

Procedure - Alternative Learning Experience Courses

DISTRICT IMPLEMENTATION GUIDELINES

1. The district Alternative Learning Experience (ALE) programs are funded and operated under the requirements of WAC 392-121-182. The administrators of alternative programs are responsible for approving specific ALE courses and curriculum, monitoring compliance with state WACs, and reporting at least annually to the school district Board of Directors regarding these programs. Program reports and attendance records are maintained and available for audit.
2. The district will make available to students enrolled in an ALE program access to curricula, course content, instructional materials and other learning resources required by the Written Student Learning Plan (WSLP). Course content, instructional materials, learning activities and other learning resources must be consistent in quality with those available to the district's overall student population.
3. Contracting for ALE courses or course work will be subject to WAC 392-121-188. Contracted services must be substantially similar to those made available to students enrolled in the district's regular instructional programs.
4. All high school courses meet the state board of education's requirements for courses of study leading to graduation. All students must have a Written Student Learning Plan (WSLP) that is developed by a certificated staff member and is linked to Washington State Learning Goals (Common Core Standards).

DEFINITIONS

- A. **Alternative learning experience (ALE)** means a course or, for grades kindergarten through eight, grade-level course work, that is a delivery method of basic education and:
 1. Is provided in whole or in part independently from a regular classroom setting or schedule, but may include components of direct instruction;
 2. Is supervised, monitored, assessed, evaluated and documented by a certificated teacher employed or contracted by the school district; and
 3. Is provided in accordance with a written student learning plan that is implemented pursuant to the district's policy and WAC 392-121.
- B. **Online courses** are courses or grade-level coursework where:
 1. More than half of the course content is delivered electronically using the internet or other computer-based methods;

2. More than half of the teaching is conducted from a remote location through an online course learning management system or other online or electronic tools;
 3. A certificated teacher has the primary responsibility for the student's instructional interaction. Instructional interaction between the teacher and the student includes, but is not limited to, direct instruction, review of assignments, assessment, testing, progress monitoring and educational facilitation; and
 4. Students have access to the teacher synchronously, asynchronously or both.
- C. **Remote course** means an alternative learning experience course or course work that is not an online course where the student has in-person instructional contact time for less than twenty percent of the total weekly time for the course.
- D. **Site-based course** means an alternative learning experience course or course work that is not an online course where the student has in-person instructional contact time for at least twenty percent of the total weekly time for the course.
- E. **Monthly progress** is met when a student is showing progress according to their WSLP goals in a given month and has completed the required contact with a certificated teacher:
1. Monthly progress is evaluated by a certificated teacher every month.
 2. "No progress" happens under two (2) circumstances;
 - Certificated teacher determines that the student's progress is not adequate
 - Twenty (20) consecutive (school) days of no contact with a certificated teacher.

STUDENT ELIGIBILITY

- A. ALE courses will be available to all students, including students with disabilities as the program can support them.
- B. All students in grades K-12 are eligible to participate in an ALE program.
- C. Students who wish to enroll in an ALE program must satisfy the following additional eligibility criteria:
 1. Fulfill all application steps and paperwork as required by the ALE program; and
 2. Principal has discretion for entry if student wasn't successful in an ALE program in the past.

STUDENT PERFORMANCE

- A. Students participating in ALE will be evaluated monthly by a certificated instructional staff, or, for students whose written student learning plans include only "online" classes, school based support staff, to track student progress toward completion and to establish whether an intervention plan should be developed, in accordance with WAC 392-121-182.

- B. The methods for determining overall satisfactory progress each month shall be outlined in the WSLP and may include:
 - 1. Progress;
 - 2. Assignment completion rates;
 - 3. Non-academic factors such as attendance, attitude and behavior;
 - 4. Input from parents;
 - 5. Local program expectations such as attendance, assignments, class participation, etc.; and
 - 6. Weekly certificated teacher contact.
- C. Progress is to be reviewed monthly and communicated to the student and parents.
- D. Students are required to have weekly direct contact with certificated staff in person, by phone, through email or through other computer interfaces.
- E. If satisfactory progress is not being met, interventions will be developed to assist the student in accordance with WAC 392-121-182. If the student does not make progress for three (3) consecutive months it may result in reduced programming options for the student including being withdrawn from the ALE program.

