

Alternative Learning Experience Courses

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. are supervised, monitored, assessed, evaluated and documented by a certificated teacher employed or contracted by the school district.
 3. are provided in accordance with a written student learning plan that is implemented pursuant to the district's policy and Chapter 392-121, WAC.
- 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.

Student Eligibility

- A. ALE courses will be available to all students including students with disabilities.
- B. All students in grades K-12 are eligible to participate in ALE programs.
- C. Acceptance into an ALE program is based on programs, attendance, grades, behavior, and other information.
- D. 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.

- E. The methods for determining satisfactory progress shall be outlined in the written student learning plan and may include:
1. Progress grades;
 2. Assignment completion rates;
 3. Non-academic factors such as attendance, attitude, and behavior; and
 4. Local school expectations.

Process for Entry/Withdrawal/Transferring of Students in ALE

Communication forms for ALE Transfers:

1. ALE Transfer email group with all secretaries, admin, counselors, and ALE staff for all communication with potential movement between programs. All students on the unsatisfactory review warning list will be shared here.
 - a. Please use a subject line of program to program, i.e. HS to Outreach
2. Google sheet shared with the same staff with the following information: Current enrolled students, and days students attend, current wait list with phone conversation notes as needed. ALE Secretary will be in charge of keeping the information current and accurate. All other staff will have view only access.

Enrollment periods are at the beginning of the quarter except under very special circumstances.

All transfers to Outreach:

1. New students: Fill out an enrollment in the appropriate building.
 - a. Is a choice transfer needed? Secretary ensures form is completed and contact DO receptionist.
2. Current students: Ask family if the building knows they are requesting a transfer.
 - a. All building secretaries will check with the appropriate staff for potential transfer concerns, i.e. SpEd, 504 plans, and/or McKinney-Vento.
3. EVERY enrollment or transfer needs to be made known to the building they would attend if in the regular school program.
4. If the student is accepted, Outreach Program Director will notify ALE Secretary. ALE Secretary will notify the building secretary that the student was accepted and the withdrawal form needs to be filled out.
5. If the student is transferring from the ES, MS, HS to Outreach, the office requests all books, etc. be returned and have the teachers sign off on the withdrawal form.
6. Once withdrawal form is complete, the withdrawal form (including percentage grades) and enrollment form is sent to Outreach.

All transfers to Choice High School (Big Picture School):

1. New students: Fill out an enrollment in the high school building.
 - a. Is a choice transfer needed? Secretary ensures form is completed and contact DO receptionist to let her know.
2. Current students: Ask family if the HS knows they are requesting a transfer.
 - a. All building secretaries will check with the appropriate staff for potential transfer concerns, i.e. SpEd, 504 plans, and/or McKinney-Vento.
3. At Choice High School: Application to fill out
4. CHS enrollment team review the new application (with no names).
5. CHS Lead Teacher and enrollment team makes the decision on whether to accept or deny applicants. If the student is accepted, CHS Lead Teacher will notify ALE Secretary. ALE Secretary will notify the building secretary that the student was accepted and the withdrawal form needs to be filled out.
6. If the student is transferring from the HS to Choice High School, the HS office requests all books, etc. be returned and have the teachers sign off on the withdrawal form.
7. Once withdrawal form is complete, the withdrawal form (including percentage grades) and enrollment form is sent to Choice High School.

Transfers from ALE program to ES, MS, HS:

1. ALE Secretary will notify building secretary of a student wishing to move to the appropriate school and expected date to start.
 - a. Discipline related movement requires a meeting with the building principal.
2. ALE Secretary will ensure the ALE withdrawal from is complete including grades/progress reports and sent to appropriate building office.

If the student is withdrawing to homeschool, please make sure the intent to homeschool form is filled out. If the student is transferring to another district, please ask family to fill out the choice transfer form.

Student Responsibilities

Students enrolled in an ALE program must meet the contact requirements defined in WAC 392-121-182.

Parent Responsibilities

Upon receipt of the district’s description of the difference between home-based instruction and ALE, the parent must sign documentation attesting that he/she understands the difference.

District Verification of Student Work

The district will use reliable methods to verify a student is doing his or her own work. These include, but are not limited to:

- A. Proctored examinations;
- B. Proctored projects;
- C. In-person presentations; or
- D. Real-time presentations using videoconference technology.

Tonasket Alternative School

The Tonasket Alternative School will meet Mondays through Thursdays for a standard school day. Students are expected to work out of school an additional 6.25 hours each week. Students who are not passing may be required to come in on Fridays for additional help. As needs occur the staff may elect at their option to set up short term special schedules for students not limited to but including meeting one hour one on one weekly.

Tonasket Outreach Program (consists of two options):

- Option 1 - Weekly Meeting - Students will meet individually with a certificated teacher once a week. All high school students will need to enroll in option 1. Student work will be brought in for teacher evaluation and the teacher will monitor progress of the learning plan and record data on student performance in student folder. The teacher will review weekly work, assess progress, set weekly goals and assist as needed at the face-to face weekly meeting. The weekly meeting may also be accomplished by telephone, email or other digital means as approved by teacher.
- Option 2 - Weekly Classes - Students will participate in on-site classes or an approved field trip once a week with a certificated teacher. At least monthly, students and parent(s) of K-8 students will meet with a certificated staff member who will review student work and performance as evidenced by work brought in and records kept by the student and parent(s). On-site classroom teachers will communicate student progress to the evaluating teacher. Progress will be recorded in the student folder. Assessments will be given at school or will be proctored at home by a parent with teacher approval.

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