

PORT GARDNER

A K-12 Parent Partnership Program

Student & Parent/Guardian Handbook



2020-2021

Phone: 425-385-5150

Fax: 425-385-5102

Email: kshepherd@everettsd.org

School website: www.portgardner.org

Wings website: www.wingsnw.com/wings/pgs

The Port Gardner Student and Parent Handbook is expectations and information specific to our school. Please refer to the Everett Public Schools Rights and Responsibilities for additional information on policies and procedures related to students. This handbook is current at the time of printing, but may change as needed throughout the year. Please refer to the school website or WINGS for the most current version of the handbook

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Nondiscrimination statement

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, veteran or military status, the presence of any physical, sensory or mental disability or the use of a trained dog guide or service animal by a student with a disability.

Designated to handle inquiries about nondiscrimination policies are:

Affirmative Action Officer – Randi Seaberg, rseaberg@everettsd.org, 425-385-4104

Title IX Officer – Mary O’Brien, MO’Brien@everettsd.org, 425-385-4106

504 Coordinator – Becky Ballbach, rballbach@everettsd.org, 425-385-4063

ADA Coordinator – Becky Clifford, rclifford@everettsd.org, 425-385-5250

Address: 3900 Broadway, Everett, WA 98201

Port Gardner School Mission Statement:

The Port Gardner School is a parent partnership and support to families to ensure high achievement for each child with certificated teacher oversight. Recognizing that parents are the primary educators, Port Gardner provides guidance and resources to cooperatively meet each student's educational endeavors.

Shared Beliefs:

We are committed to doing our best for each child. As we work together to accomplish this goal we will strive to:

"Celebrate successes, communicate, listen, respect, reflect"

"Recognize individual strengths, share responsibility"

School Colors: Blue, Silver, Black & White

Mascot: White Tiger

Port Gardner School Staff

Principal	Kelly Shepherd	425-385-5190	kshepherd@everettsd.org
Middle/High School Teacher	Laura Wight	425-385-5182	lwight@everettsd.org
Intermediate/Middle Teacher	Jocelyn Sievers-Bailey	425-385-5187	jsievers-bailey@everettsd.org
Primary Teacher	Celeste Johnson	425-385-5183	cjohnson@everettsd.org
Primary Teacher	Allison Hinds	425-385-5183	ahinds@everettsd.org
Secretary	Megan Slaker	425-385-5150	mmlaker@everettsd.org
Para Educator	Kristin Goodman	425-385-5150	kgoodman@everettsd.org

We all welcome your email questions, please drop us a note, ask a question and give us feedback.

Port Gardner Contact Information

3516 Rucker Avenue

Everett, WA 98201

425-385-5150

Fax 425-385-5102

Website: www.portgardner.org

Wings: www.wingsnw.com/wings/PGS

Address: 3516 Rucker Ave

Everett, WA 98201

Operating Guidelines – Enrollment & Student Learning Plans

The Port Gardner School operates as an alternative school under WAC 392-121-182 Alternative Learning Experience Requirements. Students in this program are reported to the state as public school students enrolled in an alternative learning homeschool program.

The Port Gardner School recognizes parents and certificated teachers as educators of their children. We strive to provide resources and support to families to ensure high achievement for each child with certificated teacher oversight of Written Student Learning Plans (WSLP).

Application and Procedures

We work as partners with parents to plan and provide the best educational plan for each individual student. We look forward to partnering with you for the educational success of your student. Port Gardner is a choice school for students who reside in the Everett Public Schools (EPS) attendance boundaries. Students living outside EPS must have an approved Choice Transfer prior to enrollment. For the 2020-21 school year Port Gardner is closed to new Choice Transfers.

First Semester Enrollment:

- Grades K- 8th Open Enrollment
- Grades 9-12th One semester of documented successful homeschool experience teaching a student age 8 or above or parent is a certificated teacher.

Second Semester Enrollment:

- Grades K-2nd Open Enrollment
- Grades 3- 12th One semester of documented successful homeschool experience teaching a student age 8 or above or parent is a certificated teacher.

Part-time Enrollment: Some subjects are not reflected on the student's WSLP

- At least 50% of the subjects on the WSLP.
- At least one core subject (reading, writing, math, or science on the WSLP) both at home and onsite.
- Part time students are not eligible for curriculum and supply allocation.
- Part time students are not eligible for early on-site class registration.
- A Declaration of Intent (DOI) and Part Time Student Status form must be on file.

Shared Students: PGS student shared with an EPS neighborhood school.

- Students will be part-time enrolled and all guidelines apply.
- At least 50% of the subjects on the student's WSLP.
- Please contact your WSLP Certificated Teacher Advisor for information regarding shared schooling within the district.

