



PARENT PARTNERSHIP PROGRAM (PPP)

PROGRAM HANDBOOK

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Visit www.sno.wednet.edu/ppp
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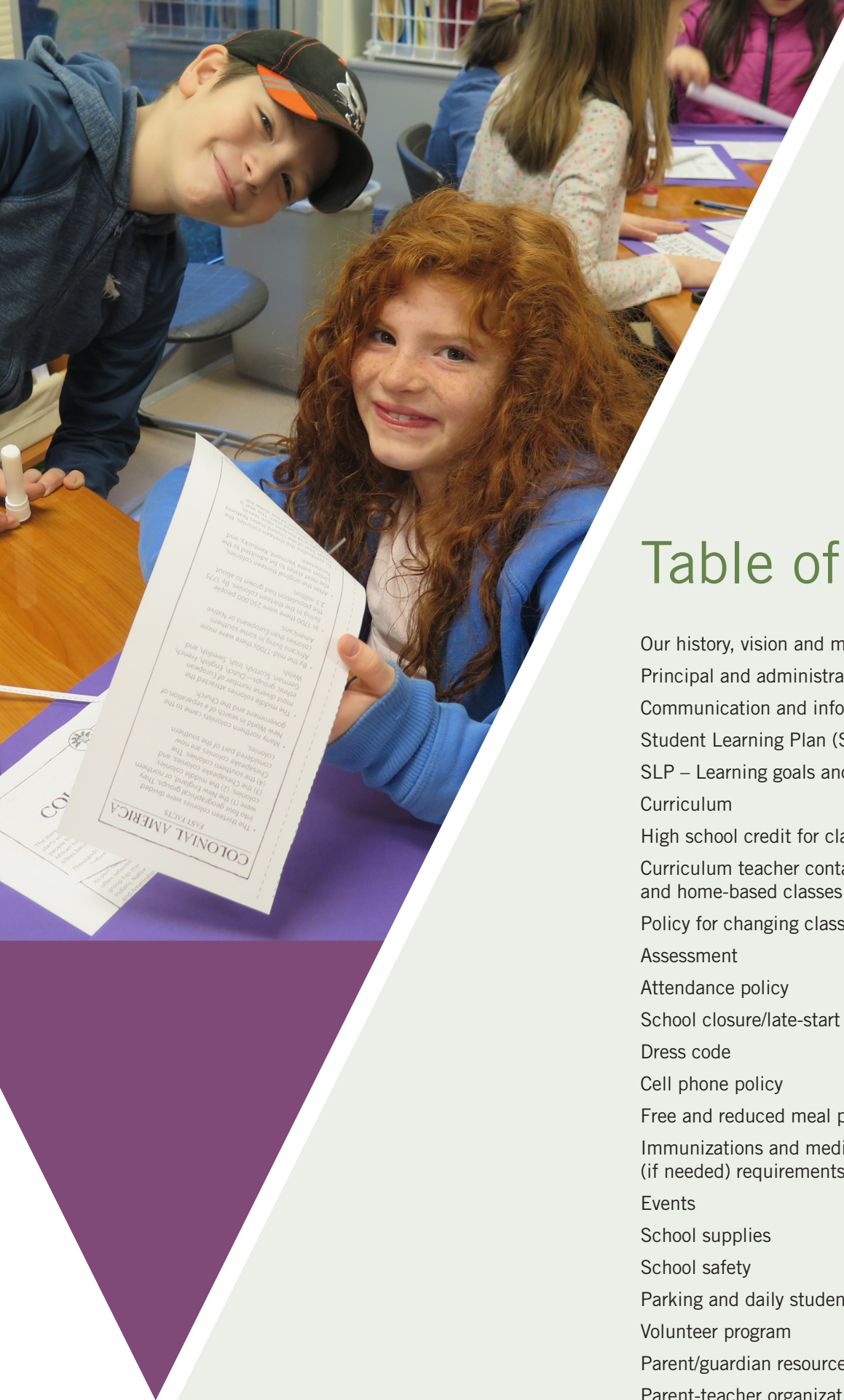


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► OUR HISTORY

Thank you for choosing Parent Partnership Program (PPP) as a part of your child's educational journey! We are aware of a significant homeschooling population among our district families. In an effort to effectively serve the educational needs of our district's students, we have formed a partnership among parents and the school district. The program began in 2002 by the district in collaboration with supportive parents. While waiting for Parkway Campus to be renovated, the teachers and students met at the Freshman Campus (now the Snohomish Aquatic Center). We moved into our current location in 2008. The building is called Parkway Campus and houses five learning programs. (PPP, AIM High School, High School Re-Entry, APEX online learning and the district's Transition Center). Our part of the building is closest to the street. A unique aspect of PPP is our collaboration with parents. Schedules are designed to meet the needs of our families and the requirements of the state of Washington.

