

# PARENT PARTNERSHIP PROGRAM

## Parent/Student Handbook and Frequently Asked Questions

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## PPP Staff:

**Director of Student Learning:**

**June Shirey 360 563 3423**

**Office Staff:**

**Administrative Assistant**

**Rene Whipple 360 563 3423**

**Educational Assistant**

**Susan Stalter 360 563 3431**

**School Nurse 360 563 3423**

**Teaching Staff:**

**Diane Armstrong**

**Annette Ellis**

**Mary Anne Jones**

**Kate Kriewald**

**Lisa Newsum**

**Kim Schuler**

**Angela Theaker**

## SLP—STUDENT LEARNING PLAN

All students are assigned a certified staff member to develop with the student and parent a **student learning plan** (SLP). This staff member is also often referred to as your “SLP advisor” or “SLP” for short. **The student must have a learning plan in place before the student begins attending classes.**

New families meet with their SLP advisor once they register for our program. Every June, you will formally meet with your SLP to update and adjust your learning plan for the upcoming school year. Families are welcome and encouraged to meet with their SLP advisor any time they have questions, concerns, or need to adjust their learning plan or their schedule.

- **For all students in grades K-6, and some students in grades 7-10, it is a state requirement of our program that monthly samples and goals be turned in to your SLP advisor by the 20<sup>th</sup> of each month that your student is enrolled in PPP.**  
These samples are proof of school work being done at home and is a strict requirement of being a student here at PPP. These samples showcase what the student is accomplishing at home. Monthly work samples are recorded as being reviewed by your SLP advisor and the samples will be returned to your family file. Please put the samples in your SLP advisor’s box (which is in our PPP workroom) on or before the 20<sup>th</sup> of each month. If monthly samples are not turned in, your SLP advisor will be contacting you. Your student will also receive monthly progress reports stating the status of your samples and progress in other on-site classes.
- **Your SLP advisor is your student’s counselor here at PPP.**  
Any time you have concerns, please first contact your SLP advisor.

## CURRICULUM

As a parent who partners in your child's education, you will be responsible for deciding with your SLP advisor what curriculum your student will be using. Your SLP advisor will be able to give you many ideas about curriculum. The grade level of your student determines the varied options for curriculum.

Some elementary classes taught at PPP are full curriculum classes—this means that the complete subject will be taught in that particular class. Other classes are supplemental curriculum—this means that only some aspects of the subject are taught within the PPP class and the expectation is that more time will be given to this subject at home.

All of our high school classes are full curriculum classes; and most of our middle school classes are full curriculum as well. Be sure to clarify with your SLP which classes are full curriculum.

Some of our classes use Snohomish School District curriculum. Other PPP classes are supplemental classes and use curriculum developed by the teacher.

One of the benefits of partnering with our school is that you as the parent have a lot of freedom to develop curriculum to use at home that is individualized specifically for your student. This is a great opportunity!

All of your questions about curriculum can be answered at your initial SLP appointment. We know that choosing curriculum can be a big challenge. Our staff is sensitive to curriculum concerns and questions and is very willing and ready to help you develop the best curriculum for the needs of your student.

## COMMUNICATION AND INFORMATION

Our staff is very committed to communicating with our parents and families. Listed below are the ways and resources that we may use to make sure that information is being distributed to our families:

**PPP website:** <http://www.sla.sno.wednet.edu>

**Email:** the office staff and teachers use email extensively to communicate with parents

**PPP yearly calendar:** displayed on several walls on campus

**Parent information bulletin board:** located across from the parent resource room

**Family files:** located in an alphabetized file in the parent resource room

**Reader boards:** we have two--one is located on the right wall of our lobby and the other is on an easel also in our lobby

**Fliers:** often posted on our front windows and displayed around our campus

**Skyward Family Access:**

<http://www.sno.wednet.edu/index.php?cID=249>

**Snohomish School District website:** <http://www.sno.wednet.edu/>

## **PARENTS ASSISTING TEACHERS (PAT)**

### **OUR VOLUNTEER PROGRAM**

When you register your child to be a student at PPP, you also agree to volunteer for a shift **once a month** per child as a PAT volunteer. After your initial SLP appointment for the new school year (or any time after you enroll), you will talk to Susan Stalter, our PAT coordinator, and sign up for your PAT shift(s). **As a parent, you are required to volunteer once a month per child for each month (as needed) that your child is in school.** Our PAT volunteers sign up for a shift(s) that is approximately 3.0 hours a month per child. Your shift will be the same morning or afternoon of each month. The PAT schedule is maintained by Susan Stalter. If you cannot make your shift, it is your responsibility to make sure that the shift is covered. **If your shift falls on a day that there is no school, you will be required to make up that day**—preferably on a 5th day of those months that have a 5th day of the month. If you have any questions about your PAT shift, a makeup day, or any challenges with your schedule, please talk to Susan Stalter and she will be happy to work out any concerns you may have. **PAT volunteers will be required to:**