Application and Procedures continued:

Families will:

- Complete appropriate Everett Public Schools enrollment paperwork
- Cooperatively develop a Written Student Learning Plan (WSLP) with your advisor
- Attend a Written Student Learning Plan (SLP) conference with their advisor for approval
- Register for Classes on Wings
- Understand that on-site weekly face to face contact is required for PGS students at minimum of one hour per week through class attendance.
- Participate in state-mandated and district assessments
- Complete a Volunteer Application with Everett Public Schools
- Complete monthly Progress Report for WSLP Certificated Teacher Advisor on Wings before due date.

New Families will complete the above, plus attend the following mandatory training sessions during their first semester:

- WSLP Orientation & New Parent Class

Class Scheduling

Smaller class sizes are part of PGS; class limits are generally 15 students depending on the subject. Classes at PGS are scheduled on a semester basis. Each semester families will register for classes and meet with a WSLP Certificated Teacher Advisor to finalize the Student Learning Plan. Class schedules are available for pre-registration on Wings with priority registration given to returning full time students who have met all program requirements, new full time students, then part time students. Returning families who fail to attend the Spring SLP appointment will result in the cancellation of their student's fall onsite class schedule. Wings class registration will re-open on September 1st. Classes may only be dropped after the first class session with WSLP Certificated Teacher Advisor approval.

Curriculum and Supplies

Curriculum and supplies are available to assist the parent educator in accomplishing the goals set forth in the approved Written Student Learning Plan. Materials identified from a Student Learning Plan meeting must be added in the materials and learning activities section of the WSLP. Materials are available through the PGS Library or EPS District adopted materials. If materials are needed that are not available through the library, please work with the SLP Advisor. Please be aware that all non-consumable items become property of Port Gardner Library and will be checked out to you. All purchased items must be done through the purchase order process with your Student Learning Plan Advisor. Parent educators cannot request reimbursement per policy and state law.

On-site Classes

PGS offers core and elective classes for grades K-12. All PGS students enrolled at PGS must have one hour of face to face contact with a certificated staff member through a weekly onsite class. All students must be enrolled in at least one core class (reading, writing, math, or science).

Student Learning Plans

Each student enrolled in the Port Gardner School will need to have a *Written Student Learning Plan* (WSLP). A draft WSLP is cooperatively developed and supervised by a certified teacher at our facility. All WSLPs are approved by the certificated teacher. On designated Progress Report days, the student, parent, and teacher are required to review the learning plan and assess progress. Each month Overall Student Progress will be reported by the WSLP Certificated Teacher Advisor and at the end of each progress month parents and students must comment on the Overall Progress on Wings.

Student Learning Plan Changes

Any proposed changes to the approved Student Learning Plan, including adding or dropping a class, after the first day of classes each semester must be done in a face to face meeting with the WSLP Certificated Teacher Advisor. You must contact your WSLP Certificated Teacher Advisor for a meeting before you add or drop a class to your student's schedule. The meeting must take place before any WSLP changes can be made. Parents can request a meeting to review the plan at any time.

Student Learning Plan Progress – Satisfactory & Unsatisfactory

Student Learning Plan Progress is reported on Wings monthly by the WSLP Certificated Teacher Advisor and the parent. Overall Progress is determined by the certificated teacher each month. Students who do not make Overall Progress in the reporting period will be required to have a meeting to set up an intervention plan within 5 days of the progress determination. Students who do not make sufficient overall progress over two consecutive months may be exited from the program. Parent-educators must provide offsite progress by the PR due date each month or unsatisfactory progress will be given for the course. This Overall Unsatisfactory cannot be changed after completed. Unsatisfactory progress for an offsite and/or onsite course may result in an Overall Unsatisfactory progress for the month. A few reminders.

- If a student misses a class, the teacher might use an absent notebook in class or will send home what needs to be done for make-up. This will be in an email or in your mailbox.
- For classes taken onsite if classwork or assignments are not turned in, the student will receive an unsatisfactory on their Progress Report.
- Students with missing work due to absences may receive a "Missing Assignments - Unsatisfactory" on the PR for the month. When work has been turned in, K-8 teachers may change the grade to "Satisfactory".
- Because our classes only meet 1-4 times per month, missing just one class can be up to 50% of class time that month. If a student does not want to receive a Missing Assignments/Unsatisfactory" on PR day, he/she would need to make up the work before PR day. However, in unusual unforeseen emergency situations a WSLP Certificated Teacher may adjust class progress when work is completed.
- When your student is absent please check with the class teacher to see what work needs to be made-up. Any work in your mailbox from a day your student was absent should be completed and returned to the class teacher. If your student has missing assignments on Progress Reporting day your student's satisfactory progress may be impacted.
- Students are expected to complete all on-site courses they sign up for. If a student chooses to drop a course after the deadline specified on the calendar, they will receive an Unsatisfactory for each of the remaining monthly progress reports for that class, which could impact student Overall Progress.

