

**ALTERNATIVE LEARNING EXPERIENCE PROGRAMS**

The District establishes Loon Lake Alternative Learning program as an alternative learning experience program as defined in WAC 392-121-182.

**A. General Alternative program Requirements**

Every student enrolled in the program shall have a written individual plan approved by the student's supervisor, who must be an employee of the district that meets the following minimum criteria:

1. The plan must include a schedule of the duration of the program, including the beginning and ending dates;
2. The plan must describe the learning activities that the student is expected to complete that is of sufficient detail to guide and advise the student;
3. The supervising teacher must approve the curriculum and course requirements for the program pursuant to district policy.
4. The plan must describe the teaching components of the program, including where and when teaching activities will be conducted by district staff;
5. If, on average, the student attends school less than five hours per week, the plan must require that the student shall meet one-on-one with qualified district staff for at least sixty minutes per school week or the equivalent (two hours if two students meet with one staff member, three hours if three students are present, etc.) for instruction, review of assignments, testing or other learning activities.
6. The plan must include a reasonably accurate estimate of the average number of hours per month that the student will be engaged in learning activities required by the plan.
7. Students will be required to take state-mandated assessments to measure progress towards state goals. Results will be maintained in the student's cumulative record.

**B. Alternative Student Performance**

1. Each student will meet with an instructor prior to the semester, or at the beginning of a semester or immediately upon enrollment to write and develop individual plan goals. The plan will include:
  - a. Learning targets to be achieved by the student.
  - b. Performance assessment criteria and level of skill necessary for successful completion of the learning targets.
  - c. A schedule with times that includes interim evaluation, adjustments (if necessary) and plan completion date.
  - d. Expectations for student and parent guardian are defined in plan and evaluation.
  - e. Documentation for all meetings and modifications to the plan.
2. Standardized tests, screening tests, and building and classroom tests may be used to determine student's placement in alternative programs.
3. Standardized tests, screening tests, and building and classroom tests will be used to determine student's placement and determining credit received, or requirements waived, when an alternative or home school student enrolls or transfers to a non-alternative district program.

**C. Alternative Student Progress**

1. Each student's educational progress will be reviewed at least once during the student's first twenty days in the program, and at least every 45 days thereafter. The results of the reviews shall be shared with the students and with the parents or guardians of the students. If a student is not substantially successful in the activities identified in his or her plan, a revised plan may be implemented. If the student's performance does not improve in the thirty days after the first date he or she has been determined to be failing (or sooner at the district's discretion), the program staff will develop a plan to remove the student from the program no later than at the end of the current school year and for not less than one school term. Students have the right to enroll in other district programs.
2. 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.
3. 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.

**D. LOON LAKE ALTERNATIVE PROGRAM GUIDELINES**

1. Funding: Funding for the Loon Lake Alternative Program will show evidence available for audit that the district expends at least 70% of the basic educational entitlement claimed for students enrolled in the program on program expenses. Such expenditures must be direct expenditures from Programs 01, as defined in the Accounting Manual for Public School Districts in Washington State for the specific year, or the program maintains a ratio of full-time equivalent certificated instructional staff to student ratio not to exceed the student to teacher ratio maintained by the district.
2. Educational Funds: Educational funds for the Loon lake Alternative Learning Program student account will be allocated on a per student basis. Educational funds will be used for program materials and supplies, textbooks, technology, equipment, workshops, fees and field trips to be used in the implementation of the students' ILP. Ownership of non consumed/consumable supplies and materials remains with the District Home to School Program.
3. Handbook: The student/parent handbook will include procedures for expending educational student funds.
4. Admission/Enrollment: Students may enroll in the Loon Lake Alternative Learning Program up through the first day of each school year. Enrollment will be reopened again of the first day of each month throughout the school year. Students may also be enrolled

from other district programs as needed through the MDT or team process with principal and superintendent approval.

Loon Lake Alternative Learning Program students may enroll in classes in other district program as needed. Enrollment in non-alternative courses will occur at the trimester. The student's FTE credit will be divided between Loon Lake Alternative Learning Program and the other district programs as attendance time warrants.

5. Monthly Instructional Reports: For student sin grades K-8, their parents or guardians shall submit written statements at least monthly reporting the hours the student is engaged in planned learning activities. Instructional hour requirements are defined in WAC 392-121-182. Timely submission of such reports is a condition of participation.

Legal Reference: WAC 392-121-182      Alternative Learning Experience Requirements

Adoption Date: April 21, 2003