- select a shift(s) to volunteer during each month. For example: the second Tuesday of each month (you are required to do 1 shift per each child in PPP.)
- assist teachers in the classroom or with simple housekeeping and office tasks as needed
- keep your volunteer commitment each month—once a month for every month of enrollment
- take responsibility for covering your shift if you are not able to make it
- make arrangements for the child care of younger siblings who might be disruptive during your shift
- sign up for a make-up day when needed
- contact Susan Stalter if you have any questions about your PAT schedule at 360 563 3431.

## HIGH SCHOOL CREDIT FOR CLASSES

Since high school credits earned through PPP are under the authority of the Snohomish School District and are transferable to other high schools and colleges, it is necessary that the credits represent high academic achievement. Students attempting to earn credit must meet the PPP contact requirements for those classes.

To earn high school credit, students must attend 85% of class sessions each semester. Failure to meet the 85% attendance requirement will jeopardize the student's receiving of credit for the course.

**All high school classes taken at Parent Partnership are “for credit” classes. All class grades for high school students WILL be posted on your student’s transcript regardless of what grade was earned, and whether credit was or was not achieved for that class. If a student did not pass a class, or earn credit for a class, that information will be posted on the transcript due to the fact that the class was taken.**

## CTC AND HOMEBASED CLASSES

We offer very limited CTC (curriculum teacher contact) classes in which the student comes in and meets with the teacher (there are no other students) once a week using district curriculum. We also offer Homebased classes in which the parent and teacher designs curriculum together to best meet the student needs. The student comes in once a week to have a staff member oversee that curriculum and evaluate student work. Please see your SLP for more information on these types of classes.

## **IMMUNIZATION AND MEDICAL PLAN (IF NEEDED) REQUIREMENTS**

Your child must be in full compliance with the State Department of Health's required immunizations (which may be different than what your doctor recommends) for school attendance; no exceptions. **Your child will not be allowed to attend school until your child is in compliance with the State Department of Health's mandated requirements.** If you wish to have your child exempt from any vaccine for personal, religious or medical reasons, you must obtain a Certificate of Exemption form from the front office, then have your health care provider sign the certificate of exemption for your student. The immunization or certificate of exemption information will be reviewed by our school nurse. Once the nurse has determined that your child is in compliance, **then** your child will be able to begin classes.

It is your parental responsibility to locate and provide proof of immunization to Parent Partnership. It is also your responsibility to make sure all shots are up to date and current. The PPP office staff is not authorized to seek out your student's medical records from any past schools, health care providers or agencies, or to decipher if the immunizations are current. The records we receive must be legible and organized. If immunizations are determined by our nurse to not be in compliance, you will be notified by our school nurse and your child will not be admitted to our school until your child is in compliance.

**If your child has any medical situations that need to be addressed during their regular school day, you must first have the medical plan in place to address these needs before your student can start classes on our campus.**

## **ATTENDANCE POLICY**

Parents are required to notify the school when your student will be absent. To report an excused absence, please contact our secretary, Rene Whipple, at 360-563-3423.

Enrollment in PPP also enrolls your student in public school, and regular attendance is required. Only sickness and/or emergency situations qualify as excused absences. Our school is required by state law to report unexcused absences which negatively impact the student's learning process (Becca Law).

Since credits earned through Parent Partnership are under the authority of the Snohomish School District and are transferable to other high schools and colleges, these earned credits represent high academic achievement. Students attempting to earn credit must meet the PPP contact requirements for those classes. To earn high school credits, students must attend 85% of class sessions each semester. Failure to meet the 85% attendance requirement will result in the student not receiving credit for the course. If there are extenuating circumstances that cause a student to exceed the allowable absences, the student may initiate an appeal process by contacting the administrator.

