



Meridian Parent Partnership Program (MP³) Handbook 2016-2017

Revised August 2016

Mission: The mission of the Meridian Parent Partnership Program is to develop lifelong learners by creating a supportive educational community that provides a wide variety of quality resources to parents in their role as the primary educator of their children.

It is the policy of the Meridian School District not to discriminate on the basis of race, color, national origin, sex or handicap in its educational programs, activities or employment policies. You can find the official policy and procedure (3210) at the district website (www.meridian.wednet.edu).

Inquiries regarding compliance with federal rules and regulations may be directed to Mr. David Forsythe, the District's Title IX Officer and Dr. Carolyn Jenkins, the District's Section 504 Coordinator.

Parent and Student Handbook

Meridian Parent Partnership Program (MP3) is an educational program designed to enrich the learning of children whose parents are their primary educators. It is operated by the Meridian School District.

Students are given the opportunity to choose from a variety of classes and workshops which support and supplement the parent's teaching. MP3 is governed by WAC 392-121-182, also known as the Alternative Learning Experience WAC or ALE WAC. This law requires that students in programs like MP3 have a written Student Learning Plan that helps plan and track the child's progress. In addition, students will be in weekly contact with a certificated teacher.

MP3 allows students to enroll part time. Although their parents continue to be very active in their education, students enrolled in MP3 part-time or full-time are considered public school students.

Thank you for taking the time to read and become familiar with the policies and procedures in this handbook. You will find answers to many questions here and we are always available to help you and answer questions!

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Overview:

Meridian Parent Partnership Program general information

Alternative Learning Experiences

Meridian Parent Partnership Program parents should be familiar with Washington State Law governing alternative learning experiences (WAC 392-121-182).

Public School Enrollment

Meridian Parent Partnership Program students are considered public school students. This allows the state to provide funding for their educational needs in the form of classes and resources to support the student's learning plan. Part time enrollment in MP3 is possible.

Requirements

There are several requirements of students and parents participating in Alternative Learning Experiences (ALEs) in Washington State.

According to Washington State Law (WAC 392-121-182) before a student enrolls in an alternative learning experience, their parent or guardian must read a statement about the difference between home-based instruction and enrollment in an ALE (MP3) and sign a statement that they understand the differences. This statement is included in MP3 enrollment paperwork.

All students must have a written student learning plan (SLP). This plan will be developed using our online data management system, WINGS. Your student learning plan coordinator (SLPC) will work with you in developing a SLP for each of your children. Completed SLPs are due before a student is considered enrolled.

Students are required to have weekly contact with certified school staff. According to the law, contact is "for the purposes of instruction, review of assignments, testing, evaluation of student progress, or other learning activities or requirements identified in the written student learning plan." This contact can take several forms and can include in person contact, email, telephone or other electronic contact. Weekly contact must be completed by 9:00 am on Wednesday to allow for appropriate record keeping and follow up. Contact between the parent and SLPC does not meet this requirement, the contact must be between the student and the SLPC.

There will be no contact time requirements or opportunities during MP3 vacations (Christmas, Thanksgiving and Spring Break), but one day holidays such as Veteran's Day will not affect the requirement for weekly contact with a certified teacher.

Students are also required to meet minimum requirements for educational time spent each week. Beginning in the 2015-2016 school year, the weekly hours required for full time students enrolled at MP3 are 27 hours for 1st-8th grade and 12 hours for part time kindergartners. ([Instructional Hours FAQ](#)). This amount is adjusted to correspond with part time enrollment and includes weekly contact time and all educational activities supported by the SLP during a given week. Student enrollment levels and estimated weekly hours are determined by the SLPC and parent during the SLP writing process.

Student Learning Plan Coordinator (SLPC)

Your family will be assigned a student learning plan coordinator who will work with each student in your family. Students will need to have contact with their SLPC each week in person or via phone, email or other electronic means. The SLPC will also evaluate each student's 30-Day SLP progress. Your SLPC can answer questions about MP3 and is a resource for you and your student(s).

Student Learning Plan (SLP)

The student learning plan (SLP) is the driving force behind your student's education for the year. It is completed online via WINGS. Parents work with their SLP coordinator to plan curriculum for each child. Our website has suggested class descriptions for each grade and subject area. These are templates for those who choose to use them and are by no means required classes. Parents are encouraged to edit and add to the suggested class descriptions as necessary to produce a unique SLP for each child. The SLP must list approved core curriculum you intend to use. Please see MP3 website for a current list of approved curriculum.

SLPCs will review and approve each completed SLP. SLPs must be in place before students can take part in any MP3 activities, classes or access curriculum and instructional support. There are specific instructions for how to complete a SLP on the school website and in Appendix D. Please note that no paid work hours can be included in the SLP and any online resource (50% or more of the curriculum is electronic) must be accompanied by a text.

Please note that religious instruction or materials may not be included in the SLP or used to support the minimum education hours as these hours are considered "public school hours" (time in school funded by public funds). Families may use any materials they choose for hours not counted towards the minimum educational hours each week. "Religious Instruction" is time spent directly promoting one religion over others and cannot be used to support the minimum educational hours each week.

State law requires all full-time K-8 students to participate in PE each year and to complete a Washington State History class by the end of 6th grade. State law also requires that students complete a Washington State History class between 7th and 12th grade. Many students choose to meet this requirement in their 7th or 8th grade year before transitioning to high school. Your SLPC will work with you to determine how to best fit these requirements into your student's SLP.

All Student Learning Plans must include goals for the four core areas (**Math, Reading, Social Studies, and Science**) and **PE**. Estimated class hours may vary depending on the nature of the class and needs of the student. Estimated class hours are determined by the SLPC and parent during the SLP writing process. The range of hours found in a typical SLP would be:

Kindergarten (total of 12 hours weekly)

- Language Arts: 5-6 hrs. (reading, writing, spelling, grammar, communications, keyboarding)
- Math: 5-6 hrs.
- Social Studies: 1 hr.
- Science: 1 hr.
- PE: 1 hr.
- Other Electives (art, drama, music) 1 hr.