STUDENT RESPONSIBILITIES

- A. Students enrolled in an ALE program must meet the contact requirements defined in WAC 392-121-182.
- B. Students will meet expectations outlined by each program's enrollment materials and outlines, or the program may withdraw the student and sent back to their neighborhood school or district, or the parent/guardian may sign an intent to homeschool.

PARENT/LEGAL GUARDIAN RESPONSIBILITIES

- A. Upon receipt of the district's "Statement of Understanding" form the family member must sign documentation attesting that they understand the difference between home-based instruction and ALE.
- B. Parents or legal guardians are responsible for disclosing and providing all requested information including but not limited to active and inactive Special Education records (IEPs and Evaluations), 504 accommodations, parenting plans, vaccinations and other required information. All information will be kept confidential and secured.
- C. Parents or legal guardians must attend any and all orientation requirements for the ALE program. Non-attendance may result in removal from the program.

DISTRICT VERIFICATION OF STUDENT WORK

The ALE program will use reliable methods to verify a student is doing their own work. These include, but are not limited to:

- A. Proctored examinations;
- B. Proctored projects;
- C. In-person presentations;
- D. Real-time presentations using videoconference technology; or
- E. Submitted work samples and portfolios of evidence.

ELEARNING ACADEMY

The Edmonds eLearning Academy is an accredited alternative school offered by the Edmonds School District for students in grades 7-12. The school is designed to serve students who need to meet graduation requirements outside of a traditional setting and schedule. Students may work from home, school or any place with internet access and are required to attend the Edmonds eLearning Academy Student Learning Center based on the parameters of the Student Expectation Form. Students can take credit retrieval courses, enrichment courses or courses that accelerate them through their high school requirements. This program can be part of their school schedule (six-period day) or beyond the school day for an additional cost. The Edmonds eLearning Academy serves both full-time online students as well as shared part-time students. Students enrolled in this program may participate in extracurricular activities with their neighborhood schools. Students are subject to WIAA eligibility rules of the school where activities are taking place.

Credits, records and graduation:

1. Students must meet with their school counselor to determine course need. An application form will be completed by the student and a counselor enrollment form completed by their middle or high school counselor prior to enrollment at the Edmonds eLearning Academy.
2. Students must complete an in-person and online course orientation before a student can begin their academic courses. Students and parents or guardians must attend the in-person orientation together if the student is under 18 years old.
3. All students must sign a "Student Expectations Form" prior to beginning courses.
4. Students must maintain weekly contact with at least one teacher.
5. A student learning plan will be developed by certificated teachers. Teachers will evaluate student monthly progress toward goals based on our Student Expectations Form.
6. Letter grades will be used for each credit earned.
7. Student contact and academic records will be maintained by the instructors, accessible through the Edmonds eLearning Academy student information system.
8. The registrar will post all credits earned to Skyward at the completion of the course.

EDMONDS HEIGHTS K-12

Edmonds Heights is a Parent Partnership Program offered by the district for students in grades K-12, with provisions for high school credit under WAC 392- 21-182. Student learning plans are developed by certificated staff with input from the student and parent. Student progress will be supervised, evaluated and recorded by certificated staff on a monthly basis. Parents are expected to support the learning plan at home, communicate with certificated staff weekly and give evaluation input each month.

Students enrolled in the Parent Partnership Program may enroll in other district classes, space allowing and with administrator permission. The full-time equivalency (according to WAC) will be shared between programs in-district only. Enrolled students will not have a "Declaration of Intent to Homeschool" on file.

Students enrolled in this program may participate in extracurricular activities with their neighborhood schools. Students are subject to WIAA eligibility rules of the school where activities are taking place.

Parents are responsible for transportation to the Parent Partnership Program and to any extracurricular events in which they choose to participate.

Students may earn an Edmonds School District diploma.

Secondary students may earn credit through their Written Student Learning Plan (WSLP) under the following conditions:

1. The student has demonstrated completion of course goals as developed in their WSLP. The courses must be pre-approved, adequately reflect state learning goals, and align with the district graduation requirements.
2. The student has completed and presented a portfolio of learning at the end of the year to a certificated teacher. Work must represent coursework outlined in WSLP.
3. All high school courses are graded as pass/no pass and mastery of 80% is required to earn a credit.

Edmonds School District

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