## **POLICY FOR CHANGING CLASSES**

Any class or schedule change must be pre-approved by your SLP, as well as with the staff of the class they are dropping and adding. Students and parents must conference with PPP staff before initiating a change (especially for high school credit classes) to ensure clear communication and the least amount of disruption. If your student wishes to add or drop a class, or change their schedule in any way after your SLP plan is developed, you must first discuss these changes with your SLP advisor and then fill out a formal (pink) add/drop form if you are changing your schedule. All signatures must be acquired before the change may go into effect. Please see Ms. Whipple for this schedule change form.

## **DRESS CODE**

Students are asked to wear attire that is consistent with a positive learning environment. Footwear needs to be appropriate to safely accommodate all activities and weather, PE, and the playground.

Pants must fit securely at the waist and cover the abdomen and lower part of the body and all underclothing.

Shirts must cover the bottom if leggings are worn.

Shorts or skirts must be at least fingertip length to cover the upper legs.

Tops must cover the shoulders and chests and stomach.

Shirt bottoms and waistbands of pants/skirts need to touch--no mid sections showing.

Please do not wear: tank tops, tops with spaghetti straps, midriffs, pajama bottoms, spandex shorts, chains, spikes, clothing promoting alcohol or drugs, clothing containing sexually suggestive content, slogans, insignias implying intimidation, discrimination, graffiti, gang association, or ridicule, or clothing that does not cover undergarments.

If a student's dress conflicts with the Dress Code, parents may be contacted and asked to bring a change of clothing to school.

## **PARKING AND DAILY STUDENT DROP OFF/PICK UP**

Our building is called the Parkway campus. Due to having 3 schools at Parkway, our parking lot is designated by the school district as a STAFF/BUS ONLY parking lot. Any parent needing to come into our building *must* park on the street that is in front of our school.

If a student is *only* being dropped off or picked up, parents can use the drive through queue to drop off or pick up. If you choose to use the drive through, you *cannot* pass any cars on the left--you must wait in the queue line until you are at the front of the line and *then* you can exit the parking lot. If you don't want to wait in the queue line, then you must park on the street. We have several school buses and cars that pass through our lot; please be alert for the safety of all and for the easy flow of traffic.

## **CALENDAR/EVENTS**

Student picture day is in the fall and yearbooks are available for purchase in the spring. We have assemblies occasionally, which are a time for all our students to meet together for various activities. Other events that may happen depending on staffing and parental volunteer support may include: a holiday extravaganza, spelling bee, science fair, spirit month, choral and music recitals, and an end of year event. Stay posted for more details!

## **CAMPUS POLICIES**

For the safety of our students and staff, we maintain a closed campus unless a parent has made other arrangements. This means that visitors to our program are not allowed (see June for exceptions), and students may not leave the campus without prior arrangements. Student cell phones must be kept out of sight and on silent or vibrate mode.

No cell phones are to be visible during class time. Electronic equipment (phones, tablets, IPODs, head phones) can be used at lunch, breaks and by permission of staff. Students bring electronic equipment to school at their own risk. If a phone is inhibiting learning, a staff member may take the phone and return it to the student at the end of the day.

To view our district Harassment, Intimidation and Bullying policy, please see page 16 of the district handbook:

[http://www.sno.wednet.edu/files/6313/8064/3009/13-14\\_handbook.pdf](http://www.sno.wednet.edu/files/6313/8064/3009/13-14_handbook.pdf)

## **FREE AND REDUCED LUNCH PROGRAM**

We have regularly priced, reduced and free lunches available to order here at our PPP campus. The forms are located at the front desk. Please see office staff for lunch information. Lunches must be pre-ordered since they are prepared at a different location and delivered to PPP each morning.

## **SCHOOL CLOSURE/LATE START INFORMATION**

PPP will observe Snohomish School District school closures or late starts due to weather or other emergencies. Information about school closures and late starts is publicized on local television and radio stations. The district website for school closures is:

<https://www.sno.wednet.edu/site/Default.aspx?PageID=1030>

## **PARENT RESOURCE ROOM**

Our parent resource room is located in a room that is to the right of our entrance lobby. This room is filled with many books, learning materials, and our family files. The materials in this room are materials that families have used to educate their children at home. The parent resource room is maintained by our parents and books and other materials may be checked out. You may also donate learning materials to the resource room.

