

LOPEZ PARENT PARTNER HANDBOOK

5/27/2020

Our mission is to DEVELOP INDEPENDENT LEARNERS, PROVIDE OPTIONS, SUPPORT EDUCATIONAL PARTNERSHIPS, AND CONNECT FAMILIES.

Welcome to the Lopez Parent Partner Program (also known as “PP”)! We are committed to helping you meet the educational needs of your students by offering a quality Alternative Learning Experience (ALE) program to families on Lopez, and in Washington State.

We partner with parents who take an active role in their students’ education. We have seen that this can strengthen and improve family ties. We believe learning can be fun and students are best motivated when they take ownership of their own learning. We also believe that students can manage themselves if given the proper training and opportunity.

PP is a participating Alternative Learning Experience (ALE) program, which is authorized under WAC 392-121-182. In this program:

*Students are enrolled in public education either full-time or part-time.

*Students are subject to the rules and regulations governing public school students, including course, graduation and assessment requirements for all portions of the ALE.

*Learning experiences are:

Supervised, monitored, assessed and evaluated by certified staff.

Provided via a written student learning plan.

Provided in whole or part, outside the regular classroom.

THERE ARE FIVE BASIC REQUIREMENTS FOR PP:

* Written Student Learning Plan (WSLP)

* Weekly contact

* Monthly review

* Work samples and Documentation

* Assessment

WRITTEN STUDENT LEARNING PLAN (WSLP)

The Written Student Learning Plan guides student learning and details the learning standards, performance objectives, timelines, and time requirements within each subject area of study.

The learning standards are your guide, and an important resource, and should be printed and displayed prominently in the study area. Parent Partner families are responsible for knowing and following the learning standards for all courses. These include the Common Core State Standards for Math and English/Language Arts, and the Next Generation Science Standards for science. These are found on the OSPI website at <http://www.k12.wa.us/CurriculumInstruct/learningstandards.aspx>. Please become comfortable and familiar with this site.

The following weekly hours for a full-time student are defined in WAC 392-121-122:

Primary (grades 1 through 3): 20 hours each week;

Elementary (grades 4 and 5): 25 hours each week;

Secondary (grades 6 through 12): 25 hours each week.

WEEKLY CONTACT

The student and/or parents must communicate with the teacher every week about progress in each subject they are enrolled in. This may be by email, phone, or in person. This is due by 4:00 PM on Thursdays.

Weekly contact should be specific and professional. Detailed information containing chapters completed, tests taken, projects worked on, etc., should be included. It's also great to hear about important thoughts, or "aha moments" that might have occurred. The detailed information gleaned from this interaction with students will assist in determining satisfactory progress toward achieving learning goals. Weekly contact also provides the basis for state-required attendance documentation.

MONTHLY REVIEW

Student's progress is assessed each month with a monthly review. This is done with a SATISFACTORY or UNSATISFACTORY. This is based on adequate progress, and following the requirements of LPP.

When the monthly review coincides with quarterly grades, secondary parents will be asked to submit a grade for their son or daughter's courses. The teacher must agree with this grade.

If the review is UNSATISFACTORY, an Intervention Plan must be filed. This plan will make adaptations to the WSLP, so that the student will be more successful. (These could consist, for example, of more frequent contact with the teacher, and/or more frequent and specific reporting of time spent and details of school work.)

WORK SAMPLES AND DOCUMENTATION

For **Elementary, K-5**, the student and/or parents must submit one work sample each quarter from their course. These can be tests, quizzes, assignments, projects, photos, etc.. Tests are preferred. Those can be scanned and sent in, or put in the teacher's box. (If an elementary student is .5 PP or above, they need to follow the secondary schedule for submitting work.)

For **Secondary, 6-12**, the student and/or parents must submit one work sample each month from their course. These can be tests, quizzes, assignments, projects, photos, etc.. Tests are preferred. Those can be scanned and sent in, or put in the teacher's box.

For some non-online **classes, 6-12**, students must also submit a TIME LOG, documenting 75 hours of work for the semester. This will have dates, times, and what was accomplished. This will be turned in at the end of the semester, before a grade is given.

