	<p>ALTERNATIVE COURSES OF STUDY</p>	<p>C04.00 Revised Oct. 2007 Page 1 of 5</p>
-----------------------------------------------------------------------------------	---------------------------------------------	-----------------------------------------------------

**BOARD-ADOPTED
PROCEDURE**

Introduction

Under WAC 392-121-107, “course of study” means those activities for which students may be counted as enrolled students for the purpose of full-time equivalent student enrollment counts. These activities include direct instruction, Alternative Learning Experience, instruction provided by a contractor, National Guard, ancillary service, work-based learning, running start, the University of Washington’s transition school and early entrance program, and enrollment in a technical college.

Each of these activities is approved for students in the Seattle School District provided they are done in accordance with WAC 392-121-107 and other applicable state laws and regulations. Two of these activities – Alternative Learning Experience and Contracting With an Agency – require more specific board approval. The following procedures are intended to satisfy these more specific regulatory requirements.

Alternative Learning Experience

Under WAC 392-121-107, an Alternative Learning Experience may be counted as a course of study for the purpose of full-time equivalent student enrollment counts. An Alternative Learning Experience is an individualized course of study that is provided in accordance with a written Alternative Learning Experience plan. All programs utilizing the Alternative Learning Experience model must comply with the below procedures which are set forth in WAC 392-121-182:

A. Requirements for Schools Utilizing Alternative Learning Experiences

Any District school that is an Alternative Learning Experience program provider must annually present to the School Board for review and approval written policies that:

1. Require a written plan for each student participating in an alternative learning experience;
2. Identify the overall ratio of certificated instructional staff to full-time equivalent students enrolled in Alternative Learning Experience programs and courses, including those that rely primarily on digital curriculum;



ALTERNATIVE
COURSES
OF STUDY

C04.00
Revised Oct. 2007
Page 2 of 5


3. Describe how student performance will be supervised, monitored, assessed, evaluated, and recorded by school staff, including methods for periodic grade reporting;
4. Require each student enrolled in an Alternative Learning Experience to have direct personal contact with school staff at least weekly, until the student completes the course objectives or the requirements of the learning plan. Direct personal contact must be for the purposes of instruction, review of assignments, testing, reporting of student progress, or other learning activities. Direct personal contact means a face-to-face meeting with the student and, where appropriate, the student's parent or guardian.
5. Require that each student's educational progress be reviewed at least monthly and that the results of each review be communicated to the student and if the student is in grades K-8, the student's parent or guardian.

B. Written Plan

Every student enrolled in an Alternative Learning Experience program shall have a written student learning plan designed to meet the student's individual educational needs.

The written student learning plan may be developed in partnership with the student, the student's parents, and other interested parties, with recognition that school staff has the primary responsibility and accountability for the plan, including supervision and monitoring, and evaluation and assessment of the student's progress. The written student learning plan shall include, but not be limited to, the following elements:

1. Whether the Alternative Learning Experience meets one or more of the state essential academic learning requirements or any other academic goals, objectives, and learning requirements defined by the school district. For a high school Alternative Learning Experience, the plan shall specify whether the experience meets state and district graduation requirements;
2. A beginning and ending date for the learning experience;

	ALTERNATIVE COURSES OF STUDY	C04.00 Revised Oct. 2007 Page 3 of 5
-----------------------------------------------------------------------------------	------------------------------------	--------------------------------------------


3. An estimate of the average number of hours per week that the student will engage in learning activities to meet the requirements of the student learning plans;
4. A description of how weekly contact requirements will be fulfilled;
5. A description of the specific learning goals and performance objectives of the Alternative Learning Experience. This requirement may be met through the use of course syllabi or other similarly detailed descriptions of learning requirements. The description shall clearly identify the requirements a student must meet to successfully complete the course or program;
6. Identification of instructional materials essential to successful completion of the learning plan; and
7. A description of the timelines and methods for evaluating student progress toward the learning goals and performance objectives specified in the learning plan.

C. Student Progress

Each student's educational progress shall be reviewed at least once per month. The progress review shall be based on the learning goals and performance objectives defined in the written student learning plan. The progress review must be conducted by school staff and include direct personal contact with the student. The results of the review shall be communicated to the student and, where possible, the student's parent(s) or guardian.

Based on the progress review, school staff will determine and document whether the student is making satisfactory progress in completing the learning activities and reaching the learning goals and performance objectives defined in the written plan. If the student fails to make satisfactory progress for no more than two consecutive evaluation periods or if the student fails to follow the written student learning plan, an intervention plan designed to improve student progress shall be developed and implemented. This intervention plan shall be developed by school staff in conjunction with the student and, for students in grades K-8, the student's parent(s) or guardian.

If, after no more than three subsequent evaluation periods, the student still is not making satisfactory progress, a plan designed to more appropriately meet the

	ALTERNATIVE COURSES OF STUDY	C04.00 Revised Oct. 2007 Page 4 of 5
-----------------------------------------------------------------------------------	------------------------------------	--------------------------------------------

student's educational need shall be developed and implemented by school staff in conjunction with the student and, for students in grades K-8, the student's parent(s) or guardian.

D. Maintenance of Records

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 appropriate District building(s). For students in grades 9-12, the student must submit written statements on a monthly basis that list the hours the student has engaged in planning learning activities while not in the presence of District staff. For students in grades K-8, similar written statements must be submitted by the student's parent(s) or guardian(s).


E. Parent Involvement

At the option of the school, parents or guardians may be allowed or required to participate in the program on behalf of their children in at least the following ways:

1. Through approval of their child's education plan;
2. By providing or supervising those portions of their child's plan for Alternative Learning Experiences that are identified in the plan; and
3. By meeting with school 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.

Contracting With an Agency

The second "course of study" that requires specific School Board action is Instruction provided under contract. Under WAC 392-121-188, the School Board must adopt a resolution specifically approving this activity and making certain findings. Accordingly, the Seattle School Board resolves that it is in the best interest of the students in the Seattle School District to expand the options available for an appropriate basic education to include contracting with agencies. The rationale for expanding these options by counting contracting with agencies as a course of study is that agencies can provide a unique program, or specialized services, or have particular expertise that can provide a program of instruction, particularly for children of special academic,

	<p style="text-align: center;">ALTERNATIVE COURSES OF STUDY</p>	<p style="text-align: center;">C04.00 Revised Oct. 2007 Page 5 of 5</p>
-----------------------------------------------------------------------------------	-------------------------------------------------------------------------	---------------------------------------------------------------------------------

social, or physical needs, that is not otherwise available in a Seattle School District school.

In contracting with an agency to provide educational service, the following requirements in WAC 392-121-188 must be followed:

- A. The School District and the agency must comply with state and federal law, including law and regulations related to students with disabilities;
- B. The agency must serve the students at no cost to the student, and no student can be unlawfully excluded from participation;
- C. The agency must provide instruction free of sectarian or religious influence or control;
- D. Each student must be enrolled in the School District and each high school student must be working toward course credits that satisfy high school graduation requirements
- E. The School District must approve the curriculum for each student;
- F. The agency must provide enrollment reports to the School District;
- G. The agency must maintain and have available for audit, documentation of enrollment, hours of instructional activity, personnel data, and financial data;
- H. The agency must maintain an appropriate staff/student ratio of qualified, equivalent certificated instructional staff;
- I. The School District and the agency must execute a written contract; and
- J. The School District and the agency must establish a process for periodic on-site monitoring by the School District.

Reference: WAC 392-121-107; WAC 392-121-182; and WAC 392-121-188