## **PTO--PARENT TEACHER ORGANIZATION**

One of the many ways that parents can be involved in school leadership is through serving as a Parent Teacher Organization officer. We consider all our parents to be PTO members. The PTO officers help in administering the activities that our PTO organizes. The PTO consists of parent volunteers who commit to meeting often to discuss school policies, plan social events and supplemental educational opportunities. The role of PTO is to represent the interests of our school's constituency. The opportunity to serve in a leadership role in the PTO is always welcomed and available.

# FREQUENTLY ASKED QUESTIONS:

#1.

I am interested in my student possibly attending Parent Partnership, but I have a lot of questions before I even decide if this program is right for my student. Who may I speak with to get my initial questions answered?

#1

Call our front office at (360) 563-3423 and speak with our registrar, Rene Whipple. Rene may be able to answer many of your questions. If you have questions regarding academics and/or curriculum, Rene will direct you to a staff member who can further answer your questions as you contemplate the option of home schooling. You may also speak with our Principal, June Shirey, at (360) 563- 3401 anytime you wish.

#2

We do not reside in the Snohomish School District and would need a choice transfer. Do you take choice transfers?

#2

We do take choice transfer students. Your paperwork must be turned in to your home district first and then June Shirey will approve the choice transfer electronically. **Please note that we are rarely able to accept a choice transfer student who is on an IEP. Choice transfer IEP student placement is based on available space in our program.**

#3

What grade levels attend your school? What kinds of classes do you offer? What are the sizes of your regular classes?

#3

We serve students in grades K-10. We offer core and elective classes. All of our high school classes give high school credit. Our classes include:

- Regular classes consisting of students and 1 staff member teaching that class
- CTC (curriculum teacher contact) classes in which the student comes in and meets with the teacher (there are no other students) only once a week using district curriculum
- Homebased classes in which the teacher and parent designs the curriculum and the student comes in once a week to have a staff member oversee that curriculum
- APEX on line classes (high schoolers only) using district curriculum

The average size of a regular class is 16 students.

#4

I am definitely interested in having my child enroll at Parent Partnership. What are the steps of enrollment/registration?

#4

We have four steps to our enrollment process. The first is completing the registration packet and getting it approved by our Principal, June Shirey. June wants to make sure that our program is the right fit for your family. You can print out the registration packet from our website, or you can come in and get a hard copy of the packet at our front desk. Details of your student (age, grade, school coming from, etc.) will be reviewed by June.

Once your registration is approved, the second step is to schedule and then attend a student learning plan (SLP) appointment (more

information below.) A staff member will be assigned to your family, who also acts as your academic advisor, and this is who you will meet with during this appointment. The SLP appointment is when you and your SLP staff advisor decide on the learning plan for your child. Your student can only be eligible to attend classes once the SLP plan is in place.

The third step is to have our school nurse approve your immunization (or certificate of exemption) status. Your student can only be eligible to attend classes when your immunization status is in accordance with state mandated laws and is approved of by our nurse and on file here at PPP.

The last step is for choice transfer students only. If you are a choice transfer student, you must have the paperwork turned in to your home district office and approved electronically by June Shirey before your student can start classes. Once all three (or four if applicable) steps are completed, your student may then begin classes.

#5

Please clarify the term SLP.

#5

SLP is short for Student Learning Plan. The SLP is a written learning plan that you and your staff advisor develop together. As you begin school here, the SLP plan contains the written details of what your student will be doing at home as a student and what we here at PPP will be doing as your partner in educating your child. The term SLP also refers to the staff member who is assigned to your family to be your academic advisor here at Parent Partnership. Many of your questions will be answered at your initial SLP appointment, and thereafter, many questions you have about PPP will continue to be answered by your SLP advisor.

#6

I don't know if my student is up to date on immunizations. What can I do about this?

#6

You need to start with your doctor's office and get the information from them about the status of your child's immunizations. Your doctor must sign the immunization form or the certificate of exemption form (both are in the registration packet.) We have immunization information at our front office available for you. Please note that our district is subject to the regulations mandated by the State Department of Health which may be different than the recommendations of your doctor. Our front office staff is not authorized to investigate your immunization status; nor is it their responsibility to get the required paperwork. You must present your immunization status to Parent Partnership and then your status must be approved by our nurse before your student may begin classes.

#7 Does PPP accommodate students who are on an IEP?