ASSESSMENT

All students enrolled in alternative learning experience courses must be assessed. This assessment may take the form of:

State assessments

Online assessment

Placement tests (Star)

Student's journals

Continuous and frequent observation of specific activities

Performance-based assessment

Student's writing, in both directed and undirected situations

Checklists

Rubrics

Work samples

Paper/pencil test

Conference feedback

Projects, recitals, displays, presentations

PP is a public education program required to administer state assessments. However, ALE families may choose to opt out of these state assessments. In this case, parents are expected to inform the school in writing.

High school students earning a diploma through PP must take and pass the tests indicated on the State Testing website as part of their graduation requirements. For more information on the Washington

State Comprehensive Assessment Program, access the Office of Superintendent of Public Instruction's (OSPI) website at www.k12.wa.us/assessment.

For grade-specific assessments and other valuable testing information, please visit the State Testing Overview page on the OSPI website.

FINANCES and ORDERING

PP provides a stipend of \$330 per year for full time students. All material requests must be made through the PP teacher. There will be no reimbursements.

Things take time here at school. Order at least 3 weeks before you need the material. Order in the spring for the following year.

Please be sensitive. If you are not certain that you will be in the program all year, don't spend all of your money at once. If you do have to leave the program you will be asked to return all non-consumable items to the school. (You will not be expected to pay for consumable items that you have used.)

All materials purchased must be intrinsic to the WSLP.

We will only fund activities for which we have a "substantially similar" program here at school. For example, since we have group musical instruction here, LPP will fund group musical instruction, but not individual lessons.

MORE DETAILS ON FINANCING AND ONLINE COURSES

If a class is offered here at school, the cost of the same PP class may not be covered by the stipend.

The stipend will only cover 50% of the cost of online courses. The rest must be shared by the family, unless there are extenuating circumstances.

ONLINE COURSES MUST BE FINISHED IN ONE SEMESTER. Extensions can be granted with written request, by administrative approval.

SCHEDULES

Elementary families need to include a detailed schedule on the WSLP. Changes to this schedule are generally permitted only at semester's end, unless there are extenuating circumstances. There is also a window of two weeks at the start of each semester in which changes can be made.

All changes to the student's schedule should go through Ann Marie first.

PARENT RESPONSIBILITY

Parents are responsible for their children in this program. If a student's PP class is scheduled during the school day, and they have chosen to be present at school, it is the parent's responsibility to make certain their son/daughter is consistently working on their coursework, without disrupting other students.

PRIORITY

In the case that there are more students enrolling than we have room for, the priorities are as follows:

Class (Seniors have priority)

High Risk (High risk students have priority)

Date of submission of enrollment forms

Parent Partner FTE (Eg. a 1.0 PP student has priority over a .2 PP student, etc.)

To enroll in the Lopez Parent Partner Program, please contact Brian Auckland (superintendent) at bauckland@lopezislandschool.org, or Martha Martin (6-12 principal) at mmartin@lopezislandschool.org, or Ann Marie Fischer (PP Coordinator), [at afischer@lopezislandschool.org](mailto:afischer@lopezislandschool.org).

REGISTRATION FORMS

Lopez Island School District, Parent Partner Program Written Student Learning Plan

LISD Coordinator: Ann Marie Fischer

Student:

Grade level:

Birth date:

Parent Names:

Address:

Phone Number:

Email addresses (parent and student)

Beginning Date:

Ending Date:

Estimated Hours per Week:

High School Credit: Yes or No

How will weekly contact be made? (email, phone, in-person)

Monthly assessments will be based on: Adequate progress, following the requirements of Parent Partner

Course Names and Descriptions:

Curriculum/Instructional Materials:

Learning Standards can be found here:

<http://www.k12.wa.us/CurriculumInstruct/learningstandards.aspx>

If this is an online course, the learning standards will be included in the course content.)

Please provide an approximate timeline for each course, (eg. week 1, chapter 1+2, etc.). This is especially important for online courses!

Elementary families: if your child is part-time PP, and part-time classroom, please provide an exact weekly schedule below.

