Meridian Parent Partnership Program (MP^3) Handbook

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. Kurt Harvill, 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 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.

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! Additional information can also be found on the MP3 website at http://www.meridian.wednet.edu/mp3

Tom Churchill, Meridian School District Superintendent
Michelle Siadal, MP3 Principal

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Overview:

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

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.

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).

- Students are required to have weekly contact with certified school staff.
- The minimum requirements for educational time spent each week are 30 hours.
- 30 day review of goals, topics, activities, and assessments
- State required testing per WAC 392-121-182

Student Learning Plan Certified Teacher (SLPC)
Your family will be assigned a certified teacher 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 help create student's SLP and 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 SLPC to choose curriculum for each child. SLPCs will write and approve each SLP. SLPs must be in place before students can be fully enrolled.

A well rounded SLP consists of:
- Math
- PE (100 minutes per week required per WAC 392-410-135)
- Science
- English Language Arts (Reading and Writing)
- Social Studies (State law requires all full-time K-8 students to complete a Washington State History class by the end of 6th grade and again between 7th and 12th grade. Many students choose to meet this requirement in their 7th or 8th grade year before transitioning to high school. WAC 392-410-120)

SLPs will include:
- Class Description
- State Standards
- Core Curriculum
- Monthly Goals
- Activities
- Assessments

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 fund. Families may use any materials they choose for hours not counted towards the minimum educational hours each week

Credit Request (Milestone Completion)
Washington State History milestone completion can be earned in 7th or 8th grade for students using district adopted curriculum in this subject. A "Credit Request Form" must be filed at the start of the semester. To earn the milestone, students must fulfill:
- Portfolio with 10 work samples
- 75 hours logged
- Proctored assessment

30-Day Review of the SLP
The parent and a SLPC 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.

Reviews will include:
- Learning Goals
- Topics
- Activities
- Assessments

The SLPC will email their review comments to the student each month. The student must respond upon receipt to indicate they have received and read the review. See Appendix A for more information on entering 30 day review information in WINGS.

Weekly Contact/Attendance
Students participating in the Meridian Parent Partnership Program are expected to complete weekly contact requirements. 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." 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.

Means for contact will include:
- E-mail
- Phone
- Face to face
- Digital Communication
- E-Survey

Extensive out of state stays may affect a student's ability to remain enrolled. In the event of missed weekly contact, the following attendance policy applies: two missed contacts in a month results in unsatisfactory progress.

Overall Determination of Satisfactory or Unsatisfactory Progress
Based on weekly student contact and a review of comments on the 30 day review, 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 reporting adequate information for the 30 day review

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 determined by the SLPC and school administration.

If a student makes unsatisfactory progress two months in a row, the SLPC and an administrator will evaluate placement, create a plan of further intervention and communicate this plan with the family.

If a student makes unsatisfactory progress for three months in a row, they will be withdrawn from the program.

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

Enrollment

Kindergarten and 1st Grade Enrollment
Children who are five years old by September 1st may enroll as kindergartners. A student must have 450 documented hours of kindergarten or be age six by September 1st to be eligible for first grade enrollment. Questions regarding Kindergarten and 1st grade enrollment can be directed to the MP3 office.

"Campus" and "Extension" Programs
- Campus: Campus classes are available to supplement the SLP two days per week.
- Extension: Students do not enroll in campus classes provided by MP3.

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 full-time alternative education students may participate in sports at their school of local residence. For more information please see the WIAA handbook available at www.wiaa.com.

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 access the student learning plan and enter 30-Day Review information each month. Parents can also check campus class schedules, 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 notify your SLPC if any contact information needs to be updated.

Curriculum and Instructional Support (CIS):

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.

- Curriculum and Instructional Support is designed to allow materials and resources to be selected for individual students based on the goals and state standards in their student learning plan.

- Requests for use of Curriculum and Instructional Support will be evaluated for alignment with the student's SLP.

- In order to support a well-rounded learning plan throughout the school year, half the CIS is allocated during the first semester and the second half during the second semester. CIS is adjusted according to enrollment date when enrolling mid-year.

- **CIS is public money and cannot be used for private benefit or to duplicate learning that has already taken place.**

- **CIS Tracking -** Each family has access to CIS information on WINGS including a history of the year's resource support.

- Unused portions of CIS remain with the MP3 program for additional library resources & learning materials.

Determining Curriculum and Instructional Support (CIS)

Annual CIS Based on Full Time Enrollment		
FTE (Kindergarten)	**Campus**	**Extension***
	$500.00	$500.
FTE (grades 1-8)	**Campus**	**Extension***
1.00 (full time)	$500.00	$1000.
.90 FTE	$150	$600
.80 FTE	None	$400
• Extension students may enroll in one campus class (CIS reduced by $150 per semester) • Students must be enrolled at 80% or more to enroll in campus classes.		

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 to ensure the purchase supports the SLP, complies with school policy and does not exceed CIS limits.
- **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.**
- Please see the purchase order flowchart in the handbook appendix for more information about the purchase order process.

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.

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-Consumable & Consumable Items

- 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.

- 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.

- Some items purchased are not useable by more than one student. These items are considered consumable. Please ask your SLPC if you have any questions.

Core Instructional Materials

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. A list of recommended curriculum 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.