Staff and Family Responsibilities

Staff Responsibilities

The Port Gardner School Staff is here to provide the following services to families:

- Help you select curriculum
- Ensure a quality education for your child
- Approve the *Written Student Learning Plan*
- Help you develop learning activities and teaching strategies
- Provide access to materials and tools for on-site and home use
- Assist with assessment of progress

Family Responsibilities

- Communicate weekly with school staff
- Read Wings announcements & PGS Newsletter to stay informed of PGS happenings
- Check mail box on a weekly basis
- Attend scheduled district and state assessments
- Fulfill 2 hours/month of family participation
- Provide instruction for courses conducted at home
- Complete a draft version of the *Written Student Learning Plan*
- Assess student progress and report on Wings on a monthly basis and submit by timeline

Operating Guidelines – Day to Day on Campus Items

Absences & Tardiness

Attendance is important for successful learning. Absences and consistent tardiness will impact your child's Progress Report on Wings. Unsatisfactory progress will be given if your student is consistently late or absent without excuse. Once the students have left the gym and class has started, students need to report to the PGS Office for a tardy slip before going to class.

Absence Reporting: If your child is ill, please keep him or her home and contact the Port Gardner Office as soon as you know your child will be absent. Parents are encouraged to use the Attendance email address to report your student's absences: pgsattendance@everettsd.org

Please provide:

Student Name and/or Student ID:

Date(s) absent:

Reason for the absence:

Parent/Guardian name:

Make sure you are sending this from the email that is on record with the school. If you leave a voicemail on the PGS Office phone, please also provide a written note or email within 30 days of your student's first day back to school. Please continue to email or call on the days your child would be in class.

Planned Absences: Families should not schedule vacations or travel while school is in session. If a family vacation or travel must occur while school is in session, it must be prearranged prior to the absence and approved by the principal. The principal may excuse up to five school days for a prearranged absence per student each school year. Vacation absences not **prearranged** or exceeding 5 days will be recorded as unexcused absences. Under the state BECCA Law, students are required to attend school until they reach the age of 18 (RCW.28A.225), and a truancy petition can be filed if the student has 7 unexcused absences within one month or 10 unexcused absences within the school year. If 20 consecutive days of school are missed the student will be withdrawn from the district and if the registrar does not receive a request for records within 10 days of withdrawal, a BECCA petition will be filed. Please contact the Port Gardner Office to pick up a Planned Absence form complete the form and return it to the PGS Office for processing at least a week prior to the planned absence.

Missed homework: Contact your student's teacher(s) and WSLP Certificated Teacher Advisor to make arrangements for missed homework and/or make up hours on-site. Assignments requested for a prearranged absence will be provided to the student or parent if requested five school days prior to the absence.

School Day Attendance for Extracurricular & Afterschool Events: Port Gardner students are encouraged to participate in afterschool activities such as sports, clubs and PTSA events. Each of these district-approved activities have specific rules & requirements established by the WIAA, coach, school administration, district policy and procedures that your student must follow. Students participating in extracurricular, co-curricular or any events at school must be in attendance the day of the event in order to participate. Any unusual circumstances allowing attendance at an event on the day of an absence requires principal approval.

Birthday Parties and Other Celebrations

We want birthdays and other celebrations to be happening within our Port Gardner family; however, we do not want anyone to feel excluded from the fun.

Please use the following guidelines for inviting to or celebrating with classmates:

1. For events during school hours, please plan on celebrating your child's birthday during our scheduled break or lunch time, not during class time. This allows teachers to provide the maximum instruction during our class time.
2. Bring enough treats for the whole class. Please remember that we have students and staff with allergies. All treats must follow snack guidelines.
3. When written invitations are involved please use your personal time to hand out invitations. Do not use the family mailboxes to distribute items of a personal nature. If invitations are to be distributed at school, we ask that all students in the grade/class are invited so that no one feels excluded.
4. In order to maintain the focus on learning and because of the limited number of class sessions with our schedule if October 31st is a school day we ask that students not wear costumes to class.

Breakfast and Lunch

Breakfast and lunch will be available to all students at no cost due to our participation in the federally funded Community Eligibility Provision. As part of the enrollment packet, students and families must complete the Family Income Survey. The Family Income Survey will help maintain funding for other programs that rely on free and reduced information. The information collected in the survey is 100% confidential and will not be used for any other purpose. Port Gardner students will not need to fill out a Free/Reduced lunch form.