Grades 1-8 (total of 27 hours weekly per full time student)

- Language Arts: 8 - 10 hrs. (reading, writing, spelling, grammar, communications, keyboarding)
- Math: 5 - 8 hrs.
- Social Studies: 2.5 - 5 hrs.
- Science: 2.5 - 5 hrs.
- PE: 2.5 - 5 hrs.
- Other Electives (art, drama, music, robotics) 2.5 - 5 hrs.

Parent/Guardian 30-Day Review of the SLP

The parent and a MP3 teacher must review the SLP once every 30 days. Parents may login to WINGS anytime between the 1st and the 10th of the current month to complete a review for the last 30 days. The review is due by 5pm on the 10th (or the prior business day) except September (see school calendar). Reviews must include a LIST OF LEARNING GOALS from the SLP that were worked on or completed as well as a summary of the TOPICS, ACTIVITIES and ASSESSMENTS and any areas of concern for the previous 30 days' work in that class (please see Appendix B for sample entries). The first 30 day review of the SLP is due in September – Although classes have just begun, please list the goals started and describe the first two weeks' activities. The beginning of the year is a great time to set goals, please include any pre-test, timings, or other evaluations.

The student's SLPC will review the comments and may refer them back to the parent with specific questions if they need additional information. The SLPC will email their review to the family each month. The student must respond to indicate they have received the review by the end of each month.

The parent and a MP3 teacher will conduct a review of overall goals completed during the months of February and June. February is a mid-year review of goals to determine if approximately 50% of the goals have been worked on or met. June is an end of the year review of goals from the SLP to complete the class.

Attendance and Tardiness

Students participating in the Meridian Parent Partnership Program are expected to complete weekly contact requirements; however illness, emergency, and other family situations will sometimes arise. Email, other electronic means or phone contact options can be utilized in each week in which there is an absence, even if your student usually has face-to-face contact with their SLPC. Extensive out of state stays may affect a student's ability to remain enrolled. In the event of missed weekly contact, the following rule of thumb applies: one missed weekly contact will result in a reminder email, the second missed contact in a month results in a phone call. A third missed contact will result in administrative intervention. A fourth missed contact requires us to unenroll the student from MP3.

The MP3 Principal will discuss attendance issues with the parent or guardian of any student with regular tardiness or absences. Failure to improve attendance problems may result in dismissal from MP3.

Overall Determination of Satisfactory or Unsatisfactory Progress

Based on weekly student contact and a review of comments from parents and any campus teachers, the SLPC will make a determination of overall satisfactory or unsatisfactory progress each month.

Unsatisfactory Progress

A student may be noted as having made Unsatisfactory Progress in any of the following situations.

1. Missing two or more weekly contacts with their SLPC
2. Missing excessive campus classes
3. Making inadequate overall (not just in one class) academic progress.
4. Not meeting minimum educational hours established in written SLP:
Part Time (.5 FTE) Kindergarten: 12 hours per week
Full Time (100% or 1.0 FTE) 1st-8th grade: 27 hours per week
5. Not meeting deadline of the 10th of the month for 30 day review reporting

If a student is determined to have made unsatisfactory progress for a month, an intervention plan is implemented to help the student meet progress. The intervention for a student's first overall unsatisfactory will be a second weekly contact via phone or other appropriate intervention as determined by the SLPC and school administration.

If a student makes unsatisfactory progress two months in a row, the student and their parents will need to meet with a team to evaluate their placement and create a plan of further intervention. This intervention

can include increasing the frequency, duration or method of weekly contact or modifying the learning goals or number of course in the student's plan.

If a student makes unsatisfactory progress for three months in a row, they will be withdrawn from the program. See Appendix F for detailed information about satisfactory progress.

Annual Assessment

Annual State Assessment (Required)

All 3rd-8th grade students enrolled in MP3 (Alternative Learning Experience) must be assessed at least annually, using the state assessment for the student's grade level in English Language Arts and math as well as science (5th & 8th grade only) per WAC 392-121-182, Sec (9) (a) The annual assessment is administered each spring at the MP3 campus or local resident districts per inter-district agreement.

**All students are included in the district's accountability measures, including "refusals" or "no shows" which are calculated as a "0" score which significantly impacts our overall school report card. Thank you in advance for your participation in the annual state assessment!*

District Assessments

K-2nd Grade: Meridian Primary Assessment (MK2)

3rd-8th Grade: Measurement of Academic Progress (MAP)

Credit Request

Washington State History credit can be earned in 7th or 8th grade for students using district adopted high school level curriculum in this subject. Families desiring credit for classes should work closely with their SLPC when writing the initial SLP to document the intent to pursue credit. All classes being taken for credit must have a "Credit Request Form" filed at the start of the semester. This form will include the specific requirements for the classes, including required assessments. Assessments required for credit conferring classes must be proctored in-person by a MP3 certified teacher. The cost of proctoring these assessments varies and can be supported using curriculum and instructional support for the student. In addition to required assessments, the student must submit a portfolio with 10 work samples and an hours log documenting 75 hours for each half credit.

Enrollment Level

A student's enrollment level is based on the average number of hours per week the student will engage in activities related to their SLP. The SLPC consultant will work with parents and students to determine the level of enrollment appropriate for a student's SLP. All enrollment is based on a percentage of full-time enrollment (FTE) and will be calculated in increments of 10%. The average hours for full-time enrollment at each grade level are listed below:

Part Time (50% or .5 FTE) Kindergarten: 12 hours per week

Full Time (100% or 1.0 FTE) 1st-8th grade: 27 hours per week

Kindergarten and 1st Grade Enrollment

Children who are five years old by August 31st may enroll as kindergartners (no mid-year kindergarten enrollment). A student must have 450 documented hours of kindergarten or be age six on August 31st to be eligible for first grade enrollment. If the child's birthday is within one month of the deadline, parents have the option for the student to be tested in-person by a MP3 certified teacher to determine readiness for the grade level. Parents are responsible for the cost for this assessment.