Items Supported with CIS (matched to SLP Goals)	Items NOT Supported with CIS
Approved core and supplemental curriculum	General school supplies (items that would typically be on a "back to school" list)
Educational manipulatives *Limit $100 per student	Private/Individual lessons or tutoring
Musical instrument & related supplies *One every 3 years allowed per student, subject to $100 limit per student	Field trips
One ream of paper per student per year	Club sports costs
One black ink cartridge per family per year	Materials used for private benefit (e.g. painting a bedroom)
Non-consumable, non-personalized sports equipment such as soccer balls & jump ropes (Rule of thumb: if you would find the item in a traditional school PE closet, it is supported) *Limit $100 per student	Hardware (ex. Gardening tools, cookware/bakeware, cameras, video equipment)
Approved services such as PE classes & group tutoring	An expensive version of a simpler item
Art supplies and equipment *MUST be linked to specific class and learning goal. *Subject to $100 limit per student	Lego sets
Consumable gardening supplies (seeds, soil, fertilizer) *MUST be linked to specific class and learning goal. *Limit $50 per family	Books for pleasure reading typically checked out from a public library
	Food items

Campus Information

School Pictures
There will be student photo opportunities through a commercial provider each fall. Siblings of students are able to take advantage of the group rates this provides.

Internet Use and Safety
All students and parents working on a MP3 computer 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. 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.

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**
2. **Text:** **Text your tip to 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.

Expectations for students and families
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. Excessive problems in this area will result in a student's or family's dismissal from MP3.

- Students will follow our 3 B's (Be Respectful, Be Responsible, Be Safe)
- If your family is ill, please stay home.
- No running or rough-housing.
- An MP3 adult must accompany any child/student(s) when outside. CHILDREN ARE NOT CONSIDERED TO BE SUPERVISED UNLESS THEY ARE IN YOUR LINE OF SIGHT.
- 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:
- Please observe the speed limit of 5 MPH in the parking lot and watch for pedestrians.
- Please do not park in the fire lane/drop-off loop.

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 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.

Food:
- 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.

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

Appendixes

Appendix A: 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.*
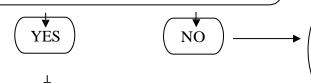
1. Login at: https://www.wingsnw.com/wings/mppp. Login information is available from the office. You should now see "Welcome" and your user name in the top left corner. This means you are logged into the program and can explore the software.
2. On the left, under FAMILY: Choose student. Click on your 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 <u>topics</u> and/or skills were covered this month?
         2. What <u>activities</u> (papers, projects, experiments etc.) did the student produce this month?
         3. What <u>evaluations</u> (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 B: PO Requests and Vendor Billing Flowchart

Material Purchase Orders
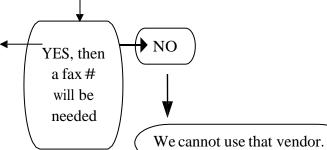**LAST DAY TO ORDER IS the FIRST DAY back AFTER SPRING BREAK**

Is a PO already set up with your chosen vendor? (There is a list on the website under "PO for Materials")

YES

NO → Parent calls customer service & asks if they take POs from schools & deliver to private residences.

YES, then a fax # will be needed ← **NO**

NO → We cannot use that vendor.

Copy of shopping cart or list of items/item number sent to SLPC, with:
1. Company and fax number
2. Parent's name
3. Address to send items to
4. Family phone number
5. Student(s) the item(s) are for
6. The class(es) the item(s) are for
7. The goal(s) supported by the item(s)

* $50 minimum per order
* One order/vendor per email

SLPC reviews and checks for:
1. Educational value of items
2. Checks for unapprovable items
2. Verify class is in the SLP
3. Item alignment with class goals
4. Verify parent entered all info
5. . Enters any specific items over $50, any core text into the class description.

Item are sent directly to parent's home or indicated for pickup at store

SLPC sends to materials secretary who:
1. Records art, music etc. totals/limits
2. Orders items
3. Sends confirmation email to parent & SLPC
4. Sends non-consumables to librarian to enter in library and check out to family

Parent should notify their SLPC if materials do not arrive in a timely manner.

Appendix C: 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 <u>available</u> in the library?

YES

NO → Please check back for availability

All library requests to check-out items should be **<u>submitted to your SLPC</u>** 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 D: Instructional Service Provider Process

New ISP → Family submits New Instrctional Service Provider Screening Form to SLPC → SLPC approves requests and submits to ISP Approval Committee for review

Once approved by committee Secretary provides an information packet to ISP

Packet includes:

1. ISP Questionaire

2. IRS W-9 (Note: Employer Id # only, no Social Security #s accepted)

3. Proof of Liability Insurance for High Risk Activities

4. Fingerprint Verification and Applicant Disclosure Statement for each MP3 Instructor

or

Confirmation from your facility stating that you run Criminal Background Checks

5. ISP Declaration of Agreement

→ When all paperwork/forms are received, the ISP is approved. Family and SLPC will be notified. Family can submit service request.

Approved ISP Service Request

(Begins Oct. Ends May)

Family Requests Services by sending email to SLPC.

(1 new service request per student per month. Each class cannot exceed $75 a month)

Email must contain:

1. ISP Name, fax #, email, and contact name.

2. ISP Class title

3. Student Services for

4. SLP Class

5. SLP Goal(s) supported by service

6. Frequency (how often) (i.e. twice a week)

7. Duration (how long) (i.e. Oct.-May)

8. Total cost of service (i.e. 8 lessons x $10 = $80 or 3 months @ $50=$150 for a max of $75 per month per student

→ SLPC makes 1st contact with ISP →

SLPC sends to secretary

1. Places a "hold" in WINGS

2. Generates PO if needed

3. Email to ISP and family to approve service

4. Lists the ISP in the SLP class description

↓

Services are rendered and communication log begins

↓

All ISPs must bill the district for services monthly and each invoice must have a communication log from ISP to MP3 certified teacher. (Payments take approx. 30 days from date invoice is received)