Serving Schedule:

Breakfast is served from 9:00 am - 9:15 am. Sack lunches and breakfasts are available upon request in advance.

Lunch is served from 11:35-11:45. Mon – Friday. All Friday lunches must be pre-ordered through the PGS Office no later than Thursday.

Serving Guidelines:

- 1) Remain in the gym at Port Gardner until 11:35. This way as you arrive you will be able to go directly to the cafeteria.
- 2) Have your student prepared with the Student ID to enter
- 3) You may eat the lunch in the cafeteria or return to Port Gardner.

If eating in the cafeteria, we ask that everyone meet the following expectations-

- a) Walk at all times. Thank you especially, for teaching the little ones the importance of this rule.
- b) Form a line along the back wall near the cashier's station.
- c) Enter your Student ID number and wait for the cashier to let you know that she has your number.

- d) Take all required food items. If there are items you do not want, you can place them in the share bin on the top of the microwave. (This is available for any student who needs more food to take.)
- e) Remain seated except when needing to get an item such as napkin or silverware. To help keep our costs down, do not take more than you need.
- f) When you are finished eating; return to the gym for playtime so the high school classes are not disrupted.
- g) If you spill something, please clean it up or ask a staff member to provide assistance if it's a larger spill.
- h) When you finish, place all garbage in the garbage can.
- i) Please exit out the side door and not through the office to keep the flow of traffic going smoothly

Cell Phone Use

Cell phones can provide access to wonderful learning resources as well tools. However, when the use of the cell phone is not for educational purposes it can be a distraction or interfere with the learning environment. At PGS cell phones may be used as a learning tool when permitted by a teacher.

Students may not:

- text in class
- make a phone call or answer a phone call
- use Facebook, Twitter, Instagram, Snapchat or other social media
- take video or pictures of classmates and/or the instructor, unless given permission by the instructor.

In the event of an emergency the person needing to reach the student should contact the office for a message to be delivered to call immediately. The student would then be permitted to call.

Closed Campus Policy

All students are required to remain on campus for the entire school day. Students in their Junior year with 11 credits or more are allowed to leave campus for their lunch period only and must submit an Off Campus Form to the PGS Office.

Emergency Procedures

Each month we are required to practice emergency procedures including lockdown, earthquake and evacuation/fire drills for the continued safety of our students. While more often than not any situation has been a drill or false alarm it is important we practice each situation as though it is a real emergency. If you are present, follow the directions of school staff.

Earthquake:

- If you are inside: go to the safest place- desk, doorway, etc. and Drop, Cover, Hold on.
- If outside: move to a clear area avoiding power lines, trees, vehicles, buildings, signs and other hazards. NOTE: The fire alarm may go off due to the movement of the ground but you should not exit the building.
- Wait for the "ALL CLEAR" from School Staff or First Responders
- After it is determined clear you will be directed to the safest place based on the situation. This might include remaining in current location, moving to gym or cafeteria, evacuation to Sequoia Field or alternative evacuation site.

Emergency Procedures Continued:

Fire Alarm In the rare event of fire:

- EVERYONE must exit the building. Evacuation Routes are posted by exit doors.
- Report to the designated evacuation area. Typically, this would be the field in front of Sequoia. Students will line up with their teacher and will remain with them.
- PLEASE NOTE: Parents and siblings on campus should line up with the Office Staff.
- Alternative Evacuation Sites- In the event a fire prevents safe access to the field, designated alternative evacuation locations are
 - - Doyle Park (35th and Grand) or
 - - Norton Field (up the pathway to Norton Avenue)
- Staff carry a yellow emergency back pack and are in communication via radio.
- In a real event, staff will work with emergency responders to determine the safest plan. If it is determined to release for students for the day, we will have a formal check out procedure.

Lockdown There are two types of Lockdowns:

Modified Lockdown

Typically used when there is a situation outside of school or medical situation where the movement on campus needs to be restricted. In a modified lockdown all doors are locked, no one is allowed to leave their current location but regular instruction/activity continues.