"Campus" and "Extension" Programs

Campus: Students enroll in classes provided by MP3 and are supported with curriculum and instructional support (CIS). Students in the Campus Program are provided less CIS as the costs associated with offering campus classes come from the campus program budget. A student's family needs to have 90 days of homeschooling experience which can include home-based instruction or parent partnership participation before they can enroll in the Campus Program. This requirement is waived for kindergarteners.

Extension: Students do not enroll in classes provided by MP3 and are supported with curriculum and instructional support (CIS). After general registration, students in the extension program may enroll in any campus class with open seats after the first day of campus classes. A student is limited to one such class and will have a reduction of \$150 in their allowed CIS each semester for the class.

Shared Enrollment with Other Schools or Programs

Meridian Parent Partnership Program desires for each student to pursue the education opportunities most appropriate for them. To accomplish this, we allow part-time enrollment so students may also enroll in classes at a traditional school, maintain home-based status and/or educate using the materials they wish. To avoid duplication of efforts and ensure good stewardship of state funds, we do not share FTE with other ALEs. Part-time enrollment significantly affects a student's Curriculum and Instructional Support.

Private School Enrollment

Any enrollment at a private school affects the percent a student may enroll at MP3. Please consult with your SLPC if your child is enrolled at a private school.

Athletics Eligibility

According to the Washington Interscholastic Activities Association (WIAA) handbook (rules 18.5.2, 18.5.3 and 18.5.4), students enrolled as either full-time alternative education students or home-based students, may participate in sports at their school of local residence. For more information please see the WIAA handbook available at www.wiaa.com.

Internet Accessibility

Although you are not required to have home access to the internet to participate in MP3, it is strongly encouraged. The main office and our SLPCs routinely communicate via email to parents and students. If you DO NOT have regular access to email please inform the office. You will need to access your student(s)' SLP online once a month to enter the 30 Day review. You will also need to create your student(s)' SLP in the fall online. There is a computer lab available at MP3 for parent and student use during non-class hours.

WINGS – Data-Management System

To facilitate our compliance with state law, we use an online data management system called WINGS. You can access our WINGS site at www.wingsnw.com/wings/mppp. Parents will use WINGS to personalize the student learning plan and enter 30-Day Reviews each month. Parents can also check Curriculum and Instruction Support, review their library account, and search for available library materials on WINGS. Your family will be assigned a username and an initial password. Please change your password after you login for the first time. Please see Appendix D for WINGS instructions.

WINGS has student schedules, announcements/news, and a directory of MP3 families. Each family is asked to login to WINGS to select which contact information they would like made available. The default is "private" with no contact information available. Contact information from WINGS should not be used for any commercial purpose.

School Website

Our school website is www.meridian.wednet.edu/mp3. You can find many forms, resource links, a

school calendar and announcements there. Please visit the school website and become familiar with the resources and information.

Resources

There are a variety of resources available to MP3 families and students including online subscriptions (some require a fee), memberships to a variety of online resource sites and research tools. Check the website and WINGS for annual subscription information and login information.

Sign in for Campus Visitors and Drop-Off Students

All visitors and drop-off students are required to sign in when on MP3's campus for classes or any other events. The sign in table is located in the hall outside of the MP3 office. The sign in sheet allows us to account for everyone in the case of an emergency – please be sure to sign in and out!

Drop-Off Students

Students who are in grades K-8 may be dropped off at MP3 for classes. The Campus Drop off Agreement is available on the MP3 website. Drop off students must also sign in and out of campus and need to be in designated areas at all times.

Curriculum and Instructional Support (CIS):

Curriculum and Instructional Support is designed to allow materials and resources to be selected for individual students based on the goals in their student learning plan. The level of CIS for each student depends on the percent of enrollment and whether they choose to take classes on campus (“Campus”) or not (“Extension”). Full time students are provided full Curriculum and Instructional Support; part time students are provided CIS at a prorated level based on their percent of enrollment.

MP3 uses CIS to support the goals of the Student Learning Plan. Requests for use of Curriculum and Instructional Support will be evaluated for alignment with the student’s SLP. Families should login to WINGS early in the year to verify correct levels of CIS. Errors over or under expected amounts should be reported to the SLPC. In the rare case of an error, MP3 must adjust the amount which may result in a smaller amount available than originally indicated.

Please note that CIS is public money and cannot be used for private benefit. This fund can be used to support the Student Learning Plan in order to meet state and district standards.

Determining Curriculum and Instructional Support (CIS)

We have budgeted carefully to be good stewards of state funds and have direct, fixed expenses for each student in the program. The only discretionary portion of our budget is CIS. We receive funds directly from the state and if a student enrolls part-time, we receive reduced state funding which results in a direct reduction of the amount we have available for CIS for that student. CIS levels are based on percentage enrollment in MP3. Students will qualify for the following CIS for the 2015-2016 school year:

Annual CIS Based on Student FTE (% Enrollment)		
FTE (Kindergarten)	Campus	Extension*
.50	\$250.00	\$500.00
.40 and below**	None	None
FTE (grades 1-8)	Campus	Extension*
1.00 (full time)	\$500.00	\$1000.00
.90**	\$150.00	\$600.00
.80**	None	\$400.00
.70**	None	\$200.00
.60 and below**	None	None
* Extension students may enroll in one campus class (CIS reduced by \$150 per semester)		
** FTE is based on the number and type of classes in the SLP		
*** Students must be enrolled at 80% or more to enroll in campus classes		

MP3 receives funding from the state on a monthly basis based on each month’s enrollment. For this reason, we limit the amount of CIS that is available to support a student’s plan to half of the CIS for the year per semester. This is consistent with supporting student learning throughout the entire school year and protects the district from spending in excess of the amount generated by a student’s enrollment. If this is a hardship for your family, please discuss it with your SLP coordinator.