► OUR VISION

The "heart" or core of what we do, will be service oriented. In other words, the educational needs and desires of our students and their parents will be the priority in the choices school leaders make.

The classes and services we offer will be characterized by excellence. It is our expectation that this partnership program will be a model to other alternative schools in its quality and diversity of programs offered.

► OUR MISSION

Staff and families collaborate to academically challenge students to reach grade level standards through creative and accommodating methods.

In addition, staff and families work to build a safe, supportive, and equitable environment through a variety of student-centered social activities.

► PRINCIPAL AND ADMINISTRATIVE ASSISTANT

Doug Plucker Principal	360-563-3401 doug.plucker@sno.wednet.edu
Rene Whipple Administrative Assistant	360-563-3423 rene.whipple@sno.wednet.edu

► 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:

- Snohomish School District website: www.sno.wednet.edu
- PPP website: www.sno.wednet.edu/ppp or sla.sno.wednet.edu
- Skyward/Family Access: www.sno.wednet.edu/skyward

Email: The office staff and teachers use email extensively to communicate with parents. To email a staff member: first.last@sno.wednet.edu (i.e. sam.smith@sno.wednet.edu)

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: There are two — one is located on the right wall of our lobby and the other is on an easel also in our lobby

Fliers: These are all posted electronically online on the district and PPP websites.

Curriculum Night/Fall Festival: Typically held in late September

Parent coffee: Typically held twice per year a chance to have coffee and conversation with school staff

Parent/guardian conferences: Typically held twice per year per school district calendar

All family meetings: Typically held three times a year — September, January and May

► STUDENT LEARNING PLAN (SLP)

Each student participating in our program is required to have a written student learning plan (SLP). The SLP is an auditable document and, along with the supporting information, such as student work samples, enables us to receive state funds to support this program. This plan is co-developed by a certificated staff member and the parent. This staff member is also often referred to as your “SLP advisor.” 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, returning students 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.

► SLP – LEARNING GOALS AND STUDENT WORK SAMPLES

Parents are responsible to create three learning goals, based on their homebased curriculum per subject per month. The goals can be submitted in September for the whole year, or at the beginning of each month. These can come from the state learning standards or your curriculum table of contents. There are examples of goals on a bulletin board on campus.

The way in which student work at home is documented is by turning in work samples monthly to your SLP advisor. These samples showcase what the student is accomplishing at home and is a state requirement. Monthly work samples are reviewed by your SLP advisor who then makes a note of the progress being made (or not made) on a monthly progress report. When progress is not being made, your SLP advisor will work with you to troubleshoot academic needs for your student. Please put the samples in your SLP advisor's box (which is in our PPP workroom) or email as an attachment, on or before the 20th of each month. If monthly samples are not turned in, your SLP advisor will be contacting you. If samples are continuously late, parents will need to meet/discuss with the principal. There are also examples of monthly samples on a bulletin board on campus.

► 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 at home. 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! Your SLP advisor will be able to give you many ideas about curriculum. All of your questions about curriculum can be answered at your initial SLP appointment, as well as throughout the school year.

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.

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. (math, reading, and writing) and the teacher will assign work to be done at home. Some of these classes use Snohomish School District curriculum.
- 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. These classes use curriculum developed by the teacher
- 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.

► HIGH SCHOOL CREDIT FOR CLASSES

High school credits earned through PPP are under the authority of the Snohomish School District and are transferable to other high schools and colleges; these credits represent high academic achievement. Students attempting to earn credit must meet the PPP contact requirements for those classes. Courses taken outside of our school can only be awarded credit if taken through an accredited institution. The principal can assist you with this information.

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. 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.

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.

► CURRICULUM TEACHER CONTACT (CLC) AND HOME-BASED CLASSES

We offer very limited curriculum teacher contact (CLC) 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 home-based 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 advisor for more information on these types of classes.

► POLICY FOR CHANGING CLASSES

Any class or schedule change must be pre-approved by your SLP advisor, 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. 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.

► ASSESSMENT

We follow the district and state requirements for student assessment. STAR reading and math are the benchmark assessments required by our district. This is given three times during the year (September, January and May.) for students in grades 2–10. Smarter Balanced Assessment (SBA) is the yearly test required by the state. This typically happens in April/May for grades 3–8, 10. Passing the

state assessment is one pathway to demonstrate readiness to graduate. See OSPI website for more information — www.k12.wa.us/student-success/graduation.

► ATTENDANCE POLICY

Parents are required to notify the school when your student will be absent with a reason for the absence. To report an excused absence, please contact the program administrative assistant 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).

► 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. Watch the PPP website for closure information specific to our school as there may be times that it is different than the district closures.





► DRESS CODE

Students are asked to wear attire that is consistent with a positive learning environment.