Full Lockdown

- Typically used when there is a substantial safety concern or threat to the campus. For instance, a person with a weapon or intruder inside the campus.
- In this type of emergency our Law Enforcement Partners recommend the strategy of “Run, Hide, Fight”
- RUN If you are able to safely run away from the situation without crossing paths with the danger that is the first response.
- HIDE If you cannot get out of the area safely, hide in the safest location, and if possible place barriers in front of doors or window. Close blinds and make yourself as quiet as possible. Do not open the doors for anyone. If a fire alarm goes off, unless you have reason believe there is a fire you would NOT open the door for anyone.
- FIGHT As a last resort, fight the intruder.
- As details of the event become clear, staff or emergency responders will give further instruction.
- To help with communicating accurate information, we ask that staff, students and families only text that they are safe or where they are located. Do not communicate about the event especially on Social Media.
- No one will be allowed to enter the buildings.

Shelter in Place

- In the event there is a chemical or hazardous spill or air quality circumstance we would be directed to Shelter In Place. All doors and windows would be secured and ventilation system shut down. Students and staff will remain in the location that they are unless specifically directed by staff to respond differently.

Emergency Procedures Continued:

Student Release

- Whether a drill or real incident, if you come to pick up your child, you may find that the door is locked and you will not be allowed access. If we are evacuated to the field, please report to that area. If we are in a lockdown, for your safety, please return to your vehicle and if possible leave the premises. Please do not try and enter a building.
- In the event that the emergency is real, you will be contacted through our district Connect-Ed phone system, media and social media with specific directions on how to pick up your student.
- A drill typically lasts less than 10 minutes and doors will be opened as soon as it is complete.

Family Participation & Wearing a Volunteer or Visitor Badge on Site

The success of the PGS relies on dedicated and committed parent educators. To assist in facilitating this success, all families enrolled fulltime are required to fulfill two hours per month of family participation by choosing a volunteer opportunity. Every PGS adult that is on campus must fill out a volunteer online application with the Everett School District. The online application is on the Everett School District's main website:

<http://jobs2.everett.k12.wa.us/winocular/volunteer/>

Please make arrangements with the teacher in advance if you would like to volunteer in the classroom.

Volunteers:

- Check in and sign in at the PGS Office and get a Volunteer badge first if volunteering anywhere on campus.
- Wear the Volunteer badge at all times.
- Return the badge to the PGS Office after volunteering and sign out.

Parents Staying on Site During Class:

- Check in and sign in at the PGS Office and get a Visitor (if not volunteering) badge first if you staying are on campus.
- Wear the Visitor badge at all times.
- Return the badge to the PGS Office when leaving and sign out.

(Please note: Parents just dropping off students and leaving do not need to get a badge.)

Freedom of Speech

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is encouraged so long as it does not substantially disrupt the operation of the school or otherwise violate district policy or procedure. Students are expressly prohibited from the use of vulgar and/or offensive terms in classroom or assembly settings.

The location designated for our school is on the east side of the main building in front of our flag pole. The designated times for this are

- Monday –Thursday 8:00-8:15, 11:45-12:00 & 2:55-3:15
- Fridays 8:00-8:15 & 11:45-12:00

On Campus Guests

If you are planning to bring a guest to campus, please make arrangements in advance and get permission from the teacher and principal. All visitors must check in at the PGS Office when they arrive on campus, sign in and get a Visitor Badge. School aged guests are not permitted to attend PGS classes or school day events.

Leaving Campus/Loitering

Students are expected to be in class during the hours that are reflected on their individual schedules. Students are not to be on campus if they do not have a class. A student shall be expected to leave school property and grounds in reasonable proximity thereto, at the end of their school day unless permission to do otherwise has been granted by school staff.

Mentor Program

PGS welcomes new families and wants to quickly bring them up to speed on the resources, procedures and policies of the school. We have “seasoned parents” available to answer your questions and help guide you through. If you would like to be mentored, please contact the PGS office.

Picture Day

Each year an individual picture day and retake day will be scheduled. Please refer to the PGS annual calendar for specific dates and the picture ordering packet for current pricing.

Individual Pictures

- Each student will have a picture taken for yearbook. Families may choose to purchase individual photos by returning the picture packet to photographer by deadline. Picture packages will be printed only for students purchasing by the deadline. A School ID card will be provided for each student at no charge. ID cards will not be reprinted on retake day. Individual pictures will be taken outside of scheduled class times.

Retakes

- Retakes will be available for students who missed picture day or would like a new photo taken. Students wanting retakes need to return original picture packet or purchase a new picture packet.

Progress Reporting Days

One Friday each month is progress evaluation day. On this day there will be no access to the classroom side or library to allow teachers to complete progress evaluations. If you need have an emergency need, please check in with PGS office or Sequoia office.

Safety

Students in grades three and above are allowed to ride bicycles to and from school. Students are required to have helmets on at all times when riding bicycles, skateboards, etc.