Important Notes on Use of CIS

- 1) CIS is state money and cannot be used for private benefit.
- 2) CIS cannot be used to duplicate learning that has already taken place.
- 3) CIS use must directly relate to the SLP goals and be listed in the SLP (or 30-Day Review)

We realize and fully support the educational use of a wide variety of items. Being mindful of all the materials a student needs over the course of the year, we have the following annual limits on selected types of materials to use as guidelines. Please link a class and specific goal to material items when requesting learning material with Curriculum Instructional Support (CIS). If you have any questions, please ask your SLPC.

Materials	Limit
Educational Manipulatives	\$200 per student
Art supplies and equipment (paint, paint brushes, clay, fabric, easel, etc.)	\$200 per student
Musical instrument and related supplies	\$200 per student
Sports equipment (Items that could be found in a school PE closet)	\$200 per student

Accessing Curriculum and Instructional Support

MP3 uses the purchase order (PO) process for CIS material purchases made in support of SLPs. We cannot reimburse families for any expenses. PO requests must be approved by the SLPC and our office staff to ensure the purchase supports the SLP, complies with school policy and is does not exceed CIS limits before a material purchase can be made or services can begin. Please see Appendix E for CIS guidelines and Appendix G for a flowchart of the purchase order process.

All requests for CIS support must be accompanied by the learning goal to be met with the item.

Materials or Services Requests: Families may submit requests for MP3 to purchase materials or services using CIS in support of their SLP(s). Check the school website for a list of vendors who accept purchase orders from Meridian School District. If you would like to request materials from a vendor who is not listed please check with your vendor or MP3 staff to determine if a purchase order is possible. Items purchased with POs must meet the requirements listed in this handbook. There is a \$50 minimum on all materials requests. The last day to request materials is the first day back after Spring Break of each year. See the school website for a list of the Instructional Service Providers (ISP) currently approved as well as additional information about requesting services or the flowchart in Appendix G.

CIS Tracking

Each family has access to CIS information on WINGS including a history of the year’s resource support.

Delayed Purchase Orders

Accessing CIS assumes that the requirements of participation in the program are being met. Late or missing paperwork/documentation, excessive absences, failure to maintain the average educational hours or other issues may result in a delay in accessing CIS until the situation is resolved. MP3 staff will make a reasonable effort to contact the parent or guardian in an attempt to resolve concerns so that no delay occurs. MP3 secretaries are required to return requests to a parent or guardian if program or documentation requirements have not been met.

Library Check-Out

Items purchased with CIS (state funds) are recorded into the WINGS library. Please note that library items are property of MP3 and must be returned to the library at the end of the school year or when the item is no longer needed so other students can receive the same educational experience. Lost or damaged items may be subject to a fine. (WAC 392-121-182, Sec 6(h)) See the library check-out flowchart in the handbook appendix for more information.

Non-Consumables

Many items provided to support the learning goals identified in the SLP may be non-consumable. Non-consumables are items that retain their value and usability after they have been used by the student who initially requested the item. Non-consumable items are the property of Meridian School District, and must

be marked as such at the time of purchase. Items must be returned to MP3 when a student has completed the activity/class, withdraws, or when requested by MP3 staff.

It is important to note that a parent **may not** choose to “purchase” a non-consumable from the program; state law requires that such items remain the property of MP3 until they are disposed of through a state-mandated surplus process. Please plan in advance, if you believe you will want to retain possession of a non-consumable item, do not request that MP3 purchases the item using CIS. Purchasing with private funds is the only way to retain possession of such items.

Families may not give away or make a profit from MP3 provided items.

Families are responsible for shipping costs to return non-consumable items to MP3 when they have finished with the item(s) or leave the program. CIS may be used to cover shipping costs, if families have available CIS in their WINGS accounts. Shipping can be arranged by contacting your SLPC and/or the MP3 library.

Consumables

Some items purchased are not useable by more than one student. These items are considered consumable. The following are some examples of non-consumables and consumables; it is by no means exhaustive, so please ask your SLPC if you have any questions.

Consumables	Non-Consumables
Workbooks (50% or more used)	Teacher Edition of textbooks, student textbooks and reading books
Art supplies (ie: paint, clay, yarn)	Tech equipment (ie: microscopes)
Science kits with materials that are "used up"	Reference books
	Math manipulatives
	Educational Manipulatives (ie: board games)

Instructional Materials

In accordance with WAC 392-121-182, through Curriculum and Instructional Support, MP3 provides materials “consistent in quality” with those available to the general population of students within the district. Instead of dictating the specific materials a student may use, MP3 allows parents to work with the SLPC to choose the materials most appropriate for their student.

Core instructional texts that are used need to be approved using our Instructional Materials Committee (IMC). A core instructional text is something that is used to teach the majority of a course. Supplemental materials do not need to be approved. A list of already approved texts is available on our website. If your chosen text is NOT already on the list, there is a three-step process for approval:

1. Review the text with your SLPC using the review form on the website.
2. Submit completed IMC form.
3. IMC reviews the text and the family is notified of the final decision.

If the IMC approves the text, the text may be supported with CIS. Families will be contacted by their SLPC after the IMC meeting regarding the status of their textbook request. If the IMC does not approve the text, it will be returned to the vendor or family (if it was purchased with private funds and provided to the IMC)

Materials that require or include religious instruction may not be purchased with public funds. In addition, the time that each student spends in support of learning plan goals must be free of religious instruction, as these hours are considered “public school hours” (time in school funded by public funds).

All non-consumable items must be returned to the program when you are finished with them or your family leaves the program. It is the responsibility of the family to return all non-consumable items to MP3 so that other students can have the same educational experience.

Each item provided with CIS must clearly be identified in the SLP class description, PO request AND directly support the learning goals of the class in an identifiable manner.

Lost non-consumable items will be assessed a fee and need to be paid for with private funds. To comply with legal requirements, the parts of any broken non-consumable items need to be returned to MP3.

