

Board Policy 2245
INSTRUCTION

Alternative Learning and Extended Learning Experience Programs

The district establishes Loon Lake Homelink Program as an alternative learning experience program as defined in WAC 39-121-182.

1. Every student enrolled in the 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. 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; and
- G. Identify whether the alternative learning experience meets one or more of the state essential academic learning requirements defined by the district.

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, including the method for grade reporting if different from other district programs.

The homelink director and staff will keep a record of each student program and assessment on the Wings Program. The homelink staff will assess and evaluate student progress monthly to determine if they are making adequate progress. The results will be recorded on the Wings Program and student's SLP change will be made accordingly. The Wings Program is a web-site where staff can maintain the student's records and learning plans and where parents can review their individual student plans.

Full-time students will take all assessments required by the state. Part-time students will take an assessment annually that is mutually agreed upon by the parent, home link director and the principal.

IV. Each student enrolled in an alternative learning experience program shall have direct personal contact with the school staff at least weekly, to discuss and evaluate student progress, until completion of the course objectives or the requirements of the learning plan. Direct personal contact may be accomplished through the use of telephone, e-mail or instant messaging.

V. Each student's educational progress will be reviewed at least monthly. The results of the reviews shall be shared with the students 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:

Parent(s) or guardian are required to participate in the program on behalf of their children in at least the following ways, or their children may be excluded or removed from the program:

- A. The parent(s) or guardian must approve their child's plan;
- B. The parent(s) or guardian must provide or supervise those portions of 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.

If a student's parent(s) or guardian cannot or will not participate in the program, the supervisor of the program may accept another suitable adult who agrees to meet the policy and program requirements set out for parent(s) on behalf of the student.

VII. District Supervision:

The district shall designate the homelink director as the person responsible for approving specific alternative learning experience programs or courses, monitoring compliance with WAC 392-121-182 and Loon Lake School Board Policy 2020; and reporting at the end of each school year to the school district board of directors on the program. The homelink director will review any questionable curriculum with the superintendent/principal. The superintendent principal will randomly review two students programs quarterly to assure compliance with all state laws etc. The annual report shall contain:

- A. The alternative learning experience 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 instructional 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 district overall goals for academic achievement; and
- E. Results of any self-evaluations conducted pursuant to WAC 392-121-182(7).

VIII. The district shall identify expenditures, directly related to the student learning plan, paid for by participants that are reimbursable by the district. See Attached Reimbursement Schedule A.

IX. Short Term Certificated Classroom Instructors and Home link certificated substitutes will be paid at the rate of \$20.00 per hour.

Legal Reference: WAC 392-121-182 RCW 28A.310.230	Alternative Learning Experience Requirements Instructional Materials – Instructional Materials Committee
Cross References Board Policy 2020	Curriculum Development and Adoption of Instructional Materials

Adoption Date: April 21, 2003

Revision Date: December 21, 2005

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SCHEDULE A

Reimbursable items:

1. Approved curriculum
2. Tutoring (Math, etc.)
3. Music Lessons and books.
4. Fine Arts, Arts & Crafts Lessons and Supplies
5. Student's Entrance Fees for Museums, Theatre and other educational field trips
6. Mileage and parking fees for group Home-link educational trips that are part of the Student's SLP.
7. Out of county library fees
8. Educational based camps
9. Home-economics supplies related to a specific project and approved as part of the SLP
10. Physical Education fees: sport fees, lessons and equipment rentals
11. Photocopying fees for educational purposes
12. Film developing for photography projects
13. Computer educational software, paper, (within reason)
14. Educational magazines or weekly readers (not of religious nature)
15. Educational Organization's books: (4-H, Scouts, etc.)
16. School supplies needed for assignments listed on the SLP

*All lessons and registration fees need to be tied to students' SLP prior to purchase to be reimbursed.

*Parents must be present during private lessons and prior to lessons submit instructor's required information to the Home-Link office for a background check (free).

*Lessons, tutoring, etc. must be completed before receipts can be submitted.

*Receipts must have company (or instructor's) name, address, phone number and stated "PAID IN FULL" on them.

*Copies of cancelled checks will not be accepted as receipts.

*The office must record serial and model numbers of non-consumables before reimbursement is submitted, since they are the property of the program.

*The student's "WINGS" account must be up to date before reimbursement will be processed. (Reviews completed and weekly contact completed).

Non-reimbursable items: All premium box seats (Theatre), clothing, uniforms, sport's equipment, backpacks, costumes, animals, feed and computers; Membership or dues (YMCA, Scouts, etc.); Registration in any religious organization or affiliation; Family entertainment; Chaperone expenses; Computer supplies such as ink cartridges, system upgrades, etc.; non-consumable supplies like binders, pencil boxes, etc.; Musical instruments/supplies such as guitar strings, reeds, metronomes, etc.

HIGH END ITEMS (i.e., microscopes, cameras, telescopes, etc.) need to be approved by director before purchasing.