Skateboards, scooters, roller blades, roller shoes and similar devices may not be ridden on district property. The district cannot be responsible for the loss or theft of these devices or any other student property. Students are responsible to secure all bicycles, scooters, etc. A bike rack is provided underneath the main stairs of Sequoia High School.

Shared Spaces

Port Gardner is one of three schools that reside on the same campus. We share with Sequoia High School and Online High School. The gym, cafeteria and some classrooms are shared on a regular basis for things like High school level PE, Orientations, Picture Days, Blood Drives, testing etc. While we work hard to keep schedules from conflicting there will be times that schedules or classrooms are changed to accommodate another program. We are asking for your flexibility on these days and to be aware that students and families may be asked to comply with the expectations of that particular event for safety and achieving the purpose for the change.

Staff Room

The staff room on the classroom side is reserved for PGS staff only. No students, guests, parent/guardians should enter the staff room. Teacher lunch is daily from 11:30-12:10 and teachers are not available during this time.

Student & Family Dress Code

Port Gardner students and parents may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not detract from the school environment or educational objectives, create a health hazard to the student's safety or to the safety of others, create intimidation or threat of violence. If the student's dress or grooming is objectionable under these provisions, the staff shall request the student to make appropriate corrections. Therefore, we ask that the following guidelines for dress for all students, siblings and parents while at Port Gardner School:

- Shoes: Flip flops should not be worn by elementary age students or younger siblings who play in the gym during break time, or are enrolled in PE classes (this is a safety hazard).
- Tank Tops: No tank tops unless the shoulder strap is 2 inches wide.
- No short, shorts: The fingertip rule is in place – the bottom hem of the shorts should not be shorter than the student's fingertips.
- No mid-drift showing- shirts should cover the full torso of the student.
- Undergarments: Undergarments should not be showing at all times.

Student Drop Off & Pick Up

PGS Office hours are from 9:00 a.m. to 3:00 p.m. Monday – Thursday and 9:00 to noon on Friday. Do not drop your student off before 9:00 for morning classes or before 12:15 for afternoon classes. Pick up for K-5th students at 2:15 and 6-12th students at 2:30 in the afternoon. If a student is still here at 2:45, he or she will be taken to Sequoia to wait for parent pick up. There is no staff supervision on Friday during lunch. Families are welcome to stay until noon on Friday but must supervise their own children.

Student Supervision

Parents/guardians are responsible for the supervision of their own children when they are not attending a class, including directly before or after classes. A parent may designate another adult to be responsible for his or her children; however, the child must know who is responsible for him or her. Please contact the PGS Office with the name of who you have designated as the responsible parent.

If a parent/guardian is not waiting in the gym for the student at dismissal the student must wait in the designated area in the gym or PGS office. The pickup location is dependent on where there is staff supervision.

Please note the following:

- **Outside the Building:** parents/guardians are responsible for supervising their students at any time when not in class.
- **Inside the Building:** All 6th grade & up students must be supervised by a staff member at all times.
- **Inside the Building:** All 5th grade & younger must be supervised by a parent before & after school and during lunch.

Teacher Contact

We welcome teacher/parent communication. If you need to meet with a teacher there are specific times set up for drop-in:

K-5 students Mon – Fri, 11:15 to 11:30

K-5 students Mon –Thurs, 2:15 – 2:45

6-12 students Mon – Thurs, 2:30 to 2:45.

Each of these times are dependent on the scheduled class days for that teacher. Meeting times are also available by appointment. There are several ways to set up an appointment with a teacher: the preferred method is to drop a note in an email (email addresses are listed on the front of this handbook) or, leave a note with the office staff.

Everett Schools & PGS— Services and Programs

Classes, Special Education and Extra Curricular Activities at Neighborhood Schools

Students who attend Port Gardner are eligible to take classes, and participate in extracurricular activities such as athletics and music through their neighborhood school. Additionally, for eligible student's special education services will be provided at an appropriate school site. You may contact your WSLP Certificated Teacher Advisor or the building principal for more information.

Special Education Services

Classroom-level supports:

If any member of a student's academic team is concerned about a student's language or motor development, behavior, or acquisition of academic skills the first step is to contact the student's classroom teacher or WSLP Certificated Teacher Advisor. The parent educator and classroom teacher can problem solve and develop strategies to support student learning.

Building-level interventions:

If classroom-level support is not effective and a student continues to demonstrate difficulties in language or motor development, behavior, or acquisition of academic skills, the student may be referred to the building-level Student Assistance Team (SAT). The SAT, including the parent, will work to identify specific areas of need, develop appropriate interventions, assist in the implementation of interventions, and review intervention data. Recommended interventions are documented over a period of 6-8 weeks and then reviewed by the SAT. If interventions are successful and student performance improves, the parent and classroom teacher continue to monitor progress. If interventions are unsuccessful and student performance does not improve, the SAT uses the intervention data collected to revise the intervention plan. The revised interventions are implemented for an additional 6-8 weeks. After this time, the SAT convenes again to determine if the revised interventions have improved student performance. The SAT may then choose to revise interventions again or recommend pursuing additional services.