General Information:

Curriculum and Instructional Support (CIS) Guidelines

Most students will be eligible for CIS. Since MP3 operates a “Campus” program and an “Extension” program, the level of CIS available per student for a given program will be based upon the specific overall enrollment figures for each program at semester start-up. Thus there is no guarantee that CIS will remain the same level from one semester to another. CIS provides for curriculum, materials, manipulatives, and resources necessary to accomplish the goals set forth in the written student learning plan (SLP). Note: Kindergarteners are eligible for half of the CIS provided to a grade 1-8 student.

1. CIS may be used to support material purchase order/vendor billing.
2. CIS cannot be used to support services such as private lessons or field trips.
3. MP3 CIS cannot be used toward another district’s ALE program.
4. Public funds such as CIS cannot be used for private benefit. For example, even though painting a fence or bedroom can be a learning experience CIS cannot provide the paint, painter, or scaffolding.
5. MP3 adjusts by whole months the level of CIS for those students entering the program after the first day of the school year. These adjustments are made based on whether or not the student is enrolled by the first school day of a given month.
6. The level of CIS for part-time students is set according to the table on page 10 of the handbook.
7. The level of CIS is determined based on each student’s enrollment but is available by family.

CIS Guidelines Considerations:

1. MP3 uses CIS to support materials listed in the SLP in WINGS. For each class you create using “add offsite class” include in the “Learning Materials” box what you will be using (curriculum, CDs, PE equipment, etc.) to help your student attain the learning goals. Once the class is approved, you may request that these items are provided through CIS. The month you use these textbooks or supplies, please list them in your monthly review of the class.
2. All materials supported by CIS must be approved by the SLP coordinator or other authorized school staff. The item must directly support a SLP goal.
3. Consumable items (i.e. items that have no more useful life after the student uses them) do not need to be returned to the MP3 library. Examples would be science supplies, or a workbook. Some consumable items may yet have usefulness, are the property of the district and must be returned.
4. Non-consumables (i.e. items that still have useful life) are the property of the Meridian School District and must be returned to the MP3 library when the family leaves the program or no longer needs them. This includes any “durable” item such as library & reference books, teaching supplies such as math manipulatives, globes, whiteboards, and any resource purchased with CIS.
5. Minimum purchase order request is \$50.
6. **CIS may be used to support services such as group PE classes or group tutoring. See Appendix G for more details.**
7. Please see additional information in the CIS section of the handbook.

What may be supported with CIS?

1. Curriculum (books, workbooks, etc.), materials, manipulatives, and electronic resources required to reach a learning goal, listed in the SLP, and approved by the SLP coordinator. Reading books used as instructional material (written in, etc.).
2. One musical instrument every three years is allowed per student. There must be specific, measurable learning goals in the SLP supporting the use of the instrument. Instruments are non-consumable and are the property of MP3. Musical instruments are subject to \$200 annual limit.
3. Rhythm instruments, sheet music, music workbooks, and books about composers (subject to \$200 annual limit) A good rule of thumb is if you would find the item in a school music classroom, it is supported.
4. One ream of paper for home printers is approved per student per year
5. Up to \$10 of batteries per family/per year. (please link to class/goal in the PO)
6. Ink cartridge-one black ink cartridge per family to print curriculum on home printer.
7. Annual testing such as the Iowa Test of Basic Skills, or MP3 portfolio
8. Non-consumable, non-personalized sports equipment such as basketballs, soccer balls, jump ropes etc. A good rule of thumb is if you would find the item in a school PE closet, it is supported. Specific, measurable learning goals to support the item must be in the SLP. There is a \$200 per year limit on sports equipment. This limit does not include admissions, lessons or club sports.
9. Up to \$50 of consumable gardening supplies per year per FAMILY. This would include seeds, samples of types of soil, fertilizer etc. This is NOT intended to be a family-sized garden and must be linked to a specific class and learning goal.

What may NOT be supported with CIS?

1. Individual lessons, individual tutoring, or field trips
2. Consumable, general school supplies that would typically appear on a "back to school" supply list (markers, colored pencils, pens, pencils, notebook, binder, notebook paper, folders etc.)
3. Guitar strings, reeds, violin rests etc. (these items are considered personal items)
4. Lego play sets
5. Wii games and equipment (technology changes frequently so these items become outdated at a high frequency rate)
5. Hardware (cook pans, tools, mp3 players, computers and related hardware/equipment or system upgrades, cameras, digital projectors, bulbs for projectors, televisions, game systems, etc.)
6. Any online access hardware & software systems and installation, (i.e., modems, cabling, satellite dishes, mobile systems, Wi-Fi antennae, network cabled multiple access systems)
7. Sectarian materials of any kind. Any materials that promote one religion over another
8. An expensive version of a simpler item
9. Personalized sports equipment (shoes, jerseys), carry bags, and backpacks
10. Animals or animal supplies – even if they are part of a science experiment or 4-H project
11. Food items—even if they are used for a nutrition or baking project
12. Not allowable high-risk learning activities
13. Books that can be checked out of the library and are just to be read
14. Non-consumable gardening supplies such as raised bed or fence materials, tools, wheelbarrows, greenhouses, etc.
15. Materials that have not been requested by the first day after Spring Break

Procedures:

This section details some of the specific Meridian Parent Partnership Program procedures that you will need to understand throughout the year. As the parent or guardian, you are most interested in educating your student, without paperwork getting in the way of accessing the many resources available. To help you focus on your student, we strive to keep the paperwork as minimal as possible while also maintaining reasonable accountability measures. The policies in this section attempt to maintain this balance.

Academic Calendar

The school year begins in September and goes through the end of June. While MP3's calendar is similar to the Meridian School District calendar, weekly contact and monthly review requirements necessitate certain modifications. See the end of the handbook or our webpage for our academic calendar. Please contact your SLPC or the MP3 office if you have any questions.

Behavioral Expectations

It is expected that all Meridian Parent Partnership Program students, siblings and parents will abide by all MP3 rules while on campus or at any MP3 sponsored/coordinated event. All MP3 staff have the authority to redirect behavior; specific concerns shall be addressed to an administrator. Please see Appendix A for more details. Excessive problems in this area will result in a student's or family's dismissal from MP3.