All students must wear:

- Clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric that covers the front, back, mid-drift and sides.

Appropriate choices:

- Clothing must cover undergarments.
- Fabric covering all private parts must not be see through.
- Clothing and footwear must be suitable for all activities including physical education, science labs, wood shop, the playground and other activities where unique hazards exist.
- Courses that include attire as part of the curriculum (for example, professionalism, public speaking and job readiness) may include assignment-specific clothing.

Prohibited dress includes:

- Offensive images or language, including profanity, hate speech and pornography.
- Images or language depicting or advocating violence or the use of tobacco, vaping, alcohol or drugs.
- Attire that intentionally shows private parts.
- Apparel identified by local law enforcement as belonging to or identifying with of any gang, violent or criminal group.

The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion are not subject to this policy.

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

► CELL PHONE POLICY

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 by the owner of the phone only (i.e. no sharing of devices). Students bring electronic equipment to school at their own risk. There may be times when listening to music is allowed; however, students must only have one ear bud in for safety purposes. 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.

► FREE AND REDUCED MEAL 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.

► IMMUNIZATIONS AND MEDICAL PLAN (IF NEEDED) REQUIREMENTS

Your child must be in full compliance with the Washington 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 following 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.

In May 2019, the Washington State Legislature passed a bill that removes the personal and philosophical option



to exempt children from the MMR (measles, mumps, and rubella) vaccine required for school and child care entry. The bill took effect July 28, 2019 and applies to public and private schools and child care centers. The law removes the option for a personal/philosophical exemption to the MMR vaccine requirement for schools and child care centers. It also requires employees and volunteers at child care centers to provide immunization records indicating they have received the MMR vaccine or proof of immunity. Please see the WA Department of Health website for more information—www.doh.wa.gov

The immunization or certificate of exemption information will be reviewed by our school nurse. Once the nurse has determined that your child is complying, then your child will be able to begin classes. It is your parental responsibility to locate and provide proof of immunization to Parent Partnership. 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. Please contact our school nurse to create a Health Care Plan.

► EVENTS

We value educating the whole child through academics and social events. The events vary from year to year but here are some events to look forward to through the year depending on staffing and parental volunteer support:

Fall:

- Student picture day
- Family fall festival
- Field day
- Assemblies
- PPP apparel order

Spring:

- Field day
- Yearbooks
- Assemblies
- Science fair
- Spirit month
- End of the year event

Winter:

- Holiday family event
- Assemblies
- Student spotlight
- PPP apparel order

► SCHOOL SUPPLIES

Please send your student to school with some basic supplies: pencils, pens, paper, glue sticks. Having the necessary materials allows for easy transitions and student participation within class time. If this becomes a hardship due to financial need, please contact your SLP facilitator or our principal.

► SCHOOL SAFETY

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, and students may not leave the campus without prior arrangements. Students are allowed on campus only on their required days unless through prior arrangements with our program director.

When you come on campus to volunteer or meet with a teacher during school hours, you will be checked into our Safe Visitor system.

We conduct monthly safety drills (fire, evacuation, earthquake, lock down) in order to prepare students and staff in case of emergencies.

To view our district policies regarding safety, bullying, harassment, and others please reference the district's Student-Parent Handbook.

► PARKING AND DAILY STUDENT DROP-OFF/PICK-UP

Due to having multiple learning programs here at Parkway Campus, our parking lot is designated by the school district as a staff/bus/only parking lot. Any parent needing to come into our building will need to 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.

► VOLUNTEER PROGRAM

When you register your child to be a student at PPP, we are hopeful that parents/guardians are able to volunteer. After your initial SLP appointment for the new school year (or any time after you enroll), parents/guardians will meet with our volunteer coordinator. As a parent/guardian, our hope is that you are able to volunteer once a month. Volunteers typically sign up for a shift(s) that is just a few hours a month. Shifts can be the same morning or afternoon of each month. Make-ups may be in the form of specific events or projects. If a shift falls on a day that there is no school, our hope is that you are able to make up that day. If you have any questions about volunteering, a makeup day, or any challenges with your schedule, please talk with the volunteer coordinator to work out any concerns.

Volunteers may be asked to:

- Select a shift(s) to volunteer during each month. For example: the second Tuesday of each month.
- Assist teachers in the classroom or with simple housekeeping and office tasks as needed
- Assist with playground watch, lunch set-up and clean-up
- Help with projects that can be completed at home
- Make arrangements for child care of younger siblings who might be disruptive during your shift
- Sign up for a make-up day if possible

Contact the volunteer coordinator with questions and concerns.



► PARENT/GUARDIAN RESOURCE ROOM

Our parent/guardian 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/guardian resource room is maintained by our parents/guardians and books and other materials may be checked out. You may also donate learning materials to the resource room.

► PARENT-TEACHER ORGANIZATION (PTO)

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