



INSTRUCTIONAL SERVICES

Lloy Schaaf

Assistant Superintendent of Teaching and Learning

Memorandum

To: Stanwood-Camano School Board of Directors

Fr: Lloy Schaaf, Ed.D.

Re: Second Reading/Adoption of Policy 2255

Date: September 17, 2013

Please find, attached, Instruction Policy 2255, Alternative Learning Experience Programs. The revised policy was reviewed and revised by legal counsel to reflect recent changes in the law.

RECOMMENDATION:

To approve the Second Reading and adoption of revised Instruction Policy 2255, Alternative Learning Experience Programs.

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ALTERNATIVE LEARNING EXPERIENCE PROGRAMS

The district establishes the Lincoln Hill High School and Saratoga School as alternative learning experience programs, provided on site or over the Internet or by other electronic means, as defined in WAC 392-121-182. The Assistant Superintendent for Teaching and Learning is responsible for overseeing the district's alternative learning experience courses or programs, including monitoring compliance with this section, and reporting at least annually to the school district board of directors on the program. This annual report shall include at least the following.

- I. Every student enrolled in these programs 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 a 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 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.
- 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, and/or through the use of telephone, e-mail, instant messaging, interactive video communication, 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 parents or guardians 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.
- VI. Optional

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 parents or guardians must approve their child's plan;
 - B. The parents or guardians 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 parents or guardians 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 experiences.

If a student's parents or guardians 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 staffs 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-evaluation 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.

Legal Reference:

WAC 392-121-182

Alternative learning experience requirements