School Pictures

There will be student and group photo opportunities through a commercial provider each fall. Siblings of students are able to take advantage of the group rates this provides. When you enroll your student, you will have the option of allowing pictures taken of them in the course of their participation at MP3 to be published in brochures, on the web or other means.

Accessing Special Education Services

Following Federal and State guidelines regarding Special Education services, MP3 will coordinate with the appropriate school in the Meridian School District or the student's home district to provide the student access to evaluation or needed services. This may require a "Shared Full Time Equivalent (FTE) status" and affect the student's CIS.

Internet Use and Safety

All students and parents working on a MP3 computer, or using online courses offered through MP3 must read and sign an internet use agreement. There is no substitute to strong parental supervision to assure a student's safety while online. It is up to the parent/guardian to safeguard the student; please let us know how we may help you in this area.

Email Group

There is an email group for families enrolled in the Meridian Parent Partnership Program. Meridian Parent Partnership Program utilizes the email list to more efficiently and quickly communicate with our families. Please be sure to keep the office and your SLPC updated with any changes in your email address or other contact information.

Meridian School District uses SafeSchools Alert System

Safety is one of our district's top priorities. We now use SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone:** [855.977.0973](tel:855.977.0973)
2. **Text:** [Text your tip to 855.977.0973](sms:855.977.0973)
3. **Email:** 1449@alert1.us
4. **Web:** <http://1449.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1449.alert1.us>.

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Appendix A

General Expectations for Campus Families

Expectations for students and families:

1. Treat others with courtesy and respect.
2. If your family is ill, please stay home.
3. We have “quiet hallways,” please find a room if you need to chat.
4. No running or rough-housing.
5. An MP3 adult must accompany any child/student(s) when outside.
6. If you have a concern with another parent, student or teacher, please talk with them privately to resolve it first. After doing so, please speak to MP3 administration if needed.

Parking Lot:

1. Please observe the speed limit of 5 MPH in the parking lot and watch for pedestrians.
2. Please do not park in the fire lane/drop-off loop.

Daily Site Attendance:

1. Visitors and parents of drop-off students are required to sign “In” and “Out” each time they are on campus.

Food:

1. With a teacher’s supervision as part of a class, food may be allowed in classrooms. Please be sure to completely clean up.

Dress Code: Clothing with sayings, symbols, or trademarks etc. of an illegal or inappropriate nature are not allowed. Bottoms should extend below the fingertips of lowered arms and no spaghetti straps are allowed. Shirts and shoes must be worn at all times.

Hallways: Please do not loiter in hallways to visit with others. Hallways are to be quiet so that the learning environment is not interrupted. All children must be supervised at all times - CHILDREN ARE NOT CONSIDERED TO BE SUPERVISED UNLESS THEY ARE IN YOUR LINE OF SIGHT.

Cafeteria Lunches: School lunches are available - please check in the office for paperwork, monthly menus, lunch accounts and to pre-order.

Appendix B

Sample 30 Day Reviews

The 30 day review you submit each month for each class is used to help determine satisfactory process for your student(s). Each 30 day review should include:

1. A list of the learning goals that were worked on or complete during the month
2. A description of how you worked on these goals including topics, activities, and evaluations

Including learning goals list in your review

Satisfactory progress for each class is determined by working on or completing approximately 10% of the learning goals each month. It is important that you copy and paste the specific goals you have worked on each month from your SLP directly into your 30 day review. If a learning goal is not included in the SLP it cannot be counted towards the 10% expected to meet satisfactory process. Learning goals can be added to the SLP at any time. Contact your SLPC if you would like to add or otherwise edit a SLP.

Questions to consider when writing the description of learning for you month end reviews

1. What learning goals from the SLP were worked on or completed this month?
2. What topics and/or skills were covered this month?
3. What activities (papers, projects, experiments etc.) did the student produce this month?
4. What evaluations (discussions, daily work, quizzes, tests) did the student participate in this month and how did he/she score on the evaluations?

Sample SLP month end reviews needing more details or missing learning goals

Seventh Grade Math (Description needs more detail)

7.1.E Solve two-step linear equations.

7.1.F Write an equation that corresponds to a given problem situation, and describe a problem situation that corresponds to a given equation.

Plugging along on chapter 4

Seventh Grade Math (Learning goals not listed)

Will did daily work from his pre-Algebra book and took a quiz each week. He redid any problems missed on the homework and quizzes and took one chapter test that he scored 97% on. He is struggling a little with imaginary numbers and we are looking on line for resources to help him with that topic.

First Grade Reading (Learning goals not listed and description needs more detail)

Read some books and visited the library

Sample SLP month end review with sufficient details and listed learning goals

Class: Third Grade PE

GOALS: 1.1: Develops motor skills and movement concepts as developmentally appropriate. (hop, skip, jump, run, balance)

1.2: Acquires the knowledge and skills to safely participate in a variety of developmentally appropriate physical activities. (rules, procedures, proper use of equipment, cooperation)

TOPICS: Basketball skills, rules & team work

ACTIVITES: Kira is learning how to dribble and pass with her team. She continues to practice shooting baskets from the free throw line.

ASSESSMENTS: She is improving her skills and shows wonderful sportsmanship. She even made 6 points for her team during her first game!

Class: Fifth Grade Science

GOALS: 5) Analyze how the parts of a system go together and how these parts depend on each other.

TOPIC: Sam continues to study electricity and circuits this month.

ACTIVITY: Sam is creating a quiz board that makes the light bulb light up when the user matches questions and answers correctly. He also reads a chapter a week in his science book and answers the chapter questions. Weekly we discuss current world events that have to do with science.

EVALUATION: Sam has done well constructing the circuits on his quiz board. He answers chapter questions in his book with avg. 85% accuracy and corrects the ones he misses. He enjoys reading and discussing current events, but needs help in seeing the implications of some of the science advancements we read about.

Appendix C

WINGS Instructions (WINGS URL: www.wingsnw.com/wings/mppp):

Username and Password: Assigned by MP3 secretary upon enrollment. Parent/Guardian may change their password under the “Preferences” link.