Assessment/Measurement of Student Progress (please place an X next to the ones that apply):

State assessments

Online assessment

Placement tests (Star)

Student's journals

Continuous and frequent observation of specific activities

Performance-based assessment

Student's writing, in both directed and undirected situations

Checklists

Six trait RUBRICS for writing

Work samples

Paper/pencil test

Conference feedback

Projects, recitals, displays, presentations

Other classes this student is taking at Lopez School:

Comments: (If your child is taking a PP class that could be taken at school, please give a brief explanation here) _____

By signing this form, a parent and student acknowledge that they have read the Parent Partner Handbook, and agree to all the terms and conditions listed within it. A parent understands that they are taking full responsibility for their child while engaged in Parent Partner classes, even if the child is at school during that time. A student understands that they are taking full responsibility for their own learning and actions while engaged in a Parent Partner class.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Teacher Signature: _____ Date _____

Administrator Signature _____ Date _____

STATEMENT OF UNDERSTANDING

LOPEZ SCHOOL DISTRICT

STATEMENT OF UNDERSTANDING

In accordance with the Alternative Learning Experience (ALE) rule (WAC 392-121-182) section (6)(j), parent(s) or guardian shall, prior to enrollment, be provided with and sign documentation attesting to the understanding of the difference between home-based instruction and enrollment in an alternative learning experience.

Provided on the front and back of this form are summary and narrative descriptions of the difference between home-based instruction and an ALE. Please read these descriptions and sign below.

Summary Description

Home-Based Instruction

- Is provided by the parent or guardian as authorized under RCW 28A.200 and 28A.225.010.
- Students are not enrolled in public education.
- Students are not subject to the rules and regulations governing public schools, including course, graduation, and assessment requirements.
- The public school is under no obligation to provide instruction or instructional materials, or otherwise supervise the student’s education.

X Alternative Learning Experience

LOPEZ PARENT PARTNER PROGRAM

- Is authorized under WAC 392-121-182.
- Students are enrolled in public education either full-time or part-time.
- Students are subject to the rules and regulations governing public school students including course, graduation, and assessment requirements for all portions of the ALE.
- Learning experiences are:
 - o Supervised, monitored, assessed, and evaluated by certificated teachers.
 - o Provided via a written student learning plan.
 - o Provided in whole, or part outside the regular classroom.

Part-time Enrollment of Home-Based Instruction Students

Home-based instruction students may enroll in public school programs, including ALE programs, on a part-time basis and retain their home-based instruction status. In the case of part-time enrollment in ALE, the student will need to comply with the requirements of the ALE written student learning plan, but not be required to participate in state assessments or meet state graduation requirements.

I have read the summary and detailed descriptions of home-based instruction and alternative learning experience provided and I understand the difference between home-based instruction and the alternative learning experience program in which my child is enrolling.

Parent Signature _____ Date _____

Name(s) of Student(s) _____

Narrative Description of the Differences Between Home-Based Instruction and Public School Alternative Learning Experiences

Home-based instruction is authorized under Revised Code of Washington (RCW) 28A.225.010 and RCW 28A.200. When a parent or guardian has filed a ‘declaration of intent to provide home-based instruction’ with the district and is meeting the requirements for home-based instruction stated in RCW 28A.225, the student is eligible to receive home-based instruction. Students receiving only home-based instruction are not enrolled in public education, and they do not have to comply with the rules and regulations regarding public schools. Since the student is not registered or enrolled in the public school system, the school district is under no obligation to provide instruction or instructional materials for these students. Home-based instruction students are not required to participate in any district or state testing and/or assessments. Additionally, home-based instruction students are not eligible for graduation through a public high school unless they meet all of the graduation requirements established by the state, district, and the local high school. This includes earning the Certificate of Academic Achievement.

Part-time enrollment

Home-based instruction students may have access to ancillary services and may enroll in a public school course, such as an alternative learning experience course, on a part-time basis where space is available. Part-time enrollment is defined as being less than full-time enrollment. In these cases, the student is responsible for maintaining acceptable attendance and meeting all course and school requirements. For an alternative learning experience, this will mean meeting the requirements of the written student learning plan. The student continues to be considered a home-based instruction student when enrolled **part-time** in a public school setting. Therefore, except for the individual class requirements, school and district attendance rules, and school behavior policies, the limitations and restrictions noted in the paragraph above are in force.

Full-time enrollment

A student enrolling **full-time** in a public school alternative learning experience program is **not** receiving home-based instruction, even if the parent or guardian has filed a ‘declaration of intent to provide home-based instruction’ with the school district. The student is considered a public school student and is subject to all the rules and regulations governing the actions of all public school students. This includes, but is not limited to, attendance, meeting course requirements, graduation requirements, and assessment requirements. Full-time students are eligible for graduation from a public high school upon meeting all of the school, district, and state requirements.