Classes, Special Education and Extra Curricular Continued:

Federal programs:

504 Accommodation plans are provided for students with a documented medical diagnosis or disabling condition that presents a barrier to the student's successful participation in the educational setting. A team, which may include a parent, classroom teacher, counselor, and administrator, meet to discuss the needs of the student and develop any accommodations the student may need to allow them to successfully participate in the classroom. 504 plans are reviewed annually, or more frequently if needed, by the team. A 504 plan can be accessed through the counselor at Sequoia High School and Port Gardner School.

Special Education/Individualized Education Program (IEP) Services:

After all classroom and building level interventions have been unsuccessful resulting in inadequate student progress, a referral may be initiated for special education evaluation. A referral may be made by any member of a student's educational team. If a parent wishes to initiate a referral, they must submit their request in writing to the Port Gardner principal. The referral request should include the specific areas of concern, a description of interventions, and the outcome of the interventions. The referral will be reviewed by a Multidisciplinary Team (MDT) including the parent, classroom teacher, administrator, special education teacher, school psychologist, and any other related services staff appropriate to the referral made (SLP, OT/PT, Vision specialist, etc.). Within 25 school days, the MDT will determine whether there is enough evidence to suggest a disability may be present and whether or not to recommend a special education evaluation. Students meeting state eligibility criteria, demonstrating a need for specially designed instruction (SDI), and presenting with skills adversely impacting their ability to access instruction in the general education program are recommended for an Individualized Education Program (IEP). More information about the special education eligibility process and parent rights and responsibilities are located in the Port Gardner office or at the OSPI website: <http://www.k12.wa.us/SpecialEd/publications.asp>.

Port Gardner Dual enrollment process (Special Education Services and Port Gardner)

The following process will be followed for inquires about enrollment at Port Gardner:

1. The Port Gardner registrar will notify the Principal and School Psychologist that a student receiving special education services is inquiring about enrolling at PG.
2. The School Psychologist will obtain special education records for the student.
3. The Principal and the School Psychologist will review the records and determine what services the student will need based on the recommendations of the IEP team.
4. The parent contacts the student's current case manager to schedule an IEP team meeting and request that a representative from Port Gardner attend the meeting.
5. If the student's special education services can reasonably be provided by the student's assigned school for special education services and also be enrolled at PG, the registration process at PG can proceed.
6. Special services department will determine the location where services will be provided. The PG registrar will notify the parent to enroll the student in the special education services at the student's assigned school for special education services.
7. When the special education services are scheduled with the assigned school, the student's PG classes will be scheduled around those services.
8. The PG School Psychologist will confirm with the assigned school providing special education services that the student is appropriately enrolled.
9. The PG School Psychologist will provide copies of the student's accommodations to the PG teachers.
10. The assigned school providing special education services will notify the PG team of any changes to the student's IEP including changes in accommodations and invite the PG team to any future IEP or evaluation meetings.
11. The PG School Psychologist will maintain all special education records (including student accommodations) in the Sequoia office.

OnlineHS:

Students in grades 9 -12 are eligible for OnlineHS classes through Everett Public Schools. These classes will be part of the WSLP. To enroll, contact the high school WSLP Certificated Teacher Advisor for more information.

Running Start:

Students in the 11th or 12th grade are eligible for Running Start classes through the community college. You may contact the high school WSLP Certificated Teacher Advisor or the Sequoia Counselor for more information. Fall registration typically begins in February/March. There are important deadlines for forms and registration for each college. Please be sure to pay attention to those deadlines.

Sno Isle Skill Center:

Students in the 11th or 12th grade are eligible for Sno Isle Skill Center classes through the Everett Public School housed at the Sno Isle Campus in the Mukilteo School District. You may contact the high school WSLP Certificated Teacher Advisor or the Sequoia Counselor for more information. Fall registration typically begins in February/March of the previous year. There are important deadlines for forms and registration for each college. Please be sure to pay attention to those deadlines. There is school bus transportation from Port Gardner/Sequoia daily to Sno Isle.

Part time Enrollment:

Washington Administrative Code (WAC) 392-121-182 allows for part time enrollment of independently homeschooled students through alternative learning programs. You must fill out a Declaration of Intent to Homeschool and a Part-time Student Status Application. Part-time students are eligible for classes on a space available basis. Part time students must be enrolled in a core academic class.