Resources available using WINGS: CIS tracking, news, calendar items, library items, and a family directory

Documentation tasks completed using WINGS: Creating initial student learning plan (annually), class selection and sign-up (for “campus” students) and learning plan review (every 30 days)

Creating a Student Learning Plan (once a year):

PLEASE NOTE: *Wings will time out and your data will be lost if you are away for 20 minutes without working. Please save your work (button at the bottom of the page) often or if you will be leaving the computer.*

1. Login at: <https://www.wingsnw.com/wings/mppp>. Login information is available from the office.
2. When logged into WINGS, click on “Choose Student” in the green column on the left. Please double check that “2017” appears as the year and that each of your students’ grades are accurate.
3. Choose the student you will be starting with.
4. Once on their individual learning plan, click on “Add Offsite Class”
5. Enter “Class Title” and “Subject”
6. In the “Class Description” box, you may
 - a. Enter your own description and list of materials, including specific curriculum OR
 - b. Copy and paste from “STANDARD LEARNING PLANS” on our website
7. For “Learning Materials” please list the resources that will be used to complete this class. You do not need to list each individual item, but instead may list general categories. For example, “math manipulatives” or “painting supplies” are sufficient. Specific core texts should be listed.
8. For the “Learning Goals/EALRs” box you may
 - a. Use goals from “STANDARD LEARNING PLANS” on our website OR
 - b. Write your own goals based on your specific curriculum (minimum 10)
9. All classes must include curriculum/unit specific goals and a list of state standards met by the class (these can be EALRs for the subject area listed in the standard learning plans)
10. Curriculum/unit specific goals must be numbered for ease in reporting monthly progress
11. For “Methods of Evaluation” and “Learning Activities” boxes you may:
 - a. Enter your own choices OR
 - b. Copy and paste from our templates
12. We ask for **at least three specific methods of evaluation** for each class and that satisfactory progress is defined as meeting approximately 10% of the learning goals each month.
13. At this point, you may “Save as Draft” to come back to it later or “Submit” it to your SLPC.

Campus Class Selection:

1. Login at: <https://www.wingsnw.com/wings/mppp>. Login information is available from the office
2. Be sure you have chosen the correct year on the top of the left-hand menu bar.
3. Click “Choose student” This is necessary even if you only have one student enrolled.
4. Select the student ID or “none” to the left of their name (“none” will appear if no ID is assigned)
5. Click “Find a class” to left of screen
6. Filter selection (if desired) for grade level, subject, teacher, etc.
7. Click “?” for more info on each class; Click green “+” to register student for class; click red “x” to remove student from class. *Note: Some classes require instructor permission. Contact MP3 staff for more information*
8. To enroll a child in a class that is full, contact the MP3 office to be placed on the waiting list.
9. To enroll a child in a class outside of their grade, contact your SLPC and the teacher of the class.

30-Day Learning Plan Review:

Please complete your review by the 10th of each month

PLEASE NOTE: *Wings will time out and your data will be lost if you are away for 20 minutes without working. Please save your work (button at the bottom of the page) often or if you will be leaving the computer.*

1. Login at: <https://www.wingsnw.com/wings/mppp>. Login information is available from the office. You should now see “Welcome” and your user name in the top left corner. This means you are logged into the program and can explore the software.
2. On the left, under FAMILY: Choose student. Click on your student ID that is underlined (this may say “none”) to bring up your student's learning plan.
3. In the white area scroll down past the green box and click on “Offsite Class Progress.”
4. Another window will open so you can click on the month to update.
5. The “Offsite Class Progress” window will now open and you can view all of the classes that you entered on your SLP. Please enter the 30 day review by finishing the following steps:
 - a. Answer the question: Was satisfactory progress made in this offsite class this month? (Answering “unsatisfactory” will not determine overall satisfactory or unsatisfactory progress for the month – just for that class. You may have focused on US History one month and not done science, that is okay – just indicate that in your review.)
 - b. In the “Comments” box, please:
 - i. Copy and paste the goals from your class description that have been worked on or completed this month
 - ii. Enter a description of learning answering these questions:
 1. What topics and/or skills were covered this month?
 2. What activities (papers, projects, experiments etc.) did the student produce this month?
 3. What evaluations (discussions, daily work, quizzes, tests) did the student participate in?
 - c. Completion: Choose whether the classes is ongoing, completed, or dropped
 - d. Action: Choose to submit for approval or save as a draft to work on later
6. Repeat step 5 for each class in the SLP.
7. When you have finished, scroll to the bottom of the page and select one of the three options:
 - a. CANCEL This will delete your work.
 - b. SAVE CHANGES This will save your work so you can finish later.
 - c. SAVE & SUBMIT FOR REVIEW This will save your work and send to your SLPC.
 - d. If you need to change your work after you submit it, please contact your SLPC.

Appendix D

Overall Satisfactory Progress

Contact:

Regular contact with a certified teacher is required as a condition of participation in Meridian Parent Partnership Program. Situations may arise where more frequent contact is required. Failure to make contact may result in the following-

First missed contact in a month:

- Email reminder
- Student is marked absent

Second missed contact in a month:

- Phone call reminder
- Student is again marked absent
- Satisfactory process in jeopardy

Third missed contact in a month:

- Phone call reminder
- Student is again marked absent
- Satisfactory process in jeopardy
- Administrative intervention

Fourth missed contact in a month:

- Phone call reminder
- Student is marked absent
- Student is withdrawn from the program

Progress:

Students may earn Unsatisfactory Progress for a variety of reasons, including insufficient contact during a month (see above), inadequate academic progress (determined either by parent/guardian or MP3 staff), or insufficient hours required by grade-level and FTE.

