

Dear Parents:

Thank you for your interest in Emerson K-12.

Emerson K-12 is a **Parent Partnership Program** designed to support families who are seeking resources, classes and community to supplement their home schooling. As a public school there are no costs to enroll. Core and enrichment/elective classes are generally offered two days a week at one hour per class session and span Kindergarten through 12th grade. In partnership with certificated staff, an individualized plan is created for your student that meets district and state standards. We also assist in suggesting curriculum and experiences to support that plan. Our program is fully accredited and offers a Lake Washington School District high school diploma.

Please take time to read the following pages carefully. Your application will be reviewed by our staff. You will be informed by phone and/or e-mail if you have been accepted.

We enroll students at the beginning of fall quarter, 2nd quarter and 2nd semester. All parents must attend an information meeting prior to their application being reviewed. These meetings are held one month before the beginning of any enrollment period. You may submit your student's application in person.

We are very proud of Emerson K-12 and the opportunity it offers families to take a greater role in their student's education. We look forward to working with you.

Sincerely,

Nell Ballard-Jones
Principal, Emerson K-12

Emerson K-12 Application

Emerson K-12

Operating Principles

Mission:

Emerson K-12 is a community of families working in collaboration with the Lake Washington School District to ensure that each student will be prepared to lead a rewarding, responsible life as a contributing member of our community and greater society.

Vision:

It is the Vision of EK12 to create a collaborative environment which maximizes parent involvement so that *Every Student is Future Ready*:

**Prepared for College*

**Prepared for the Global Workplace*

**Prepared for Personal Success*

Emerson K-12 Application

Enrollment Processes & Priorities

Enrollment Timelines:

- Start of the school year (September)
- Start of 2nd quarter (November)
- Start of 2nd semester (January/February)

Lottery & Waitlist:

- If a specific grade-band receives more applications than space available during an enrollment window, a lottery/waitlist system is used to place students.
- If there are both in-district and out-of-district applicants, LWSD resident students will have priority enrollment/waitlist placement.
- Once in-district applicants are placed, any vacancies will be offered to out-of-district students based on lottery/waitlist numbers.

Out-of-District Students:

- Out-of-district students may be accepted on a space available basis.
- Inter-district transfer agreements (variances) will be approved on an annual basis and not guaranteed year-to-year.
- LWSD resident students will have priority enrollment.

Sibling Preference:

In recognition of the level of parent involvement in a Parent Partnership Program (see Alternative Learning Experience WAC 392.121.182), EK12 will allow for sibling preference for students concurrently enrolled with a previously admitted sibling.

Enrollment Priorities:

- In-District Sibling
- In-District
- Out-of-District Sibling
- Out of District

Emerson K-12 Application

Program Description

Emerson K-12 is a Parent Partnership Program designed to support families who are seeking resources, classes and community to supplement their home schooling. As a public school, there are no costs to enroll. Core and enrichment/elective classes are generally offered two days a week at one hour per class session and span Kindergarten through 12th grade. In partnership with certificated staff, an individualized plan is created for your student that meets district and state standards. We also assist in suggesting curriculum and experiences to support that plan. Our program is fully accredited and offers a Lake Washington School District high school diploma.

Emerson K-12 is operated under [Washington Administrative Code \(WAC\) 392-121-182](#) Alternative Learning Experience (ALE) requirements, LWSD policy and the Federal *No Child Left Behind* Act. As a public school and as a result of these regulations there are certain obligations a parent must fulfill to be a part of our program.

Parent Responsibilities

- 1) Parents must participate in the development & monthly maintenance of a Written Student Learning Plan (WSLP) for each student attending. The plan will include a description of the specific learning goals and performance objectives and be tied to district overall goals and objectives for student academic achievement.
- 2) The parent or guardian serves as one of the student's teachers and is required to provide instruction in all subjects addressed in the WSLP, supervise all learning activities and support instruction designated to take place in the Emerson K-12 classroom. The WSLP will be reviewed once a month by the WSLP advisor and progress reported to the parent. Please note: WSLP's for part-time students only include Emerson K-12 classes.
- 3) Parents will document at least 28 hours of learning activities per regular five-day school week for each full-time student. These hours may consist of those hours of instruction that are provided by Emerson K-12 staff, those that are supervised by the parent/guardian and designated in the learning plan, and those that are spent participating in state and/or district assessments.
- 4) Students will meet with certificated staff in the context of classes each week.
- 5) Parents will complete and turn in a **Monthly Progress Report** every month that includes work samples and documentation of all learning activities.
- 6) All students will participate in state and district assessments, including WaKIDS, FastBridge, Smarter Balanced Assessment (SBA), and Washington Comprehensive Assessment of Science (WCAS).
- 7) Parents of students in grades K-5 are required to be on site when their students are not contiguously enrolled in classes.
- 8) Parents must sign a **Participation Agreement** annually agreeing to the requirements of the program upon enrollment to Emerson K-12.
- 9) Parents must read a **Statement of Understanding** annually in order to understand the differences between Home-Based Instruction (homeschooling) and the Alternate Learning Experience (ALE) program at Emerson K-12
- 10) Parents must complete the [LWSD Volunteer Application](#) in order to be allowed to volunteer in Emerson K-12 classrooms and/or attend field trips.

Failure to comply with the responsibilities described above may result withdrawal from Emerson K-12.