Career/College Center

The Career Center is located in the Library at Sequoia High School. It is open Monday through Friday during posted hours and at additional times by appointment. Students can access career computer programs and other information about jobs, colleges, scholarships, financial aid, Sno-Isle and more. Students and families in grades 6-12 have access to Naviance. Please see your advisor for more information.

Counseling Service

Guidance counseling services are available for students at Port Gardner through the counselor at Sequoia High School. You may call 425-385-5110 to set up an appointment.

Graduation Requirements

Specific graduation requirements vary depending on graduation year; please refer to the Everett Public Schools website for specific requirements (webpage below). Your WSLP Certificated Teacher Advisor and our high school counselor are available to help with determining each student's graduation requirements. Please contact your advisor or call 425-385-5110 to schedule an appointment with the high school counselor. Students earning a diploma will receive a Sequoia High School diploma. For more detailed information about the Everett graduation requirements, please go to the following website:

<http://www.everett.k12.wa.us/everett/GraduationRequirement>

Probation/Exiting the Program

Families may be placed on contract for not following the Port Gardner School Guidelines.

Reasons to be placed on contract are listed below:

1. Failure to attend student learning plan meetings.
2. Failure to document learning through scheduled progress reports.
3. Failure to have weekly contact.

Families that are placed on probation will need to meet with the administrator to discuss the circumstances.

Students in Need of Clothing and Shoes

If your student is in need of shoes or clothes please contact your WSLP Certificated Teacher Advisor, the Sequoia Counselor or Principal to find out about available programs for free or reduced clothing and shoes.

Student Records

Everett Public Schools takes very seriously its duty to protect student records and privacy. Student transcripts and other education-related records are protected by multiple security measures. Only those teachers, administrators, and other staff who work directly with the student and have an educational need to know about the student have access to individual student records. Staff members are expected to maintain confidentiality about information contained in a student's records.

Vision and Hearing Screening

Vision and Hearing Screening dates will be determined in October. The purpose is to recognize, at the earliest stages, any deviation from normal so that the need for treatment can be determined.

Assessment

Students enrolled in the Port Gardner School are required to participate in state and district mandated assessments. The state assessments assess critical state standards, including higher-level thinking, communication, reasoning, problem solving and application of knowledge and skills in new situations. If a parent wishes to refuse testing for their student from the required State or District testing, he or she must first schedule a meeting with the Student Learning Plan Advisor and/or Principal to discuss options and the consequences of refusal. After meeting, if the decision is made to refuse testing, the parent submits the completed written refusal form stating the desired refusal. Any refusal is on a per test basis. Return the form to the Port Gardner School staff member with whom you met or the PGS Secretary PRIOR to the start of testing.

Please refer to the PGS Calendar for the specific dates

Kindergarten Assessment- Spring

K –2nd Developmental Reading Assessment (DRA)

1st- 8th i-Ready Math Assessment

3rd- 8th i-Ready Reading Assessment

3rd- 8th Smarter Balance (SBA) English/Language Arts (ELA) and Math

5th & 8th Next Generation Science Standards (NGSS) Assessment

7th-12th World Language Assessment- Allows students to earn high school credit and demonstrate competency in Reading, Writing, Listening and Speaking in a language other than English

High School Exams

- PSAT
- SAT
- SBA ELA and Math

Class Schedule K-5

Monday – Thursday		Friday	
9:15 -11:15	AM Session	9:15-11:15	AM Session
11:15 – 11:30	Parent Contact	11:15 – 11:30	Parent Contact
11:35-12:15	Lunch		
12:15-2:15	PM Session		
2:30-2:45	Parent Contact		

Class Schedule 6-12

Monday – Thursday		Friday	
9:15 -11:30	AM Session	9:15-11:15	AM Session
11:35-12:15	Lunch		
12:15-2:30	PM Session		
2:30-2:45	Parent Contact		

Early Release Schedule

Please refer to the Everett School District Calendar. We follow the High School Early Release Schedule.

Monday - Thursday	Friday (same as normal)
9:15 – 11:15 or 11:30 AM Session	9:15 -11:15 or 11:30 AM Session
No PM Session	

Late Start/Emergency Closure Schedule

Please refer to Everett School District’s website <http://www.everett.k12.wa.us>, listen for media announcements, view PSECS's Web site www.schoolreport.org or call our district information line 425-385-4636.

One hour delay: classes will begin one hour later than scheduled.

Two hour delay: a.m. session will be cancelled, p.m. session as usual.

This handbook is current as of June 30, 2020, please refer to handbook addendum for updated items.