Failure to make Satisfactory Progress may result in the following requirements placed on student and/or parent/guardian

After First Month of Unsatisfactory Progress

- Meeting with SLP coordinator to discuss progress
- Weekly phone contact is required in addition to normal weekly contact
- If progress for following month is satisfactory, requirements return to previous level

After Second Month of Unsatisfactory Progress

- Meeting with SLP coordinator to discuss progress
- Additional intervention plan is designed by SLPC which may include:
 - Change in duration, frequency or form of weekly contact
 - Modification of SLP
- Parent/Guardian and Student informed that should the student continue to demonstrate Unsatisfactory Progress, MP3 participation will be terminated

After Three or More Months of Unsatisfactory Progress

- Meeting with SLP coordinator and school administrator
- Additional interventions OR a change in placement

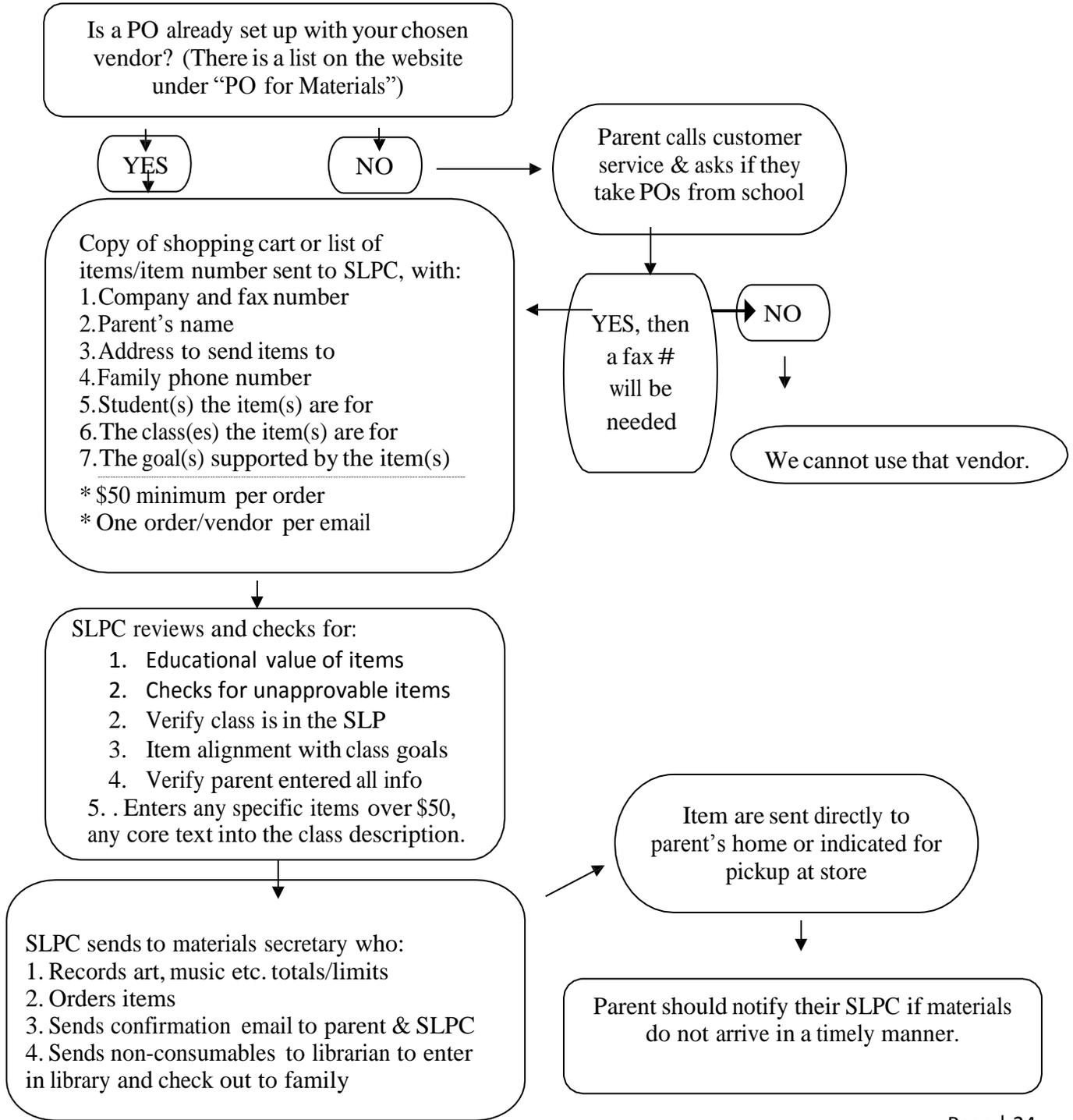
Non-Discrimination Policy

It is the policy of the Meridian School District not to discriminate on the basis of race, color, national origin, sex or handicap in its educational programs, activities or employment policies. Inquiries regarding compliance with federal rules and regulations may be directed to Mr. David Forsythe, the District's Title IX Officer and Section 504 Coordinator.

Appendix E: PO Requests and Vendor Billing Flowchart

Material Purchase Orders

LAST DAY TO ORDER IS the FIRST DAY back AFTER SPRING BREAK



Appendix F: Library Check-Out Flowchart

MP3 Library Check-Out

LAST DAY TO REQUEST IS the FIRST DAY back AFTER SPRING BREAK

Log into WINGS and click on the library tab to search for instructional materials. Is the item listed as available in the library?

YES

NO

Please check back for availability

All library requests to check-out items should be submitted to your SLPC and include:

- Your Name
- Phone Number
- Address to send check-out materials to
- Student(s) the items are for
- Title of the item
- Bar Code #

* Please note that some items have limited availability

* CIS is used for shipping costs

* Limit of 10 items per month/family to be requested for shipping purposes

SLPC sends check-out request to librarian who:

1. Checks out item to family
2. Calculates shipping costs
3. Hold is placed in CIS

Item are sent directly to parent's home.

When finished with the item, please return to:

Meridian Parent Partnership Program
Attn: MP3 Library
960 E. Hemmi Road
Everson, WA 98247

*It is the responsibility of the family to return items either by requesting a return shipping label with CIS or independently shipping item(s) back to the MP3 library.

Appendix G: Instructional Service Provider Process