PLEASE REMOVE PAGES 1-4 AND KEEP FOR YOUR RECORDS

Emerson K-12 Application

PLEASE COMPLETE SECTIONS I-V (as applicable) AND RETURN TO EMERSON K-12

SECTION I: General Information

Date of Application:

Student Name:

Last

First

Middle

Current Grade:

Birth Date:

Age:

Gender:

Address:

Street

City

State

Zip

Parent/Guardian Name:

Home Phone:

Work Phone:

Cell Phone:

Parent email address:

For office use only

Date

Initials

Received

Principal		
Office Manager		
IEP/504		

Emerson K-12 Application

SECTION II: School Information *(Please fill out completely, incomplete applications will not be considered for enrollment)*

1) Are you currently enrolled in your neighborhood school or other school?

☐

Yes

☐

No

If yes, which one?

2) Please provide a chronology of your student's education from beginning to the present (ex. List schools, locations, home school, etc.):

3) Have you ever home schooled before? ☐ Yes ☐ No

4) What specific needs do you believe home schooling and/or Emerson K-12 will address in your family?

Emerson K-12 Application

- 5) Please identify your student's strengths and challenges in both academic and social/emotional areas. Please provide as much detail as possible.

- 6) Has your student ever received any of the following services? ☐ Yes ☐ No

If yes, which one?

☐ IEP (Individual Education Plan)

☐ 504

☐ MLL (Multi Language Learner)

Is this plan current? ☐ Yes ☐ No If yes, please include dates, schools, or school districts **AND** attach a copy of plan or report (*required for application to be considered*).

Emerson K-12 Application

7) Enrollment: Indicate if you are interested in:

Full Time:

- ☐ Elementary (K-5): 28 total hours monitored (6-12 hours in class)
- ☐ Middle School (6-8): 28 total hours monitored (6-12 hours in class)
- ☐ High School (9-12): 28 total hours monitored (6-12 hours in class)

Part time:

- ☐ Any Grade: 2-6 hours in class monitored, no home hours monitored

Running Start and/or LWSD High School Diploma: (*grades 11-12 only*)

- ☐ Running Start
- ☐ LWSD High School Diploma

8) How did you or your student hear about Emerson K-12?

- ☐ Principal/counselor/teacher
- ☐ Internet
- ☐ Media
- ☐ Friend
- ☐ Other:

Parent/Guardian Signature:

Date:

Emerson K-12 Application

SECTION III: Student Statement (Grades 6-12 ONLY)

Please fill out completely (*incomplete applications will not be considered for enrollment*)

You may use more than this sheet to write your statement.

Student Name:

Please describe your **strengths and challenges** in both academic and social/emotional areas.

Over half of the work-load for a student at Emerson K-12 is completed at home. Please describe how you think Emerson K-12 will be a good fit for you and what support you have at home to help you be successful in our program.

Is it your intention to obtain a Lake Washington School District diploma from Emerson K-12? ☐ Yes ☐ No ☐ Undecided

Student Signature:

Date:

Emerson K-12 Application

SECTION IV: Administrator, Counselor, Teacher Recommendation (Please have Administrator, Counselor or Teacher from last school attended complete)

1. Length of time known or observed student:

2. Student strengths (Academic/Social/Emotional/Personal/Extracurricular):

3. Student weaknesses (Academic/Social/Emotional/Personal/Extracurricular):

4. *Please use the reverse of this form to address any additional comments about this student.* →

5. Has this student been suspended or expelled for safety or security reasons (theft, harassment, weapons, drugs, and violence)? ☐ Yes ☐ No

Date(s):

6. Has this student ever been referred to BECCA for attendance? ☐ Yes ☐ No

Signature:

Position:

Date:

Emerson K-12 Application

SECTION V: Emerson K-12 Program Progress Requirements

This Written Student Learning Plan (WSLP) is meant to guide the student's learning by specifying learning goals, curriculum (resources/materials), and a means of assessment of student progress in each of the subject areas. Student progress will be evaluated each month by the parent and a certificated teacher, the student's WSLP advisor.

Emerson K-12 requires students and parents to take significant responsibility for the student's success. Some students may need more structure than Emerson K-12 Program can provide. In cases where a student is not successful in this program, we are required by law and by good educational practice to assist the student in finding another placement that better supports his or her learning.

If the student is not substantially successful in meeting the goals described in this WSLP, an intervention plan will be developed including but not limited to the following steps:

- (a) Student/parent must log hours engaged in learning activities during the next month.
- (b) An intervention plan will be established and the WSLP will be revised.
- (c) The plan and the log of hours will be reviewed at the next consultation.
- (d) A face-to-face meeting between the Principal and the parent will take place each month that the student is unsuccessful in the program.

If the student continues to be unsuccessful in the program, these steps will be repeated in subsequent months. If the student is still not successful in completing the learning activities, the student may be withdrawn from Emerson K-12.

Attendance is very important, especially because your student attends classes at Emerson K-12 Program only one or two days a week. Please note that after four weeks of non-attendance, we are required to drop your student from enrollment in the program.

All students in the Emerson K-12 Program will be expected to participate in annual and other periodic assessments as mandated by the State of Washington and/or the Lake Washington School District.

I have read and agree with the conditions of this written student learning plan.

Student Signature:
(grades 6-12 only)

Date:

Parent Signature:

Date: