time equivalent enrollment claimed for basic education funding; the ratio of certificated instructional staff to full-time equivalent alternative learning students; and identify alternative learning 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, reports to OSPI, student learning plans, student progress reviews and evaluations, student enrollment detail and signed parent enrollment forms.

Each student's records, including his or her plan, enrollment records, attendance records and records of total hours of participation in educational activities must be maintained and kept available for audit in the classroom and/or CHOICE High School Office.

Students may be reported to the state for funding purposes based on the number of hours their plans call for them to engage in planned learning activities. If, over the course of two months, a student's actual number of hours of work varies from that estimated in the plan by more than five hours per week, the student's full-time equivalency shall be adjusted to the actual two month average. If a student fails to meet with district staff for twenty consecutive school days, he or she will no longer be reported as enrolled for funding purposes.