#7

In district students qualified for Special Education Services may receive learning support on our campus, but other services such as for language or occupational goals may be provided at resident schools in our district. Our staff is open to helping your student with any special concerns; please talk to your SLP advisor. Our principal, June Shirey, can also answer IEP questions.

#8

As a parent, what will I be expected to do for Parent Partnership?

#8

In addition to being your child's main educator, we have a few other requirements for parents. One is that all parents who have a student in our program must volunteer monthly in our Parents Assisting Teachers (PAT) program. You will choose a shift that is the same day and time each month. You will work with Susan Stalter, our on staff Educational Assistant, who oversees the PAT program. Another requirement for parents is that each month students are required to turn in samples of work that is being done at home. You can talk to your SLP about what is expected as far as your monthly samples are concerned.

#9

I don't know which direction to go in choosing/finding curriculum for my student. I do not know how to formulate student goals. I am new to all of this and don't quite know where to start. How do I know what curriculum and goals I want, or what my plan should be?

#9

The SLP (Student Learning Plan) form is a part of your registration packet. You fill out this form as best as you can, and then bring it to your first initial SLP appointment. You and your SLP advisor will fill out the rest. Your SLP advisor will give you ideas and suggestions on how to pick curriculum and goals. Your SLP advisor will also give ideas on the direction you need to go as you partner with our program.

#10

I am interested in my child taking a class at another school while also taking classes at Parent Partnership. Is that a possibility?

#10

We do share students with some other schools *in our district*. Let your SLP advisor know what your plan is and together with your

SLP, you will decide how to best make the sharing of schools happen.

#11

Because of our schedule, I only need my child to be at Parent Partnership for one or two classes, or part of a day. Is that an option?

#11

It is! Talk to your SLP and you can decide what day(s) and or classes your student wants to attend. We have many students who come for only part of a day, or only for certain classes.

#12

My student does not want/need to come in for regular classes at Parent Partnership but wants to take a class that is taught there.

Can my student enroll for just one class without actually attending the class? Or take a few classes in this format?

#12

Yes. We have a limited number of classes that are called Curriculum Teacher Contact (CTC) classes which are when your student comes in (usually once a week) and meets with a staff member (but not with other students) to get homework and assignments for a class or classes.

You and your SLP may design a schedule that will fit your needs. CTC classes use district and homebased curriculum and do not receive letter grades; an S for Satisfactory or U for Unsatisfactory is determined instead.

#13

My student wants to take an online class. Are online classes offered through Parent Partnership?

#13

Our district online program is called [Apex](#) and is available only to our high school students. We do have students who take Apex classes during their day at Parent Partnership. You can talk to your SLP advisor about how taking an Apex class could be a part of your high school student's curriculum.

#14

Does PPP offer classes for high school credit?

#14

All of our high school classes are for credit classes. If your high school student takes any class at PPP, they will receive credit for that class and that class, credit and grade will be posted to their high school transcript.

#15

Can my child get a high school diploma through Parent Partnership?

#15

Parent Partnership does not offer high school diplomas. We normally have classes that go up to 10<sup>th</sup> grade. After 10<sup>th</sup> grade, many of our students go to a traditional high school, become a student at [AIM](#) high school, or [Sno-Isle TECH skills center](#), go to [Running Start](#), or decide to maintain homeschool status. Talk to your SLP about your concerns and options for a high school diploma.

#16

I want my child to attend college and I know they will need a PPP high school transcript to apply. What does a PPP high school transcript look like? Will it show grades and credits earned?

#16

High school core classes are graded using a letter grade. All CTC and Homebased classes your child takes will receive an S or U grade. Some classes will have district codes and some will have elective codes. Whether a class is getting a letter grade, or an S or U grade, both the grade and credit for that class will be posted on the transcript for our high school students.

#17

Does PPP offer state testing? And if so, is my student required to test?

#17

We do participate in state testing every spring due to our state requirements. This testing gives teachers and parents good information about student learning. Please remember that some state testing for high school students is required for graduation.

#18

Does Parent Partnership offer lunches to purchase or free/reduced lunches?

#18

We do, but our lunches need to be preordered since they are delivered from another location in the district. Please talk to Ms. Whipple and she can help you arrange to order a purchased lunch, or to apply to receive free/reduced lunches.

#19

Can my child use the district bus in getting to/from Parent Partnership if I live within the Snohomish school district?

#19

Bus transportation is not available at Parent Partnership.