

## INSTRUCTION

### ALTERNATIVE LEARNING EXPERIENCE PROGRAMS

District approved Alternative Learning Experience Programs shall be FTE generating as defined in Washington Administrative Code WAC 392-121-182.

- I. Every student enrolled in the Alternative Learning Experience Program shall have a written individual plan developed in collaboration with the student, the student's parent(s) or guardian, 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 Program. 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;
  - G. Identify whether the Alternative Learning Experience Program meets one or more of the State essential academic learning requirements defined by the District. High school Alternative Learning Experience Program plans must identify whether the experience meets State and District graduation requirements; and
  - H. Specify full or part-time enrollment.
- 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 school staff.
- IV. Each student enrolled in an Alternative Learning Experience Program shall have direct contact with school staff at least weekly, until completion of the course objectives or the requirements of the learning plan. Direct contact means a face to face meeting or may be accomplished 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 (K-12) 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. Parent(s) or Guardian Responsibilities:  
Each Alternative Learning Experience Program will determine the level of parent participation and responsibilities. Failure to meet the requirements could result in their child's exclusion or removal from the program.
- VII. District Supervision:  
Level Assistant Superintendents for elementary and secondary (or designee) shall follow approved process for Alternative Learning Experience Programs or courses, monitoring compliance with WAC 392-121-182 and reporting at the end of each school year to the Kennewick School District Board of Directors on the program. The annual report shall contain:
  - A. The Alternative Learning Experience Program 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 ration of certificated 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 Districts 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 Experience Program shall satisfy the State Board of Education requirements of courses of study or equivalencies; and if the program offers credit, the Alternative Learning Experience Program must meet the minimum Kennewick School District high school graduation requirements.
- IX. The District shall identify expenditures, directly related to the student learning plan, paid for by participants that are reimbursable by the District. Non consumable items shall be the property of the Kennewick School District.

Legal Reference:            [WAC 392-121-182](#)            Alternative Learning Experience Program Requirements  
                                       [RCW 28A.320.230](#)            Instructional Materials-Instructional Materials Committee.

Cross References:        [Board Policy 2120](#)            Development and Implementation of Curriculum

Adopted: February 14, 1996  
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